

September 11, 2024

ITEM 1.1

**TO:** Facilities Planning Committee

**FROM:** Ron Macdonald, Director of Facilities  
Dmytro Plakhotnyk, Sr. Manager of Maintenance and Construction

**RE:** 2025-2026 Minor Capital Plan

[Reference to  
Education Plan](#)

**GOAL:** Goal 1: The Vancouver School Board will improve student achievement, physical and mental well-being, and belonging by...

**OBJECTIVE:**

- Improving school environments to ensure they are safe, caring, welcoming, and inclusive places for students and families.

## INTRODUCTION

This report contains recommendations for the Board of Education to approve the submission of the 2025-2026 Minor Capital Plan to the Ministry of Education and Child Care (“the Ministry” or “MECC”).

## BACKGROUND

The school district submits annually to the Ministry, a list of projects for funding consideration under several minor capital programs. Submissions are due by September 30, 2024. By March 2025, the Ministry provides school districts with a *Capital Plan Response Letter* which outlines the projects that will be funded.

This report describes the proposed 2025-2026 Minor Capital Plan submission for each of the following Capital Programs:

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

Eligibility requirements for each program are provided annually by the Ministry through the [Capital Planning Instructions](#).

## MINOR CAPITAL PROGRAMS

### School Enhancement Program (SEP)

The School Enhancement Program (SEP) provides capital funding for projects that will improve the safety, facility condition, operational efficiency, and functionality of existing schools, with the objective to extend

their useful physical life. Projects are permitted in six categories of upgrade defined as: roofing, exterior wall systems, interior construction, HVAC (i.e. heating ventilation and cooling), electrical, and plumbing upgrades. There are criteria for the cost range and eligibility of projects. Five requests are permitted annually for submission.

SEP eligibility is focused on singular projects – typically with a substantial cost - which can be challenging to fit within an AFG program spending plan. VSB submissions are typically single-site, medium to large value projects, rather than a bundle of smaller dollar value projects.

Projects included in the proposed plan are selected based on:

- The urgency of the need, focusing on systems that have failed or are well past end of life.
- Critical systems – required for core functionality or life safety of the facilities.
- Substantive dollar value projects (over 200k) and including a mix of project cost ranges.
- Alignment with the priorities of the Major Capital Plan. Enhancement project submissions are avoided for sites in the PDR process of the capital plan and avoided wherever possible for sites at the top of the capital plan.
- Opportunities to augment the scope of seismic mitigation projects where possible.

Proposed SEP project submissions for 2025-2026 include projects focused on building envelope, roofing, life safety and public announcements (PA) systems are shown in Table 1.

**Table 1: School Enhancement Program (SEP) submission for 2025-2026**

Priority	School	Project Scope	Project Cost
1	Sir Wilfred Grenfell Community Elementary	Buy and install an elevator (\$1,058,000) and a stairlift (\$75,000) in the main school building. This upgrade would greatly enhance accessibility at the school and ensure compliance with current building codes. It would also complement the investment being made in the school through the Seismic Mitigation Program (SMP), which does not support accessibility upgrades.	\$1,133,000
2	David Thompson Secondary	The outdated fire alarm annunciator system, along with all associated wiring and auxiliary devices, needs to be replaced. The current system does not comply with the existing National Fire Protection Association (NFPA) standards and Building codes for safety. The replacement is essential.	\$420,000

