

NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE  
PUBLIC MEETING

ACTION SHEET

DATE: April 12, 2023  
TO: Business Committee  
FROM: Mark Walsh, Secretary-Treasurer  
SUBJECT: Capital Plan Bylaw No. 2023/24-CPSD68-01

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**Recommendation:**

*The Business Committee recommends that that Board of Education of School District No. 68 (Nanaimo-Ladysmith) give all three readings of the Capital Bylaw No. 2023/24-CPSD68-01 in one meeting and adopt Capital Plan Bylaw No. 2023/24-CPSD68-01.*

**Background:**

As the Board is aware, a capital bylaw is required under the School Act (S. 143). It is non-financial in nature and, only one bylaw is required for all capital projects approved by the Ministry. The bylaw once adopted by the Board, authorizes the Secretary Treasurer to execute project and funding agreements related to the expenditures contemplated by the underlying capital plan.

The Capital Planning cycle consists of:

1. The Capital Plan preparation process starts in the spring with major capital program submissions due June 30<sup>th</sup> and minor capital program submissions due September 30. During this period of time a lot of communication goes back and forth between our Facilities department and Capital Branch staff at the Ministry of Education. The Ministry of Education and Child Care provided districts with a five-year Capital Plan intake spreadsheet and Capital Plan instructions in early spring.
2. The Capital Plan intake/submission process considers the following:

**Minor Capital:**

- a. School Enhancement (SEP)
- b. Carbon Neutral Capital (CNCP)
- c. Bus Acquisition (BUS)
- d. Playground Equipment (PEP)
- e. Building Envelope (BEP)
- f. School Food Infrastructure Program

**Major Capital:**

- a. Additions (EXP)
- b. New Schools
- c. Site Acquisitions
- d. Replacements (REP)
- e. Demolitions
- f. Seismic Mitigation (SMP)

3. Before submitting the 5-year Capital Plan for approval, a Board must approve the proposed Capital Plan for its school district by resolution. This resolution must be provided to the Ministry as part of the submission process. At this stage, a bylaw is not required. The Board approved the 2023/2024 plan in June 2022, and the Secretary-Treasurer signed the resolution.
4. Ministry staff spend the summer and fall reviewing all 60 school district submissions and they provide approval for school district plans in the spring, at around the same time as the new year in take process commences.

To date, the Board has:

1. Approved the 2023/2024 5-year Capital Plan submitted to the Ministry of Education and Child Care by resolution in June 2022.
2. Received the Response letter dated March 9, 2023, approving funded projects by the Ministry.

The adoption of the bylaw allows the Secretary-Treasurer to sign the funding agreement which will release funding from the Ministry to the school district for the approved capital items/projects. In essence, the adoption of the bylaw approves the 5-year capital plan as approved by the Ministry of Education and Child Care and permits the Secretary-Treasurer to operationalize the projects approved.

**Appendices:**

- Appendix A: 2023/2024 Capital Plan Response Letter dated March 9, 2023
- Appendix B: 2023/2024 Annual Programs Funding Agreement
- Appendix C: Capital Bylaw No. 2023/24-CPSD68-01

