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## ADMINISTRATIVE PROCEDURE 540

### PLANNING FOR SCHOOL FACILITIES

#### Background

The Division recognizes that it is responsible for ensuring that all students in its jurisdiction have the opportunity to meet the standard of education set by the Minister and to achieve the educational outcomes determined by the Division. In order to achieve this objective, the Division believes that it must provide the highest quality facilities possible within the limits of available resources. The Division, therefore, believes that sound planning for the upgrading and/or modernization of schools, or the addition to existing schools and/or the construction of new schools is essential.

#### Procedures

1. The Superintendent shall 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 Superintendent.
3. The Board will be advised by 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 upgrading and/or modernization of an existing school, or the addition to an existing school and/or the construction of a new school.
  - 4.1 Subsequent to determining the need for the upgrading and/or modernization of a school, the Board shall:
    - 4.1.1 Define the scope and magnitude of the project; and
    - 4.1.2 Establish a budget for the project.
  - 4.2 Subsequent to determining the need for the addition to an existing school and/or the construction of a new school, the Board shall:
    - 4.2.1 Define the size and designation of the new school;
    - 4.2.2 Establish a budget for the construction of the new school;

- 4.2.3 Apply to the Alberta Infrastructure and Transportation for approval and Capital Funding in compliance with the School Building Board's policies and regulations;
  - 4.2.4 Identify the site for the new school; and
  - 4.2.5 Select a name for the new school.
- 5. The Board will appoint an architect for the required upgrading, and/or modernization of an existing school, or the addition to an existing school and/or the construction of a new school.
  - 5.1 The Superintendent shall direct the architect to develop a conceptual plan of the upgrading and/or 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 shall present the conceptual plan referred to in procedure 4.1 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 upgrading and/or 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 Superintendent.
  - 6.1 Upon approval of the conceptual plan for the upgrading and/or modernization of a school, the Superintendent when he/she deems it to be necessary, shall establish a Project Planning Committee with membership to include:
    - 6.1.1 The Superintendent (Chair);
    - 6.1.2 The local trustee(s);
    - 6.1.3 The Principal;
    - 6.1.4 The Director of Facility Services;
    - 6.1.5 School Council representation;
    - 6.1.6 The architect; and
    - 6.1.7 Other members as deemed appropriate by the Superintendent.
  - 6.2 The Committee shall prepare a plan for the school upgrading, addition to 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 shall 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 Assistant Superintendent - Business Services;
  - 6.3.6 The Chief Deputy Superintendent;
  - 6.3.7 The Director of 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 shall prepare a plan for the proposed new school which will be submitted to the Board for approval.

Reference: Section 20, 22, 60, 61, 113, 183, 198, 198, 203, 204, 205, 206 School Act  
Capital Borrowing Regulation 188/98  
School Capital Funding Information Bulletin 3.1.6

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