



STAFF REPORT

DATE: June 18, 2019
TO: Board of Education
FROM: Brian Iseli, Secretary Treasurer
SUBJECT: Five Year Capital Plan 2020/2021

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 for 2020/2021, as provided on the attached Five Year Capital Plan.

BACKGROUND:

The Ministry of Education requires school districts to submit annually a Five Year Capital Plan by June 30th which is intended to prioritize the district's investment decisions related to capital projects. The Capital Plan submitted in the districts' 2018/2019 school year will have approvals for the Ministry's fiscal year 2020/2021.

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 Treasury Board.

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

Minor Capital Programs:

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

Major Capital Programs:

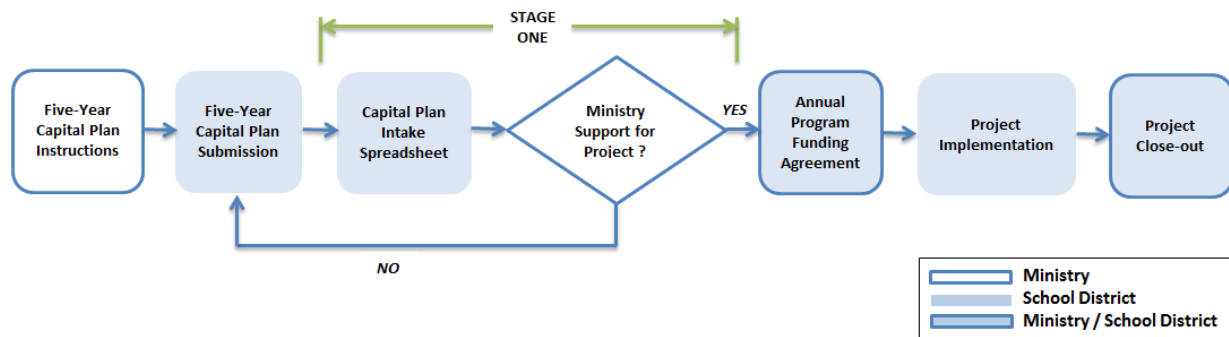
- Seismic Mitigation Program (SMP)
- School Expansion Program (EXP)
- School Replacement Program (REP)
- Rural District Program (RDP)

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.

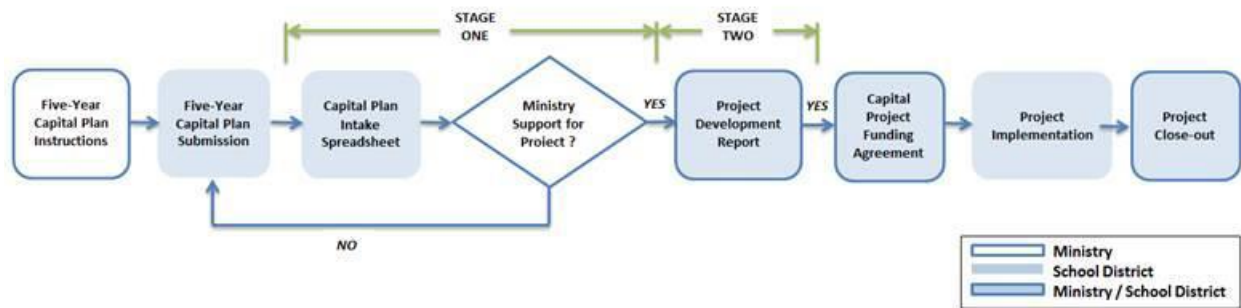
One-Stage Approval Process

All requests made for an Annual Capital Program project (SEP, CNCP BUS, PEP, 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, REP, RDP) 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
- Proceed to developing a business case for a RDP 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
- Work with BC Housing, when contacted, on developing a BEP 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
- Demolition or Consolidation Project
- 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. A board's ability to contribute has no bearing on the prioritization of projects when the Ministry is developing its capital plan. 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, RDP, but not including SMP) 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 a more 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. 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.



