



May 11, 2015

Ref: 181763

Suzanne Hoffman, Superintendent
School District #35 (Langley)
4875 222nd Street
Langley BC V3A 3Z7
Email: SHoffman@sd35.bc.ca

Dear Ms. Hoffman:

As I understand from our recent meeting, a new secondary school in the Willoughby Slope area is the greatest priority for the School District. And, you are seeking clarity on how to proceed to secure funding approval from the Ministry in order to proceed to design, tender and construction. As such, I thought you might find the following steps in the project development and prioritization process and status helpful.

1. The first step is for the **School District to identify their capital priorities and submit an annual Capital Plan to the Ministry** – *Complete*
2. **The Ministry then reviews all 60 School District Capital Plans**, assesses them against the priorities of the Ministry **and prioritizes them against available funding within our Capital Plan**. Prioritization is based on: 1. Ensuring safety; 2. Maintaining current assets; 3. Supporting industrial growth; and, 4. Maximizing current capacity. - *Complete*
3. **The Ministry then indicates to the School District if the District priority aligns with Government's priorities** and is likely to be supported in our future Capital Plan. – *Complete*
4. The **School District then undertakes preliminary options analysis and associated cost estimating**; commonly referred to as a Project Identification Report (PIR). This allows both School District and Ministry staff to gain an appreciation of the options and notional costs for adding capacity to the area. This includes exploring greater utilization of current surplus capacity, potentially additions to current schools, new schools, and initial stakeholder consultation, etc. – *Complete*.
5. The **School District develops a Project Definition Report (PDR)**. This is the more detailed engineering, quantity and costing estimating and stakeholder consultation required to refine scope and budget, to assess land needs, to undertake more detailed assessment of demands and projections, to ensure design and costing is in keeping with industry standards, to ensure a positive benefit / cost to taxpayers and to define cost

sharing options between the Province, School District and potentially third parties. – Currently underway.

6. Once this is complete, **Ministry staff will review the PDR and supporting materials** (and generally work with School District staff during development) to ensure consistent application of the design and costing criteria, ensure a positive benefit / cost, to ensure all risks to the project's scope, costs and delivery have been identified and addressed, and to explore funding options. This may require the assembly of additional information and analysis.
7. **Then, the Ministry prepares a business case and presents for funding approval** within Government's approval process. This is a critical step to ensure the benefits and costs of the project are understood and the importance of the project can be effectively assessed against other important funding priorities. This typically takes a period of 2–4 months from the point of receiving the full and final PDR package from the School District.

If funding is approved, **Ministry staff work with School District staff to develop a project agreement** and approve the School District to proceed to design and tender.

Our hope is that we would be in a position proceed to design prior to this fall and that my staff continue to work closely with you to undertake the project development work critical to advancing this project.

I hope you have found the above-information helpful. Please feel free to contact me should you have any questions or concerns.

Sincerely yours,



Shanna Mason
Assistant Deputy Minister
Ministry of Education
Planning & Major Projects Division