

Policy Title	POLICY Initiating and Planning College Facility/ Renovation/ Construction Activities
Policy Holder	Chair, College Space Committee
Policy Approver(s)	Senior Team
Related Policies	
Related Procedures	Ch3-s4-03b – College Facility/Renovation/Construction Activities Ch2-s2-01 – Purchasing Practice Ch2-s2-02 – Requisitioning, Purchasing and Shipping/Receiving Procedures Ch3-s1-01 – Use of Space and General Scheduling Practice Ch3-s4-01 – Facilities Services Work Requests Practice
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2022-01-11
Next Review Date	2023-01-11

Purpose

This policy provides guidelines for prioritizing and approving capital expenditures for renovations of College Facilities. It also addresses major projects that have not been approved through other College mechanisms (i.e.: Major capital builds with Ministry approval or regular Facilities renewal maintenance).

Audience

All college staff.

Scope

This document applies to all construction and capital improvements or other renovations to facilities that require formal recommendation from the College Space Committee. This includes but is not limited to:

- Building repairs, renovations, demolition, or upgrades.
- Major maintenance (capital renewal and deferred maintenance)
- Safety, AODA (Accessibility for Ontarians with Disabilities Act), College Policy or Legal Compliance construction projects
- Grounds improvement
- Real Estate Acquisition or Leasing
- HVAC (Heating, Ventilation, and Air Conditioning) or Electrical Installation/Modifications
- Telecommunication and Information Technology systems (hardware and/or software)
- New or replacement equipment or furniture

Definitions

AODA

Accessibility for Ontarians with Disabilities Act

HVAC

Heating, Ventilation, and Air Conditioning

Governing Laws and Regulations

AODA –

<https://www.ontario.ca/laws/statute/05a11>

HVAC –

<https://www.ontario.ca/document/changes-2012-building-code/part-6-heating-ventilating-and-air-conditioning>

Policy Statements

All Department or schools who have a renovation, alteration, new construction, or improvement project that will impact the College facilities are required to seek approval following the Initiating and Planning College Facility/Renovation/Construction Activities Procedure as it aligns with the yearly budgeting process.

Exceptions

Exceptions to the procedure will be at the discretion of the President and senior team. Advanced planning is advised as timelines for project development and execution are relatively unchangeable and are also dependent on availability of resources both human and materials.

Non-Compliance

Projects impacting the physical campus infrastructure, renovations, and spending on these undertaken without following this policy and subsequent procedure will be reviewed by Senior Team regarding impacts to finances, facilities, and College operations. Senior Team will determine consequences and remediation requirements for the persons/departments responsible.

Revision History

Version	Change	Author	Date of Change
Original		Robin Gould	2021-08-31
Ch3-s4-04	Non-compliance	Senior Team	2022-01-25