

Facilities Planning Committee of the Whole– Terms of Reference

The Facilities Planning Committee (the “Committee”) is a committee of the whole of the Board of Education. The purpose of the Facilities Planning Committee is to oversee the School District’s facilities planning process, make recommendations and deliver reports to the Board of Education.

The Facilities Planning Committee Responsibilities

- Oversee the long-range facilities planning process;
- Review the planning process for new construction;
- Review and ensure that proposed facilities projects are aligned with the school district Strategic Facilities Plan and recommend approval of proposed facilities projects to the Board;
- Receive facilities planning input from education partners and the public.

Confidentiality

Deliberations and information received at meetings of the Planning Committee shall be treated as private and confidential information, and shall not be published, released or disclosed in any manner to any persons other than to trustees of the board, the Superintendent, the Secretary Treasurer, or, as determined by the Committee, or in pursuance of specified duties under the School Act or the Freedom of Information and Protection of Privacy Act.

Facilities Committee Composition

- The Facilities Planning Committee is a committee of the whole, assisted by the School District’s Secretary Treasurer, Superintendent of Schools and Director of Facilities.
- The Committee Chair is a trustee appointed by the Board.
- All committee members shall commit to: ethical conduct, proper use of authority, decorum and professional conduct.
- A quorum at meetings of the Committee shall be a majority of its members.

Frequency of Committee Meetings:

The Committee shall meet as required.

Minutes

Minutes of decisions made by the Committee shall be kept by the Secretary Treasurer. Such minutes are to record decisions of the Committee but not the contents of speeches. Movers and seconders of motions shall not be recorded in minutes.

Verbal reports made by Committee members, shall not be recorded in the minutes of the Committee meetings unless the Committee makes a decision as a result of such reports.

A copy of the Committee meeting minutes shall be provided to the Board of Education.