



Board Policy Facilities

Facilities

Purpose

The purpose of this policy is to ensure VIRL facilities are developed, maintained and operated in alignment with the organization's Foundational Documents, and recognizing both the fiscal and complex regulatory environments in which VIRL operates.

Facilities Development and Operations

- VIRL prefers to own its facilities, to balance the complex regulatory and service considerations in our operating environments.
- VIRL's building program strikes a balance between aesthetic, fit, form, function, durability, adaptability and affordability. We work in collaboration with member local governments, the BC Social Procurement Initiative, engineering, trades, and architectural partners to develop capital projects in the public interest.
- In communities meriting multiple VIRL branches, we seek to balance service delivery and cost-effectiveness, and anticipate hub and spoke service delivery models will become more prevalent in the years ahead, in both urban and rural environments.

VIRL will:

- For VIRL-owned facilities:
 - Design, build, maintain and operate attractive, functional, accessible, and cost-effective facilities, in alignment with VIRL's Foundational Documents and the complex regulatory environment within which we operate.
 - Consider standalone facilities, and mixed and multi-use approaches.
- For VIRL-leased facilities:
 - Operate attractive, functional, accessible, and cost-effective facilities, in alignment with VIRL's Foundational Documents and the complex regulatory environment within which we operate.
 - Consider public and private lease options, including build to suit.
- For all VIRL facilities:
 - Adhere to the facilities development processes described in the current Facilities Master Plan.
 - Locate new facilities as best possible utilizing site selection criteria.
 - Use a recognized source (Stats Canada, BC Stats or others) to access population and demographic information on which to base needs for new or expanded facilities.

- Collaborate with the BC Social Procurement Initiative.
- Consider opportunities to access grants or other external sources of capital funding to maximize the impact of VIRL's capital budget.
- Consider opportunities to access grants or other external sources of capital funding specific to renovations/retrofits to maximize the impact of VIRL's capital budget.
- Recognize the difference between urban and rural delivery by:
 - Maintaining legacy existing leased facilities until such time as population or other determinants warrant consideration of alternate models or locations.
 - Maintaining legacy facilities with a focus on issues related to the BC Building Code, and health and safety.
 - Consider one or more rural branches and one urban branch per year for renovation, expansion or replacement when requested by a Local Government member.
- As part of the annual budget process, determine priority Capital projects per the Facilities Master Plan. The funding for VIRL's capital plan comes from two levies:
 - Facilities levy: minimum of 0.76% per year for construction of new facilities and/or major renovations.
 - Furniture, Fixtures, Equipment and Systems (FFE&S) levy: minimum of 0.61% per year for preventative maintenance, furniture and equipment, IT equipment and infrastructure, and replacement of delivery vehicles.

Development of a new VIRL facility location – Roles and Responsibilities

- It is the responsibility of the associated Local Government member to make a request in writing to the Board to consider the development of a new VIRL facility location.
- A population threshold of 4,600 is expected to be met in 20 years time for a new facility to be considered by the Board.
- If the Board approves the request, it is the associated Local Government's responsibility to conduct a public consultation process, inclusive of adjacent First Nations communities.

Adoption History

ADOPTED BY:		DATE:	
VIRL Board of Trustees		June 2011	
VIRL Board of Trustees		September 2012	
VIRL Board of Trustees		September 2023	
DATE OF NEXT REVIEW: 2028		REVIEW CYCLE:	5 years