

# SCHOOL CAPITAL MANUAL

ADDENDUM 1, April 1, 2018

*Alberta*  Education *Alberta*  Infrastructure



This Addendum forms part of the School Capital Manual (March 2015) and modifies it as follows:

1. Refer to Page 2, Contact Us  
**REVISE:** to read as follows:

“Alberta Education

www.education.alberta.ca

Program and System Support Division  
Capital Planning Sector

7<sup>th</sup> floor, 10155 102 Street  
Edmonton, AB  
T5J 4L5

Telephone: 780-643-0951  
To be connected toll-free call 310-0000”

“Alberta Infrastructure

www.infrastructure.alberta.ca

Capital Projects Delivery Division  
Learning Facilities Branch

2nd floor, 6950 113 Street  
Edmonton, AB  
T6H 5V7

Telephone: 780-644-7524  
To be connected toll-free call 310-0000”

2. Refer to Page 6, Section 1.2 - Legal and Policy Framework

**REVISE:** last paragraph to read as follows:

“Alberta Infrastructure (Infrastructure) and Alberta Education (Education) are responsible for legislation and policy applicable to Kindergarten to Grade 12 school building projects, maintenance programs and the Modular Classroom Program. . A Memorandum of Understanding (MOU), outlining key Ministry accountabilities, is available online at <https://education.alberta.ca/school-infrastructure/planning-school-projects/everyone/planning-school-projects/>.

3. Refer to Page 7, Section 1.3 - Who to Contact

**REVISE:** to read:

**Education**

<p>Capital Planning Sector is responsible for:</p> <ul style="list-style-type: none"><li>- developing Education’s Capital Plan submission which includes:<ul style="list-style-type: none"><li>• reviewing jurisdiction capital funding requests</li><li>• undertaking value scoping exercises as required</li><li>• prioritizing capital submissions</li></ul></li><li>- reviewing and prioritizing jurisdiction’s modular requests</li><li>- review Infrastructure Maintenance and Renewal (IMR) plans and reports</li><li>- developing a 10 year strategic capital, including enrolment projections</li><li>- developing policy related to<ul style="list-style-type: none"><li>• IMR</li><li>• design standards</li><li>• utilization</li></ul></li></ul>	<p>Alberta Education (refer to ‘Contact Us’)</p>
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**Infrastructure**

<p>Learning Facilities Branch is responsible for:</p> <ul style="list-style-type: none"><li>- implementation of approved capital projects</li><li>- project management support</li><li>- providing oversight for jurisdiction managed projects</li><li>- grant payments, including FF&amp;E, CTS</li><li>- procuring modular classrooms</li><li>- project design</li><li>- tendering</li><li>- cost analysis</li><li>- facility evaluations</li></ul>	<p>Alberta Infrastructure (refer to ‘Contact Us’)</p>
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4. Refer to Page 8, Section 2.2 – Three-Year Capital Plan

**ADD:** New Paragraph after the third paragraph to read:

“Jurisdictions have the opportunity to request revisions to the submitted capital plan priorities between September 30 and October 15 of the submission year. Any requested change must be accompanied by a rationale, including supporting documentation such as enrolment data, facility condition report, etc., and a record of the board motion approving the change

Please note that this provision for amending your capital plan is intended only to

accommodate unavoidable changes that are essential for consideration prior to Education’s annual submission to the provincial capital planning process. It is still in your jurisdiction’s best interest to submit an accurate and comprehensive plan in April.”

