

NOTICE OF MEETING

FACILITIES PLANNING COMMITTEE

Secretary Treasurer's Office
Wednesday, April 10, 2024 at 5:00pm
Public viewing via live broadcast

Victoria Jung (Chair)
Joshua Zhang (Vice Chair)
Alfred Chien
Suzie Mah

Helen McGregor, Superintendent of Schools
Flavia Coughlan, Secretary Treasurer

Notice of Meeting

A Meeting of the **Facilities Planning Committee** will be held in room 180 of the VSB Education Centre (1580 West Broadway, Vancouver BC) for **participating trustees, staff, and stakeholder representatives** on **Wednesday, April 10, 2024 at 5:00 pm**. The meeting will be live broadcast for the public.

Trustees: Lois Chan-Pedley (Alternate) Jennifer Reddy
Janet Fraser Christopher Richardson (Alternate)
Preeti Faridkot

Student Trustee: Mia Liu

Other Senior Team Staff: Daniel Bue Maureen McRae-Stanger
Pedro da Silva Pete Nuij
Michael Gray Alison Ogden

Rights Holder Faye Mitchell, x^wməθk^wəyəm (Musqueam)
Representatives Paul Wick, Skwxwú7mesh Úxwumixw (Squamish Nation)
Kirsten Touring, səliiwətał (Tsleil-Waututh Nation)

Representatives: Suzette Magri, CUPE 15 Alternates: Vanessa Mani-Garrett, CUPE 15
Brent Boyd, CUPE 407
Kyenta Martins, DPAC Melanie Cheng, DPAC (Alternate 1)
Ishi Dinim, DPAC (Alternate 2)
Tim Chester, IUOE Tim De Vivo, IUOE
Ajaz Hassan, PASA Paul Loeman, PASA
Justin Chapman, Trades
Kelly Egilsson, VASSA
Kai Nishimura, VDSC
Danielle Durant, VEAES Marjorie Dumont, VEAES
Sarah Dash, VEPVPA Elyssa Derban, VEPVPA
Terry Stanway, VSTA Carl Janze, VSTA

Other Staff: Ron Macdonald James de Hoop
Dmytro Plakhotnyk

FACILITIES PLANNING COMMITTEE

MEETING AGENDA

Wednesday, April 10, 2024 at 5:00pm
Room 180, VSB Education Centre

With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səlilwətaʔ (Tseil-Waututh Nation).

The meeting is currently being broadcasted live, and both the audio and video recordings will be accessible to the public for viewing even after the meeting ends. Footage from this meeting may be viewed from Canada or anywhere else in the world.

Meeting Decorum:

The Board has a strong commitment to ethical conduct. This includes the responsibility of committee members to conduct themselves with appropriate decorum and professionalism. As Chair of the Committee, it is my responsibility to see that decorum is maintained. To do that I ask that:

- i. All committee participants request to speak through the chair.
- ii. Civility towards others is maintained as committee participants share perspectives and participate in discussion.
- iii. Staff are able to submit objective reports without influence or pressure as their work is acknowledged and appreciated.
- iv. Committee participants refrain from personal inflammatory or accusatory language or action.
- v. Committee participants present themselves in a professional and courteous manner.

Please see reverse for the Purpose/Function and Power and Duties of this Committee.

1. Items for Approval

1.1 Capital Plan Bylaw

2. Discussion Items

None

3. Information Items

None

Presenters

Flavia Coughlan, Secretary Treasurer | CFO
Ron Macdonald, Director of Facilities

Facilities Planning Committee

B. Responsibilities:

- B.1 Review and provide recommendations to the Board regarding assigned facilities planning matters.
- B.2 Annually review and make recommendations to the Board regarding the five-year capital plan and the spending plan for the annual facilities grant.
- B.3 Review and make recommendations to the Board regarding the long-range facilities plan.
- B.4 Review and make recommendations to the Board regarding catchment areas for schools and District programs.
- B.5 For the purpose of naming and renaming schools, provide recommendations to the Board, adhering to the guidelines and direction set by the Board at the beginning of any potential school naming or renaming process.
- B.6 Review matters referred to the Committee by the Board and make recommendations as requested.

April 10, 2024

ITEM 1.1

TO: Facilities Planning Committee

FROM: Flavia Coughlan, Secretary Treasurer | CFO
Ron Macdonald, Director of Facilities

RE: Capital Plan Bylaw

*Reference to
Education Plan*

GOAL: *The Vancouver School Board will increase equity by ...*

OBJECTIVE(S): *Improving stewardship of the district’s resources by focusing on effectiveness, efficiency, and sustainability.*

INTRODUCTION

This report contains a recommendation.

