

## WSP-1 SITE – PLANNING AND DEVELOPMENT

### 1. SCOPE

This section outlines planning and development principles and specific definitions of terms related to Women’s detention institutions.

### 2. RELATED SECTIONS

WSP-2 – Fence

WSP-3 – Gates / Sally Port

WSP-4 – Exterior Lighting

WSP-5 – Traffic Circulation and Parking

### 3. INSTITUTIONAL PROPERTY

**3.1** Women institutions are typically situated within or at the edge of urban centres except for Healing lodges which are on remote and rural sites. As such, Women’s institutions are sited on a reserve of land which is relatively small as compared to the institutional fenced compound and its related amenities. In the case of a Healing lodge, the land reserve is significantly larger as compared to the open institution. For both cases, there is no specific requirement for demarcation or fencing at the CSC owned property line. Signage at the property line is recommended and shall follow the Federal Identity Program<sup>1</sup>.

**3.2** Existing property features such as topographical conditions and existing trees and bushes shall be used where possible to screen the CSC institution from adjoining properties and uses. The main access and approach to the institution shall be landscaped to be visually appealing.

**3.3** Where a Women’s institution on a single reserve comprises a fenced compound and an adjacent Minimum (open) Security Unit, the adjacent Unit shall be located furthest from that part of a closed institution where inmate circulation and activities take place.

### 4. BUFFER ZONE

**4.1** A 4-meter buffer zone parallel to the interior side of the perimeter fence shall be free of all structures, trees, and shrubs.

**4.2** Where adjacent to ceremonial grounds and gardens, this zone shall be marked by signage informing inmates not to trespass. Fencing shall not be used to demarcate this zone as it only serves to obstruct views. In addition, any low and scalable fence may invite trespassing resulting in enforcement and imposition of charges.

**4.3** The buffer zone shall be covered by CCTV located on poles or buildings on the interior side of the institution.

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<sup>1</sup> 4.3 – Common-use and operational signs, Federal Identity Program Manual, March 1990  
[http://www.tbs-sct.gc.ca/fip-pcim/man\\_4\\_3-eng.asp](http://www.tbs-sct.gc.ca/fip-pcim/man_4_3-eng.asp)

## 5. NO BUILDING ZONE

**5.1** With the exception of the Principle Entrance Building, no building shall be closer than 5m to the perimeter fence.

## 6. NO INMATE ZONE

**6.1** This is the area along the perimeter fence which is close to the Principle entrance and functions serviced by vehicles. Offender access to this area is controlled. There is no specific distance to delimit this zone as it varies depending on the site layout.

**6.2** Functions having controlled access to offenders within this zone include Visits and Private family visits, both shared with outside visitors. Additional functions include food services, material management and works.

## 7. SITE PLANNING AND DEVELOPMENT OF AN INSTITUTION

**7.1** Planning of facilities and amenities shall be dictated by time of use and user type. Institutional buildings closest to the Principle entrance shall accommodate functions which are either restricted to offenders or where access is supervised. Those functions requiring vehicle access for servicing and supplies shall be relatively close to the Principle entrance and remote from offender circulation and activity areas. Evening use functions; housing, outdoor recreation areas and yards, gardens, and ceremonial grounds shall be located furthest from the entrance.

**7.2** See sub-sections 9 for Landscaping and limited access grounds and 10 for Outdoor Recreation areas and yards. Also see Plate SP-1-1 for idealized site plan which illustrates building relationships.

## 8. SIGNAGE

**8.1** All exterior and interior building signage shall conform to the Federal Identity Program (FIP). The FIP Manual is fully available at:

<http://www.tbs-sct.gc.ca/fip-pcim/>

**8.2** The CSC “Search Sign” shall be located at each public entry leading to an institution. The “Search Sign” is a warning sign as prescribed in the Federal Identity Program Manual<sup>2</sup> (Caution!, Attention! under Type 3). The standard is yellow background with black letters. For the purpose of a reading distance of 30 m and a vehicular speed of 30 km/h, “x” is defined as 50 mm. Therefore, the text letters size is 50 mm (x) and the header letters size is 150 mm (3x). The layout is provided in Table 5 – Standard spaces, 50 mm to 200 mm x-height of section 4.3 of the FIP Manual (see footnote 8). The bilingual text is side by side, the official language on the left side being according to the regional practice. As the font and design follows the Federal Government standards the use of the Department signature or CSC crest is optional.

