



## Administrative Procedure XX – School Site Acquisition

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### AP XX – School Site Acquisition

#### Purpose

The Board is committed to the concept of long-range planning to ensure that school sites, educational facilities and services are acquired in the most efficient and timely way possible to meet the needs of the school district.

As the local region develops, the District anticipates that it will need additional school sites or additional land at existing sites to support anticipated enrollment.

This Administrative Procedure is intended to outline the steps that will be pursued in acquiring land for potential future development.

#### Definitions

**Crown Grant** – A grant of land for educational purposes pursuant to section 99 of the School Act.

**Locally Sourced Revenue** – Revenues transferred from the Board’s operating fund to the local capital fund to support the acquisition of land.

**Long Range Facilities Plan** - The Board’s plan to determine future capital requirements and anticipate areas of future growth.

**Five Year Capital Plan** – The Board’s yearly submission to the Ministry of Education to support a variety of school capital programs including school expansion and school site acquisition.

**School Site Acquisition Charge** – A development charge instituted pursuant to Part 14 Division 20 of the Local Government Act (“SSAC”)

#### Procedure

In order to support the acquisition of land to support future enrollment the District shall ensure that the Long- Range Facilities Plan includes enrollment projections that incorporates assumptions about future development based on municipal and regional district growth information.

When it is determined that a future school site or additional land at an existing site is needed to support enrollment growth within 10 years, the District will include a request for school site acquisition in the Board’s Five Year Capital Plan.

Upon submission of the Five Year Capital Plan the District shall apply the following strategies to acquire required land.

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### **School Site Acquisition Charge**

As part of the Ministry of Education capital planning process, all school districts are required to develop a capital plan based on a ten-year projection horizon to allow identification of future site acquisition needs. As well, all districts requesting the acquisition of new school sites or the expansion of existing school sites in response to potential enrollment growth generated by new residential development must have a SSAC in place before the Ministry will support a site request.

The Local Government Act states that community plans must address future school needs. The Act also allows local governments and school districts to enter into agreements regarding the dedication of land or cash-in-lieu of land via a SSAC for school sites prior to subdivision approval.

A developer may provide land in lieu of an SSAC.

In instituting a SSAC the following steps shall be required:

- 1) A 10-year enrollment forecast is developed using a combination of Baragar planning software, local knowledge and input from school administrators.
- 2) Municipal and regional district staff will then be asked to provide an estimate of the number of eligible development units to be authorized over the 10-year period.
- 3) The number of school age children from eligible development units is determined using yield factors. Those numbers can then be incorporated into the 10-year enrollment forecast. The enrollment forecast should be submitted to the Ministry for approval.
- 4) The approximate size and number of school sites required to accommodate the number of school age children resulting from the eligible development units are now able to be identified in consultation with local governments.
- 5) Once site requirements are determined an estimate of the cost of new land is developed and an estimated share of school site costs to be paid through SSAC is set. An Eligible School Sites Proposal is drafted and reviewed by local governments. Local government comments are then incorporated into the proposal and the proposal is submitted to the Board for approval.
- 6) Consultation with stakeholders needs to take place prior to the Board formally adopting the Eligible School Sites Proposal which is done at a public meeting of the Board.
- 7) Once adopted by the Board the Eligible School Sites Proposal is provided to local government. Local governments then have 60 days to accept or reject the proposal. If the proposal is rejected the parties will work together in a dispute resolution process. A facilitator for the dispute resolution process is appointed by the Ministry.
- 8) The Long Range Facilities Plan along with the Eligible School Sites Proposal will provide a framework for the development of the Five-Year Capital Plan. The estimates of SSAC proceeds should be included as part of the capital plan submission.

The District shall review the SSAC every five years starting in 2026 to determine whether the charge is still required.

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### **Crown Grant**

The District may inquire with the crown whether there is land that may be available for school purposes if there is an opportunity in an appropriate geographical area.

### **Locally Sourced Revenue**

In the event that the Ministry has not yet approved the acquisition of a site as requested in the Board's Capital plan and SSAC revenues are insufficient to acquire land the Board may set aside funds for strategic purchases of land for future use. This strategy may be effective where a current site has anticipated future growth and the Board is limited in the lands it can acquire due to the built-out nature of the area.

Such acquisition requires Board approval.

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