



Committee Terms of Reference: Building Committee

Type of Policy	Governance – Terms of Reference
Policy #	GOV #3.4 Building Committee

General Sub-Committees of the Library Board

- Sub-committees shall be established by the Library Board as required – either Standing Sub-Committees or Special Purpose Sub-Committees.
- Sub-Committees shall be composed of individuals with expertise or knowledge relevant to the Objectives of a particular committee. Criteria for each sub-committee shall be established by the Library Board. Sub-Committee members may be required to have a Criminal Records Check.
- Some Sub-Committees may require members sign a Confidentiality and/or Conflict of interest Agreement provided by the Library Board. Once it has been established that an Agreement must be signed, breach of that Agreement shall result in the removal of that member from the Sub-Committee.
- The term of the Sub-Committee shall be no longer than the term of the Board.
- The Board may decide that a Sub-Committee’s members shall be only Board members.
- A Sub-committee may be dissolved once its objectives have been met.

Role of the Building Committee

- To research, evaluate, and make recommendations to the Library Board with respect to the building of the new Callander Public Library.
- To consider all matters relating to the construction, expansion or alteration of the physical resources of the Callander Public Library.
- To oversee a Sub-Committee who will coordinate the major corporate fundraising campaign.
- Two Building Committee members will sit on the Sub-Committee for the Fundraising Campaign and these two members will report back monthly (or more often) to the Building Committee and the Library Board through reports and minutes.

Membership Criteria

- Members must have skills or knowledge in the building industry; design, contracting, procurement, real estate; business; fundraising; marketing, management; entrepreneur, or other professional or committee skills
- Committee and sub-committee members may include additional Board Members, Council members and members of the general public who meet the criteria established for this Committee. The CEO may be an ex-officio member and may also act as advisor/secretary for the committee.
- Members are volunteers without compensation, unless otherwise specified

Responsibilities of the Building Committee

- Will advise the Board on all information regarding considerations for the new build
- Will set-up sub-committees as required
- Examine Terms of Reference on an annual basis and implement changes as required
- Set out goals for the committee and a plan to achieve the goals in partnership with the Municipality
- Assist the Municipality in evaluating the options in terms of capital costs, maintenance costs, and fulfillment of the Spatial Needs Assessment adopted by the Library Board and Council.
- Establish a Corporate Strategic Planning Committee.
- Put out an RFP to assist the Corporate (Fundraising) Strategic Planning Committee with a Feasibility Study, the Case for Support, and the Campaign Plan.

Chair

- The committee shall be chaired by a Library Board Member appointed by the Board
- The Chair, an appointed Member of the Library Board shall hold the position for a minimum of one full term.

Governance

- The Committee shall report to the Library Board through the Committee Chair and meeting minutes
 - The Building Committee will abide by all Policies, Procedures and Rules of Order applicable to the Library Board.
 - The Library Board has authority over all Sub-Committees of the Library Board
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Communications and Reporting

- The Sub-Committee shall follow a set agenda established by Chair and minutes shall be recorded by the Secretary.
- Committee members will have an opportunity to add items to the agenda by contacting the chair or at the beginning of the meeting.
- Information shall be shared with the Library Board by way of the Committee Chair through a written report or oral summary at a regularly scheduled Library Board Meeting. If required, e-mail may be used to

communicate with Board/Committee members, particularly when the time of Board meetings is inconvenient.

Meetings

- The frequency and duration of meetings shall be determined by the Committee members at the first meeting of the Building Committee.