



**Capital Plan Committee Meeting Minutes
PUBLIC SESSION
December 13, 2016 – 5:00 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, James Beatty, Louise Sargent, Harry Fry, Corine Green, Paul Moffat, Director Jackie Young, Principal of Capital Planning Gay Smylie, Executive Assistant Carrie Girard

Regrets: Trustee Al Bottomley

Absent: Trustee Carol Stevens

1. Call to Order

Committee Chair Beam called the meeting to order.

2. Update on Annual CPP Meeting- Three Regions (North Bay, Parry Sound, Almaguin Highlands)

A brief review of the Annual Community Planning and Partnership (CPP) meetings took place during the week of November 21, 2016. All sessions were well attended and the turn out from community partners was impressive. Trustees were thanked for taking the time to attend.

3. Presentation of the Initial Staff Report – Acting Executive Officer Gay Smylie (*Enclosure*)

Significant milestones in the capital planning process that we have achieved to date were reviewed.

Capital Planning Principal Gay Smylie presented the Initial Staff Report (ISR). Links between the ISR and the Board's CPP and Student Accommodation policies were noted. Specific attention was drawn to the key criteria by which student accommodation decisions will be made.

A timeline for the Accommodation Review process as outlined in the ISR was reviewed and it was mentioned that we must adhere to this timeline in order for the Board to be able to make a final decision at the June 2017 Board meeting.

The composition, formation and function of the Accommodation Review Committee is outlined in the Student Accommodation review policy. The role of the Trustee was discussed and it was noted that Trustees should attend public meetings to listen first hand to feedback.

Enrolment numbers at Alliance Public School are influencing the growth in enrolment/utilization rate at Chippewa Secondary School out to 2025/2026 in the ISR.

The purpose of the ISR is to flesh out the best thinking of staff based on the capital plan.

Declining enrolment numbers are the best we can forecast at this time. It was noted that the further out we forecast, the less accurate the numbers will be. This is why we readjust each year.

Other options were fleshed out in the ISR, although they are not supported by the data in the capital plan.

4. Move into Private Session for Discussion RE: Property

The Committee moved into Private Session for a discussion on property at 6:08 p.m.

5. Discuss ARC Priorities/Commitments/Timelines/Resources Needed – Executive Assistant to the Director Carrie Girard (*Enclosure*)

The ARC timeline and staffing resources were briefly reviewed. It was noted that this accommodation review will take a large amount of staff time, but that given all of the work that has gone into planning, we are well prepared. In order to meet the timeline, the Public Deputation meeting with Trustees would need to take place on June 12, 2017 as a Special Board Meeting.

6. Recommendation

That the Capital Plan Committee recommends that the Board of Trustees receive the Initial Staff Report as presented to the Committee on December 13, 2016.

7. Next Meeting Date

The next meeting date will be at the call of the Chair.

8. Adjournment

Committee Chair Beam declared the meeting adjourned.