

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**DRAFT MINUTES OF THE OPERATIONS & FACILITIES COMMITTEE MEETING
February 25, 2020**

PRESENT:

Board Representatives:

John Koopman	Trustee	Chair
Linda Kerr	Trustee	Trustee

Committee Representatives:

Lynne Marvell	President	FCTA
Karl Koslowsky	Vice Principal	FCPVPA
Brad Bourel	Maintenance	
Gord Kearns	Acting President	CMAWBC
Peter Flynn	Vice Principal	FCPVPA
Diana Savoie	AEC	

District Staff:

Karen Nelson	Superintendent
Kevin Bird	Assistant Superintendent
Jenny Veenbaas	Assistant Secretary Treasurer
Doug Templeton	Director of Facilities & Transportation
Laurie Bjorge	Recording Secretary

Regrets:

Marilyn Warren	Trustee	Trustee
Wendy Clark	Parent Rep	
Leanne Bowcott	AEC	
Natalie Lowe	Secretary-Treasurer	

1. Call to Order

The meeting was called to order by the Chair 4:34 p.m. in the boardroom of the District Education Office. It was acknowledged that the meeting was being held on the shared territory of the Chawathil people.

2. Approval of Agenda

SAVOIE/FLYNN

THAT the agenda of the Operations and Facilities Committee meeting for February 25, 2020, be approved.

CARRIED

3. Approval of Previous Minutes – January 14, 2020**KOSLOWSKY/KERR**

THAT the minutes of the Operations and Facilities Committee meeting held on January 14, 2020 be approved.

CARRIED

4. School Enhancement Projects

The Director of Facilities and Transportation reviewed upcoming projects. Three boiler replacements will take place at Silver Creek Elementary, Hope Secondary, and Coquihalla Elementary. The current boilers are about 60% efficient and will be replaced by 97% efficient boilers. The engineering for the projects has been done, and equipment ordered already so that the work can commence as soon as school is out for the summer. The current year's projects are completed.

5. Carbon Neutral

The Director of Facilities and Transportation gave an overview of CNCP. Approximately \$250,000 worth of district projects have been covered by carbon neutral money. The Director of Facilities and Transportation discussed the use of electric buses in the future. The operating costs are substantially reduced but there is a high capital cost. The mileage range would work for this district, however, the diesel engine for heat may not be the best option.

6. Annual Facilities Grant Plan

The Director of Facilities and Transportation reported that the AFG projects are mostly completed. The five year plan is in its last year. Currently, the budget is being created for work to be done at Silver Creek Elementary. Exterior paint, office and library renovations, and floor replacement is requested. The majority of the work will be completed this summer.

Minor renovation work will be done at the maintenance building. Electrical work will be done at TREC, as well as renovation to exit door area to keep out random people using the area to camp.

Maintenance is looking to install a water reservoir system in Boston Bar to help with the field irrigation. The top priority for next year is to provide a fire suppression system for the school.

7. Refuse collection bylaw – FVRD

The Director of Facilities and Transportation reported on the change that will happen regarding refuse collection within the schools according to the municipalities' bylaws. There won't be any collection within the classrooms anymore; containers will be in the hallways. Maintenance is gathering information as to what is working well within other districts. Information will go out to administrators.

8. Snow Removal

The Director of Facilities and Transportation reported on the success of the district's snow removal system with the acquired equipment. Still working on efficiencies so that staff are able

to handle a snow event within a couple hours.

9. Educational Facility Managers Association Conference – Staff Participation

The Director of Facilities and Transportation provided information regarding the annual conference to be held June 1-5, 2020 in Penticton. Four or five staff members will be attending. This is a good opportunity for staff to gather information from other districts and ministry staff.

10. Questions

Principal Flynn asked for clarification how schools are being charged for some maintenance issues. The Director of Facilities and Transportation clarified the role of the maintenance department, and what projects or jobs are covered and what is billed to the schools. Other than AFG or SEP projects, maintenance does not repair site based or program equipment if it is not required. Any improvement is not necessarily a maintenance item. A letter had been sent to administrators explaining what maintenance will cover and what costs the schools must cover.

Maintenance will inspect playgrounds; repairs are done by the school, unless damaged by vandalism. Installation of playground equipment is done by joint venture with maintenance and the school simply because schools do not have enough money to do it on their own.

Principal Flynn brought forward concerns about the Coquihalla Elementary field and potential dangers due to condition of field. Maintenance inspected the field in the fall, and are aware of the issues. The field maintenance crew will be out in Spring to roll the fields.

Next Meeting

Date: May 5, 2020

Location: District Education Office

Adjournment

Kerr/

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 5:36p.m.



March 5, 2020

Ref: 218161

To: Secretary-Treasurer and Superintendent
School District No. 78 (Fraser-Cascade)

Capital Plan Bylaw No. 2020/21-CPSD78-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2020/21

This letter is in response to your School District's 2020/21 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2019, and provides direction for advancing supported and approved capital projects.

The Ministry has 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)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Below you will see the major capital projects supported to proceed with Concept Plans* as well as minor capital projects from the Ministry's 2020/21 annual capital programs that are approved for funding and are able to proceed to procurement.

*Concept Plan approval is a new step required before a Project Definition Report (PDR) will be supported. Your respective Regional Director or Planning Officer will provide you with more information if you have major capital projects supported to proceed to a Concept Plan.

MAJOR CAPITAL PROJECTS (SMP, EXP)

There are no major capital projects supported to proceed to concept plan or business case.