5. Refer to Page 21, Section 5.1 - Limits of Approval  
**DELETE:** superintendent from the first paragraph.
6. Refer to Page 21, Section 5.2 - Project Delivery  
**ADD:** new paragraph to read after Paragraph 1:  
“Regardless of the project delivery approach, all capital projects must abide by legislation and requirements related to procurement and construction. This includes, but is not limited to the New West Partnership Trade Agreement (NWPTA), and Canadian Free Trade Agreement (CFTA).”
7. Refer to Page 21, Section 5.3 - Prior to Project Start-Up  
**DELETE:** Section 5.3 in its entirety.
8. Refer to Page 22, 6.2.1 Managing Interest Income  
**DELETE:** Education from Paragraph 2  
**Replace with:** Infrastructure
9. Refer to Page 23: 6.2.2 Managing Approved Funding  
**DELETE:** First paragraph
10. Refer to Page 23: 6.3 Cost and Quality Requirements  
**DELETE:** First Paragraph  
**REPLACE WITH:** All construction must conform to the Alberta Building Code Regulation. In addition, all projects must follow the latest version of the Technical Design Requirements for Alberta Infrastructure Facilities found at <http://www.infrastructure.alberta.ca/992.htm>.
11. Refer to Page 23: 6.4 Project Delivery Approach  
**DELETE:** School jurisdictions must have approval from Education and Infrastructure on the project delivery approach.  
**REPLACE WITH:** A Design-Bid-Build approach must be used by school jurisdictions unless Infrastructure approval has been given to pursue an alternate project delivery method.
12. Refer to Page 25: 6.4.3 Construction Management (CM)  
**ADD:** to the Beginning of Paragraph 1: Subject to Infrastructure’s approval,
13. Refer to Pages 26 – 31, 6.5 Project Stages  
**DELETE 6.5 in its entirety**  
**REPLACE WITH:** (Attachment 1) Updated Section 6.5 – Project Stages, dated April 1, 2018.

14. Refer to Page 32, Role of School Jurisdiction  
**DELETE FROM THE 4<sup>th</sup> BULLET:** schematic designs at 30 per cent, 70 per cent, 90 per cent, etc.  
**REPLACE WITH:** the functional design, schematic design, design development, 60 per cent, etc
15. Refer to Page 32, Role of School Jurisdiction  
**ADD AFTER LAST BULLET:** Playground design and installation after school projects are complete.
16. Refer to Page 32, Role of Education  
**DELETE: Bullet 2:**  
**REPLACE with:** Education included in the design meetings. Education Senior Managers in Capital Planning will be involved, when necessary, in design meetings to provide school jurisdictions with support in the area of education programming (e.g., CTS, fine arts, etc.). Education Senior Managers in Capital Planning will continue to liaise with school jurisdictions and the project managers throughout the project
17. Refer to Page 32, Role of Education  
**DELETE:** Bullet 3
18. Refer to Page 32, Role of Education  
**DELETE from Bullet 4:** Education will also develop funding agreements for school jurisdictions and third party contributors to the project.
19. Refer to Page 33, Role of Infrastructure  
**ADD AFTER 3<sup>rd</sup> BULLET:**
- Provide the budgets for Furniture and Equipment (F&E), Career Technology Studies (CTS), and SuperNet: Infrastructure will provide school jurisdictions with budgets for F&E and CTS one year prior to construction completion based on the funding allocation letter. See section 3.4.3.4 for more information on F&E
  - Infrastructure will facilitate incorporating the playground into the overall school design as early as possible. They will working with the School Jurisdiction to consider the location and size of the playground during school design and will make provisions to support it including:
    - Site preparation, grading drainage, landscaping
    - Providing appropriate walkways and lighting.
    - Considerations toward accessibility and safety (clear lines of sight).
    - Planning for emergency and maintenance vehicle access.
20. Refer to Page 33,  
**CREATE A NEW SECTION AFTER THE ROLE OF INFRASTRUCTURE AND ADD:**  
Roles of Education and Infrastructure for Third Party Agreements
- **All Third Party Agreements affecting an Alberta Infrastructure managed school capital project must be approved by Alberta Infrastructure, Alberta Education, the school jurisdiction, and the third party.**

- **For Third Party Agreements where the GOA receives an asset or increase in asset value as a result of the partnership agreement:**
  - Education, in collaboration with Infrastructure and the third party, will engage in discussions on partnerships and receive commitment from the partners.
  - Education will develop funding agreements for third party contributors to the project.
  - Education will manage the funding agreement which includes:
    - A joint submission with Infrastructure to Treasury Board and Finance to request additional funding for Infrastructure to deliver the project
    - Budget, collect and report on the contribution from the third party entity
  
