

COWICHAN STATION HUB FACILITIES COMMITTEE

Terms of Reference

Approved October 2011

1. Introduction

The HUB Business Plan was developed by the Cowichan Station Area Association in consultation with the community. It forms the framework for the acquisition and development of the Cowichan Station school site for use as a community centre.

The HUB Facilities Committee exists to support the work of the CSAA Board to implement the HUB Business Plan. The following are the terms of reference for that Committee.

2. Mission

The Committee's mission is to plan and oversee the design, construction and landscaping work required to renovate and refurbish the buildings and site for use as a multi-purpose community centre as conceptualized in the HUB Business Plan.

3. Mandate

The Committee:

- develops detailed plans and drawings for building renovations and landscape improvements that are consistent with the conceptual drawings presented in the HUB Business Plan;
- works with the CVRD building inspectors to ensure compliance with building codes etc,
- identifies any issues which would substantively change the original concept presented in the Business Plan. (For example, a recommendation to demolish or construct a building not identified in the Plan would be a substantive change.)
- develops an annual work plan and budget including a detailed six month work schedule and budget that reflects an efficient and doable phasing in of the project, and revises/updates the work plan every six months
- develops guidelines for selecting contractors.
- selects contractors as per the guidelines to carry out work that cannot be done by volunteers,
- oversees the contract work within the approved budget,
- identifies opportunities for volunteer work on the project and works with Volunteers Committee to organize and oversee that work.
- provides regular updates to the Committees and Board on progress,
- regularly (monthly) checks the site to identify and rectify safety and security concerns
- prepares a maintenance plan and schedule
- keeps and inventory and plans for equipment/furniture needs
- keeps good records on the work undertaken to support future maintenance.

4. Decisions

- The Board approves the annual work plan and detailed six month work plan/schedule and associated budget.
- The Board approves the contracting out guidelines.
- The Committee makes all decisions regarding the implementation of the work plan/schedule within the approved budget + or - 10%
- The Board decides how to proceed when substantive changes to the original HUB business plan arise.

5. Membership

Constitution requires at least one Board member on each Committee.

Membership is voluntary. Every effort will be made to recruit CSAA members who are willing and able to contribute the required skills.

Skills required on the Committee include:

- Building and Landscape Design
- Construction
- Green Building Practices
- Project management/coordination/organization

6. Operating Procedures

- Two thirds of members constitute a quorum.
- The Committee will operate on a consensus basis. The Committee has a responsibility to ensure that everyone is heard and that decisions are based on the best possible alternative.
- The Committee will meet on an “as and when needed” basis.

7. Conflict of Interest

Committee members must take a precautionary approach to ensure that issues of potential or perceived conflict of interest are clearly identified. Committee members who wish to bid on contract work should not be members of the Committee.'

8. Guidelines for Hiring Contractors

- At least two quotes to enable comparison on approach and cost
- Selection based on:
 - Honesty
 - Reliability
 - Record of competency
 - Sympathetic to not-for-profits
 - Green building/recycling ethic where possible
 - Ability to work with volunteers where necessary
 - Competitive pricing
 - Local