



To: Trustees

From: Geof Botting, Director of Education

Date: June 24, 2014

Topic: North Bay Building Committee Terms of Reference

#### Purpose

The Committee will monitor the project costs and spending, contract tendering and timely completion of construction. The target date for completion of the project is September 2015.

#### Reporting & Accounting

The North Bay Building Committee will meet as required and provide regular reports to the Board.

#### Responsibilities/Duties

The new North Bay Building Committee shall:

- Receive reports from management regarding progress, budget management and design.
- Recommend the award of tenders and general contracts relating to project expenditures and changes.
- Monitor and report to the Board on any changes in design or construction.
- Ensure compliance with reporting and other requirements of Ministry of Education.

Note: Upon approval of this Capital Projects Budget it is recommended that the following business practice be adhered to in regard to processing of change orders for the project:

Up to \$30,000.00

Require approval from the Project Manager. All change orders will be reported on a regular basis to the North Bay Building Committee.

Over \$30,000.00

All change orders within the General contract that exceed \$30,000 will require the approval of the North Bay Building Committee.

In the event there are any change orders that result in exceeding of the Capital Budget, such change orders would be recommended by the North Bay Building Committee to the Board of Trustees for approval.

It should also be noted that all Change Orders exceeding \$30,000.00 that are processed as part of the General Contract, will require three written quotations, on firm's letterhead, from the General Contractor.

### **Membership**

- Trustees as decided by the Board
- Area Superintendent of Schools
- Project Manager
- Principals of Dr. MacDougall, J. W. Trusler and King George Schools
- Chairs or alternate representative of the three School Parent Councils

### **Timelines**

The Committee will oversee the project until completion.

### **Meetings**

Meetings will be held as required.

### **Meeting Locations**

Every effort will be made to split the meetings between Parry Sound and North Bay Boardrooms.

### **Approval**

That the Board approve the Terms of Reference for the North Bay Building Committee as presented June 24, 2014.