

## Administrative Procedure 126

---

### LONG RANGE 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

1. The board will be apprised of student enrolment projections throughout the division on an annual basis. Enrolment projections will be communicated to the board by the end of January 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 January, the Board will provide its priorities for senior administration to develop for long range planning.
3. By the end of March, senior administration will provide a draft of a three year facility plan that will be dedicated to meeting the reporting requirements of Alberta Infrastructure and addressing the priorities of the Board.
4. Recommendations regarding new programming alternatives for specific schools within the facilities plan will include the following:
  - 4.1 data support that the alternative will be educationally beneficial to students
  - 4.2 data support that the alternative will sustain or enhance the overall enrolments of our schools over the long run
  - 4.3 a verification of consultative processes that were used to access information relative to the recommendation
  - 4.4 a determination that the alternative is complementary to the mission, vision, values, commitments, and goals of the school division
  - 4.5 an explanation of the impact of programming on the viability of other schools and transportation needs within the school division.
5. Prior to the end of May, the Board will approve the three year facility plan and its submission to Alberta Infrastructure.
6. In October, the Superintendent will provide an annual summary regarding the success of administration in implementing the facility plan.