

Halton Hills Public Library

Georgetown Branch Project Planning Committee

**Terms of Reference
(February 2007 to September 30, 2007)**

Membership

The Georgetown Branch Project Planning Committee (GBPC) consists of:

- Three representatives from Halton Hills Public Library Board, including the Board Chair
- Three representatives from the Library, including the Director and two senior managers
- Three representatives from Recreation and Parks Department, including the Director of Recreation and Parks, Manager of Facilities, and Theatre Supervisor
- One member of Council appointed by the Mayor

Chamberlain Architect Services Ltd. provides technical advice to the GBPC. At least one Chamberlain employee (usually the lead architect for the project) will attend each GBPC meeting as a non-voting member.

The Purchasing Manager at the Town of Halton Hills provides expertise and assistance with major purchases (e.g. selection of architect, selection of general contractor, etc.) and attends GBPC meetings when needed as a non-voting member

Mandate

The Georgetown Branch Project involves the design, renovation and expansion of the Georgetown Branch of the Halton Hills Public Library. Included in this project are the spaces shared with the Cultural Centre (i.e. building entrance, lobby, washrooms, storage, loading area, mechanical/electrical area).

GBPC is responsible for the following:

- Conducting a competitive procurement process and recommending the selected architect to Halton Hills Public Library Board.
- Managing the Board's ongoing contractual relationship with the selected architect and monitoring the architect's project schedule.

- Conducting a competitive procurement process and recommending the selected additional consultants to the Halton Hills Public Library Board or hiring selected consultants if below the established Town purchasing threshold of \$3,000.
- Overseeing the work of additional consultants, as required.
- Providing design advice and assisting with the resolution of design challenges, as necessary.
- Assisting the Library Director with external communications regarding the Georgetown Branch Project.
- Seeking Board approval of any GBPC recommendations which require the expenditure of project funds in excess of the \$3,000 purchasing limit or affect Library service delivery.

Activities

A Selection of Architect

- To review/approve the draft “Request for Expressions of Interest” to be issued to architects specializing in library facility development, especially in a shared facility environment
 - To short-list architects responding to the “Expressions of Interest” request
- To review/approve the draft “Request for Proposal” for architectural services, including the selection criteria, and to recommend for final approval to the Halton Hills Public Library Board
- To review/evaluate RFP proposals, and short-list in accordance with selection criteria
- To interview short-listed architects
- To recommend the selected architect to the Halton Hills Public Library Board

B Stakeholder Consultations and Public Information Forum(s)

- To identify stakeholders to be invited to the visioning sessions – one session for community partners and a second session for municipal partners (Town Council and Department Heads along with the Board)
- To receive for information the invitations to stakeholders
- To assist in development of format for the stakeholder visioning sessions
- To receive for information the invitations/publicity for the public information forum(s) at which the architect will present conceptual designs for public feedback
- To assist in development of format for the public information forum(s)

C Architect's Phase 1 Scope of Work

- To work with the architect in developing a site/concept plan and pre-design costing
- To review plans and preliminary costing, and to recommend for final approval to the Halton Hills Public Library Board

D Planning for Phase 2 of the Project

- To determine future work plan (September 2007--)

Chair

- The Chair will be elected at the first meeting.
- The Chair will work with the Library Director on the upcoming agenda, and will issue one week in advance of the meeting.
- The Chair will provide an update on GBPC activities at each Board meeting and bring to the Board any GBPC recommendations which require the expenditure of project funds in excess of the \$3,000 limit or affect Library service delivery.

Minute Taking

- The Recorder will be elected at the first meeting. Minutes will be available for distribution to GBPC members one week following the meeting.
- Minutes will be distributed to all members of the Halton Hills Public Library Board after they have been approved by GBPC.

Decision-Making

- Whenever possible, the Chair will seek a consensus on a decision. When a consensus is not possible, the majority will rule.

Expectations of Members

- Listening with respect and understanding
- Actively participating in the discussion
- Maintaining a positive and constructive tone when presenting concerns
- Helping to move to a healthy consensus, and to define and commit to next steps

Meeting Frequency

- Once per month, usually the first Friday of the month from 9:30 AM to approximately 11:30 AM

Approved by: GBPC
July 24, 2006

Revised by: S. Taylor and J. Diamanti
February 26, 2007

Approved by: GBPC
March 2, 2007

Approved by: Halton Hills Public Library Board
March 14, 2007

Revised by: GBPC
July 13, 2007

Approved by: Halton Hills Public Library Board
July 18, 2007