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## **PLANNING FOR SCHOOL FACILITIES**

### **Background**

The Division believes that it must provide the highest quality facilities possible within the limits of available resources. Therefore, there must be sound planning for upgrading, modernization, the construction of new schools, and other Division buildings.

### **Procedures**

1. The Secretary-Treasurer, in collaboration with the Superintendent, will develop a Capital Plan for the upgrading and/or modernization of existing schools, or the addition to existing schools and/or the construction of new schools to be incorporated as part of the Division Three-Year Education Plan.
2. The initial planning for the upgrading and/or modernization of an existing school, or the addition to an existing school and/or the construction of a new school is the responsibility of the Office of the Superintendent.
3. The Board will be advised by the Office of the Superintendent of the required upgrading and/or modernization of an existing school, or the need for an addition to an existing school and/or the need to construct a new school.
4. The Board will decide whether or not to proceed with a proposed modernization of an existing school, or the addition to an existing school and/or the construction of a new school.
  - 4.1 Principals must seek permission for minor modifications from the Office of the Superintendent such as painting, ventilation improvements, landscaping and upgrades to classrooms or office space.
  - 4.2 Subsequent to determining the need for the modernization of a school, the Board will:
    - 4.2.1 Define the scope and magnitude of the project; and
    - 4.2.2 Establish a budget for the project.
  - 4.3 Subsequent to determining the need for the addition to an existing school and/or the construction of a new school, the Board will:
    - 4.3.1 Define the size and designation of the new school;
    - 4.3.2 Establish a budget for the construction of the new school;
    - 4.3.3 Apply to the Alberta Education for approval and capital funding in compliance with the Alberta Education policies and regulations;
    - 4.3.4 Identify the site for the new school; and
    - 4.3.5 Select a name for the new school.

5. The Board will appoint an architect for the required modernization of an existing school, or the addition to an existing school and/or the construction of a new school.
  - 5.1 The Office of the Superintendent will direct the architect to develop a conceptual plan of the modernization of an existing school, or the addition to an existing school and/or the construction of a new school that adheres to the project guidelines established by the Board.
  - 5.2 The architect will present the conceptual plan referred to in clause 5.1 to the Board for approval.
  
6. In accordance with the consultative and collaborative decision making model described in Board policies and administrative procedures, a Project Planning Committee will be established after the Board has approved the modernization of an existing school, or the addition to an existing school and/or the construction of a new school when such a Committee is deemed to be necessary by the Office of the Superintendent.
  - 6.1 Upon approval of the conceptual plan for the modernization of a school, the Superintendent when they deem it to be necessary, will establish a Project Planning Committee with membership to include:
    - 6.1.1 The Superintendent (Chair);
    - 6.1.2 The Board Chair;
    - 6.1.3 The local trustee(s);
    - 6.1.4 The Principal;
    - 6.1.5 The Secretary Treasurer;
    - 6.1.6 The Director – Facility Services;
    - 6.1.7 School community representation;
    - 6.1.8 The architect; and
    - 6.1.9 Other members as deemed appropriate by the Superintendent.
  - 6.2 The Committee will prepare a plan for the school addition and/or modernization project, which will be submitted to the Board for approval.
  - 6.3 Upon approval of the conceptual plan for the proposed addition to an existing school and/or proposed new school, the Superintendent will establish a Project Planning Committee, with membership to include:
    - 6.3.1 The Superintendent (Chair);
    - 6.3.2 The Board Chair;
    - 6.3.3 The local trustee(s);
    - 6.3.4 The Principal;
    - 6.3.5 The Secretary Treasurer;
    - 6.3.6 The Deputy Superintendent;
    - 6.3.7 The Director – Facility Services;
    - 6.3.8 School community representatives;
    - 6.3.9 The architect; and
    - 6.3.10 Other members deemed appropriate by the Superintendent.

6.4 The Committee will prepare a plan for the proposed new school which will be submitted to the Board for approval.

Reference: Section 33,51,52,53,55,143,180,188,190,194,195,197,222 Education Act  
Capital Borrowing Regulation 188/98  
School Capital Funding Information Bulletin 3.1.6

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