

Campus Planning Committee

Terms of Reference



Okanagan College Board of Governors

May 2023

A. PURPOSE

The purpose of the Campus Planning Committee (the "Committee") is to assist the Board of Governors (the "Board") in fulfilling its responsibility for the oversight of long-range campus development in alignment to the College's Mission, Vision, and Inspire Strategy. This includes, but is not limited to, reviewing and recommending to the Board for approval, master plans for its campuses, major capital projects, long-term maintenance of facilities, and land development.

B. MEMBERSHIP

The membership of the Committee shall include:

- A minimum of three to a maximum of five members selected from appointed or elected Board members. Appointed Board Members should form the majority of the Committee's membership.
- Board Chair (*ex officio*)
- President (*ex officio*)

The Chair of the Committee will be appointed by the Chair of the Board from the Committee membership.

C. OKANAGAN COLLEGE RESOURCE STAFF

The Committee is supported by the:

- Governance and Privacy Coordinator
- CFO and Vice President Corporate Services

D. MEETINGS

The Committee shall meet at least four (4) times each year. Additional meetings may be held as deemed necessary as determined by the Committee Chair or the Board Chair.

E. VOTING AT COMMITTEE MEETINGS

Each member of the Committee has one vote on the Committee.

F. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the Committee will perform the following:

- Recommend to the Board approval of long-range plans for the development of physical assets and infrastructure.
- Review the capital planning processes, specific project scope, long-term maintenance plans, land acquisitions and land disposal.

- Review and recommend for approval to the Board, where appropriate, the construction and/or renovation of major capital projects.
- Notify the Board of any concerns arising from its review of ongoing status reports on new capital projects.
- Recommend to the Finance, Audit and Risk Committee approval of land and real estate transactions including acquisition or sale, and licenses to use, leases, and commitments of real property, facilities or resources of the College and off-campus property initiatives.
- Receives, on behalf of the Board of Governors, College reports related to environmental sustainability initiatives.

G. ACCOUNTABILITY

The Committee will report its discussions to the Board by maintaining minutes of its meetings and providing a verbal report at the next Board meeting.

H. REVIEW

The Terms of Reference for this Committee will be reviewed by the Committee at least once every three years and changes will be forwarded to the Board for approval.

I. REVIEW HISTORY

Date	Review
2023-05-23	Revision approved by Okanagan College Board of Governors
2022-05-24	Revision approved by Okanagan College Board of Governors
2016-11-29	Revision approved by Okanagan College Board of Governors
2010-11-10	Revision approved by Okanagan College Board of Governors
2008-02-15	Revision approved by Okanagan College Board of Governors
2006-09-26	Approved by Okanagan college Board of Governors