



**BOARD OF EDUCATION
Nanaimo Ladysmith Public Schools**

BOARD MEETING

ACTION SHEET

DATE: May 23, 2018
TO: Board of Education
FROM: Carrie McVeigh
RE: Capital Bylaw No. 2018/19-CPSD68-01

RECOMMENDATIONS:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) give all three readings of the Capital Bylaw No. 2018/19-CPSD68-01 in one meeting (must be unanimous).

**CAPITAL BYLAW NO. 2018/19-CPSD68-01
CAPITAL PLAN 2018/19**

A BYLAW by the Board of Education of School District No. 68 (Nanaimo-Ladysmith) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to sections 143 (2) and 144 (1) of the *School Act*.

WHEREAS in accordance with provisions of the *School Act*, the Minister of Education (hereinafter called the "Minister") has approved the Capital Plan of the Board.

NOW THEREFORE the Board agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute Project Agreement(s) related to the expenditures contemplated by the Capital Plan;
- (b) Upon ministerial approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the Project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board for the 2018/19 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated March 26, 2018, is hereby adopted.
2. This Bylaw may be cited as School District No.68 (Nanaimo-Ladysmith) Capital Bylaw No. **2018/19-CPSD68-01**.

READ A FIRST TIME THE ____ DAY OF May, 2018;
READ A SECOND TIME THE ____ DAY OF May, 2018;
READ A THIRD TIME, PASSED AND ADOPTED THE _ DAY OF May, 2018.

Appendices:

Appendix A: Capital Plan Resolution
Appendix B: 2018-19 5 Year Capital Plan Submission
Appendix C: Action Sheet June 21, 2017
Appendix D: Capital Plan Cover Letter
Appendix E: Capital Plan Response Letter
Appendix F: Annual Programs Funding Agreement

Appendix A



From the Department of
The Secretary-Treasurer

June 22, 2017

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) approve the Capital Plan as outlined on the attached summary.

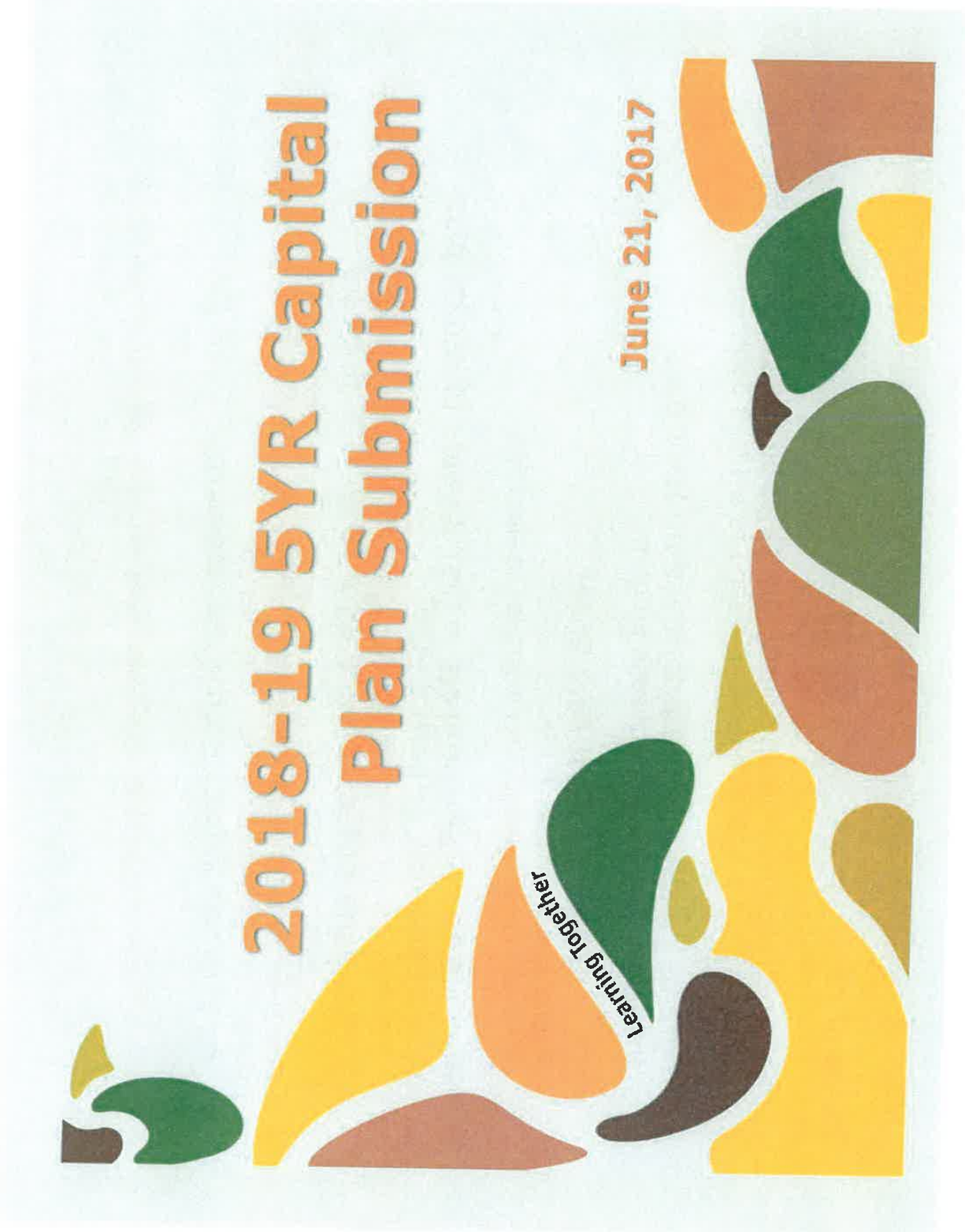
I hereby certify this to be a true copy of the resolution for approval of the Capital Plan adopted by the Board of Education, the 21 day of June, 2017



Carrie McVeigh
Secretary-Treasurer

Encl.

