



File FB

FACILITIES PLANNING

The usual procedure for the planning of school facilities by the Portage la Prairie School Division follows the established line of action as listed below.

1. A need for new or additional facilities or renovations is identified by staff and the project is placed on the School Division's Five-Year Capital Plan submitted annually to the Public Schools Finance Board.
2. Every fall the Public Schools Finance Board begins its prioritization process and determines which projects are to be accepted for in-depth assessment and prioritization for their ensuing year's budget period. Consultation with the Division is undertaken prior to a decision being made on projects to be accepted for assessment by the Public Schools Finance Board.
3. Once the project is accepted, it is referred to a Public Schools Finance Board project leader for an in-depth initial assessment, following which a recommendation is made to accept/not accept the project for inclusion in their (PSFB) budget.
4. If recommended following assessment, the project is then included in the Public Schools Finance Board budget for Treasury Board approval.
5. Following Treasury Board budget approval, the project leader conducts a final assessment of the project and recommends to the Public Schools Finance Board that a ministerial award be prepared.
6. The ministerial award authorizes the School Division to hire an architect or equivalent to prepare schematic plans for Public Schools Finance Board approval.
7. Sketch plans are received by the project leader and a report is submitted to the Public Schools Finance Board approving the plans and authorizing the School Division to proceed to the working drawing stage.
8. The School Division then submits working drawings and the project leader prepares a report to the Public Schools Finance Board for the approval of the plans and authorization for the Division to tender the project.
9. The School Division sends tender results to the Public Schools Finance Board for approval.
10. The Public Schools Finance Board authorizes support of the low bid or of the formula (whichever is the lesser amount). The project leader prepares the Final Support Analysis.
11. Building of the new school or addition or renovation begins.