



## **Parry Sound Building Ad Hoc Committee Terms of Reference**

### **Purpose**

The Committee will review the options for moving forward with the Parry Sound JK-12 Building project and provide a recommendation with respect to a preferred option to the Board.

### **Membership**

The following shall be full members of the Committee with all voting rights:

- One Trustee appointed as Chair
- One Trustee as General Member
- The Chair of the Board of Trustees is an Ex-Officio member.
- The Director of Education or designate.

Other parties may attend committee meetings as an observer but are not permitted to participate or vote.

The Committee may invite other parties to attend in an information or resource capacity. Such parties shall not have voting rights.

A quorum shall be a majority of committee members.

### **Reporting & Accounting**

The Parry Sound Building Ad Hoc Committee does not exercise any power over decision-making within the Board.

The recommendations of the Committee will be given full consideration by the Board, and the Board will confirm its response to any advice or recommendations provided to it by the Committee by way of motion. Further, the Director of Education will provide feedback to staff and senior administration regarding how their ideas have been used by the Director and the Board of Trustees.

The committee chair shall be responsible for ensuring that Agendas and Minutes are prepared in accordance with the Near North District School Board By-laws.

## **Responsibilities/Duties**

The Parry Sound Building Ad Hoc Committee shall be responsible for:

- Reviewing existing documentation including previous meeting minutes and correspondence as pertaining to the Parry Sound JK-12 Building project.
- In consultation with staff and/or external resources, reviewing options for moving forward with Parry Sound JK-12 Building project and alternatives, including identification of required resources and process.
- Discussion with the Director of Education regarding the need for and use of staff resources.
- Providing recommendations to the Board of Trustees with respect to the preferred option and identification of any financial implications.

## **Meetings**

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

The Parry Sound Building Ad Hoc Committee will meet **as required** and provide regular reports to the Board.

## **Timelines**

The final report will be provided to the Board of Trustees by March 30, 2019.

## **Approval**

The Terms of Reference and recommendations of the committee shall be approved by the Board of Trustees through motion.

Approved January xx, 2018 by Motion No. 2019/01/xx