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| Topic: | Capital Renewal |
| Effective: | January 2014 |
| Cross-Reference: | Ministry of Education Pupil Accommodation Grant |
| Revision Date: | January 2014, January 2017 |
| Review Date: | January 2020 |
| Responsibility: | Superintendent of Facility Services |

INTENDED PURPOSE:

The Halton District School Board receives a Renewal allocation from the Ministry of Education to replace components of our buildings as part of the annual grants received from the Province. These components are major items such as but not limited to roofing, boilers and pavement.

DEFINITIONS:

Urgent Priority: components that will result in school shutdown such as but not limited to: power loss, boiler failure, fire, flood water supply, Health and Safety Risk and Code Violation.

High Priority (Critical): components that have reached the useful life/life cycle.

Low Priority (Non-Critical): components that will not cause schools to shutdown down operations such as but not limited to flooring and paint.

PROCEDURES:

- 1) Facility Service staff collect requests throughout the year on a webpage available to all schools. They then work with representatives of the elementary and secondary Principals to prioritize the list.
- 2) The Capital Renewal process review is based on the following factors:
 - a. Capital Renewal criteria
 - b. lifecycle;
 - c. useful life;
 - d. deferred maintenance, and
 - e. maintenance history.
- 3) Capital Renewal Criteria addresses
 - a. project severity,
 - b. future cost,
 - c. benefit, time and accommodation which each have a rating based on lowest to highest.
- 4) Evaluation of requests for repairs is based on the following:
 - a. Urgent.
 - b. High Priority – Critical.
 - c. Low Priority -- Non-critical.
- 5) Projects are prioritized based on Regional needs by category.
 - a. Urgent highest priority first;
 - b. Allocate dollars for priority;
 - c. Prioritize projects/category;
 - d. Allocate dollars for categories;
 - e. Attempt to balance category allocation to life cycle budget.
- 6) The final list of Renewal projects is based on the available budget and is shared with the Trustees and schools.