Appendix B



**2018-19 5YR Capital
Plan Submission**

June 21, 2017

Learning Together

Items of note:

- MOE (re) alignment has seemingly skipped the 16/17 capital year.
 - Submitted as a 16/17 request, returned as a 17/18 approval
- Programs continue to be prioritized on their own
 - Individual spreadsheets for each program
- PRFS – Project Request Fact Sheet
 - Replaces PIR (and/or Business cases)
 - Business cases essentially embedded in the PFRS
- Only SMP/EXP/REPL projects in first 3 years of capital plan require either full or partial PFRS
- Contribution of District funding for SEP/CNCP projects
- School Enhancement Program (SEP) - Maximum of 5 separate project proposals will be considered.
 - For 17/18 can include Flooring and Washrooms

2018-19 5YR Capital Plan Submission

Alignment of CPI with BC Gov Fiscal ⁴

- **March/April 2017** - MEd releases Capital Plan Instructions (CPI) to SDs
- **April – June 2017** - SDs prepare annual 5-year Capital Plans (proposed year 1, 2, 3, 4, 5 capital projects)
- **June 30, 2017** - SDs submit annual 5-year Capital Plans
- **July 2017 – September 2017** - MEd reviews/prioritizes 5-year Capital Plans, determines budget for total 2018-19 capital expenditures, and provides recommendations to Minister of Education for consideration
- **October 2017** – MEd provides TB with 2018/19 budget
- **January 2018** – TB provides MEd with budget approval
- **February 2018** – Minister of Education provides MEd with capital project approvals for 2018/19
- **March 2018** – MEd sends Capital Plan Response Letters to SDs identifying what capital projects they are approved to proceed with in 2018/19, and sets up Certificate of Approvals (COA) for SDs
- **March/April 2018** – MEd releases CPI to SDs for 2019/20 intake



2018-19 5YR Capital Plan Submission

Items staff continue to work for June 30th,
2017 5YR Capital Plan submission date:

- Updating PRFS for Projects
- Consultant reports
- Project costing
- CP3 forms (enrolment forms)
- SEP development/budgeting

2018-19 5YR Capital Plan Submission

Main Changes in these CPI

- Clarity on Board Resolutions, Capital Plan Response Letters, and Board Bylaw requirements.
- Reporting requirements for the Apprentices on Public Projects Policy.
- Requirements for cost-sharing of projects.
- Information on construction project sign protocol.
- Requirements from restorative collective agreement language.
- Introduction of modular construction options.
- Requirements for enrolment projections, etc for projects.
- Changes to criteria for SEP and BUS programs.



2018-19 5YR Capital Plan Submission

Ongoing consultation and collaboration with Capital Delivery Branch (Regional Director & Capital Planning Officer)

- Attended Capital Plan Instruction Overview webinar
- Meetings w/planning officer to review Updated Facilities Plan and how to reflect it in the submission
- Attended all EFMA conference session delivered by MOE
 - Capital plan instructions
 - Facilities Condition Index (use and reports)
 - Capital Procurement and Policy
 - Ministry update
- Update received on SRG3
 - (Seismic Retrofit guidelines Version 3)

2018-19 5YR Capital Plan Submission

SD's Administrative Requirements

Apprentices on Public Projects Policy (Section 1.7 in CPI)

- As of July 1, 2015 all new major infrastructure projects, valued at \$15 million or greater, that are funded by the Province must have contractors employing apprentices.
- The Ministry will require school districts to identify the use of apprentices for each qualifying project as part of monthly expenditure and forecasting reporting to their respective Ministry Planning Officer.
- Additionally, it is a mandatory requirement for school districts to formally report back to the Ministry of Jobs, Tourism and Skills Training on the use of apprentices for their qualifying projects.
- Visit website: www.gov.bc.ca/publicprojectsapprentice



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2018-19 5YR Capital Plan Submission

SD's Administrative Requirements ¹²

Project Contribution Policy (Section 1.8 in CPI)

- All major projects; including Site Acquisition, School Addition, New School, School Replacement, Seismic Mitigation Project (where a school district chooses to advance a different seismic project scope that is not the least cost option), require school districts to contribute a 50 percent cost-share.
- The required contribution will be assessed by Government on a case-by-case basis, whereby a lesser proportion may be accepted dependent on financial justification by the school district. The value of the contribution should be determined during the development of the Project Definition Report (PDR). Confirmation of a school district's contribution will be required prior to the Ministry seeking a project funding decision from Government. (See Appendix K – Capital Cost Sharing Schedule.)



2018-19 5YR Capital Plan Submission

2017-18 Capital Response Letter

- **Hammond Bay CNCP/SEP/AFG**
 - Phase 1 awarded
 - Phase 2 requested in 18/19 Capital plan (SEP)
- **NDSS Woodshop Dust extractor**
 - project awarded
- **BEP – LSI, Dover & MTV**
 - project re assessment pending BC Housing and MOE prioritization

2018-19 5YR Capital Plan Submission

-2-



March 17, 2017
 Ref: 192579
 To: Secretary-Treasurer and Superintendent
 School District No. 68 (Nanaimo-Ladysmith)

Re: Ministry Response to the Annual Five-Year Capital Plan Submission

The Ministry reviewed all of the Five-Year Capital Plan submissions across the participating 60 school districts to determine priorities for available capital funding in the following Ministry programs:

- Seismic Mitigation
- Expansion
- Building Envelope
- Carbon Neutral Capital
- School Enhancement
- Bus Replacement

I am pleased to advise Ministry support for advancing project development or delivery of the following projects:

SCHOOL PROJECT(S)	Program & Project Type	Next Steps & Timing
Nanaimo District Secondary	School Enhancement - Safety Enhancements	Proceed to design, tender & construction and complete by March 2018
Hammond Bay Elementary	Carbon Neutral Capital Heating and Ventilation Upgrades	Process to design, tender & construction and complete by March 2018
Hammond Bay Elementary	Carbon Neutral Capital HVAC	Proceed in design, tender & construction and complete by March 2018
Mountain View Elementary	Building Envelope	BC Housing will contact you regarding next steps in project development
Ladysmith Intermediate	Building Envelope	BC Housing will contact you regarding next steps in project development
Dover Bay Secondary	Building Envelope	BC Housing will contact you regarding next steps in project development

Minister of Education
 5th Floor, 428 Seymour St
 Victoria BC, V8R 1S2

Follow-up meetings will be scheduled by your assigned Regional Director to confirm scope, schedule, budget and the terms of project approval for the projects listed above. No work or expenditures may proceed without a signed Capital Project Funding Agreement (CPFA), Annual Program Funding Agreement (APFA), or other formal authorization from the Ministry.

