

REGULATION #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, Physical Plant & Transportation Services.

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 City. 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 Facilities Planning, Design & Construction Group until the occupancy permit is received for that project.

- 1.2. Responsibility for the coordination and approval of site improvement development and maintenance for actively utilized sites have been delegated by the Director, Physical Plant & 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, shall be submitted by Facilities Planning, Design and Construction Group 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 Assistant Director, Administration, Operations, Grounds, & Transportation Services, 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.

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- 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

The following are standards and regulations that apply to site improvements:

- a) School district policies and regulations
- b) WCB Regulations
- c) 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-Z614-98
- h) Ministry of Education, School Facilities Building Manual, Section 4.3.2
- i) 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.
- 4.2. [Policy #6511 – Site Improvements and Maintenance](#), contains a provision that may make it possible for an administrative officer 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, Physical Plant & Transportation Service, 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.

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, and a

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copy with the administrative officer. 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 administrative officers 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

Every year by December 1st, a comprehensive written report 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. 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, Physical Plant & Transportation Services, 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 school 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-Z614-98 Standards/District Standards will remain in place unless deemed unsafe by the Manager, Grounds Maintenance, and the administrative officer.

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8. Relocation of Sites Amenities

8.1. From time to time it will be necessary to relocate site amenities due to such things as additions to buildings, placement of portable buildings, parking lot expansion, etc. The entire costs of relocating the equipment shall be included in the project requiring the site amenities to be relocated.

8.2. Site amenities requiring relocation which do not meet current CAN/CSA-Z614-98 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.

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