



# Planning and Facilities Mandate

---

The Planning and Facilities Committee is a Standing Committee created by the Chinook Arch Library Board to develop, recommend and review policies relating to Board governance, library system services, and the System headquarters.

## Responsibilities

1. Review all policies which have been drafted by the committee and which have been subsequently approved by the Board.
2. Draft by-laws, including those required by the legislation, for approval by the Executive Committee and the Board.
3. Monitor and evaluate System services to member libraries.
4. Monitor and support the Planning Process, including Needs Assessment, goals and strategies, and the overall Plan of Service as required by library legislation. Recommend revised Plans of Service to the Executive Committee. Recommend new or extended services when necessary to meet the needs of member libraries.
5. Review suggestions from senior management, Librarians' Committee and member Boards and Councils and make recommendations to the Executive Committee.
6. Plan for the upkeep and preservation of the headquarters facility.

## Meetings

The Committee shall normally meet three times per year or as required.

|                       |                     |
|-----------------------|---------------------|
| <b>Last Reviewed:</b> | <b>7 April 2016</b> |
| <b>Last Revised:</b>  | <b>7 April 2016</b> |