

Administrative Procedures Manual	Administrative Procedure 540
	Planning for School Facilities
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 143, 197, 222 Education Act Funding Manual for School Authorities Policy and Requirements for School Board Planning and Reporting School Authorities Planning and Reporting Reference Guide

Background

Sound planning for the upgrading and/or modernization of schools, or for additions to existing schools and/or the construction of new schools is essential. In order to enhance the planning process, stakeholders are invited to participate. Well designed facilities contribute to optimum learning environments for students.

Procedures

1. The Superintendent will ensure demographic data collection and will report on enrolment projections annually to the Board.
2. The Director of Operations will conduct audits of all Division facilities annually. This audit will include:
 - 2.1 Enrollment and capacity statistics for each school.
 - 2.2 Analysis of the structural, mechanical and electrical components of each school.
3. In collaboration with principals, the Director of Operations is responsible for the efficient use of facility space.
4. The Superintendent will collaborate with City officials through the SCORES Technical Committee to ensure that adequate and appropriate land is made available for school purposes.
5. The Superintendent will identify priorities for facility requirements and will bring forward a draft Capital Plan to the Board for its consideration.
6. The Board will determine updates to its Three-Year Capital Plan and Facilities Master Plan annually and submit necessary documentation to Alberta Education.
7. Following Alberta Government announcements, a Project Planning Committee will be established by the Superintendent.
 - 7.1 The Project Planning Committee will include:
 - 7.1.1 Trustee representation;
 - 7.1.2 Superintendent (Chair);
 - 7.1.3 Secretary-Treasurer;
 - 7.1.4 Assistant Superintendents;

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- 7.1.5 Principal or designate;
 - 7.1.6 Director of Operations;
 - 7.1.7 School Council/Community representation;
 - 7.1.8 Architect;
 - 7.1.9 Other members as deemed appropriate by the Superintendent.
- 7.2 Meetings will be called by the Superintendent at appropriate times during the planning process and as often as necessary.
8. The Board will consult with City Council during the planning process for any modernization or new construction.