



Myanmar Buddhist Temple

2804 14 Avenue SE Calgary AB T2A 0J9

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Phone: 403 460 3161

Terms of Reference

Ad hoc Committee- Redevelopment Project

Management and Coordination Committee

Purpose

The purpose of the committee is to coordinate, monitor, organize, provide necessary assistance to the contractor in stewarding all available resources, overseeing the performance of all works on time and on budget, and ensuring delivery of a successful completion on scope as outlined in the contract.

The committee shall communicate with the Board and the Community and provide regular updates on design, permitting, construction progresses, timelines, and prescribed schedules and budgets.

Responsibility

- a. The committee shall oversee the project schedule & workflow plan, scheduled project deliverables in time and on scope so as to ensure the successful delivery of all elements of the scope and objectives of the redevelopment project;
- b. The committee is directly responsible for reviewing and approving all scheduled payments as prescribed in the contract. All invoices for payment shall bear the signatures of at least two the committee members for payment approval;
- c. The committee shall provide regular updates on the project status and progress to the Board and periodically to the community through the Board. Any budgetary, serious design or workflow impediments shall be reported to the Board immediately;



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- d. The Committee may form subcommittees for any purpose that the Committee deems appropriate.

Membership

The committee shall consist of not less than nine members from the Board and general membership. The committee members elect a chairperson from its membership.

The committee shall include volunteer consultants as expert members—Financial & Accounting and Contract Administration and Project Management Consultants. Additional expert members may be invited to the committee or to specific meetings as expert resources.

Meetings

Meetings shall be held weekly or bi-weekly and/or at the call of the Chairperson of the Management & Coordination Committee and decisions will be by consensus.

The Administrator shall provide administrative support in setting up meetings, drafting and distributing agendas, and recording minutes of the meetings.

Length of Term

The term of the Committee is the duration of the Redevelopment Project. The committee ceases to exist once the occupancy permit has been granted to the Temple and the completion report has been submitted to the Board.