



STAFF REPORT

DATE: June 18, 2024
TO: Board of Education
FROM: Brian Iseli, Secretary-Treasurer
SUBJECT: Five-Year Capital Plan 2025/2026

RECOMMENDED MOTION:

In accordance with provisions under Section 142 (4) of the School Act, the Board of Education of School District No. 35 (Langley) hereby approves the proposed Five-Year Capital Plan (Major Capital Programs) for 2025/2026, as provided on the attached Major Five-Year Capital Plan Summary for 2025/2026 to be submitted to the Ministry of Education and Child Care.

BACKGROUND:

The Ministry of Education and Child Care requires school districts to submit annually a Five-Year Capital Plan. Similar to last year, it will be done in two phases with Major Capital due June 30th and Minor Capital due September 30th. Both will require a Board motion that will be done at the Regular Board Meetings in June and September. Attached is a list of projects for the Five-Year Capital plan for 2025/2026.

A Five-Year Capital Plan is intended to prioritize the District's investment decisions related to capital projects. The Capital Plan submitted in the District's 2023/2024 school year will have approvals for the Ministry's fiscal year 2025/2026.

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. 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:

Major Capital Programs:

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

Minor Capital Programs:

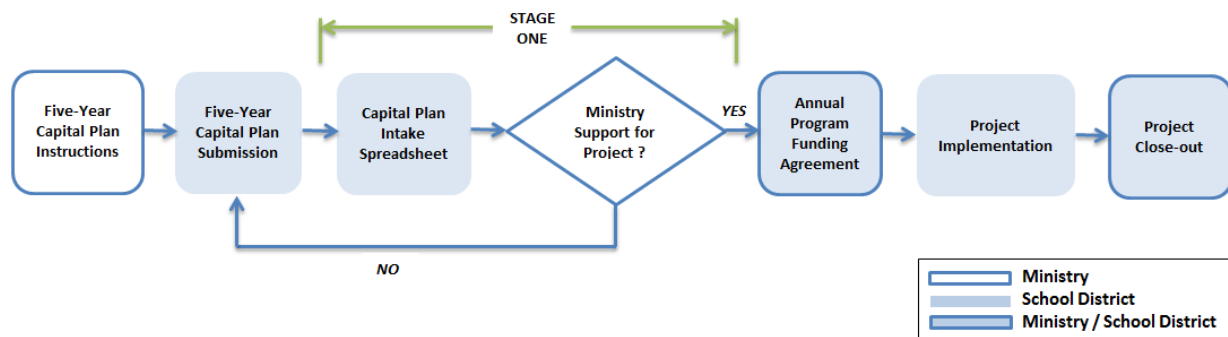
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Bus Acquisition Program (BUS)
- Playground Equipment Program (PEP)
- School Food Infrastructure Program (FIP)

Capital Project Approval Process

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

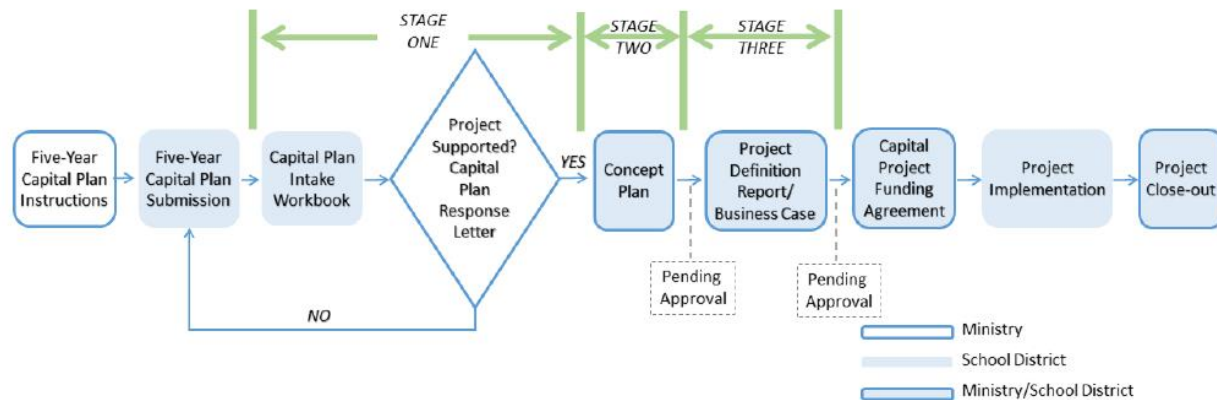
One-Stage Approval Process

All requests made for an Annual Capital Program project (SEP, CNCP BUS, PEP, FIP and 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 or Three-Stage Process

By contrast, all requests for a Major Capital Program Project (SMP, EXP, REP) will now undergo a more extensive two or three-stage process dependent upon project risk level, complexity and dollar value. 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 have 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 business case (Concept Plan or Project Definition Report) 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.

