



**STAFF REPORT**

**DATE:** June 16, 2020  
**TO:** Board of Education  
**FROM:** Brian Iseli, Secretary-Treasurer  
**SUBJECT:** Five-Year Capital Plan 2021/2022

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**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 2021/2022, 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 30<sup>th</sup> (this year due to COVID 19, it can be extended to July 31<sup>st</sup>) which is intended to prioritize the District's investment decisions related to capital projects. The Capital Plan submitted in the District's 2019/2020 school year will have approvals for the Ministry's fiscal year 2021/2022.

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 (see attached) for its school district only by resolution. 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.

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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:

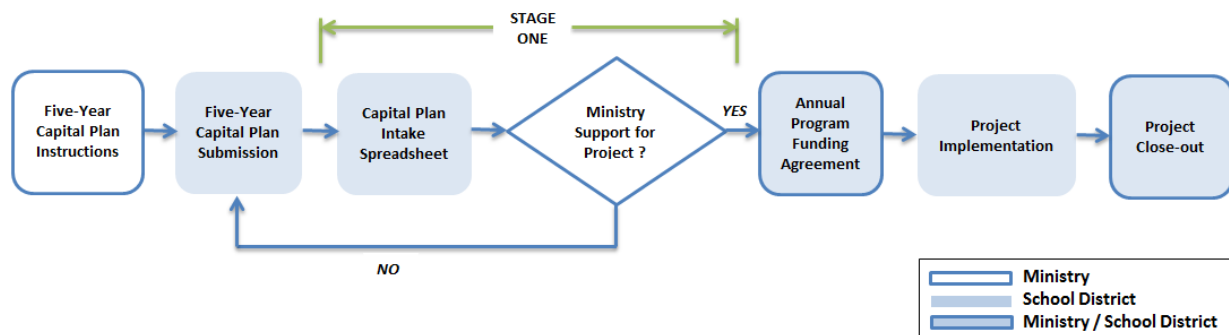
- Seismic Mitigation Program (SMP)
- School Expansion Program (EXP)
- School Replacement Program (REP)
- Rural District Program (RDP)

**Capital Project Approval Process**

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

One-Stage Approval Process

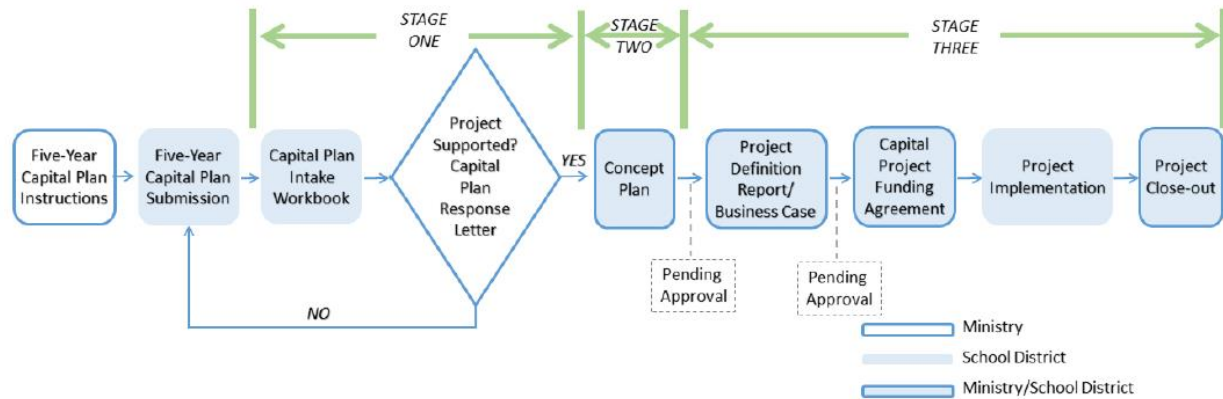
All requests made for an Annual Capital Program project (SEP, CNCP BUS, PEP, BEP) project, will undergo a one-stage approval process. Ministry support for a qualifying project request will be based on the information provided by school districts under the appropriate tabs in the Capital Plan Intake Spreadsheet.