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

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Coquihalla Elementary	CNCP - Mechanical Upgrades - Boiler upgrade	\$372,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Hope Secondary	CNCP - Mechanical Upgrades - Boiler upgrade	\$432,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Silver Creek Elementary	CNCP - Mechanical Upgrades - Boiler upgrade	\$331,500	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Agassiz Elem-Secondary	SEP - Mechanical Upgrades - Dust Collection System upgrades	\$325,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Silver Creek Elementary	SEP - Flooring Upgrades - Flooring upgrades	\$125,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Silver Creek Elementary	SEP - Building Enclosure Upgrades - Roof replacement	\$200,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Harrison Hot Springs Elementary	PEP - New - Universally Accessible Playground Equipment	\$125,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

Note: 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 2020/21 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 Plan Bylaw No. provided at the beginning of this document) for its approved 2020/21 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 Ministry Planning Officer Ravnit Aujla at Ravnit.Aujla@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2020/21 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2021/22 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2020.

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,



Joel Palmer, Executive Director
Capital Management Branch

pc: Rachelle Ray, Director, Capital Projects Unit, Capital Management Branch
Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch
Ravnit Aujla, Planning Officer, Capital Management Branch
Mora Cunningham, Regional Director, Capital Management Branch
Nancy Dube, Planning Officer, Capital Management Branch
Farhana Abutalib, Planning Officer, Capital Management Branch

Submission Date (YYYY/MM/DD): 4/24/2020

District: 78 **Fraser-Cascade**

	Name	Email	Phone
Contact:	Doug Templeton	doug.templeton@sd78.bc.ca	6047984011

Facility Information		Project Information			Additional Information	
Facility Name	Description of Work	Estimated Cost	AFG Category	VFA Requirement (Yes/No)	Comments	
Silver Creek Elm	exterior paint	\$ 30,000	Facility Upgrade	No	complete exterior 21 years old	
Silver Creek Elm	Interior paint	\$ 60,000	Facility Upgrade	Yes	complete interior paint	
Silver Creek Elm	replace front entrance curtian wall	\$ 30,000	Facility Upgrade	Yes	complete front entrance	
Silver Creek Elm	Office and library reno	\$ 60,000	Facility Upgrade	Yes	complete renewal	
Silver Creek Elm	classroom millwork	\$ 20,000	Facility Upgrade	Yes	partial millwork	
Silver Creek Elm	staffroom renewal	\$ 10,000	Facility Upgrade	Yes	demo wall and new countertops	
Silver Creek Elm	MDF and Birch wall panel renewal	\$ 20,000	Facility Upgrade	Yes	all lower wall protection renewed	
Boston Bar Elm	well and sprinkler system renewal	\$ 40,000	Site Upgrade	Yes		
School Board Office	flooring replacement	\$ 25,000	Facility Upgrade	Yes	complete replacement	
School Board Office	LED lighting upgrade	\$ 10,000	Electrical System Upgrade	Yes	energy conservation	
School Board Office	fencing	\$ 15,000	Site Upgrade	Yes	fencing upgrade	
School Board Office	UPS	\$ 20,000	Electrical System Upgrade	No	conditioned backup power system	
Maintenance	perimeter fencing	\$ 45,000	Site Upgrade	Yes	fencing upgrade	
Maintenance	Office reno	\$ 25,000	Functional Improvement	No	washroom and offices	
Maintenance	flooring replacement	\$ 10,000	Facility Upgrade	No	vynil over concrete and tile replacement	
Maintenance	concrete pad placement and paving	\$ 40,000	Site Upgrade	No	sand bin and parking pad	
Hope Elm/Sec	concrete play area	\$ 20,000	Site Upgrade	Yes	Hard surface play area	
Agassiz Elm/Sec	Building sprinkler system upgrade	\$ 15,000	Mechanical System Upgrade	Yes	engineered sprinkler requirments upgrade	
Agassiz Elm/Sec	renovate to install special needs change room with lift and washroom	\$ 24,298	Functional Improvement	Yes	funtional improvement for special needs room	
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Additions, New Schools, Site Acquisitions, Seismic, Replacements, Building Demolitions, Building Envelope Program 2021/22 Call for Projects - Instructions

INTRODUCTION

This guide will assist school districts and their consultants with the preparation of major capital project proposals for the 2021/22 Call for Projects.

The Ministry will only consider funding support for major capital projects that have all necessary supporting documentation available for review.

Columns that are filled in **grey** have calculated cells that cannot be entered manually.
All other columns must be filled in completely.

The completed workbook must be emailed by **July 31, 2020** to the attention of Ravnit Aujla, Planning Officer, at:

[Ravnit Aujla – Ravnit.Aujla@gov.bc.ca](mailto:Ravnit.Aujla@gov.bc.ca)

Please contact your Regional Director or Planning Officer as per the [Capital Management Branch contact list](#) to discuss your major capital projects if you have any questions.

School districts are responsible for verifying all information provided to the Ministry of Education (EDUC).