As a first follow-up from the previous year, the Ministry has revised the procedures regarding capital bylaws and approved Five-Year Capital Plans. The requirement for the Boards of Education to adopt a capital bylaw for each individual capital project has been eliminated. Instead, the Board may adopt a single Capital Bylaw for its approved 2017/18 Five-Year Capital Plan, in accordance with s. 143 of the School Act. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education/schools/administration/resources/management/schools/capital/bylaws>

You can expect to receive the Capital Plan Instructions for your 2018/19 Annual Five-Year Capital Plan Submission by March 31, 2017, and the deadline for submission will be June 30, 2017.

Should you have any questions regarding the Ministry's Capital Plan process, please do not hesitate to contact your Regional Director, Rachelle Ray at Rachelle.Ray@gov.bc.ca

Thank you for your dedication to the students of the Nanaimo-Ladysmith School District.

Sincerely,

Rachelle Ray

Rachelle Ray
 Executive Director, Capital Delivery Branch
 Capital Division

CC: Rachelle Ray, Regional Director, Capital Delivery Branch
 Euan Crowell, Planning Officer, Capital Delivery Branch

2018-19 5YR Capital Plan Submission

2018-19 Call for Projects/Proposals/Inventory

- Seismic Mitigation Program Projects (SMP)
- Expansion Projects (EXP)
- Replacement Projects (REPL)
- Building Envelope Program Projects (BEP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- School Bus Replacement Program
- School Bus Program

2018-19 5YR Capital Plan Submission

Seismic (SRG3):

- As of July 1, 2017 the new SRG3 guidelines will be in affect
- SRG3 encompasses the new building code requirements
- Vancouver Island is most affected area in province of BC
- NLSP to work with MOE to identify and (re)assess all Facilities to understand impact of SRG3.
 - Districts required to receive agreement from MOE on schools to be (re) assessed.
- Staff expect ratings to generally increase.
- Seismic can be a significant driver for capital (including renovations, partial/complete replacement or consolidation).
- Staff currently working with Engineers and MOE to advance the program for the 19/20 Capital plan submission expected to be due in June 2018.

2018-19 5YR Capital Plan Submission

2018/19 - Seismic Mitigation Program (SMP)

1. Pleasant Valley Elementary (H2)
2. Cedar Elementary (H2)
3. Cilaire Elementary (H2)

2018-19 5YR Capital Plan Submission

Seismic Mitigation Program Projects (SMP)

- 1 - Pleasant Valley Elementary (H2)
 - SPDR completed October 2015
 - Budget \$1,224,858^(2015 estimate)
 - Budget update pending
 - Requesting to proceed to construction

2018-19 5YR Capital Plan Submission

Seismic Mitigation Program Projects (SMP), cont'd

- 2 - Cedar Elementary (H2)
 - SPIR completed September 2016
 - Budget \$5,140,000^(2016 estimate)
 - Requesting to proceed to SPDR completion

2018-19 5YR Capital Plan Submission

Seismic Mitigation Program Projects (SMP), cont'd

- 3 - Cilaire Elementary (H2)
 - SPIR completed May 2016
 - Budget \$2,958,972^(2016 estimate)
 - Requesting to proceed to SPDR Completion
 - Affected by central area study

2018-19 5YR Capital Plan Submission

Seismic Mitigation Program Projects (SMP), cont'd

Rutherford Elementary (H3)

- Removed from Plan. Due to approval of expansion to FJ Ney.

2018-19 5YR Capital Plan Submission

2018/19 - Expansion Program (EXP)

1. Hammond Bay Gym - Expansion
2. Hammond Bay Elementary - Addition
3. Forest Park Elementary - Addition
4. Cinnabar Elementary - Addition

2018-19 5YR Capital Plan Submission

Expansion Projects (EXP)

- Frank J. Ney Elementary – Removed due to project approval
 - Project currently at tender
 - Tender close date set for June 29th

2018-19 5YR Capital Plan Submission

Expansion Projects (EXP), cont'd

- 1 – Hammond Bay Elementary
 - Enlarge Gymnasium to Full Size
 - Facilities Plan calls for high level feasibility
 - PDR Complete January 2017, PRFS req'd
 - Budget \$1,449,809* (est. Jan. 6, 2017)
 - *includes all Ministry required cost elements for PDR

2018-19 5YR Capital Plan Submission

Expansion Projects (EXP), cont'd

- **2 – Hammond Bay Elementary**
 - Increase capacity from 40K/200 to 40K/375
 - Budget \$9,336,414* (est. May 24, 2017)
 - *includes all Ministry required cost elements for a Master Planning process and Ministry Capital submission
 - Therefore cost elements of Master Plan need to be reviewed and confirmed to align with shifts in projections for Hammond Bay site
 - Since 1998 cost estimate capacity has increased and includes escalation and market
 - Enrollment exceeds capacity by 130 in 5 Years
 - PRFS (Light) req'd
 - 6 Portables on site
 - 1 Portable used for music
 - 1 Portable used in support of small gym
 - 3 Portables used for GI
 - 1 Portable used for electrical

2018-19 5YR Capital Plan Submission

Expansion Projects (EXP), cont'd

- 3 – Forest Park Elementary
 - Increase capacity from 20K/325 to 40K/400
 - Notional budget with submission, no PFRS required therefore no detailed costing
 - Scope and budget TBD
 - Enrollment exceeds capacity by 96 in 5 Years
 - Year 4 or 5 no PFRS req'd
 - 5 Portables on site
 - 4 Portables used for GI
 - 1 Portable used for daycare owned by Boys and Girls Club

2018-19 5YR Capital Plan Submission

Expansion Projects (EXP), cont'd

- 4 – Cinnabar Elementary
 - Increase capacity from 40K/225 to 40K/325
 - Notional budget with submission, no PFRS required therefore no detailed costing
 - Scope and budget TBD
 - Enrollment exceeds capacity by 73 in 5 Years
 - Year 4 or 5 no PFRS req'd
 - 4 Portables on site
 - 3 Portable used for GI
 - 1 Washroom/Staff room

2018-19 5YR Capital Plan Submission

Expansion Projects (EXP), cont'd

- **Park Avenue Elementary**
Removed due to changes in catchment resulting in reduced forecast enrolment.

