

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Facilities Planning	CODE: FB
LEGAL STATUS: Board Motion # 84.08, #292.13	DATE APPROVED: 28 Feb 00, 14 Apr 08, 25 Nov 13

Background: The Board of Education is committed to long-term planning to ensure facilities meet current and future needs of students and staff. Planning will address new construction requirements as well as facilities upgrading and maintenance.

POLICY: **The Board of Education will annually review and approve its five year facilities plan at a regular board meeting.**

- Guidelines:**
1. Each year the Board of Education will review the school division's five year facilities plan.
 2. This plan shall be prepared by the Chief Financial Officer in consultation with senior administration and the Facilities Manager.
 3. The Chief Financial Officer will make available the financial implications of such a plan.
 4. When necessary, the administrators at the system and school levels will provide leadership and direction in the development of the facilities plan.
 5. The facilities plan will address the educational needs of all children in the school division.
 6. The Board of Education will provide and communicate to the public a written five year building plan covering new facilities and improvements to existing schools.
 7. Any study of a school facility which could result in a cost to the Board will be authorized by board resolution only.
 8. Should any major capital project be considered by the Board, a consultation process will be established involving identified stakeholders.
 9. The Board acknowledges that there may be potential benefits to "joint use of facilities" with the public board of education. The Board is willing to consider capital project proposals that demonstrate benefits to the students within the division and the community. However, the "joint use of facilities" would have to guarantee the preservation of the distinct mandate of Catholic schools to integrate faith in all aspects of the educational program.
 10. The Facilities Manager will develop and oversee the Preventative Maintenance and Renewal plan.

Procedures:

1. The Annual Five Year Plan will be presented to the Board of Education by the end of February.
2. The Plan is to include:
 - a. Enrolment projections
 - b. Proposed additions
 - c. Proposed alterations and reconstruction
 - d. Proposed new construction
 - e. Major repairs
3. The Chief Financial Officer will submit the required documentation to the appropriate departments of the Ministry of Education as necessary to attain funding approval for capital building projects of facility additions or major renovations and provide progress reports to the Director and the Board of Education.
4. The Facilities Manager will provide an annual report to the Director of Education on progress relative to the approved Preventative Maintenance and Renewal plan.