2.5.3 - Terms of Reference - Functional Planning Committee

Description: Select Committee

Purpose

The Functional Planning Committee (FPC) is a Select Committee of the Squamish Library Board to support the short-, medium- and long-term functional planning of the Library Board as it transitions to a new library.

Duties and Functions

New Library

- Utilize the Squamish Public Library Future Needs Assessment & and other related documents to inform and guide future functional space development.
- Recommend functional space requirements of the new library space including the size and design and location.
- Develops a timeline and stages for the transition from current to future state.
- Researches regional, national and international successes with functional space re-design and design.
- Explores service delivery options inside & outside the walls of the existing building.
- Supports the Director of Library Services to recruit skilled staff/contractors to implement the approved functional space development plan.

Partnerships

- Works with the Board and Chair to establish, maintain and leverage political relationships (Mayor, MLA, etc.).
- Establishes dialogue and explores mutually beneficial partnerships with community and commercial groups and businesses.

Financial, Fundraising & Marketing

- Estimates the financial impacts of any functional space changes and expansions.
- Develops a fundraising plan and to support the process including and not limited to – grants, municipality and SLRD.
- Develops a public campaign and promotes the vision of new functional space.

Meetings

- The FPC shall meet a minimum of 8 times per year.
- A quorum shall consist of a majority of Committee members.
- The Committee will add procedures it considers necessary for the meetings.
- The meetings may be face-to-face, by teleconference or video-conference as needed
- A report of the meeting will be forwarded to the Board Chair within 2 days of the meeting.

Agendas, Meetings, Reports and Records

- The FPC will keep records of all meetings. A Committee member will take meeting notes.
- The FPC will maintain copies of its "Meeting Notes", the "Committee Action Plan" and the "Reports to the Board".
- The Meeting Notes will document the recommendations to take the Board.
- A report with recommendations will be forwarded to the Board Chair within 2 days of the meeting.
- The report with recommendations will be provided to the Board at the next Board meeting following Committee meetings.
- Meeting notes will be stored in the locked filing cabinet in the Director of Library Services office.

Composition of the Committee

The Committee shall consist of:

- One Committee member shall be appointed by Committee members as the Committee Lead.
- A minimum of three (3) Board Trustees (including the Squamish Council Representative Trustee and at least one Trustee that is on the Board Executive).
- The Director of Library Services may attend as needed.
- Committee members will be appointed by the Board as the need arises. (This will likely include representatives from the business community including building contractors, potential investors, etc.)
- At different times, the sub-committee shall require the expertise of consultants.

Committee Lead

The Committee Lead shall:

- Arrange and notify members for the meeting date, time and location
- Prepare meeting agendas
- Review previous meeting reports and material prior to the meetings
- Control the meetings
- Appoint a note taker/ scribe for each meeting
- Prepare meeting reports with recommendations to be shared with the Board for presentation at the next Board meeting
- Presents prepared recommendation(s) to the Board for discussion.

Term

- Committee members will sit on the Committee for minimum 1 year.

Amendments

- These terms of reference may be amended by vote of the Committee members and the amendments brought as a recommendation for change to the Board for approval.
- The Terms of Reference for the Committee will be reviewed every 2 years.

Adopted: October 21, 2020
Reviewed: November 17, 2021