



**NANAIMO LADYSMITH PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
ACTION SHEET**

DATE: January 26, 2022  
TO: Board of Education  
FROM: Secretary-Treasurer, Mark Wash  
SUBJECT: School Site Acquisition Charge Resolution

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**Recommended Motion**

***That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the school site resolution for presentation to the Town of Ladysmith and Cowichan Valley Regional District, for a consultation period of not less than 60 days for final approval by Board By-law following the consultation period.***

**Background**

The purpose of this Action Sheet is to update the Board on the District's progress towards instituting a School Site Acquisition Charge (SSAC) with the Town of Ladysmith and the Cowichan Valley Regional District. This process aligns with recommendations 2, 3 and 6 from the [Long Range Facilities Plan](#).

**Discussion**

As the Board is aware, this District is projecting considerable growth in the next ten years. This growth is expected to require expansion to existing schools as well as the potential building of new schools to accommodate the additional students. In order to seek Ministry capital funding to support site acquisitions Districts are required to have an SSAC in place. To achieve this, District staff have been working with our local governments to gather data to determine whether an SSAC is supportable.

We have engaged a number of partners and if this motion is passed will ensure opportunities for the impacted communities to provide input.

Attached to this action sheet is a draft resolution that the Board would send to our partners to institute the SSAC. In the creation of this resolution staff have relied on growth projections directly from the plans of the various partners that our LRFP enrollment consultants utilized to create anticipated growth numbers. Following passage of the SSAC by the Board our partner councils and board will have 60 days to provide feedback or request that we further engage our communities.

We note that our development growth projections do not completely align with the Town of Ladysmith’s housing needs assessment. We have met with the Town of Ladysmith and have confirmed that our consultants utilized the Town’s housing needs assessment. While our enrollment estimates are slightly more optimistic than the Towns, both scenarios would create additional enrollment that we do not have the capacity to serve

One other point to note is that an SSAC is not intended to capture overcapacity that currently exists but rather future growth. Ladysmith and CVRD (North Oyster) are already over capacity and rely significantly on portables. Additional growth, even if Davis Road were to open would require additional portables (if space allowed) and therefore, an additional facility may be required.

The final step is to draft and adopt a bylaw outlining the school site acquisition charges for each type of residential development and inform the appropriate Local Governments that the SSAC Bylaw has been passed. Local Governments will then begin to collect funds which will be deposited into the District’s land capital reserve trust fund. The funds can only be used for the acquisition of eligible school sites and fees related to a site acquisition. The funds are intended to fund up to 35% of the cost of a site with the Ministry typically required to fund the remaining costs.

Staff are also recommending the SSAC apply to builds or subdivisions that create two or more additional EDUs. The Board has the authority under legislation to apply the SSAC to 4 or more EDUs and the local jurisdiction has the authority to apply it to developments of 2 doors or more. The rationale for the request is that smaller in-fill development (e.g. subdividing a single-family home into three lots) is more likely to create additional enrollment than the construction of a large multi-dwelling condo and the SSAC charge is intended to serve increased enrollment and is not merely meant as a development charge for the acquisition of funds.

Appendix A: Draft Resolution

[Link to SSAC Ministry of Education guidance document](#)

