



**Capital Plan Committee Meeting Minutes  
October 18, 2016 – 6:30 p.m.  
North Bay and Parry Sound Boardrooms  
963 Airport Road, North Bay/111 Isabella Street, Parry Sound**

**Present:** Committee Chair Michelina Beam, Trustees David Thompson, Louise Sargent, Harry Fry, Corine Green, Paul Moffat, Al Bottomley, Director Jackie Young, Principal of Capital Projects Gay Smylie, Educational Technology Administrator/Data Analyst Jeff Roynon, Executive Assistant Carrie Girard

**Regrets:** Jim Beatty

**Absent:** Carol Stevens

**Call to Order**

Chair Beam called the meeting to order at 6:27 p.m.

**Adoption of the Agenda for Public Session of Capital Plan Committee October 18, 2016**

*Moved by Al Bottomley, seconded by David Thompson*

*That the Committee approve the agenda as presented for the Public Session meeting of October 18, 2016.*

*CARRIED*

**Review of the Community Partnerships and Planning Process (CPP)**

Staff reviewed the deliverables of the CPP process along with timelines. Although there is still a lot of work to do, we are on track with the timeline.

It was outlined that in the CPP policy, it indicates that at the Annual Meetings (set for November 21, 23 and 24) potential partners on the eligible partners list will be invited to share planning information with the Board. The Board is able to make changes to the list of eligible partners, but must do so by board motion. Other potential partners, such as non-profit organizations, will be able to explore partnership opportunities, but will fall under a different process. Criteria for this process will be established during the revision of the Joint Use Guideline.

**Review of Accommodation Review Timeline**

With CPP requirements complete by the end of November, staff will be in a position to bring an Initial Staff Report to the December Board meeting for Trustee consideration. Should an ARC move forward, the ARC timelines as outlined in our policy would allow for a final decision to be made by the Board of Trustees in June.

The steps in the ARC process were briefly reviewed and public meetings were discussed. The Ministry of Education just released a Memo 2016: SB33 which includes a best practices guide for school boards Best Practice Guide and Toolkit – Facilitation Skills to Encourage Community Involvement. The document discusses the role of the facilitator and encourages methods of public consultation that are rooted in collaboration and information sharing. Carrie will share the link with Trustees.

Staff and a few trustees will be travelling to attend a public ARC meeting hosted by the Rainbow District School Board to observe a public meeting under the new ARC guidelines.

The size and role of the ARC committee under the new policy were reviewed. It was highlighted that the role of the ARC committee is very different from ARCs under the old regulations. The new policy indicates several stakeholders that must have representation on an ARC, but there is no limit in terms of numbers or exclusions for who other stakeholder representation on the committee.

#### **Discussion: Hiring a Facilitator to Oversee 2016/2017 ARC Processes**

The role and benefits of the Board engaging facilitators in previous recent ARCs was reviewed. It was noted that a facilitator assisted with neutrality during public consultation and that staff workload is a consideration moving forward with an ARC this year.

The Board requested staff determine where the funds would come from to support hiring a facilitator and bring this information back to Trustees to support discussion.

It was decided that due to Paul Addie's (past ARC facilitator) knowledge of our Board, previous experience and skill, that the Board direct staff to request a quote for services to oversee the established Annual CPP meetings in November, as well as oversee any ARC processes during the current school year. This information was requested to support discussion, and will be added to the October Board meeting agenda.

*Moved by Paul Moffat, Seconded by Al Bottomley  
That the Capital Planning Committee recommends the Near North District School Board  
approves hiring a facilitator to oversee any Accommodation Review processes for the  
2016-2017 school year.*

**CARRIED**

#### **Next Committee meeting date**

At the call of the Chair.

#### **Adjournment**

*Moved by Al Bottomley, Seconded by Paul Moffat*

The Capital Plan Committee meeting of October 18, 2016 adjourned at 7:22 p.m.

**CARRIED**