
Administrative Memorandum

Regular Board Meeting

Date: April 10, 2019
Topic: Capital Bylaw No. 2019/20 – CP-SD36-01, Re: Five Year Capital Plan 2019/2020
Submitted by: D. Greg Frank, Secretary-Treasurer

Background:

The district received a letter from the Ministry of Education (“Ministry”) on March 1, 2019 in response to the district’s annual Five-Year Capital Plan submission. This letter provided direction as to the next steps for advancing specific capital projects supported by the Ministry. The Ministry has supported advancing major capital and minor capital projects for funding and to proceed to procurement as follows:

MAJOR CAPITAL PROJECTS (SMP, EXP)

New Projects

Project #	Project Name	Project Type	Next Steps
127784	Dart's Hill Elementary Site (Site 214)	Site Acquisition	Submit required documentation to Ministry staff so the site can be purchased as soon as possible after Apr 1, 2019.
127781	Morgan Elementary (Site 188)	Addition	Submit draft PDR to Planning Officer by July 31, 2019.
127783	Sunnyside Elementary (Site 038)	Addition	Submit draft PDR to Planning Officer by July 31, 2019.
127780	White Rock Elementary (Site 009)	Addition	Submit draft PDR to Planning Officer by July 31, 2019.
127814	K. B. Woodward Elementary (Site 040)	Addition	Submit draft PDR to Planning Officer by October 31, 2019.
127782	Martha Currie Elementary (Site 061)	Addition	Submit draft PDR to Planning Officer by October 31, 2019.

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

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Next Steps & Timing
H. T. Thrift Elementary	CNCP - Boiler - Upgrade Boilers	Proceed to design, tender & construction. To be completed by March 31, 2020.
Goldstone Park Elementary	PEP - New - Standard Playground Equipment	Proceed to design, tender & construction. To be completed by March 31, 2020.
Strawberry Hill Elementary	PEP - New - Standard Playground Equipment	Proceed to design, tender & construction. To be completed by March 31, 2020.
Westerman Elementary	PEP - New - Universally Accessible Playground Equipment	Proceed to design, tender & construction. To be completed by March 31, 2020.
Coyote Creek Elementary	Building Envelope Upgrades	BC Housing will contact you regarding next steps in project development.
Frost Road Elementary	Building Envelope Upgrades	BC Housing will contact you regarding next steps in project development.
Ocean Cliff Elementary	Building Envelope Upgrades	BC Housing will contact you regarding next steps in project development.
Westerman Elementary	Building Envelope Upgrades	BC Housing will contact you regarding next steps in project development.
Various schools	SEP - Health and Safety Upgrades - Plumbing Upgrades (Phase 3)	Proceed to design, tender & construction. To be completed by March 31, 2020.

New projects for BUS

Existing Bus Fleet #	New Bus Type	Next Steps & Timing
7360 (3 buses in total)	C 76 with 0 wheelchair spaces	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

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In order to move these projects forward, as approved by the Ministry, the board is required to approve Capital Bylaw No. 2019/20-CP-SD36-01 and a copy of the bylaw is attached for Board review. Consistent with Ministry processes, the actual capital bylaw does not reference a specific funding amount. Funding amounts for projects will be established following final scope and budget calculations as determined through the completion of Project Definition Reports and formal Ministry and district approval of individual project funding agreements.

It is recommended:

1. THAT the Board of Education approve the projects listed in the March 1, 2019 Correspondence from the Ministry of Education; and
 2. THAT Capital Bylaw No. 2019/20 CP-SD36-01 Five-Year Capital Plan 2019/2020 be given three (3) readings at this meeting (vote must be unanimous); and
 3. THAT Capital Bylaw No. 2019/20 CP-SD36-01 Five-Year Capital Plan 2019/2020 be approved as read a first time; and
 4. THAT Capital Bylaw No. 2019/20 CP-SD36-01 Five-Year Capital Plan 2019/2020 be approved as read a second time; and
 5. THAT Capital Bylaw No. 2019/20 CP-SD36-01 Five-Year Capital Plan 2019/2020 be approved as read a third time and finally adopted; and
 6. THAT the Board direct the Board's signing officer to execute the required documents for the projects to proceed.
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