

# SPECIAL BOARD MEETING

Tuesday, June 27, 2023 | **3:00 PM**

Virtual:	In-Person:
<a href="#">Join zoom meeting</a> Meeting ID: 891 9558 8753   Passcode: 064195 Dial in: 1 855 703 8985	North Bay Boardroom NNDSB Head Office 963 Airport Rd., North Bay, ON.

## AGENDA

1. **Call to Order**
  - 1.1. Land Acknowledgement  
 We would like to open this meeting by acknowledging the traditional territories of the Anishinaabe, on which all schools of the NNDSB are situated. The Board Office is specifically located on the traditional territory of the Nipissing First Nation. We value the cultures, histories and relationships with the Indigenous People of Turtle Island. We are grateful to be gathered here today.
  
2. **Attendance**
  - 2.1. Confirmation of Quorum
  - 2.2. Declaration of Conflict of Interest
  
3. **Review of the Agenda** ✓
  - 3.1 Special Board meeting process
  
4. **New Business**
  - 4.1. Parry Sound Building Committee Report
    - 4.1.1. *Meeting minutes- April 21, 2023 and June 14, 2023* ✓✓
    - 4.1.2. *Terms of Reference* ✓
    - 4.1.3. *Board Report* ✓
  
5. **Items for Decision**
  - 5.1. Report from Committee of the Whole- Private Session
  
  - 5.2. Report from Committee of the Whole- Public Session
  
6. **Adjournment**
  - 6.1 Motion: That on June 27, 2023, we do now adjourn at \_\_\_\_\_ pm.

Erika Lougheed, Chair

Craig Myles, Director of Education

---

---

**Parry Sound Building Committee Meeting**

Friday, April 21, 2023

Virtual meeting over Zoom Videoconference

Committee Members Present

Howard Wesley, Committee Chair

Jeanie Fuscaldo, Trustee

Seija Van Haesendonck, Superintendent of Business

Gay Smylie, Superintendent of Education

Erika Lougheed, Board Chair (Ex-Officio)

Shane Hall, Trustee (arrived at 10:44AM following the initial roll call)

Staff Resources Present:

Craig Myles, Director of Education

Saxon Yanta, Acting Executive Assistant

Meeting Guests:

Bill Steer, Trustee

Additional Attendees:

Members of the public

**1. Call to Order**

The meeting was called to order at 10:31AM. Following the roll call, it was noted that the meeting has quorum.

Committee Chair Wesley reminded attendees that observers may not ask questions or make comments at committee meetings; they are observers only.

**2. Declaration of Conflict of Interest**

The floor was opened for declarations of conflict of interest with none rose.

**3. Approval of Agenda**

Trustee Fuscaldo requested that the Community Feedback Report be added to the agenda. No objections noted. Agenda item 6.3 Community Feedback Report was added to the agenda.

Moved by Trustee Fuscaldo, and seconded by Superintendent Smylie, that the agenda for the Parry Sound Building Committee of April 21, 2023 be approved as amended. – CARRIED.

#### 4. Approval of Minutes from Previous Meeting

Committee Chair Wesley presented the minutes of the previous meeting for approval.

Trustee Fuscaldo noted her desire to amend the minutes as follows: Trustee Fuscaldo raised a final comment to recognize the committee members involved in the ARC and the beginning stages of the project do not have elementary-aged children.

Board Chair Lougheed raised as a point of order that any proposed amendment to the minutes should be supported by a motion that is voted on.

A motion was put forward to approve the minutes as amended. Trustee Fuscaldo moved the motion with no committee members seconding the motion.

Discussion ensued with the following points noted:

- Superintendent Smylie noted that minutes capture generalizations of what happens and are not a transcript of the full meeting.
- Director Myles reminded the committee of the importance to follow parliamentary procedure for all motions, which need to be accepted by vote.
- Director Myles offered to have the matter referred to legal for an opinion to ensure a fair and clean public process. Trustee Fuscaldo did not want to waste more time seeking a legal opinion.
- Trustee Fuscaldo requested that her comment in the minutes be removed if it could not be amended as she presented; it was noted that this too would need to be supported by a motion.

Trustee Shane Hall joined the meeting at 10:44AM. Committee Chair Wesley provided Trustee Hall with a brief update regarding the discussion that was underway.

The motion was put forward again for consideration. Moved by Trustee Fuscaldo and seconded by Trustee Hall that the minutes of the Parry Sound Building Committee meeting held on February 6, 2023 be approved as amended. Committee members did not unanimously accept the motion as presented. Committee Chair Wesley called for a recorded vote.

