



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

DATE: April 22, 2026
TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Capital Plan Bylaw No. 2026/27-CPSD68-01

Recommended Motions

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) give all three readings of the Capital Bylaw No. 2026/27-CPSD68-01 in one meeting, today, this 22nd day of April, 2026.

That the Board of Education of School District No. 68 adopt the Capital Bylaw cited as “School District No. 68 (Nanaimo-Ladysmith) Capital Bylaw No. 2026/27-CPSD68-01” being a bylaw associated with accessing capital funds through capital funding programs from the Ministry of Education and Child Care, in the 2026/2027 School Year.

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)
- f. Bus Acquisition Program (BUS)
- g. Annual Facilities Grant (AFG)
- h. Child Care Capital (CC)

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)
- f. Child Care Capital (CC)

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 2026/2027 plan in June 2025, 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 2026/2027 5-year Capital Plan submitted to the Ministry of Education and Child Care by resolution in June 2025.
2. Received the Response letter dated March 27, 2026, approving funded projects by the Ministry.

The adoption of the bylaw allows the Secretary-Treasurer to sign the funding agreement(s) 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. The Ladysmith primary expansion and the Ladysmith Intermediate replacement were recently approved to proceed, although those projects are associated with a previous capital plan submission. École North Oyster Seismic PDR is proceeding to final approval in the next few months.

There are a number of supported projects to note:

1. Roofing Projects at various district building to address roofing past its useful life. This also assists with providing flexibility in AFG funds to target other system pressures.
2. Mountain View HVAC upgrades to replace two existing air handling units that have reached end of useful life.
3. Fairview play equipment upgrade - Approval of a universally accessible playground.
4. A new Electric buss to assist with route pressures. Note charging infrastructure for expanding yellow fleet was approved last year and will complete prior to expected bus delivery.
5. Food infrastructure improvements at various schools.

Appendices:

Appendix A: 2026/2027 Capital Plan Response Letter dated March 27, 2026

Appendix B: 2026/2027 Annual Programs Funding Agreement

Appendix C: Capital Bylaw No. 2026/27-CPSD68-01