

ADMINISTRATIVE PROCEDURE

Business Administration

Infrastructure, Maintenance, Renewal and
Capital Planning Process

BUS #16

Revised: April 2022

Background

The Board's [Budget Policy](#), delegates much of its authority for the governance of education to locally elected school boards. Section 52 (1) of the Alberta Education Act (the Act) provides the Board of Trustees of The Christ the Redeemer Catholic Separate School Division (the Board) the authority to, by resolution, authorize any of its employees *to do any act or thing or exercise any power that the board may do or exercise or is required to do or exercise*. Therefore, in accordance with Section 139 (2) (a) of the Act and Alberta Education Regulations, the Superintendent, or designate, shall develop a process for planning facilities improvement projects.

Procedures

1. Beginning in February, the Superintendent, or designates, will arrange to meet with school principals to begin the planning process for the upcoming school year.
2. All requested projects are required to use the form attached to this administrative procedure. The completed requests will be submitted to the Superintendent's designates.
3. Schools and the facilities department will collaboratively develop a ranked list of requests that are based upon mutually agreed priorities by May 15th. This list may include anything related to the school (or office) facility, adjacent playgrounds and fields, parking lots, and possibly other nearby offsite improvements that directly affect the school site.
4. A complete ranked facilities improvement list will be shared with all stakeholders by May 31st. The list will include both individual school priorities and overall Christ The Redeemer (CTR) Catholic School Division priorities.
5. The ranked IMR list will be compiled and analyzed for presentation to the Board at their October meeting.
6. As funds are approved and become available, the facilities department will purchase prioritized items and arrange for delivery, installation, and training (if required) at mutually agreed upon times. Due to the unique nature of the facilities department, funding for school projects and requests could come from any of the following budgets and could be subject to Board and/or Superintendent approval:
 - 6.1. IMR – Infrastructure, Maintenance and Renewal
 - 6.2. Capital Maintenance Renewal
 - 6.3. PO&M – Plant Operation & Maintenance
 - 6.4. Capital project funds
 - 6.5. CTR Catholic capital reserves
7. The process of purchasing, delivery, installation and training (if required) could begin as early as the spring of the current school year provided that funding is available. If budgets are uncertain or tentative, the process of implementation could begin after the September 30th student count has been determined.
8. All facilities related projects whether short or long in duration, will be scheduled in consultation with school administration and will not be disruptive to students or staff.
9. The plans will be shared as information to the Board at their October and March Board meetings.

Request for Facilities Improvement

School Name/Location:

Details of the Facility Improvement Requested:

Benefits to students/teachers:

Detailed listing including costs of Furniture & Equipment and Technology items required (if any):

Total Estimated Cost of the Project:

Are school budget contributions or funding grants available?