



DRAFT

To: Trustees

From: Jackie Young, Director of Education

Date: July 20, 2016

Topic: **Capital Plan Committee Terms of Reference**

Committee Name

Capital Plan Committee

Type

Ad Hoc

Purpose

The Committee will establish a long term Capital Plan (2016 – 2024) for Pupil Accommodation and Facility Use

Scope

To gather, present, and assess all relevant data regarding:

- all Facilities of the Board, including but not limited to, location, use, condition and renewal needs, community partnerships.
- population growth/decline of all areas within the Board to accurately project future enrollment for the purpose of determining student accommodation.
- all relevant community and municipal plans that could impact facility use.
- potential funding from Ministry of Education

Authority

Decisions and recommendations will be made by Trustees

Membership

- Trustees of the Board (9)
- Director of Education (1)
- Project Manager (1)
- Data Input Administrator (1)
- Principal of Capital Planning (1)
- Superintendent of Business as required (1)
- Staff as required – associated duties

Meeting Requirements

Meet monthly with additional if necessary for making required recommendations or decisions. Agendas prepared by Chair in consultation with Director and staff and distributed to members, minutes to be taken by Executive Assistant to Director.

Meeting Locations

Parry Sound and North Bay Boardrooms.

Resources and Budget

Existing staff as identified by Director, funding as provided by Ministry's Capital Planning Capacity Program

Responsibilities/Duties/Process

The Capital Planning Committee members shall meet as required and engage in the discussions. Staff members will compile and assess data required and present information to trustee members. Trustee members will review information presented and request clarification as needed.

Reporting

The Capital Plan Committee Chair will provide regular progress reports, either verbal or written, to the Board of Trustees at the regular monthly Board meeting.

Decisions

The committee will operate on a consensus basis. If consensus cannot be reached, that will be reflected in the minutes.

Deliverables

Upon completion, the Capital Plan will be presented to the Board of Trustees for final approval.

Recommendation

That the Committee recommend the Board approve the Terms of Reference for the Capital Plan Committee as presented July 20, 2016.