2018-19 5YR Capital Plan Submission

2018/19 - Replacement Program (REP)

1. Ladysmith Intermediate
2. Nanaimo District Secondary
3. District Administration Centre (DAC)
4. District Maintenance

2018-19 5YR Capital Plan Submission

Replacement Projects (REPL)

- 1 - Ladysmith Intermediate
 - PFRS (light) in 18/19 Capital Plan to include an executive summary of pending business case development:
 - Building Condition Assessment – LSI
 - Land Use analysis – LSI site
 - Appraisal – LSI Site
 - Facilities/Educational planning for LSI replacement on LSS/LPS site
 - Master Plan for the LSS/LSI/LSP (FJCC) site
 - To include input from the Town of Ladysmith
 - Seismic re assessment for LSI/LPS/LSS
 - Updated PRFS (PIR/Business Case) to be submitted upon completed

2018-19 5YR Capital Plan Submission

Replacement Projects (REPL)

- 2 – Nanaimo District Secondary
 - Scope and budget TBD
 - Notional budget with submission, no PFRS required therefore no detailed costing
 - Program requires development
 - In the short term - Program changes accomplished via Local Capital:
 - Facilities Plan calls for staff to complete an analysis of needs and prepare for upgrades.

2018-19 5YR Capital Plan Submission

Replacement Projects (REPL), cont'd

- 3 – District Administration Centre
 - Scope and budget TBD
 - Notional budget with submission, no PFRS required therefore no detailed costing
 - Program requires development
 - Possibly linked to NDSS

2018-19 5YR Capital Plan Submission

Replacement Projects (REPL), cont'd

- 4 – Maintenance
 - Scope and budget TBD
 - Notional budget with submission, no PFRS required therefore no detailed costing
 - Program requires development
 - Possibly linked to NDSS

2018-19 5YR Capital Plan Submission

Building Envelope Program Projects (BEP)

Referenced in 17/18 response letter:

- Mountain View Elementary
- Dover Bay
- Ladysmith intermediate
- MOE advised to that BC Housing reassessment process will get underway during 17/18 capital year
- Advised to resubmit the projects for future capital years until the completion funding approved

2018-19 5YR Capital Plan Submission

2018/19 – Building Envelope Program (BEP)

1. Mountain View Elementary
2. Ladysmith Intermediate
3. Dover Bay Secondary
4. John Barsby Secondary
5. North Oyster Elementary
6. Forest Park Elementary
7. Mt. Benson Elementary

2018-19 5YR Capital Plan Submission

Building Envelope Program Projects (BEP)

- 1 – Mountain View Elementary
 - Budget \$915,000 (2006 estimate)
 - Maintenance have reported deterioration since last BECA (2006)
 - Ministry have indicated that BECA update is pending however not provided a BC Housing review timeline
 - Dependent on level of deterioration, district may need to engage it's own engineer

2018-19 5YR Capital Plan Submission

Building Envelope Program Projects (BEP), cont'd

- 2 – Ladysmith Intermediate
 - Budget \$378,000 (2006 estimate)
 - Maintenance have reported deterioration since last BECA (2006)
 - Ministry have indicated that BECA update is pending however not provided a BC Housing review timeline
 - Dependent on level of deterioration, district may need to engage it's own engineer

2018-19 5YR Capital Plan Submission

Building Envelope Program Projects (BEP), cont'd

- 3 – Dover Bay Secondary
 - Budget \$853,000 (2006 estimate)
 - Maintenance have reported deterioration since last BECA (2006)
 - Ministry have indicated that BECA update is pending however not provided a BC Housing review timeline
 - Dependent on level of deterioration, district may need to engage it's own engineer

2018-19 5YR Capital Plan Submission

Building Envelope Program Projects (BEP), cont'd

- 4 – John Barsby Secondary
 - Budget \$688,000 (2006 estimate)
 - Maintenance have reported deterioration since last BECA (2006)
 - Ministry have indicated that BECA update is pending however not provided a BC Housing review timeline
 - Dependent on level of deterioration, district may need to engage it's own engineer

2018-19 5YR Capital Plan Submission

Building Envelope Program Projects (BEP), cont'd

- 5 – North Oyster Elementary
 - Budget \$392,000 (2006 estimate)
 - Maintenance have reported deterioration since last BECA (2006)
 - Ministry have indicated that BECA update is pending however not provided a BC Housing review timeline
 - Dependent on level of deterioration, district may need to engage it's own engineer

2018-19 5YR Capital Plan Submission

Building Envelope Program Projects (BEP), cont'd

- 6 – Forest Park Elementary
 - Budget \$709,000 (2006 estimate)
 - Maintenance have reported deterioration since last BECA (2006)
 - Ministry have indicated that BECA update is pending however not provided a BC Housing review timeline
 - Dependent on level of deterioration, district may need to engage it's own engineer

2018-19 5YR Capital Plan Submission

Building Envelope Program Projects (BEP), cont'd

- 7 – Mt. Benson Elementary
 - Budget \$317,000 (2006 estimate)
 - Maintenance have reported deterioration since last BECA (2006)
 - Ministry have indicated that BECA update is pending however not provided a BC Housing review timeline
 - Dependent on level of deterioration, district may need to engage it's own engineer

2018-19 5YR Capital Plan Submission

2018/19 – School Enhancement Program (SEP)

1. Hammond Bay Elementary
 - Phase 2 HVAC/IAQ Upgrade
2. Park Avenue Elementary
 - Phase 1 (of 3) HVAC Upgrade
3. Dover Bay & Wellington Secondary
 - Dust Extractor Replacement
4. Various
 - Roofing Replacement
5. Various
 - Washroom Renewal

2018-19 5YR Capital Plan Submission

School Enhancement Program (SEP), cont'd

- 1 – Hammond Bay Elementary
 - Phase 2 HVAC/IAQ Upgrade
 - Continued replacement of end of life mechanical ventilation system components with new, aligns with the Phase 1 the partial HVAC/IAQ infrastructure and synergistic CNCP Heat Exchange Project funded in 2016/17 and completed in Fall 2017.
 - Budget \$350,000
 - Tender Ready
 - Construction July/Aug 2018

2018-19 5YR Capital Plan Submission

School Enhancement Program (SEP), cont'd

- 2 – Park Avenue Elementary
 - 3 Phased HVAC Upgrade
 - Phase 2 in 2019/20, Phase 3 in 20/21
 - New unit ventilators in 16 classrooms
 - New hydronic roof-top air handling unit and packaged heat pumps at Admin and
 - Addressee inadequate ventilation and increases system efficiency
 - Phase 1 Budget \$600,000 (Total budget est. \$1.4M)
 - Schematic report complete
 - Tender Spring 2018
 - Construction July/Aug 2018

