

## **FACILITY PLANNING**

### **Background**

In order to maximize utilization of all school facilities and enhance programming opportunities for students, the School Division is committed to planning for the future needs of its schools. The Board directs administration to develop long range plans and reliable methods to project programming and capital outlay needs.

### **Procedure**

#### **CAPITAL PLANNING**

1. The board will be apprised of student enrolment projections throughout the division and building facility audit summaries on an annual basis. Enrolment projections will be communicated to the board by the end of February of each school year. Furthermore, the board will receive clarification of the impact of enrolments on the viability of all schools and its impact upon programming for students.
2. By the end of February, senior administration will provide a draft of a three year capital plan that will be dedicated to meeting the reporting requirements of Alberta Infrastructure and addressing the priorities of the Board.
3. Recommendations regarding new programming alternatives for specific schools within the facilities plan will include the following:
  - 3.1 data support that the alternative will be educationally beneficial to students
  - 3.2 data support that the alternative will sustain or enhance the overall enrolments of our schools over the long run
  - 3.3 a verification of consultative processes that were used to access information relative to the recommendation
  - 3.4 a determination that the alternative is complementary to the mission, vision, values, commitments, and goals of the school division
  - 3.5 an explanation of the impact of programming on the viability of other schools and transportation needs within the school division.
4. Prior to April 1, the Board will approve the three year facility plan and its submission to Alberta Infrastructure.

## **INFRASTRUCTURE MAINTENANCE AND RENEWAL (IMR) PLANNING**

1. The Secretary Treasurer shall prepare for Board approval a three-year Infrastructure Maintenance and Renewal (IMR) Plan every three years.
  - 1.1. The IMR Plan will be prepared based on the priorities set by the Government of Alberta facility audits, as well as division and school priorities.
  - 1.2. In order to develop the division and school priorities, the Plant Operations Coordinator and Secretary Treasurer shall undertake school facility visits every three years.
2. Prior to the end of September, the Secretary Treasurer shall provide a report of IMR spending for the prior fiscal year, including projects completed, in progress, or deemed not necessary. Incomplete projects and projects in progress will be moved to the following year's IMR plan.
3. By November 30<sup>th</sup> of each year, the Secretary Treasurer will submit an IMR Expenditure report to Alberta Education, Capital Planning, and a copy will be submitted to the Board.
4. By November 30<sup>th</sup> of each year, the Secretary Treasurer will submit an IMR Expenditure plan for the following fiscal year, and a copy will be submitted to the Board.

**References:**     **Alberta Education School Capital Manual, March 2015**  
                      **Alberta Education School Capital Manual, Addendum, April 1, 2018**