- **For Third Party Agreements where the GOA does not receive an asset or increase in asset value:**
  - Education, in collaboration with Infrastructure and the third party, will engage in discussions on partnerships and receive commitment from the partners.
  - Infrastructure will develop funding agreements for third party contributors to the project.
  - Infrastructure will manage the funding agreement which includes:
    - Determination of appropriate accounting and budget treatment, including any joint submissions with Education to Treasury Board and Finance to request additional funding as required
    - Budget, collect and report on the contribution from the third party

21. Refer to Page 40, Procedures for the Modular Classroom Program  
**ADD TO THE BEGINNING OF PARAGRAPH 2:** Approval of new modular classrooms will be provided by Education
22. Refer to Page 40, Procedures for the Modular Classroom Program  
**DELETE PARAGRAPH 4** and  
**REPLACE WITH:** Jurisdictions must submit the pre-tender package with a letter requesting permission to tender to Infrastructure for review. Bids that are greater than \$200,000 will require approval from the Infrastructure prior to the jurisdiction entering into a contract for set-up and delivery
23. Refer to Page 40, Procedures for the Modular Classroom Program  
**INSERT AFTER PARAGRAPH 6:** Upon receipt of the signed construction contract and approval of a Payment Request Form, the jurisdiction will receive 80 per cent of the approved funding for the installation of the modular classroom units. Up to 20 per cent of the remaining funding may be forwarded to the jurisdiction upon receipt of the Statement of Final Costs. The Payment Request Form can be obtained online at <https://education.alberta.ca/school-infrastructure/planning-projects/everyone/planning-school-projects/>. Payment Request Forms should be submitted to INFRAS.JurisdictionPayments@gov.ab.ca
24. Refer to Page 41, Procedures for the Modular Classroom Program  
**DELETE:** Last sentence of paragraph 11.

**REPLACE WITH:** “Release of the final funding will be subject to receipt by Infrastructure of a small scale plan in acceptable format and detail.”

25. Refer to Page 41, Relocation of Portables/Modular Classrooms

**INSERT AFTER PARAGRAPH 5:** Upon receipt of the signed construction contract and approval of a Payment Request Form, the jurisdiction will receive 80 per cent of the approved funding for the installation of the modular classroom units. Up to 20 per cent of the remaining funding may be forwarded to the jurisdiction upon receipt of the Statement of Final Costs. The Payment Request Form can be obtained online at <https://education.alberta.ca/school-infrastructure/planning-projects/everyone/planning-school-projects/>. Payment Request Forms should be submitted to [INFRAS.JurisdictionPayments@gov.ab.ca](mailto:INFRAS.JurisdictionPayments@gov.ab.ca)

26. Refer to Page 41

**ADD NEW SECTION AFTER 10.4 Declaration of Surplus Modular Classrooms:**

**10.5 Demolition of Portable Classrooms and Site Reclamation**

Funding may be available for the demolition of portable classrooms and the reclamation of the affected school sites for the purpose of removing old, poor quality classroom units from a jurisdiction’s inventory. Demolition and reclamation requests can be submitted through the annual Modular Classroom Program by completing a Portable Demolition and Reclamation Request form. See Form 19 in the Appendices and online at: <http://education.alberta.ca/school-infrastructure/planning-school-projects/everyone/resources/?searchMode=3>) and emailing it to [edc.cpdata@gov.ab.ca](mailto:edc.cpdata@gov.ab.ca). Submissions should be accompanied by additional information verifying the condition of the portable/modular classroom(s) being considered.

