



ADMINISTRATIVE PROCEDURE 541
PLACEMENT OR MODIFICATION OF FACILITIES BY OTHER
AGENCIES

Background

The Division is committed to providing a safe, healthy, and aesthetically pleasing study and work environment for its students, staff members, volunteers and the general public. In order to achieve this objective any and all construction or modification of facilities on Division property must receive the approval of the Board.

Procedures

1. When an agency other than the Division wishes to construct or modify any type of facility on Division property, it must make application for the project to the Board.
 - 1.1 When an agency other than the Division wishes to construct or modify any type of facility on Division property it must receive written approval from the Board prior to commencement of any construction or modification.
2. If the Board gives permission to an agency other than the Division to construct or modify a facility on Division property, the Superintendent will ensure that the construction or modification complies with all government regulations and requirements of the Board.
 - 2.1 Application for construction or modification must include plans indicating specific location of the structure, drawings and specifications, a sketch of the finished project, and a list of the materials to be used in the construction or modification. The quality and exactness of these plans shall satisfy the Board's requirements and all government regulations.
3. When the agency wishes to retain ownership and control of such a structure on the Division property, it must enter into a written agreement with the Board.
 - 3.1 The written agreement with the Board will specify areas of responsibility, insurance, and such other items as are required by the Board and any relevant statute.

Reference: Section 60, 61, 62, 113 School Act

Developed: November 2005