

CAPITAL PROJECT CONSTRUCTION

Background

Facility construction may be required if the number and type of facilities owned by the District are determined by the District to be insufficient to meet educational and/or recreational goals set for the community. This administrative procedure is applicable when the District assumes responsibility for construction of facilities.

Definition

Capital projects are new construction and modernization projects identified in the District's capital submission and approved by the Ministry.

Procedures

1. Capital Projects
 - 1.1. The Board will confirm by Board resolution the capital budget and the funding sources for all capital projects.
 - 1.2. Change orders for funding that is additional to the Board approved budget; or change orders that significantly alter the scope of work on the project (change order cost exceeds 10% of the approved project budget), will be presented to Board for information.
2. Selection of Architect
 - 2.1. Architectural firms shall be selected for capital projects by the Secretary-Treasurer, in consultation with the Director of Facilities, Transportation and Capital Projects, upon completion of the procurement requirements.
 - 2.2. The Board shall be informed of the commissioned architect for each capital project.
3. Concept Design of Capital Projects
 - 3.1. The Board shall be informed of the concept design for each capital project.
4. Construction Contracts, Bidding and Awards
 - 4.1. The District may carry out a portion of a project using District staff.
 - 4.2. A construction contract shall be awarded to the qualified contractor who submits the lowest acceptable tender, subject to budgetary consideration.

5. Reporting on Capital Projects

5.1. The Secretary-Treasurer will provide the Board, at the end of each fiscal quarter, with a report on all capital projects in progress, or completed within the fiscal quarter.

5.1.1. The report will include details relating to any potential problems relative to the scope, timing and budgets for each project.

Reference: Sections 20, 22, 23, 65, 85 School Act
Occupational Health and Safety Regulation
National Building Code

Adopted: September 16, 1996
Revised: May 18, 1999; December 15, 2020