

## ADMINISTRATIVE PROCEDURE

**Business Administration**

Infrastructure, Maintenance, Renewal and  
Capital Planning Process

**BUS #16**

**Revised: May 2026**

### 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 (CTR) 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. Records created or used through the facilities planning process, including school requests, ranked project lists, cost estimates, supporting documentation, and related correspondence, shall be created, collected, used, stored, retained, and disclosed in accordance with the Protection of Privacy Act (POPA), the Access to Information Act (ATIA), CTR records retention procedures, information security requirements, and CTR's Privacy Management Program (Please refer to Administrative Procedure [GEN #02](#)).

### Procedures

1. Beginning in February, the Superintendent or designates, will arrange to meet with principals to begin the planning process for the upcoming school year.
2. All requested projects will be made to the Director of Educational Spaces and Planning on an ongoing basis.
3. Schools and the facilities department will collaboratively develop a ranked list of requests that are based upon mutually agreed priorities by May 15<sup>th</sup>. 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. The list will include both individual school priorities and overall CTR priorities.
5. The ranked project list will be compiled and analyzed for presentation to the Board at their October meeting.
6. Requests deemed urgent by the Superintendent or designate will be prioritized and elevated above and beyond projects on the approved list. This can be done at the sole discretion of the Superintendent or designate.
7. 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:
  - 7.1. Capital Maintenance Renewal
  - 7.2. PO&M – Plant Operation & Maintenance
  - 7.3. Capital Project Funds
  - 7.4. CTR Catholic Capital Reserves

8. All projects are subject to review by the Systems Advisory Committee and may be subject to a Privacy Impact Assessment in accordance with the division Privacy Management Program.
9. 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 30<sup>th</sup> student count has been determined.
10. All facilities-related projects whether short or long in duration, will be scheduled in consultation with school administration and should not be disruptive to students or staff.
11. Requests and ranked project lists should include only the information necessary to assess, prioritize, approve, and implement facilities projects. Personal information should not be included unless required for operational, legal, safety, or accommodation purposes. Where possible, information shared with stakeholders and the Board shall be summarized or de-identified.
12. The plans will be shared with the Board as information.