
To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Capital Bylaw No. 2023/24 – CPSD63-02

Date: October 11, 2023

Purpose and Background

The purpose of this briefing is to recommend approval of an amended Capital Plan Bylaw for 2023/24.

The Board approved Capital Bylaw No. 2023/24 – CPSD63-01 on April 19, 2023 approving capital expenditure for the following projects included in the March 9, 2023 Ministry Capital Plan Response Letter for 2023/24:

- Deep Cove HVAC Upgrades Phase 2 - \$1,170,000
- Parkland Secondary Roofing - \$500,000
- Bus Replacement - \$247,082

Revised Capital Plan Response Letter for 2023/24

On September 15, 2023, an amended Ministry Capital Plan Response Letter for 2023/24 was issued (see attachment 1) with additional funding for the following new projects:

- Kitchen Equipment (Claremont, Stelly's, and Parkland) - \$94,000
- Supplementary Electric School Bus Funding - \$30,000

The 2024/25 Capital Plan submission approved by the Board in June 2023 included up to \$100,000 for kitchen equipment in the secondary schools under a newly created School Food Infrastructure Program (FIP). This revised capital plan response letter confirms that these FIP projects are approved as amendments to the 2023/24 Capital Plan. The revised capital plan response letter also includes supplementary funding for electric school busing, which the district will be investing into charging infrastructure.

Upon receipt of the Capital Plan Response Letter from the Ministry, the Board must adopt a single Capital Bylaw, in accordance with section 143 (1) of the School Act. A draft 2023/24 Capital Plan Bylaw is included as attachment 2, and is an amendment to the bylaw adopted by the Board last April.

Staff Recommendation

That the committee recommend the Board's adoption of the attached bylaw at the October 25, 2023 Board meeting.

With respect,

A handwritten signature in blue ink, appearing to read "Jason Reid".

Jason Reid
Secretary Treasurer

JR/klg

Attachments: Attachment 1 – Revised Ministry Capital Plan Response Letter for 2023/24
Attachment 2 – Capital Bylaw No. 2023/24 – CPSD63-02



September 15, 2023

Ref: 293335

To: Secretary-Treasurer and Superintendent
School District No. 63 (Saanich)

Capital Plan Bylaw No. 2023/24-CPSD63-02

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

This letter is in response to your School District's 2023/24 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)
- **School Food Infrastructure Program (FIP)***
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- **Bus Acquisition Program (BUS)**

***Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

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, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), 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, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Deep Cove Elementary	SEP - HVAC Upgrades	\$750,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Parkland Secondary	SEP - Roofing Upgrades	\$500,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Deep Cove Elementary	CNCP - HVAC Upgrades	\$420,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Claremont Secondary	FIP – Kitchen Equipment	\$35,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Stelly's Secondary	FIP – Kitchen Equipment	\$32,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Parkland Secondary	FIP – Kitchen Equipment	\$27,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
4631	D (80+RE) with 0 wheelchair spaces	\$247,082	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the

			ASTSBC website at http://www.astsbcc.org
ADDED	Supplementary school bus funding for 1 (new) electric bus	\$30,000	Funding applicable to the electric bus(es) recently ordered through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

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 2023/24 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 2023/24 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 Nathan Whipp at Nathan.Whipp@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 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, 2023.

NOTE: School districts’ Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

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. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

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 cursive script that reads "Damien Crowell".

Damien Crowell, A/Executive Director
Capital Management Branch

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

CAPITAL BYLAW NO. 2023/24 – CPSD63-02
CAPITAL PLAN 2023/24

WHEREAS in accordance with section 142 of the School Act, the Board of Education of School District No. 63 (Saanich) (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 2023/24 Capital Plan as approved by the Minister, to include the supported capital projects specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated September 15, 2023, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 63 (Saanich) Capital Bylaw No. 2023/24 – CPSD63-02.
- 3. This Capital Bylaw amends and replaces School District No. 63 (Saanich) Capital Bylaw No. 2023/24 – CPSD63-01, which was adopted on the 19th day of April 2023.

READ A FIRST TIME THE 25th DAY OF OCTOBER 2023;
READ A SECOND TIME THE 25th DAY OF OCTOBER 2023;
READ A THIRD TIME, PASSED THE 25th DAY OF OCTOBER 2023.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 63 (Saanich) Capital Bylaw No. 2023/24 – CPSD63-01 adopted by the Board the 25th day of October 2023.

Secretary-Treasurer