

Section 300 – How We Plan to Support Schools and Ensure Alignment

302.1AP – Building Program and Site Acquisition Planning

Purpose

The Board is committed to the concept of long range planning to ensure that school sites, educational facilities and services are acquired in the most efficient way possible to meet the needs of the school district.

Consultation shall be maintained throughout the planning process with other municipal jurisdictions, the school community, school staff and the Ministry of Education. Every effort shall be made to design schools, and additions to schools, to provide the best possible learning environment.

Preferred School Size

Recognizing that school size is an important factor in the development of a healthy learning environment, the Board/s goal is to construct schools to provide a full range of educational services, affirm the Board's commitment to the concept of neighbourhood schools and facilities, and to maintain a close pupil, staff, and school community relationship.

Procedure

1. Five Year Plan

A Five-Year plan shall be declared. This plan shall include a detailed analysis of enrolment trends, site acquisition and development plans and proposed construction projects to meet district needs within Board policy and Ministry regulation. The Five-Year Plan will be reviewed annually.

2. Planning Process

- a) The District building Committee shall coordinate the planning process, consult with schools and school communities, identify desired technical standards and recommend to the Board the assignment of architects and annually prepare a Capital Plan Budget for Board approval.
- b) Principals shall apply for approval to the District Building Committee in advance of any intended change in use of any room and not implement any change prior to approval. The District Building Committee will consider the application and inform the principal for the Committee's decision. Any change in usage capacity will be reported to the Ministry so that the "agreed nominal capacity" for the school will be reflected on all pertinent documents.

The membership of the District Building Committee shall be:

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- I. Deputy Superintendent
- II. Secretary-Treasurer
- III. Assistant Superintendent-Secondary
- IV. Assistant Superintendent-Special Programs
- V. Director of Facilities
- VI. Technical Assistant
- VII. One Trustee and one Alternate appointed by the Chairperson

A Chairperson shall be elected by the members of the Committee at the first meeting of the District Building Committee held in September of each school year.

Legal References:

Monitoring Method:	<i>Internal Reports and Direct Observation/Superintendent and Board</i>
Monitoring Frequency:	<i>Annual</i>
Previous Policy Number:	<i>AP500</i>
Adopted:	<i>1981.07.08</i>
Amended:	<i>1989.10.25; 2025.01.15</i>