



STAFF REPORT

DATE: June 19, 2018
TO: Board of Education
FROM: Brian Iseli, Secretary Treasurer
SUBJECT: Five Year Capital Plan 2019/2020

RECOMMENDED MOTION:

In accordance with provisions under Section 142 of the *School Act*, the Board of Education of School District No. 35 (Langley) approves the proposed Five Year Capital Plan 2019/2020, as provided on the attached Five Year Capital Summary.

BACKGROUND:

The Ministry of Education requires school districts to submit a Five-Year Capital Plan annually by June 30th which is intended to prioritize the district's investment decisions related to capital projects. The Capital Plan submitted in the districts' 2017/2018 school year will have approvals for the Ministry's fiscal year 2019/2020.

Each Board of Education must have a Long-Range Facilities Plan (LRFP) in place for its school district that lays out management strategies for its inventory of capital assets in support of educational programming goals. The LRFP does not need to be submitted as part of a Five Year Capital Plan, although the Ministry may request pertinent sections from it to inform its Capital Plan review process. The *School Act* further states that, before submitting a Capital Plan to the Ministry for approval, a Board of Education must approve the Capital Plan for its school district only by resolution (see attached). Ultimately, the Minister has the ability to either: approve; approve with modifications; or reject a Capital Plan, as submitted by the Board to the Ministry. The Capital Plan Instructions are published by the Ministry to ensure that individual Capital Plans submitted by Boards of Education meet the provisions of the *School Act*, which in turn allows the Ministry to generate its own multi-year Capital Plan at the provincial level. This Ministry's Capital Plan is subject to annual capital funding approval by the Treasury Board.

The Ministry is seeking capital project requests under the following capital programs:

Annual Capital Programs:

- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Bus Acquisition Program (BUS)
- Playground Equipment Program (PEP)

Major Capital Programs:

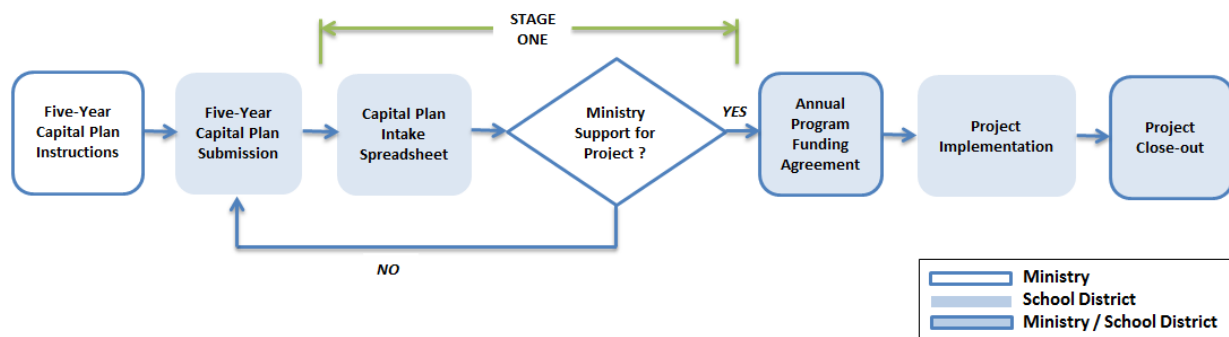
- Seismic Mitigation Program (SMP)
- School Expansion Program (EXP)
- School Replacement Program (REP)
- Building Envelope Program (BEP)

Capital Project Approval Process

Project requests will follow either a one-stage or a two-stage approval process as part of the annual Five Year Capital Plan submission process.

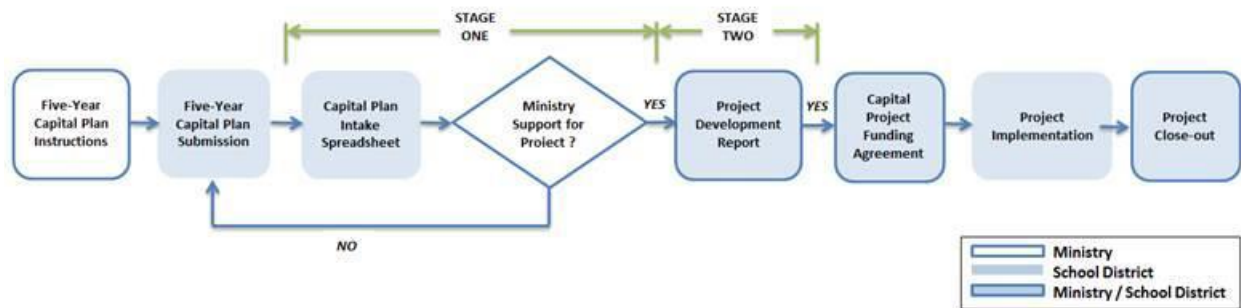
One-Stage Approval Process

All requests made for an Annual Capital Program project (SEP, CNCP BUS, or PEP), or a BEP project, will undergo a one-stage approval process. Ministry support for a qualifying project request will be based on the information provided by school districts under the appropriate tabs in the Capital Plan Intake Spreadsheet.



Two-Stage Process

By contrast, all requests for a Major Capital Program project (SMP, EXP, or REP) will undergo a more extensive two-stage process. Initial Ministry support for a qualifying project request will be based on the preliminary information provided in a Project Request Fact Sheet, Seismic Project Identification Report, etc. depending on the program.



Under both processes, a Board of Education is responsible for using its local funds to cover the initial costs for any planning work and reports required to determine a proposed scope and preliminary cost estimates for a requested capital project.