Recorded Vote				
Committee Member Name	Yea	Nay	Abstain	Absent
Wesley, Howard	√			
Fuscaldo, Jeanie	√			
Hall, Shane			√	
Van Haesendonck, Seija		√		
Smylie, Gay		√		
Lougheed, Erika		√		
<b>Total</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>0</b>

The motion was defeated.

Director Myles again offered to refer the matter for a legal opinion. Trustee Fuscaldo responded that if the recorded vote was noted in the minutes, she would leave the previous minutes as they were presented.

Moved by Superintendent Van Haesendonck, and seconded by Superintendent Smylie, that the minutes of the Parry Sound Building Committee meeting held on February 6, 2023 be approved. – CARRIED.

## **5. In-Camera**

Moved by Superintendent Van Haesendonck, and seconded by Trustee Hall, that the Committee move into Private Session order to discuss items pertaining to The Education Act R.S.O. 1990, c. E.2 section 207(2.1). – CARRIED

The committee moved in-camera at 10:53am.  
The committee returned from in-camera at 11:08am.

## **6. New Business**

### **6.1. Review Terms of Reference**

Committee Chair Wesley invited Superintendent Van Haesendonck to speak to this item. The Terms of Reference that were previously reviewed and approved identify that the committee shall include four Trustees, which does not reflect the current practice. To ensure that the Terms of Reference reflect the current composition of the committee, the proposed update is to identify three Trustees as members. Upon acceptance by the committee, the proposed changes will be presented to the Board for approval.

Moved by Fuscaldo, and seconded by Hall, that the committee recommends that the Board approve the updates to the Terms of Reference as presented. – CARRIED.

### **6.2. Tender Update**

Committee Chair Wesley invited Superintendent Van Haesendonck to speak to this item. Superintendent Van Haesendonck reminded the committee that the tender closed on March 30, 2023. All tenders that were received exceeded available funding. Staff will be preparing a request to the Ministry for additional funding to be submitted in the very near future.

Superintendent Van Haesendonck also shared that, yesterday, the Board received information that the embargo for the Parry Sound build has been lifted. While staff proceed with next steps, they ask that the related information remain confidential to ensure we adhere to the Ministry's communications protocol.

### **6.3. Community Feedback Report**

As Trustee Fuscaldo added this item to the agenda, Committee Chair Wesley invited her to begin the discussion.

Trustee Fuscaldo had several questions and comments related to the Community Feedback Report. The first comment was a request to limit the use of the word “misinformation” in the preparation of reports.

Trustee Fuscaldo requested clarification regarding the letter that was issued along with the Community Feedback Report which listed her name without her knowledge. Discussion ensued. Superintendent Van Haesendonck referenced the minutes from the previous meeting which specified that there was consensus from the committee that the Community Feedback Report would be updated and distributed. There was no request to bring the updated report back to the committee prior to its release. Similarly, the site drawings and walkthrough were shared on the Board website as part of the action items agreed to at the last meeting.

Trustee Fuscaldo sought clarification regarding municipalities being approached to contribute financially to the PS Build project. Superintendent Smylie provided some historical context concluding with municipalities not having been in a position to contribute financially to this project at the time.

Trustee Fuscaldo sought clarification regarding receiving committee agendas and packages at least 48 hours in advance of the meetings. Superintendent Van Haesendonck clarified that while staff endeavour to distribute the agendas and packages to committee members with as much notice as possible, the by-laws do not require that committee agendas and packages be available to Trustees at least 48 hours before meetings. Director Myles suggested that Trustee Fuscaldo may like to participate in the by-law review process and bring forward this item for discussion.

Trustee Fuscaldo sought clarification regarding the content of agenda packages, specifically if all communications are directed to the committee for review. Committee Chair Wesley confirmed that communications addressed to the committee are shared with committee members, which was affirmed by Director Myles. Trustee Fuscaldo commented that she is aware of a particular letter that has not made its way to the committee, which the Committee Chair advised she should speak to Director Myles about directly so that it can be brought forward.

Committee Chair Wesley sought clarification regarding the Geographic Area Factor (GAF) in the Community Feedback Report. Superintendent Van Haesendonck explained that the Ministry assigns a GAF to each community which is applied to the benchmark funding when calculating the capital funding for a project, and that the GAF can vary between communities within a school board’s catchment.

Trustee Fuscaldo noted that she is aware of a meeting that took place with MPP Graydon Smith regarding the Parry Sound Build Committee and noted that nothing has come forward from that meeting. Committee Chair Wesley responded that he did not attend a meeting with MPP Graydon Smith, and as such, nothing was brought forward to the committee for discussion.

Trustee Fuscaldo asked if she is able to meet with MPP Graydon Smith to encourage him to advocate for our community. Committee Chair Wesley advised that Trustee Fuscaldo

would not be able to meet with MPP Graydon Smith individually. This request would have to go through the committee and be approved by the Board Chair.

Trustee Fuscaldo asked if she could make a motion to invite MPP Graydon Smith to attend the next Parry Sound Building Committee Meeting. Committee Chair Wesley responded that she could put forward a motion for consideration. No motion was put forward.

Director Myles provided a friendly reminder to the committee that Trustees do not represent only one community; rather, Trustees' roles are to represent the entire geography of the Board equally.

## **7. Next Meeting Date**

TBD.

## **8. Adjournment**

Moved by Superintendent Smylie, and seconded by Trustee Fuscaldo, that the Parry Sound Building Committee adjourn at 11:35AM.

Minutes: HW/SVH/sy.

Erika Lougheed, Chair

Craig Myles, Director of Education

---

---

**Parry Sound Building Committee Meeting**

Wednesday, June 14, 2023

Virtual meeting over Zoom Videoconference

Committee Members Present

Howard Wesley, Committee Chair

Jeanie Fuscaldo, Trustee

Shane Hall, Trustee

Seija Van Haesendonck, Superintendent of Business

Gay Smylie, Superintendent of Education

Staff Resources Present:

Saxon Yanta, Acting Executive Assistant

Deb Bartlett, Communications Officer

Meeting Guests:

Bill Steer, Trustee

Regrets:

Erika Lougheed, Board Chair (Ex-Officio)

Additional Attendees:

Members of the public

**1. Call to Order**

The meeting was called to order at 10:01AM. Following the roll call, it was noted that the meeting has quorum.

It was noted that Board Chair and Ex-Officio member Erika Lougheed shared her regrets.

**2. Declaration of Conflict of Interest**

The floor was opened for declarations of conflict of interest with none rose.

**3. Approval of Agenda**

Moved by Trustee Hall, and seconded by Superintendent Smylie, that the agenda for the Parry Sound Building Committee meeting of June 14, 2023 be approved as amended. – CARRIED.

#### **4. Approval of Minutes from Previous Meeting**

Deferred to next meeting.

#### **5. In-Camera**

Moved by Trustee Hall, and seconded by Superintendent Smylie, that the Committee move into Private Session order to discuss items pertaining to The Education Act R.S.O. 1990, c. E.2 section 207(2.c). – CARRIED

The committee moved in-camera at 10:10AM.  
The committee returned from in-camera at 10:29AM.

#### **6. Arise and Report**

Chair Wesley noted that the Parry Sound Building Committee met in-camera for a discussion on disposition of properties.

#### **7. Next Meeting Date**

The next meeting date will be scheduled next week; specific date to be determined.

#### **8. Adjournment**

Moved by Superintendent Van Haesendonck, and seconded by Trustee Hall, that the Parry Sound Building Committee adjourn at 10:30AM.

Minutes: HW/SVH/sy.



## 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. Three 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)

<b>Title:</b>	<b>Parry Sound Building Committee – Recommendation to Award</b>
<b>Contact:</b>	Parry Sound Building Committee
<b>Date Submitted:</b>	June 27, 2023
<b>Mandate:</b>	To recommend award to a contractor for the construction of a JK-12 school facility in Parry Sound, Ontario based on a Request for Proposal (RFP) procurement process, that follows the Broader Public Sector procurement guidelines.
<b>Timeline</b>	<p>Process overview:</p> <ul style="list-style-type: none"> <li>• Thursday, February 2, 2023: RFP posted to Bids and Tender</li> <li>• Thursday, March 30, 2023: RFP Closing – Submission Deadline</li> <li>• Thursday, June 22, 2023 – Parry Sound Build Committee meeting</li> <li>• Recommendation to Award – June Board Meeting – June 27, 2023</li> </ul>
<b>Outcome</b>	Board staff reviewed three submitted tenders, including tender bids, alternative pricing and technical components. +VG provided technical support in reviewing the tenders.
<b>Recommendation</b>	That the Parry Sound Building Committee recommend to the Board of Trustees that Van Horne Construction Ltd. be awarded the contract to build the new JK-12 school on the current Parry Sound High School site, in the amount of \$52,700,000.00 excluding HST.