
PROCEDURE 6511.1

SITE IMPROVEMENTS: DEVELOPMENT AND MAINTENANCE

1. RESPONSIBILITY FOR DEVELOPMENT AND MAINTENANCE OF ACTIVELY UTILIZED SITES

- 1.1. The responsibility for development and maintenance of actively utilized sites has been delegated by the Secretary-Treasurer to the Director, Facilities & Transportation Services.
- 1.2. Actively utilized sites herein are defined as that portion of a site outside of the building envelope, extending to the perimeter of property boundaries, that are not under construction (building or site construction) and that have received an “occupancy permit” from the local municipality. In cases where building additions or renovations are taking place, a site or part of a site may be temporarily put under the direction of the Capital Projects Office until the occupancy permit is received for that project.
- 1.3. Responsibility for the coordination and approval of site improvement development and maintenance for actively utilized sites has been delegated by the Director, Facilities & Transportation Services, to the Manager, Grounds Maintenance.

2. COORDINATION AND APPROVAL OF IMPROVEMENTS

- 2.1. All site improvements including adventure playground equipment relocations require the approval of the Manager, Grounds Maintenance, including those resulting from the development of new sites, including building additions, and shall be submitted by the Capital Projects Office to the Manager, Grounds Maintenance, for approval prior to tendering of such work. Comments will be provided within ten (10) working days.
- 2.2. In general the Manager, Grounds Maintenance, in consultation with the Associate Director, Facility Operations and Minor Capital Projects , will ensure that equipment and materials to be installed on school district sites meet CSA/ASTM Industry Standards and are maintained in a safe manner for optimum use.
- 2.3. The Manager, Grounds Maintenance, shall be notified of the completion of new works so that an inspection can be arranged. Written approval is required from the Manager, Grounds Maintenance, prior to new amenities going into service on actively utilized sites including those being installed as part of capital construction projects.

PROCEDURE 6511.1
SITE IMPROVEMENTS: DEVELOPMENT AND MAINTENANCE

- 2.4. In cases where a volunteer fund raiser donates and installs an adventure playground or other site improvements on school district property, the entire project shall be under the supervision of the Manager, Grounds Maintenance.

3. STANDARDS AND REGULATIONS

- 3.1. The following are standards and regulations that apply to site improvements:
- a) School district policies and regulations.
 - b) WCB Regulations.
 - c) School District Construction Standards.
 - d) ASTM F1487-98 Industry Standards.
 - e) Manufacturer Installation Recommendations.
 - f) Canadian Standards Association (CSA) Standards.
 - g) Children's Playspaces and Equipment -Standard CAN/CSA-Z614 current standard.
 - h) Municipal Standards/Regulations.

4. FUNDING ASSISTANCE FOR NEW, ADDITIONAL AND REPLACEMENT SITE IMPROVEMENTS

- 4.1. Funding assistance for new, additional or replacement equipment for actively utilized sites may be available up to a maximum of \$10,000.00.
- 4.2. Policy 6511 Site Improvements and Maintenance contains a provision that may make it possible for the principal, or designate, to obtain limited funding assistance from the school district when volunteer fund raisers raise funds for new, additional or replacement equipment.
- 4.3. Consideration for funding assistance requires a submission to the Director, Facilities & Transportation Services, by the administrative officer for additional or replacement outdoor basketball courts and backstops, running tracks, tennis courts, parking lot upgrades, vegetation plantings and other miscellaneous items that exceed \$500.

PROCEDURE 6511.1

SITE IMPROVEMENTS: DEVELOPMENT AND MAINTENANCE

5. MAINTENANCE INSPECTIONS

- 5.1. All site amenities will be inspected by Grounds Maintenance annually. Records of the inspections will be filed with the Manager, Grounds Maintenance. Any work considered necessary will be completed as soon as possible. This work could include removing unsafe equipment or making areas “out of bounds” until corrective action is completed.
- 5.2. School principals, or designates, are responsible for ensuring that regular visual safety inspections are carried out to identify deterioration or damage to equipment and materials in all play areas, including adventure playground equipment and basketball backstops that may present a safety hazard to children.

6. ANNUAL REPORT

- 6.1. Every year, an annual maintenance qualitative and quantitative inspection on the condition of site amenities shall be completed by the Manager, Grounds Maintenance. The report will include specific recommendations for replacement items that are at the end of their service life or are costly to maintain.

7. REPLACEMENT OF SITE AMENITIES

- 7.1. District Facilities will assess and track playground equipment and notify sites requiring replacement, based on least amount of equipment per student or existing condition. When site amenities are judged to have reached the point where they should be replaced, it will be the responsibility of the administrative officer to submit a proposal for the funding of replacement playground equipment to the Director, Advancement for consideration. Volunteer fund raisers may participate in funding the replacement through fundraising activities.
- 7.2. Receipt of an equipment donation or a donation for the purchase of equipment does not imply that the district will provide for its replacement at the end of its life cycle.
- 7.3. Equipment that was originally installed under standards at the time, which do not meet current CAN/CSA-Z614 Standards/district standards will remain in

PROCEDURE 6511.1

SITE IMPROVEMENTS: DEVELOPMENT AND MAINTENANCE

place unless deemed unsafe by the Manager, Grounds Maintenance, and the principal, or designate.

8. RELOCATION OF SITES AMENITIES

- 8.1. From time to time, it will be necessary to relocate site amenities due to additions to buildings, placement of portable buildings, parking lot expansion, etc. The entire cost of relocating the equipment shall be included in the project requiring the site amenities to be relocated.
- 8.2. Site amenities that require relocation and do not meet current CAN/CSA-Z614 standards/district standards shall be replaced with equipment that does meet the current standards. The entire cost of the equipment upgrade shall be included in the project requiring the equipment to be relocated.

9. REFERENCES AND RELATED DOCUMENTS

- 9.1. [Policy 5305 Equipment Donations.](#)
- 9.2. [Policy 10303 Parent Advisory Council Fundraising Coordination](#)
- 9.3. [Procedure 6511.2 Site Improvements: Steps to Development](#)

10. AUTHORITY AND RESPONSIBILITY

- 10.1. Assistant Secretary-Treasurer
- 10.2. Director, Facility & Transportation Services

11. HISTORY

Revised:	2024-01-29
	2006-06-29
	2000-06-06
	1994-12-08
	1994-04-26
	1992-01-24
Approved:	1986-02