

THETIS ISLAND COMMUNITY ASSOCIATION

TERMS OF REFERENCE: HALL EXPANSION COMMITTEE

The project was triggered by a \$100,000 unsolicited grant given to TICA for the undefined purpose of 'Hall Expansion.' An additional unsolicited \$25,000 has been received from the TICF and earmarked for the same purpose. Committee expenses will draw from these funds, and will be approved by the TICA Board.

ROLE OF THE COMMITTEE:

The role of the Hall Expansion Committee is to plan and oversee all phases of the Hall Expansion Project ('the Project'), with the approval of the TICA Executive Board. Including, but not limited to fundraising, project limitations, building design, required landscaping, and construction. Our goal is to foster positive community involvement in the Project for the long-term benefit and community spirit of Thetis Island.

FUNCTION:

To evolve as required to complete the Project on budget and in a timely manner.

Project Definition

- Define the best example of a Hall Expansion by soliciting community input, and developing a consensus on a list of requirements to facilitate and complete the Project.

Design

- Initiate planning and design work related to the Project
- Consult professionals and trades when required
- Potentially develop an alternative design for community review and lead the community consensus.

Implementation

- Develop and recommend to the Board a plan for implementation of the Project, a plan to minimize disruption of activities at Forbes Hall and ensure prudent expenditure of funds
- The Project will list all major steps, detailing budget, supplies required, donations, volunteers needed, contracts and tender documents to be presented to the Board.

MEMBERSHIP:

The Committee is comprised of up to 11 TICA members of whom at least one is a member of the current Executive Board.

The Committee Chair shall be a member of the Executive Board and each of the Committee members shall be approved by the TICA Board.

ACCOUNTABILITY:

- The committee is established under the authority of the TICA Board. The committee is accountable to the TICA membership through the Executives of TICA Board.
- The committee will report to the TICA Board monthly and/or at the request of the TICA President or when appropriate.
- The committee is subject to the policies, procedures and signing authority of TICA.
- The Committee will make the best possible decision by consensus, and present those decisions for final approval by the TICA Board.

RESPONSIBILITIES:

- Review current by-laws and make recommendations for any amendments required to facilitate the Project, including possible variances.
- Develop with the Treasurer a projected capital budget from all sources of funding, as well as other projected expenditures and regular financial reporting to the TICA Board.
- The committee will seek additional fundraising required for the Project.
- Advise the TICA Board on matters relating to construction and renovation of Forbes Hall.
- Any unforeseen task and duties required to complete the Project.

CONSENSUS AND VOTING:

The majority of the committee's decisions will be made by consensus. When unable to reach a decisions by consensus, the Committee Chair will determine if a vote is required to resolve issues that may arise. A majority will be determined by 51% of the committee members to case a vote at the time of the meeting.

TERM:

The committee is a standing committee. Upon completion of the project, the committee can be dissolved at the TICA Board's discretion.

REVIEW:

These terms of reference will be reviewed by the TICA Board annually.

Date of last review: December 2016