



**TERMS OF REFERENCE FOR  
OKANAGAN COLLEGE BOARD OF GOVERNORS  
CAMPUS PLANNING COMMITTEE**

**Date approved/revised:** September 26, 2006/February 15, 2008/November 2010

**Policy/reference #:**

**Resources:** VP, Finance and Administration; Director, Facilities Planning and Campus Development

**Approved by:** Board of Governors

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## **I. PURPOSE**

The purpose of the Campus Planning Committee (the "Committee") is to assist the Board in fulfilling its responsibility for the oversight of long term campus development, including developing master plans for its campuses, facilities development, major capital projects, maintenance of facilities and land development.

## **II. COMPOSITION AND OPERATIONS**

- A. In addition to the Board Chair and President as ex-officio members of the Committee, the Committee shall be composed of no fewer than two Board members and no more than five Board members.
- B. The Committee shall meet at least three times each year.
- C. Committee members are expected to attend all meetings.
- D. The majority of members of the Committee will constitute a quorum.

## **III. DUTIES AND RESPONSIBILITIES**

The Committee has the responsibility to:

- A. Review the planning processes, risk assessments, building design, and recommend for approval to the Board, where appropriate, the construction of major facilities capital projects.

- B. Consider the principal strategic risks and opportunities associated with facilities developments and capital projects.
- C. Review management's plans to develop land and facilities opportunities.
- D. Assist in identifying all sources of funding for major capital projects.
- E. Review leases which require Board approval and make recommendations to the Board.
- F. Review facilities project progress reports and make a report to the Board.
- G. Ensure that the Finance and Audit Committee is aware of any capital projects valued at \$100,000 or more.
- H. Ensure appropriate building security and personal safety policies are in place.
- I. Review the deferred, regular and new maintenance issues from time to time.

#### **IV. ACCOUNTABILITY**

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