



TERMS OF REFERENCE WEST SIDE COLLECTOR ROAD STEERING COMMITTEE

Authorizing or Mandating Legislation: None

Procedural By-law: By-law 55-2016, as amended from time to time

Approved: August 10, 2020

Evaluation Date: December 2020

Date of Formation: August 2020

1.0 PURPOSE

1.1 The purpose of the Committee is to make a recommendation to Council on the need/appropriateness of the Town proceeding with a West Side Collector Road, and for the presentation to Council of design alternatives and options.

2.0 COMMITTEE PARTICULARS

2.1 **Type:** Advisory

2.2 **Resources:**

2.2.1 Members of Administration: Minimum three (3) members of Senior Administration

2.2.2 Staff Support: Deputy Clerk-Administrative Services

2.2.3 Number of Council Members: Three (3)

2.2.4 External Resources: Amico and others as may be determined by the Committee

2.3 **Term:** August 2020 to December 31, 2020

2.4 **Meeting Frequency:** As required, and to include: Friday, August 14 at 10:00 a.m., Thursday, August 20 at 10:00 a.m., Thursday, August 27 at 10:00 a.m., and Thursday, September 3 at 10:00 a.m.

2.5 **Remuneration:** none

3.0 SCOPE OF WORK

3.1 The Committee will prepare a recommendation report for Council's consideration prior to the end of September, 2020 regarding the need/appropriateness for a West Side Collector Road that addresses the following:

- The recommended general location of the road;

- The land required to accommodate the road and offer suggestions on how best to acquire the land required for the road;
- Outline the process to be followed to implement the decision;
- The general costs associated with providing the road;
- Suggestions on how to best fund/finance/pay for the road;
- Suggest a timeline for the completion of the road construction.

4.0 REQUIRED SKILLS

Strategy

Stakeholder Relations

Risk Management

Project Management

Communications

Critical Thinking/Analysis

Business Management