



# POLICY

# FA-02

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| <b>NEW CONSTRUCTION</b>  |   |
| <b>Superintendent Responsible:</b><br>Superintendent of Business & Treasurer | <b>Initial Effective Date:</b> 2005/10/24 |
| <b>Last Updated:</b> 2023/04/24  | <b>Next Review Date:</b> 2027/04/27       |

**Objective:**

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

**Policy Statement:**

Grand Erie shall approve and monitor all new 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 new 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 Architect or Professional Services.
- 3.0 The Board of Trustees shall approve the boundaries/catchment area for the new school.
- 4.0 The Board of Trustees shall receive a report from the Superintendent of Business and Treasurer, which shall include recommendations regarding:
  - 4.1 The scope of the base construction project (with costs based on preliminary scope).
  - 4.2 Additional elements with appropriate costs.
  - 4.3 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
- 5.0 The Board of Trustees shall approve the final design and scope of the new construction project, including size, preliminary budget, timelines and release of tender documents.
- 6.0 The final project budget, design, 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.
- 7.0 The Board of Trustees shall approve a name for the new school as outlined in the Naming/Renaming of Schools and Facilities Policy and Procedures (FA-03, FA-003).
- 8.0 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.

- 9.0 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.

**Reference(s):**

- New Construction Procedure (FA-002)
- Green Construction Policy (FA-10)
- Green Construction Procedure (FA-010)
- Major Construction Policy (FA-01)
- Major Construction Procedure (FA-001)
- Naming/Renaming of Schools and Facilities Policy (FA-03)
- Naming/Renaming of Schools and Facilities Procedure (FA-003)
- Purchasing Policy (BU-06)
- Purchasing Procedure (BU-006)
- Transition Committee Policy (FA-09)
- Transition Committee Procedure (FA-009)