<sup>2</sup> Federal Identity Program Manual – 4.3 Common-use and operational signs, Treasury Board of Canada, Secretariat, March 1990; [http://www.tbs-sct.gc.ca/fip-pcim/documents/man\\_4\\_3\\_p1.pdf](http://www.tbs-sct.gc.ca/fip-pcim/documents/man_4_3_p1.pdf) and [http://www.tbs-sct.gc.ca/fip-pcim/documents/man\\_4\\_3\\_p2.pdf](http://www.tbs-sct.gc.ca/fip-pcim/documents/man_4_3_p2.pdf)  
Federal Identity Program Manual – 4.5 Signage typeface, Treasury Board of Canada, January 1988; [http://www.tbs-sct.gc.ca/fip-pcim/documents/man\\_4\\_5.pdf](http://www.tbs-sct.gc.ca/fip-pcim/documents/man_4_5.pdf)

<p><b>Attention!</b></p> <p>You are now entering a Correctional Service Canada reserve and all vehicles and persons on this reserve are subject to search.</p>	<p><b>Attention!</b></p> <p>Vous pénétrez présentement sur une réserve du Service Correctionnel Canada et tout véhicule et personne sur cette réserve sont sujets à être fouillés.</p>
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OR

<p><b>Attention!</b></p> <p>Vous pénétrez présentement sur une réserve du Service Correctionnel Canada et tout véhicule et personne sur cette réserve sont sujets à être fouillés.</p>	<p><b>Attention!</b></p> <p>You are now entering a Correctional Service Canada reserve and all vehicles and persons on this reserve are subject to search.</p>
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Refer to *CAN/CGSB-109.1M-1989*<sup>3</sup> for the sign structure and characteristics.

- 8.3** All areas restricted only to authorized personnel shall be clearly and boldly identified according to the common-use and operational signs as described in the Federal Identity Program Manual<sup>4</sup>. Refer to section A-9 Interior Signage for interior signage requirements.

## 9. LANDSCAPING AND LIMITED ACCESS GROUNDS

- 9.1** Only indigenous plants and locally available materials shall be used.
- 9.2** All layouts and landscape material shall take into account snow removal, grass cutting, watering and tree and shrub trimming to ensure minimum watering.
- 9.3** Soft landscaping is encouraged but plant type should be selected so as not to obstruct views. Gentle contouring is also acceptable as are earth berms and timber retaining walls provided they do not facilitate hiding.
- 9.4** Colour and visual relief can be achieved by the use of flowers beds, which shall be planted and maintained by inmates.
- 9.5** At closed institutions, all site furniture shall be secured in place. All walking surfaces shall be of monolithic material or compacted stone dust. Small and light paving materials (brick, concrete pavers, or gravel) shall not be used.
- 9.6** Positive drainage for the entire site shall be provided with the use of ditches, swales and flumes. All drainage areas shall be designed to be as shallow as possible to allow for ease of maintenance and so not to obstruct visibility.

<sup>3</sup> CAN/CGSB-109.1M-1989 – Signage System, Extruded Aluminum, Federal Identity Program

<sup>4</sup> Page 11 – Federal Identity Program Manual – 4.3 Common-use and operational signs, Treasury Board of Canada, Secretariat, March 1990; [http://www.tbs-sct.gc.ca/fip-pcim/documents/man\\_4\\_3\\_p1.pdf](http://www.tbs-sct.gc.ca/fip-pcim/documents/man_4_3_p1.pdf)

- 9.7** The minimum grade slope shall be 3% or gradual slope where natural grade changes exist for grass and landscaped areas.
- 9.8** Vegetable gardens where provided shall be located in designated areas away from general offender traffic and yards. Authorized offenders are permitted access to gardens.
- 9.9** Fruit trees are not permitted on institutional grounds.
- 9.10** Sacred Grounds for sweat lodge and ceremonies shall be located in designated areas away from general inmate traffic and yards. Only authorized offenders are given access to sacred grounds. Firewood used in ceremonies shall be stored under cover and be protected.
- 9.11** Snow storage areas shall be located in a manner that does not restrict drainage and visibility. A space wide enough to accommodate tractor power mowers shall be provided between trees and planting beds. Hose bibs shall be provided throughout the site as required on a project specific basis. Underground watering pipes or hoses shall not be used.

