

# 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 approval.
2. Selection Of Architect
  - 2.1. Architectural firms shall be selected for capital projects by the Secretary-Treasurer, in consultation with the Director of Operations.
  - 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 any portion or all of a project using District forces or construction management, subject to Ministerial approval.
  - 4.2. A construction contract shall be awarded to the qualified contractor who submits the lowest acceptable tender, subject to budgetary consideration.

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

Adopted: June 25, 2019  
Revised: