

PLANNING FOR SCHOOL FACILITIES

Background:

Sound planning for well-designed facilities contributes to optimum learning environments and is critical when upgrading and/or modernizing schools, adding to existing schools and constructing new schools. To enhance the planning process, stakeholders are invited to participate.

Procedures:

1. The Superintendent or designate shall collect demographic data and report on enrolment projections annually to the Board.
2. The Director of Facility Services shall ensure audits of all Division facilities occur, are up to date and filed correctly. The audits shall include:
 - 2.1. an annual audit of enrolment and capacity statistics for each school; and
 - 2.2. an analysis of the structural, mechanical and electrical components of each school, conducted on a rolling five-year cycle.
3. In collaboration with principals, the Director of Facility Services is responsible for the efficient use of facility space.
4. The Division shall collaborate with municipal authorities to ensure adequate and appropriate land is made available for school purposes. In adherence to the Alberta School Capital Plan, the top three priorities identified in the Division's Three-Year Capital Plan will be site ready.
5. The Superintendent or designate shall identify priorities for facility requirements and shall bring forward a draft [Three-Year Capital Plan](#) to the Board annually for its consideration.
6. The Division shall determine updates to its [Three-Year Capital Plan](#) and Facilities Master Plan annually and submit necessary documentation to Alberta Education.
7. Following an Alberta Government announcement that will impact a Division facility, a committee shall be established by the Superintendent or designate.
 - 7.1. The committee may include:
 - 7.1.1. Superintendent, or designate (Chair);
 - 7.1.2. Secretary-Treasurer;
 - 7.1.3. Associate Superintendents;
 - 7.1.4. Principal or designate;
 - 7.1.5. Director of Facility Services;
 - 7.1.6. School Council/community representation;
 - 7.1.7. architect; and/or
 - 7.1.8. other members as deemed appropriate by the Superintendent.
 - 7.2. Meetings shall be called by the Superintendent or designate at appropriate times during the planning process as necessary.
8. The Division shall consult with municipal authorities during the planning process with respect to modernization or new construction.

Reference:

Section 52, 53, 197 *Education Act*
Funding Manual for School Authorities
Alberta School Capital Manual