



Cascade Facilities Management Consultants

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Ministry of Education

Long Range Facilities Plan Requirements 2019 - 2020

CAPITAL PLAN INSTRUCTIONS

- The Ministry of Education **2019/20 Capital Plan Instructions** dated April 2018 included the following requirement for the School District Long Range Facilities Plan on Page 7

OVERVIEW

1.5 Long-Range Facilities Plan

A comprehensive Long-Range Facilities Plan (LRFP) should guide all board of education decisions regarding capital asset management and capital investment, both in terms of facility operations and educational programming. The content of each LRFP developed by boards is fully expected to vary, as they will be dependent on the unique circumstances that may face individual school districts currently and in the future.

The LRFP for a school district most commonly uses at least a ten-year planning horizon. However, a longer period may be considered where local government is actively pursuing extended land use planning and lengthier residential development growth strategies, which may directly influence the growth of student enrolment in different areas of the school district. Conversely, the potential contraction of communities and subsequent decline in student enrolment may also need to be considered under the LRFP.

As all capital project requests should be supported by a current LRFP, the Ministry may request school districts to provide appropriate sections of the LRFP to inform its review of individual requested projects. Of primary consideration is that any school, for which a capital project is being proposed, has been identified in the LRFP as being necessary for the board's continuous provision of education programming for students in the school district. (See Appendix C: Long-Range Facilities Plan Guidelines)

SCHEDULES – *Quote:*

- **APPENDIX C: LONG RANGE FACILITIES PLAN GUIDELINES**

 - PART IV: REPORT FORMAT AND DOCUMENTATION**

- The LRFP report will consist of a report with specific schedules. The report will contain at least the information listed in these Guidelines and the Schedules. The following schedules are required to be submitted as part of the LRFP.

MANDATORY SCHEDULES

- **A. Overall School District Map**
- **B. Inventory of SD Facilities**
- **C. “Base Case” Summary**
- **D. Transportation of Students**
- **E. Option(s)**
- **F. Options Comparison**
- **G. Recommended Option and Implementation Strategy**
- **H. MPO Checklist and Concurrence Assessment Tool**

OPTIONAL SCHEDULES

- I. Consultation
- **J. Statistical Study Areas**
- K. Facility Audits