



Memorandum

vancouver school board



DATE: April 17, 2019

ITEM 4.2

TO: Facilities Planning Committee

FROM: J. Meschino, Director of Facilities

RE: **2019/20 Annual Capital Plan Bylaw**

INTRODUCTION:

This report contains a recommendation.

BACKGROUND:

On March 4, 2019, the Vancouver Board of Education (VBE) received a letter from the Ministry of Education, Executive Director, Capital Management Branch in response to the district's Annual Five-Year Capital Plan, School Enhancement Program and Carbon Neutral Capital-DDC Upgrade submissions (Attachment A). The letter provides instructions regarding advancing projects without the need for individual project bylaws.

Revisions to the Ministry's Bylaws and Annual Capital Plan submission procedures require a Capital Plan Bylaw for work to proceed (Attachment B).

RECOMMENDATION(S):

It is recommended that:

The Capital Bylaw No. 2019/20-CPSD39-01 Capital Plan 2019/20 be:

Read a first time the 29th day of April 2019;

Read a second time the 29th day of April 2019;

Read a third time the 29th day of April 2019;

and that the Board of Education of School District No. 39 (Vancouver) approves having all three readings of the Capital Bylaw No. 2019/20-CPSD39-01 Capital Plan 2019/20 at tonight's meeting;

and that the Chairperson and Secretary-Treasurer be authorized to sign, seal and register the Capital Bylaw No. 2019/20-CPSD39-01 Capital Plan 2019/20;

and that the signed and sealed Capital Bylaw No. 2019/20-CPSD39-01 Capital Plan 2019/20 be forwarded to the Ministry of Education for Capital Plan Submission.

Attachments:

- Ministry Response to the Annual Five-Year Capital Plan Submission, March 1, 2019
- Capital Bylaw No. 2018/19-CP-SD39-01



March 1, 2019

Ref: 208254

To: Secretary-Treasurer and Superintendent
School District No. 39 (Vancouver)

Capital Plan Bylaw No. 2019/20-CPSD39-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2019/20

This letter is in response to your School District's 2019/20 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2018, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Please note that all school districts are required to keep project approval information confidential until after the Province has issued News Releases to the public on March 6th. Additionally, school districts receiving approval and funding specifically from the Playground Equipment Program (PEP) are required to keep that project information confidential until further written notice from the Ministry of Education.

Below you will see the major capital projects supported to proceed with Project Definition Reports (PDRs) as well as minor capital projects from the Ministry's 2019/20 annual capital programs that are approved for funding and are able to proceed to procurement.

**Ministry of
Education**

Capital Management Branch
Resource Management
Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

MAJOR CAPITAL PROJECTS (SMP, EXP)

New Projects

Project #	Project Name	Project Type	Next Steps
127804	David Livingstone Elementary	Seismic	Submit draft PDR to Planning Officer by Aug. 31, 2019.
127763	False Creek Elementary	Seismic	Submit draft PDR to Planning Officer by Dec. 31, 2019.
116527	Killarney Secondary	Seismic	Submit draft PDR to Planning Officer by Mar. 31, 2020.

PDRs Past Due

Project #	Project Name	Project Type	Original Due Date	Next Steps

Note: A PDR should normally be expected to be finalized within two months following the draft PDR deadlines noted above. After a draft PDR is submitted to the Ministry, follow-up meetings will be scheduled by your respective Regional Director or Planning Officer to confirm scope, schedule, and budget details and the terms of project approval for the projects listed above. Also note that Capital Project Funding Agreements (CPFA) are not issued until after PDRs and all other required supporting documentation is received, reviewed and approved for funding by the Ministry.

All projects that the Ministry expects to be under PDR development, and have not already been received, are listed above – if a project is not listed, then the Ministry is not supporting the project and is not expecting a PDR.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
General Wolfe Elementary	SEP - Health and Safety Upgrades - Fire System & Accessibility Upgrades	\$760,000	Proceed to design, tender & construction. To be completed by March 31, 2020.

Sir Winston Churchill Secondary	SEP - Health and Safety Upgrades - Fire System Upgrades	\$225,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Lord Roberts Elementary, Hastings Elementary	CNCP - Boiler - Replace Heat Plant	\$787,500	Proceed to design, tender & construction. To be completed by March 31, 2020.
University Hill Elementary	PEP - New - Universally Accessible Playground Equipment	\$105,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
John Norquay Elementary	PEP - New - Universally Accessible Playground Equipment	\$105,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Waverley Elementary	PEP - New - Universally Accessible Playground Equipment	\$105,000	Proceed to design, tender & construction. To be completed by March 31, 2020.

Note: An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Routine Capital projects for the 2019/20 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw No. provided at the beginning of this document) for its approved 2019/20 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Damien Crowell at Damien.Crowell@gov.bc.ca as soon as possible. At this time the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2019/20 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2020/21 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2019.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Joel Palmer, Executive Director
Capital Management Branch

pc: Ryan Spillett, Director, Capital Projects Unit, Capital Management Branch
Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch
Damien Crowell, Planning Officer, Capital Management Branch
Alexander Angus, Planning Officer, Capital Management Branch
Marek Benedik, Planning Officer, Capital Management Branch

CAPITAL BYLAW NO. 2019/20-CPSD39-01
CAPITAL PLAN 2019/20

A BYLAW by the Board of Education of School District No. 39 (Vancouver) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to sections 143 (2) and 144 (1) of the *School Act*.

WHEREAS in accordance with provisions of the *School Act*, the Minister of Education (hereinafter called the "Minister") has approved the Capital Plan of the Board.

NOW THEREFORE the Board agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute Project Agreement(s) related to the expenditures contemplated by the Capital Plan;
- (b) Upon ministerial approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the Project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2019/20 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated March 1, 2019, is hereby adopted.
- 2. This Bylaw may be cited as School District No.19 (Vancouver) Capital Bylaw No. 2019/20-CPSD39-01.

Read a first time this 29th day of April 2019.

Read a second time this 29th day of April 2019.

Upon Unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third time on this 29th day of April 2019, and finally passed and adopted this 29th day of April 2019.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 39 (Vancouver) Capital Bylaw No. 2019/20-CPSD39-01. adopted by the Board the 29th day of April 2019.

Secretary-Treasurer

2019/2020 Capital Response Letter

Facilities Planning Committee April 17, 2019



We inspire student success by providing an innovative, caring and responsive learning environment



Seismic Mitigation Program Approval

- Livingstone Elementary
- False Creek Elementary
- Killarney Secondary

Safety Enhancement Program Funding

- Wolfe Elementary - Fire Alarm and Accessibility Upgrades
- Churchill Secondary – Fire Alarm Upgrade

CNCP Program Funding

- Roberts Elementary – Boiler Replacement
- Hastings Elementary – Boiler Replacement

Playground Equipment Program Funding

- University Hill – Universally Accessible Playground Equipment
- Norquay Elementary – Universally Accessible Playground Equipment
- Waverley Elementary – Universally Accessible Playground Equipment