27. Refer to Page 45

**DELETE 12.0:** in its entirety and

**REPLACE WITH:** Attachment 2 - UPDATED SECTION 12: Infrastructure Maintenance and Renewal (IMR) Program

28. Refer to Page 78, Appendix G: Protocol for Provision of Space for Charter Schools

**DELETE:** Paragraph 1 and

**REPLACE WITH:** A person or society wishing to establish a charter school should also refer to the following for information about capital support and leasing assistance as well as for general information on establishment of a charter:

- School Act, Part 2 - Division 3
- Alberta Regulation 212/2002-Charter School Regulation
- Education’s Funding Manual for School Authorities
  - <http://education.alberta.ca/admin/funding/manual.aspx>
- Education, Charter School Handbook
  - <https://education.alberta.ca/charter-schools/about-alberta-charter-schools/everyone/handbookschool-listspecial-education/>
- Education, Planning Document, Policy and Requirements for Accredited Funded Private School Authority Planning and Results Reporting

- <https://education.alberta.ca/school-authority-planning-resources/current-requirements/everyone/planning-documents/>

29. Refer to Pages 79, 80, Appendix H: List of References

**DELETE:** Appendix H in its entirety and

**REPLACE WITH:** (Attachment 3) Updated Appendix H – List of References, dated April 1, 2018.

30. Refer to Page 85, Appendix K: List of Forms

**DELETE:** The following school forms are available on-line at

<http://www.education.alberta.ca/department/ipr/capitalplanning/infrastructureresources.aspx>

**REPLACE WITH:** - The following school forms are available on-line at

<https://education.alberta.ca/school-infrastructure/planning-school-projects/everyone/planning-school-projects/>

31. Refer to Page 85, Appendix K: List of Forms

**ADD:**

Form 12 – VFA IMR Report Cover Sheet

Form 19 – Demolition and Reclamation Request

Form 20 – Payment Request Form

32. Attachments

The following are attached hereto and form part of this addendum:

- .1 Attachment 1 - Updated Section 6- Grant Funded Projects,
- .2 Attachment 2 - Updated Section 12 Infrastructure Maintenance and Renewal (IMR) Program-
- .3 Attachment 3 - Updated Appendix H – List of References



## ATTACHMENT 1 – Updated Section 6.5 – Project Stages

### 6.5 Project Stages

The following project stages describe the general steps and requirements for a capital project. The steps and requirements should be confirmed with Education and Infrastructure as part of the approval of the delivery method.

School jurisdictions must submit information to Infrastructure and/or Education for review at identified stages. The schedule of payments will be defined within the Grant Agreement.

**Note that the schedule of payments may be subject to change as determined by the Ministers of Education and Infrastructure to meet capital financial requirements.**

Links to resources referred to in this section can be found in Appendix H.

#### Project Approval

Education and Infrastructure will provide formal written notification to school jurisdictions of approved projects. The first payment of the TPS will be provided to the school jurisdiction once the Grant Agreement has been fully executed by all parties.

#### STAGE 1: START-UP

##### Prime Consultant Services

The school jurisdiction must retain a prime consultant for new and modernization projects. This could be either the architectural consultant or the engineering consultant responsible for design of the largest portion of the work.

The prime consultant will function as the project coordinating registered professional and provide the required team of registered professionals of record as required by the Alberta Building Code Part 2.

All school capital projects should receive full basic services as outlined by the Recommended Conditions of Engagement & Schedule of Professional Fees for Building Projects jointly developed by the AAA and the APEGA. It is strongly recommended that school jurisdictions consider Infrastructure policy in their consultation selection process including the following methods:

For commissions exceeding \$75,000, a Value-based Selection method is recommended in which qualifications are fully reviewed and scored prior to opening, reviewing and scoring the fee submittals.

For commissions less than \$75,000 a Qualifications-based Selection process is recommended.

For owned infrastructure commissions over \$75,000, the Canadian Standard Form of Contract for Architectural Services is used as the basis for consultant contracts. Service contracts of \$75,000 or greater are subject to contracting and tendering requirements, including but not limited to the NWPTA.

## **Cost Consultant Services**

Cost consulting services are to be provided by an independent professional quantity surveying practice. These services are required for all projects where the building construction/site development component exceeds \$1,000,000. Cost consulting services include:

### **Cost estimates for each submission.**

Cost checks and costing input as necessary at each stage to bring the project construction estimate within approved budget.

