

FACILITIES PLANNING

Background

The District will strive to provide school buildings and grounds that will offer the best possible environment, within financial limitations, for learning and teaching. The District specifically aims towards:

- Planning new buildings and alterations that support the District's educational philosophy and goals;
- Building and remodelling facilities that are safe and healthy for the people who use them;
- Building and remodelling facilities that are accessible to physically challenged persons, within the practical limitations of the District's physical plant and financial resources;
- Choosing building and remodelling designs that facilitate low maintenance and the conservation of energy.

Procedures

1. The District undertakes projects within the following two basic categories:
 - 1.1. Capital Projects (funded from the Ministry of Education Capital funding) - Those projects that provide new space (new school or addition) or rejuvenate or replace existing space.
 - 1.1.1. The senior management team will recommend the school(s) to be included in the Annual Capital Plan submitted by the Board to the Ministry of Education. Schools that meet the Ministry of Education criteria guidelines will be considered in priority order as determined by the senior management team based on such criteria as seismic risk assessment, educational program needs, long-term facilities requirements, and overall condition of the physical plant.
 - 1.1.2. If funding is approved for capital projects, the Director of Facilities will determine whether the preliminary design work will be completed by District staff or by consultants. Consultants, if required, will be selected according to standard practices and retained by the Director of Facilities.
 - 1.1.3. A project Steering Committee will be established for each capital project, consisting of the Director of Facilities, area Associate Superintendent, Principal, Manager of Maintenance and Construction, other District Facilities staff and the consultant. The Steering Committee will oversee the management of the project, and will provide input and approval on key program requirements, design, scheduling and funding issues submitted by the Working Committee.
 - 1.1.4. A project Working Committee will be established, consisting of the Principal, District Facilities staff and the consultant, to develop and review program requirements, design options, costing and details.

- 1.1.5. A School Committee will be established by the Principal, and include representatives from the teaching and support staff, and parent(s) from the Parents' Advisory Committee. Student representatives may also be included. The School Committee will provide input on the project through the Working Committee. The Principal will keep the School Committee apprised of various aspects of the project, including the design, schedule and approvals.
 - 1.1.6. The detailed design and preliminary cost estimate will be finalized by the project Steering Committee including desired architectural changes and improvements, seismic resistance upgrading, code requirements, systems replacements or improvements, and special items (e.g. noise abatement, asbestos removal). The plan will be submitted to the Ministry of Education and City of Vancouver for the appropriate funding and permit approvals.
 - 1.1.7. Once approved, working drawings and detailed plans will be completed as required, and all necessary permits will be obtained. Subject to Ministry approval, the work will be assigned to District forces or, through a public tender process, to an outside contractor. A schedule for construction activities will be developed in conjunction with the Principal, the consultant and the construction team.
- 1.2. Maintenance and Renovation Projects (funded from operating/Annual Capital Grant budgets) -
- Those projects intended to maintain, repair or upgrade existing space. Projects include, but are not limited to, roof replacement, mechanical and electrical system upgrades, building fabric restoration, loss prevention, asbestos abatement, non-structural seismic hazard reduction, access for the physically challenged, technology infrastructure upgrades, site servicing and upgrades, health and safety upgrades and functional improvements.
- 1.2.1. The Director of Facilities will present through the Secretary Treasurer and the Superintendent the allocation of the Annual Capital Grant for maintenance and renovation projects to the Facilities Planning Committee of the Board.
 - 1.2.2. District facilities staff will work with the Principal and the consultant (for projects where an outside consultant is required), to develop and review the scope of work, design options, costing, scheduling and other details of the maintenance or renovation project. Where deemed necessary by the scope and complexity of the work, a project Working Committee will be established. The Principal will be responsible for keeping staff and the school community apprised of the scope and scheduling of work to be done.
- 1.3. In planning any facility changes, it is standard practice to consult with Principals. The relevant sections of the *School Act*, the *Provincial Building Code*, and the directives of the Ministry of Education will be observed in all facilities planning.

2. Facilities for the Physically Challenged

- 2.1. Part 10 of the *Provincial Building Code* requires that buildings be constructed to provide the physically challenged access to all areas of the building. In the case of new schools, this means that physically challenged persons, especially those in wheelchairs, will be able to gain access to all floors of a school building as well as to a special washroom facility.

- 2.2. To make provisions for challenged persons using school buildings, the District adopts the following practice:
 - 2.2.1. Provisions for the physically challenged will be made in all new school constructions;
 - 2.2.2. Provisions for the physically challenged will be made where practical in existing schools when these buildings are undergoing a major renovation.
3. Creative Play Areas
 - 3.1. On existing sites that have been developed to existing standards, if requested at the local level and if the area of the site is such that a creative/adventure play area can be provided without restricting other playground facilities, school raised funds can be used for the provision of a creative/adventure play area. Design of creative play areas will be done with consultation and approval of the Director of Facilities.
 - 3.2. The District favours creative playgrounds and supports the establishment of these as a positive learning opportunity:
 - 3.2.1. Elementary schools are eligible for a grant up to \$6,000, on a one-time only basis, for a creative play area project, including appropriate resilient surface material, when the total estimated cost of the project is in excess of \$9,000. For creative play area projects costing less than \$9,000, the Board grant be pro-rated downward for every \$300 unit.
 - 3.2.2. Annexes are eligible for a grant up to \$3,000, on a one-time only basis, for a creative play area project, including appropriate resilient surface material, when the total estimated cost is in excess of \$4,500. For creative play area projects costing less than \$4,500, the Board grant be pro-rated downward for every \$300 unit.
 - 3.2.2.1. This funding arrangement is on hold as a result of a Board moratorium due to budget restraint.
 - 3.3. In order to ensure the quality and safety of these playground projects, the Director of Facilities will inspect and approve the equipment before it is accepted as a regular component of the school playground. The Director of Facilities will also inspect and repair this equipment at least twice annually as part of the routine ground maintenance program.
4. Upgrading Existing Creative Play Areas
 - 4.1. On school sites that have existing creative/adventure play areas or playground equipment, school raised funds may be used for the upgrading, addition, or replacement of equipment as part of a playground improvement project. The playground modifications are to be developed in such a way as to meet safety standards of the day and to minimize any restrictions on the remaining playground area.
 - 4.2. The District supports locally-initiated projects that improve the quality of the play equipment and provide greater opportunities for recreational and educational uses of school sites. Schools that have already received play area grants are to be encouraged to develop further the playgrounds or creative play areas if deemed beneficial to the overall school environment and needs of the students.

4.3. Schools are eligible for a maximum grant of \$3,000, on a one-time basis, for a playground upgrading project, provided that at least an equal amount is contributed by the school or other community funding sources. For local contributions of less than \$3,000, the Board will provide a matching grant. Schools may apply for a grant seven (7) years after receiving any other contribution to a play area project.

4.3.1. This funding arrangement is on hold as a result of a Board Moratorium due to budget restraint.

Reference: Sections 20, 22, 23, 65, 85 School Act
Provincial Building Code

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