



# Memorandum

**Date:** March 27, 2020  
**To:** Planning and Facilities Committee  
**From:** Mitch Van Aller, Director of Operations  
**Prepared By:** David Widdis, Planning Manager

**Action Item:** Annual Capital Plan Submission - Capital Plan Bylaw No. 2020/21-CPSD23-01

## 1.0 ISSUE STATEMENT

The Ministry of Education provided their written response to the 2020/21 Capital Plan submitted in June 2019. The response identifies the next steps for supported projects and bus acquisitions/replacements.

## 2.0 RELEVANT BOARD MOTION/DIRECTION

Main 19P-100 THAT: The Board of Education approve the Capital Plan Resolution for the 2020/2021 Capital Plan as outlined on the attached summary, as attached to the Agenda, and presented at the June 12, 2019 Public Board Meeting.

## 3.0 BACKGROUND

The Board of Education is to adopt a single capital bylaw for its approved 2020/21 Capital Plan, in accordance with section 143 (1) of the School Act after the School District has received the Capital Plan Response Letter from the Ministry.

Individual capital bylaws for each supported capital project are no longer required, only a single capital bylaw is required that encompasses all capital projects included in the Ministry's Capital Plan Response Letter.

The Ministry of Education response letter to our 2019/20 Capital Plan submission of June 2019 is attached to this schedule and the Board is now required to pass a Bylaw to allow for the School District to access the funding outlined in the letter.

## 4.0 POINTS FOR CONSIDERATION

None.

## 5.0 OPTIONS FOR ACTION

- 5.1 Recommend that the Board of Education adopt the Capital Plan Bylaw.
- 5.2 Provide alternate direction to staff.

## 6.0 FOLLOW-UP/REVIEW

None.

## **7.0 DIRECTOR'S COMMENTS**

This Bylaw is part of usual business practice as outlined in the Capital Plan Submission Guidelines and should be processed as recommended. Failure to approve the Bylaw would result in loss of funding.

## **8.0 STAFF RECOMMENDATIONS**

**THAT: The Planning and Facilities Committee recommends to the Board:**

**THAT: The Board of Education give first, second and third readings to Capital Plan Bylaw No. 2020/21 – CPSD23-01.**

**THAT: Capital Plan Bylaw No. 2020/21 – CPSD23-01 be read a first, second and third time, passed and adopted.**

## **9.0 APPENDICES**

- A. Ministry of Education Capital Response Plan
- B. Capital Plan Bylaw No. 2020/21 – CPSD23-01



March 6, 2020

Ref: 218161

To: Secretary-Treasurer and Superintendent  
School District No. 23 (Central Okanagan)

**Capital Plan Bylaw No. 2020/21-CPSD23-01**

**Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2020/21**

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This letter is in response to your School District's 2020/21 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2019, 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)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Below you will see the major capital projects supported to proceed with Concept Plans\* as well as minor capital projects from the Ministry's 2020/21 annual capital programs that are approved for funding and are able to proceed to procurement.

\*Concept Plan approval is a new step required before a Project Definition Report (PDR) will be supported. Your respective Regional Director or Planning Officer will provide you with more information if you have major capital project supported to proceed to a Concept Plan.

## **MAJOR CAPITAL PROJECTS (SMP, EXP)**

### **New Projects**

Project #	Project Name	Project Type	Next Steps
128115	Wilden Area Site	Site Acquisition	Provide draft business case by September 30, 2020

Note: 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 including steps regarding the preparation of the business case. Also note that Capital Project Funding Agreements (CPFA) are not issued until after all other required supporting documentation is received, reviewed and approved for funding by the Ministry.

### **Projects in Development from Previous Years**

Project #	Project Name	Project Type
127794	Westside Secondary	New School
127795	Westside Secondary Site	Site Acquisition

Note: If you do not see your major capital project(s) listed in the table(s) above the Ministry does not support the development of a concept plan or business case.

## **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
Mount Boucherie Secondary	CNCP - Lighting - Electrical system upgrades	\$538,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
A.S. Matheson Elementary, South Rutland Elementary	SEP - Mechanical Upgrades - HVAC upgrades	\$1,100,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Chief Tomat Elementary	PEP - New - Universally Accessible Playground Equipment	\$125,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

North Glenmore Elementary	PEP - New - Universally Accessible Playground Equipment	\$125,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
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#### **New projects for BUS**

Existing Bus Fleet #	New Bus Type	Amount Funded by Ministry	Next Steps & Timing
8235	C 76 with 0 wheelchair spaces	\$141,483	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
22310	C 76 with 5 wheelchair spaces	\$156,173	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
7234A	C 76 with 0 wheelchair spaces	\$141,483	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
7235A	C 76 with 0 wheelchair spaces	\$141,483	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>

7236A	C 76 with 0 wheelchair spaces	\$141,483	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcb.org">http://www.astsbcb.org</a>
7238A	C 76 with 0 wheelchair spaces	\$141,483	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcb.org">http://www.astsbcb.org</a>
7239A	C 76 with 0 wheelchair spaces	\$141,483	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcb.org">http://www.astsbcb.org</a>

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 Minor Capital Projects for the 2020/21 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 2020/21 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 Ravnit Aujla at [Ravnit.Aujla@gov.bc.ca](mailto:Ravnit.Aujla@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2020/21 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2021/22 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, 2020.

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,

A handwritten signature in black ink, appearing to read 'Joel Palmer', with a large, sweeping flourish above the name.

Joel Palmer, Executive Director  
Capital Management Branch

pc: Rachelle Ray, Director, Capital Projects Unit, Capital Management Branch  
Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch  
Ravnit Aujla, Planning Officer, Capital Management Branch  
Rob Drew, Regional Director, Capital Management Branch  
Rosa Cutler, Planning Officer, Capital Management Branch

**APPENDIX B**  
**CAPITAL BYLAW NO. 2020/21-CPSD23-01**  
**CAPITAL PLAN 2020/21**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 23 (Central Okanagan) (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 2020/21 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 6, 2020, is hereby adopted.
2. This Capital Bylaw may be cited as Central Okanagan Capital Bylaw No.2020/21 – CPSD23-01

READ A FIRST TIME THE \_\_ DAY OF MAY, 2020;

READ A SECOND TIME THE \_\_ DAY OF MAY, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_ DAY OF MAY, 2020.

***APPLY CORPORATE SEAL***

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Board Chair

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 23 (Central Okanagan) Capital Bylaw No.2020/21 – CPSD23-01 adopted by the Board the \_\_ day of May, 2020.

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Secretary-Treasurer