- Proceed with the proposed scope of FIP projects, including the purchase and installation of equipment and/or the design, tender and construction of approved renovations.
- 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:

- Site Acquisition
- 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 and determined at the time that the business case is ready for final approval.

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.

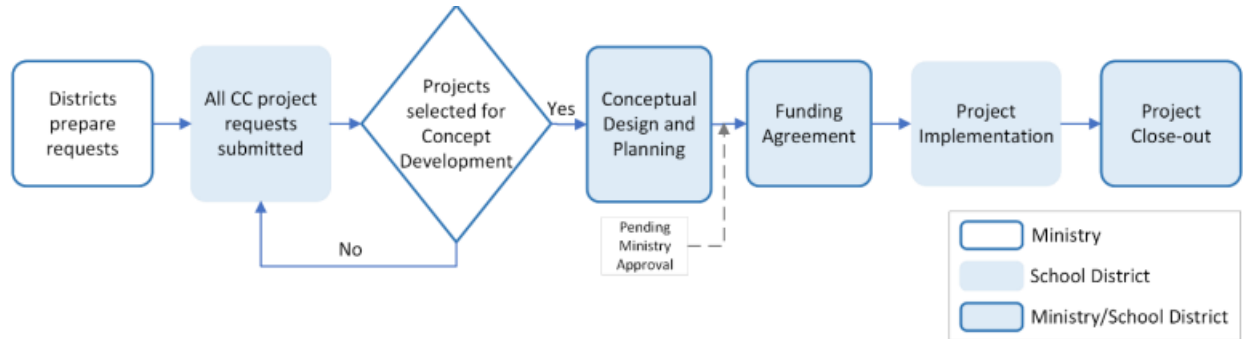
Child Care Capital Planning - New

Overview On April 2, 2024, the Ministry launched new functionality in MyCAPS to allow school districts to begin considering and planning for Child Care (CC) as part of their broader K-12 Capital Planning. The purpose of this enhancement is to enable school districts to develop and submit Capital Plans for Child Care funding through MyCAPS, resulting in the efficient management of concurrent projects across the Ministry's education capital funding programs. These system changes also introduce functionality to support the management of Child Care facilities on School District property. Following this launch, school districts must submit all Child Care project requests through MyCAPS rather than through the previous New Spaces Fund application process. All Child Care project requests must create net new spaces. If there are any existing licensed spaces being relocated, details about the relocated spaces must be provided in the request. However, please note only net new spaces may be considered for funding.

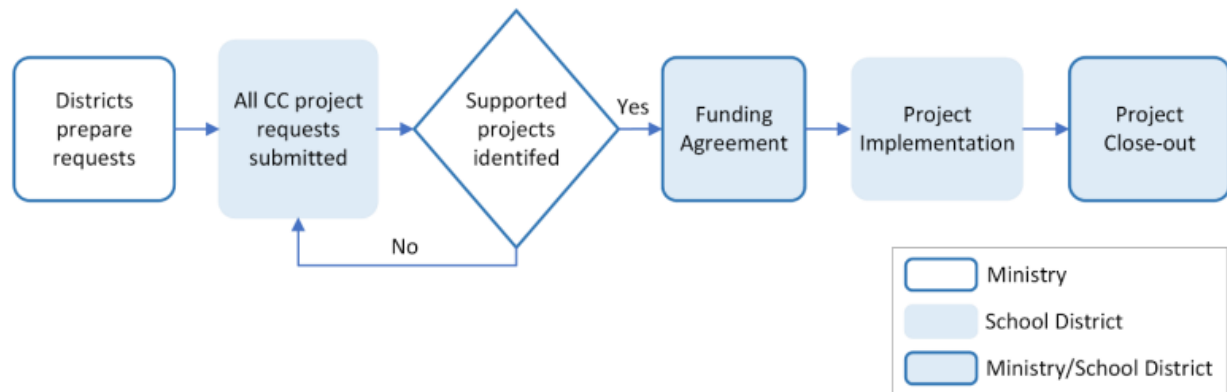
Child Care Categories - School districts will be able to submit Child Care project requests under the following categories:

- Major Projects
 - Eligible projects that will exceed \$500,000. Any projects proposing to undertake a conversion/renovation of existing K-12 space for the creation of new CC spaces with a funding request of less than \$500,000 must submit a project request through the Minor Capital call for submission.
 - New Space Integrated projects are defined similarly to the above, except that these projects will be included as part of another Major Capital Project (SMP; EXP; REP). The project requests for the Major Capital project and the CC – New Space Integrated will be two separate submissions. It is possible that only the K-12 project will be approved.
 - New Space projects are those that propose to build new floor area to create Child Care spaces on school grounds.
- Minor Projects
 - Conversion (Minor) projects are small-scale projects to convert (renovate) an existing K-12 space to create new Child Care spaces as well as the purchase and installation of fixtures, furniture, and equipment required to obtain a license.