2018-19 5YR Capital Plan Submission

School Enhancement Program (SEP), cont'd

- 3 – Dust Extractor Replacement
 - Dover Bay and Wellington (Grouped)
 - Secondary(s) with high enrolment and utilization
 - Addresses safety concern - systems brought up to current standards that minimize the possibility of explosion caused by dust
 - Total Budget \$800,000 (400,000 x 2)
 - Schematic report complete
 - Tender Spring 2018
 - Construction July/Aug 2018

2018-19 5YR Capital Plan Submission

School Enhancement Program (SEP), cont'd

- 4 – Roofing Replacement
 - As per district priority re-roofing program
 - Average yearly investment in re-roofing via AGF is short of required funding to meet the 20 year replacement program
 - Budget \$1,500,000
 - Preliminary list: Uplands, Fairview, Forest Park Gabriola, Park Avenue, Rock City
 - Construction July/Aug 2018

2018-19 5YR Capital Plan Submission

School Enhancement Program (SEP), cont'd

- 5 – Washroom Renewal
 - Targeted renewal of student washrooms in schools with high enrolment and utilization
 - Consideration to accommodate gender neutral washrooms for “everyone”
 - Preliminary list: NDSS, John Barsby, Dover Bay, Mountainview, Pleasant Valley, Pauline Haarer
 - Budget \$600,000
 - Spring to Fall 2018

2018-19 5YR Capital Plan Submission

2018/19 - Carbon Neutral Capital Program (CNCP)

- 1 – Cinnabar Elementary
 - Boiler Replacement
 - Budget \$325,000
 - Tender Ready
 - Construction July/Aug 2018

2018-19 5YR Capital Plan Submission

School Bus Replacement Program (BUS)

- Current replacement plan does not include a request for 18/19
- Bus inventory updated June, 2017
- No buses forecast to meet criteria for replacement until 20/21

2018-19 5YR Capital Plan Submission

Questions.....

2018-19 5YR Capital Plan Submission



SD No. 66 - Nanaimo-Ladysmith

Facility List Report

Sort by School, District NUMBER, and Facility AVGFCI - All Assets

Facility Name	Facility Code	Facility Type	Facility Status	YFA Replacement Value	FCI Cost	FCI	RI Cost	RI
EXTENSION ELEMENTARY	6668033	Elementary School	Closed	\$515,381	\$440,631	0.85	\$460,259	0.89
QUENNEL GYM AUDITORIUM	6668501	Unknown	Active	\$2,900,090	\$2,415,722	0.83	\$2,562,516	0.88
SOUTH WELLINGTON ELEMENTARY	6668081	Elementary School	Active	\$2,057,759	\$1,674,517	0.79	\$1,691,011	0.82
DUFFERIN CRESCENT ELEMENTARY	6668030	Elementary School	Closed	\$5,286,274	\$4,019,564	0.76	\$4,417,906	0.84
JOHN BARSBY COMMUNITY SCHOOL	6668011	Secondary School	Active	\$21,370,112	\$15,243,512	0.71	\$15,589,113	0.73
DAVIS ROAD ELEMENTARY	6668027	Elementary School	Active	\$2,873,658	\$1,987,640	0.68	\$2,109,360	0.73
SPEC EDUCATION CENTRE	6668499	Elementary School	Closed	\$712,810	\$484,796	0.68	\$486,280	0.70
CURRICULUM RESOURCE CENTRE	6668501	Resource Centre	Closed	\$3,953,072	\$2,657,921	0.67	\$2,968,579	0.75
NANAIMO DISTRICT SENIOR SECONDARY	6668001	Secondary School	Active	\$7,872,946	\$18,694,500	0.67	\$19,123,742	0.69
CILAIRE ELEMENTARY	6668024	Elementary School	Active	\$4,958,097	\$3,261,222	0.66	\$3,448,088	0.70
WOODLANDS SECONDARY	6668013	Secondary School	Active	\$15,752,780	\$10,225,809	0.65	\$10,462,445	0.66
NORTH CEDAR INTERMEDIATE	6668009	Elementary School	Active	\$7,949,751	\$5,127,651	0.65	\$5,306,364	0.67
LADYSMITH INTERMEDIATE	6668046	Elementary School	Active	\$5,236,932	\$3,220,054	0.61	\$3,788,939	0.72
MOUNT BENSON ELEMENTARY	6668035	Elementary School	Closed	\$4,564,001	\$2,729,308	0.60	\$2,928,127	0.64
ROCK CITY ELEMENTARY	6668076	Elementary School	Active	\$5,937,301	\$3,537,026	0.60	\$3,607,381	0.61
VAST CENTRE	6690022	Secondary School	Active	\$1,342,316	\$788,938	0.59	\$840,462	0.65
BRECHIN ELEMENTARY	6668019	Elementary School	Active	\$5,645,748	\$3,294,346	0.58	\$3,396,425	0.60
WELLINGTON SECONDARY	6668015	Secondary School	Active	\$18,395,244	\$10,495,421	0.58	\$11,136,940	0.61
FOREST PARK ELEMENTARY	6668037	Elementary School	Active	\$7,030,010	\$4,019,658	0.57	\$4,345,802	0.62
LADYSMITH SECONDARY	6668002	Secondary School	Active	\$16,828,451	\$9,318,071	0.55	\$9,595,641	0.57
WOODBANK PRIMARY	6668085	Elementary School	Active	\$5,354,855	\$2,938,751	0.55	\$3,250,310	0.61
UPLANDS PARK ELEMENTARY	6668086	Elementary School	Active	\$6,001,805	\$3,289,027	0.55	\$3,539,219	0.59
OLD BOARD OFFICE (LADYSMITH)	6668508	Board Office	Closed	\$482,892	\$238,799	0.54	\$269,766	0.64
DISTRICT ADMINISTRATION CENTRE	6668502	Board Office	Active	\$8,377,254	\$4,423,250	0.53	\$4,617,028	0.55
BAYVIEW ELEMENTARY	6668018	Elementary School	Active	\$4,703,445	\$2,493,934	0.53	\$3,573,568	0.76
SEAVIEW ELEMENTARY	6668080	Elementary School	Active	\$6,266,841	\$3,521,439	0.53	\$3,598,846	0.57
NORTH OYSTER ELEMENTARY	6668038	Elementary School	Active	\$5,248,890	\$2,773,518	0.53	\$3,457,181	0.68
LADYSMITH PRIMARY	6668049	Elementary School	Active	\$4,572,580	\$2,391,199	0.52	\$2,633,797	0.58
MOUNTAIN VIEW ELEMENTARY	6668052	Elementary School	Active	\$6,175,414	\$3,228,036	0.52	\$3,518,569	0.57
GEORGIA AVENUE ELEMENTARY	6668041	Elementary School	Active	\$9,459,200	\$4,782,357	0.51	\$5,162,635	0.55



