

## **Proposed Mandate for the Britannia Centre Renewal Joint Steering Committee**

The Britannia Centre Renewal Joint Steering Committee will provide advice and issue resolution to the project through a Project Manager (City of Vancouver) and a Project Coordinator (Britannia Community Services Centre Society)

The Committee will be co-chaired by the Project Manager and the Project Coordinator. The Committee will meet regularly and additionally at the discretion of the co-chairs to address emerging issues that require the Committee's consideration.

Here is a proposed mandate:

1. Provide advice and feedback on the planning, design, implementation, operation, and funding of the project;
2. Provide the Project Manager and Project Coordinator with requirements concerning decisions that may impact scope or programmatic outcomes;
3. Provide issue resolution on other matters referred to the Britannia Centre Renewal Joint Steering Committee by the Project Manager and Project Coordinator;
4. Facilitate project approvals at key milestones – for example, project charter, functional program, schematic design, design development, budget, funding etc.;
5. Ensure the Project Manager is provided with all resources necessary to complete the technical aspects of the projects;
6. Ensure that the Project Coordinator is provided with all resources necessary to complete the planning aspect of the project, including community engagement and consultation;
7. Where appropriate, provide the Project Manager and Project Coordinator with advice and direction concerning site priorities;
8. Facilitate communication between/among major internal stakeholders, including site partners, ensuring that all necessary agreements are in place, and oversee the implementation of the communication plan;
9. Work with the Britannia Centre Renewal Joint Steering Committee co-chairs to establish stakeholder committees as appropriate, including Terms of Reference, membership, and objectives for the committee and any subcommittees it might establish;
10. Approve specific cross-organizational, project-related policies, operations and programming;
11. Ensure that the proposed facilities will be adequately staffed and maintained with appropriate funding identified;

12. Resolve issues and provide direction concerning user-group decisions during all phases;
13. Ensure that all decisions are recorded and communicated to stakeholders.

The Britannia Renewal Steering Committee Members will include;

- Britannia Community Services Centre Society (Society), Executive Director
- Planning & Development Task Group Chair (including chair and four or five members of the Task Group) (Society)
- City of Vancouver, Director of Facilities (City)
- Social Planner (City)
- Community Planner (City)
- Vancouver Board of Parks & Recreation, Manager of Recreation Services (Park Board)
- Vancouver Public Library, Manager of Community Services (VPL)
- Vancouver School Board, Director of Facilities (VSB)
- Guests upon request of the Committee