

## FACILITIES PLANNING

### Background

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 Superintendent will ensure demographic data collection and will report on enrolment projections annually to the Board.
2. The Director, Facilities and Operations will conduct audits of all District facilities annually. This audit will include:
  - 2.1 Enrollment and capacity statistics for each school.
  - 2.2 Analysis of the structural, mechanical and electrical components of each school.
3. In collaboration with principals, the Director, Facilities and Operations is responsible for the efficient use of facility space.
4. The Director, Facilities and Operations will recommend new school buildings and building additions for the District. Recommendations will be supported with the following data:
  - 4.1 The general area to be served and its estimated student population present and projected for three years.
  - 4.2 The type and number of facilities to be requested.
  - 4.3 Plans for school buildings.
  - 4.4 All school buildings will be constructed by contract or by a scheme of construction approved by the Minister of Education.
5. The District will collaborate with municipal authorities to ensure that adequate and appropriate land is made available for school purposes.
6. The Director of Facilities and Operations will identify priorities for facility requirements and will bring forward a draft Capital Plan to the Board for its consideration.

7. The District intends:

- 7.1 To provide facilities that reflect the requirements of school programs subject to the constraints of:
  - 7.1.1 The District's longer-term financial position; and
  - 7.1.2 Student population and location.
- 7.2 To provide facilities that are aesthetically attractive.
- 7.3 To maintain or upgrade existing facilities to established program and/or safety standards.
- 7.4 To ensure that custodial standards are developed and applied.
- 7.5 To ensure that its facilities are available to the public on a reasonable basis.

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

*SD No. 40 (New Westminster)*

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*Adopted: May 30, 2017*

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