Facility List Report

Sort by School District NUMBER and Facility AVGFCI - All Assets

Facility Name	Facility Code	Facility Type	Facility Status	YFA Replacement Value	FCI Cost	FCI	RI Cost	RI
DOVER BAY SECONDARY	6868010	Secondary School	Active	\$33,997,257	\$17,103,188	0.50	\$17,623,910	0.52
CHASE RIVER ELEMENTARY	6868022	Elementary School	Active	\$4,448,438	\$1,201,736	0.49	\$2,276,232	0.51
DEPARTURE BAY ELEMENTARY	6868028	Elementary School	Active	\$6,194,349	\$3,034,625	0.49	\$3,190,192	0.51
QUARTERWAY ELEMENTARY	6868071	Elementary School	Active	\$6,093,794	\$2,913,197	0.48	\$3,642,980	0.60
PARK AVENUE COMMUNITY	6868061	Elementary School	Active	\$5,781,045	\$2,721,566	0.47	\$2,801,490	0.48
FAIRVIEW COMMUNITY	6868036	Elementary School	Active	\$7,448,342	\$3,488,962	0.47	\$3,627,813	0.49
PLEASANT VALLEY ELEMENTARY	6868066	Elementary School	Active	\$5,350,242	\$2,434,733	0.46	\$2,783,971	0.52
KUTHERFORD ELEMENTARY	6868077	Elementary School	Active	\$6,533,723	\$2,806,460	0.43	\$2,935,061	0.45
MCGERR ELEMENTARY	6868055	Elementary School	Active	\$7,624,081	\$3,203,733	0.42	\$3,342,693	0.44
PAULINE HAARER ELEMENTARY	6868065	Elementary School	Active	\$4,764,432	\$1,850,826	0.39	\$1,957,323	0.41
COAL TYLEE ELEMENTARY	6868325	Elementary School	Active	\$5,609,953	\$2,088,329	0.37	\$2,628,987	0.47
GABRIOLA ELEMENTARY	6868040	Elementary School	Active	\$4,899,070	\$1,822,008	0.37	\$2,036,759	0.42
CEDAR COMMUNITY SECONDARY	6868007	Secondary School	Active	\$9,968,042	\$3,604,782	0.36	\$3,846,923	0.39
HAMMOND BAY ELEMENTARY	6868044	Elementary School	Active	\$5,818,811	\$1,823,155	0.31	\$1,916,046	0.33
FRANK J. NEY ELEMENTARY	6868038	Elementary School	Active	\$4,567,847	\$1,365,226	0.30	\$1,561,015	0.34
RANDERSON RIDGE ELEMENTARY	6868073	Elementary School	Active	\$6,704,083	\$1,824,336	0.27	\$1,941,232	0.29
CANNABAR VALLEY ELEMENTARY	6868323	Elementary School	Active	\$4,647,344	\$1,229,964	0.26	\$1,387,098	0.29
School District Total				\$348,330,166	\$189,193,624	0.54	\$201,387,264	0.58

Appendix C



**NANAIMO LADYSMITH
PUBLIC SCHOOLS**

Nanaimo Ladysmith Public Schools

BOARD OF EDUCATION

ACTION SHEET

DATE: June 21, 2017
TO: Board of Education
FROM: Director of Planning and Operations, Pete Sabo &
 Facilities Planning Supervisor, Mike Ross
SUBJECT: Proposed 2018-19 Five-Year Capital Plan

RECOMMENDATION:

The Board of Education of School District 68 (Nanaimo-Ladysmith) approve the 2018-2019 Five-Year Capital Plan as outlined on the attached summary presented June 21, 2017 for submission to the Ministry of Education.

REFERENCE:

- 17/18 Capital Plan Response Letter – March 17, 2017
- April 2017 update to Facilities Plan – April 5, 2017
- Proposed 2018-2019 Five-Year Capital Plan – slide presentation June 21, 2017

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.

School districts' annual Five-Year Capital Plan submissions are used to inform the selection of priority capital projects for the Ministry's following fiscal year. They also provide the Ministry insight into future year priorities that are used in longer term capital planning.

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

- Seismic Mitigation Program (SMP)
- School Expansion Program (EXP)
- School Replacement Program (REP)
- Building Envelope Program (BEP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Bus Replacement Program (BUS)

The Annual Five-Year Capital Plan Submission is informed by a Long Range Facilities Plan (LRFP), with school districts assessing capital needs over the next five years and involves prioritizing capital

needs and undertaking preliminary assessment of project needs, options, scoping and costing, and developing and submitting a Five-Year Capital Plan along with supporting assessment documents, specifically a Project Request Fact Sheet (PRFS).

The Ministry will provide each school district a written response to their annual Five-Year Capital Plan submission once the assessment of all submissions are complete and funding for fiscal 2018-19 is announced by the Ministry. *See attached response letter to the 17-18 Capital submission.*

This written response identifies the next steps for supported projects which may include:

- Proceed to design, tender and construction
- Proceed to development of a Project Definition Report (PDR)
- Proceed to acquire site
- Proceed to acquire bus

The Ministry also provides school districts with an Annual Facility Grant (AFG) based on an established formula. The AFG is managed separately from the annual Five-Year Capital Plan submissions. As such, AFG is excluded from these Capital Plan instructions.

DISCUSSION:

Development of a Facilities Plan:

The District has a Strategic Education Plan (SEP), a 10-year Enhanced Facilities for Learning Plan and recently approved the Becoming Sustainable: Facilities Plan Update - September 2, 2015. The District's plan is equivalent to the Ministry's LRFP.

In April of 2017, NLPS updated years 3-5 of the Facilities Plan and these priorities have been considered in the 18-19 submission (see attached).

