



## **Policy Manual – Building/Plant/Grounds**

### **B.B.04 – Alterations and/or Renovations to Schools, Administrative Buildings, School Yards and Board Property**

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*The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.*

#### **Policy Statement**

The Hamilton-Wentworth Catholic District School Board (HWCDSD) is committed to maintaining and enhancing all school and administration buildings to the highest standards possible including: awareness of energy usage/carbon footprint, sustainability, low-maintenance/upkeep, occupant health and safety, security; and is conducive to excellence in student and staff achievement and well-being.

To achieve this policy, it is required that all alterations/renovations to school and administrative facilities and the surrounding property be pre-approved. In addition, all project work must be overseen and supervised by the Plant/Facilities Department.

Alterations and/or renovations are defined as:

- a) change to an existing building and/or an update to an existing building. This would include but not be limited to: painting, flooring removal and/or replacement, relocation and/or removal of doors, partitions, window replacement, air conditioning unit installations, electrical upgrading, plumbing, signage, changes in usage of space (e.g., from meeting room to a classroom space or vice versa); etc.; and,
- b) change to outdoor paving, fencing, playground painting, structures, creation of outdoor classrooms, greening projects (including community initiated), etc.

#### **Purpose**

To ensure that any and all facility related alterations and/or renovations being considered by a school administrator (including community initiated projects) or building supervisor are pre-approved by the Plant/Facilities Department prior to any work commencing and/or any commitments being made.

#### **Policy Support**

**BB04- Outdoor Grounds Improvement Projects- Procedures – Appendix ‘A’**

**BB04- Alterations and/or Renovations to Schools, Administrative Buildings, and Board Property – Procedures – Appendix ‘B’**

#### **Responsibility**

The Senior Manager, Facility Management Services shall recommend to the Associate Director of Corporate Services administrative procedures to support the implementation of this policy.

**Regulations**

Education Act, R.S.O. 1990, s. 192-196.

Ontario Regulation 20/98- Education Development Charges

Ontario Regulation 444/98 – Disposition of Surplus Real Property

Ontario Regulation 193/10- Restricted Purpose Revenues

Ministry of Education, Pupil Accommodation Review Guideline (March 2015)

**Related Policies:**

R.01 Real Property Portfolio

F.C.01 New School Design and Construction

B.F.01 Community Planning and Facility Partnerships Policy

S.09 Pupil Accommodation Review

**Related Board Committee**

Committee of the Whole

**Policy Review Date**

BM Original Policy Approved 3 October 2017

Revisions: 01 February 2022

To be reviewed every five years