



POLICY

FA-01

MAJOR CONSTRUCTION

Superintendent Responsible: Superintendent of Business & Treasurer	Initial Effective Date: 2008/10/24
Last Updated: YYYY/MM/DD	Next Review Date: YYYY/MM/DD

Objective:

To outline the reporting and approval requirements for capital projects undertaken by Grand Erie District School Board (Grand Erie).

Policy Statement:

Grand Erie shall approve and monitor all major construction projects to ensure, to the extent possible, that they are completed on schedule and within approved budget.

- 1.0 The Board of Trustees shall be provided with information for approval regarding the preliminary scope of major construction projects. Elements of the information provided shall include size (FTE or square footage) and program (grades and/or specialized programs, and partnership opportunities).
- 2.0 The Board of Trustees shall approve the final selection of a Construction Manager, Architect or Professional Services.
- 3.0 The Board of Trustees shall receive a report from the Superintendent of Business and Treasurer, which shall include recommendations regarding:
 - 3.1 The scope of the base construction project (with costs based on preliminary scope).
 - 3.2 Additional elements with appropriate costs.
 - 3.3 Funding strategy including a breakdown of both internal and external funding sources, as well as a snapshot of the current balances of:
 - Proceeds of Disposition; or
 - Capital Reserves such as School Renewal and School Condition Improvement; or
 - Unsupported Capital; or
 - Accumulated Surplus
- 4.0 The Board of Trustees shall approve the final scope of the major construction project, including size, preliminary budget, timelines and release of tender documents.
- 5.0 The final project budget and scope and recommended tender/contract award will be presented to the Board of Trustees for approval as the final project contract amount. This amount will be the basis for a Stipulated Sum Contract, or a Guaranteed Maximum Price Contract as may be appropriate.
- 6.0 The Superintendent of Business and Treasurer shall provide a progress report to the Board of Trustees on a bi-monthly basis for the duration of the project. The report shall include budgeted and actual costs to date, details of project progress and schedule for completion. This report will also describe the funding strategy that will be applied should the forecasted expenditures for a project exceed the budget established.

- 7.0 The Superintendent of Business and Treasurer shall report to the Board of Trustees upon substantial completion of the project, which shall include a budgeted and actual cost comparison and a summary of any green school initiatives.
- 8.0 The Superintendent of Business and Treasurer shall provide a report to the Finance Committee in November of each year summarizing the scope, cost and status all other capital projects for the prior fiscal year which were not subject to this policy.

Reference(s):

- Major Construction Procedure (FA-001)
- Green Construction Policy (FA-10)
- Green Construction Procedure (FA-010)
- Green School Resource Guide
- New Construction Policy (FA-02)
- New Construction Procedure (FA-002)
- Ontario Building Code
- Transition Committees Policy (FA-09)
- Transition Committee Procedure (FA-009)