



Ecole J.H. Sissons Advisory Group - Terms of Reference (v3)

February 28, 2019

Purpose

The Advisory Group has been established by the GNWT to review the work of the Design Team and provide advice and make recommendations as requested by the Steering Committee. The Steering Committee is comprised of representatives from GNWT Infrastructure, GNWT ECE, and YK1 School Board Administration.

The Advisory Group is not a decision-making body, but rather is an opportunity for stakeholders to have formal input during the design process, including in the selection of options and design direction.

With the recent selection of a site for the new school, the consultant Design Team will develop at least three concept options for a new school facility. These options will be based on ECE Capital Standards, industry best practice, and on input received from stakeholders during the consultation that occurred in December 2017 - January 2018 as part of the initial planning phase. (See attached for initial criteria)

The Advisory Group is tasked with confirming a list of criteria and attributes on which to base selection of options, as well as participating in the review of the project during preliminary design. The Advisory Group will be asked to assist with identification of materials or elements at the existing school for salvage and possible re-use.

Funding

The work of the Advisory Group is conducted within the existing project budget of ECE. No additional funding is required.

Methods of Operation

The Advisory Group will conduct its business via email and in-person meetings.

As the schedule is critical, any member agreeing to serve on the Advisory Group is expected to attend meetings (in person, or remote if necessary), and respond to correspondence in a timely manner. Note that one review period may overlap with March Break, and it is certain that there will be reviews that occur in the summer months.

Reporting Structure and Mechanism

The Advisory Group meets as required by the design schedule, and will provide written or verbal report on activities to the Steering Committee (including minutes and results of meetings). Attendance and full participation in the work of the group is expected. Members who miss more than two meetings may be replaced on the Advisory Group.

Composition

The Advisory Group is comprised of up to 6 members, representing a variety of school-related contexts and interests, including:

- staff members (recommend Principal + 2);
- EJHS parent representatives (3 parents selected from PAC);

Chair

The Chair is appointed by the committee for the duration of the mandate of the Advisory Group. The Chair's role is to:

- Convene meetings of the Group on a regular basis or as needed;
- Ensure that the group deals with the matters described in the Terms of Reference;
- Conduct meetings effectively and efficiently, and ensure timely follow-up and resolution of issues;
- Consult as necessary with the Steering Committee; and
- Provide written and verbal reports to the Steering Committee.

Quorum and Consensus Agreement

Recommendations to the Steering Committee are by consensus, unless contentious, at which point the Chair calls for a vote. A minimum of three members present at a meeting constitutes a quorum, and can pass a recommendation of the Advisory Group when a vote is required.

Term

Group members serve for the period of review as required by the Steering Committee. Current timelines indicate a term of approximately 10 months, per the following schedule of key workshops:

March 7, 2019 – Establish performance criteria

March 8, 2019 – Review Schematic Alternatives (3 concept options)

August 16, 2019 – Review Schematic Design (the selected concept is developed)

November 15 2019 – Review Design Development (design is further refined prior to construction detailing)