

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

*(Amended from the June 12, 2024, Business Committee Action Sheet)*

DATE: June 26, 2024  
TO: Board of Education  
FROM: Mark Walsh, Secretary-Treasurer  
Pete Sabo, Executive Director of Planning & Operations  
David Fenner, Facilities Planning Manager  
SUBJECT: Proposed 2025-2026 Minor Capital Plan Submission

### Recommendation

***The Business Committee recommends that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) in accordance with provisions under section 142(4) of the School Act, approve the proposed Minor Capital plan for 2025/2026, as outlined in this Action Sheet.***

This Action Sheet highlights the draft 2025-26 Minor Capital Plan Submission. The submission is similar to previous years' submission and is aligned with the Long Range Facilities Plan. Two points to note - First, it is important for the Board to understand that the District will only receive a small number of the requests outlined. Second, the significant number of LIS and NDSS requests are presented to highlight the need for replacement of the facilities (e.g. their significant needs beyond seismic).

### Board of Education Strategic Plan – Board Goals

The 2025/26 Minor Capital Plan Submission includes key projects to increase the health and safety for the staff and students, reduce greenhouse gas emissions, upgrade infrastructure, as well as upgrade the accessibility and inclusive nature of playgrounds.

- 1. Safe, caring, and healthy learning and working environment that is inclusive of the diversity of our entire learning community.***
- 2. To be a leader in environmental stewardship and sustainability.***

This Minor Capital Plan Submission also aligns with seven recommendations from the Long Range Facilities Plan (the "LFRP"):

1. Prioritize the upgrade of NDSS
2. Align seismic upgrades with other priorities in the facilities plan including environmental upgrades and expansions
3. Explore partnerships with external parties, including BC Housing, while planning seismic upgrades to allow for additional locally sourced amenities
4. Complete HVAC Upgrade Program to ensure modern health and safety in all facilities.
5. Incorporate the expansion of outdoor learning spaces and school gardens into NLPS's Annual Facilities Grant and/or local capital planning.
6. Develop funding streams for short and medium-term accessibility requirements as identified in internal and/or external audits through allocating operating, AFG, local capital and Ministry funding dollars as required.
7. Ensure upgrades are distributed across jurisdictional boundaries of NLPS.

## **Background**

### The Five-Year Capital Plan

Each year, Boards of Education are required to submit a Five-Year Capital Plan detailing the high priority capital projects needed for their school districts, in accordance with the Capital Plan instructions.

## **Discussion**

### Development of a Minor Capital Plan

The Ministry announced approved 2024/25 capital requests on [DATE] and has requested all Minor Capital submissions for the 2025/26 year be submitted by September 30, 2024.

The Ministry is seeking submissions for consideration for the following minor capital programs:

- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Playground Enhancement Program (PEP)
- Bus Replacement Program (BUS)
- Building Envelope Program (BEP)
- School Food Infrastructure Program (FIP)
- **Child Care (CC) – New for 2025/26**

The Annual Five-Year Capital Plan Submission is informed by a Long Range Facilities Plan, with school districts assessing capital needs over the next five years.

Minor Capital Projects often bridge the gap between Major Capital Plan requirements and Annual Facility Grant funding limits and includes consideration of school-based infrastructure requests.

These projects are aligned for maximum value, given a multitude of factors driven by facilities and occupant needs, goals, safety, maintenance, etc. This involves prioritizing needs and undertaking preliminary assessment of projects, options, scoping and costing, as well as coordinating with Ministry staff, completion of supporting documents and finally submitting the plan.

The Ministry will provide each school district with a written response to their annual Five-Year Capital Plan submission once the assessment of all submissions is complete, and funding for fiscal year 2025-26 is announced by the Ministry. See attached response letter to the 2024/25 Annual Five-Year Capital Plan Submission, indicating minor projects supported.

Proposed for approval is the 2025/26 Minor Capital Plan, as indicated below. Between board support and the submission deadline, staff will continue to develop the details required for the submissions.

### **CC| Childcare Minor – New for 2025/26**

New for the 25/26 capital plan is a Minor “conversion” category for districts to consider.

Conversion (Minor) projects are small-scale projects to convert (renovate) an existing K-12 space to create new Child Care spaces as well as the purchase and installation of fixtures, furniture, and equipment required to obtain a license.

After coordination with Learning Services, the following childcare projects are being recommended to be included in this year's capital plan.

Rutherford – Before and After care (one program 24 seats):

- This request would support a Before and After care program for minor alterations and equipment to support the Board operating a Before and After care program planned for the reopened school.

Gabriola – Before and After care (one program 24 seats):

- This request would support a new Before and After care program for minor alterations and equipment to support the Board operating a Before and After care program. This program is anticipated to begin operating in September of 2024 with funding to follow.

Ecole Hammond Bay – Before and After care (one program 24 seats):

- This request would support a new Before and After care program for minor alterations and equipment to support the Board operating a Before and After care program. This second program would result in 48 seats total. This program is anticipated to begin operating in September of 2024 with funding to follow.

