

## **FACILITIES**

## **Policy 701.2-R (previously Policy 901.2-R)**

### **School Building Planning Review Process**

#### **Steering Committee Membership - Major Projects**

For major capital projects (above \$1.5 million total cost) parties who will be invited to attend meetings and receive minutes will include:

Superintendent's Rep. - Area Superintendent or designate;  
Secretary Treasurer's Rep. - Manager of Facilities or designate;  
Manager of Maintenance and Operations;  
Trustee - Liaison Trustee for that school;  
Principal or Designate - Nominated by the Superintendent;  
Two R.T.A. Reps - Nominated by Richmond Teachers' Association;  
Two Students (secondary schools only) - Selected by Student Council. For a new school, the Student Council shall be from the school currently serving the new catchment area;  
Two Parent Reps. - Nominated by appropriate Parent Advisory Council in consultation with Principal. For a new school, the Parent Advisory Council shall be from the school currently serving the new catchment area;  
CUPE Rep. - Nominated by Canadian Union of Public Employees, Local 716;  
City of Richmond Rep. - Nominated by Administrator - Community Services;  
Community Rep. - Nominated by nearest Community Association.

#### **Minor Projects**

For minor projects less than \$1.5 million total project cost, representation on Steering Committees will be at the discretion of the Superintendent's Representative provided that it shall include the Secretary Treasurer's Representative, at least one Teacher Representative, one Parent Representative and a Principal or designate.

#### **Procedure**

Meetings shall be held at a location, dates and times convenient to the majority of parties.

The Architect for the project when appointed by the Board shall be a Steering Committee resource person.

Responsibility to call and chair meetings will be with the Superintendent's representative with assistance from the Manager of Facilities.

It will be the responsibility of all representatives to report Steering Committee proceedings to the organizations they represent.

When recommendations are being formulated by the Committee for major projects there should be a minimum of six members present including the Superintendent's representative, the Principal, one teacher and one parent. For minor projects the minimum number of members present should be four.

Design Committees shall be formed to assist in the planning of individual curriculum areas, composed of teachers, administrators, and staff with particular expertise in those areas.

## **Planning Stages**

The School Building Planning Process will normally proceed through three distinct stages as follows.

### **1. Stage One - Schematic Design**

#### 1.1 Design Concepts

Design concepts to be resolved during this stage will include:

- general layout of main building spaces
- number of storeys
- building "footprint" and location on site
- location of parking, playfields, drop-off and other main site features
- thematic exterior appearance

#### 1.2 Planning Procedure

##### **1. Steering Committee - Introductory Meeting**

Trustee to welcome members; Superintendent's Rep. to describe purpose, process and reporting responsibilities; general discussion on philosophies, principles and educational design concepts.

##### **2. Steering Committee - Subsequent Meeting(s)**

Architect presents alternative concepts; Steering Committee selects three for public workshop.

##### **3a. Public Workshop (participants by invitation/general advertisement from Steering Committee Reps.)**

Architect presents three concepts; participants submit comments and preferences.

##### **3b. Steering Committee - held immediately after Public Workshop Steering Committee selects preferred concept.**

##### **4. Personnel & Finance Committee**

Superintendent's Representative from Steering Committee presents preferred concept.

Personnel & Finance Committee considers the preferred concept and forwards comments to District Management Committee.

##### **5. District Management Committee**

Superintendent's Representative presents preferred concept. District Management Committee recommends to Board or directs back to Steering Committee for reconsideration.

##### **6. Board**

District Management Committee recommends preferred concept; Board gives direction.

## **2. Stage Two - Design Development**

### 2.1 Design Concepts

Design proposals to be presented during this stage will include:

- detailed floor plan layouts
- site layout plan
- building elevations
- perspective or model
- cost estimate

### 2.2 Planning Procedure

#### 1. Steering Committee - meetings as required

Architect develops design, presenting to Steering Committee for input and participation until a final design is agreed upon.

#### 2. Personnel & Finance Committee

Superintendent's Representative presents design proposal agreed upon by Steering Committee.

Personnel & Finance Committee considers the design proposal and forwards comments to District Management Committee.

#### 3. District Management Committee

Architect presents design proposal agreed upon with Steering Committee.

District Management Committee recommends to Board or directs back to Steering Committee for reconsideration.

#### 4. Board

District Management Committee recommends design proposal to Board and requests public meeting date.

#### 5. Public Meeting

Architect presents recommended design.

#### 6. Board

Architect presents recommended design.

7. With Board approval, design proposal is submitted to the Ministry to request their approval to commence working drawings. Upon receipt of that approval, the Steering Committee will normally be ended by District Management Committee, however, at the discretion of the Superintendent's Representative, the Steering Committee may be called during Stage 3 to review any significant design changes.

## **3. Stage Three - Tender Documents**

### 3.1 Design Concepts

Design concepts to be resolved during this stage will include all aspects of the project culminating in completion of working drawings, specifications and all documents necessary to enable construction tenders to be called.

### 3.2 Planning Procedure

Preparation of the tender documents will be coordinated by the Consultant Architect. Direction to the Architect and other Consultants will be given by School District Facilities staff who will review progress periodically to access compliance with District requirements including the budgetary and time limitations.

### 3.3 Personnel & Finance Committee

Progress reports will be made to the Personnel & Finance Committee at their regular meetings by the Facilities Manager.

### 3.4 Approval to Call Tenders

At 90/95 percent completion of the tender documents, a set shall be submitted to the Ministry for approval to call tenders. A second set shall be submitted to the Managers of the Ministry of Education's Self Insurance Program for a loss protection review.