

Jay Aspin, Chair

Craig Myles, Director of Education

W.J. Fricker Build Committee

Monday, March 28, 2022

Head Office of the Near North District School Board
963 Airport Road, North Bay, ON

Trustees Present

Bill Steer, Committee Chair
Jay Aspin, Board Chair
Louise Sargent, Trustee

Staff Members Present

Gay Smylie, Superintendent of Education
Krista Messenger, Executive Assistant
Marianne Speirs, Capital Projects Manager
Seija Van Haesendonck, Superintendent of Business

1.0 Call to Order

1.1 Adoption of the Agenda

Committee Chair Steer called the meeting to order at 9:05 AM. Attendance was called to confirm all invitees are present.

2.0 Review of Minutes

Committee Chair Steer referred the committee to the minutes of the October 5, 2021 committee meeting. The floor was opened for comments, questions or corrections with none rose.

Moved by Board Chair Aspin and seconded by Trustee Sargent that the minutes for the W.J. Fricker Build Committee meeting held on October 5, 2021 are approved. – CARRIED.

4.0 New Business

4.1 Establishment of Committee Chair

Committee Chair Steer noted the value in establishing a Committee Chair to observe good governance practices and be consistent with the direction issued to all committees by Board Chair Aspin. As the current Committee Chair, Committee Chair Steer noted he would be pleased to continue in this role. Support expressed from Trustee Sargent for this, given the strong leadership skills and value in consistency for the project. Further support for B. Steer's nomination expressed by Board Chair Aspin. Committee Chair Steer accepted the role and

thanked trustees for their support. The decision was confirmed by way of motion. It is noted that the term of office for the role is one year, which aligns with the Board's executive terms of office as well.

Moved by Trustee Sargent and seconded by Board Chair Aspin that Trustee Steer is acclaimed to the role of Committee Chair of the WJ Fricker Build Committee. – CARRIED.

4.2 Terms of Reference Discussion

Trustees were referred to the draft contained in the agenda package for discussion. It is noted that the W.J. Fricker Build committee had not previously established their Terms of Reference, but the draft presented is consistent with the Terms of Reference developed for other capital build oversight committees within the Board. Highlights of the discussion are noted as:

- For clarity, Board Chair Aspin requested the Chair's ex officio role be listed as part of the membership section to confirm it is a full voting role.
- This led to a discussion on the scope of the ex officio role. Superintendent Van Haesendonck noted NNDSB bylaw BL 108 states that the Chair shall be an ex-officio voting member of all ad hoc committees.
- Overview of the project value approvals outlined. Note that the approval authorities are consistent with NNDSB policies and relevant requirements. The SBO has approval for change orders up to \$100K, however a \$75K threshold is being suggested for committee approval as a change of this significance may have further impacts to the timeline, site design, etc. that would be important to bring to the build committee.
 - Follow-up question on whether the meeting frequency would present a barrier to ensuring the requests are discussed on a timely basis. SBO Van Haesendonck confirmed the committee's approval would be sought for any changes from \$75K- 300K and may need to be pulled together on short notice to confirm approval. The Board's approval would be sought for anything above \$300K. Changes of this magnitude are not typically urgent as they require engineering work, structural estimates, etc. which would likely mean it could be reviewed as part of the Board's regularly scheduled meetings.
 - Suggestion raised to outline the Board's approval level in the Terms of Reference, however it is noted that this is already captured in board policies and administrative guidelines, so it is felt this is not necessary.

Consensus was expressed to bring forward the Terms of Reference for approval with the changes made as discussed.

Moved by Board Chair Aspin and seconded by Trustee Sargent that that the W.J. Fricker Build Committee's Terms of Reference be brought forward to the Board for approval, as amended. – CARRIED.

4.3 Project Update

Trustees were referred to the report contained in the agenda package. Capital Projects Manager Speirs was invited to speak to this item. Highlights were noted as:

- Brief background information shared in the report. Currently, the project is in the demolition stage. Recall that Venasse Building Group was awarded the demolition contract.
- The project is expected to move to foundation construction within the next week weather permitting and is considered on schedule.
- There have been two small change orders processed. Both were minor and will not affect the timeline or budget.
- Venasse Building Group has requested the first Certificate of Payment for a total payment of \$1,317,794.16 for the work completed to date. This was reviewed and confirmed accurate for the percentage of work completed.
- Site meetings will now be hosted on location beginning next week.

Committee Chair Steer opened the floor for comments and discussion:

- Board Chair Aspin offered his thanks to M. Spiers for her work on this project. Question raised to determine if the project is proceeding on budget. Confirmation from the Capital Projects Manager to note the project is on budget. A budget summary sheet could be brought forward to the next meeting for review, noting that NNDSB accounts very thoroughly and is very aware of the project commitments.
- Question raised about the pendant recovery efforts- noting that local media and area neighbors were concerned about the sports pendants that remained on the walls of the gym during demolition. Capital Projects Manager Speirs confirmed Venasse removed as many items as safely possible. They are being stored securely on-site and will be transferred to Widdifield shortly. Confirmation that there have been no further inquiries received about this item.
 - Follow-up comment from SO Smylie to note that the board has an administrative guideline that outlines a clear process for memorabilia dispersion.

4.3 Board report discussion

Discussion to confirm the committee will include the meeting minutes and a brief report to the Board as part of the April meeting to confirm the project is on schedule and on budget. Report to include that the school is scheduled to open in September 2023.

5.0 Adjournment

Closing comments to note in September, a school-naming committee must be formed to involve the community in this aspect of the project. Membership will include the school principal, area trustees, students, parents, etc. Committee Chair Steer noted this can be included in the Board report to begin sharing the idea with the community.

Confirmation that the committee would meet next at the call of the Committee Chair. Staff to advise Committee Chair Steer of the need for a meeting as it arises.

There being no further business to discuss, a motion for adjournment was tabled.

Moved by Board Chair Aspin and seconded by Trustee Sargent, on March 28, 2022, the W.J. Fricker Committee stands adjourned at 9:38 AM.