Priority	School	Project Scope	Project Cost
3	Crosstown Elementary	<p>The school currently has ventilation and heating, but no dedicated cooling. The designed ventilation capacity provides occupants with required minimum ventilation levels but does not have extra air flow capacity to support thermal comfort. Indoor temperatures have been uncomfortable for building occupants since the school opened in 2017.</p> <p>Under current hot weather conditions – expected to be more common with climate change – the school will continue to experience thermal comfort issues.</p> <p>To remediate this situation a phased upgrade of the existing systems is being proposed. The phasing is required to meet the MECC annual project funding limit of \$2 million.</p> <p>The first phase – cost \$1,470,000 - includes following measures to address both ventilation and thermal comfort:</p> <ol style="list-style-type: none"> <li>1. Modifications to AHU Motors-Filters-Coils &amp; 1ST VRF Heat Pump – addresses facility’s ventilation.</li> <li>2. Rooftop mechanical room construction - to accommodate Heat Pumps that will be addressed in phase 2, as well as the heat exchanger for a water-cooling supply and distribution system.</li> </ol> <p>The second phase (for submission 2026/27) is \$1,350,000 and includes the following measures to address air cooling equipment installation in the classrooms and learning areas:</p> <ol style="list-style-type: none"> <li>1. Second and Third VRF Heat Pumps.</li> <li>2. Hybrid Refrigerant-CHW Distribution – ceiling-mounted cooling air circulation units.</li> <li>3. Chilled water fan-coil units to address cooling needs in common areas like gyms and auditoriums.</li> </ol>	\$1,470,000
4	Quilchena Elementary	<p>Windows need to be replaced on the east wall of the building. The old windows fail to provide adequate weather and water protection, which is causing further deterioration of the existing building envelope. Without replacement there will be continued building envelope failure and +higher future capital costs for repairs.</p>	\$440,000
5	Gladstone Secondary	<p>Replacing the Tar and Gravel roof over Section B of the school, which is now 50 years old, will involve asbestos removal and new materials to meet current standards and prevent future leaks and costly repairs. This covers a large part of the building, but additional funding will be needed for the rest.</p>	\$1,130,000
<b>TOTAL</b>			<b>\$4,593,000</b>

### Carbon Neutral Capital Program (CNCP)

The Carbon Neutral Capital Program (CNCP) is a program that provides capital funding specifically for energy-efficiency projects that lower a school district’s carbon emissions. The benefits of this capital funding include operational cost savings, reduced facility condition index, renewed infrastructure, and potential to supplement funding to major capital programs. A maximum of five requests are permitted annually for submission.

Project submissions are determined based on the urgency of the needs (e.g., failing system), opportunities to support unfunded seismic mitigation projects, improvements to our control systems, and elimination of obsolete or problematic equipment.

Proposed CNCP project submissions for 2025-2026 are shown in Table 2.

**Table 2 – Carbon Neutral Capital Program (CNCP) Submission for 2025-2026**

Priority	School	Description	Annual Savings*	Project Cost
1	University Hill Elementary	New Heating & Domestic Hot Water (DHW) Plant upgrade for the ageing boiler plant with modern high-efficiency boilers, variable speed pumps and associated controls will achieve substantial energy savings overall as well as address frequent service calls and maintenance repairs. <i>Projected Total Annual Avoided Emissions = 31.3 tCO2e</i>	Fuel Savings - \$6,250 Electricity Savings - \$6,750 Total Savings - \$13,000	\$526,750
2	Windermere Community Secondary	New Heating & Domestic Hot Water (DHW) Plant upgrade for the ageing boiler plant serving the shop wing with modern high-efficiency boilers, pumps and controls will achieve substantial energy savings overall as well as address frequent service calls and maintenance repairs. System serves a portion of the facility. <i>Projected Total Annual Avoided Emissions = 3.3 tCO2e.</i>	Fuel Savings - \$660 Total Savings - \$660	\$ 475,000
3	General Wolfe Elementary	New Heating Plant & Domestic Hot Water (DHW) upgrade for the ageing boiler plant serving the frame building with modern high-efficiency boilers, pumps, and associated controls. <i>Projected Total Annual Avoided Emissions = 1.6 tCO2e</i>	Fuel Savings - \$320 Total Savings - \$320	\$ 412,500
4	Charles Dickens Annex	New Heating Plant & Domestic Hot Water (DHW) upgrade for the ageing boiler plant with modern high-efficiency boilers, pumps, and associated controls. <i>Projected Total Annual Avoided Emissions = 7.6 tCO2e</i>	Fuel savings - \$1,520 Total savings - \$1,520	\$ 437,500
5	Edith Cavell Elementary	New Heating Plant & Domestic Hot Water (DHW) upgrade for the ageing boiler plant with modern high-efficiency boilers, pumps, and associated controls. <i>Projected Total Annual Avoided Emissions = 17.5 tCO2e</i>	Fuel Savings - \$3,500 Total Savings - \$3,500	\$ 575,000
<b>TOTAL</b>				<b>\$2,426,750</b>