## **10. OUTDOOR RECREATION AREAS**

- 10.1** Outdoor recreation areas, which may have a higher concentration of offenders, shall be located remote from the perimeter fence, Principal Entrance, and the Secure Unit in order to minimize opportunity for transfer of contraband.
- 10.2** Outdoor recreation areas shall be grassed except where an activity calls for a hard surface. Compacted fine gravel or stone dust or, a monolithic hard surface such as asphalt is acceptable.
- 10.3** Fenced outdoor areas associated with the Secure Unit are provided with an engineered asphalt surface to allow use in all weather, to prevent hiding of contraband, and to facilitate maintenance. The asphalt surface shall extend beyond the containment fence by 900 mm for anti-tunnelling protection and to prevent edge fracture and removal. Poured in place concrete surface may be used on account of seasonal or installation constraints. Use of concrete may be favoured for ease of construction and maintenance where an area is enclosed by buildings or walls where a wall is intended for screening.

## **11. FLAG AND FLAGPOST**

Rules and protocol for “flying the flag” are fully available at:

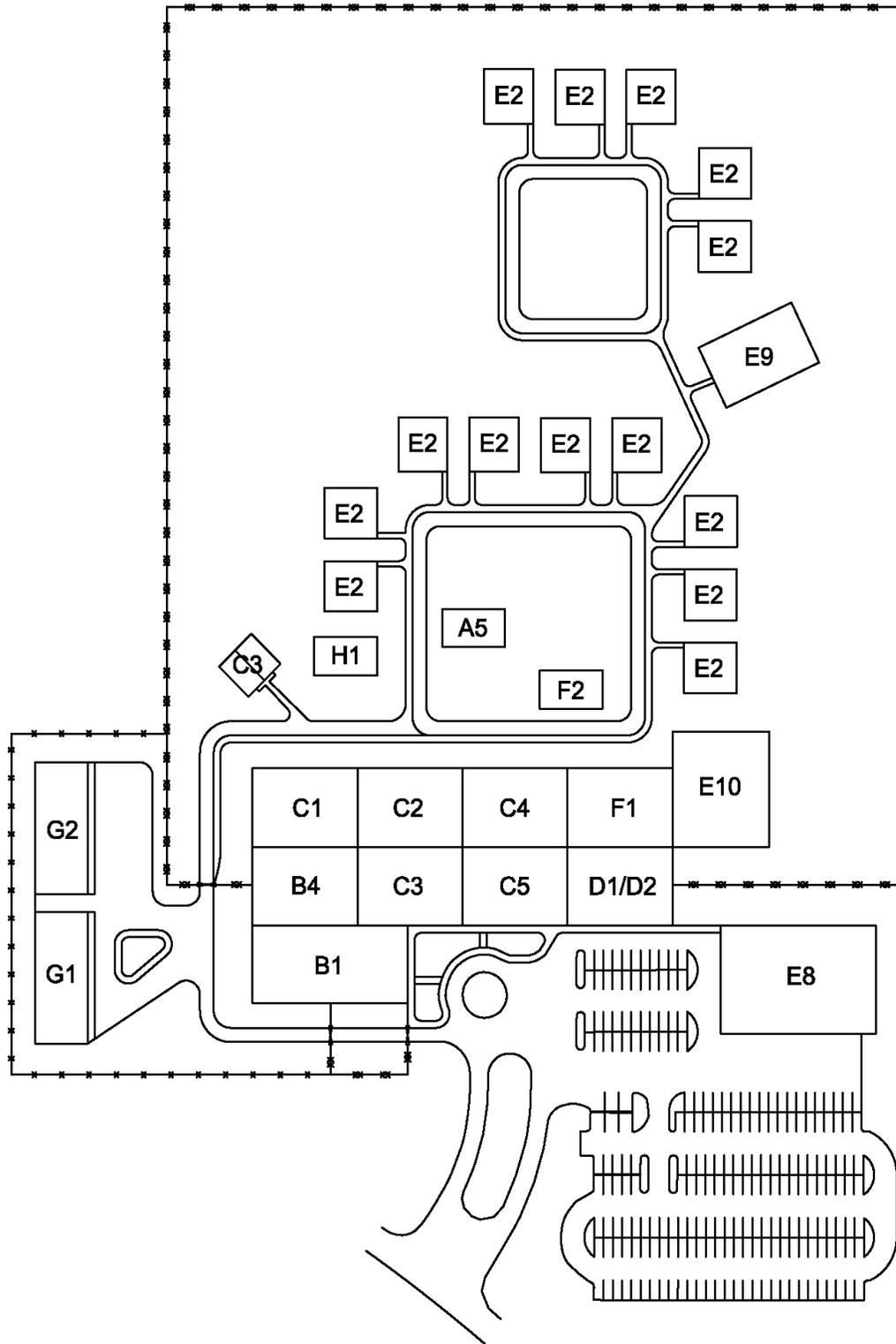
<http://www.pch.gc.ca/pgm/ceem-cced/etiqt/101-eng.cfm>

