



TERMS OF REFERENCE

MARINERS CENTRE EXPANSION STEERING COMMITTEE

BACKGROUND

In July 2020 the Town of Yarmouth, Municipality of the District of Yarmouth and the Municipality of the District of Argyle approved the terms of reference for the Mariners Centre Expansion Steering Committee. Work has progressed and decisions made that necessitate updating the Terms of Reference for the Steering Committee. Specifically, the “bridge” decisions have been made and an action plan to implement the bridging solution has been approved and put in the hands of Mariners Centre to execute. The remaining work for the MCEC lies entirely with the development of the expansion of Mariners Centre. Therefore, there is no longer a need for two sub-committees reporting to the main Steering Committee.

The Terms of Reference for the committee are therefore updated to reflect the progress to date and the additional clarity that has formed around the Mariners Centre Expansion project

PROJECT DESCRIPTION

Our community is asking for more opportunities to be active, play and connect at the Mariners Center. To meet these needs there is consensus across our municipalities to expand the Mariners Centre into a campus-style community hub for events, sport and recreation.

The goal of this committee is to complete the work required to deliver an expanded Mariners Centre within five years. The following expansion priorities are to be considered:

- An aquatic centre
- A fitness centre
- Other multi-purpose sport and recreation opportunities (including a walking track)
- Utilizing the entire property to create a campus-style community hub for a broad base of community events and sport and recreation opportunities

The committee will follow a defined project plan, with clear milestones and timing. Activities and decisions undertaken by the committee will include (but not limited to) stakeholder identification, fundraising, RFP processes, communications, confirming design, reviewing design changes, making recommendations to the three Councils were required/appropriate. Success will be defined on the committee’s ability to navigate the trade-offs between meeting current and future needs of the community, fundraising and budgetary requirements, and ensuring a functional space that supports sustainable operations over time.

STATUS

The MCEC will serve as a steering committee for the three municipal partners to oversee and carry out the development of the Mariners Centre Expansion.



COMPOSITION

The MCEC is comprised of the following:

Warden, Deputy Warden and 1 councilor - Municipality of the District of Yarmouth

Warden, Deputy Warden and 1 councilor - Municipality of the District of Argyle

Mayor, Deputy Mayor and 1 councilor - Town of Yarmouth

Ex-officio: Chairman, Mariners Centre Management Board

Non-voting support: CAO's of the Town of Yarmouth, Municipality of the District of Argyle and

Municipality of the District of Yarmouth, CEO Mariners Centre

CAO's may bring additional staff to meetings, as resources

OFFICERS

The MCEC shall appoint a Chair and Vice Chair, in January of each calendar year. The responsibilities of the Chairperson shall include chairing the meetings of the committee, spokesperson for the committee, setting the meeting dates and times, approving draft agendas for meetings. Vice Chairperson will assist the Chairperson in all duties, and act as Chairperson when the Chairperson is unavailable.

FINANCIAL

The MCEC will have the authority to manage budgets approved by the partners for the execution of the work necessary and incidental to the mandate of the committee. As the project progresses through the various stages, the size of contracts will increase, including the award of the contract to build the addition. Financial management of the project will be provided through the existing financial structure for the Mariner Centre. This will maximize the HST rebate and provide auditing clarity. The MCEC shall adopt procurement practices of the Town of Yarmouth and ensure compliance with all applicable legislation.

MEETINGS

The MCEC will meet as often as necessary to carry out the mandate of the committee, but not less than once per calendar month. Meeting Coordination will be led by the Municipality the Chairperson represents, with assistance from the other partnering municipalities. Meetings may be held either in person, virtually or a combination, provided that the technology is available to all members to participate.

Every effort should be made to provide meeting notices, agendas and documents necessary to make informed decisions available to steering committee members 3 days in advance of a meeting. Meeting minutes will be kept of all meetings and will include a detailed review of tasks completed, action list, responsibilities, and timelines. Meeting minutes will be taken by the Admin support from the Chair's municipality.

The singular focus of the Mariners Centre Expansion shall direct the Steering Committee's Agenda. Guided by the sequenced deliverables required to achieve the project's milestones, time bound tasks

and ownership shall be assigned with each meeting. The status of work/tasks is to be documented and communicated to show progress against project milestones.

Education on topics required to support the critical discussion and decisions of the steering committee will be facilitated by Mariners Centre, bringing in outside experts when required.

Meetings shall be open to the public, and whenever possible video-recorded and the recordings posted online. A repository of MCESC meeting documents and records shall be kept on the Mariners Centre website. Notice of the next meeting, and location/video link details, shall be broadcast on the Mariner Center social media and website.

The Work of the MCESC

Recommending to the three councils:

- 1 A funding formula for the sharing of Mariners Centre operations and capital, including Mariners on Main, 275 Main Street and the existing and expanding facility at 45 Jody Shelley Drive.
- 2 An intermunicipal agreement expanding on the mandate of Mariners Centre.
- 3 Budget requirements for the expansion capital project
- 4 A fundraising plan in support of the Mariners Centre Expansion which shall be filed no later than September 2021

Executing:

- 1 Completing applications for funding from Provincial and Federal governments in support of the Expansion capital budget
- 2 Overseeing the procurement processes for goods and services necessary to the project
- 3 Communicating with Elected and non-elected government officials in support of funding applications
- 4 Confirm the facility's initial program (design) and review potential changes to the design or program over the life of the project
- 5 Clearly define Project Milestones to direct Steering Committee work
- 6 Commitment to focused agendas that move the project milestones forward in sequence, using time-bound tasks with clearly assigned owners & resources
- 7 Commitment to stakeholder identification and engagement across lifetime of the project
- 8 Commitment to seek out education on the key topics required to make good decisions across the lifetime of the project
- 9 Commitment to balance the needs of the community with the priority of designing and building functional spaces that ensure sustainable and efficient operations over time (I.E.; If budget does not allow for a functional walking track that makes sense with the overall operations of the facility it will not be included in the design)
- 10 Implementing the work necessary to complete the Mariners Centre Expansion Process

Authority

Within approved budgets, the MCESC shall have the authority to:

1. Approve and release procurement documents including, but not limited to, requests for expression of interest, request for proposals, tenders
2. Award procurement contracts
3. Approve and release public statements

REPORTING

The members of the MCECSC shall be responsible to update their councils at regular meetings of their Councils/Committee of the Whole. Approved minutes shall be sent to the Municipal Clerk of each municipality once approved by the MCECSC.

COMMUNICATIONS

Press Releases and other formal communication shall be approved by the Wardens and Mayor, with media contacts including the Chairperson. Communications shall be issued under the name of the MCECSC. Whenever practical to do so, communications will be issued to all members of councils 1 hour prior to being released to the media. Notwithstanding this, a copy of all releases shall be sent to each municipality's Municipal Clerk who shall be responsible to circulate to Council. Communications Support will be provided by the Town of Yarmouth, in collaboration with staff from Municipalities of Argyle and Yarmouth.

Municipal Council Covenants

For the terms set out to be successfully achieved by committee members, all councillors must embrace the delegation of the authorities set out. To that end, elected officials and councils as a whole agree to:

1. Publicly support the work and decisions of the MCECSC
2. Consent to the authority granted in these terms of reference
3. Ensure staff and councillor time are set aside for the work laid out
4. Look to their respective representatives and staff for updates and details on the committee work
5. Provide the political support to advocacy efforts as/when requested
6. Be responsive in a timely manner to requests for decisions from the MCECSC
7. Provide a budget to the MCECSC for the work assigned

These terms of reference may be, with Councils' approval, be amended from time to time in response to project needs.