

DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT POLICY 409 – APPENDIX B Page 1 of 2

IMPLEMENTATION PROCESS FOR MAJOR CAPITAL PROJECTS

As per section 6.1 of Policy 409, the major capital project priorities list is submitted as part of the Multi-year Infrastructure Plan and updated annually.

The following process then occurs:

A. Development and announcement of the major capital program

- •Government allocates capital budget.
- •Minister makes official announcement of department's major capital program.

B. Location

- •DEC determines general location of new school.
- •Minister determines specific site.
- •EECD and the Department of Transportation and Infrastructure (DTI) make arrangements for purchase/lease of land.

C. Establishment of a planning committee for an approved major capital project

- When educational specifications are required for a project, the Superintendent is requested by EECD to establish planning committee.
- •This committee may include one DEC member, principal of the affected school, 2 district staff, PSSC chair from affected school, project manager named by the Educational Facilities and Pupil Transportation branch and the Superintendent.
- •Mandate: to assist the Educational Facilities and Pupil Transportation branch in the development of educational specifications based on the standard norms established in the Facilities Planning Guidelines.

D. Development and approval of educational specifications

- Planning committee develops proposed educational specifications, including community funded space.
- •Superintendent presents proposed specifications to DEC.
- DEC, through Superintendent, submits recommended specifications to Minister for approval.
- Minister sends acknowledgment of approval to DEC or requests additional information.



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E.Conceptual	architectural
design	

- •DTI assigns project manager and architect.
- •Conceptual design developed by architect (using the approved specifications in consultation with DTI, EECD and the planning committee).
- •Conceptual design presented to and approved by the planning committee.
- •The mandate of committee concludes after the design is approved.

F. Finalizing architectural design and tendering

- DTI & EECD complete architectural design in consultation with district.
- •Once finalized, EECD signs off on architectural design.
- After budget is announced for construction, DTI proceeds with tendering and construction.

G. Naming of school

•DECs follow the process outlined in section 6.3 of policy 409.

H. Official opening and transfer of ownership

- Opening ceremony jointly organized and scheduled by EECD and district.
- •When construction is deemed substantially complete by DTI, Minister transfers operation of school to DEC.