

## FACILITIES CONSTRUCTION

### Background

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

### Definition

Capital projects are new construction and modernization projects identified in the District's capital submission and approved by the Ministry.

### Procedures

1. Capital Projects
  - 1.1. The Board will confirm by Board resolution, the capital budget and the funding sources for all capital projects.
  - 1.2. Change orders for funding that is additional to the Board approved budget; or change orders that significantly alter the scope of work on the project (change order cost exceeds 10% of the approved project budget), will be presented to Board for approval.
2. Concept Design of Capital Projects
  - 2.1. The Board shall be informed of the concept design for each capital project.
3. Construction Contracts, Bidding and Awards
  - 3.1. The District may carry out any portion or all of a project using District forces or construction management, subject to Ministerial approval.
  - 3.2. A construction contract shall be awarded to the qualified contractor who submits the most acceptable tender. Contracts in excess of five hundred thousand dollars (\$500,000) require Board approval.

*Reference: Sections 20, 22, 23, 65, 85 School Act  
Occupational Health and Safety Regulation  
National Building Code*

*SD No. 40 (New Westminster)*

*Adopted: May 30, 2017*

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)