

**PERFORMING ARTS CENTRE  
STEERING COMMITTEE**

**TERMS OF REFERENCE**

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1. Name and Type of Committee

- Performing Arts Centre Steering Committee
- Ad Hoc Committee

2. Statement of Purpose

- Provide direction and oversight for the development of a Performing Arts Centre (D-34) as per the 2018-2027 Capital Improvement Program.
- Receive reports and information from the Project Team.
- Make recommendations to City Council as required.

3. Key Duties and Responsibilities

- Establish guiding principles for the Performing Arts Centre.
- Approve a public communications and community stakeholder engagement plan.
- Ensure the hiring of a consultant by the Project Team to review previous performing arts studies, refine communications and engagement plan, recommend options for a facility location, assess operating model options, and determine financial costs for construction and operation of the facility.
  - o Monitor and review consultant reports.
  - o Recommend a business plan and operational model to City Council.
- Ensure the hiring of a consultant by the Project Team to complete detailed design of a Performing Arts Centre.
  - o Monitor and review consultant reports.
  - o Approve the functional requirements and schematic design of the facility.
- Provide an annual report and other updates, as necessary, to City Council.

4. Composition and Appointments

- Voting Members:
  - o City Council (3) – Jeff Carlson (Chair), Jeff Coffman, Mark Campbell
  - o Allied Arts Council Representative – Dawn Leite
  - o Performing Arts Centre Advocacy Group Representative – Dianne King
- Non-voting Members:
  - o City Manager or Designate
  - o Director of Community Services
  - o Director of Planning and Development
  - o Facility Services Representative
  - o Recreation and Culture Representative
  - o Project Team Lead – Project Coordinator or Project Manager
  - o Communications Representative

5. Meetings

- Meetings will be held monthly or as deemed necessary by the Chair.
- A quorum of the Committee is a majority of the voting members.
- Agendas and committee meeting minutes will be e-mailed to all members.

6. Committee Support

- Community Services shall provide administrative support to the Committee as required.

7. Review and Evaluation

- Accomplishments will be documented and accumulated throughout each year for inclusion in an annual report to City Council.
- The annual report will be provided to City Council in December of each year (2018-2021).

8. Requirement of Committee

- The Performing Arts Centre Steering Committee will terminate six months after the completion of the project.