



## NEAR NORTH DISTRICT SCHOOL BOARD

### Parry Sound JK-12 Building Committee

#### Terms of Reference

#### 1. Purpose

The Parry Sound JK-12 Building Committee will monitor the project costs, spending and timely completion of construction.

#### 2. Membership

2.1. The following shall be full members of the Parry Sound JK-12 Building Committee with all voting rights:

- a. Four trustee representatives
- b. The Superintendent of Business (or designate)
- c. The Superintendent of Education with the capital planning portfolio (or designate)

2.2. The Chair of the Board may attend in an ex-officio capacity, with full voting rights.

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

#### 3. Quorum

Quorum is the majority of appointed members in attendance.

#### 4. Reporting and Accountability

4.1. The Parry Sound JK-12 Building Committee does not exercise any power over decision making within the Board.

4.2. The Parry Sound JK-12 Building Committee chair shall be responsible for ensuring the agendas and minutes are prepared in accordance with the Near North District School Board By-laws.

4.3. The recommendations of the Parry Sound JK-12 Building 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 Parry Sound JK-12 Building Committee by way of motion.

4.4. Minutes for the committee will be approved at the following committee meeting. Once approved they will be added to the next Board Agenda as an information item.

## **5. Responsibilities/Duties**

5.1. The Parry Sound JK-12 Building Committee shall be responsible for:

- a. Receiving reports from staff regarding progress, budget management and design ideas;
- b. Recommend the award of tenders and general contracts relating to project expenditures and changes;
- c. Monitor and report to the Board on any changes in design or construction;
- d. Ensure compliance with reporting and other requirement of the Ministry of Education.

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

Up to \$30,000      Require approval from the Project Manager. All change orders will be reported on a regular basis to the Parry Sound JK-12 Building Committee

\$30,000-\$75,000      Require approval from the Superintendent of Business

Over \$75,000      All change orders within the general contract that exceed \$75,000.00 will require the approval of the Parry Sound JK-12 Building Committee

5.3. In the event there are any change orders that result in exceeding of the Capital Budget, such change orders would be recommended by the Parry Sound JK-12 Building Committee to the Board of Trustees for approval.

## **6. Meetings**

The Parry Sound JK-12 Building Committee will meet monthly and provide regular reports to the Board.

## **7. Timelines**

The work of the Parry Sound JK-12 Building Committee shall continue until the identified purpose has been fulfilled and a final report has been provided to the Board of Trustees.

**8. Approval**

The Terms of Reference and recommendations of the Parry Sound JK-12 Building Committee shall be approved by the Board of Trustees through Motion.

Approved by the Board of Trustees- May 18, 2021 (Motion 21-05-08)

Amended and approved by the Board of Trustees- April 12, 2022 (Motion 22-04-07)