Ecole North Oyster – Before and After care (one program 24 seats):

- This request would support a Before and After care program for minor alterations and equipment to support the Board operating a Before and After care program.

### **SEP | School Enhancement Program**

While the Ministry requests up to 5 SEP requests, NLPS is looking to submit 16. Projects 6-16 are in support of previously submitted major capital projects to seismically upgrade/replace NDSS and Ladysmith Intermediate. These SEP projects indicate the critical nature of the non-seismic work that is required at these schools. Seismic project approvals are typically focused on seismic so synergistic projects for other facilities needs are often required. As the new project submission software does not allow more than 5 submissions, staff will bring these projects to the attention of Ministry staff.

Engineering/consulting/staff reports for the top 5 SEP requests will be submitted in support. Based on discussions with Ministry staff and typical funding allocations to school districts it is likely only the top 2 SEP asks could be supported, and furthermore, it is possible the projects may need to be phased to achieve funding and scope requirements.

1. Mountain View HVAC - Upgrade boilers and/or gas fired air handling units (AHU) – replaces aging infrastructure, increases efficiency, reduces GHG and Maintenance. Engineering feasibility study will review replacement options for AHUs and finalize the submission. Boilers and AHU's are at end of life therefore this upgrade provide GHG as well as timely asset renewal.
2. Wellington Elective(s) expansion – provide alterations to existing building to increase the number of elective offerings by the school to ensure access by students. This will reduce stress on existing core elective spaces as the school grows. As indicated in the major capital plan The school is projected to grow over the next 5 years and require approximately 10 portables, and an addition/renovation has been requested to match this growth. Further and through discussions with the Ministry, NLPS has gained insight regarding the possibility of a Modular/Prefab addition at Wellington which could see an expansion of General Instruction rooms, sooner, without a corresponding adjustment for electives. Either way, this this SEP

alteration project would be in alignment with both possibilities. The number and type of electives would be confirmed/determined through consultation if the project is supported – this project may or may not require several phases to complete due to consideration of SEP funding allocations and timing of impacts on the school operations.

3. Cedar Elementary Band Room renovation - Upgrade exterior building envelope and seismic resistance. This follows the same scope of work that was completed at the band rooms at Wellington and Ladysmith Secondary. The building envelope is original (1980's) and at the end of its life. Completing the seismic upgrade at the same time fits well with the nature of construction and Board goals.
4. Ecole North Oyster (ENO) Seismic Project Bundle support – This project is envisioned to support the recently approved Seismic Project to ENO (see 24/25 capital plan announcement letter) It would give consideration for upgrades in the existing building which could NOT be included in the Seismic project. These yet to be identified alignment items that operationally would be important but were not supported by the Ministry out of the approved Seismic project. Staff continue to work to see that this project will not be required and that anything which falls in this category would be included as part of the MECC funded project or AFG. It would be optimal to complete this work during the seismic upgrade package but not required.
5. Ladysmith Primary School (LPS) expansion project bundle support - This project is envisioned to support the recently approved expansion to LPS (see 23/24 capital plan announcement letter). It would give consideration for upgrades in the existing building which could not be included in the addition project. These yet to be identified alignment items that operationally would be important but were not supported by the Ministry out of the approved expansion project. Staff continue to work to see that this project will not be required and that anything which falls in this category would be included as part of the MECC funded project.
6. LSI Exterior Upgrade: Siding, insulation, and window (Areas not renewed in approved BEP)
7. LSI Upgrade Electrical: Panels and branch circuits to meet code.
8. LSI Roofing Upgrade: Replacement of roof segments which have reached the end of their life cycle
9. LSI Flooring Upgrade: Replacement of floor segments which have reached the end of their life cycle.
10. LSI Accessibility and Inclusion – Upgrade to majority of washrooms, accessibility issues throughout the school
11. NDSS Exterior Upgrade: Siding, insulation, and window
12. NDSS Upgrade Electrical: Panels and branch circuits to meet code
13. NDSS Roofing Upgrade: Replacement of roof segments which have reached the end of their life cycle.
14. NDSS Flooring Upgrade: Replacement of floor segments which have reached the end of their life cycle.
15. NDSS Washroom Upgrade: Upgrade to majority of washrooms condition
16. NDSS Structural upgrade to Big Gym: Replacement of trusses in ceiling and floor

## **CNCP – Carbon Neutral Capital Program**

Engineering/consulting/staff reports may be completed for all 5 CNCP projects as the detailed studies assist staff with understanding costs, scope, and phasing options. Based on discussions with Ministry staff and typical allocations to School districts, it is likely only the #1 CNCP ask could be supported, and further it is possible the project may need to be phased to achieve funding and scope requirements.

