

CAPITAL PLAN ENGAGEMENT COMMUNITY WORKING GROUP

Terms of Reference

Mandate:

The Community Working Group (CWG) supports Division Administration and the Board of Trustees in identifying possible solutions to maximize school utilization. This group will consider input received through engagement, along with other relevant information provided by Administration. The CWG may also support Administration in the capital planning process with Alberta Education.

Accountability and Reporting:

The CWG provides guidance and recommendations to Administration for consideration in developing scenarios to maximize school utilization. The Working Group communicates directly with GSACRD's Capital Planning Team who are responsible for listening to and working with the CWG. The Capital Planning Team will report back to the CWG how it has considered the recommendations provided, what was acted on and what was not and why.

The CWG will support the Capital Planning Team in the reporting back to the public about how public input and other information was considered in developing recommendations.

Membership and Structure:

There are approximately 12 members of the CWB, representing perspectives of those within our schools, community, and organization. Ideally the CWG has a mix of:

- Current GSACRD parents; and a combination of elementary and junior and senior high
- Future GSACRD parents
- GSACRD staff (principals, teachers, staff)
- Those living in St.Albert, Sturgeon County, Legal and Morinville
- Those interested in the French Immersion program
- GSACRD Superintendent
- GSACRD Assistant Superintendent
- GSACRD Secretary-Treasurer
- General members of the public

It is anticipated that the majority of the CWG's responsibilities will be completed prior to Phase 2 engagement in fall 2022. However, depending on the input received, it may be necessary to reconvene the group to consider this input and provide final recommendations to Administration. Once the Board of Trustees makes their final decision on its Capital Plan in March 2023, the Working Group will officially be dissolved.

If a member should have to leave the CWG, the seat may be left vacant, or an opportunity to seek a replacement may be considered, at the discretion of the CWG.

If a member cannot make a meeting, they are requested to provide their feedback in writing to the CWG in advance; no substitutions will be allowed.

Roles and Responsibilities:

All members are expected to:

- To follow any requests to prepare for meetings in advance. For example, pre-reading, responding to survey questions, and putting thought into discussion questions.
- To attend and participate fully in all of the meetings
- To understand the information provided and ask questions for further clarification
- To work collaboratively with the other Working Group members to develop scenarios
- To consider perspectives beyond their own
- To honor the public feedback received through Phase 1 engagement
- To report back to the public the scenarios and what was considered by the Working Group

GSACRD will provide support to ensure consistent communication with our communities to ensure transparency and timely information is shared on a regular basis. GSACRD will provide note-taking and produce meeting summaries for CWG members to review and approve. GSACRD will post the summaries on the website and inform the broader public. Once public, CWG members are encouraged to share the summary and discussions with their networks and schools to keep the public informed throughout the process. Any questions or concerns can be direct to GSACRD's Communications Manager.

The CWG will be supported by a facilitator who will develop meeting agendas in collaboration with support staff and facilitate all meetings.

Meeting Operations

The CWG will meet approximately four times between May to October 2022, with no meetings in July and August. If it is safe to do so, all meetings will be in-person with appropriate safety measures in place. Accommodations will be made for members who prefer to join in online.

GSACRD will provide all necessary background information and note-taking and be the main point of contact for all communications with CWG members. GSACRD will provide a report back after each CWG meeting within one week.

All decisions will be made using a consensus process.

Rules of Engagement:

- **Listen and respect** other peoples ideas - being open minded enough to see the value in every idea.
- **Curiosity**, seeking to understand other ideas and honesty and to come to the table with the intention to seek what's best for all over individual agendas.

- **Open-minded** keeping in mind the long-term vision we're trying to achieve.
- Working together **collaboratively**. Seeking best for all.
- **Contribute** and speak up in the meetings, provide ideas and solutions for the group to work with.
- Avoid being too **emotionally charged**, need a **practical approach**.
- Emotions are also an important factor that we may need to work through.

Documentation

Discussions, direction, and decisions made by the CWG will be posted to the GSACRD website within one week of the meeting.

The CWG's records are subject to the Freedom of Information and Protection of Privacy Act (FOIP) section 33(c).