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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** FCB  
**Policy Title:** Facilities Capital Planning  
**Cross Reference:** FC, FCA  
**Legal Reference:**  
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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES SCHOOLS ARE AN INTEGRAL PART OF A COMMUNITY. WHEN A SIGNIFICANT MODERNIZATION OR NEW BUILD OF A SCHOOL FACILITY IS BEING PLANNED, THE BOARD WILL CONSULT WITH THE SCHOOL COMMUNITY TO STRENGTHEN THE CAPITAL PLANNING PROCESS AND MAY COLLABORATE WITH THE COMMUNITY TO ENHANCE THE SCHOOL FACILITY.

**GUIDELINES**

1. The Board is open to community partnerships as part of capital projects. Exploration of such partnerships should commence around the time of the value management session as there needs to be commitment and funding in place, on the part of the community early in the design stage of the capital planning process.

**REGULATIONS**

1. Once Alberta Infrastructure approves a school managed capital project, the Superintendent or designate shall establish a project advisory team (PAT) to provide input into project planning and design.
  - 1.1. When capital projects are managed by Alberta Infrastructure, Alberta Infrastructure determines the level of school division involvement.
2. The PAT may include the following members:
  - 2.1. chair of the Board of Trustee's Facilities Committee;
  - 2.2. local Board Trustee(s);
  - 2.3. Superintendent of Schools;
  - 2.4. Associate Superintendent of Finance and Operations;
  - 2.5. Facilities Manager;
  - 2.6. Principal or designate; and
  - 2.7. additional participants as approved by the Superintendent or designate.

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3. The PAT shall include the Division’s Architectural or Design Consultants.
4. Other division employees, parents, as well as engineering and cost consultants may attend and participate in meetings as appropriate and approved by the Superintendent or designate, but will not be considered official PAT members.
5. Members of the PAT shall be approved by the Superintendent.
6. Members of the PAT shall not receive any remuneration for PAT membership.
7. The PAT will provide input and recommendations at key project or conceptual design points including the early design phase of the project (schematic design). PAT input will cease at the end of the design phase (construction documents).
  - 7.1. The PAT may be invited on one or more “hard hat” tours during construction.
  - 7.2. The PAT will be invited to the dedication ceremony.
8. PAT members shall:
  - 8.1. attend each PAT meeting, as best they can;
  - 8.2. provide advice and recommendations to the Division and Architectural or Design Consultants relating to conceptual design and planning;
  - 8.3. report on program activities to local groups and organizations;
  - 8.4. share the outcomes of their discussions with the school and community;
  - 8.5. identify issues vital to the group they represent; and
  - 8.6. balance the specific interests of their constituency with a broad understanding and balance of needs while working within the construction and design budget.
9. The PAT shall
  - 9.1. facilitate open discussion of issues and options, and
  - 9.2. strive to provide consensus based recommendation
10. The Board of Trustees shall have the Final decisions regarding the overall design.