Refer to *CAN/CGSB-98.1-2003*<sup>5</sup> for the outdoor use of the National Flag of Canada.

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<sup>5</sup> CAN/CGSB-98.1-20011 – National Flag of Canada (Outdoor Use) ICS 99.020.10

**PLATE WSP-1-1**



**TABLE A-1-1 – ORGANIZATION OF DEPARTMENTS****GROUP A – ADMINISTRATION**

- A1 MANAGEMENT CENTRE
- A2 FINANCE
- A3 STAFF SERVICES AND TRAINING
- A4 ADMINISTRATION AND PERSONNEL
- A5 CASE AND SENTENCE ADMINISTRATION
- A6 NATIONAL PAROLE BOARD HEARING

**GROUP B – SECURITY**

- B1 EXTERNAL CONTROL (GATEHOUSE)
- B2 EMERGENCY RESPONSE AND ARMOURY
- B3 SECURITY ADMINISTRATION
- B4 ADMISSIONS AND DISCHARGE

**GROUP C – SOCIALIZATION**

- C1 SOCIAL AND CULTURAL DEVELOPMENT
- C2 ARTS AND CRAFTS
- C3 PRIVATE FAMILY VISITING
- C4 VISITS AND CORRESPONDENCE
- C5 RECREATION

**GROUP D – SPIRITUALITY**

- D1 CHAPLAINCY
- D2 ABORIGINAL SERVICES

**GROUP E – HOUSING**

- E1 SMALL GROUP ACCOMMODATION
- E2 RESPONSIBILITY UNITS
- E3 STRUCTURED SECURITY UNIT – OPEN POST/RANGE
- E4 STRUCTURED SECURITY UNIT – CLOSED POST/RANGE
- E5 CLOSED CONTROL UNITS
- E6 SEGREGATION UNITS
- E7 SPECIAL HANDLING UNITS
- E8 MINIMUM SECURITY UNITS
- E9 STRUCTURED LIVING ENVIRONMENT (SLE)
- E10 WOMEN'S SECURE UNIT

**GROUP F – HEALTH CARE**

- F1 HEALTH CARE CENTRE
- F2 MENTAL HEALTH CARE

**GROUP G – TECHNICAL SERVICES**

- G1 MAINTENANCE
- G2 FOOD SERVICES
- G3 MATERIAL MANAGEMENT
- G4 INSTITUTIONAL SERVICES

**GROUP H – OCCUPATIONAL DEVELOPMENT PROGRAMS**

- H1 OCCUPATIONAL DEVELOPMENT PROGRAMS (ODP)
- H2 CORCAN

**GROUP J – EDUCATION AND PERSONAL DEVELOPMENT**

- J1 EDUCATION
- J2 CORRECTIONAL PROGRAMS
- J3 LIBRARY

