



**ENERGY CENTRE DESIGN DEVELOPMENT STEERING COMMITTEE
POLICY**

POLICY NUMBER: 190-BD-15

Approval Date: January 13, 2015	Revise Date:
Motion Number: CM20150113.1011	Repeal Date:
Supersedes:	Review Date:

1.0 Policy Intent

The City of Cold Lake will be constructing Phase 3 of the Energy Centre of which this policy will establish an Energy Centre Design Development Steering Committee and Terms of Reference.

2.0 Purpose

- 2.1. The Purpose of the Steering Committee is to provide Council the opportunity to review and evaluate the conceptual design development of Phase 3 of the Energy Centre inclusive of a second arena, gymnastics facility, and an outdoor, artificial turf, multi-purpose field. Further consideration shall be given to the expansion of the field house and development of dance studios subject to budget availability.

3.0 Policy Statement

- 3.1. The Committee shall be a Committee of Council known as the Energy Centre Design Development Steering Committee.
- 3.2. Key Duties and Responsibilities:
- 3.2.1. Review and evaluate the design development of Phase 3 of the Energy Centre in terms of facility programming layout, capacities, conceptual floor plan layout, and preliminary budget;
- 3.2.2. All recommendations will be forwarded to Council for consideration.
- 3.3. Membership:
- 3.3.1. Seven (7) members of Council, one (1) of whom shall be designated as Chair;
- 3.3.2. Two (2) representatives from the Recreation and Culture Advisory Committee;

- 3.3.3. Two (2) representatives from Wards 5 & 6 of the Municipal District of Bonnyville;
 - 3.3.4. CAO and/or General Manager of Community Services (Non-Voting);
 - 3.3.5. Other support personnel as required (designated by the CAO) (Non-Voting);
 - 3.3.6. Recording Secretary (designated by the CAO) (Non-Voting).
- 3.4. Meetings:
- 3.4.1. The Committee shall meet at the call of the Chair commencing when design development starts (March 2015) and/or once per month until design concepts have been finalized.
- 3.5. Minutes of the meeting shall be kept and the Committee shall present its recommendations to Council in a written report.

4.0 Managerial Guidelines

- 4.1. The General Managers of the various City departments (or designate) shall work with the Committee to ensure necessary information is accessible.
- 4.2. Administrative support (agendas, minutes, copying, etc.) shall be supplied by Community Services.

5.0 References

- None

6.0 Persons Affected

- 6.1. Council, City Departments, Recreation and Culture Advisory Committee.

7.0 Revision/Review History

- None

Jan 19, 2015

Date



Chief Administrative Officer

Jan 20 2015

Date



Mayor