

Terms of Reference

The logo for the Capital Regional District (CRD), consisting of the letters 'CRD' in a stylized, bold font.

Ganges Harbour Walk Project Steering Committee

PREAMBLE

The Capital Regional District (CRD) Ganges Harbour Walk Project Steering Committee is an advisory committee established by the CRD Board and will oversee and make recommendations to the Salt Spring Island Parks and Recreation Commission (SSIPARC) regarding matters related to the construction of the Ganges Harbour walk.

The Committee's official name is to be:

Ganges Harbour Walk Project Steering Committee (GHWPSC)

1.0 PURPOSE

The mandate of the Committee includes overseeing and making recommendations to the SSIPARC regarding the following:

- Responsible for securing permanent funding for the development and construction of the project by way of fund raising, grant writing, and if necessary, championing referendum financing process.
- Ensures value for the project by achieving a return on investment by:
 - Completing project on time and on budget;
 - Future annual maintenance and operating costs, including life cycling costing are minimized;
 - Enhancing the safety, aesthetics, and accessibility of the harbour walk; and
 - Meeting community needs and objectives for years to come
- Provide the Project Manager with requirements concerning decisions or policies that may impact scope or project outcomes.
- Provide advice and feedback on scope, schedule, cost and quality concerns, or guidance on project priorities that arise during the planning, design and implementation of the project.
- Provide issue resolution on other matters referred to the Committee by the Project Manager and/or staff liaison.
- Facilitate project approvals at key milestones: procurement awards, site and engineering assessment, design development.
- Provide the Project Construction Manager with advice and direction where appropriate concerning site priorities for renovation/upgrade of the existing boardwalk structure or

realignment and joining the boardwalk to Pecks Cove Park and southern entrance to the harbour walk.

2.0 ESTABLISHMENT AND AUTHORITY

- The Committee in an advisory capacity will make recommendations through the SSIPARC to the Board for review, comment, and decision on matters impacting a change in scope, financing, or procurement award as required in the CRD Procurement Policy.
- The Board Chair will appoint the Committee Chair and Committee members for the duration of the project as per section 3.0.
- Upon completion of the project the Committee will be disbanded.

3.0 COMPOSITION

- Committee members will be appointed as follows:
 - Salt Spring Island Electoral Area Director
 - One Salt Spring Island Trustee nominated by the Local Trust Committee.
 - The Chair or designate, of Salt Spring Island Transportation and Transit Commission
 - The Chair or designate, of the Salt Spring Island Parks and Recreation Commission
 - One Board member nominated by the Salt Spring Island Chamber of Commerce.
 - One member at large nominated by the Salt Spring Island Electoral Area Director.

4.0 PROCEDURES

- The Committee shall meet as needed or at the call of the Committee Chair, in consultation with the staff liaison.
- The agenda will be finalized in consultation between staff liaison and the Committee Chair, and any Committee member may request that a matter be placed on the agenda.
- For meetings to proceed a quorum of the committee will be required to be in attendance to conduct committee business. A quorum is a minimum of four members.
- With the approval of the Committee Chair and Electoral Area Director, committee matters of an urgent or time sensitive nature may be forwarded to Electoral Area Services Committee and Board for consideration.

5.0 RESOURCES AND SUPPORT

- The Salt Spring Island Senior Manager will act as liaison to the Committee.
- The Salt Spring Island Electoral Area Administrative division will provide administrative support as required; and prepare and distribute minutes and agendas.
- A Project Construction Manager will be assigned by the CRD to lead the team responsible for achieving the project scope, objectives, change and issue management, risk assessment, procurement, communication on project status, including problems and issues that require the Committee direction.