

Shelbourne Community Kitchen

Future Facility Planning Committee (FFPC)

TERMS OF REFERENCE

Purpose:

The purpose of the Future Facility Planning Committee is to provide recommendations to the Board of Directors on options for a future facility for the Shelbourne Community Kitchen. The current Temporary Use Permit expires in September 2020.

Mandate:

- Identify and prioritize the key criteria required for a future facility that supports the mission, vision and culture of the Shelbourne Community Kitchen, and meets the BC Public Health Act, food safety standards and Saanich zoning by-laws.
- Explore options for remaining at the current location at 3541 Shelbourne Street.
- Research opportunities for a new location.
- Develop an initial report for the Board by October 1, 2018 describing recommendation(s) that includes a cost/benefit analysis and outlines logistical issues including timeframes for each option.
- Present the report at the October Board meeting.

Relationship to Other Committees:

- The Future Facility Planning Committee is a temporary planning committee that will liaise with the Facilities Committee (a standing committee of the Board).

Committee Composition:

- Board member(s) (1-2)
- Program Coordinator
- Volunteers with extensive knowledge of the history and operation of the Kitchen (1-3)
- External member with facilities planning experience (ex officio)

Additional members or outside resources may be appointed by the Chair as appropriate.

Chairperson & Secretary:

A Chair and a Secretary will be appointed at the inaugural meeting of the FFPC. The Chair is responsible for calling meetings, soliciting agenda items, and facilitating the meeting. The Secretary will ensure the timely recording, accuracy, and distribution of the minutes.

Meetings:

The FFPC will hold regular meetings, provide bi-weekly updates to the Board Executive and will report at monthly Board meetings.

Reporting relationship: The Future Facility Planning Committee reports to the Board of Directors.