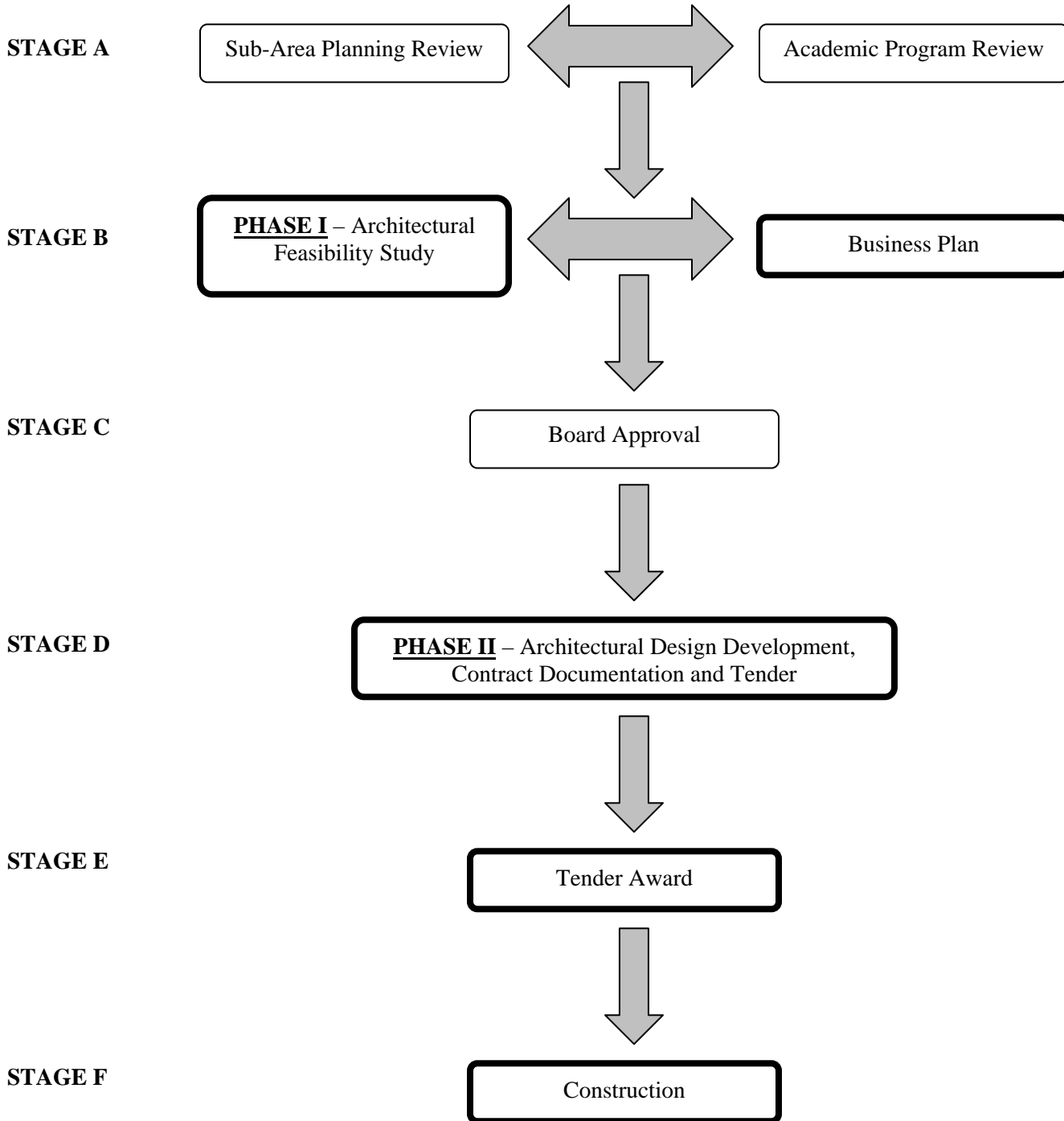




**ALGONQUIN AND LAKESHORE
CATHOLIC DISTRICT SCHOOL BOARD**

PROJECT DEVELOPMENT SEQUENCE





ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

SUB-AREA PLANNING REVIEW

- Review of:
- Enrolment Projections;
 - School Boundaries;
 - Transportation;
 - Site Plan including:
 - Location;
 - Services;
 - Traffic;
 - Bylaws;
- Scope:
- All Schools within Planning Review Sub-area
- Primary Responsibility
(*System Level*):
- Controller of Plant and Planning Services, or designate
- Community Consultation Co-ordination
(*School Level*):
- School Principal(s)
-

ACADEMIC PROGRAM REVIEW

- Review of:
- Specific Program Accommodation Needs:
 - French Immersion;
 - Special Education;
 - International Baccalaureate;
 - Other Specialized and/or System Programs;
- Scope:
- All Schools affected by Academic Program Review
- Primary Responsibility
(*System Level*):
- Superintendent of School Effectiveness, or designate
- Community Consultation Co-ordination
(*School Level*):
- School Principal(s)