COMPLETING THE CAPITAL PROJECT INTAKE SPREADSHEET

HEADINGS	INSTRUCTIONS
GENERAL INFORMATION	
Submission Date	Provide the date when the Capital Project Intake Spreadsheet and all required supporting documentation was submitted to the Ministry.
Primary Contact	Provide the name, phone and email of the school district contact for the given project types. <i>Note: a different contact may be provided for the various major capital project tabs.</i>
Long-Range Facility Plan Date	Provide the dates when the current Long-Range Facilities Plan was completed; and updated, if applicable.
TABLE INFORMATION	
SD #	Please enter number in Summary tab to populate throughout the workbook
SD Name	District name will autopopulate based on school district number provided.
GENERAL PROJECT INFORMATION	
Project Priority	Provide the priority ranking of all requested projects included within each of the major capital project categories.
Ministry Facility Code	Provide the 8 digit Ministry Facility Code found in VFA Facility database. Click on 'Assets' tab in the blue navigation menu located at the top of the VFA.Facility home page. Ministry Facility Code can be found under 'Facilities' detail in the database hierarchy. e.g. <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Identifier - Ministry Facility Code 3434225</div>
Facility Name/Project Name	Provide the name of the existing facility for which a capital project is requested; where no facility exists, provide an identifying name for the requested capital project.
Facility Type	Indicate the type of facility from the drop down. If 'Other', please describe in the 'Comments' column
Project Description	Provide details of the proposed project. Please include grade configuration and capacity details where pertinent.
Site Requirement	Select 'Yes' if a site acquisition is required for a new school or an addition to an existing school; otherwise, select 'No'.
Previously supported by EDUC	Select 'Yes' if the Ministry has already supported development of a business case for the project from a previous capital plan submission and no further project information is required; otherwise, select 'No'.
Change in Nominal Capacity	Provide the change in nominal capacity that will result from the major capital project.
Change in Operating Capacity	Provide the operating capacity increase the project will add in accordance with the Area Standards.

HEADINGS	INSTRUCTIONS
Seismic Risk Rating	Select the seismic risk rating of the facility submitted for funding. <ul style="list-style-type: none"> • H1 for High 1 • H2 for High 2 • H3 for High 3
Property Ownership	Indicate whether a property is the subject of a Crown grant or was originally purchased by the board of education.
FACILITY SPECIFIC INFORMATION	
Current Nominal Capacity	Provide the total nominal capacity of the facility
Current Operating Capacity	Provide the total operating capacity of the facility
Current Enrolment	Provide the 2019/20 headcount enrolment of the facility
Enrolment as at 2023/24	Provide the projected total 2023/34 headcount enrolment of the facility
Enrolment as at 2029/30	Provide the projected total 2029/30 headcount enrolment of the facility
SURROUNDING SCHOOLS ANALYSIS	
Operating Capacity: Current Total - Surrounding Schools	Provide the total operating capacity of the surrounding schools, including the facility at hand.
Current Enrolment	Provide the 2019/20 headcount enrolment of the surrounding schools, including the facility at hand.
Surrounding Schools 2023/24 Projection	Provide the 2023/24 headcount enrolment of the surrounding schools, including the facility at hand.
Surrounding Schools 2029/30 Projection	Provide the 2029/30 headcount enrolment of the surrounding schools, including the facility at hand.
Surrounding Schools Comments	Provide any additional context regarding the surrounding schools.
ESTIMATED YEARLY CAPITAL EXPENDITURES	
2021/22	Provide an estimate spend for the 2021/22 fiscal (Apr 2021 to Mar 2022) - Year 1 of the Five-Year Capital Plan.
2022/23	Provide an estimate spend for this fiscal year (Apr 2022 to Mar 2023) - Year 3 of the Five-Year Capital Plan.
2023/24	Provide an estimate spend for this fiscal year (Apr 2023 to Mar 2024) - Year 4 of the Five-Year Capital Plan.
2024/25	Provide an estimate spend for this fiscal year (Apr 2024 to Mar 2025) - Year 5 of the Five-Year Capital Plan.
2025/26	Provide an estimate spend for this fiscal year (Apr 2025 to Mar 2026) - Year 5 of the Five-Year Capital Plan.
RURAL COMMUNITY INFORMATION	
Community Name	Provide the name of the community in which the facility is located.
Population	Provide the population of the community in which the facility is located. Please note, only communities or sub-communities with a population of under 15,000 is eligible for demolition funding through the Rural District Program.
OTHER INFORMATION	
PRFS (or SPIR) Provided?	Select 'Yes' if a Project Request Fact Sheet (PRFS) or Seismic Project Identification Report (SPIR) has been submitted to the Ministry; otherwise, select 'No'.
Additional Comments	Provide any additional context regarding the requested project that may not already have been captured.
Program Name	Calculated value, used for summary table

END

CAPITAL MANAGEMENT BRANCH

Submission Date (yyyy-mm-dd)

	NAME	PHONE	EMAIL
PRIMARY CONTACT			

SD #	SD Name	GENERAL PROJECT INFORMATION								FACILITY SPECIFIC					SURROUNDING SCHOOLS ANALYSIS					ESTIMATED YEARLY CAPITAL EXPENDITURES						PRFS Provided?	Additional Comments	Program Name	
		Project Priority	Ministry Facility Code	Facility Name	Facility Type	Project Description	Previously supported by EDUC	Site Requirement	Change in Nominal Capacity	Change in Operating Capacity	Current Nominal	Current Operating	Current Enrolment	Enrolment as at 2023/24	Enrolment as at 2029/30	OP - CAPACITY - Current Total - Surrounding Schools	Current Enrolment	2023/24 Projection	2029/30 Projection	Surrounding Schools Comments	2021/22	2022/23	2023/24	2024/25	2025/26				Total Project Cost
99	Example District	1	9999001	Example Elementary	Elementary	1 kindergarten & 5 elementary classroom addition	Yes														\$ 1,000,000	\$ 2,000,000				\$ 8,000,000	Yes		Addition
99	Example District	2	9999002	Example Community School	Elem-Sec	6 elementary & 2 secondary classroom addition (80K/250E/100S to 80K/400E/150S)	No	Yes	200	188	480	460	506	653	677	4,284	4,132	4,533	4,709		\$ 500,000	\$ 8,000,000	\$ 10,000,000	\$ 1,000,000	\$ 19,500,000	Yes	Site purchase required (previously supported) and captured under site requests	Addition	
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CAPITAL MANAGEMENT BRANCH