The District 2020/2021 Five Year Capital Plan Submission Plan

The 2020/2021 Five Year Capital Plan will be brought to the June 18, 2019 Regular Board meeting for approval by the Board. Unlike in previous years where districts were required to rank their priorities, the template for this year doesn't allow this as it only allows ranking within each project type. The District has added a column to show at the public meeting the top three priorities that staff will communicate to the Ministry, but cannot submit them as part of the Five Year Capital Plan template that we are required to submit.

District Priority	Project Priority	Facility Name	Facility Type	Project Description	2020/21	2021/22	2022/23	2023/24	2024/25	Total Project Cost
	1 Addition	Langley Secondary	Secondary	200 seat expan Restored Lang	7,500,000					7,500,000
	2 Addition	DW Poppy	Middle-Sec	Middle school conversion	7,500,000					7,500,000
	3 Addition	West Langley	Middle	Addition and Conversion to Middle			7,500,000			7,500,000
2	1 New School	New North East Latimer Elementary	Elementary	New K-5 Elem 475+ 80K Willoughby		33,000,000				33,000,000
	2 New School	New Walnut Grove Middle School	Middle-Sec	750 Cap middle school					50,000,000	50,000,000
	3 New School	New South West Latimer Elementary	Elementary	New K-5 Elem 450+ 60K Willoughby				33,000,000		33,000,000
	4 New School	New Williams Neighbourhood Elementary	Elementary	New K-5 Elem 450+ 60K Willoughby					33,000,000	33,000,000
	5 New School	New Smith Neighbourhood Middle school	Middle	750 Cap middle school					50,000,000	50,000,000
1	1 Site	NEW Smith neighbourhood Willoughby Community	Secondary	17 Acre Property 1700 cap Sec	52,000,000					52,000,000
3	2 Site	NEW Smith neighbourhood Willoughby Community	Middle	11 Acres Property 900 cap Middle School Site	33,000,000					33,000,000
	3 Site	NEW South West Latimer	Elementary	5 Acre K-5 Elementary site		15,000,000				15,000,000
	4 Site	NEW Williams Neighbourhood Site	Elementary	5 Acre K-5 Elementary site		15,000,000				15,000,000
	5 Site	NEW Walnut Grove Middle School Property	Middle	11 Acres Property 900 cap Middle School Site				38,500,000		38,500,000
	6 Site	NEW Brookwood Fernridge	Elementary	10 Acre Property 550 Cap Elem w/ septic/busing				30,000,000		30,000,000
	1 Seismic	Shortreed	Elementary	Seismic upgrade of entire building	5,000,000					5,000,000
	2 Seismic	Apex (Vanguard)	Secondary	Seismic upgrade of older block	5,000,000					5,000,000
	3 Seismic	RE Mountain change to Peter Ewart Middle	Middle	Seismic blocks affected	17,000,000					17,000,000
	4 Seismic	DW Poppy Secondary	Secondary	Seismic block affected			17,000,000			17,000,000
	5 Seismic	Brookwood Secondary	Secondary	Seismic block affected			17,000,000			17,000,000
	1 BEP	Aldergrove Community Senior Secondary	Building Envelope	Building Envelope upgrade as per study	800,000					800,000
	1 SEP	DW Poppy Secondary	Secondary	Window / Curtain wall replacement	420,000					420,000
	2 SEP	Brookwood Secondary	Secondary	Window / Curtain wall replacement	420,000					420,000
	3 SEP	RE Mountain	Secondary	Window / Curtain wall replacement	420,000					420,000
	1 CNCP	Noel Booth	Elementary	HVAC replacement	1,147,335					1,147,335
	Bus									-
	1 PEP	Topham	Elementary	Playground replacement						-
	2 PEP	West Langley	Elementary	Playground replacement						-
	3 PEP	Parkside	Elementary	Playground replacement						-
					130,207,335	63,000,000	41,500,000	101,500,000	133,000,000	469,207,335