

FACILITIES PLANNING

Background

The Division recognizes that it is responsible for providing the highest quality facilities possible in order to meet its mission, vision and guiding principles.

The Director or designate is responsible for the regular operation and orderly development of Division facilities. The Director is responsible for preparing and maintaining a Five-Year Capital Plan. The Five-Year Capital Plan will include forecasting expenditures anticipated for new school buildings.

The Five-Year Capital Plan is reviewed and approved annually by the Board at the June regular meeting. Specific buildings projects are approved by the Board.

The Division is responsible for creating a three-year Preventative Maintenance and Renewal Plan. The Preventative Maintenance and Renewal Plan is reviewed annually by the Board at the March regular meeting.

Procedures

1. The Five-Year Capital Plan is maintained by the Supervisor of Facilities in consultation with the Chief Financial Officer and the Director.
2. The Five-Year Capital Plan is to include:
 - 2.1 Demographic review and enrollment analysis.
 - 2.2 Current or proposed constructions.
 - 2.3 Current or proposed additions.
 - 2.4 Estimated costs.
3. Ministry of Education Facilities Guidelines and Policy must be considered in completing the Five-Year Capital Plan.
4. The Preventative Maintenance and Renewal Plan is to include:
 - 4.1 Current or proposed alterations and reconstruction.
 - 4.2 Minor renovations.
 - 4.3 Estimated costs.

5. Ministry of Education Facilities Guidelines and Policy must be considered in completing the Preventative Maintenance and Renewal Plan.

Reference: Sections 85, 87, 343, 344, 345, 350 Education Act
The Education Regulations 77, 79
The School Division Administration Regulations 45, 48

Approved: November 30, 2018