Submission Date (yyyy-mm-dd)

Submission Date (yyyy-mm-dd)

PRIMARY CONTACT

NAME	PHONE	EMAIL

		GENERAL PROJECT INFORMATION								SURROUNDING SCHOOLS ANALYSIS					ESTIMATED YEARLY CAPITAL EXPENDITURES								
SD #	SD Name	Project Priority	Project Name	Facility Type	Project Description	Previously supported by EDUC	Site Requirement	Change in Nominal Capacity	Change in Operating Capacity	OP. CAPACITY Current Total - Surrounding Schools	ENROLMENT Current Enrolment 2023/24 Projection 2029/30 Projection			Surrounding Schools Comments	2021/22	2022/23	2023/24	2024/25	2025/26	Total Project Cost	PRFS Provided?	Comments	Program Name
99	Example District	1	Example Secondary	Secondary	New 550 capacity 8-12 secondary on NW Sample Site	Yes									\$ 20,000,000	\$ 20,000,000	\$ 2,000,000			\$ 42,000,000			New School
99	Example District	2	Example School	Elem-Middle	New 540 capacity K-8 school in Example region of Sample city (40K/300E/200S)	No	Yes	540	522	693	822	1,153	1,382	Only 1 school in current neighbouring schools (Example Island Community School) with 5 portables on site to accommodate over capacity		\$ 3,000,000	\$ 15,000,000	\$ 12,000,000	\$ 1,000,000	\$ 31,000,000	Yes	Several new developments are currently under construction in the Example region catering to young families. Only school in community is already 119% over utilization. New Example Secondary will alleviate pressure in another pocket in the district separated by a highway.	New School
78	Fraser-Cascade																			\$ -			New School
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2021/22 CALL FOR PROJECTS - SITE ACQUISITION

CAPITAL MANAGEMENT BRANCH

Submission Date (yyyy-mm-dd)

NAME	PHONE	EMAIL
Doug Templeton	6047984011	doug.templeton@sd78.bc.ca

GENERAL PROJECT INFORMATION										SURROUNDING SCHOOLS ANALYSIS				ESTIMATED YEARLY CAPITAL EXPENDITURES								
SD #	SD Name	Project Priority	Ministry Facility Code	Facility Name	Facility Type	Project Description	Previously supported by EDUC	Change in Nominal Capacity	Change in Operating Capacity	Current Total Surrounding Schools	Current Enrolment	2023/24 Projection	2029/30 Projection	Neighbouring Schools Comments	2021/22	2022/23	2023/24	2024/25	2025/26	Site Acquisition Cost	Additional Comments	Program Name
99	Example District	1	99992345	Example Community School	Elem-Sec	Site expansion for 6 elementary & 2 secondary classroom addition (80K/250E/100S to 80K/400E/150S)	Yes								\$ 6,000,000					\$ 6,000,000		Site Acquisition
99	Example District	2	N/A	New Northwest Area Example Middle	Middle	NW Example Area Site for new 300 capacity 6-8 school in Example region of Sample city	No	300	300	693	822	1,153	1,382			\$ 18,000,000				\$ 18,000,000		Site Acquisition
78	Fraser-Cascade	1	N/A	West Side Elementary	Elementary	New school site west side of Agassiz	No	170	140	825	740	830	940		\$ 2,000,000					\$ 2,000,000		Site Acquisition
78	Fraser-Cascade																			\$ -		Site Acquisition
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CAPITAL MANAGEMENT BRANCH

Submission Date (yyyy-mm-dd)

PRIMARY CONTACT	NAME	PHONE	EMAIL
	Doug Templeton	6047984011	doug.templeton@sd78.bc.ca

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CAPITAL MANAGEMENT BRANCH

Submission Date (yyyy-mm-dd)

PRIMARY CONTACT	NAME	PHONE	EMAIL
	Doug Templeton	6047984011	doug.templeton@sd78.bc.ca

[illegible]

GENERAL PROJECT INFORMATION												RURAL COMMUNITY INFO		FACILITY SPECIFIC					SURROUNDING SCHOOLS ANALYSIS					Estimated Cost	Comments	Program Name
SD #	SD Name	Project Priority	Ministry Facility Code	Facility Name	Facility Type	Project Description	Estimated Annual Operating Cost Savings	Year Built	Year Last Renovated (If applicable)	Change in Nominal Capacity	Change in Operating Capacity	Community Name	Population	Current Nominal	Current Operating	Current Enrolment	Enrolment as at 2023/24	Enrolment as at 2029/30	OP. CAPACITY Current Total - Surrounding Schools	ENROLMENT Current Enrolment	2023/24 Projection	2029/30 Projection	Surrounding Schools Comments			
99	Example District	1	99997875	Example East Elementary	Middle-Sec	Renovate western block to create 4 classrooms	\$50,000	1949	1985	100	92	Example River	8,500											\$ 3,500,000.00	Renovation facilitates the consolidation of two low utilized schools. The project involves renovating an area currently used for storage and converting the space to classrooms.	Rural Renovation
78	Fraser-Cascade																									Rural Renovation
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Ministry of
Education

