

550 FACILITIES CONSTRUCTION

Background

The Division recognizes that 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. Planning

The Division will undertake to plan any facility development to meet the needs of Division programs at the most reasonable cost to the taxpayer.

2. Agreement with Municipalities

By developing agreements with various municipal bodies within the boundaries of Canadian Rockies Regional Division, the Division is prepared to relinquish its right at the time of subdivision to the piecemeal acquisition of reserve land or cash in lieu in return for priority consideration in the provision and location of suitable school sites in new subdivisions.

3. Construction Costs, Estimates, and Determinations

Before commencement of construction of facilities, the Division shall endeavour to compile complete estimates of costs relating to the project. The Division shall determine these costs by any manner deemed acceptable to the Division in view of the project under consideration.

4. Construction Contracts

- a. The Division shall, before commencing construction, require a construction contract to be signed by the Division and the Contractor for any facility contract undertaken. The terms and conditions of each contract shall encompass the terms of the Bidding Call for the Project.
- b. The Superintendent may delegate the drawing up of such a contract to his/her staff or to outside professional advisors.
- c. Bids on facility construction shall be called in the same manner as the Administrative Procedure on Purchasing, and shall be awarded by a majority decision of the Board. All contract bids shall be opened and awarded at a regular or special meeting of the Board.

- d. All new facilities contracts shall provide for a construction hold back, determined by the Division, which shall not be paid until the Division receives satisfactory written proof of construction completion and inspection by a designated inspector of the Division.
5. Supervision of Construction

The Division may assign employees or contract professional services to supervise the construction of any Division-owned facilities.
6. Inspection and Acceptance of New Facilities

The Division shall provide for an inspection, by competent employees or contracted professional staff, of any new facility prior to acceptance of the facility. Acceptance by the Division will be conditional on a written inspection report being developed for the facility.
7. Public Dedication of New Facilities

The Division 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.
8. Naming New Facilities

The Division, in general, recognizes that the naming of new facilities should be appropriate to their usage, site location and presence in Canadian Rockies Regional Division No. 12. While the Division recognizes the contributions of individuals and groups to the community and the Division, it prefers to recognize these contributions by way of awards such as academic and non-academic scholarships, rather than by assigning names to facilities.

The Division also prefers to make awards such as academic and non-academic scholarships available as suitable memorials rather than assigning memorial names to facilities.
9. Names on Building Plaques

The Division, at its sole discretion, may choose the size, detail and description to be placed on any plaque to be affixed to any Division facility.
10. Staff Orientation to New Facilities

The Board encourages the orientation of staff and Trustees to all facilities.

References