

## **FACILITIES DEVELOPMENT**

### **Background**

The state of buildings reflects the values of the Division. To this end, the Division shall construct, maintain and equip schools and its ancillary buildings, and shall provide services to these buildings equal in quality to provincial standards and guidelines.

The design of the buildings is to be aesthetically pleasing and meet with community approval. It is to facilitate use by the community, and is to make use of local resources and materials whenever possible.

In order to achieve the goals stated above, there is need for coordination among community constituents and for long-term planning of facilities by the Division.

### **Procedures**

#### **1. Long Term Planning**

- 1.1 The Director shall annually review five (5) year enrollment projections.
- 1.2 The Board shall meet with Town Councils to discuss future subdivision expansions or changes to zoning bylaws that might alter school populations and subsequent delivery of school programs.
- 1.3 The Superintendent of Facilities shall annually review and maintain a Three Year Capital Planning Forecast for facilities needed within the Division, based on Ministry of Education guidelines.
- 1.4 The Division shall annually review housing needs based on staffing requirements and life expectancy of existing housing units.
- 1.5 The Superintendent of Facilities, in consultation with the Director, shall prepare forecasts, conduct surveys and prepare for all future capital expansions.

#### **2. Coordination for Project Development**

Planning for future needs is a necessary and wise use of present resources.

##### **2.1 Enrolment Projections**

- 2.1.1 The Principal of each school shall prepare an accurate five (5) year enrolment projection and this report shall be updated by the Principal prior to October 15 of each year.

- 2.1.2 The enrollment projections are to be based on established retention rates criteria, and shall be supported with data from Health Services and a local community census. Enrollment projections shall identify on-reserve treaty students, if greater than ten percent (10%).
- 2.1.3 The Administrative Assistant 3 shall review enrollment projection submissions prior to presentation to the Superintendent of Facilities and the Director by November 15, annually.
- 2.2 A Capital Projects Team (CPT) composed of the Director, Superintendent of Facilities and Secretary Treasurer will be set up for each major project.

The Capital Projects Team will review all available information prior to submission of B-1's to the Board. The review will include:

  - 2.2.1 Educational programs;
  - 2.2.2 Enrollments;
  - 2.2.3 Future expansion;
  - 2.2.4 School site(s);
  - 2.2.5 Renovations;
  - 2.2.6 Recommendations submitted by architect/consultant.
- 2.3 Upon government approval of a major project in excess of one million dollars (\$1,000,000.00), a Project Committee (PC) may be formed. If so, it will be composed of:
  - 2.3.1 Director
  - 2.3.2 Superintendent of Facilities,
  - 2.3.3 Area trustee,
  - 2.3.4 Area Superintendent of Education,
  - 2.3.5 Two (2) representatives of the School Community Council,
  - 2.3.6 Principal/staff representative,
  - 2.3.7 Architect, and
  - 2.3.8 A representative of any agency involved in funding a portion of the work.

2.4 The following process is to be observed for each major facilities development project:

Step	Action	Coordinator	Main Actors
1	Needs Study	CPT, Supt's of Education	CPT
2	Review of Needs	Superintendent of Facilities	Board
3	B-1 Preparation	Superintendent of Facilities	CPT, Supt.
4	B-1 Approval	Superintendent of Facilities	Board/CPT
5	E-2 Approval		Ministry of Education
6	Financial Arrangements	Secretary Treasurer	Board
7	Hire Architect	Superintendent of Facilities	Board
8	Project Committee	Director	
9	Concept Preparation (3)	Superintendent of Facilities	Architect
10	Concept Recommendation	Superintendent of Facilities	PC
11	Approval of Concept	CPT	Board
12	Develop Preliminary Plans	Superintendent of Facilities	Architect
13	Review Preliminary Plans	Superintendent of Facilities	PC
14	Approve Preliminary Plans	Superintendent of Facilities	Board
15	Approval of Preliminary Plan	Superintendent of Facilities	Ministry of Education
16	Develop Final Plan	Superintendent of Facilities	Architect
17	Review and Recommend Final Plans	Superintendent of Facilities	PC
18	Approve Final Plan	Superintendent of Facilities	Board & Ministry of Education
19	Review of Construction Delivery Methods	Superintendent of Facilities	Board
20	Tender Review	Superintendent of Facilities	Architect
21	Tender Approval (B-3)	Superintendent of Facilities	Board
22	E-4 Approval	Superintendent of Facilities	Ministry of Education
23	Award Tender	Superintendent of Facilities	Board
24	Pre-Construction Meeting/Schedule	Superintendent of Facilities	Architect/ Contractor/PC
25	Supervision of Construction	Superintendent of Facilities	Architect
26	Progress Payments	Superintendent of Facilities	Architect
27	Final Inspection	Superintendent of Facilities	Architect/PC
28	Start-Up Purchases	Superintendent of Facilities	Principal
29	Turnover	Director	Board/PC

Reference: Sections 85, 87, 108, 109, 110, 343, 344, 345, 350 Education Act  
Regulations 77, 79