2021/22 CALL FOR PROJECTS - RURAL COMMUNITY SCHOOL DEMOLITION REQUEST
CAPITAL MANAGEMENT BRANCH

Submission Date (yyyy-mm-dd)

PRIMARY CONTACT

NAME	PHONE	EMAIL
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								RURAL COMMUNITY INFO				
GENERAL PROJECT INFORMATION												
SD #	SD Name	Project Priority	Ministry Facility Code	Facility Name	Facility Type	Project Description	Property Ownership	Community Name	Population	Estimated Cost	Comments	Program Name
99	Example District	1	99997890	Example West Middle	Middle-Sec	Demolish derelict building	Subject of a Crown Land Grant	Example River	12,453	\$ 1,000,000		Demolition
78	Fraser-Cascade											Demolition
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Ministry of
Education

2021/22 CALL FOR PROJECTS - BUILDING ENVELOPE PROGRAM (BEP) REQUESTS

CAPITAL MANAGEMENT BRANCH

Submission Date (yyyy-mm-dd)

PRIMARY CONTACT

NAME	PHONE	EMAIL

The school selected below is not on BC Housing’s approved list of schools for the Building Envelope Program. Please contact Ravnit Aujla to discuss further.

		GENERAL PROJECT INFORMATION					ESTIMATED YEARLY CAPITAL EXPENDITURES					
SD #	SD Name	Project Priority	Ministry Facility Code	Facility Name	Project Description	Previously supported by EDUC	2021/22	2022/23	2023/24	2024/25	2025/26	Total Project Cost
99	Example District	1	9999001	ABC Elementary	Building envelope upgrade 1993 addition	No	2,600,000					\$ 2,600,000
78	Fraser-Cascade											\$ -
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School Enhancement Program (SEP) 2021/22 Call for Projects - Instructions

INTRODUCTION

This guide has been written to assist school districts and their consultants with the preparation of project proposals for the School Enhancement Program (SEP) 2021/22 Call for Projects.

SEP projects that will be considered for capital funding include:

1. Standalone projects that can be completed by March 31, 2022.
2. Multi-phased projects, where Phase 1 covers the purchase of project materials in 2021/22 and Phase 2 covers installation costs to be completed in 2022/23, and so on.
3. Projects valued between \$100,000 and \$2,000,000, with one project valued at approximately \$500,000.

NOTE - A maximum of five (5) separate project proposals will be considered from each school district.

Columns that are **gray** filled are calculated and should not be entered manually. **All other columns should be filled.**

The completed workbook must be emailed by **July 31, 2020** to the attention of Ravnit Aujla, Planning Officer, at:

[Ravnit Aujla – Ravnit.Aujla@gov.bc.ca](mailto:Ravnit.Aujla@gov.bc.ca)

School districts are responsible for verifying all information provided to the Ministry of Education (EDUC).

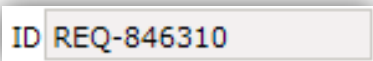
VFA REQUIREMENTS REPORT AND CONSULTANT REPORTS

Consultant reports are not required to be submitted, but may be requested at a later date.

Submit only the page in the VFA Requirements Report that directly addresses the proposed project.

COMPLETING THE PROJECT PROPOSAL INTAKE SPREADSHEET

HEADINGS	INSTRUCTIONS
SUBMISSION DATE	
Submission Date	Date when the project proposal and supporting documentation were submitted to the Ministry.
PRIMARY CONTACT	
Primary Contact	Provide the name , phone and email of the primary school district contact regarding project requests.
SCHOOL DISTRICT INFORMATION	
SD No.	Enter the school district number in the Summary tab to populate throughout the workbook
SD Name	SD Name will populate automatically when the SD No. is selected.
PROJECT IDENTIFICATION	
Project Priority	Prioritize your project proposal starting with No. 1 as the highest need. Prioritize projects within the program, not cross program; that is if 5 SEP requests are made then the Project Priority values should be 1-5.
Facility Name	Indicate the name of the facility including school type (i.e. Elementary, Middle or Secondary). List the specific school names included in the proposal (if grouped as one project)-the use of "Various" is NOT allowed.
Is this a phased project at a single facility?	If project is phased, please provide cost of each phase in Project Description. Phased projects are only applicable at one school. For multi-year, multi-school projects (i.e. washroom upgrades), please enter all school names in the Facility Name field <i>that will be completed in the fiscal funding year</i> . Example, if 60 schools are to have washroom upgrades done over 3 years, please enter the names of the schools that will have the upgrades done in the first year. In the following year's capital plan intake, enter the next group of schools that will have the upgrades done.
Group Project Identifier	For smaller projects that are grouped to form a single project proposal, select and apply a single letter-identifier to each project included in the bundle. Input "N/A" if this section is not applicable.
Project Type	Select the primary nature of the project.
Project Description, Benefits and Rationale	Provide details of the proposed project, including components being installed.
Primary Driver	Select the main reason behind the project.
Prior Funding from Previous SEP (YES/NO)	Indicate 'YES' or 'NO' whether the project has been supported to receive capital funding from previous SEP years.
Current Annual Operational/Maintenance Costs (\$)	Provide the actual operational/maintenance costs per year of the building component.

