



Board Advisory Committee Terms of Reference

Committee Name

Long Range Facilities Plan Advisory Committee

Type

Board Advisory Committee – The committee is permanent in nature.

Purpose

The Long Range Facilities Plan Advisory Committee (the Committee) is established to make recommendations to the Board of Education (the Board) on all aspects of the Long Range Facilities Plan (the Plan), including District facilities, educational programs, public engagement activities and other matters related the overarching recommendations in the Plan. The Committee will present proposals to the Board for approval and monitor the implementation of approved recommendations.

Mandate

The Long Range Facilities Plan Advisory Committee will provide recommendations on:

- Developing a timeline based on the recommendations included in the Plan,
- Developing and prioritizing proposals based on the recommendations included in the Plan,
- Developing processes for public engagement into proposals,
- Presenting recommended proposals to the Board for approval,
- Advising on the implementation of approved proposals and provide periodic updates to the Board,
- Monitoring the progress of the recommendations in the Plan, and
- Updates to the Plan at regular intervals to ensure it continues to meet the needs of the District.

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Authority

The Committee is not a decision-making body, rather it is an opportunity to provide valuable perspectives and recommendations for consideration by the Board.

The committee may strike subgroups to provide expert guidance or input on recommendations for changes to the Long Range Facilities Plan.

The committee will seek to achieve consensus-based recommendations, and where consensus is not achieved members on the committee shall vote on a primary recommendation.

The committee should liaise with the Environmental Stewardship and Sustainability Advisory Committee to make recommendations that support the mandate of both committees.

Membership

The Committee will be chaired by one of the Trustees appointed to the committee.

The committee is comprised of the following members:

- Trustees (2)
- Secretary-Treasurer
- Associate Secretary-Treasurer
- Executive Director of Facilities and Planning
- Executive Director of Communications
- Director of Finance, Budgets & Student Data
- Deputy Superintendent
- Assistant Superintendents
- Elementary Principal
- Secondary Principal
- A representative from Leaders for Learning
- A representative from NDTA
- A representative from CUPE
- A representative from DPAC



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The Committee may also invite representatives from local municipalities, regional districts, or other members as needed.

Meeting Arrangements

Meetings are held monthly and during the school year.

Additional meetings may be scheduled, as needed, to ensure the committee meets to fulfill their mandate.

An agenda will be provided to all members prior to the meeting date. Minutes will be recorded each meeting and sent to all committee members before the next meeting.

Reporting

The Committee will report to the Board at least semi-annually, and as needed in order to achieve its mandate.

Review

The terms of reference of the committee will be reviewed annually by committee, and any recommended changes will be brought to the Board for approval.