

Terms of Reference – Major Construction Projects Oversight Committee

Purpose

The purpose of the Major Construction Projects Oversight Committee (the “Committee”) is to provide independent advice, input and feedback at key milestones during the planning, design development and construction phases of the Project (the “Project”).

Role of Committee

Members of the Committee will focus and provide input on the following:

- The project scope meets the requirements per the Council Strategic Plan or Council-approved program.
- The project budget and schedule aligns with the scope of work.
- Tracking progress – compare critical project milestones to the fundamental elements of scope, schedule, and budget to the baseline.

Committee members are to act within the Council-approved direction for the project. Should the Committee have recommendations outside the Council-approved program staff may present these to Council for consideration. It is Council that must approve any material changes to the project scope, schedule, or budget that may ensue from this input.

Committee members are to act in the best interests of the community.

Membership

Membership shall consist of:

- Three to five (3-5) Subject Matter Experts who have relevant, project-specific experience.

A Council liaison **may** be appointed by Richmond City Council. The Director, Facilities and Project Development will be the designated Staff Liaison.

Subject Matter Expert Committee members will be remunerated \$500 per committee meeting.

Membership Selection

Staff will conduct a public call and targeted recruitment for membership of the Committee for Council consideration and approval.

Candidates will be chosen to reflect executive-level experience in fields such as construction, architecture, engineering, finance, construction management, or law.

Term of Office

- Two-years for the Chair and Committee members, with appointments reviewed bi-annually.

Procedures and Meetings

- **Richmond City Council may choose a Chair and a Vice Chair, or it may delegate the selection of the Chair and Vice Chair to the members of the Committee.**
- Meetings will be held on a quarterly basis or at the call of the Chair.
- A quorum will be a majority of members.
- Members of the Committee will make every effort to attend. If a member is to miss a meeting, no alternate is **allowed**.
- Copies of the agenda and record of the previous meeting will be circulated to the Committee members.
- The City will provide the Committee with staff support for the preparation of minutes and agendas.
- Other City staff, consultants or contractors may attend meetings and provide technical support as required.

Conflict of Interest:

A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.

Committee members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from further comments. Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following their term(s).

Professionalism:

Committee members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards others members.

Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Committee's mandate. Any Committee member who is absent for three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee.

Reporting and Communication:

The Committee members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the Committee if referred by Council or staff and the standard process of communication is through staff to Council. **Committee minutes or relevant information may be included in staff reports or memos to Council, at least on a semi-annual basis.**

Committee members may communicate directly to Council but may not share confidential information regarding the project with the media.

All information discussed during Committee is considered confidential unless expressly noted otherwise **and a Non-Disclosure Agreement will be signed at the onset of Committee formation by Committee Members.**

Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.

Should a Committee member violate or act outside the Terms of Reference, the Committee member may be removed from the Committee.

Committee members serve at the pleasure of Richmond City Council. Council may amend these Terms of Reference at its discretion.