Required services constitute full services for a complex construction project, while actual services required will be dictated by project requirements and the number of submissions required by the school jurisdiction.

School jurisdictions and cost consultants are expected to conclude fixed fee agreements for the required services at the various stages (see section 3.4.3.2 and Appendix B). If additional fees are required for project requirements, the project expenses component can continue to be used up to the budgeted value.

### **Consulting Fees**

It is recommended that school jurisdictions conclude fixed fee agreements within the approved cost components for services in the total project cost (see section 3.4.3.2 and Appendix B).

Additional fee support will not be provided if the tender cost for construction exceeds approved costs or the approved pre-tender estimate.

## **STAGE 2: SCHEMATIC DESIGN**

Early in the schematic design phase school jurisdictions must submit to Infrastructure and Education documents to ensure that programming needs have been addressed and that the built student capacity will meet the approved student capacity. Drawings will typically be at 15 per cent stage of schematic design.

Once a full submittal is provided, Infrastructure's Technical Services Branch (TSB) will have 10 business days to review the design and provides comments. It is the responsibility of the school jurisdiction to ensure that responses are given to all comments. Future design submissions will not be accepted until adequate responses are provided.

The Project Report must indicate where the minimum standards identified in the Design and Construction Standards and Guidelines for School Facilities have not been met and the reasons why.

### **Approval required**

If approved by Education and Infrastructure, Infrastructure will send notification to the school jurisdiction authorizing them to proceed to working drawings.

## **STAGE 3: DESIGN DEVELOPMENT**

Refer to list of consultant deliverables as taken from INFRA contract:

.1	Schematic design drawings.	4	Oct 2017
.2	Schematic design report.	4	Oct 2017
.3	Design development drawings and outline specifications.	4	Jan 2018
.4	Design development report.	4	Jan 2018
.5	Review set of working drawings and specifications at [60%] [completion.	4	Mar 2018
.6	Review set of working drawings and specifications at [90%] [completion.	4	July 2018

#### **STAGE 4: 50-60% CONSTRUCTION DRAWINGS**

A submission at 60% design is required to ensure the scope and budget remain in line with the Grant Agreement. This is also the initial review of the working drawings and specifications.

Once a full submittal is provided, Infrastructure’s Technical Services Branch (TSB) will have 10 business days to review the design and provides comments. It is the responsibility of the school jurisdiction to ensure that responses are given to all comments. Future design submissions will not be accepted until adequate responses are provided.

Further interim submissions may be required for specific projects if the project scope and budget do not continue to conform to the reviewed Schematic Design drawings. Should any changes to scope or budget be proposed or anticipated, the following deliverables must be submitted to Infrastructure:

- Revised documents incorporating any substantive deviations from the approved drawings or project scope - for further review prior to commencing working drawings.
- Identified revisions to bring the project back within approved budgets if cost estimates at any stage indicate the project will exceed the TPC budget and funding.

#### **Approval required**

If approved by Education and Infrastructure, Infrastructure will send notification to the school jurisdiction authorizing them to proceed to 90% design.

#### **STAGE 5: PRE-TENDER / 90% CONSTRUCTION DRAWINGS**

At least four weeks prior to the proposed date of tender, school jurisdictions must submit to Infrastructure for approval electronic (pdf) copies of the 90% design.

It is expected that prior to going to tender all projects are on budget. Should the pre-tender estimate be over budget the jurisdiction must identify the source of additional funding.

Once a full submittal is provided, Infrastructure’s Technical Services Branch (TSB) will have 10 business days to review the design and provides comments. It is the responsibility of the school jurisdiction to ensure that responses are given to all comments. Design changes will need to be incorporated into the tender documents.

#### **Approval required**

If approved, Infrastructure will send notification to the school jurisdiction authorizing them to proceed to the Tender stage.

