

## **SPECIAL PROJECTS COMMITTEE**

### **Purpose:**

The Council of Shields has established a Projects Committee (hereinafter called “the Committee”) to provide oversight with the assistance of Operations and Committees for project specific activities of Shields as identified by Council.

The Projects Committee will be a temporary committee assigned project specific and will be appointed to assist Council and Operations in reviewing, overseeing, and monitoring development projects for Shields.

### **Governance:**

The Committee is responsible to Council.

### **Members:**

- (a) The Mayor and/or Councillor
- (b) Project Manager (if available) – may be resident of Shields
- (c) Experts depending on the project – resident/residents of Shields
- (d) May from time to time include Committees (project specific)
- (e) The Committee may request any member of management or staff to attend meetings of the Committee to carry out its responsibilities.

### **Functions:**

- (a) Monitoring the progress and costs in relation to the implementation of projects. (from project plan to completion)
- (b) Examining from time to time the development of project proposals and make recommendations to Council on the implementation of such proposals.
- (c) Keeping under review on an ongoing basis the in-house procedural framework related to the implementation of contracts and make recommendations on adjustment mechanisms to facilitate speedier and smoother implementation of projects.
- (d) Developing of strategies to address delays in the implementation of projects.

### **Meetings:**

- (a) The Projects Committee shall meet as necessary during the duration of the project.