



Pittsburgh Branch Renovation Committee Terms of Reference

Purpose:

The Pittsburgh Branch Renovation Committee is a committee of the Kingston Frontenac Public Library Board.

The Committee provides direction on all aspects of the planning, design and construction of the Pittsburgh Branch renovation and expansion project making decisions and/or recommendations to the Library Board and City Council through the Project Management Committee.

Responsibilities:

- Selects the professional design and consultant services necessary to complete the Pittsburgh Branch renovation project.
- Puts into place processes necessary to select the professional design and consultant services necessary to complete the Pittsburgh Branch renovation and expansion project.
- Ensures that planning and design processes are established to define and accomplish the objectives of the Pittsburgh Branch renovation and expansion project.
- Ensures the relocation of library services and assets is appropriately managed.
- Ensures that the Pittsburgh Branch renovation and expansion project cost, scope, schedule and risk are appropriately managed.

Composition of the Committee:

Chair (voting):

Member of the Kingston Frontenac Public Library Board

Members (voting):

Three (3) Appointed Members of the Library Board (including the Chair of the Committee)

Resource staff (non-voting):

Chief Librarian or designate

Director, Branch Experience or designate, (Kingston Frontenac Public Library)

Manager, Facilities or designate (Kingston Frontenac Public Library)

Budget/Human Resources Analyst (Kingston Frontenac Public Library)

Director, Facility Management and Construction Services (City of Kingston)

The Project Manager, or his designate, will attend all meetings of the Committee.

Representatives of the prime consultant and of the general contractor will attend meetings as required.

Additional non-voting resource staff will be invited from time to time, as required.

Meetings:

Meetings will be scheduled at least monthly or as frequently as necessary and the Committee will make decisions in an expeditious manner.

The chair of the Committee shall set the agenda prior to each meeting, and shall circulate the agenda to the Committee members not less than three business days prior to the meeting.

The Kingston Frontenac Public Library will provide clerical support to the Committee.

The Committee meetings are subject to the provisions of the Kingston Frontenac Public Library Board's by-laws and Public Libraries Act, R.S.O. 1990, c. P.44 and Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.

No member of the Committee shall disclose either the proceedings of meetings or the contents of any documents relating to matters that are deemed confidential under the Public Libraries Act (R.S.O. 1990, c. P.44 s. 16.1).

Transparency and Accountability

The Kingston Frontenac Public Library Board is committed to ongoing transparency and accountability. Information on the project will be provided on the Kingston Frontenac Public Library website and through reports to the Board.

Rules of Order

Meetings shall be conducted according to the Rules of Order as per Kerr and King's PROCEDURES FOR MEETINGS AND ORGANIZATIONS.

Amendments and Review of Terms of Reference

These terms of reference should be reviewed by the Committee every six months at a minimum to make recommendations to the Library Board for proposed changes.

Sunset Clause

Once the Pittsburgh Branch renovation and expansion project has achieved substantial completion and has been opened to the public, the committee will be dissolved.

Document Control

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Last Reviewed: July 2018

Changes Made:

Next Review: January 2019