



May 24, 2016

Ref: 186886

To: Secretary-Treasurer and Superintendent  
School District No. 93 (CSF)

**Re: Ministry Response to Annual Capital Plan Submission**

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This letter is in response to the Board's Annual Capital Plan submission and provides direction as to the next steps for advancing capital projects that align with provincial capital priorities.

The Ministry reviewed all the 5-year Capital Plan submissions across the participating 60 school districts to determine priorities for available capital funding in the programs of:

- Seismic Mitigation & Safety,
- Expansion,
- Building Envelope,
- Carbon Neutral Capital,
- School Enhancement, and
- Buses

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

SCHOOL PROJECT(S)		
School Name	Project Type	Next Steps & Timing
Ecole Franco-Nord	School Enhancement	Proceed to design, tender & construction and complete by March 2017
École des Sept-Sommets	Carbon Neutral Capital	Proceed to design, tender & construction and complete by March 2017

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 works or expenditures can proceed without a signed project agreement or other signed authorization from the Ministry.**

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As a brief follow-up from a recent correspondence, the Ministry has recently revised the procedures on the Bylaws and the Annual Capital Plan submission which are briefly summarized below:

1. The Ministry eliminated the requirement for the Boards of Education to pass Bylaws for each individual capital project. For additional information, please visit our website at:

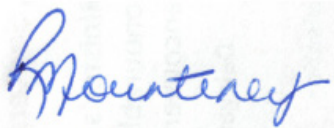
<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/capital-bylaws>

2. The Annual Capital Plan submission deadline was initially revised to August 31, 2016, and based on recent feedback, the submission deadline will now be extended to September 9, 2016, to better align school district capital planning with government's fiscal cycle. The Capital Plan Instructions will be issued to you shortly with further details.

Should you have any questions regarding the Ministry's Capital Plan process, we would be more than happy to set-up a meeting with you to go over any questions you may have. At any time, please do not hesitate to contact your Regional Director, Mora Cunningham at [Mora.Cunningham@gov.bc.ca](mailto:Mora.Cunningham@gov.bc.ca) to schedule a time to meet to discuss your inquiries.

Thank you for your dedication to the students of the CSF School District.

Sincerely,



Renée Mounteney, MBA  
Executive Director, Capital Delivery Branch  
Planning and Major Projects Division

Cc: Mora Cunningham, Regional Director, Capital Delivery Branch  
Nancy Dubé, Planning Officer, Capital Delivery Branch