HEADINGS	INSTRUCTIONS
Estimated Annual Operational/Maintenance Costs (\$)	Provide the estimated operational/maintenance costs per year, whether it is operational, maintenance, or energy savings.
Estimated Annual Savings (\$)	Calculated field, estimated cost savings per year, whether it is operational, maintenance, or energy savings will be calculated using pre-populated formula.
PROJECT SCHEDULE & PROJECT COST	
Start Date	Indicate the date when the proposed project could begin construction (e.g., Dec-2019).
End Date	Indicate the date when the proposed project would be completed (e.g., May-2020).
Project Development Status (Current Phase)	Select the current phase of the project.
School Enhancement Funding	Indicate amount of SEP funding requested for the proposed project.
SUPPLEMENTAL INFORMATION & VFA FACILITY	
Projected Annual Fuel Usage Reduction (GJ)	Indicate the estimated reduction in fuel consumption per year, in gigajoules. Only for Electrical, HVAC and Exterior Enclosure upgrades (all other types will gray out the field). Examples that should enter a fuel consumption include (but not limited to) boilers, HVAC, air handlers, heat pumps and natural gas consuming units.
Projected Annual Electricity Usage Reduction (kWh)	Indicate the estimated reduction in electricity consumption per year, in kilowatt hours. Only for Electrical upgrades (all other types will gray out the field).
Current Consultant Report	Indicate 'Yes' or 'No' whether a report is available. Discuss with Ravnit Aujla about sending in report.
VFA Requirement - ID No.	Provide the 5 to 6 digit VFA requirement ID numbers (e.g.,84631 or 846310). The cell is formatted to automatically add 'REQ' text once the 5 or 6 digit ID is typed properly. Requirement ID can be found in VFA Facility database. To access, click on 'Assets' tab in the blue navigation menu located at the top of the VFA.Facility home page. Requirement ID can be accessed from 'Requirements' database hierarchy. e.g. 
New or Replacement	Indicate whether the project is requesting funding for new systems or replacement of current systems.
% of System Replaced (0-100)	Estimate the amount of project being replaced using percentage value ranging from 0 to 100 where 100% means fully replaced.
Program Name	Calculated value, used for summary table

2021/22 CALL FOR PROJECTS - SCHOOL ENHANCEMENT PROGRAM (SEP) REQUESTS

CAPITAL MANAGEMENT BRANCH

Submission Date (yyyy-mm-dd)

PRIMARY CONTACT	NAME	PHONE	EMAIL
	doug Templeton	6047984011	doug.templeton@sd78.bc.ca

SCHOOL DISTRICT & GENERAL INFORMATION							PROJECT IDENTIFICATION						PROJECT SCHEDULE & PROJECT COST						SUPPLEMENTAL INFORMATION & VFA FACILITY				
SD #	SD Name	Project Priority	Facility Name	Is this a phased project at a single facility?	Group Project Identifier (for same project at multiple schools)	Project Type	Project Description, Benefits and Rationale	Primary Driver	Prior Funding from Previous SEP (YES/NO)	Current Annual Operational/Maintenance Costs (\$)	Estimated Annual Operational/Maintenance Costs (\$)	Estimated Annual Savings (\$)	Start Date (month-yyyy)	End Date (month-yyyy)	Project Development Status (Current Phase)	School Enhancement Funding	Projected Annual Fuel Usage Reduction (GJ)	Projected Annual Electricity Usage Reduction (kWh)	Current Consultant Report	VFA Requirement - ID No.	New or Replacement	% of System Replaced (0-100)	Program Name
99	Example District	1	ABC Elementary	No		Exterior Wall Systems	Building exterior renewal; replacing old windows & frames, add insulation; purpose is to improve energy efficiency	Energy Savings	NO	\$ 10,000	\$ 7,000	\$ 3,000	May-20	Nov-20	Tender-Ready	\$ 1,100,000	-	30,000	Yes	REQ-123456	Replacement	100	SEP
99	Example District	2	DEF Middle	No		Electrical	Fire Suppression System upgrades	Safety	NO	\$ -	\$ -	\$ -	May-20	Nov-20	Tender-Ready	\$ 400,000	-	-	Yes	REQ-158997	Replacement	100	
99	Example District	3	GHI Secondary	No		Interior Construction	Replace gymnasium flooring; Improved occupant comfort, safer usage, reduced maintenance (wax free flooring)	System Renewal	NO	\$ 3,000	\$ 2,000	\$ 1,000	May-20	Nov-20	Tender-Ready	\$ 400,000	-	-	No	REQ-169824	Replacement	100	
78	Fraser-Cascade	1	Harrison Hot Springs Elm	No		Electrical	solar power system	Energy Savings	NO	\$ 30,000	\$ 5,000	\$ 25,000	May-20	Aug-20	Tender-Ready	\$ 250,000			Yes		New		
78	Fraser-Cascade	2	Boston Bar Elm/Sec	No		Plumbing	fire sprinklers	Safety	NO		\$ 2,000	-\$ 2,000	May-20	Aug-20	Design	\$ 250,000			Yes		New		
78	Fraser-Cascade	3	Kent Elm	No		Roofing	partial replacement	System Renewal	NO	\$ 1,000	\$ 1,000	\$ -	Jul-20	Aug-20	Tender-Ready	\$ 350,000			Yes	REQ-346525	Replacement	50	
78	Fraser-Cascade	4	Kent Elm	No		Interior Construction	flooring replacement	System Renewal	NO			\$ -	Jul-20	Aug-20	Tender-Ready	\$ 275,000			No	REQ-346572	Replacement		
78	Fraser-Cascade	5	Kent Elm	No		Plumbing	Building fire sprinklers	Safety	NO			\$ -	May-20	Sep-20	Design	\$ 350,000			Yes		New		
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Carbon Neutral Capital Program (CNCP) 2021/22 Call for Projects - Instructions

INTRODUCTION

This guide has been written to assist school districts and their consultants with the preparation of project proposals for the Carbon Neutral Capital Program (CNCP) 2021/22 Call for Projects.

