



AP F5 Outdoor Play Areas and Other School Enhancement Projects

Legislative References: None

Policy Reference: None

Collective Agreement References: None

Date: June 2, 2025

Improving a school environment can have a positive impact on school culture and student learning and the District recognizes the value of parent group and community contributions towards school play areas and other enhancements. For the benefit of students, staff, and school communities, the District supports school enhancement efforts and will work cooperatively with those who wish to undertake a school enhancement project to ensure the project is successfully implemented and the final product sustainable.

When considering enhancement to its facilities, it is essential that the District has a thorough understanding of immediate and long-term impacts and potential risks associated with any plan for school enhancement. It is necessary that District Operations is kept informed and involved in the planning and approval process from the onset. Through early involvement, District Operations can assess the scope of a project to ensure it is sound that the implementation plan does not interfere with or otherwise negatively impact existing assets.

This administrative practice sets out the process for planning and approval of outdoor play areas and other school enhancement projects that are initiated, lead, or financed through parent groups, community organizations, or members of the public.

1. **Criteria**

- 1.1. To be considered for implementation, all plans for school enhancements projects must:
 - 1.1.1. have the support of the school community, including the school principal;
 - 1.1.2. align with school and district strategic goals;
 - 1.1.3. meet CSA (Canada Standards Association) safety standards, where applicable;
 - 1.1.4. promote a safe and welcoming school environment that supports student learning; and
 - 1.1.5. be approved by the Director of Operations or their designate in consultation with the Secretary Treasurer.

2. **Application**

- 2.1. Applicants who wish to undertake a school enhancement project must obtain pre-approval from the school principal prior to submitting a formal application.



2.2. Applicants must complete a School Enhancement Project Intake Form (appended to this AP) and include the following details:

- 2.2.1. a project description and overview of the scope of work:
location/boundaries; timelines/deadlines, objectives/goals,
constraints/impacts, expectations/deliverables
- 2.2.2. how the project aligns with school / district strategic plans
- 2.2.3. the project budget, source of funding, and contingency plans
- 2.2.4. responsibility for on-going expenses (the district, the applicant, or third-party)
- 2.2.5. project lead or primary contact (name, email, phone number)

2.3. For applications received from a school or District PAC, the applicant must provide a copy of the minutes indicating the PAC's support for the project and approved allocation of funding.

3. Considerations

3.1. Regardless of the funding source (e.g. the District, school/District PAC, community organization, charitable foundation, or independent grant/award) or combination of sources, there are important factors that must be considered prior to project approval and implementation. All proposed projects must be assessed in consideration of:

- 3.1.1. impact to current District infrastructure (modification to buildings, grounds or other assets)
- 3.1.2. costs/responsibility for regular maintenance and repairs
- 3.1.3. future expenses (upkeep, annual recurring costs, replacement/decommissioning)
- 3.1.4. environmental impact
- 3.1.5. equity and accessibility
- 3.1.6. health and safety
- 3.1.7. legal requirements/compliance and authority guidelines
- 3.1.8. advisability of a formal agreement to clearly identify ownership and responsibilities

4. Review

4.1. The Operations Department will review project applications, assess project viability, and identify potential risks and adverse impacts (current and future) to the District or District assets.

4.2. Operations staff will work with the applicant to clarify plan details and mitigate identified risks and adverse impact.



5. Approval

5.1. Approval will only be granted if:

- 5.1.1. the proposed project meets the criteria for approval (section 1);
- 5.1.2. the project plan and budget are sound (section 2);
- 5.1.3. considerations can be effectively managed (section 3); and
- 5.1.4. identified risks/impacts can be adequately mitigated (section 4).

6. Implementation

6.1. The Operations Department staff will work closely with the project lead/primary contact and the implementation team (district or external) for the duration of the approved project's implementation.

- 6.1.1. If the project is being implemented by the applicant or other external group or person, those persons will be required to provide regular updates when requested by District Operations staff or the Secretary Treasurer.



School Enhancement Projects Intake Form

This form is intended for use by parent groups, including PACs/DPAC, community organizations, or members of the public seeking approval to undertake a school enhancement project. Before proceeding with this application, it is advised that applicants become familiar with the process for planning and approval of school enhancement projects as set out in Administrative Practice AP F1 School Enhancement Projects.

Part A: Project Overview

1. What is the name of the project? _____
2. Proposed Location (school / area): _____
3. Provide a brief description of the project and what population is it intended to serve:

4. Proposed Start Date: _____ Projected End: _____
5. Are there any time-sensitive deadlines or milestones? _____

6. How does this project align with the School District's Strategic Direction priorities and long-term goals? What are the expected benefits or value this project will bring?

7. Do you plan to display a permanent plaque or other form of recognition for a person or organization as part of this project? _____ If yes, please provide details:



Part B: Roles, Resources, and Budget

8. Who are the primary partners/groups/individuals involved in this project?

9. Who will be the project lead or point of contact? (Name, email, phone)

10. What resources (staff, equipment, materials) are required for this project?

11. What is the estimated budget and what are the funding sources for this project?

12. Will the project require any long-term maintenance or operational support?

Part C: Impact, Risk Assessment, & Sustainability

13. What areas, facilities, or assets might be affected by the project? _____

14. Are there any legal, regulatory, or compliance requirements related to the project that you are aware of? If so, what are they? _____

15. What potential risks or challenges might arise during the project and how will you mitigate any potential disruptions or delays? _____

16. What are the foreseeable environmental or sustainability considerations, if any?



Part D: Check

- ☐ I have attached project plans/drawings
- ☐ I have attached meeting minutes indicating approval (if applicable)
- ☐ I have attached a detailed budget

Name: _____
(print first and last name)

Date: _____

Signature: _____

Office Use ONLY

Application Reviewed by: _____
(name and position)

Approval: _____
Principal's Signature Director of Operations or Secretary Treasurer

Rationale if not approved: _____
