



Section One: Board of Education

“Together We Learn”

155 – PLANNING AND FACILITIES COMMITTEE

Introduction

The Planning and Facilities Committee is a standing committee of the Board of Education.

Policy

1. Membership

1.1 Voting Members:

1.1.1 Three Trustees, appointed by the full Board, with one Trustee appointed Committee Chair at the Board’s inaugural or annual meeting.

1.1.2 In the absence of a Trustee committee member, or if the full Trustee committee membership has not been appointed, the Committee Chair may appoint temporary Trustee committee members.

1.2 Non-Voting Members:

1.2.1 a representative from each partner group for purposes of providing input

1.2.2 Director of Operations

1.2.3 the Board Chair

2. Scope of Functions

2.1 To provide recommendations to the Board.

2.2 As part of the Board planning function, the Committee considers and may make recommendations to the Board on a variety of issues related to facilities and property. These include such topics as building opening/closure, boundary or catchment area adjustments, design standards, traffic and pedestrian safety, creative play areas, municipal development areas, incompatible land uses and child care programs.



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- 2.3 To address short and long-range physical plant requirements, including planning for facilities and sites to meet district needs.
- 2.4 To consider matters of design, construction, alterations and maintenance of existing and proposed buildings and school sites.
- 2.5 To consider and provide direction on the Annual Facility Grant, long-range capital projects and funding through the development of capital plans and submissions.
- 2.6 To review and consider the changing space requirements caused by enrolments, new programs or curriculum initiatives, and other competing demands for use of school space.
- 2.7 To address and recommend solutions for safety, security and environmental issues on or adjacent to school sites and buildings, as well as other Central Okanagan school board work places, including emergency preparedness planning.
- 2.8 To monitor and facilitate, when possible, the use of school buildings or sites for non-school users, including community, recreational and other educational activities.
- 2.9 To deal with matters relating to property management, including building and site acquisitions, sales or leases.
- 2.10 To deal with matters involving the transportation of students.
- 2.11 To review and evaluate all policies directly pertaining to the Planning and Facilities Committee function at least once every four years.

3. Meetings

- 3.1 All meetings shall be governed by Board policy and, in the absence of Policy, by *Robert’s Rules of Order*.
- 3.2 A seconder is not required for resolutions moved at the committee level.
- 3.3 Public meetings of the Committee shall be scheduled to occur on specific dates and times during the school year as determined by Board resolution at the inaugural or annual meeting.



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- 3.4 Items required to be Incamera will be dealt with at an Incamera meeting to be attended by Trustees and senior staff and others, as needed by invitation. Incamera meetings shall usually be scheduled to occur on the specific dates determined by the Board for public meetings of this Committee.

RETIRED

Date Agreed: March 29, 2006

Date Amended: June 26, 2013; September 10, 2014;
September 29, 2021

Date Reviewed: November 26, 2014; March 9, 2016;
February 8, 2017; February 13, 2019; January 29, 2020
January 27, 2021; January 26, 2022; February 28, 2024

Related Document: Policy 140