

Terms of Reference

Name

The name of the Committee shall be called the Preservation and Rehabilitation Committee (PARC).

Mandate

The mandate of PARC is to:

- Investigate and consider potential uses for the building known as the Old Post Office which is located at 302 Main Street. This will include identifying options and giving consideration to the viability of each option.
- Research sources of funding for the building
- Explore creative and realistic means of raising funds for the rehabilitation of the building.
- Advise administration on the management of the facility rehabilitation.

The PARC will serve in an advisory capacity researching and making recommendations to the Mayor and Council of the City of Melfort.

Committee Structure

The committee will consist of:

- The current members of the Heritage Committee. This committee currently consists of a member of Melfort City Council, the Museum Curator/Cultural Coordinator, the volunteer committee members and the Director of Community Services. The Melfort City Council representative will serve as the Chairperson of the PARC. In his/her absence the Director of Community Services will chair the meetings.
- One additional individual from the community.
- The Manager of Community Development.

The committee may expand in size as the need requires. Additional administrative personnel or outside individuals may be called on for their expertise from time to time.

Decisions and Voting

All recommendations of the Committee shall be by a simple majority of the voting members present. A quorum will consist of a minimum of three of the five voting members of the committee.

Meetings

Meetings will be conducted as required until the completion of the project.

Timeline

The committee will exist until the mandate of the committee is either satisfied or all options have been investigated, considered, and by agreement the committee feels their work is complete and therefore disbands.