

# Administrative Procedure 103

## General Administration

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### FACILITY PLANNING

#### BACKGROUND

The charter board recognizes that it has a responsibility to provide students with a safe, healthy, secure, clean and comfortable learning environment which:

1. Meets statutory requirements relating to health and safety, and maintains the quality of existing space at an adequate educational level; and
2. Meets the short-term and long-term accommodation needs of the school.

#### PROCEDURES

1. The charter board will continue to pursue capital funding from Alberta Education.
2. The charter board will establish, on an ad hoc basis, a committee to consider renovations or other major facility related issues.
  - 2.1 The composition of this committee will be determined by the charter board and may draw from charter board members and school council and/or society members.
  - 2.2 The scope and nature of the responsibilities assigned to this committee will be determined by the charter board.
3. The facility manager will conduct regular inspections in accordance with legislative requirements as to the health and safety of the school facility with the assistance of appropriate personnel or community agencies. Additional inspections shall be undertaken as warranted. The facility manager will provide the superintendent and charter board as appropriate with a report on every inspection.

<b>Legal Reference:</b>	<i>Occupational Health and Safety Act</i> Occupational Health and Safety Code Occupational Health and Safety Regulation
<b>Date of Adoption:</b>	April 12, 1999
<b>Date of Revision:</b>	December 5, 2003, Jan 31, 2014, March 7, 2017, November 25, 2021, June 10, 2024
<b>Due for Review:</b>	June 10, 2027