



The usual procedure for the planning of school facilities by PRSD follows the established line of action as listed below.

- A need for new or additional facilities or major 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.
- 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.
- 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.
- If recommended following assessment, the project is then included in the Public Schools Finance Board budget for Treasury Board approval.
- Following Treasury Board budget approval, the project leader conducts a final assessment of the project and recommends to the Public Schools Finance Board that ministerial award be prepared.
- The ministerial award authorizes the School Division to hire an architect to prepare schematic plans for Public Schools Finance Board approval.
- 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.
- 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.
- The School Division sends tender results to the Public Schools Finance Board for approval.
- The Public School 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.
- Building of the new school or addition or renovation begins.