



**Capital Plan Committee Meeting Minutes  
January 14, 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, Randy Sheppard, Jim Beatty, Corine Green, Louise Sargent, Al Bottomley, Director Jackie Young, Executive Officer Amanda Meighan, Principal of Capital Projects Gay Smylie, Project Manager Marianne Speirs, Educational Technology Administrator Jeff Roynon, Information Officer Carrie Girard

**Regrets:** Trustee Paul Moffat, Trustee Carol Stevens

**Call to Order**

Chair of the Board David Thompson called the meeting to order at 5:01 p.m. as Committee Chair Michelina Beam was a few minutes late due to attending another meeting in the Board.

The Committee moved into Private Session at 5:05 p.m. due to the content of items being discussed. Public Session resumed at 6:05 p.m.

**Review of Tasks and Timelines**

**PARG Policy**

A draft EL#11- Student Accommodation policy (as required by the Ministry of Education PARG policy) was presented to Trustees. Particular attention was paid to criteria Trustees might consider when choosing a Modified ARC verses a full ARC.

At the request of Trustee Beatty, the criteria listed in the policy for when an ARC is not required by the Board was modified to read “may not” to give Trustees some flexibility to include community consultation.

Once Trustees have approved a draft final policy, an opportunity for public consultation will take place before the policy becomes final.

Review of the policy was moved to the next Committee of the Whole meeting.

**Facility Information Profiles**

Staff involved in capital planning have been working on cleaning up the data contained in several databases to ensure its accuracy.

**Instructional Profiles**

Staff have begun to review the data that will populate these profiles.

**Municipal /Community Information**

Staff have begun to build a list of municipal contacts to include in capital planning discussions. Trustees expressed interest in joining staff in discussions with municipalities.

**Other Areas to Identify**

No other areas were identified at this time.

**Communications**

This item will remain as a standing agenda item. The importance of communication, accountability, transparency and consultation in capital planning was identified.

**Next Meeting Date**

The Chair called the next meeting to take place on Thursday, January 21, 2016 at 5:00 p.m. This meeting was identified as in-camera to discuss current capital projects.

Following, the committee will meet at the call of the Chair in February.

**Adjournment**

The meeting was adjourned at 7:02 p.m.