The Capital Plan Response Letter

Once the assessment of Capital Plan submissions from all school districts has been completed by the Ministry, and the provincial Budget has been formally announced by the Province, the Ministry will notify each school district with a written response regarding its Board's Five Year Capital Plan submission. The Capital Plan Response Letter will identify the specific capital projects from the Annual Capital Programs and Major Capital Programs that are being supported for capital funding under the Ministry's Capital Plan. The letter will also advise the school district of the next steps for each of the supported projects, which may include:

- Proceed to acquiring a site for a SMP project; EXP project; or, REP project
- Proceed to developing a Project Definition Report (PDR) for a SMP project; EXP project; or, REP project
- Work with BC Housing, when contacted, on developing a BEP project
- Proceed to the design, tender and construction for a SEP project; or CNCP project
- Proceed to acquiring a bus(es) for a BUS project
- Proceed to the purchase and installation of playground equipment for a PEP project

Upon receipt of the Capital Plan Response Letter from the Ministry, the Board of Education must adopt a single capital bylaw. This capital bylaw encompasses all capital projects included in the Capital Plan Response Letter.

Project Contribution Policy

All major projects, other than the least cost option for a seismic mitigation project, require Boards of Education to contribute to the cost of the project, including:

- School Addition
- New School
- School Replacement

- Seismic Mitigation Project (where a school district chooses to advance a different project scope that is not the least cost option)

The required contribution will be assessed by government on a case-by-case basis dependent on the current financial situation of the school district. The value of the contribution will be negotiated during the development of the Project Definition Report.

Apprentices on Public Projects Policy

All capital projects valued at \$15 million or greater must comply with the Province's Apprentices on Public Project Policy. Under the policy, contractors working on major projects funded by the Province are required to demonstrate an engagement in apprentice training and to show a commitment to using apprentices on these projects. For more information, visit:

<https://www2.gov.bc.ca/gov/content/industry/construction-industry/apprentices>

Major Capital Program Requests

All Major Capital Program projects (including EXP, REP, but not including SMP or BEP) proposed for Year One, Year Two and Year Three of an annual Five Year Capital Plan require a project-specific Project Request Fact Sheet (PRFS). Year One projects should be sufficiently developed to provide a reliable assessment of need, scope of work, schedule and cost estimate. This information allows the Ministry to properly evaluate an individual project request against both Ministry capital program criteria and other capital priorities across the province. Year Four and Year Five projects are understood to be notional, based on the best cost estimate, scope and schedule information for the project that is available at the time. Understandably, this project information will require further refinement in future Five Year Capital Plan submissions, as those project requests move into an imminent timeframe.

Project Request Fact Sheet (PRFS)

The PRFS is a relatively simple document to complete (in most cases not requiring extensive consultant involvement), and provides a preliminary assessment of a proposed capital project that a Board of Education deems to be a high priority for its school district. To enable the Ministry to gain a reasonable understanding of the priority for a proposed project, the PRFS is intended to outline the particular capital need facing the school district, along with options to feasibly address that need, involving both operational changes and capital solutions based on student enrolment forecasts and utilization of student space in existing schools. For existing schools, the Facility Condition Index (FCI) may be a factor in determining future major capital investment. From the PRFS, the Ministry should be able to discern what risks may exist related either to undertaking an approved project or by deferring the project.

School District No. 35 (Langley)
2019-2020 Five-Year Capital Plan Summary

| Project | rank | Project Description | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024 | |
|--------------------------------------|-------------|--|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Southwest Yorkson Elementary | 1 | NEW 430+80 Capacity Elementary | 28,000,000 | | | | | |
| Property Willoughby Slope | 2 | SITEACQ 15 Acre Property for Middle & Secondary D49 School | 38,000,000 | | | | | |
| North East Latimer Elementary School | 3 | NEW 430+80 Capacity Elementary | | | 28,000,000 | | | |
| Langley Secondary expansion | 4 | ADD Expansion due to restored language | 7,000,000 | | | | | |
| DW Poppy | 5 | ADD Middle expansion project | 4,500,000 | | | | | |
| Walnut Grove Middle Site & School | 6 | NEW 7.5 Acre Site and 750 Capcaity School | | | | 19,000,000 | 38,000,000 | |
| Expansion of West Langley to Middle | 7 | EXP Modular addtion for Middle School | | | | | 5,000,000 | |
| Property South West Latimer | 8 | SITEACQ 5 Acre Property Acquisiton for Elementary | | 15,000,000 | | | | |
| Property Brookwood Ferrnidge | 9 | SITEACQ | | | | | 12,500,000 | |
| Shortreed | | SMP Seismic upgrading of H1 Blocks | | 5,000,000 | | | | |
| Apex (Vanguard) | | SMP Seismic upgrading of H1 Blocks | | 5,000,000 | | | | |
| RE Mountain | | SMP Seismic upgrading of H1 Blocks | | 5,000,000 | | | | |
| DW Poppy | | SMP Seismic upgrading of H1 Blocks | | | | 5,000,000 | | |
| Brookwood Secondary | | SMP Seismic upgrading of H1 Blocks | | | | 5,000,000 | | |
| Brookwood Secondary | | SEP Window replacement - Curtain Wall | 400,000 | | | | | |
| DW Poppy Secondary | | SEP Window replacement - Curtain Wall | 400,000 | | | | | |
| Aldergrove Secondary | | BEP Building envelop project | 800,000 | | | | | |
| Nicomekl Elementary | | PEP Playground | 90,000 | | | | | |
| Glenwood Elementary | | PEP Playground | 90,000 | | | | | |
| Topham | | PEP Playground | 90,000 | | | | | |
| | | | 79,370,000 | 30,000,000 | 28,000,000 | 29,000,000 | 55,500,000 | 221,870,000 |