

TERMS OF REFERENCE

Pincher Creek Facilities Planning Study Steering Committee

PURPOSE OF THE COMMITTEE:

The Pincher Creek Facilities Planning Study Steering Committee shall study and provide advice to the Town of Pincher Creek regarding the future development, renovation or expansion of facilities including sport, recreational, community and other Town owned facilities.

Specifically the Committee will:

- Review the Multi-purpose Facility Planning Study & Report provided by Krystal Engineering and RKH Architecture and the Multi-purpose Facility Steering Committee recommendations.
- Review the Facility Infrastructure Master Plan (2008) and other related reports/documents re: condition of Town facilities and recommendations for improvement or maintenance.
- Investigate the feasibility and alternatives for facility development, renovation, re-location or expansion of all facilities with consideration to community needs, other projects proposed/underway, budget.
- Review Town of Pincher Creek land base and zoning with regard to the potential for facility development, re-location or expansion of facilities.
- Receive and consider information from the Recreation Advisory Committee, public and or community groups regarding facility development, renovation or expansion when expedient to do so.
- Provide regular reports to Town Council regarding the progress of Committee discussions and recommendations.
- Prepare a Final Facilities Report for Council to include information on Committee recommendations, options, timelines/phasing and projected capital and funding.

MEMBERSHIP:

The Committee shall be composed of up to six voting members. Composition shall be as follows:

- Town of Pincher Creek - two (2) Councillors
- Municipal District of Pincher Creek - two (2) Councillors
- Pincher Creek & District Recreation Advisory Committee – one (1) Member

A Member of the Committee will be disqualified to serve on the Committee if they:

- Cease to be a resident of Pincher Creek or area.
- Are absent for three meetings unless absences are authorized by the Town of Pincher Creek.
- Upon sending written notice to the Town of Pincher Creek.

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Town administrative staff may attend in an advisory capacity.

TERM OF COMMITTEE:

The Committee shall serve at the pleasure of Council and may be dissolved at any time during the process with the agreement of the Town of Pincher Creek or by the Committee resignation or recommendation.

CONDUCT OF MEETINGS:

- A Chairman shall be appointed at the first regular meeting from within the voting members of the Committee as per Town Policy #113-12 Council Members as Chairman.
- The Committee shall hold meetings on an as needed basis. Special meetings may be called by the Chairman whenever it is considered expedient to do so or when requested in writing by a majority of the Committee members. Verbal or written notice shall be given to the Committee members with not less than 24 hours prior to the meeting.
- Quorum will be a majority of appointed members.
- Motions do not require a seconder and are passed by a simple majority.
- All members including the Chairman shall vote on all questions. In the event of a tie, the motion shall be lost.
- Agendas are to be prepared by Town Administration and circulated in advance of the meeting.
- Town Administration shall record in writing the minutes of all regular and special meetings including a record of attendance. Copies of all minutes should be forwarded to the Council and Committee members within 14 days of approval.
- Committee recommendations shall forward in writing to the Town of Pincher Creek for consideration.

AUTHORITY OF THE COMMITTEE:

- The Committee shall act in an advisory capacity to Town Council and shall not have the power to direct Town consultants or enter into any agreements.

FINANCIAL:

- Committee may not incur any expenses unless authorized by the Town of Pincher Creek.

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Appendix A – Inventory of Municipal/Community Facilities

Swimming Pool, Gym

MCC Arena

Seniors Citizen Centre

Municipal Library

Curling Rink

Golf Clubhouse and Course

Joe's Gym

Chinook Lanes Bowling Alley

Horseshoe Pavilion and Agricultural Grounds

Community Hall

Town Hall – Administration Area, Gymnasium, Meeting Rooms, Day Care

Lebel Mansion

Pioneer Place & Kootenai Brown Pioneer Village

Group Group Youth

Parent Link Centre

Old Water Treatment Plant

Old RCMP Building

EMS Building

Campground

JJT Washroom/Concession

Town Shop/Old Swimming Pool

Service Clubs (Lions Den, Elks Hall)

School Facilities – Gyms, Meeting Rooms