## **STAGE 6: TENDER**

School jurisdictions must submit one full package of the documents for tender (e.g., drawings, specifications, addenda, etc.) to Infrastructure. A 60-day tender acceptance period is required.

School jurisdictions are responsible for all costs and expenses relating to the project, including any cost overruns incurred.

### **Contracting Requirements**

#### **Projects over \$200,000 in Construction Value**

School jurisdictions are required to comply with applicable provisions of provincial agreements such as the Canadian Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA) respecting procurement of goods and services necessary to complete an infrastructure project. GOA-funded projects will be subject to compliance with the *School Buildings and Tendering Regulation*. Any school building construction contract valued over \$200,000 must be approved by Infrastructure.

Ministerial approval given to proceed with tendering of the project assumes a standard design-bid-build process of project delivery, with a stipulated price form of contract such as the Canadian Construction Documents Committee available at [www.ccdc.org](http://www.ccdc.org)

For DBB use CCDC-2 – 2008. (or newer version as applicable) For DB use CCDC-14 – 2013. (or newer version as applicable)

For projects with construction cost of less than \$500,000, school jurisdictions with sufficient capacity may complete construction with own forces. Any contracts over \$200,000 must be submitted to Infrastructure for approval.

Project delivery by construction management for projects over \$200,000 requires Infrastructure approval of the scheme prior to the jurisdiction proceeding with obtaining tenders or quotations from builders and suppliers.

#### **Contracting Requirements - Services over \$75,000 in Value**

Contracting principles govern procurement by contract of all goods and services necessary to complete a building infrastructure project, including furnishings and equipment procurement contracts. School jurisdictions are expected to use a value based selection process to procure consultant services. This means that the successful proponent will be the one whose proposal offers best value, taking into consideration both qualifications and price.

#### **Avoiding Unnecessary Bid Requirements**

Recent experience has demonstrated a growing number of projects where the lowest bid submission was deemed non-compliant because it failed to meet the requirements for completing various appendices attached to the bid documents. As a consequence, the school jurisdiction has sometimes had to secure additional funding to award the project to a compliant, but higher bidder.

To reduce the number of these instances, school jurisdictions should work with their consultants to ensure that calls for bids require only those types of information that are absolutely necessary for consideration of the contract award (i.e., firm name, price, signature,

seal, date and insurance).

Supplementary information can be obtained by indicating within the bid documents that further details may be requested of the bidder after tender opening (i.e., lists of sub contractors, cost breakouts, alternate prices and separate prices).

## **STAGE 7: POST TENDER**

### **Post Tender Procedures for Projects over \$200,000**

All projects must be tendered in accordance with the *School Buildings and Tendering Regulation* and the Canadian Free Trade Agreement (CFTA) and with the New West Partnership Trade Agreement at <http://www.newwestpartnershiptrade.ca/> as it pertains to school jurisdictions. Notwithstanding, any stipulated lump sum tender (or sub-trade tender within an alternative scheme, e.g., construction management) in excess of \$200,000 must be submitted to Infrastructure for review and approval.

School jurisdictions must submit bids/tenders for Infrastructure's review and approval prior to awarding contracts over \$200,000.

- Letter of Recommendation from the Board (should include pre-tender estimate, bid closing date, and inclusion of alternate/separate price items if applicable). This letter must clearly declare:
  - Confirmation that the Board is in compliance with the requirements of the respective capital grant agreement.
  - The Board has complied with the requirements of all applicable sections of the School Capital Manual.
  - Confirmation that the tender is within the approved project scope and budget.
  - All submitted tenders abide by all applicable laws and Trade Agreements.
- Copy of the Board motion of the selection of the tender.
  - Where a Board motion is not possible due to periods when the Board is recessed, an indication that the Board authorized mechanism such as delegation is being utilized can be included in the Board's recommendation letter.

### **Approval required**

If approved, Infrastructure will send a letter to the school jurisdiction authorizing them to sign the contract with their recommended contractor. School jurisdictions must submit a copy of the signed contract with a contractor or subcontractors, in the case of a construction or project management scheme, or notification of the start of construction when own forces are used.