A maximum of five (5) separate project proposals will be accepted from each school district.

Columns that are **gray** filled are calculated and should not be entered manually. **All other columns should be filled.**

The completed workbook must be emailed by **July 31, 2020** to the attention of Ravnit Aujla, Planning Officer, at:

[Ravnit Aujla – Ravnit.Aujla@gov.bc.ca](mailto:Ravnit.Aujla@gov.bc.ca)

School districts are responsible for verifying all information provided to the Ministry of Education (EDUC).

VFA REQUIREMENTS REPORT AND CONSULTANT REPORTS

Consultant reports should be completed either by a school district Energy Specialist/Manager or a qualified independent consultant.

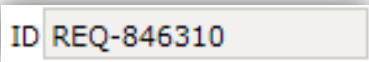
The Ministry may require the author(s) to validate or clarify the content of submitted reports.


All data and estimates required for the CNCP Intake spreadsheet should be included in supporting study reports.

Submit only the page in the VFA Requirements Report that directly addresses the proposed project.

COMPLETING THE PROJECT PROPOSAL INTAKE SPREADSHEET

HEADINGS	INSTRUCTIONS
SUBMISSION DATE	
Submission Date	Date when the project proposal and supporting documentation were submitted to the Ministry.
PRIMARY CONTACT	
Primary Contact	Provide the name , phone and email of the primary school district contact regarding project requests.
SCHOOL DISTRICT INFORMATION & PROJECT DESCRIPTION	
SD No.	Enter the school district number in the Summary tab to populate throughout the workbook
SD Name	SD Name will populate automatically when the SD No. is selected.
Project Priority	Prioritize your project proposal starting with No. 1 as the highest need. Prioritize projects within the program, not cross program; that is if 3 CNCP requests are made then the Project Priority values should be 1-3.
Facility Name	Indicate the name of the facility including school type (i.e. Elementary, Middle or Secondary). List the specific school names included in the proposal (if grouped as one project)-the use of "Various" is NOT allowed.
Project Type	Select the primary nature of the project.
Project Description, Benefits and Rationale	Provide details of the proposed project, including components being installed.
CNCP Funding	Indicate amount of CNCP funding requested for the proposed project.
Start Date	Indicate the date when the proposed project could begin construction (e.g., Dec-2019).
End Date	Indicate the date when the proposed project would be completed (e.g., May-2020).
Project Development Status (Current Phase)	Select the current phase of the project from the dropdown list: Concept, Design, or Tender Ready.
ENERGY AND EMISSION REDUCTIONS	
Projected Annual Fuel Cost Savings	Indicate the projected reduction in fuel consumption costs per year.
Projected Annual Electricity Cost Savings	Indicate the projected reduction in electricity consumption costs per year.
Projected Total Cost Savings	Calculated field indicating the projected total reduction in energy consumption costs per year.
Fuel Type	Select the fuel type.
Projected Annual Fuel Usage Reduction (GJ)	Indicate the estimated reduction in fuel consumption per year, in gigajoules.

HEADINGS	INSTRUCTIONS
Projected Annual Avoided Emissions based on Fuel Type (TCO2e)	Calculated field estimating the amount of emissions from fuel use avoided per year, in tonnes of carbon dioxide equivalent.
Electricity Supplier	Select an electricity supplier from the dropdown list.
Projected Annual Electricity Usage Reduction (kWh)	Indicate the estimated reduction in electricity consumption per year, in kilowatt hours.
Projected Annual Avoided Emissions (TCO2e) based on Electricity	Calculated field estimating the amount of emissions from electricity use avoided per year, in tonnes of carbon dioxide equivalent.
Projected Total Annual Avoided Emissions (TCO2e)	Calculated field estimating the amount of emissions from energy use avoided per year, in tonnes of carbon dioxide equivalent.
Projected Annual Emissions Reduction from 2019	Calculated field indicating the percentage reduction of carbon dioxide equivalent emissions relative to 2018 SmartTool Emissions reported.
Projected Annual Avoided Carbon Offsets	Calculated field indicating the carbon offsets payments avoided per year, based on a charge of \$25 per tonne of carbon dioxide equivalent.
Projected Payback Period (years)	Indicate the estimated period of time required to retire investment made into energy and emissions reductions, in years.
SUPPLEMENTAL INFORMATION & VFA FACILITY	
Date of Energy or Mechanical Study if Attached (yyyy-mm-dd)	If an energy or mechanical study has been completed, please supply the date that it was completed and discuss with Ravnit Aujla whether to submit the documentation with the capital plan intake submission.
Technology Industry Proven	Indicate whether the technology proposed for the project is industry-proven to be reliable.
Technology Previously Used by SD	Indicate whether the technology has been used previously for other projects in the school district.
VFA Requirement - ID No.	<p>Provide the 5 to 6 digit VFA requirement ID numbers (e.g., 84631 or 846310). The cell is formatted to automatically add 'REQ' text once the 5 or 6 digit ID is typed properly. Requirement ID can be found in VFA Facility database. To access, click on 'Assets' tab in the blue navigation menu located at the top of the VFA.Facility home page. Requirement ID can be accessed from 'Requirements' database hierarchy.</p> <p>e.g. </p>
New or Replacement	Indicate whether the project is requesting funding for new systems or replacement of current systems.
% of System Replaced (0-100)	Estimate the amount of project being replaced using percentage value ranging from 0 to 100 where 100% means fully replaced.
Program Name	Calculated value, used for summary table



