



OFFICE OF THE SECRETARY-TREASURER

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TO: The Board of Education of School District No. 61 (Greater Victoria)
FROM: Mark Walsh, Secretary-Treasurer
DATE: May 16, 2016
RE: **Proposed District Facilities Plan Ad Hoc Committee Terms of Reference**

Background:

At the Operations Policy and Planning Committee the Secretary Treasurer was directed to present a draft terms of reference to create an ad hoc District Facilities Plan Committee (the "Facilities Plan Committee"), according to By-Law 9140.

Purpose:

The Facilities Plan Committee is an ad hoc committee established by the board for the purpose of developing a long term District Facilities Plan.

Deliverables:

The Facilities Plan Committee has two deliverables:

1. To recommend to the Board a District Facilities Plan that:
 - a. Aligns with the goals and vision of the Board's Strategic Plan;
 - b. Incorporates principles of sustainability both operationally and environmentally;
 - c. Focuses on supporting students;
 - d. Incorporates principles of equity across the District.

2. To address the following specific areas in reference to the District Facilities Plan:
 - a. Program and Educational Need;
 - b. Demographics and Catchment;
 - c. Condition, Utilization and Future Need;
 - d. Community, Partnerships, and Enterprise;
 - e. Lands and Lease.

Membership:

The committee will be comprised of the following members:

- One Trustee appointed by the Board Chair;
- The Superintendent or delegate, the Secretary Treasurer, and the Director of Facilities;
- One appointed member from each of the District's employee groups;
- One VCPAC representative;
- A Greater Victoria student;

Timeline:

The Facilities Plan Committee will report at the Operations Policy and Planning Committee meetings of October 2016, January 2017, March 2017 with progress updates. A draft report will be provided at the June 2017 Operations Policy and Planning Committee meeting for comment. A final report will be provided by October 2017 to the Operations Policy and Planning Committee with the intention of final passage by the Board in October 2017.

The Facilities Plan Committee may also present to the Education Policy and Directions Committee as necessary.

Voting:

As the purpose is to gather data to prepare a report for Board consideration there is no voting.

Procedural notes:

- Meeting dates, locations, agendas and minutes to be available on the District website

Date Adopted: May 16, 2016