

The main component of Frontier School Division's comprehensive facilities development and management program is the Five Year Capital Plan. This Five Year Plan, which is revised each year, outlines the replacement, renovations, upgrading and minor repairs required for facilities in Frontier School Division.

The Five Year Capital Plan includes:

- A. New school buildings or additions to existing school buildings.
- B. Renovations, upgrading and alterations to designated areas and roof replacements.
- C. Replacement of mechanical systems and replacement or repair of failed structural building systems.
- D. Minor capital projects.

Each year, the Board of Trustees establishes the criteria for prioritizing the projects in the plan. The criteria ensure that the safety and health of students and staff receive preference and that the educational and operational requirements of the Division can be addressed in an appropriate and timely manner.

The Five Year Capital Plan shall be approved annually by the Board of Trustees.

|                           |  |  |
|---------------------------|--|--|
| Adopted September 1, 2009 |  |  |
|---------------------------|--|--|

## Planning Procedures

The planning procedures for the Five Year Capital Plan are as follows.

### 1. Sections A, B, and C of the Five Year Capital Plan

These sections include new school buildings or additions to school buildings, renovations, upgrading, alterations, roof replacements, mechanical system replacements, and repair or replacement of structural building systems. The planning procedures for these projects follow.

- a. Major capital projects in these categories are identified through continuous consultation with Frontier School Division staff and with input from community members, school committees and local school staff.
- b. Projects are submitted to the Secretary-Treasurer by January 31<sup>st</sup> of each year.
- c. The Secretary-Treasurer prioritizes the projects based on the criteria established by the Board of Trustees.
- d. The Finance Committee of the Board of Trustees reviews the proposed projects in March. The Committee presents the plan to the Board of Trustees for approval.
- e. The plan is submitted to the Public Schools Finance Board of Manitoba Education by June 30<sup>th</sup> of each year.
- f. Once approved, information on the Five year Capital Plan is shared throughout the Division.

### 2. Section D of the Five Year Capital Plan

The grants in Section D, also referred to as D-grants, are capital grants provided to the Division by Manitoba Education for minor capital items. This grant may be spent at the discretion of the Division on eligible minor capital projects. The planning procedures for these minor capital projects follow.

- a. Minor capital projects are identified through continuous consultation with Frontier School Division staff and with input from community members, school committees and local school staff.

- b. In January of each year, a budget is received from Manitoba Education for D-grant projects. These funds are allocated based on the number of provincial students in each school. The funds are then combined with federal funds based on the provincial/federal student ratio per school to establish the final budget.
- c. D-grant projects are included in the Division's annual operating budget as well as in the Five Year Capital Plan.
- d. D-grant projects are managed by the Facilities Department and by staff in Area Offices.

|                           |  |  |
|---------------------------|--|--|
| Adopted September 1, 2009 |  |  |
|---------------------------|--|--|