



June 14, 2021

Revised: 01 2022

Revised: 10 2023

AD HOC COMMITTEE TERMS OF REFERENCE

MIDDLE SCHOOL BUILDING COMMITTEE

1. PURPOSE

- (a) Select an architecture firm and construction management company for design and build of the new LCS middle school
- (b) Create timeline of tasks for Board/Admin to accomplish necessary to ensure a successful project, including permit applications, tendering contracts etc.
- (c) To monitor progress and provide oversight of any building and development project on behalf of the LCS Society, until completion.
- (d) To represent LCS in any required applications or permit acquisition required.

2. CHAIRPERSON(s)

- (a) Dennis Martini
 - a. Set meeting agenda
 - b. Facilitate meetings and action items
 - c. Ensure scheduling and permits submitted in timely manner
 - d. Oversee and coordinate value engineering of the project with input from the committee
 - e. Provides oversight of consultants, construction manager and contracts
 - f. Delegates responsibilities where necessary to ensure cost effective and timely completion

3. RECORDING OF MEETINGS PROCESS

- (a) Records of any meetings will be recorded by LCS staff and/or committee members and/or external contractors and submitted to the Board drive for reference

4. MEMBERSHIP

- (a) Frank Wood, Director of Operations
- (b) Dennis Martini, Board Director
- (c) Tim Bontkes, Board Director
- (d) Adam Woelders, Head of School

5. SCOPE AND LIMITATIONS

- (a) Act on behalf of LCS to enter into any negotiations for property acquisition
- (b) Act on behalf of LCS to determine course of action for securing a commitment from an architecture firm and construction management company
- (c) Act on behalf of LCS to secure permits as required

- (d) Advise the administrative staff and Board in preparing a resolution to the Society at an extraordinary meeting of members.

6. DURATION AND TIME COMMITMENT REQUIRED OF THE GROUP

- (a) Effective October 25, 2023 until completion.

7. REPORTING PROCEDURES AND PROCESS

- (a) The committee will meet at regular scheduled weekly intervals or as needed to update Head of Schools and Board Chair on progress
- (b) Committee will present updates at each Board meeting

Adam Woelders, Head of Schools

Eric Paquette, Board Chair