

Administrative Memorandum

Regular Board Meeting

Date: November 20, 2024
Topic: Capital Plan Approval Update
Submitted by: Jon Harding, Secretary-Treasurer

Background:

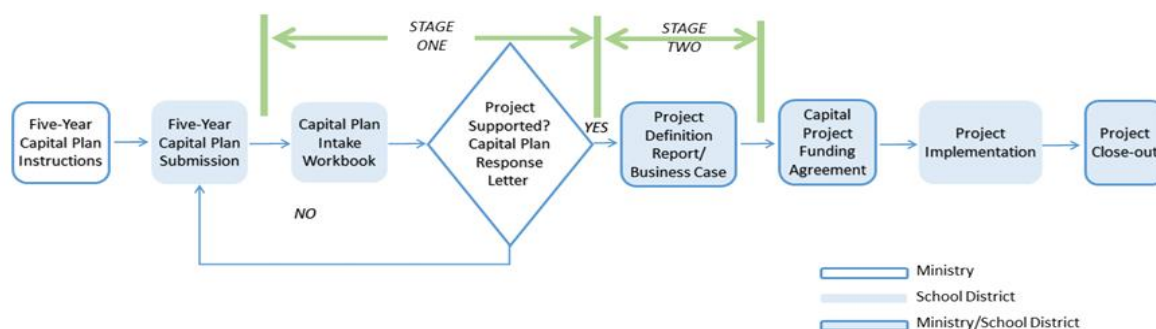
At the end of June each year, the Board of Education submits an updated Major Capital Plan request to the Ministry of Education. The Ministry reviews the requests from Surrey as well as the requests from all other Districts and then in March of the following year, the Ministry provides a Capital Plan Response Letter.

This response letter provides Ministry Support for Major Capital Projects to begin a Business Case Development Phase, also known as a Project Definition Report (PDR). At the end of the PDR phase, the project is submitted to the Ministry for funding approval. Once funding is approved, the Ministry response with a Capital Project Funding Agreement (CPFA). Upon receipt of the CPFA, the District can commence the design phase of the project, followed by construction and occupancy.

This approval process is shown graphically below and is taken from the Ministry of Education and Child Care Capital Plan Instructions document located at:

https://www2.gov.bc.ca/assets/gov/education/administration/resource-management/capital-planning/capital-plan-instructions-2025-26_5-yr-cp-submissions.pdf

Figure 1-3 two-stage process:



The attached tables show, for each Capital Project, the year in which it was first Submitted on a Capital Plan, the year in which the project was Supported, Funded and Opened.

It is recommended:

THAT the Board of Education receives this update as presented.