

**TERMS OF REFERENCE FOR THE FACILITIES DEVELOPMENT  
COMMITTEE**

**I. PURPOSE**

The purpose of the Facilities Development Committee is to assist the Board in fulfilling its responsibility for long range facilities planning including capital plans and oversight of land and facilities developments.

**II. COMPOSITION AND OPERATIONS**

- A. The Committee will be composed of four Board members and the President.

Resource Persons to the Committee will consist of:

- Vice Presidents, as required
- Director of Facilities
- Designated recording secretary.
- Other Administrators as appropriate
- External Invitees

- B. The Committee will operate in a manner that is consistent with the Committee Guidelines outlined in Tab 12 of the Board Manual.

**III. DUTIES AND RESPONSIBILITIES**

The Facilities Development Committee has the responsibility to:

- A. Review and make recommendations on major facilities capital projects.
- B. consider the principal strategic risks and opportunities with facilities developments and capital projects.
- C. review management plans to develop land and facilities opportunities, and authorize management to pursue such opportunities to the point of final recommendation to the Board and decision.
- D. review leases which require Board approval and make recommendations to the Board.

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- E. Review facilities expansion project progress reports and make recommendations to the Board.
- F. Review and make recommendations on facilities expansion contracts over \$200,000 to Finance Committee.

**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.