British Columbia/Yukon Command

Branch Operations Development

Terms of Reference - Property Development Committee

When a Legion branch is contemplating the use and/or development of branch property, or is considering the acquisition of real property for development purposes, they must establish a Property Development Committee. At this time, the Legion Branch must inform BC/Yukon Command of their intent to explore redevelopment, new construction, or entering into a new lease for a building.

The purpose of the committee will be to explore possibilities and investigate the feasibility of any proposed project and report back to the branch membership. The committee should be separate from the executive committee but may include executive members as well as regular members and non-members with knowledge and experience. It is important to set up a committee separate and apart from the Branch Executive that:

- Only focus of the building committee will be the proposed development;
- Only makes recommendations to the Executive and does not make decisions;
- Gives the Executive the latitude to question committee recommendations;
- Should have a regular reporting process so the Executive is kept current with committee work.

There must be a motion to establish this committee and the motion must be approved by both the Branch Executive and a General Meeting. The motion should specify the terms of reference of the property committee.

For example: “A motion to strike a committee to explore possibilities and investigate the feasibility of a proposed project with a budget of no more than $10,000 to investigate the opportunities and also to investigate existing government grants available and to proceed with grant application if no financial liability is incurred.”

The expectation is that the committee appointed shall be in place for the duration of the project. Members need to understand that their commitment to the project could be for three to five years. The committee should have a minimum number of 4 members, consisting of the Chair and 3 members at large.

The committee reports to the Branch Executive and the general membership, and it does not have the authority to spend or borrow money, sign contracts or commit the Branch legally, financially, or contractually, in any way whatsoever, without the prior approval of the executive and general membership. The committee should make progress reports to the Executive Committee and the general membership on a monthly basis. It is recommended that the Committee Chair and Branch President sign off on the ***Statement of Understanding*** Form.