## **STAGE 8: CONSTRUCTION**

School jurisdictions will submit a copy of the Certificate of Substantial Completion to Infrastructure within 15 days of being issued by the prime consultant.

The school jurisdiction must receive copies of record drawings and operations and maintenance manuals from the prime consultant.

Jurisdictions must also provide small scale plans to Infrastructure once the building is occupied and updated Instructional Area Form.

**STAGE 9: CLOSE-OUT**

School jurisdictions must submit a Statement of Final Costs no later than twenty-four (24) months after the date of Substantial Completion. Upon approval the remaining TPS funding will be provided.

If 12 months pass without receipt of the Statement of Final Costs, the school jurisdiction may be advised that the project is closed and no further funds will be advanced.

Should the jurisdiction encounter any extenuating circumstances that would warrant an extension in the timelines, written notification should be forwarded to Infrastructure's Executive Director, Learning Facilities Branch, outlining the situation and requesting an extension.

**END**

## Attachment 2: UPDATED SECTION 12: Infrastructure Maintenance and Renewal (IMR) Program

One of a school jurisdiction's highest priorities regarding their school facilities is to ensure that health, safety and essential upgrading needs, including emergent projects, are completed as required. IMR funding is provided to meet these needs and reduce deferred maintenance liabilities.

IMR funding is only provided for government owned facilities and NOT for privately owned buildings.

Note: P3 Schools that receive Maintenance and Renewal Funding as part of the P3 agreement are not eligible for any portion of IMR Funding.

### 12.1 IMR Yearly Process and Requirements

#### 12.1.1 IMR Expenditure Plan

An IMR Expenditure Plan for the following school year must be submitted to Education annually in June for review and approval. The Plan must include:

- School name;
- Brief description of planned work such as the scope of work (e.g. preventive maintenance, functional upgrades, hazardous material abatement)) and the criticality of planned work; and
- Estimated cost to complete the work.

School jurisdictions must seek approval from Education before proceeding with their IMR projects. School jurisdictions are not required to identify IMR funded projects in their Three-Year Capital Plans.

#### 12.1.2 IMR Statement of Actual Expenditure

An IMR Statement of Actual Expenditure for the previous school year must be submitted to Education annually by December 31 for review and approval. The Plan must include:

- School name;
- Detailed description of actual work such as the scope of work (e.g. preventive maintenance, functional upgrades, hazardous material abatement); and
- Actual cost to complete the work

See Appendix F for details of Program Funding Priorities and Categories.

#### 12.1.3 IMR Reporting and Funding Schedule

In September of each year, school jurisdictions will receive up to 50 per cent of their annual IMR funding allocation, in accordance with the schedule identified in the *Funding Manual for School Authorities*.

In April of each year, the remainder of the annual IMR funding allocation will be provided to school jurisdictions.

Education will withhold IMR funding allocations if the jurisdiction has not submitted any outstanding, or Education has not approved the Statement of Actual Expenditure and/or IMR Expenditure Plan.

#### **12.1.4 IMR Funding and Reporting for Jurisdiction-to-jurisdiction Leasing**

Education will provide IMR funding to public school jurisdictions that lease their facilities to other jurisdictions (usually to Francophone regional authorities and charter schools), in lieu of providing lease support funding.

Jurisdictions are expected to use IMR funding to maintain all their publicly owned facility assets including the facilities leased to other school jurisdictions to:

- ensure facilities meet regulatory requirements;
- preserve the learning environment; and
- replace or upgrade building components.

Decisions regarding IMR planning and expenditures are the responsibility of the lessor. The lessor reports IMR spending on a leased facility in the same manner as other jurisdiction IMR projects.

### **12.2 IMR Spending**

School jurisdictions should recognize IMR contributions from the Government of Alberta as revenue in the year of the corresponding IMR spending, whether expensed or capitalized. Capitalized IMR contributions have a positive effect on a school jurisdiction's annual surplus/deficit.

