



Rowing BC

BC NextGen Performance Centre Selection Committee: Terms of Reference

Purpose

The BC NextGen Performance Centre Selection Committee (Committee) will oversee the review, site visits and assessments of the 5 bid sites involved in the selection process. The Committee will make a recommendation to Rowing BC's Board of Directors regarding the most suitable location for the BC NextGen Performance Centre.

Membership & Term

The Committee will include Rowing BC's President (Ex-Officio), Rowing BC's Executive Director, Rowing BC's Provincial Coach, two (2) Rowing BC Board Members, an appointed independent stakeholder with strong high performance rowing/sport management/facilities credentials and an appointed independent stakeholder to represent the athletes' voice. It is desirable that the panel has a high level of experience/knowledge to assess potential sites, with diversity across genders and geographies. Additional member(s) may be appointed to fulfil this requirement.

The Rowing BC Board of Directors will appoint a committee Chair from one of its two appointed Board of Directors. The Chair requires strong chairing, communication and consensus building skills, and will be responsible for providing general updates to the Rowing BC Board of Directors. The Committee will be provided with administrative support by additional Rowing BC staff (non-committee members) as well as independent strategic counsel as required. Any of these supporting groups will not be considered members and will not receive a vote as to the selected site for the centre. Membership of the NTC Project Committee is expected to be for the full duration of the committee's existence. Should any member be unable to serve or need to step down an equivalent member may be appointed.

Once the Committee completes its responsibilities as outlined below (approximately May 2021), its term may be considered concluded and the committee may be dissolved. However, the committee may be continued in part, or whole, to manage the partnership with the selected site group. Rowing BC's Board of Directors will determine the future role of the committee once it has served its primary function of making a recommendation to Rowing BC's Board of Directors regarding the most suitable location for the BC NextGen Performance Centre.

Commitment of Committee Members

- To work by consensus.
- To assume responsibility for specific tasks and aim for delivery within the agreed timeframes.
- To voice/communicate concerns about any decisions, actions and/or the processes within the committee and to speak with one voice once decisions have been made.
- To participate in regular meetings and/or Conference Calls as agreed by the committee anticipated to be weekly/bi-weekly until an agreement is in place with the selected site group, which is approximately the beginning of May 2021.
- To respond to requests for input within 48 hrs to 4 days, depending upon the situation, and agree that where circumstances prevent your participation that you will support the consensus of the remainder of the Committee.



Specific Responsibilities

The Committee will be responsible for leading and managing the RFP process and making a recommendation to Rowing BC's Board of Directors regarding the most suitable location for the BC NextGen Performance Centre:

- Reviewing and providing feedback on materials provided throughout the RFP process
- Participating in site visits where required to assess locations
- Ensuring that all submissions receive equal and fair consideration
- Reviewing submissions and determining whether more information is required, whether the committee is satisfied with the quality of individual submissions, and if there are new factors impacting the submission and decision timeline
- Determine how the committee will select the winning proposal
- Present its choice to the Rowing BC Board of Directors for consideration and approval, with a clear rationale and supporting evidence
- Devising a communications strategy to announce the winning submission

Accountability:

The NTC Project Committee will periodically report back to the Rowing BC Board on the progress made by the committee. As noted the committee will make a recommendation to Rowing BC's Board of Directors regarding the most suitable location for the BC NextGen Performance Centre for consideration and approval, with a clear rationale and supporting evidence.

Decision Making

The Committee shall be empowered to take the following decisions:

- Expend funds as approved by Rowing BC's Executive Director.
- Add actions and adjust timelines within the selection process as required to ensure that the committee is satisfied with the quality of formal proposals.
- Base its recommended choice for the site, the committee does not bind itself to accept either the lowest cost/impact proposal or any proposal submitted, nor does it bind itself to accept the proposal that it scores the highest.
- Reject any and all proposals, seek additional proposals (including beyond the deadlines), or enter into negotiations with more than one site group if such action is in the best interests of Rowing BC.
- Cancel or withdraw the RFP, with a clear rationale provided to the Rowing BC Board of Directors.

Decision Making

All decisions of the Committee shall be by consensus. Decisions beyond those listed above and those where consensus cannot be reached must be submitted to the Rowing BC Board for review and decision in consultation with Rowing BC's Executive Director and Provincial Coach. The Committee will lead the coordination of activities within the selection process, and will make a specific recommendation to the Rowing BC Board of Directors regarding the selected site/site group for the centre. The committee is responsible for this and any other adjoining recommendations, that will inform the decision making and proposed site of the BC NextGen Performance Centre.

The Rowing BC Board of Directors will approve any decisions related to the recommendation(s), in consultation with Rowing BC's Executive Director and Provincial Coach.