

**NANAIMO LADYSMITH PUBLIC SCHOOLS
STRATEGIC DIRECTIONS COMMITTEE
ACTION SHEET**

DATE: April 9, 2025
TO: Strategic Directions Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Capital Plan Bylaw No. 2025/26-CPSD68-01

Recommended Motion

The Strategic Directions Committee recommend that the Board of Education of School District No. 68 (Nanaimo-Ladysmith) give all three readings of the Capital Bylaw No. 2025/26-CPSD68-01 in one meeting and adopt Capital Plan Bylaw No. 2025/26-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 30th and minor capital program submissions due September 30. During this period of time significant communication occurs 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. Food Infrastructure Program (FIP)
- d. Playground Equipment (PEP)
- e. Building Envelope (BEP)

Major Capital:

- a. Expansion Program (EXP)
- b. Seismic Mitigation Program (SMP)
- c. Replacement Program (REP)
- d. Site Acquisition Program (SAP)
- e. Rural District Program (RDP)

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 2025/2026 plan in June 2024, 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 2025/2026 5-year Capital Plan submitted to the Ministry of Education and Child Care by resolution in June 2024.
2. Received the Response letter dated March 25, 2025, 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.

Unfortunately, NDSS has not been supported. Moreover, many of the projects in the capital plan response are previously supported projects. There are a number of supported projects to note:

1. An internal renovation of Wellington. This is intended to provide additional speciality space upon completion of the general classroom expansion in the modular units;
2. Mountain View HVAC upgrades to replace three existing air handling units that have reached end of useful life. One unit has failed beyond repair;
3. An expansion of the electric infrastructure for the District's bus fleet; and
4. Two additional buses. Note that the buses are internal combustion due to the immediate need of additional bussing and insufficient electrical infrastructure at the Facilities site to accommodate the additional charging stations that would be required.

Appendices:

Appendix A: 2025/2026 Capital Plan Response Letter dated March 25, 2025

Appendix B: 2025/2026 Annual Programs Funding Agreement

Appendix C: Capital Bylaw No. 2025/26-CPSD68-01