Three-Stage Process

By contrast, all requests for a Major Capital Program project (SMP, EXP, REP, RDP) will now undergo a more extensive three-stage process. In previous years, this was a two-stage process but there has been another stage added called the Concept Plan. 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 each board's Five-Year Capital Plan submission. The Capital Plan Response Letter will identify the specific capital projects from the Minor 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.
- Proceed to developing a Concept Plan 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
- Rural Districts Program 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, 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.

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Project Priority	Facility Name	Facility Type	Project Description	2021/22	2022/23	2023/24	2024/25	2025/26	Total Project Cost
1 Addition	Langley Secondary	Secondary	200 seat expan Restored Lang	10,000,000					10,000,000
2 Addition	West Langley	Middle	Addition and Conversion to Middle					18,000,000	18,000,000
1 Site	NEW Smith neighbourhood Willoughby Community	Middle/Secondary	17 Acre Property 1700 cap Sec, 900 cap Middle School Site	51,000,000					51,000,000
2 Site	NEW South West Latimer	Elementary	5 Acre K-5 Elementary site	15,000,000					15,000,000
3 Site	NEW Williams Neighbourhood Site	Elementary	5 Acre K-5 Elementary site		15,000,000				15,000,000
4 Site	NEW Brookwood Fernridge	Elementary	10 Acre Property 550 Cap Elem w/ septic/busing			30,000,000			30,000,000
5 Site	NEW Walnut Grove Middle School Property	Middle	14.9 Acres Property 900 cap Middle School Site					45,000,000	45,000,000
1 New School	New North East Latimer Elementary	Elementary	New K-5 Elem 475+ 80K Willoughby	40,000,000					40,000,000
2 New School	New South West Latimer Elementary	Elementary	New K-5 Elem 450+ 60K Willoughby			40,000,000			40,000,000
3 New School	New Williams Neighbourhood Elementary	Elementary	New K-5 Elem 450+ 60K Willoughby					40,000,000	40,000,000
4 New School	New Smith Neighbourhood Middle school	Middle	750 Cap middle school				60,000,000		60,000,000
5 New School	NEW Brookwood Fernridge	Elementary	New K-5 Elem 450+ 60K Brookwood				40,000,000		40,000,000
6 New School	New Walnut Grove Middle School	Middle-Sec	750 Cap middle school					60,000,000	60,000,000
1 Seismic	Shortreed	Elementary	Seismic upgrade of entire building	9,000,000					9,000,000
2 Seismic	Vanguard	Secondary	Seismic upgrade of older block	6,000,000					6,000,000
3 Seismic	Peter Ewart Middle	Middle	Seismic blocks affected		25,000,000				25,000,000
4 Seismic	DW Poppy Secondary	Secondary	Seismic block affected				20,000,000		20,000,000
5 Seismic	Brookwood Secondary	Secondary	Seismic block affected					20,000,000	20,000,000
1 SEP	DW Poppy Secondary	Secondary	Replace septic system phase 1	900,000					900,000
2 SEP	Peter Ewart Middle	Middle	Window/curtain wall replacement phase 2	500,000					500,000
1 CNCP	Noel Booth Elementary	Elementary	Hot Water and Boiler replacement	427,035					427,035
2 CNCP	H.D. Stafford Middle	Middle	Hot Water supply replacement and Boiler replacement design phase 1	193,000					193,000
Bus	3 C (70-75) bus replacements		Replacement buses						-
1 PEP	West Langley Elementary	Elementary	Univerally Accessible Playground replacement						-
2 PEP	Parkside Elementary	Elementary	Univerally Accessible Playground replacement						-
3 PEP	RC Garnett Elementary	Elementary	Univerally Accessible Playground replacement						-
				<b>133,020,035</b>	<b>40,000,000</b>	<b>70,000,000</b>	<b>120,000,000</b>	<b>183,000,000</b>	<b>546,020,035</b>