Adjustments to the 2017/18 Capital Plan include:

- **Seismic Projects:**
 - Rutherford (H3) – removed due to approval of the Expansion Project at FJ Ney and the scheduled closure of Rutherford.
- **Expansion Projects:**
 - Frank J Ney – removed due to the approval of this project.
 - Park Avenue – was removed due to changes in catchment which are forecast to reduce the amount of over enrolment.
- **Replacement Projects:**
 - Ladysmith Intermediate – Added to advise MOE that Business Case Development is underway.
- **School Enhancement :**
 - Phase 2 Hammond Bay HVAC/IAQ
 - Park Avenue HVAC – Phase 1 (of 3)
 - Dust Extractor Upgrade - Dover/Wellington – Group 1 (of 2)
 - Roofing – priority roofing replacement

- Washrooms – priority upgrades

- Carbon Neutral Capital Plan:
 - Hammond Bay Heat exchange project - removed due to the approval of this project.
 - Cinnabar Boiler replacement – added as the next CNCP priority.

- School Bus Replacement Program
 - No busses meet the replacement criteria.

The source documents used to compile this year's Five-Year Capital Plan will be available in the Facilities Department or on request.

Please note that submission details (project costing and supporting documentation) are still being developed/gathered and will be submitted, along with the plan, by the submission date of June 30, 2017.

The plan was reviewed by the Superintendent and Secretary-Treasurer.

Appendix D



June 30, 2017

Damien Crowell
 Planning Officer, Capital Management Branch
 Ministry of Education
 PO Box 9151
 Stn Prov Govt BC
 Victoria, BC V8W 9H1

Dear Damien:

Please find attached the District's 2018-19 Capital Plan submission in accordance with the 2018-19 Capital Plan instructions. In support of the submission, the following motion was passed on June 21, 2017:

**Director of Planning &
 Operations Sabo
 RE: Capital Plan**

Folio
 R17/06/21-16

IT WAS MOVED BY Trustee Solomon
 IT WAS SECONDED BY Trustee Robinson
 That the Board of Education of School District
 No.68 (Nanaimo-Ladysmith) approve the 2018/19
 Five Year Capital Plan as outlined on the attached
 summary presented June 21, 2017 for submission
 to the Ministry of Education.
 CARRIED UNANIMOUSLY

Reference:

- SD68 2018-19 Capital Plan Action Sheet
- SD68 2018-19 Capital Plan Resolution

The District has on file all the appropriate 2018-19 Capital Plan supporting documents.

Any questions or concerns please advise.

Sincerely,


 Pete Sabo,
 Director of Planning and Operations

Appendix E



March 26, 2018

Ref: 201086

To: Secretary-Treasurer and Superintendent
School District No. 68 (Nanaimo-Ladysmith)

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2018/19

This letter is in response to your School District's Annual Five-Year Capital Plan submission for 2018/19 that was sent to the Ministry on June 30, 2017, and provides direction as to the next steps for advancing your 2018/19 capital projects.

The Ministry reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Building Envelope Program (BEP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Bus Acquisition Program (BUS)

The Ministry is pleased to advise you of support for advancing project development or delivery of the following capital projects for your School District for 2018/19:

SCHOOL PROJECT(S)			
School Name	Program - Project Type – Project Description	Amount Funded by Ministry	Next Steps & Timing
Hammond Bay Elementary	EXP – Classroom Addition	To Be Confirmed by Ministry	Deliver final Project Definition Report by September 5, 2018, for future funding decision
Park Avenue Elementary	SEP – Mechanical – HVAC	\$600,000	Proceed to design, tender & construction and complete by March 31, 2019
Hammond Bay Elementary	SEP – Mechanical – Ph. 2 HVAC	\$350,000	Proceed to design, tender & construction and complete by March 31, 2019
Dover Bay Secondary, Wellington Secondary	SEP – Health and Safety – Dust collector	\$800,000	Proceed to design, tender & construction and complete by March 31, 2019

Ministry of
Education

Capital Management Branch

Resource Management and
Executive Financial Office
Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

.../2

- 2 -

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer to confirm scope, schedule, budget and the terms of project approval for the projects listed above. **No work or expenditures may proceed without a signed Capital Project Funding Agreement (CPFA), Annual Program Funding Agreement (APFA), or other formal authorization from the Ministry.**

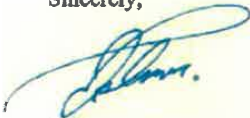
As a reminder, the requirement for the Boards of Education to adopt a Capital Bylaw for each individual capital project has been eliminated, and instead, the Board is to adopt a single Capital Bylaw for its approved 2018/19 Five-Year Capital Plan, in accordance with s. 143 of the *School Act*. For additional information, please visit the Capital Bylaw website at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/capital-bylaws>

With the 2018/19 Five-Year Capital Plan approvals now completed by the Ministry, you can expect to receive the Capital Plan Instructions for the upcoming 2019/20 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) by early April 2018. The deadline for those capital project submissions will be June 30, 2018, which will be considered for funding support by the Ministry for the 2019/20 fiscal year.

Should you have any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process, please do not hesitate to contact your respective Regional Director or Planning Officer at the [Capital Management Branch Contact List](#).

Sincerely,



Joel Palmer, Executive Director
Capital Management Branch

Cc: Ryan Spillett, Director Capital Projects, Capital Management Branch
Michael Nyikes, Director Capital Programs & Policies Unit, Capital Management Branch
Damien Crowell, Planning Officer, Capital Management Branch
Rachelle Ray, Regional Director, Capital Management Branch
Rosa Cutler, Planning Officer, Capital Management Branch

Appendix F

*2018/19 Annual Programs Funding Agreement for School District No. 68 (Nanaimo-Ladysmith)
Five-Year Capital Plan Bylaw No. 2018/19-CPSD68-01*

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement made in duplicate and dated for reference the 5th day of April 2018.

BETWEEN: Her Majesty the Queen in Right of the Province of British Columbia, represented by the Minister of Education (the "Ministry")

OF THE FIRST PART

AND: the Board of Education of School District No. 68 (Nanaimo-Ladysmith) (the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education, and includes the Deputy Minister of Education and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education of the Province of British Columbia;

**2018/19 Annual Programs Funding Agreement for School District No. 68 (Nanaimo-Ladysmith)
Five-Year Capital Plan Bylaw No. 2018/19-CPSD68-01**

"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. SCHEDULES

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Capital Projects between the Ministry of Education and School Districts

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide to the Board capital funding to be used for the purposes of the following Project:

School Name	Project Description	Funding
Park Avenue Elementary	SEP – Mechanical – HVAC	\$600,000
Hammond Bay Elementary	SEP – Mechanical – Ph. 2 HVAC	\$350,000
Dover Bay Secondary, Wellington Secondary	SEP – Health and Safety – Dust collector	\$800,000
TOTAL		\$1,750,000

3.02 The Ministry will, in no event, provide more than the amount listed above.

3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.