\*Annual Savings: Natural Gas Consumption (GJ); Carbon emissions (tonnes CO2e)

### Playground Equipment Program (PEP)

The Playground Equipment Program (PEP) provides playground equipment for schools that do not have any playground equipment and supports the replacement of aging equipment that could pose a safety hazard. The PEP program provides specific direction to support accessibility features. Three submissions are permitted annually.

The projects that are suggested for consideration are chosen primarily to create new play structures for schools that do not have sufficient, or right-sized playgrounds. Accessibility is a key consideration, and the grounds team work closely with the Learning Services staff to identify areas of need for students at specific sites. As PEP submissions include a focus on accessibility, they address playground elements and surfaces for a range of student needs.

Proposed PEP project submissions for 2025-2026 are shown in Table 3.

**Table 3 – Playground Equipment Program (PEP) Submission for 2025-2026**

Priority	School	Type of Work	Project Cost
1	Britannia Elementary	New accessible playground	\$ 195,000
2	Lord Elementary	New accessible playground	\$ 195,000
3	Weir Elementary	New accessible playground	\$195,000
<b>TOTAL</b>			<b>\$ 585,000</b>

**Food Infrastructure Program (FIP)**

The Food Infrastructure Program (FIP) is a new capital funding program that supports the rehabilitation and upgrade to food provision and delivery infrastructure at school sites. Proposed FIP projects should be focused on minor upgrades such as:

- Refrigerated vehicles to support the delivery of prepared meals from centralized kitchen facilities to schools.
- The purchase and installation of new or used kitchen equipment (e.g. refrigerators, freezers, dishwashers, stoves, ovens, etc...)
- Electrical, plumbing and ventilation upgrades to accommodate the installation of commercial kitchen equipment.
- Improvements to ensure kitchens meet local health authority requirements.
- Equipment and infrastructure to support traditional food gathering and preparation (e.g. fishing equipment, smokehouses, non-fur trapping equipment).
- Food storage (refrigerated or dry storage).

At present the FIP program is not directed for the construction of new kitchens, or the creation of new spaces for kitchens. As a new capital program, the criteria may evolve in the future. Selection of project submissions is determined by the Food Services team to align with their program objectives.

The FIP project submissions are directed to the secondary kitchens that are suitable for increased food production. The project list is based on the capital needs defined by the food services team.

Proposed FIP project submissions for 2025-2026 funding are shown in Table 4.

**Table 4 – Food Infrastructure Program (FIP) Project Submission for 2025-2026**

Priority	School	Type of Work	Project Cost
1	Britannia Secondary	The dish room enhancements will include provisions for a new dishwasher, as well as necessary electrical and plumbing work. These upgrades are essential to support the Britannia Commissary Kitchen which produces 1,200 school meals each day.	\$50,000
2	Gladstone Secondary	Install new equipment in place of the current wooden box for the walk-in cooler, ensuring it complies with VCH standards.	\$110,000
3	Gladstone Secondary	Make minor upgrades to the meals serving area to install two new reach-in freezers, which will provide extra storage and enhance school meal production capacity.	\$28,000
4	Magee Secondary	Install new equipment to replace the old oven for preparing school meals.	\$25,000
5	Windermere Secondary	Upgrade an outdated Rational oven and gas range with new equipment to enhance food production efficiency and capacity. This modernization will involve reworking electrical and plumbing systems to accommodate the new positioning of the equipment and ensure compliance with current standards.	\$100,000
<b>TOTAL</b>			<b>\$313,000</b>

