

Terms of Reference for Sharing Spaces Project Committee Working Groups

The scope for all three working groups will probably need to be adjusted and revised as the project unfolds. The scope below reflects how the work is envisioned at this time.

Base Renovations Working Group

Purpose: This group will assist and support the Sharing Spaces Project Committee to determine scope, cost and timelines for base renovations, in consultation with other working groups.

Scope of Work:

- Determine what renovations to the building (1908 structure) can proceed before other design requirements are determined for the childcare space or indoor playground.
- Identify and recommend options related to requirements and designs of the childcare, indoor playground spaces and BMC needs (e.g. false ceiling or open ceiling, flooring choice, removal of walls, etc)
- Obtain and evaluate quotes for contractors and services
- Review building permit requirements
- Develop recommended costs and timelines, and plan for how the work can proceed, including selection of contractor and/or internal BMC resources.
- Liaise with other working groups, Stewardship and Finance Committee, and Property and Facilities Committee as needed
- Consulting with and bringing forward options for BMCers to consider and provide input on in order to shape recommendations that will be brought to Council and the congregation for review and approval.
- Act as point-of-contact with contractors as work progresses and bring forward any issues and questions

Considerations impacting recommendations:

- Designs and needs of Indoor Playground and Childcare spaces, BMC space needs and input provided by BMCers
- Location of indoor playground
- Budget (in consultation with Stewardship and Finance Committee)
-

Support and Accountability

- Research resources already gathered by the Open Spaces Committee are available
- A member of the SSPC to be part of this working group
- Project kickoff meeting to be held with all the working groups and then regular touchpoint meetings with the SSPC as needed
- SSPC will report on progress and review recommendations before bringing to Church Council and the congregation

Key Decisions for Church Council and the Congregation:

- Selection of contractors
- Plans, costs and timelines for base renovations