3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:

- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
- b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and

**2018/19 Annual Programs Funding Agreement for School District No. 68 (Nanaimo-Ladysmith)
Five-Year Capital Plan Bylaw No. 2018/19-CP5D68-01**

comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;

- c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.

3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:

- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
- b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

4.01 The Board will:

- a) carry out the Project in a manner that ensures:
 - i) cost-effective delivery;
 - ii) delivery within budget;
 - iii) completion by March 31, 2019;
 - iv) scope details are fully met upon completion.
- b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
- c) procure the Project in accordance with the Capital Asset Management Framework;
- d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
- e) all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Capital Projects between the Ministry of Education and School Districts" (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.

4.02 Provide written notice to the Ministry of Education immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to re-profile associated funds elsewhere pending status of the Project).

**2018/19 Annual Programs Funding Agreement for School District No. 68 (Nanaimo-Ladysmith)
Five-Year Capital Plan Bylaw No. 2018/19-CPSD68-01**

- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) arranged by the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.
- 5. EVENT OF FORCE MAJEURE**
- 5.01 In the Event of Force Majeure:
- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
 - b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
 - c) the course of action must be agreed to by the Ministry and the Board.
 - d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
 - e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.
- 6. PUBLIC ANNOUNCEMENTS**
- 6.01 Any public announcement relating to the Project will be in accordance with the "Communications Protocol Agreement on Capital Projects between the Ministry of Education and School Districts" (provided as Schedule A).

**2018/19 Annual Programs Funding Agreement for School District No. 68 (Nanaimo-Ladysmith)
Five-Year Capital Plan Bylaw No. 2018/19-CP68-01**

7. NOTICE

7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

a) if to the Board:

School District No. 68 (Nanaimo-Ladysmith)
395 Wakesiah Ave, Nanaimo, BC, V9R 3K6
Attention: Carrie McVeigh
Email: carrie.mcveigh@sd68.bc.ca

b) if to the Ministry:

Ministry of Education
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: Damien Crowell
Email: Damien.Crowell@gov.bc.ca

7.02 Any such notice or communication will be considered to have been received:

a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;

b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:

- i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
- ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

7.03 Delivery by mail will not be considered timely notice under this Agreement.

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

**2018/19 Annual Programs Funding Agreement for School District No. 68 (Nanaimo-Ladysmith)
Five-Year Capital Plan Bylaw No. 2018/19-CPSD68-01**

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of Her Majesty the Queen)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Education)

Authorized Signatory (For the Minister of Education)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of the Board)
of Education of School District)
No. 68 (Nanaimo-Ladysmith) by its duly)
authorized signatories)

Authorized Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

*2018/19 Annual Programs Funding Agreement for School District No. 68 (Nanaimo-Ladysmith)
Five-Year Capital Plan Bylaw No. 2018/19-CPSD68-01*

SCHEDULE A

**COMMUNICATIONS PROTOCOL AGREEMENT ON CAPITAL PROJECTS BETWEEN THE MINISTRY OF
EDUCATION AND SCHOOL DISTRICTS**

PROJECT AGREEMENT STAGE

News Release

After the Minister signs a funding agreement with the school district for a capital project the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

Signage

All construction projects approved in the Ministry of Education's Capital Plan must be identified by a construction sign prominently displayed at the site. Signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. They are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the construction contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved construction budget. School districts are responsible for installing the signs. Sign design and installation steps are included in the Ministry of Education's School Construction Project Sign Protocol.

GROUND BREAKING STAGE

Public Announcements, Official Events or Ceremonies

An official ceremony may be held to commemorate the ground-breaking for a project. No public announcement of a project under this protocol shall be made by either party without the prior consent of the other party.

The Ministry of Education shall receive **at least four (4) weeks' notice** of any proposed public announcement or official ceremony related to the ground-breaking for a capital project. The Provincial Minister or designated representative shall participate in such announcements or ceremonies, to take place at a mutually agreed upon date and location.

The parties shall co-operate in the organization of announcements or ceremonies. Messages and public statements for such events should be mutually agreed upon.

News Release

On the day of a ground-breaking ceremony the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

**2018/19 Annual Programs Funding Agreement for School District No. 68 (Nanaimo-Ladysmith)
Five-Year Capital Plan Bylaw No. 2018/19-CP68-01**

OFFICIAL OPENING STAGE

Public Announcements, Official Events or Ceremonies

A ceremony may be held to commemorate the official opening of a project. No public announcement of a project under this protocol shall be made by either party without the prior consent of the other party.

The Ministry of Education shall receive **at least six (6) weeks' notice** of any proposed public announcement or official ceremony related to the opening of a capital project. The Provincial Minister or designated representative shall participate in such announcements or ceremonies, to take place at a mutually agreed date and location.

The parties shall co-operate in the organization of announcements or ceremonies. Messages and public statements for such events should be mutually agreed upon.

News Release

On the day of an official opening ceremony, the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

Plaques

The Ministry of Education may request the district provide and install, upon completion of major capital projects, a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by the Ministry of Education. Cost of the plaque is to be funded from the approved construction budget.

SCHOOL CONSTRUCTION PROJECT SIGN PROTOCOL

All construction projects approved in the Ministry of Education's Capital Plan must be identified by a construction sign prominently displayed at the site. Signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Sign production must only be handled by Queens Printer.

Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the construction contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable.

A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved construction budget. These are the standard small sign size: 1951 mm x 1220 mm (C035_u_1951x1220). The school districts are responsible for installing the signs.

***2018/19 Annual Programs Funding Agreement for School District No. 68 (Nanaimo-Ladysmith)
Five-Year Capital Plan Bylaw No. 2018/19-CPSD68-01***

The steps from design to installation are as follows:

1. Project is announced;
2. Government Communications and Public Engagement (GCPE) will have their graphics department create a construction sign;
3. The GCPE graphics department will create and send the approved file to Queens Printer for print production;
4. Queens Printer will notified GCPE when the sign is ready;
5. GCPE will notify the district when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx> ;
6. The school district orders, pays and arranges for the sign to be installed. (signs are to be post mounted in a visible location);
7. District will notify GCPE when the sign is installed and send photo as confirmation.