## RECOMMENDATION

**The Facilities Planning Committee recommends:**

*That The Board of Education of School District No. 39 (Vancouver) approve the 2025-2026 Minor Capital Plan for submission to the Ministry of Education and Child Care.*

**ATTACHMENTS:**

Attachment A: Capital Plan 2025-2026 – Minor Capital Project Submission Summary

Attachment B: Capital Plan 2025-2026 – Minor Capital FIP Project Submission Summary

# Submission Summary

<b>Submission Summary:</b>	Minor 2025/2026   2024-09-30   MAIN - K12
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Vancouver (SD39)
<b>Open Date:</b>	2024-04-08
<b>Close Date:</b>	2024-09-30
<b>Submission Status:</b>	Draft

Submission Category	Sum Total Funding Requested
CNCP	\$2,426,750
SEP	\$4,593,000
PEP	\$585,000
<b>Total</b>	<b>\$7,604,750</b>

CNCP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	153539	University Hill Elementary	HVAC (CNCP)	New Heating & Domestic Hot Water (DHW) Plant upgrade for the ageing boiler plant with modern high-efficiency boilers, variable speed pumps and associated controls will achieve substantial energy savings overall as well as address frequent service calls and maintenance repairs. Projected Total Annual Avoided Emissions = 31.3 tCO <sub>2</sub> e	\$526,750
2	167679	Windermere Community Secondary	HVAC (CNCP)	New Heating & Domestic Hot Water (DHW) Plant upgrade for the ageing boiler plant serving the shop wing with modern high-efficiency boilers, pumps and controls will achieve substantial energy savings overall as well as address frequent service calls and maintenance repairs. System serves a portion of the facility. Projected Total Annual Avoided Emissions = 3.3 tCO <sub>2</sub> e.	\$475,000
3	163360	General Wolfe Elementary	HVAC (CNCP)	New Heating Plant & Domestic Hot Water (DHW) upgrade for the ageing boiler plant serving the frame building with modern high-efficiency boilers, pumps, and associated controls. Projected Total Annual Avoided Emissions = 1.6 tCO <sub>2</sub> e	\$412,500
4	167680	Charles Dickens Annex	HVAC (CNCP)	New Heating Plant & Domestic Hot Water (DHW) upgrade for the ageing boiler plant with modern high-efficiency boilers, pumps, and associated controls. Projected Total Annual Avoided Emissions = 7.6 tCO <sub>2</sub> e	\$437,500
5	159195	Edith Cavell Elementary	HVAC (CNCP)	New Heating Plant & Domestic Hot Water (DHW) upgrade for the ageing	\$575,000

# Submission Summary

				boiler plant with modern high-efficiency boilers, pumps, and associated controls. Projected Total Annual Avoided Emissions = 17.5 tCO2e	
				Submission Category Total:	<b>\$2,426,750</b>
PEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	167692	Britannia Community Elementary	New (PEP)	New accessible playground	\$195,000
2	167693	Dr A R Lord Elementary	New (PEP)	New accessible playground	\$195,000
3	167694	Dr George M Weir Elementary	New (PEP)	New accessible playground	\$195,000
				Submission Category Total:	<b>\$585,000</b>
SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	163941	Sir Wilfred Grenfell Community	Interior Construction (SEP)	Buy and install an elevator (\$1,058,000) and a stairlift (\$75,000) in the main school building. This upgrade would greatly enhance accessibility at the school and ensure compliance with current building codes. It would also complement the investment being made in the school through the Seismic Mitigation Program (SMP), which does not support accessibility upgrades.	\$1,133,000
2	167695	David Thompson Secondary	Electrical (SEP)	The outdated fire alarm annunciator system, along with all associated wiring and auxiliary devices, needs to be replaced. The current system does not comply with the existing National Fire Protection Association (NFPA) standards and Building codes for safety. The replacement is essential.	\$420,000
3	167696	Crosstown Elementary	HVAC (SEP)	The school currently has ventilation and heating, but no dedicated cooling. The designed ventilation capacity provides occupants with required minimum ventilation levels but does not have extra air flow capacity to support thermal comfort. Indoor temperatures have been uncomfortable for building occupants since the school opened in 2017. Under current hot weather conditions – expected to be more common with climate change – the school will continue to experience thermal comfort issues. To remediate this situation a phased upgrade of the existing systems is being proposed. The phasing is required to meet the MECC annual project funding limit of \$2 million.	\$1,470,000

