

PLANNING FOR SCHOOL FACILITIES

Background

The Division recognizes that it is responsible for ensuring that all students in its jurisdiction have the opportunity to meet the standard of education set by the Minister and to achieve the educational outcomes determined by the Division. In order to achieve this objective, the Division believes that it must provide the highest quality facilities possible within the limits of available resources. The Division, therefore, believes that sound planning for the upgrading and/or modernization of schools, or the addition to existing schools and/or the construction of new schools is essential.

Procedures

1. On an annual basis, Facilities staff will conduct an on-site review of each building in consultation with the school-based administration to evaluate the condition of the building and identify potential capital projects. In addition other sources of information will be examined, including:
 - 1.1 The overall Master Facilities Plan which is updated periodically.
 - 1.2 An annual walk through of all facilities by an evaluation team.
 - 1.3 Consideration of consultant and engineer reports.
 - 1.4 AssetPlanner facility detail.
 - 1.5 Enrolment projection data.
 - 1.6 Requests submitted by administrators.
2. Potential projects are assessed and prioritized based on health and safety, building integrity, accessibility, programming and aesthetics. Projects are ranked and sorted into fiscal years, with a three year planning time frame.
3. Major Capital Project Planning
 - 3.1 Major Capital projects include facility expansions (new schools and major additions) as well as modernization and renovations. Projects are evaluated based on the Ministry of Educations' criteria:
 - 3.1.1 Health and Safety – potential impact on health and safety of occupants by not proceeding with the project.
 - 3.1.2 Facility Condition – Facility audit reports

- 3.1.3 Utilization Rates – Utilization of existing facilities.
- 3.1.4 Enrollment Projections – Trends and subsequent school board plans for accommodation of students.
- 3.1.5 Education Program Delivery – Importance of the project to achieving program delivery.
- 3.2 Major Capital projects generally exceed \$1 Million in value and are encompassed into a Facilities Master Plan.
 - 3.2.1 These projects are reviewed annually, approved by the Board and submitted to the Ministry of Education listing our top three priorities.
 - 3.2.2 These projects are individually reviewed, approved and funded by the Ministry of Education.
- 3.3 Preventative Maintenance and Renewal (PMR) Planning
 - 3.3.1 PMR projects are valued below \$1 Million and are prioritized in a three year PMR Plan that is updated annually, approved by the Board and submitted to the Ministry of Education.
 - 3.3.2 These projects are funded within the overall division budget. Preventative Maintenance and Renewal Projects may include projects that:
 - 3.3.3 Prolong the useful life of the facility through planned, proactive replacement of major components that have exceeded their life cycle and are due for failure in the near future or that have failed.
 - 3.3.4 Upgrade education areas to meet program or operation requirements.
 - 3.3.5 Meet the requirement of students requiring intensive supports.
 - 3.3.6 Replace or upgrade building components to improve energy efficiency.
- 3.4 Minor Renovations
 - 3.4.1 Minor renovations are those projects that improve the status quo at a facility but do not qualify for PMR funding or are not considered capital in nature.
 - 3.4.2 These projects seek to improve the facilities baseline at each location and priority is given to buildings below the baseline in the higher ranking areas, as finances allow, and to lesser priority items where the improvement will significantly impact the quality of the student learning environment.

3.4.3 Highest priority will be given to health and safety and building integrity. These projects are funded within the overall facilities operations budget.

Reference: Section 85, 87, 109, 110, 343, 344, 345, 350, Education Act
Section 79, Regulations

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