

Board of Trustees' Governance Policy

OPERATIONAL EXPECTATIONS

OE-9E: Facilities Reasonable Interpretation and Indicators

Monitoring Method: Board Self-assessment

Monitoring Frequency: Annual

The Board of Trustees believes that learning is optimized in facilities that are safe, clean and properly maintained. Further, the Board of Trustees believes that in order to meet the needs of the entire organization, the responsible stewardship of resources requires effective and efficient use of funding for real property.

Interpretation |

The CBE recognizes the direct connection between facilities that are conducive to student learning and the achievement of the Results.

The Chief Superintendent interprets:

- *safe* to mean that the physical learning environment is free from potential harm to students, and that the work environment is compliant with all legal requirements;
- *clean* to mean that CBE schools and facilities are cleaned to a standard which supports occupant health and wellness;
- *properly maintained* to mean that CBE schools and facilities are taken care of in a manner that supports the functionality of the learning and work environment;
- *responsible stewardship* to mean the sustainable management of facilities in support of student learning;
- *effective and efficient use of funding* to mean the fiscally responsible allocation of financial resources on real property that supports student learning; and
- *real property* to mean land and buildings.

The Chief Superintendent shall:

9.1 Ensure that facilities are safe, clean and properly maintained.

Interpretation |

It is critical that learning and work environments are in a condition that optimizes the utility of the school.



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Indicators |

1. 100 percent of formally advanced safety related concerns (i.e., Indoor Environmental Quality Concern Registration and Hazard Reports) are responded to within the established timelines.
2. 90 percent of maintenance work orders, requiring adherence to a provincial code, are inspected for conformance with the applicable technical provincial codes.
3. 95 percent of CBE schools and facilities are assessed annually at the Level 2 “Ordinary Tidiness” standard of caretaking and cleanliness.
4. 100 percent of emergency maintenance and repair work requests are acted upon within 24 hours.

9.2 Ensure that facility planning and design decisions appropriately consider environmental impacts, including eco-efficiency and sustainability.

Interpretation |

In creating new or updating learning and work environments, it is important to include attributes that result in minimizing the negative effect on the environment while being easily maintained in the long term.

The Chief Superintendent interprets:

- *environmental impacts* to mean those aspects that include effects on the air, water use and energy use, which ensure that facilities and infrastructure are constructed and operated in an ecologically responsible manner;



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- *eco-efficiency* to mean an environmentally friendly building design as outlined in the Leadership in Energy and Environmental Design (LEED) Silver level of certification or equivalent standard; and
- *sustainability* to mean the ability to maintain a component or facility within our financial capabilities while balancing cost effectiveness and environmental impact.

Indicators |

1. 100 percent of new schools, constructed for The Calgary Board of Education are completed to the LEED Silver level of certification or higher.
2. 100 percent of major modernizations will be assessed using the LEED score card.
3. 100 percent of the CBE portion of all site naturalization and school garden requests approved through the applicable process are completed.

9.3 Utilize Board-approved prioritization criteria to ensure the effective and efficient use of capital funding and demonstrate responsible stewardship of resources.

Interpretation |

Making decisions regarding maximizing capital funding requests on known and agreed upon criteria ensures consistency and fairness.

The Chief Superintendent interprets:

- *Board-approved priority* to mean the list of parameters endorsed by the Board of Trustees and utilized by administration to rank each of new school, modernization and modular project requests for provincial funding consideration;
- *effective and efficient use of funding* to mean the fiscally responsible allocation of financial resources on real property that supports student learning; and
- *responsible stewardship* to mean the sustainable management of facilities in support of student learning.

Indicators |

1. Annual submission to the Board of Trustees for approval, within the provincial time frames, of a Three-Year School Capital Plan.



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2. Annual submission to the Board of Trustees for approval, within the provincial time frames, of the Modular Classroom Plan.
3. Triennial submission to the Board of Trustees for approval of a Ten-Year Student Accommodation and Facilities Strategy.

9.4 Maximize the public's use of facilities as long as student safety, student activities and the instructional program are not compromised.

Interpretation |

Making CBE spaces available for the broader public to access is important to our relationships with the community.

The Chief Superintendent interprets:

- *public use* to mean access for general public users to specific, identified spaces through the rental process administered by the City of Calgary; and
- *as long as student safety, student activities, and the instructional program are not compromised* to mean appropriate guidelines and processes are in place that reflect these values and the public use of CBE school spaces will not adversely impact the delivery of the program of studies and/or extracurricular student events.

Indicators |

1. No less than 80% of schools are made available for public use.

9.5 Ensure that financially significant improvements, acquisition, disposal or encumbrance of real property are in support of student learning.

Interpretation |

It is important that decisions pertaining to CBE land and buildings attend to the impact on student learning.

The Chief Superintendent interprets:



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- *financially significant improvements* to mean major modernization projects funded by the provincial government;
- *acquisitions* to mean CBE becoming the owner of and responsible for the maintenance and operation of land or building;
- *disposal* to mean the removal of land or buildings from CBE ownership;
- *encumbrance* to mean burden with financial claim or other registrations affecting transferability of property (excluding standard property encumbrances such as utility right of way and temporary construction liens); and
- *real property* to mean land and buildings.

Indicators |

1. 100% of all real property acquisitions, disposals and encumbrances will be approved by the Board of Trustees.
2. 100% of new school construction and major modernization projects will be approved by the Board of Trustees.

Approved: October 10, 2017

