



# **PROCEDURES**

Project Advisory Committee  
Whistle Bend Elementary School  
July 2019

## Purpose

The purpose of the Project Advisory Committee (PAC) for planning the new Whistle Bend Elementary School is to facilitate collaboration and exchange of ideas between key partners, stakeholders and the Department of Education.

The PAC allows for input and perspectives on specific aspects of planning for this project, to ensure it addresses the needs of its students and community.

This committee shall provide the Government of Yukon with advice related to the following key aspects of planning and design for the Whistle Bend Elementary School:

- School location on site
- Configuration of the school on site
- Exterior features of the school as they relate to community needs such as playground equipment and community space that can be incorporated into the school design

Areas of input will include but are not limited to:

- the interior conceptual design
- functionality of common areas
- furnishing options
- potential cultural and community spaces
- review of reports on location-specific elements such as traffic studies
- communications about the work of the committee in project planning

## Membership

The following governments and interested parties are invited to nominate representatives to be members of this PAC, subject to the approval of the Minister of Education.

- Whistle Bend Community Association (3 members)
- Ta'an Kwäch'än Council (1 member)
- Kwanlin Dün First Nation (1 member)
- City of Whitehorse (1 member)

The committee will also include Yukon government representatives from the following departments:

- Education (1 member)
- Community Services (1 member)
- Highways and Public Works (1 member)

Additional guests may be invited via the Assistant Deputy Minister, Schools and Student Services, and upon the advice of the Committee as necessary.

In the event a member wishes to step down, the co-Chairs will work with their organization to nominate a replacement member. Short-term alternate members may attend with permission of the co-Chairs.

## Chairs

The PAC shall be co-chaired by a representative of the Department of Education and a nominated representative of the PAC.

The Co-Chairs shall ensure the PAC follows its Procedures and report progress and advice to the Government of Yukon.

## Guiding principles

The health and safety of students, staff and user groups is the first priority.

Recommendations and decisions are centred on the learning needs of students, with due consideration of school community needs.

Members are expected to participate in the PAC and be responsible for providing input and relaying information and directions within the organizations they represent.

The PAC will aim for consensus in providing advice that reflects the input of its members. The PAC acknowledges that perspectives may be diverse and agrees that all perspectives will be explored without prejudice and the diversity of opinions will be respected before advice is provided.

It is recognized that PAC members may periodically disagree on issues, and these situations should be treated as healthy opportunities for dialogue and positive outcomes. The PAC will support and employ a collaborative dispute resolution process that is respectful of differences and that promotes open and effective discussion among members of the Committee.

It is expected that all members of the PAC will make every reasonable effort to communicate openly and respectfully with each other to resolve disagreements in an effective and timely manner and in the best interests of students who will attend the school at all times.

## Meetings

The PAC will meet regularly (bi-monthly in-person or teleconference). Additional meetings may be scheduled as required.

Any public communication regarding the progress and actions of the PAC will be agreed to by the committee and coordinated through the Department of Education.

Minutes, input and recommendations from the PAC meetings will be documented and provided to the Government of Yukon for consideration.

The cost of meetings will be covered by the Department of Education. Members are responsible for their own transportation.

## Amending the Procedures

These Procedures may be revised by the Chairs of the PAC upon the recommendation of the PAC, subject to approval by the Minister of Education.