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## **PROCEDURE 6511.2**

### **SITE IMPROVEMENTS: STEPS TO DEVELOPMENT**

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#### **1. GENERAL COMMENTS – STEPS TO DEVELOPMENT**

- 1.1. The principal is the primary contact for site improvement projects. The Manager, Grounds Maintenance, is the approving officer.
- 1.2. The main considerations in establishing the site improvement development process are to:
  - a) Optimize the use of actively utilized sites.
  - b) Minimize the risk of liability.
  - c) Provide a safe environment for children to play and learn.

#### **2. RAISING FUNDS**

- 2.1. Volunteer fund raisers will need to raise funds for site improvement projects. The amounts of funds which can be generated will determine the extent of the site improvement which can be developed. The funds for district approved projects will need to be on hand before orders can be placed.
- 2.2. If funds are to be raised through charitable donations, please refer to [Procedure 4430.1 – Charitable Donations](#). Information on GST aspects of fundraising activities is provided in [Procedure 4910.1 – School/Student Fundraising – Goods & Services Tax Considerations](#).
- 2.3. From time to time, grants are available for site improvement projects through Surrey Parks, Recreation & Culture Department, White Rock Parks & Recreation Department and provincial government agencies. Principals are encouraged to contact these agencies regarding available grants.
- 2.4. To the extent funds are available, the board will contribute to funds raised by a volunteer fund raiser to a maximum of \$10,000, as a onetime contribution for new, additional, or replacement site amenities. The process for applying for these funds is described below in section 4.

#### **3. DESIGNING THE SITE IMPROVEMENT**

- 3.1. Amenities constructed on school district property must meet the CAN/CSA-Z614-98 Standards/District Safety Standards of the School District. Information on these standards can be obtained from the Manager, Grounds Maintenance.

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- 3.2. Volunteer fund raisers through their own processes arrange for the design of a project, develop a budget and in some select a supplier through prudent purchasing practices.
- 3.3. The design, specifications and on site location must be pre-approved by the Manager, Grounds Maintenance, to ensure CAN/CSA-Z614- current standard Standards/District Safety Standards are met and that an appropriate site is selected. Proposals for site improvements are to be submitted to the Manager, Grounds Maintenance, by the principal for approval, and should include a sketch, brief description of proposal and estimated costs.

#### **4. APPLICATION FOR DISTRICT FUNDING ASSISTANCE**

- 4.1. [Policy 6511 – Site Improvements and Maintenance](#), contains a provision whereby funds, to the extent of which funds are available, may be provided to support the development of site improvements for actively utilized sites.
- 4.2. Applications for district funding for site improvements should be made only after approval in principle has been issued by the Manager, Grounds Maintenance. A formal request should be submitted to the Director, Physical Plant & Transportation Services, by the principal, accompanied by a budget which details sources of revenue, including the proposed School District contribution, and the cost of equipment, installation and any associated costs. The submission should include the desired date of completion.

#### **5. ADVENTURE PLAYGROUND EQUIPMENT – STEPS TO DEVELOPMENT**

The following steps were prepared specifically for adventure playground installations.

##### **5.1. District Adventure Playground Safety Committee**

Administration has established a District Adventure Playground Safety Committee to assist in ensuring the establishment of safe adventure play areas.

The District Adventure Playground Safety Committee must approve newly constructed and relocated adventure playgrounds before use is to commence.

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The primary reference standards which the District Adventure Playground Safety Committee utilizes in its inspections are the current Canadian Standards Association publication "A Guideline for Childrens' Play Spaces and Equipment" CAN/CSA Z614-current standard, ASTM F1487-98 Industry Standard, District Playground Standards, and the Ministry of Education, School Facilities Building manual, Section 4.3.2.

The District Adventure Playground Safety Committee is comprised of three members:

- a) Assistant Manager, Grounds, Maintenance (Chair)
- b) Manager, Grounds Maintenance
- c) Facilities Technologist

#### **5.2. Purchasing Procedure**

The Manager, Purchasing, can provide names of suppliers who can provide adventure playground equipment/structures, etc. to interested principals.

All purchases of adventure playground equipment and related services are conducted in the name of the school district. There are several reasons for this:

- a) GST rebates can be recovered by the school district for the benefit of the project.
- b) The requirements and obligations of the Builders Lien Act can be satisfied.
- c) The contractual arrangements developed by the school district will help minimize unforeseen problems.

Requests to have a school district purchase order issued for an adventure playground project should be directed to the Manager, Purchasing, through the principal. Where the majority of funding for the purchase was generated by the volunteer fund raiser, the school district's usual practices for price quotations and tenders will not apply. Volunteer fund raisers should still be encouraged to use prudent purchasing practices.

The request to issue a purchase order should:

- a) Identify supplier and key terms of business such as price and delivery date.

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- b) Provide the detailed specifications and site installation scale drawing, approved by the Manager, Grounds Maintenance, as described in paragraph 3.3. above.

The Manager, Purchasing, will work through the principal with the volunteer fund raiser to provide such other necessary terms of business that are appropriate for adventure playground developments.

Before purchase orders can be issued, the volunteer fund raiser must have supplied sufficient funds to the school district to fund the volunteer fund raiser portion of the project. These funds should be remitted to School District No. 36 (Surrey) to the Finance Department, who will establish a special account for the project. Where part of the funding is to be realized from other governmental organizations, letters of commitment will be accepted as evidence that funds will be forthcoming.

#### **5.3. Site Preparation**

No construction can occur on school district property without the approval of the district. Site preparation, which is limited to the removal of old equipment, will be provided by the district through the Manager, Grounds Maintenance, who should be contacted two weeks before the planned installation date in order to provide the service. Any additional site preparation that is required will be a part of the construction scope of work.

#### **5.4. Inspection Before Use**

Before an adventure playground is made available for the use of children, it must be inspected and approved by the District Adventure Playground Safety Committee.

The administrative officer must notify the Manager, Grounds Maintenance, in writing, two weeks prior to the installation completion date, so that the District Adventure Playground Safety Committee can make their inspection on the first school day after completion.

The District Adventure Playground Safety Committee will issue a letter of approval for playgrounds that meet the district requirements. A copy of the letter will be kept at the site and with the District Facilities Centre.

#### **5.5. Payment of Supplier Invoices**

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Supplier invoices will be paid by the Finance Department subject to satisfying lien and deficiency holdback requirements, and principal approval.

#### **5.6. Return of Unused Funds**

If, after the payment of all invoices related to the project, there are still funds remaining, these surplus funds will be returned to the volunteer fund raiser.

#### **5.7. Ownership of Playground Equipment**

Upon completion and acceptance by the Manager, Grounds Maintenance, the adventure playground is property of the school district, which will be responsible for its maintenance.

All warranty information, maintenance manuals, spare parts, etc. shall be kept at the District Facilities Centre.

### **6. REFERENCES AND RELATED DOCUMENTS**

- 6.1. Policy 5305 Equipment Donations
- 6.2. Policy 10303 Parent Advisory Council Fundraising Coordination
- 6.3. Procedure 4430.1 Charitable Donations
- 6.4. Procedure 4910.1 School/Student Fundraising: GST Considerations
- 6.5. Procedure 6511.1 Site Improvements: Development & Maintenance

### **7. AUTHORITY AND RESPONSIBILITY**

- 7.1. Assistant Secretary-Treasurer
- 7.2. Director, Facilities & Transportation Services.

### **8. HISTORY**

Revised: 2024-01-29  
2000-06-06  
Approved: 1994-04-26