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| Section of Policy Manual: Governance | Policy No. GOV-12 |
| Subject: Terms of Reference – Building Committee | Policy Approval Date: March 8, 2018 |
| Year of next review: March 2023 | Last Review/Revision Date: |

1. POLICY

Terms of Reference must be established to define the duties and responsibilities of the Building Committee.

2. PURPOSE

The purpose of this policy is to provide a framework for the Building Committee’s activities. The Building Committee is responsible to the Board for monitoring and provision of feedback for the duration of the Facility/Site Study from the creation of the RFP (Request for Proposal) to planning next steps based on recommendations identified by the Study.

3. ACCOUNTABILITY

The Building Committee is an ad hoc committee of and reports regularly to the Board.

4. COMPOSITION AND TERM OF OFFICE

- A. The Building Committee will consist of three Board members and the Chair of the Board (ex-officio). The CEO/Chief Librarian will be an advisor to the Committee and will also act as Secretary.
- B. Building and/or engineering experience is preferable for at least one (1) member of the Committee.
- C. Committee members will be appointed for a minimum period of two (2) years.

5. MEETINGS

- A. The Committee will meet at least once every month and as required for the duration of the Facility/Site Study.



6. DUTIES AND RESPONSIBILITIES

- A. Development and posting of RFP (Request for Proposal) for a Facility/Site Study.
- B. Vetting Facility/Site Study proposals based on evaluation and selection criteria established in RFP and preparing a recommendation for award of the contract to be approved by the Board.
- C. Establish timelines for meeting milestones and work with the successful proponent to follow timelines, modifying these if necessary.
- D. Ensure consultant stays within budgetary parameters established in RFP.
- E. Ensure various sectors of the community of Gravenhurst have an opportunity to provide feedback during the community consultation process.
- F. Review community feedback i.e. survey results and focus group discussion reports.
- G. Review and provide feedback on reporting provided by the consultant.
- H. Provide regular monthly reporting to the Board for the duration of the Study.
- I. Consult with library staff and Archives Chair on design and floor plan options.
- J. Ensure a comprehensive final report is presented by the consultant to the Board and a presentation of recommendations is made to Council by the consultant.
- K. Outline next steps regarding the library facility both in the short term and long term based on recommendations identified by the Study.
- L. Make recommendations to the Finance Committee on capital items.
- M. Consult with appropriate Town staff on proposed plans for library facility enhancement and expansion.

7. REVIEW OF TERMS

- A. The Terms of Reference will be reviewed annually to ensure best practices are being incorporated.