Unexpended IMR funding will appear on the school jurisdiction's audited balance sheet as deferred revenue.

School jurisdictions are to ensure that 30 per cent of a school jurisdiction's IMR allocation is capitalized and applied to projects that meet capitalization eligibility requirements. Please refer to Section 8.2 of the *Funding Manual for School Authorities* for details.

IMR grants used for capitalized expenditures must be treated as supported capital revenue and deferred as Expended Deferred Capital Revenue (EDCR) in accordance with the Audited Financial Statement Guidelines.

IMR funding may be spent only for approved purposes. Jurisdictions may use the funds to:

- ensure school facilities meet all regulatory requirements, particularly as they pertain to providing a safe and healthy learning environment;
- preserve and improve the quality of the learning environment by:
  - o replacing building components that have failed,
  - o prolonging the life of the facility through planned, proactive replacement of major components; and
  - o upgrading of the educational areas to meet program requirements;
- meet the facility requirements of students with special needs; and
- replace or upgrade building components to improve energy conservation and efficiency and to achieve costs savings as a result.

School jurisdictions are not permitted to use operating reserves to pay for maintenance and repair projects that were previously planned to expense.



Please refer to Appendix F for additional information on IMR program funding priorities and project categories.

School jurisdictions that want to use IMR funding for projects estimated to be in excess of \$1 million must first request approval from the Minister of Education.

Jurisdictions with questions about whether a project can be supported under the IMR funding framework as they prepare their plans, should consult with their Education Manager in Capital Planning before beginning the project.

### **12.3 Calculation of IMR Funding**

Additional details on IMR funding can be found in the *Funding Manual for School Authorities* for the current school year. The *Funding Manual* can be found here:

<https://education.alberta.ca/funding-framework-for-k-12/funding-manual/>

END

## ATTACHMENT 3 – Updated Appendix H – List of References

### Appendix H

#### Education Resources

*Charter Schools Regulation*  
*Closure of Schools Regulation*  
*Disposition of Property Regulation*  
*School Act*  
*School Buildings and Tendering Regulation*

<http://www.qp.alberta.ca/>.

#### Infrastructure Resources

Construction Management: An Owners Guide to Using the Construction Management Project Delivery System on Alberta Infrastructure Funded Building Projects  
<http://www.infrastructure.alberta.ca/738.htm>

Consultant Selection Policy for Building Infrastructure Consulting Services  
[www.infrastructure.alberta.ca/Content/docType486/Production/consulselect.pdf](http://www.infrastructure.alberta.ca/Content/docType486/Production/consulselect.pdf)

Design and Construction: Standards and Guidelines for School Facilities  
<http://www.infrastructure.alberta.ca/738.htm>

Operations and Maintenance: A Guide for School Trustees, Administrators and Consultants  
<http://www.infrastructure.alberta.ca/738.htm>

School Facilities: Guidelines for Upgrades to Building Elements and Systems  
<http://www.infrastructure.alberta.ca/738.htm>

Technical Design Requirements for Alberta Infrastructure Facilities  
<http://www.infrastructure.alberta.ca/992.htm>

#### Other Government Resources

*Municipal Government Act*  
[http://qp.alberta.ca/570.cfm?frm\\_isbn=9780779741069&search\\_by=link](http://qp.alberta.ca/570.cfm?frm_isbn=9780779741069&search_by=link)

*Alberta Building Code Regulation*  
<http://www.qp.alberta.ca/>

#### External Resources

Agreement on Internal  
Trade [www.ait-aci.ca](http://www.ait-aci.ca)

Canadian Standard Form of Contract for Architectural Services  
[www.raic.org/practice/contract\\_documents/document6\\_e.htm](http://www.raic.org/practice/contract_documents/document6_e.htm)

New West Partnership Trade Agreement  
<http://www.newwestpartnershiptrade.ca>

Recommended Conditions of Engagement & Schedule of Professional Fees for Building  
Projects  
<http://www.apegga.org/Members/Publications/guidelines.html>

**END**