



Capital Planning

1. The Superintendent's responsibility is to develop an Infrastructure Maintenance and Renewal (IMR) plan.
2. The Assistant Superintendent of Facilities Services shall review the criteria as outlined by Alberta Education and Alberta Infrastructure for IMR projects.
3. In consultation with schools, the Assistant Superintendent of Facilities Services shall determine projects that meet the criteria determined by Alberta Education and Alberta Infrastructure develop a plan for IMR projects.
4. The Assistant Superintendent of Facilities Services shall prioritize all IMR projects submitted.
5. From this information, the Assistant Superintendent of Facilities Services will develop an IMR plan. This plan will be reviewed with Superintendent's Council for their input.
6. Following support of Superintendent's Council, the IMR plan may be submitted to Alberta Education/Alberta Infrastructure for their input, comments, and discussion.
7. The recommended and supported IMR 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.
8. The Superintendent shall then bring this plan forward to the Board of Trustees for their formal approval.

Project Approval

9. Approval for IMR projects is provided by the Board of Trustees. Approval includes scope of project and amount of approved funding for each IMR project.

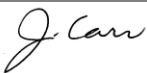
Project Planning

10. The Superintendent, in consultation with the Assistant Superintendent of Facilities Services shall appoint a "Project Leader" for each approved IMR project. The Superintendent shall advise the Board of Trustees of the appointments.
11. The project leader shall, where required, 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.
12. The project leader, in consultation with the architect where appropriate, shall develop a project plan. This plan shall be approved by the Superintendent and communicated to the Board of Trustees.
 - 12.1. The architect and/or project leader shall develop plans and associated cost estimates relating to these plans.

- 13. The project leader, in consultation with the architect where appropriate, shall establish a project budget for each IMR project and ensure that this budget is within the amounts approved by the Board of Trustees. This budget shall be approved by the Superintendent and details of the budget communicated to the Board of Trustees.
- 14. The project leader shall ensure that costs are within the budget for this project is within the amounts approved by the Board of Trustees.
- 15. Providing the budget is within the limits established by the Board of Trustees, the project leader shall, using criteria determined by Alberta Education/Alberta Infrastructure and the District's purchasing policy, tender the project.
- 16. At the opening of tenders, the project leader shall review tenders and providing tenders are within the budget approved by the Board of Trustees, forward a recommendation to accept tender to the Superintendent.
- 17. Upon approval from the Superintendent accepting the recommended tender, the project leader shall engage the approved vendor and commence the construction phase of the project.

Project Monitoring

- 18. The District's Treasurer shall monitor IMR construction costs on a weekly basis.
- 19. The project leader shall advise the Treasurer of any change orders issued and the effect of such change orders on the project cost.
- 20. 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 IMR projects.
- 21. As part of the financial monitoring, the Treasurer and the project leader shall determine if costs are within established budgets.
 - 21.1. 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.
 - 21.2. The project leader shall review the project to determine areas of potential reductions.
 - 21.3. 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.
 - 21.4. If project costs cannot be reduced within the approved budget, the project shall be stopped until additional or alternative funding is approved by the Board of Trustees.
- 22. 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: