

OJIBWAY HISTORICAL PRESERVATION SOCIETY PROJECT PROCESS

Adopted by Resolution of the Board October 7, 2015

The board of directors regularly identifies and prioritizes historical projects within its mandate. While many of these ideas are excellent, the board has developed the following processes to ensure that each project meets the historical requirements of the Society, are properly documented, costed and funded before commitments are made to a project. As a part of this process, each project will also be prioritized by the board based on the long term strategy of the Society.

Possible projects may also be brought to the board by members of the public who sometimes agree to help fund the project. While many donors are excited to have their project move forward quickly, it is important to ensure that these projects just like all others proceed through a rigorous process to evaluate them, plan and cost them out and flawlessly execute them at the lowest possible cost.

All Projects require Board Approval

The board shall usually consider each identified project in principle before moving forward with a more detailed analysis of whether it meets the general criteria of the Society.

Once a project is approved by the board in principle, the board will put in place a process to ensure that the Society gets full value for its limited resources, is fully in charge of the project (or has delegated it to an approved, supervised person or firm) and that funds have been raised or set aside for the project before it commences or binding commitments are made.

The Society will not commit to a project until the board has approved the project in detail, all costs are known and (to the extent possible) fixed and the funds have been raised, in cash or equity contribution or firm pledge, or earmarked from existing Society resources.

Historical Evaluation Of Each Project

The Society may only use its funds to further its historical mandate and is limited by the terms of the lease between it and the Ojibway Club as well as by its written commitments to the Canada Revenue Agency. As a result, each project must go through a detailed analysis of its historical significance and appropriateness. In most cases, the Society will obtain written confirmation from an architectural historical expert (such as ERA Architects who did the original historical evaluation and have been involved in most of our major projects).

No project may proceed without this historical evaluation having been completed and verified in writing and presented to the board for its consideration.

If the board finds that certain portions of a project do not meet its historical requirements, it may partner with one or more other organizations or individuals for them to separately fund the non-historical work if the overall project is deemed by the board to be historically important.

Public Transparency

The Society believes that its work should be transparent to the public and will ensure that it publishes its project descriptions and guidelines on its website for each project.

Evergreen List of Available Contractors

Given that there are relatively few available contractors in the Pointe au Baril region, the board will maintain an evergreen list of contractors who are qualified to bid on projects. If a project requires specialized skills or is very large, the board may require that bids be obtained from contractors outside of the region, although experience has shown that local contractors are often ultimately more cost effective and better able to deal with the difficulties of working on an island than those who are primarily land based.

Competitive Bidding Process

Unless specifically determined by the board because of the specific or limited nature of the project and/or the particular expertise of a contractor, all projects will be awarded by the board based on competitive tenders from qualified bidders after an industry standard bidding process for the project. Based on the results of the bidding process, the board may decide to accept a fixed price bid or to accept a time and materials bid.

Cost Controls for Each Project

The Society will implement reasonable cost control processes for each project to ensure that no project goes over budget or, if there are material cost issues, the matter is brought back to the board before a further commitment of resources is made.

Project Reporting to the Board

At each board meeting and from time to time as needed, the board will receive a report on the status of each project including progress on the approved plan, a summary of the financial status, a timeline for completion and total expected cost vs. the board approved budget.

Post Project Analysis

After the completion of each project the board will evaluate the success of the project to ensure that it learns from its past successes and failures, and documents the results to be applied on future projects.