

Spruce Grove Alliance Church

Century Road Site

Facility Master Plan Committee

Terms of Reference

PURPOSE

To work under the Lordship of Jesus Christ and under the authority of the Board of Elders to facilitate the physical growth needs of Spruce Grove Alliance Church through preparation of a Master Development Plan for expansion of the existing Century Road site to its maximum reasonable potential.

Maximum reasonable potential is defined as the criteria determined from the following input provided by the Board of Elders:

Time frame of site development: _____
Target sanctuary size: _____
Target maximum capital cost: _____

COMMITTEE STRUCTURE

Chairperson: Peter Spaans
Board Liaison Member: TBA
Members: Wes Snihur Nathan Loewen
Jabez Colbourne Del Dyck
Jason Beamish

Other internal resources: Individuals from within the congregation with specific skills/expertise called on from time-to-time as required or on a project specific basis. These individuals will not form part of the Committee and therefore will not require approval or appointment by the Board.

External resources: Architectural, CADD, etc., required for planning of renovations and new facilities, preparation of conceptual drawings, determination of site development (grading, landscaping, parking, etc). These will result in cost for services rendered and will require approval of the Board.

OBJECTIVE

Based on an a survey of the user ministries current activities and attendance, and their future short term and long term needs resulting from ministry vision planning, evaluate the SGAC Century Road facilities to:

- determine maximum existing facility capacity based on occupancy, function and fire code,

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- determine future facility requirements based on occupancy, function and timing,
- determine the scope, priority and timing of facility development,
- prepare a Master Plan for staged development of the SGAC Main Campus site to its maximum use potential.

EXECUTION

Work of the Committee will be performed with four major milestones based on the above objective and as described below:

Evaluation

- Solicit input from all user groups to determine impact of facility on current ministry growth, and facility requirements to meet near term and long term ministry growth projections. This will be done through a questionnaire and interview process with the ministry leaders.
- Evaluate the existing facilities to determine maximum current capacity for the ministry user needs and determine constraints to growth and function.

Assessment

- Review the user ministry input and prepare a Development Schedule summarizing the current, near term and long term needs including space, function and timing.
- Determine the development constraint of the main campus site. Includes obtaining a Real Property Report to confirm placement of buildings on site and confirm that there are no easements, right-of-ways, road allowance, etc. which could impact site development.
- Review applicable Codes, Regulations and Municipal By-laws governing modifications to the existing facility, new construction and site development.

Planning

- Based on the Development Schedule, prepare a facility Expansion Plan to the limits of the site potential.
- The Expansion Plan will provide facility staged growth recommendations to meet ministry priorities and will be complete with costing, timing and basic overview diagrams.

Reporting Phase

- Preparation of the Facility Master Plan documents, including presentation drawings and rendering of the proposed staged development.
- Submittal of the Facility Master Plan to the Board of Elders.
- Presentation of the Facility Master Plan to the congregation following Board of Elders approval.

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COMMUNICATION:

Communication from the Committee to the Board of Elders will normally be through the Board liaison member. At each milestone, the Committee Chairman will request to meet directly with the Board of Elders to present the work to date and to receive approval to proceed to the next phase.

Communication to the congregation will be through the Board of Elders or as otherwise instructed by the Board. Presentation of the final Facility Master Plan to the Congregation is expected to be done at a specifically convened meeting of the Congregation as a whole after the Board of Elders has accepted and approved the Plan.

TIME LINE

Target completion of the Facility Master Plan is November, 2015