

## **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.

### **Childcare Working Group**

**Purpose:** This group will assist and support the Sharing Spaces Project Committee in developing the basis for a relationship with a childcare service provider and related implications.

#### **Scope of Work:**

- Research and recommend a childcare service provider who would like to invest in developing and providing a space for childcare for the surrounding community
- Engage with legal expertise to develop a rental agreement with the childcare service provider that outlines the respective responsibilities and costs of the provider and BMC
- Engage with the childcare provider during the design and planning phase
- Liaise with the other working groups and Stewardship and Finance Committee as needed
- Ensure that BMC's own needs for spaces shared with the childcare service provider are identified and incorporated into childcare design and plan.
- 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.
- Develop and recommend governance and procedures to support the relationship between BMC and the childcare service provider
- Act as point-of-contact with childcare service provider and/or architect as work progresses and bring forward any issues and questions

#### **Considerations impacting recommendations:**

- Determination of space needed by childcare service provider
- Location of indoor playground
- BMC space needs and input from BMCers
- Budget (in consultation with S&F)

### **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 childcare service provider and development of agreement
- Building space design, plan and timeline