



Living Sky School Division No. 202

Procedure Type:	Buildings and Grounds
Procedure Number:	9.02
Procedure Title:	Facilities Planning
Legal Reference:	<i>Education Act, 1995 Sections 85, 87, 109</i>
Approval Date:	January 28, 2009
Revision Date:	July 6, 2015

Background

The Director of Education is responsible for the regular operation and orderly development of the school division's facilities. In order to efficiently manage present and future facility needs, the Board of Education requires the Director to prepare and maintain a five year plan forecasting expenditures anticipated for new school buildings, major renovations, and other major capital expenditures for which borrowing of funds may be necessary.

The five year plan is reviewed and approved annually by the Board.

Procedures

1. Five Year Plan

- a. The *Five Year Plan* is to be maintained by the superintendent of business in collaboration with the Director of Education and the Facilities Manager.
- b. The plan is to include:
 - i. Demographic review and enrolment analysis
 - ii. Current or proposed new construction
 - iii. Current or proposed additions
 - iv. Current or proposed alterations or reconstruction
 - v. Major repairs
- c. Proposals pertaining to educational specifications of new buildings and those undergoing extreme remodeling are to be developed in consultation with members of the facility staff.