BACKGROUND

On March 15, 2024, the Vancouver Board of Education (VBE) received the Capital Plan Response Letter from the Capital Management Branch of the Ministry of Education and Child Care in response to the District’s 2024-2025 Five-Year Capital Plan submission (Attachment A).

The Capital Bylaw required under the *School Act* to adopt the Capital Plan approved by the Ministry (as detailed in the Capital Plan Response Letter) is attached as Attachment B.

ANALYSIS:

Major Capital Projects

New Capital Projects

No Major capital projects were moved forward from Capital Plan status to Project Definition Report (PDR) status in the March 15, 2024 Capital Plan response letter.

Minor Capital Projects

The minor capital programs include the School Enhancement Program (SEP), the Carbon Neutral Capital Program (CNCP), the Playground Equipment Program (PEP), and the Food Infrastructure Program (FIP). The Minor capital Plan submission was presented to the Facilities Planning Committee on September 6, 2023, and approved by the Board on September 25, 2023.

A summary of the Ministry approved projects is provided in Table 1.

Table 1 – Summary of Approved 2024-2025 Minor Capital Plan Projects

Program	Site		Funding \$
SEP – Exterior Wall systems	Vancouver Technical Secondary	Windows replacement on East Side of the complex. Windows have failed and building envelope is at risk. The request is based on the need to prevent further deterioration.	\$ 900,000
SEP – Roofing Upgrades	Southlands Elementary	Replace remaining (asbestos containing) 50-year-old tar-and-gravel roofing at select locations of the roof.	\$ 200,000
CNCP – HVAC Upgrades	Brittania Elementary	New heating and domestic water plant. Failing boiler has left heat plant without back up capacity.	\$ 500,000
CNCP – HVAC Upgrades	Killarney Secondary	Computerized control system upgrades for mechanical systems and connection to the District-wide control portal. Savings accrued from more precise scheduling and operation of equipment.	\$ 30,000
PEP – Accessible Playground Equipment		Adding a new playground including accessible equipment and surfacing.	\$ 195,000
FIP – Kitchen Equipment	Templeton Secondary	Upgrade Templeton Commissary Kitchen to increase meal production capacity for school food programs. Scope: Purchase 3 x Rational Combi Oven ICP 10 plus trades installation.	\$ 100,000
FIP – Kitchen Equipment	Prince of Wales Secondary	Upgrade existing equipment to support meal production for school food programs. Scope: Purchase additional 2 x reach in cooler and freezer plus trades installation.	\$ 20,000

These Minor Capital Projects all indicate a required completion date of March 31, 2025, which would be the normal expectation of the Ministry. The funding Certificates of Approval (COAs) for these projects, for districts to draw down the funds to pay for them, are normally held open until the end of the Provincial Government’s fiscal year.

As indicated in the Capital Plan Response Letter, the Board of Education is required, under Section 143 of the *School Act*, to adopt a single Capital Bylaw for its approved Five-Year Capital Plan. Capital Bylaw No. 2024/25-CPSD39-01 is included in Attachment B.

RECOMMENDATIONS

IT IS RECOMMENDED THAT the Board of Education adopt the School District No. 39 (Vancouver) Capital Bylaw No.2024/25-CPSD39-01 by having three readings of the bylaw at the April 29, 2024, Public Board Meeting.

Attachments:

- A. Capital Plan Response Letter (dated March 15, 2024)
- B. Capital Bylaw No. 2024/25-CPSD39-01



March 15, 2024

Ref: 297326

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

Capital Plan Bylaw No. 2024/25-CPSD39-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District's 2024/25 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

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

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
 - Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

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

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, FIP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Vancouver Technical Secondary	SEP - Exterior Wall Systems Upgrades	\$900,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Southlands Elementary	SEP - Roofing Upgrades	\$200,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Britannia Community Elementary	CNCP - HVAC Upgrades	\$500,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Killarney Secondary	CNCP - HVAC Upgrades	\$30,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
	PEP - Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Templeton Secondary	FIP - Kitchen Equipment	\$100,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Prince Of Wales Secondary	FIP - Kitchen Equipment	\$20,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2024/25 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 Bylaw Number provided at the beginning of this document) for its approved 2024/25 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 the Ministry’s Capital Management Branch at CMB@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1st, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
 - Major Capital Programs (BEP)
- **September 30, 2024**
 - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
 - Minor Capital Programs (FIP)

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

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,



Damien Crowell, Executive Director
Capital Management Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital Management Branch

**CAPITAL BYLAW NO. 2024/25-CPSD39-01
CAPITAL PLAN 2024/25**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 39 (Vancouver) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital 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 capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital 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 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 15, 2024, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 39 (Vancouver) Capital Bylaw No.2024/25-CPSD39-01.

