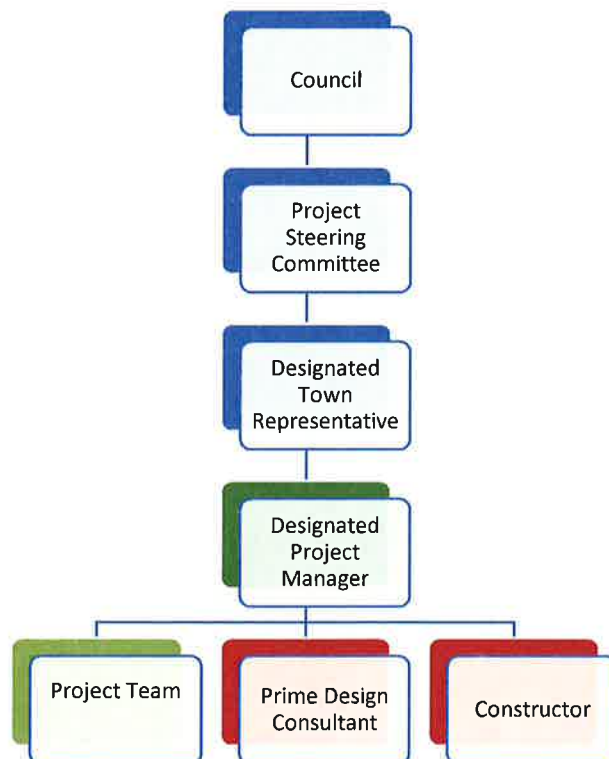


PROJECT STEERING COMMITTEE

The purpose of this resource is to provide members of the Project Steering Committee with clear responsibilities, and associated resources to assist in fulfilling their roles effectively.

The following is the reporting structure for the project, and more specifically where the Project Steering Committee is positioned, and how other functions relate to each other.



General Accountability Structure

The majority of the project work will be facilitated by the Designated Project Manager (DPM), and the Project Team. This Team will provide on-going direction and management of the design and construction activities, regardless of which construction approach the Project Steering Committee ultimately approves.

The Designated Town Representative (DTR) will be the Town's primary interface with the DPM and Project Team to ensure that the project management activities are progressing as planned. The DTR will coordinate information, meeting logistics, process integration, and other actions identified by the DPM for project purposes.

The DTR will organize all necessary information and background materials necessary for the Project Steering Committee to make informed decisions expeditiously. This will be done in cooperation with the DPM.

Project Steering Committee – Role & Responsibilities

The role of the Project Steering Committee is to provide direction and approvals to the DTR and/or DPM for the project from commencement to project close out.

The primary responsibilities include but are not limited to the following;

- Evaluate proposals and select the Project Management Firm for the Project
- Provide input and approval to the desired project construction methodology;
 - i. Design-Bid-Build
 - ii. Design Build
 - iii. Construction Management-at-Risk
- Approve the Master Project Schedule including Scope, Budget, and Timing.
- Provide strategic advice, decision-making, and approvals to all changes to scope, and/or budget, and/or timing, as presented by the DPM and/or DTR, and in accordance with the Town's procurement by-law.
- Decide what Project Steering Recommendations will require Council reports for authorization.
- Advise on strategic communications matters.

Project Steering Committee – Composition

MURC

Project Steering Committee Members	Subject Matter Expertise
Winanne Grant	Corporate Oversight
Dave Reddon	Corporate Oversight
Rob Wheeler	Financials
Dan Buttineau	Building Program Components
Shawn Conde	Information Technology
David Harvie	Library Program
Lawrence Artin	Facility Operations & Maintenance
Councillor Fellini	Council Insight and Liaison
Regional Councillor Grossi	Council Insight and Liaison
Mayor Quirk	Ex-Officio

Civic Centre

Project Steering Committee Members	Subject Matter Expertise
Winanne Grant	Corporate Oversight
Dave Reddon	Corporate Oversight
Rob Wheeler	Financials
Shawn Conde	Information Technology
John Espinosa	Council Affairs
Lawrence Artin	Facility Operations & Maintenance
Councillor Neeson	Council Insight and Liaison
Councillor Sebo	Council Insight and Liaison
Mayor Quirk	Ex-Officio

Project Steering Committee - Term

The project will commence August 2018, and conclude in June of 2021.

Project Steering Committee – Meetings

Project Steering Committee meetings will be scheduled on the same day and time each month, and will be no longer than 1 hour in duration (unless otherwise directed by the Committee).

All meetings will be pre-scheduled for the duration of the project and will be cancelled in advance if no direction is required by the DPM or DTR.