



## **Committee Charter Facilities Committee**

### Purpose

The Facilities Committee oversees the infrastructure that supports the Botanic Park and meets the needs of visitors. The Committee works to support the growth and evolution of the Park with new construction and garden renovations. The Committee assesses and continually improves assets and systems. The Committee works with the Horticulture Committee to ensure the needs of the gardens are met.

### Membership

The Facilities Committee is chaired or co-chaired by members of the Board of Directors. The Board President is a committee member. Members of the Board are voting members. The Botanic Park Executive Director and facilities staff are non-voting members. Other community members at large may be asked to serve on the committee as non-voting members.

Chair: Vacant

Members: Kathy Connell, Russ Atha, Bob Enever  
Jennifer MacNeil and Jeff Morehead (non-voting participants)

### Meeting Schedule

The Facilities Committee meets as needed.

### Roles and Responsibilities

The Committee acts as a liaison between the Board and staff.

The Committee creates annual plans and budgets and submits them to the Board of Directors.

The Facilities Committee oversees:

- benches
- equipment
- fencing
- gates
- hardscape
- irrigation
- maintenance
- new construction
- renovations
- sculptures
- signage
- stairs
- the Trillium House
- trails
- walkways
- water rights and flow from Fish Creek

### Delegation of Authority

- The Facilities Committee Chair creates meeting agendas with the Botanic Park Manager. The Chair conducts the meetings and reports to the Board with notes regarding progress towards meeting objectives.
- The Committee makes decisions regarding objectives, however, any items requiring funding must be approved by the Board.
- The Chair manages the Committee's composition and recommends for approval potential new members to the Board President for appointment.

### Staff Liaison

Executive Director

Facilities staff