READ A FIRST TIME THE 29th DAY OF April 2024;
READ A SECOND TIME THE 29th DAY OF April 2024;
READ A THIRD TIME, PASSED THE 29th DAY OF April 2024.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 39 (Vancouver) Capital Bylaw No. 2024/25-CPSD39-01 adopted by the Board the 29th day of April 2024.

Secretary-Treasurer

Vancouver School District Facilities Planning Committee

April 10, 2024

1



LAND ACKNOWLEDGEMENT

With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the x^wməθk^wəy̓əm (Musqueam), Sk̓wxwú7mesh Úxwumixw (Squamish Nation) & səlilwətaʔ (Tsleil-Waututh Nation).



x^wməθk^wəy̓əm
(Musqueam)



Sk̓wxwú7mesh Úxwumixw
(Squamish Nation)



səlilwətaʔ
(Tsleil-Waututh Nation)

2

Live-streamed

The meeting is currently being broadcasted live, and both the audio and video recordings will be accessible to the public for viewing even after the meeting ends.

Footage from this meeting may be viewed from Canada or anywhere else in the world.

3

Meeting Decorum

The Board has a strong commitment to ethical conduct. This includes the responsibility of committee participants to conduct themselves with appropriate decorum and professionalism. As Chair of the Committee it is my responsibility to see that decorum is maintained. To do that I ask that:

- all participants request to speak through the chair;
- civility towards others is maintained as participants share perspectives and participate in debate;
- staff be able to submit objective reports without influence or pressure as their work is acknowledged and appreciated;
- all participants refrain from personal inflammatory/accusatory language/action;
- all participants present themselves in a professional and courteous manner.

4

Introductions

Participants: please state your first and last name and the name of the group you are representing or position with VSB

5

ITEM 1.1 Capital Plan Bylaw

Flavia Coughlan, Secretary Treasurer | CFO
Ron Macdonald, Director of Facilities

6

Capital Plan Response

VSB Received 2024/25 Capital Plan Response letter dated March 15, 2024.

No projects from the five year capital plan were moved forward to Project Definition Report (PDR) status.

7

Minor Capital Plan Programs

SEP: School Enhancement Program

CNCP: Carbon Neutral Capital Program

PEP: Playground Equipment Program

FIP: Food Infrastructure Program

8

Minor Capital Plan Projects

Program	Site		Funding \$
SEP – Exterior Wall systems	Vancouver Technical Secondary	Windows replacement on East Side of the complex. Windows have failed and building envelope is at risk. The request is based on the need to prevent further deterioration.	\$ 900,000
SEP – Roofing Upgrades	Southlands Elementary	Replace remaining (asbestos containing) 50-year-old tar-and-gravel roofing at select locations of the roof.	\$ 200,000
CNCP – HVAC Upgrades	Britannia Elementary	New heating and domestic water plant. Failing boiler has left heat plant without back up capacity.	\$ 500,000
CNCP – HVAC Upgrades	Killarney Secondary	Computerized control system upgrades for mechanical systems and connection to the District-wide control portal. Savings expected from more precise scheduling and operation of equipment.	\$ 30,000
PEP – Accessible Playground Equipment		Adding a new playground including accessible equipment and surfacing.	\$ 195,000
FIP – Kitchen Equipment	Templeton Secondary	Upgrade Templeton Commissary Kitchen to increase meal production capacity for school food programs.	\$ 100,000
FIP – Kitchen Equipment	Prince of Wales Secondary	Upgrade existing equipment to support meal production for school food programs.	\$ 20,000

9

Recommendation

The Facilities Planning Committee recommends:

That the Board of Education adopt the School District No. 39 (Vancouver) Capital Bylaw No.2024/25-CPSD39-01 by having three readings of the bylaw at the April 29, 2024, Public Board Meeting.

10

QUESTIONS?

ITEM 1.1 Capital Plan Bylaw

11

THANK YOU FOR YOUR TIME

12