



# PROCEDURE

FA-013

<b>PRIDE OF PLACE AND COMMUNITY PARTNERSHIP INCENTIVE PROGRAMS</b>	
<b>Superintendent Responsible:</b> Superintendent of Business & Treasurer	<b>Initial Effective Date:</b> 2015/01/26
<b>Last Updated:</b> 2023/05/08	<b>Next Review Date:</b> 2027/05/07

**Purpose:**

To provide parameters for capital and renewal requests that are eligible under capital funding programs.

**Guiding Principles:**

**1.0 Pride of Place Program**

Administrator(s) will be invited to participate in the identification of the school's physical needs as well as communicate ideas from the School Council and school community.

1.1 The following examples have been identified for the Pride of Place. This is not an exhaustive list.

- Flooring
- Painting – Interior
- Painting – Exterior
- P/A Systems and Bells
- Lockers
- Flag Poles
- Fencing
- Security Systems
- Signage
- Outdoor aesthetics/landscaping
- Curtains & Roller Blinds
- Playground line painting
- Basketball hoops, Triple hoops, Soccer posts
- Lighting upgrades
- Ceiling replacements
- Front Entrances
- Classroom upgrades

**1.2 Pride of Place Process**

1.2.1 Facility Services will conduct a yearly audit of all Grand Erie sites. This audit shall be completed by a Maintenance Supervisor in the fall of the current school year. The objective of the audit will be to document and rate the facility's internal and external physical conditions and to develop a priority list of Pride of Place items that could be addressed. The Administrator(s) will be consulted during the audit process and will have the opportunity for input and identification of school priorities. The Administrator(s) will be invited to accompany a Maintenance Supervisor as they complete the audit. The items on the audit list may be placed in priority order in consultation with the Administrator(s).

- 1.2.2 Once all facility audits are complete, they will be combined to compile a master Pride of Place list that is within the total budget approved for this purpose.
- 1.2.3 Pending budget approval, Facility Services will notify the Administrator(s) of the Pride of Place work to be carried out during the school year. Contractors undertaking Pride of Place work will be required to carry out the work with minimal disruption/impact on the school. Where required, requests will be made to have work done in the evenings and weekend.

**2.0 Community Partnership Incentive Plan – (CPIP)**

- 2.1 CPIP provides funds to match money raised by schools from outside sources such as donations and/or school fundraising activities. The funds can be used for qualifying facilities and grounds projects to a maximum of \$10,000 per school.
- 2.2 Pending budget approval, Facility Services will notify the Administrator(s) of the CPIP work to be carried out during the school year.
- 2.3 **CPIP Process**
  - 2.3.1 All CPIP projects shall fit into the category of either:
    - Projects for which the Ministry of Education does not provide funding, for example playground equipment.
    - Projects which are upgrades to what the Ministry of Education funds, for example, upgrade to hardwood floors from vinyl composition tile (VCT).
  - 2.3.2 There is a limit of matching funds capped at \$10,000 per school. Administrator(s) will be provided a mechanism to apply for reduced matching requirement and all situations will be reviewed and approved on a case-by-case basis.
  - 2.3.3 Invitations for application will be communicated to Administrator(s) annually.
  - 2.3.4 Facility Services will review all applications received by the deadline and will communicate a list of qualifying projects.
  - 2.3.5 Once a project is approved, the school must have its portion of funding deposited into a CPIP account before May 31 of that year so Facility Services Department can commence with the project.

**Reference(s):**

- Capital Related Fundraising Policy (BU-03)
- Capital Related Fundraising Procedure (BU-003)
- Community Partnerships Policy (SO-08)
- Community Partnerships Procedure (SO-008)
- Purchasing Policy (BU-06)
- Purchasing Procedure (BU-006)