


Facilities Planning

	<p>External References:</p> <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 110, 343, 344, 345, 350 • Education Regulations: Sections 77, 79 	<p>Adopted: June 28, 2011</p> <p>Amended: March 3, 2015</p>
	<p>Internal References:</p> <ul style="list-style-type: none"> • BP 2 Role of the Board • AP 515 Purchasing – Appendix C – Facilities Tenders and Contracts • AP 540 Facilities Planning – Appendix A – Facility Plan Guidelines • AP 540 Facilities Planning – Appendix B – Facility Costs for School Review Data 	

Background

The Education Act requires Boards to provide the equipment and facilities considered necessary for delivery of the educational programs and instructional services offered in the Division’s schools. The Board also has the duty to develop the procedures required to maintain satisfactory standards of comfort, safety and sanitation for students and all others who use the Division’s schools. In addition, the Act gives Boards the power to define the uses to which school buildings, grounds and other Division property may be put to use, both during and outside regular school hours.


In order to efficiently manage present and future facility needs, the Director supervises the preparation and maintenance of a five year plan forecasting expenditures anticipated for new school buildings, major renovations and other major capital expenditures for which borrowing of funds may be necessary.

Procedures

1. The Director is responsible for the regular operation and orderly development of Division facilities.
2. Five Year Plan
 - 2.1 The five year plan is to be maintained by the Facilities Supervisor in collaboration with the Director and the Superintendent of Business.
 - 2.2 The plan is to include:
 - 2.2.1 Demographic review and enrolment analysis.
 - 2.2.2 Current or proposed new construction.
 - 2.2.3 Current or proposed additions.
 - 2.2.4 Current or proposed alterations or reconstruction.
 - 2.2.5 Major repairs.
 - 2.3 Proposals pertaining to educational specifications of new buildings and those undergoing extreme remodeling are to be developed in consultation with members of the staff.
 - 2.4 The five year plan is reviewed and approved annually by the Board.
3. Facility Requests
 - 3.1 The Facilities Supervisor shall maintain a database regarding Division properties and facilities.

Administrative Procedures 540 - Appendix A

Facility Plan Guidelines

		Adopted: June 28, 2011 Amended: March 3, 2015
	External References: <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 110, 278, 279, 281, 282 	Internal References: <ul style="list-style-type: none"> • AP 540 Facility Planning

Facility requests are the avenue for schools to propose projects to the Facilities Department. The magnitude of the project would dictate whether it qualified for the current school year or subsequent years through the Preventative Maintenance Renewal (PMR)/Capital process.

Projects under a certain dollar threshold (\$20,000) may happen in the current fiscal year if labour and budget are not a factor. Projects over this same threshold may be added to the three year PMR as added planning measures are a requirement (tenders process, architect or engineering planning).

Below are the steps in the Facility Plan for projects over \$20,000:

Target Date

Action

December to March

1. Facility Department Meeting (Supervisor, Manager, Maintenance Coordinators) review 3 year plan, discuss outstanding projects for current year, and potential future projects not included on current plan.
2. Draft revised 3 year plan.
3. Provide draft plan to principals for feedback regarding projects for their school.


March to April

1. Review draft plan with Admin Council.
2. Review draft plan with Board Renovations Committee.
3. Finalize draft plan for budget and Board approval.

September

1. Facilities report to Board regarding previous year's activity.
2. PMR plan submitted to Ministry of Education.

**Administrative Procedures 540 - Appendix B
Facility Costs For School Review Data**

	Adopted: June 28, 2011 Amended: June 18, 2012
	External References: <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 110, 343, 344, 345, 350 • Education Regulations: Sections 77, 79

When the facility cost data is prepared as part of the information to be provided to a school review committee, the calculation of costs shall be in accordance with the following chart:

Classification	Expenditure	Detail	Included	
			Yes	No
Utilities	Natural Gas	Annual Usage	Yes	
		Minor repairs necessitated by normal wear and tear	Yes	
		Major Repair or Upgrade		No
	Power	Annual Usage	Yes	
		Minor repairs necessitated by normal wear and tear	Yes	
		Major Repair or Upgrade		No
	Water/Sewer	Annual Usage	Yes	
		Minor repairs necessitated by normal wear and tear	Yes	
		Major Repair or Upgrade		No
	Telecommunications	Annual Usage	Yes	
		Minor repairs necessitated by normal wear and tear	Yes	
		Major Repair or Upgrade		No
Building Operating Costs	Caretaking	Caretaking Supplies	Yes	
	Contracted Caretaking Services	Contracted services necessitated by normal wear and tear	Yes	
	Maintenance	Supplies	Yes	
	Capital Projects	Major repairs or upgrades		No
Other	Insurance Claims	Damages - Fire, flood, etc.		No
	Leases and Rentals	Expenses incurred on behalf of a tenant		No

Expenditures related to insurance claims (together with the reimbursement received) and to leases and rentals (together with the funds so received) shall be identified separately and shall not form part of a cost per student calculation. Nor shall any square footage that is part of a long-term lease or rental agreement be included in the cost per student calculation.

Any issues relating to the structural integrity of the building which could present safety or other concerns shall be identified separately and the expected timeline for addressing such issues shall be stated.