



June 14, 2021

Revised: 01 2022

Revised: 10 2023

Revised: 05 2026

AD HOC COMMITTEE TERMS OF REFERENCE

MIDDLE SCHOOL BUILDING COMMITTEE

CAMPUS DEVELOPMENT 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.
- (e) Provide oversight of Phase 3 (High School Improvements), including design development, permitting, tendering, contract management, and construction through to project completion.
- (f) Ensure Phase 3 is delivered on schedule, within budget, and in alignment with the approved capital development plan and Vision 75 strategic objectives.

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, Society Member (Chair)
- (c) Tim Bontkes, Board Director
- (d) Adam Woelders, Head of School

Membership as confirmed by the Board at the time of the Phase 3 mandate extension.

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.
- (e) Act on behalf of LCS to negotiate and oversee contracts with architects, construction managers, consultants, and trades for Phase 3.
- (f) Monitor project budget and report to the Board in a timely manner.
- (g) Coordinate with the Director of Operations and Head of Schools on operational impacts during construction, including scheduling, student safety, and program continuity.

6. DURATION AND TIME COMMITMENT REQUIRED OF THE GROUP

- (a) Effective October 25, 2023, through to the completion of Phase 3 (High School Improvements), anticipated December 2027. The committee will be dissolved upon confirmation of project completion and final reporting to the Board.

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