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ARCHITECTURAL FEASIBILITY STUDY

Develop Preliminary Architectural Options Considering:

- Construction Budget and Project Schedule;
- Needs and Priorities Analysis as defined by the School Community;
- Temporary Accommodation Challenges (if any);
- Existing Building Review including;
 - Electrical;
 - Mechanical;
 - Structural;
 - Architectural;
 - Site Servicing;
 - Occupant / Fire Safety;
 - Municipal By-laws; and
 - Other Considerations (i.e. Traffic Concerns, etc.)
- Recommendations from:
 - Sub-Area Planning Review
 - Academic Program Review

Scope:

- Specific School Project

Primary Responsibility
(*System Level*):

- Controller of Plant and Planning Services, or designate

Community Consultation Co-ordination
(*School Level*):

- School Principal(s)

BUSINESS PLAN

Develop Detailed Project Budget Including:

- Capital Financing:
 - Debt and Cash Flow (ALCDSB)
- All Costs:
 - **Construction Costs (Architectural Consultant)**
 - Consultant Costs (ALCDSB)
 - Project Management Costs (ALCDSB)
 - **Furniture and Equipment Costs (Architectural Consultant)**
 - Temporary Accommodation Costs (ALCDSB)
 - School Start-up Costs (ALCDSB)
 - Contingency Budget (ALCDSB)

Scope:

- Specific School Project

Primary Responsibility
(*System Level*):

- Controller of Plant and Planning Services, or designate

Community Consultation Co-ordination
(*School Level*):

- School Principal(s)



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

DESIGN DEVELOPMENT, DOCUMENTATION AND TENDER

Develop Detail Design Package
(*Drawings and Contract Documents*)
including:

- Consideration and Maintenance of:
 - Construction Budget from Feasibility Study;
 - Stakeholder priorities established during Feasibility Study;
- Preparation of Detail Design Drawings and Contract Documentation including:
 - Electrical;
 - Mechanical;
 - Structural;
 - Architectural;
 - Site Servicing; and
 - Site Works;
- Preparation of Tender Advertisement for Pre Qualification of Contractors and Review of Submitted Expressions of Interest;
- Co-ordination of Site Review Meetings and Response to all Bidder Inquiries.

Scope:

- Specific School Project

Primary Responsibility
(*System Level*):

- Controller of Plant and Planning Services, or designate

Community Consultation Co-
ordination (*School Level*):

- School Principal(s)

TENDER AWARD

Tender Review Activities:

- Confirmation of Bid Conformance to Contract Documents;
- Preparation of Recommendation Letter;
- Board Approval for Construction to Proceed and Contract Award to Recommended Bidder;

Scope:

- Specific School Project

Primary Responsibility
(*System Level*):

- Controller of Plant and Planning Services, or designate

Community Consultation Co-
ordination (*School Level*):

- School Principal(s)



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

CONSTRUCTION

Construction Services:

- Attendance at appropriate meetings (i.e. Construction Start-up, bi-weekly Project Meetings, etc.);
- Preparation of Responses to Contractor Inquiries (i.e. Change Orders, Request for Information, Construction Clarifications, etc.); and
- Review of Contractor Work.

Scope:

- Specific School Project

Primary Responsibility
(*System Level*):

- Controller of Plant and Planning Services, or designate

Community Consultation Co-
ordination (*School Level*):

- School Principal



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

TYPICAL PLANNING COMMITTEE STRUCTURES

The Algonquin & Lakeshore Catholic District School Board has developed a collaborative and site-based decision making process for the implementation of the Board's **Capital Strategic Plan** which is unique to the Board. The purpose of the Board approved **Implementation Plan** in response to the *Ministry of Education's – Accountability Framework* – is to provide stakeholder groups with opportunities, in an advisory role, to provide their input on each project. The established process ensures that local stakeholder interests are heard and considered, while establishing adequate processes to manage costs and expectations.

A standard Project Development Sequence “road map” of process (*outlined on the previous page*) has been developed and applies to all projects to be completed under the Board's Capital Projects program. The standard sequence established by the Board ensures a consistent and identifiable process has been applied to each and every Capital Project, while considering the local variations in scale, complexity and perceived school requirements.

LOCAL PUPIL ACCOMMODATION REVIEW COMMITTEE	SCHOOL ACCOMMODATION PLANNING COMMITTEE
Principal (Elementary)	Principal (Co-chair)
Principal (Secondary)	Vice Principal
Vice Principal (Elementary)	School Council Representative
Vice Principal (Secondary)	Parent Representative
Superintendents of Education	School Staff Representative
Controller of Plant and Planning Services, or Designate (Chair)	Student Representative
Plant Operation Managers – East and West	Parish Representative
System School Council Representative	Controller of Plant and Planning Services, or designate (Co-chair)
Trustee Representative	Trustee Representative