Project requests submitted will be evaluated using the ChildCareBC New Spaces Fund Funding Guidelines. Any successful projects will be required to adhere to the NSF guidelines, including any eligible and ineligible project costs, commitments periods and all other program requirements. Project requests submitted under a Major Call for Submission will undergo a two-stage approval process, as outlined below.



Minor Projects - Requests submitted under a Minor Call for Submission will undergo a one-stage approval process, as outlined below.



The intention of Child Care (CC) space creation is to target specific types of projects that would directly benefit communities where the need for both school-aged care as well as infant and toddler programs is considerable. Projects that are selected to receive funding must create new Child Care spaces. These spaces may be created within a range of facility types including standalone buildings, modular buildings, expansions to existing Child Care facilities, dedicated space integrated with new K-12 projects and/or renovations to existing school spaces

Child Care Response Letters

Once the assessment of capital plan submissions from all school districts has been completed by the Ministry, the Ministry will notify each school district of the results with a Child Care Response Letter. The Child Care Response Letter will identify the specific project requests from the Major Call for Submission that are supported for concept development and from the Minor Call for Submission that are approved for funding. The Child Care Response Letter will also advise the school district of next steps for projects selected to proceed, which may include:



- Proceed to developing a detailed submission for Major Projects (detailed floor plans, outdoor plans, and a Class D estimate, as well as any additional details required to determine project feasibility).
- Proceed to completing a funding agreement for Minor projects, then to tender and construction.

The District's 2025/2026 Five-Year Capital Plan Submission Plan

The 2025/2026 Five Year Capital Plan (Major) is being brought to the June 18, 2024 Regular Board Meeting for approval. The 2025/2026 Five Year Capital Plan (Minor) will be brought to the September 24, 2024, Regular Board Meeting for approval.

PREVIOUSLY SUPPORTED PROJECT (FUNDING NOT APPROVED)

	Facility Name	Facility Type	Project Description
New Build	Smith Secondary formerly 'Willoughby Secondary'	Secondary	1900 capacity secondary school
New Build	Smith Middle School	Middle	900 Capacity Middle school
Addition	RE Mountain (12 Classroom Addition)	Secondary	12 Classroom Expansion
Site	South West Latimer Elementary	Elem site	new elementary school site

2025/2026 Five Year Capital Plan Major Capital

Priority		Facility Name	Facility Type	Project Description	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	Total
1	Addition	Lynn Fripps	Elementary	New 6 Classroom Expansion (modular)	9,500,000					9,500,000
2	Addition	Donna Gabriel Robbins	Elementary	New 6 Classroom Expansion (modular)	9,500,000					9,500,000
3	Addition	Willoughby Elementary (Modular)	Elementary	10 Classroom Expansion (modular)		15,000,000				15,000,000
1	Site	New Williams Elementary site	Elementary	5 Acre K-5 Elementary joint school /park site	30,000,000					30,000,000
2	Site	New Willoughby Middle Site	Middle	stand alone Middle 14.9 acres, if joint site 7.5 acre		92,380,000				92,380,000
3	Site	New Smith Elementary site	Elementary	5 Acre K-5 Elementary joint school /park site		31,000,000				25,000,000
4	Site	New Brookwood Fernridge Middle school site	Middle	stand alone Middle 14.9 acres, if joint site 7.5 acre			60,000,000			60,000,000
5	Site	New Walnut Grove Middle School Property	Middle	14.9 Acres Property 900 cap Middle School					75,000,000	75,000,000
1	New School	New South West Latimer Elementary	Elementary	New K-5 Elem 475 + 80k Willoughby	54,000,000					54,000,000
2	New School	New Jericho Elementary	Elementary	New K-5 Elem 475 + 80k Willoughby	54,000,000					54,000,000
3	New School	New Williams Neighborhood Elementary	Elementary	New K-5 Elem 475 + 80k Willoughby			56,000,000			56,000,000
4	New School	New Willoughby Area Middle school	Middle	New 900 capacity Middle school			140,000,000			160,000,000
1	Seismic	DW Poppy Secondary	Secondary						42,000,000	42,000,000
2	Seismic	Brookwood Secondary	Secondary						44,000,000	44,000,000
										726,380,000