
FACILITIES CONSTRUCTION

Background

This Administrative Procedure is applicable when the Division assumes responsibility for construction of facilities. Facility construction may be required if the number and type of facilities owned by the Division are determined by the Division to be insufficient to meet educational and/or recreational goals set for the community.

Procedures

1. Construction Costs, Estimates and Determinations
 - 1.1 Before commencement of construction of facilities, the Office of the Superintendent will complete estimates of costs relating to the project.
2. Tenders
 - 2.1 Public tenders will be used for the construction of all new schools and additions unless the Division engages itself in a scheme of construction, using its own forces.
 - 2.2 Tender calls will be made to best facilitate the schedule established for completion of the project.
 - 2.3 Tenders will be opened in public at a meeting following which the tenders will be reviewed by Facility Services and the project architect.
 - 2.3.1 A list of bidders will be prepared and the amounts of the bids identified.
 - 2.3.2 This list will be available for public viewing.
 - 2.4 The review of tenders will normally be undertaken prior to the next regular meeting of the Project Planning Committee so that a recommendation(s) can be reviewed by the Project Planning Committee prior to submission to the Board through the Superintendent for final approval.
 - 2.5 The lowest tender will normally be accepted provided it meets the specifications and the firm submitting the tender is in good standing within the construction profession.
3. Construction Contracts
 - 3.1 The Office of the Superintendent will, before commencing construction, require a construction contract to be signed by the Secretary-Treasurer, the Superintendent and the Contractor for any facility contract undertaken. The terms and conditions of each contract will encompass the terms of the tender calls for the project.
 - 3.2 The Superintendent may delegate the drawing up of such a contract to Division staff or to outside professional advisors.
 - 3.3 All new facilities contracts will provide for a construction hold back, determined by the Division, which will not be paid until the Division receives satisfactory written proof of construction completion and inspection by a designated inspector of the Division.

- 3.4 The primary construction contractor must ensure adherence to Occupational Health and Safety legislation.
4. Supervision of Construction
 - 4.1 The Office of the Superintendent may assign employees or contract professional services to supervise the construction of any Division owned facilities.
 - 4.2 Buildings undergoing major changes where contractors are on the job will have no changes made in the plans or any additions made to old rooms except on the approval of the Secretary-Treasurer and Facility Services.
5. Inspection and Acceptance of New Facilities
 - 5.1 The Office of the Superintendent will provide for an inspection, by competent employees or contracted professional staff, of any new facility prior to acceptance of the facility.
 - 5.2 Acceptance by the Office of the Superintendent will be conditional on a written inspection report being developed for the facility.
6. Public Dedication of New Facilities
 - 6.1 The Office of the Superintendent recognizes and encourages the interest of the public in Division facility development. The Division, therefore, encourages public dedication of new facilities to inform and acquaint the public with Division activities and facilities.
7. Memorials
 - 7.1 No individual or group of individuals will be permitted to erect any memorial or other structure of any kind in a school building or upon school grounds except by special permission of the Board.

Reference: Section 33,52,53,68,143,197,222 Education Act
Occupational Health and Safety Act
Funding Manual for School Authorities

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