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## Fort Saskatchewan Nordic Ski Club

### West Rivers Edge (WRE) Ski Centre Committee Terms of Reference Approved by the Board on March 1, 2015

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In accordance with the Bylaw 4.22 of Fort Saskatchewan Nordic Ski Club (FSNSC) the Board of FSNSC hereby forms the WRE Ski Centre committee as an ad hoc committee of the Board.

## Objectives

The Fort Saskatchewan Nordic Ski Club (FSNSC) is implementing a plan for the ongoing additional development of a Ski Centre at West Rivers Edge(WRE) in and around the WRE pavilion.

The objectives for the WRE Ski Centre committee are:

- To work in collaboration with the City of Fort Saskatchewan to implement the development plan for the Ski Centre in WRE. This scope includes delivering on the unfinished parts of the plan that includes additional lights, shelter belt-tree's, grading and the potential of additional ski trails

In keeping with the objectives of past committee's focusing on the ski facility/ski centre, this committee will continue to enhance and deliver on the overall clubs purpose/goals for the ski club which included:

- To develop a plan to design and implement an improved home base for the ski club at a location in the River's Edge Recreation Area that allows the ski club to meet/achieve its mission and vision.
- To partner with the City of Fort Saskatchewan to improve and expand Cross Country Skiing Facilities and Trails in the River's Edge Recreation Area.

## Scope

The following activities are envisioned as within the scope for this committee:

### Planning

- Work with the City of Fort Saskatchewan to deliver on the master plan for additional lights,, shelter belt – trees, grading and other ski trails into the West Rivers' Edge Park so that the park meets the agreed upon plan that corresponds to be best outcomes

to meet the needs and desired wants if able to the FSNSC to successfully operate to provide programs, events, and services for the ski club and community.

### Implementation

- Work with the City to monitor the installation and build of the shelter belt – trees, lights, grading and other ski trails, into the West Rivers’ Edge Park so that the park meets the agreed upon plan that corresponds to be best outcomes to meet the needs and desired wants if able to of the club to successfully deliver its’ programs.
- The Implementation Committee will address the linking of ski centre/chalet as well as the development of linking trails to connect into the existing trail network. This work Trail planning and design to be done in concert with the coaches/club members and FSNSC Board of Directors.
- When required and authorized to proceed, implement the project which includes:
  - Meeting on-site with city staff and contractors based upon authorization and expectations agreed to with the City of Fort Saskatchewan.
  - Recruiting volunteers and organizing for other special projects

### **Schedule**

To be determined

### **Authority, Reporting & Communication**

- The Chair of the WRE Ski Centre Committee has the role to be the primary lead contact to the City of Fort Saskatchewan for this project. This has been requested by the City of Fort Saskatchewan to have one primary contact. This is to ensure there is one central contact for the club and the city. In addition to lead in coordinating the committee insuring group involvement, making sure communication it taking place back and forth with the FSNSA board and overall project coordination.
- The WRE Ski Centre Committee is responsible to report to the FSNSC board. A short written update report should be submitted prior to each board meeting. If one committee member is also a board member, then that person could be the committee’s representative at the board. If not, then the committee chairperson will liaison via the board president.
- The board should be consulted if the Terms of Reference need to be modified or if the Committee needs to make a decision/commitment that would obligate the club in some way in the future.
- All promotional activities need to be coordinated with Promotions Director to ensure synchronized with broader club communications and promotions.
- The Committees is to liaison with Jean Dabels of the City.
- Any changes to the project budget and/or funding goals (up or down) constitute a change in Terms of Reference and the Board needs to be involved.

- All volunteer recruitment activities need to be coordinated with the President to ensure synchronized with broader club volunteer needs.
- For different reasons a member of the WRE Ski Centre Committee may need to step down from the committee. If so they need to advise the committee chair and/or the club president. A new member(s) may then be added by the Board. Additional members may also want to be added to achieve the tasks the committee needs to do. The ski club board of the FSNSC will make the appointment of a new committee member.

Chairperson: David Reid

Up to 3 other Members: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**As a committee member they must be club members in good standing and they are to:**

- commit sufficient time to become oriented to project
- regularly attend meetings of the committee
- review agenda material and be well-prepared for meetings;
- contribute to developing the agendas and to committee discussions;
- support committee decisions and be a team player;
- provide advice and support to the committee chair
- complete within the timelines set out any special investigations or projects agreed for the committees action plan
- positively promote the work of the committee and club as whole

**Length of Committee:** One year with the potential for an extension by the FNSC Board after an annual spring review. The confirmation of the extension of the committee will usually take place at or around the Annual General Meeting of the ski club.

# West Rivers Edge – Core Ski Centre Area Master Plan

