



July 15, 2024

Ref: 299892

To: Secretary-Treasurer and Superintendent  
School District No. 93 (Conseil scolaire francophone)

**Capital Plan Bylaw No. 2024/25-CPSD93-03**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

---

This letter is in response to your School District's 2024/25 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

**This amendment provides support for a new Site Acquisition Project as reflected in the MAJOR CAPITAL PROJECTS table below. The Ministry requests all required supporting documentation be completed and sent to Ministry staff for review.**

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

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
  - Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

**MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)**

**New Projects**

| Project # | Project Name                          | Project Type     | Comments  |
|-----------|---------------------------------------|------------------|---|
| 150528    | Victoria West Site (Colwood/Langford) | Site acquisition | Project has been supported. Your Regional Director will contact you regarding next steps.   |
| 150180    | École les Aiglons (Squamish)          | New School       | Project has been supported for planning (business case). Please submit Project Definition Report (PDR) to Ministry as soon as possible. |

**Projects in Development from Previous Years**

| Project # | Project Name                        | Project Type                     | Comments   |
|-----------|-------------------------------------|----------------------------------|--|
| 150169    | Beausoleil (Victoria)               | New School                       | Please submit a final PDR to the Ministry as soon as possible. |
| 150030    | École Collines-d'or (Kamloops)      | Addition                         | Please submit a final PDR to the Ministry as soon as possible. |
| 150619    | École Cote-Du-Soleil (Powell River) | Renovation / Partial Replacement | Please submit a final PDR to the Ministry as soon as possible. |

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also, note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

NOTE: The Ministry encourages school districts to pursue simplified designs for new schools or expansion of existing schools. As projects proceed to Business Case, stakeholder engagement and design phases, please ensure simplified design parameters are considered as per the attached *Simplified Designs Guidelines*.

**MINOR CAPITAL PROJECTS (SEP, FIP, CNCP, BEP, PEP, BUS)**

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

## New projects for SEP, FIP, CNCP, BEP, PEP

| Facility Name   | Program Project Description           | Amount Funded by Ministry | Next Steps & Timing  |
|---|---------------------------------------|---------------------------|--|
| Gabrielle-Roy   | SEP – HVAC Upgrades                   | \$800,000                 | Proceed to design, tender & construction. To be completed by March 31, 2025. |
| Entre-Lacs  | SEP – HVAC Upgrades                   | \$800,000                 | Proceed to design, tender & construction. To be completed by March 31, 2025. |
| Au Coeur De L'île, Cote-Du-Soleil, Victor-Brodeur Elementaire (Head St)                                   | CNCP – Energy Upgrades                | \$731,036                 | Proceed to design, tender & construction. To be completed by March 31, 2025. |
| Du Bois-joli  | PEP - Accessible Playground Equipment | \$195,000                 | Proceed to design, tender & construction. To be completed by March 31, 2025. |
| Au Coeur De L'île, De L'Anse-Au-Sable, Des Pionniers-De-Maillardville, Entre-Lacs, Secondaire Jules-Verne | FIP - Kitchen Equipment               | \$110,000                 | Proceed to design, tender & construction. To be completed by March 31, 2025. |
| De L'Anse-Au-Sable  | FIP - Kitchen Upgrade                 | \$100,000                 | Proceed to design, tender & construction. To be completed by March 31, 2025. |

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2024/25 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2024/25 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated, and emailed to the Ministry's Capital Management Branch at [CMB@gov.bc.ca](mailto:CMB@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1<sup>st</sup>, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
  - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **June 30, 2024**
  - Leases
- **July 1, 2024**
  - Major Capital Programs (BEP)
- **September 30, 2024**
  - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
  - Minor Capital Programs (FIP)

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Damien Crowell, Executive Director  
Capital Management Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch  
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital Management Branch