

## **Chandler Park Field Upgrades Advisory Committee**

*Terms of Reference*

### **Background/Rationale**

The Bulkley Valley Soccer Society (Society) has developed a concept plan that consists of several phases of redevelopment to the Chandler Park Field. The concept plan also identified the need to purchase new equipment that will maintain the redeveloped fields into the future. Council has identified the upgrade of Chandler Park Field as one of their priorities and has committed Staff resources to work with the Society to move the project forward.

### **Purpose**

The Chandler Park Field Upgrades Advisory Committee's purpose is to work towards a final design and construction plans for the Chandler Park Field Upgrades and redevelopment and make recommendations to Council. The Committee to consider the future Clubhouse Structure in the field plans.

Beyond the development of design and construction plans, the Advisory Committee would continue participating in the construction phase and collaborate in the development of a maintenance plan.

### **Timeline/Meeting Frequency**

It is anticipated that the Advisory Committee will be most active in the detailed design and cost estimating stage of the Chandler Park Field Upgrades and redevelopment. The Committee will meet 12:00-1:30 p.m. monthly or as required until the detailed design and construction plans are complete and approved by Council. Through the phased construction, the Advisory Committee will meet on an "as required basis".

### **Advisory Committee Meetings**

Members will respect the following:

- Provide honest, open opinions;
- Agree to disagree; consensus may not always be achieved;
- Agree to stay on track and on topic;
- Agree to work collaboratively; and
- Agree to work within the parameters of Town of Smithers policies, Council direction, and any other governing jurisdiction.

A quorum shall consist of a majority of members and will be required for decision making.

### **Membership**

The Committee membership consists of:

- 2 voting members of Council
- 3 voting members of the Bulkley Valley Soccer Society representing the Men's, Ladies and Youth Leagues.
- Staff and external advisory members as required.

### **Meeting Facilitator**

The Chair and Alternate Chair shall be appointed by Council and will preside at all meetings of the committee, maintain order, and ensure that rules of the committee are followed.

### **Resources**

The Chandler Park Field Upgrades Advisory Committee will be supported by Town of Smithers Staff, including a recording secretary who will take minutes of each meeting. The minutes shall be made available to the public by being placed on the Regular Meeting of Council agenda.