



## CITY OF YELLOWKNIFE

### **TERMS OF REFERENCE**

#### **Aquatic Centre Development Committee**

Whereas, pursuant to the Council Procedures By-law, Council may establish a special committee to investigate and consider any matter; Yellowknife City Council hereby establishes a Special Advisory Committee to be known as the “Aquatic Centre Development Committee (ACDC)” with the following terms of reference:

#### **INTRODUCTION**

1. City Council has recently adopted the Aquatic Centre Pre-Design Plan as recommended by the Aquatic Centre Advisory Committee. The Plan was the result of a wide community consultative process that identifies various components to be included in the development of an Aquatic Centre. City Council has identified a need to establish an Advisory Committee that will provide advice and guidance on issues related to moving the Plan forward with the development of an Aquatic Centre.

#### **BACKGROUND**

2. The City of Yellowknife established the Aquatic Centre Advisory Committee (ACAC) in February 2018 for the purpose of assisting the City in an advisory capacity on issues regarding the development of an Aquatic Centre.

Through a public consultative process, the ACAC developed a Pre-Design Plan that was adopted for information by Council on October 29, 2018. The facility components included in the Plan include a 6 lane, 52 meter tank with moveable bulk head; a leisure pool that would include a 3 lane, 25 meter tank complete with tot pool, zero depth entry, play and spray features, lazy river, and a splash deck; spectator viewing; lobby; the required amount of change rooms; a hot tub; steam room; community and staff office spaces; and a canteen area. The Report included a Class D estimate of \$49.8M for a facility that includes the above noted components.

#### **SCOPE**

3. The purpose of the ACDC is to assist the City of Yellowknife in an advisory capacity by considering and making recommendations to Council through the appropriate standing committee on issues related to the design and development of an Aquatic Centre to

achieve a facility that meets the needs of the community and is within the financial capability of the City.

4. In meeting its purpose, the ACDC shall examine, but is not limited to, the following issues:
  - (a) Review the Aquatic Centre Pre-Design Plan as adopted by Council to determine if there are options for modification of the Plan to achieve the development of a facility that will meet financial capabilities of the City of Yellowknife including the possibility of phasing the development, timing of development, altering the design and/or limiting and prioritizing components;
  - c) Provide advice to City Council, through the appropriate standing committee as required during the construction phase of the project.
  - d) The ACDC shall have no authority to expend or commit financial resources of the City of Yellowknife.

## COMPOSITION

5. The Aquatic Centre Development Committee shall consist of the following members appointed by City Council:
  - (a) The **Mayor** of the City of Yellowknife – ex-officio;
  - (b) One (1) Member of **City Council**;
  - (c) One (1) representative from the **Yellowknife Polar Bear Swim Club**;
  - (d) One (1) representative from the **Seniors**;
  - (e) One (1) representative from the **NWT Recreation and Parks Association**;
  - (f) One (1) representative from a **Yellowknife Business**;
  - (g) One (1) representative from the **Yellowknives Dene First Nation**;
  - (h) One (1) **Youth** representative;
  - (i) One (1) representative with knowledge/expertise in facility accessibility issues
  - (j) Two (2) representatives from the **General Public**;
  - (k) City of Yellowknife, Senior Administrative Officer (non-voting)
  - (l) City of Yellowknife, Director, Community Services (non-voting)
6. A member of City Administration shall provide administrative support to the Committee.

7. Other members of City Administration may attend meetings as deemed necessary.
8. The Member of City Council shall be the Chair of the ACDC.
9. No Member may appoint an alternate who may represent that Member and act on their behalf in their absence.
10. In the event that a Member of the Committee is unable or unwilling to continue to serve on the Committee, for whatever reason, Council may, by resolution, appoint a replacement.
11. If any Member misses 2 consecutive meetings without approval of the Committee, the Member shall be struck from Committee membership and replaced by appointment of Council.
12. Members shall serve from the commencement of appointment until such time as the objectives of the Committee's purpose have been met.
13. All Committee members shall be appointed by resolution of Council.
14. The Committee may, from time to time and by resolution, form a subcommittee and appoint members to investigate and report back on any item of business which is within the area of responsibility of the Aquatic Centre Development Committee.
15. The Chair of the subcommittee shall be a member of the ACDC.
16. Every subcommittee to which a matter has been referred shall report in writing to the ACDC.
17. Any report of a subcommittee shall be subject to review by the ACDC and shall be included in the ACDC's report/minutes to Council.
18. A subcommittee may be dissolved by resolution of the Aquatic Centre Development Committee at any time.

## **MEETINGS**

19. The time and schedule of Committee meetings shall be determined by the Chairperson.
20. A quorum of Committee shall consist of a majority of its voting Members.
21. The Chairperson may cancel any scheduled meeting of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
22. The rules of procedure for the Committee shall be governed by City of Yellowknife Council Procedures By-law insofar as it may be applicable.

23. All decisions of the Committee shall be in the form of resolutions duly passed by a majority of its Members present. The Committee shall strive to reach consensus on issues, and make recommendations or presentations to the appropriate standing committee.

## **REMUNERATION**

24. The Members of the Committee, including the Chairperson, shall serve in a volunteer capacity only, with no remuneration.

## **DUTIES**

25. The Chair's responsibilities will be as follows"
- (a) Chair meetings;
  - (b) Approve agenda/meeting preparations and any follow up actions; and
  - (c) Introduce the ACDC recommendations to the appropriate Standing Committee of Council.
26. The ACDC Members' responsibilities will be as follows:
- (a) To attend meetings of the ACDC and discuss issues pertaining to the design and construction of the Aquatic Centre;
  - (b) To provide advice and recommendations for consideration as the development of the Aquatic Centre proceeds; and,
  - (c) Where it deems advisable, to make recommendations to the Standing Committee of Council and others as appropriate.

## **TERMINATION**

27. The Committee shall be considered dissolved upon completion of the Aquatic Centre facility, or being otherwise dissolved by resolution of Council.
28. Notwithstanding the above, Council may, by resolution, dissolve the Committee at any time, or amend these Terms of Reference.