

## FACILITIES PLANNING

### Background

The Division is committed to providing the high quality facilities in order to meet its mission, vision and beliefs.

The Superintendent of Facilities shall annually prepare and submit to the Director a draft revised Application for Major Capital Funding. The application shall include forecasting expenditures anticipated for new school buildings, major renovations and other major renovations for which borrowing of funds may be necessary.

### Procedures

1. The Application for Major Capital Funding is updated by the Superintendent of Facilities in consultation with the CFO and the Director.
2. The Application for Major Capital Funding shall include:
  - 2.1 Demographic review and enrollment analysis.
  - 2.2 Current or proposed constructions.
  - 2.3 Current or proposed additions.
  - 2.4 Current or proposed alterations and reconstruction.
  - 2.5 Major repairs.
  - 2.6 Estimated costs.
3. Administrative support will be provided to ad hoc Board Facilities Committees as required.
4. The Ministry of Education Facilities Guidelines and Policy must be considered in completing the Application for Major Capital Funding.

Reference: Sections 85, 87, 109, 110, 116, 175, 190 *The Education Act, 1995*  
National Building Code  
National Fire Code

*Approved: May 12, 2014; June 5, 2017*