

**DATE:** January 17, 2012

**TO:** Board of Trustees

**FROM:** Trustee Leslie Cleary, Chair 2010-2011 Policy Review Committee  
Trustee Michael Janz, 2010 – 2011 Policy Review Committee  
Trustee Catherine Ripley, 2010 – 2011 Policy Review Committee

**SUBJECT:** Review of Board Policy FED.BP - Capital Projects

**ORIGINATOR:** Brian Smith, Executive Director, Finance and Infrastructure

**RESOURCE STAFF:** John Nicoll, Larry Schwenneker

**REFERENCE:** School Act Section 205

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**ISSUE**

The current Board Policy FED.BP – Capital Projects, was last reviewed November 1997.

**RECOMMENDATION**

**That revised Board Policy FED.BP – Capital Projects (Attachment I) be considered for the third time and approved.**

**BACKGROUND**

The revised Board Policy FED.BP – Capital Projects (Attachment I) was reviewed by the Policy Review Committee on May 19, 2011 and first and second reading took place at public board on December 13, 2011.

**RELATED FACTS**

- A policy review web-survey was conducted in accordance with board policy review procedures and was open for input from September 6 – October 4, 2011. Key stakeholder organizations and partners were notified of the policy review process and survey.
- Eighteen responses were received - 7 parents, 2 community members, 4 principal/decision unit administrators, and 5 staff members. 42.1% of the respondents required clarification on some new parts of the policy.

**CONSIDERATIONS & ANALYSIS**

N/A

**NEXT STEPS**

Pending approval of the recommendation, the policy will be posted on the District website.

**ATTACHMENTS & APPENDICES**

ATTACHMENT I New Board Policy FED.BP – Capital Projects

ATTACHMENT II Board Policy FED.BP – Capital Projects With Proposed Changes

BS:kk



# Edmonton Public Schools Board Policies and Regulations

CODE: FED.BP  
TOPIC: Capital Projects

EFFECTIVE DATE: 11-02-1997  
ISSUE DATE: 16-05-1997  
REVIEW DATE:

## A. PREAMBLE

The Board believes that all schools should provide facilities that promote optimal learning environments that support the teaching and learning process. On this account the Board believes that the factors that impact student achievement from a facilities point of view are: thermal comfort; indoor air quality; lighting and acoustical control.

## B. GENERAL

Capital projects are new school construction and school modernization projects identified in the District's capital submission, which is approved annually by the Board and submitted for approval by Alberta Education.

## C. CAPITAL PROJECTS

1. Alberta Education establishes the budget for all capital projects. All capital projects require Ministerial approval prior to being tendered and Ministerial approval is required before the Board may enter into a construction contract.
2. Contract changes that require funding that is additional to the Alberta Education established capital budget or scope changes that significantly alter the work on a project require Ministerial approval.

## D. SELECTION OF ARCHITECT/CONSULTANT

1. Consultants and Architects shall be appointed by Facilities Services in accordance with district purchasing practices as established by Purchasing and Contract Services.

2. The Board shall be informed of the commissioned architect/consultant for each capital project.

#### E. CONCEPT DESIGN OF CAPITAL PROJECTS

The Board shall be informed of the concept design for each capital project.

#### F. CONSTRUCTION CONTRACTS, BIDDING AND AWARDS

1. The Board may carry out a portion of a project using district forces subject to Ministerial approval.
2. A construction contract shall be processed and awarded by the District to the contractor who submitted the tender complying with all conditions; subject to Ministerial approval.
3. The Board shall be informed of the approved contractor for each capital project.

#### G. DEFINITIONS

1. Contract Change – An approved change to the contract specification or work necessitated by unanticipated site conditions, circumstances or undeveloped design, within the approved contingency amount for the approved contract.
2. Scope Change – a significant change in the work to be done that materially alters the description of the original approved concept for the capital project.

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Reference(s): [School Act](#) Section 205

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## A. PREAMBLE

The Board believes that all schools should provide facilities that promote optimal learning environments that support the teaching and learning process. On this account the Board believes that the factors that impact student achievement from a facilities point of view are: thermal comfort; indoor air quality; lighting and acoustical control.

## B. GENERAL

Capital projects are new school construction and school modernization projects identified in the district's capital submission, and approved which is approved annually by the Board and submitted for approval by Alberta Education Learning.

## C. CAPITAL PROJECTS

- ~~1. The board shall confirm the capital budget for all capital projects.~~
- ~~2. Regardless of value, change orders that require funding that is additional to the board confirmed budget, or change orders that significantly alter the scope of work on a project, shall be presented to board for approval.~~
  1. Alberta Education establishes the budget for all capital projects. All capital projects require ministerial approval prior to being tendered and Ministerial approval is required before the Board may enter into a construction contract.
  2. Contract changes that require funding that is additional to the Alberta Education established capital budget, or scope changes that significantly alter the work on a project require Ministerial approval.

#### D. SELECTION OF ARCHITECT/CONSULTANT

1. Consultants and Architects shall be appointed by Facilities Services in accordance with district purchasing practices as established by Purchasing and Contract Services.
  2. Architectural firms, in the City of Edmonton, shall be sent a letter every three years or as required, signed on behalf of the board, requesting updated information on the firm's status and outlining the requirements for an application for commission.
2. The Board shall be informed of the commissioned architect/consultant for each capital project.

#### E. CONCEPT DESIGN OF CAPITAL PROJECTS

The Board shall be provided informed of the concept design for each capital project.

#### F. CONSTRUCTION CONTRACTS, BIDDING AND AWARDS

1. The Board may carry out any a portion or all of a project using district forces of construction management, subject to ministerial approval.
  2. A construction contract shall be awarded to the contractor who submitted the lowest acceptable tender, subject to ministerial approval.
2. A construction contract shall be processed and awarded by the District to the contractor who submitted the tender complying with all conditions; subject to ministerial approval.
  3. The Board shall be informed of the approved contractor for each capital project.

#### G. DEFINITIONS

1. Contract Change – An approved change to the contract specification or work necessitated by unanticipated site conditions, circumstances or undeveloped design, within the approved contingency amount for the approved contract.
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