

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.

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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.
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8. Approval

The Terms of Reference and recommendations of the Parry Sound JK-12 Building
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