1. NLPS Fleet EV Infrastructure Upgrade – The Board is continuing to support Carbon reduction by replacing busses (yellow fleet), 9 to date, and Trades/general purpose vehicles (white fleet), 6 to date, with electric vehicles. Both electrical distribution systems for the Facilities compound are now at capacity and cannot be expanded to include any new charging stations. An Electrical Consultant was retained to do a preliminary design and cost estimate. The phase one requirements for upgrade would allow capacity for the estimated number of EV's over the next 5 years. Fleet EV purchases (based on BC Hydro Fleet ready plan and MOECC guidelines) are estimated to be up to 7 Yellow and 5 White fleets.
2. Ecole North Oyster (ENO) HVAC - Upgrade one end-of-life atmospheric boiler, controls, coils in air-handling units and add ASHP with oil/propane backup. This replaces aging infrastructure, increases efficiency, reduces GHG and maintenance. Engineering feasibility study is required to review options to replace oil-system and consideration for a phase 2 ASHP addition. It would be optimal to complete this work during the seismic upgrade package but not required.
3. Pauline Haarer HVAC - Upgrade boilers and/or air handling units (AHU) – replaces aging infrastructure, increases efficiency, reduces GHG and Maintenance. Engineering feasibility study will review replacement options for AHUs and finalize the submission. Boilers and AHU's are at end of life therefore this upgrade provide GHG as well as timely asset renewal.
4. LSS HVAC – Upgrade end-of-life atmospheric boilers and controls. This replaces aging infrastructure, increases efficiency, reduces GHG and maintenance. Engineering feasibility study is required to review options.
5. Chase River Boilers - Upgrade end-of-life atmospheric boilers and controls This replaces aging infrastructure, increases efficiency, reduces GHG and maintenance. Engineering feasibility study is required to review options. Consideration for a phase 2 ASHP based on feasibility study.

## **PEP | Playground Equipment Program**

Previous PEP projects supported and completed include Chase River, Gabriola, Georgia Avenue, Quarterway and Cilaire. Staff are currently working on the recently approved project at Mountain View. Given the size of the district and funding levels, Ministry staff have indicated that staff could reasonably expect two PEP projects every 3 years. This year Departure Bay was added to the list as priority #3 due to its wooden construction and maintenance issues.

1. Fairview
2. Uplands
3. Departure Bay

## BUS | Bus Replacement Program

School District #68 Nanaimo Ladysmith does not have a bussing request for this captial cycle. The district had one buss replacement request for the 24/25 capital plan which was not supported in the capital plan announcement letter in March of 2024.

On May 24<sup>th</sup>, however, ministry staff notified via email:

*“Your school district had submitted the following request to the BUS on September 30, 2023 (see below), and I would like to confirm that we will be amending your Capital Plan Response Letter (CPRL) and Annual Programs Funding Agreement (APFA) next week and email it to you approving this bus.*

“and further that

*“...your school district is eligible for supplementary funding through the federal Zero Emission Transit Fund (ZETF) for the additional electric school bus, and the Ministry would cover off the remaining costs so there would be no out-of-pocket expense to your school district. “*

| BUS                        |                |                |              |   |                        |                   |
|----------------------------|----------------|----------------|--------------|---|------------------------|-------------------|
| SD Category Rank           | Project Number | Facility/Site  | Project Type | Project Description   | Ministry Review Status | Funding Requested |
| 1                          | 162955         | Transportation | New (BUS)    | NLPS requests a Type “C” school bus as an addition to fleet. With infrastructure in place to accommodate electrification of our buses it would be beneficial to add this bus with an electric version allowing for reduced maintenance costs and benefits from fuel savings. Our current charging infrastructure can accommodate 10 buses and only 9 have been purchased so far. We would like to add this bus while additional supplemental funding for EV is still available. | Not Supported          | \$149,662         |
| Submission Category Total: |                |                |              |   |                        | \$149,662         |

NLPS plans to request a Type “C” school bus as an addition to fleet. With infrastructure in place to accommodate the electrification of our buses it would be beneficial to add this bus with an electric version allowing for reduced maintenance costs and benefits from fuel savings. Our current charging infrastructure can accommodate 10 buses and only 9 have been approved or purchased to date. This bus would be our 10<sup>th</sup>.

## FIP | School Food Infrastructure Program

This is the second year of this newer program for which MECC staff have advised that there is \$5M provincially to allocate. NLPS has been awarded a total of 135K from two previous intakes which has been utilized to facilitate the Feeding Futures food program being operated by NLSF at Woodlands. The funding has been used to make alterations to space to increase the capacity of the program and minimize food preparation in elementary schools.

Intake submission date has been indicated as October 1, 2024 to coincide with the Minor Capital Submission

The intake guidelines indicate that at least one project in the value of approximately 100K be included in this year’s submission. MECC indicates that equipment which enables or supports basic food delivery programs is a priority. Staff have been assembling a bundled project list to meet this requirement. This bundle consists of equipment needs from various school, elementary and secondary, which is required to improve or continue their food programs. As priorities are assessed and considered for the bundled list, other projects may be isolated and assembled for additional asks as seen important by staff. At the time of the report the work on reviewing requests and prioritizing needs is ongoing.

## Reference

Appendix A: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25 - March 15, 2024