



**Capital Planning**

1. The Superintendent's responsibility is to develop a capital plan.
2. The Assistant Superintendent/Assistant Superintendent Educational Planning and Administrative Services shall review the needs for additional school space.
3. The Assistant Superintendent/Assistant Superintendent Educational Planning and Administrative Services shall review with Facilities Services staff the needs for major modernization.
4. From this information, the Assistant Superintendent/Assistant Superintendent Educational Planning and Administrative Services will develop a capital plan in collaboration with Facilities Services. This plan will be reviewed with Superintendent's Council for their input.
5. Following support of Superintendent's Council, the capital plan may be submitted to Alberta Education/Alberta Infrastructure for their input, comments, and discussion.
6. The recommended and supported capital plan will then be presented to the Board Planning Committee for comment and direction. The plan shall be revised as directed by the Board Planning Committee.
7. The Superintendent shall then bring this plan forward to the Board of Trustees for their formal approval and submission to Alberta Education.

**Project Approval**

8. Approval for capital projects is provided by the Minister of Education. Approval includes scope of project and amount of approved funding for each capital project.


**Project Planning**

9. The Superintendent, in consultation with the Assistant Superintendent Facilities Services and the Assistant Superintendent/Assistant Superintendent Education Planning and Administrative Services shall appoint a "Project Leader" for each approved capital project. The Superintendent shall advise the Board of Trustees of the appointment.
10. The project leader shall select an architect and provide a recommendation to the Superintendent regarding this selection. Details of the architect appointment shall be communicated to the Board of Trustees.
11. The project leader, in consultation with the architect, shall develop a project plan. This plan shall be approved by the Superintendent and communicated to the Board of Trustees.
  - 11.1. The architect shall develop plans and associated cost estimates relating to these plans and submit same to the project leader.
12. The project leader, in consultation with the architect, shall establish a project budget for each capital project and ensure that this budget is within the amounts approved by the Minister of Education. This budget shall be approved by the Superintendent and details of the budget communicated to the Board of Trustees.

13. The project leader shall ensure that costs are within the budget for this project is within the amounts approved by the Minister of Education.
14. Providing the budget is within the limits established by the Minister of Education, the project leader shall, using criteria determined by Alberta Education/Alberta Infrastructure and the District's purchasing policy, tender the project.
15. At the opening of tenders, the project leader shall review tenders and providing tenders are within the budget approved by the Minister of Education, forward a recommendation to accept tender to Alberta Education/Alberta Infrastructure.
16. Upon approval from Alberta Education/Alberta Infrastructure accepting the recommended tender, the project leader shall engage the approved vendor and commence the construction phase of the project.

**Project Monitoring**

17. The District's Treasurer shall monitor capital construction costs on a weekly basis.
18. The project leader shall advise the Treasurer of any change orders issued and the effect of such change orders on the project cost.
19. On a monthly basis, included with the District's Monthly Report, the Treasurer shall update the Board Planning Committee on the financial status of all capital projects.
20. As part of the financial monitoring, the Treasurer and the project leader shall determine if costs are within established budgets.
  - 20.1. Should projected costs exceed establish budgets, the project leader shall review and update the Superintendent regarding cost overruns. The Superintendent shall advise and update Trustees regarding any cost overruns.
  - 20.2. The project leader shall review the project to determine areas of potential reductions.
  - 20.3. The project leader shall determine and advise the Superintendent if costs can be reduced within budget. The Superintendent shall advise and update Trustees regarding any cost reductions.
  - 20.4. If project costs cannot be reduced within the approved budget, the project shall be stopped until additional or alternative funding is approved by the Minister of Education.
21. Upon completion of the project, the project manager shall prepare the statement of final costs and communicate to both the Minister of Education/Minister of Infrastructure and the Board of Trustees.

Reference: Board Governance Policy EL 7,8,9 ECS Board Staff Relations 2 ECS District Organizational Bylaw 18.1 School Act Section 147	Approved: 
	Date Approved: November 6, 2006
Cross-reference: AP 101, 102, 114	Date(s) Revised: