ADMINISTRATIVE PROCEDURE

Business Administration	Capital Planning Process	BUS #15

Revised: **August 2026**

Background

Christ The Redeemer (CTR) Catholic Schools recognizes that the resources entrusted to the division are to be managed with responsible stewardship in service of students, families, and the broader community. As a Catholic school division, CTR Catholic understands its lands, buildings, and facilities not simply as assets, but as resources that support its mission of Catholic education and contribute to the common good.

The Board's Budgeting Policy indicates administration is to ensure adequate resources are directed toward key Board outcomes.

Capital costs associated with building modernizations and new builds, or equipment acquisition and replacement, can have a substantial financial impact on the division. The division must determine Capital priorities that it contends to be under the authority and expense of the ministry, and which are at the expense of the division.

Therefore, the Board must establish:

- An annual priority list, documenting capital (construction) needs through a Three-Year Capital Plan submission process, in order to request funds from the province, and
- From the division's own resources, a Capital Reserves Plan must be established to ensure sufficient funds are allocated to capital reserves through the regular budgeting process, while also recommending a list of potential expenditures of the same Capital Reserves.

Procedures

1. Capital Planning Processes:
   School boards shall submit a Three-Year Capital Plan to Alberta Education by the 1st of April. CTR Catholic's Three-Year Capital Plan identifies prioritized capital projects that contain new school construction, additions, modernizations, and requests for design, planning, and pre-planning support. The Plan is reviewed and approved by the Board of Trustees to ensure the vision aligns with the overall objectives of the division as well as the criteria within the *School Capital Manual*.

2. Capital Reserve Planning Process:
   - 2.1. For projects requiring use of CTR Catholic's capital reserves, the following types of reserve funds may be established:
     - 2.1.1. buildings and building modernizations;
     - 2.1.2. equipment;
     - 2.1.3. vehicles;
     - 2.1.4. computer hardware; or
     - 2.1.5. land and site improvements.

2.2. The Superintendent or the Associate Superintendent of Corporate Services will determine capital reserve plans to be shared with the Board for their input and awareness.
2.3. As per the *Education Act* 143 (1), all funds that are accumulated for the purpose of capital expenditures must be used only for capital projects.

3. Budget: Capital Reserves Accumulation and Expenditure:
The Board may approve transfers to capital reserves for spending on capital projects. Transfers out of capital reserves to operating reserves requires Ministerial approval. Various factors will be considered in determining if transfers to and spending from capital reserves are deemed appropriate, including:
3.1. Useful life of the asset and the estimated replacement value. The division will contribute an amount based on the annual depreciation of the entity's unsupported assets, whenever fiscally feasible to do so in a given budget year.
3.2. The provincial Three-Year Capital Plan and the division's plan for use of its capital reserves.
3.3. Current Board budget plans, programming and goals within the Four-Year Education Plan, and provincial government priorities.

4. Surplus or Underutilized Properties: When land and buildings are underutilized or become surplus to the division's needs, the division will notify the Minister of Education and Childcare. The Board is required to direct the transfer of school board real property to the Crown, enabling government to repurpose underused school buildings to meet community needs. Real property is property that includes land and buildings, and anything affixed to the land.
4.1. Once real property is deemed to be underutilized or surplus, the Board shall notify the Minister of Education and Childcare. The Board is required by the *Disposition of Property Regulation* to transfer school board real property to the Crown, enabling government to repurpose underused school buildings to meet community needs.
4.2. The following criteria shall be used to determine whether interest in a school reserve, municipal and school reserve, or municipal reserve is surplus to the division's need:
4.2.1. Enrolment trends within the area intended to be served by the school reserve, municipal and school reserve, or municipal reserve;
4.2.2. Student accommodation and transportation issues;
4.2.3. Whether a school on the school reserve, municipal and school reserve, or municipal reserve is included in the division's Capital Plan;
4.2.4. The length of time that the school reserve, municipal and school reserve or municipal reserve has existed and has not been needed by the Board;
4.2.5. The importance of the building to Catholic education within the community;
4.2.6. Consultation with other school jurisdictions with respect to their needs for the school reserve, municipal and school reserve, or municipal reserve; and/or
4.2.7. Any other criteria deemed necessary.
4.3. Disposing of surplus land and buildings requires the approval of the Board.
4.3.1. If the Board is of the opinion that a school reserve, municipal and school reserve, or municipal reserve in which the Board has an interest is surplus to the division's needs, the Board shall provide the Minister with a declaration to that effect. The Minister will address the declaration as outlined in the *Disposition of Property Regulation.*
4.3.2. If the Board has determined that it no longer has a use for a school building it must notify the Minister. The Minister may direct the Board to dispose of that property subject to the terms and conditions that the Minister prescribes.

5. Notwithstanding Section 193 of the *Education Act*, the division may, without the approval of the Minister:
    5.1. Lease any real property that is neither a school building nor a portion of a school building,
    5.2. Lease a school building or portion of it for less than twelve (12) months; or
    5.3. Lease a school building or portion of it for twelve (12) months or more if the lease contains a termination provision allowing the division to terminate the lease on twelve (12) months' notice.

Reference: Section 33, 52, 53, 53.1, 68, 143, 192, 193, 194, 222 *Education Act*
Section 670.1, 672, 673 Municipal Government Act
Disposition of Property Regulation 86/2019