

## FACILITIES PLANNING

### BACKGROUND

The District will strive to provide school buildings and grounds that will offer the best possible environment, within financial and space 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 remodeling facilities that are safe and healthy for the people who use them;
- Building and remodeling facilities that are accessible to physically challenged persons, within the practical limitations of the District's physical building and financial resources;
- Prioritizing the creation of before and after school care for school-aged learners; and
- Choosing building and remodeling designs that facilitate low maintenance, climate resilient and conserve energy.

Sound planning for the upgrading and/or modernization of schools, or for additions to existing schools and/or the construction of new schools is essential. In order to enhance the planning process, stakeholders are invited to participate. Well-designed facilities contribute to optimum learning environments for students.

### PROCEDURES

1. The Secretary-Treasurer shall ensure the Long-Range Facilities Plan (LRFP) is kept updated and considers school district needs which are driven by enrolment and capacity considerations. The LRFP shall guide Board of Education decisions regarding capital asset management and capital plan submissions, both in terms of facility operations and educational programming. The LRFP shall use at least a ten-year planning horizon especially where local government is actively pursuing extended land use planning and lengthier residential development growth strategies, which may directly influence the growth of student enrolment in different areas of the school district.
2. The LRFP shall be updated every five years unless deemed necessary to be updated more frequently by the Secretary-Treasurer.
3. The District will collaborate early in the planning process with municipal authorities on significant capital projects including land acquisitions for new schools or school expansions.



4. The Director of Facilities and Operations will conduct space reviews of all District facilities annually. This review will include:
  - 4.1 Enrollment and capacity statistics for each school.
  - 4.2 Analysis of the structural, mechanical, and electrical components of each school.
5. In collaboration with principals and the Director of Facilities and Operations, the Secretary-Treasurer is responsible for the efficient use of facility space.
6. Where space permits, and funding available, the District will prioritize the creation of before and after school care spaces for school-aged learners as part of its capital projects or maintenance and renovation projects.
7. The District undertakes projects within the following two basic categories:
  - 7.1 Capital Projects (funded from the Ministry of Education and Childcare Capital funding) - Those projects that provide new space (new school or addition) or rejuvenate or replace existing space.
    - 7.1.1 The Secretary-Treasurer will prepare a draft Annual Five-Year Capital Plan Submission to be approved by the Board of Education, which is used by the Ministry to determine which priority capital projects may be included in the Ministry's Capital Plan for the following fiscal year. The Five-Year Capital Plan for major capital projects will be based on the District's LRFP.
    - 7.1.2 A project Steering Committee will be established for each capital project, consisting of the Director of Capital Projects, Director of Facilities and Operations, Associate Superintendent or designate, and any relevant consultants. 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.
    - 7.1.3 A project Working Committee will be established, consisting of the Director of Capital Projects, Associate Superintendent, Principal, and any consultants, to develop and review program requirements, design options, costing and details.
    - 7.1.4 A consultation will be held which will include the staff and school community benefitting from the school project.
    - 7.1.5 The detailed design and preliminary cost estimate will be finalized by the project Steering Committee including desired architectural changes and improvements, considerations for climate resilient infrastructure, seismic resistance upgrading (if relevant), 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 Childcare and City of New Westminster for the appropriate funding and permit approvals.

7.1.6 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.

7.2 Maintenance and Renovation Projects (funded from operating/Annual Capital Grant budgets) are 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, access for the physically challenged, technology infrastructure upgrades, site servicing and upgrades, health and safety upgrades and functional improvements.

7.2.1 The Director of Facilities and Operations will identify priorities for facility requirements which are based on the annual review and assessment conducted as per procedure 4 above and will bring forward:

7.2.1.1 The Annual Facilities Grant (AFG) expenditure plan to share for information with the Board of Education no later than May 31 each year; and

7.2.1.2 The draft Capital Plan for minor capital projects to the Board for its consideration and approval, in time for the September 30<sup>th</sup> annual submission date including the need for work under the following submission categories:

7.2.1.2.1. School Enhancement Program (SEP);

7.2.1.2.2. Carbon Neutral Capital Program (CNCP);

7.2.1.2.3. Bus Acquisition Program (BUS);

7.2.1.2.4. Playground Equipment Program (PEP) and

7.2.1.2.5. School Food Infrastructure Program (FIP).

*Reference: Sections 20, 22, 23, 65, 85 School Act*

*SD No. 40 (New Westminster)*

---

*Adopted: May 30, 2017*

*Revised: October 3, 2023*

---

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)