## Submission Summary

				<p>The first phase – cost \$1,470,000 - includes following measures to address both ventilation and thermal comfort:</p> <ol style="list-style-type: none"> <li>1. Modifications to AHU Motors-Filters-Coils &amp; 1ST VRF Heat Pump – addresses facility’s ventilation.</li> <li>2. Rooftop mechanical room construction - to accommodate Heat Pumps that will be addressed in phase 2, as well as the heat exchanger for a water cooling supply and distribution system.</li> </ol> <p>The second phase – cost \$1,350,000 – includes the following measures to address air cooling equipment installation in the classrooms and learning areas:</p> <ol style="list-style-type: none"> <li>1. Second and Third VRF Heat Pumps.</li> <li>2. Hybrid Refrigerant-CHW Distribution – ceiling-mounted cooling air circulation units.</li> <li>3. Chilled water fan-coil units to address cooling needs in common areas like gyms and auditoriums.</li> </ol>	
4	167698	Quilchena Elementary	Exterior Wall Systems (SEP)	Windows need to be replaced on the east wall of the building. The old windows fail to provide adequate weather and water protection, which is causing further deterioration of the existing building envelope. Without replacement there will be continued building envelope failure and to higher future capital costs for repairs.	\$440,000
5	167699	Gladstone Secondary	Roofing (SEP)	Replacing the Tar and Gravel roof over Section B of the school, which is now 50 years old, will involve asbestos removal and new materials to meet current standards and prevent future leaks and costly repairs. This covers a large part of the building, but additional funding will be needed for the rest.	\$1,130,000
				Submission Category Total:	<b>\$4,593,000</b>

# Submission Summary

<b>Submission Summary:</b>	Minor 2025/2026   2024-10-01   FIP
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Vancouver (SD39)
<b>Open Date:</b>	2024-04-08
<b>Close Date:</b>	2024-10-01
<b>Submission Status:</b>	Draft

Submission Category	Sum Total Funding Requested
SEP	\$313,000
<b>Total</b>	<b>\$313,000</b>

SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	167702	Britannia Community Secondary	Food Infrastructure (SEP)	The dish room enhancements will include provisions for a new dishwasher, as well as necessary electrical and plumbing work. These upgrades are essential to support the Britannia Commissary Kitchen which produces 1,200 school meals each day.	\$50,000
2	167703	Gladstone Secondary	Food Infrastructure (SEP)	Install new equipment in place of the current wooden box for the walk-in cooler, ensuring it complies with VCH standards.	\$110,000
3	167704	Gladstone Secondary	Food Infrastructure (SEP)	Make minor upgrades to the meals serving area to install two new reach-in freezers, which will provide extra storage and enhance school meal production capacity.	\$28,000
5	167706	Magee Secondary	Food Infrastructure (SEP)	Install new equipment to replace the old oven for preparing school meals.	\$25,000
6	167705	Windermere Community Secondary	Food Infrastructure (SEP)	Upgrade an outdated Rational oven and gas range new equipment to enhance food production efficiency and capacity. This modernization will involve reworking electrical and plumbing systems to accommodate the new positioning of the equipment and ensure compliance with current standards.	\$100,000
Submission Category Total:					<b>\$313,000</b>