BRITISH COLUMBIA

Ministry of Education

2021/22 CALL FOR PROJECTS - CARBON NEUTRAL CAPITAL PROGRAM (CNCP) REQUESTS

CAPITAL MANAGEMENT BRANCH

Submission Date (yyyy-mm-dd) #####

PRIMARY CONTACT

NAME	PHONE	EMAIL
Doug Templeton	6047984011	doug.templeton@sd78.bc.ca

SCHOOL DISTRICT & PROJECT DESCRIPTION										ENERGY AND EMISSION REDUCTIONS										SUPPLEMENTAL INFORMATION & VFA FACILITY										
SD #	SD Name	Project Priority	Facility Name	Project Type	Project Description, Benefits and Rationale	CNCP Funding	Start Date	End Date	Project Development Status (Current Phase)	Projected Annual Fuel Cost Savings	Projected Annual Electricity Cost Savings	Projected Total Cost Savings	Fuel Type	Projected Annual Fuel Usage Reduction (GJ)	Projected Annual Avoided Emissions based on Fuel Type (TCO2e)	Electricity Supplier	Projected Annual Electricity Usage Reduction (kWh)	Projected Annual Avoided Emissions (TCO2e) based on Electricity	Projected Total Annual Avoided Emissions (TCO2e)	Projected Annual Emissions Reduction from 2019	Projected Annual Avoided Carbon Offsets	Projected Payback Period (years)	Date of Energy or Mechancial Study if Attached (yyyy-mm-dd)	Technology Industry Proven	Technology Previously Used by SD	VFA Requirement - ID No.	New or Replacement	% of System Replaced (0-100)	Program Name	
99	Example District	1	ABC Elementary	Electrical	LED lighting upgrade	\$ 65,000	May-20	Nov-19	Design		\$ 16,000	\$ 16,000	Diesel Fuel	1000	70.62	BC Hydro	190500	2.033	72.65	4.00%	\$ 1,816.23	4	10/25/2017	Yes	Yes	REQ-123456	Replacement	100	CNCP	
99	Example District	2	DEF Middle	Energy Systems	Solar installation; Add a solar (photovoltaic system) and charging station to this school	\$ 200,000	May-20	Nov-19	Tender Ready		\$ 18,000	\$ 18,000			0.00	BC Hydro	130000	1.387	1.39	4.00%	\$ 34.68	11	6/18/2018	Yes	Yes		New		CNCP	
78	Fraser-Cascade	1	Boston Bar Elm/Sec	Electrical	LED lighting upgrade	\$ 70,000	May-20	Dec-20	Tender Ready		\$ 4,000	\$ 4,000			0.00	BC Hydro		-	0.00	0.00%	\$ -	18		Yes	Yes	REQ-356175	Replacement	100	CNCP	
78	Fraser-Cascade	2	District wide	nergy System	Electric car charging stations (10)	\$ 70,000	May-20	Sep-20	Tender Ready		\$ -	\$ -			0.00	BC Hydro		-	0.00	0.00%	\$ -	0		Yes	Yes		New		CNCP	
78	Fraser-Cascade	3	Harrison Hot Springs Elm	nergy System	solar charging and battery backup system	\$ 100,000	May-20	Sep-20	Tender Ready		\$ -	\$ -			0.00	BC Hydro		-	0.00	0.00%	\$ -	0	4/10/2020	Yes	No		New		CNCP	
78	Fraser-Cascade	4	Kent Elm	Electrical	LED lighting upgrade	\$ 120,000	May-20	Dec-20	Tender Ready		\$ 4,000	\$ 4,000			0.00	BC Hydro		-	0.00	0.00%	\$ -	30		Yes	Yes	REQ-356589	Replacement	100	CNCP	
78	Fraser-Cascade	5	Yale School	HVAC	Boiler upgrade	\$ 100,000	May-20	Sep-20	Design		\$ -	\$ -	Propane		0.00	BC Hydro		-	0.00	0.00%	\$ -	0		Yes	Yes	REQ-747170	Replacement	100	CNCP	
78	Fraser-Cascade	6	Harrison Hot Springs Elm	Electrical	LED lighting upgrade	\$ 50,000	May-20	Dec-20	Tender Ready		\$ 2,000	\$ 2,000			0.00	BC Hydro		-	0.00	0.00%	\$ -	25		Yes	Yes	REQ-347576	Replacement	100	CNCP	
78	Fraser-Cascade										\$ -	\$ -			0.00			-	0.00	0.00%	\$ -	0							CNCP	
78	Fraser-Cascade										\$ -	\$ -			0.00			-	0.00	0.00%	\$ -	0								CNCP
78	Fraser-Cascade										\$ -	\$ -			0.00			-	0.00	0.00%	\$ -	0								CNCP
78	Fraser-Cascade										\$ -	\$ -			0.00			-	0.00	0.00%	\$ -	0								CNCP

School Bus Acquisition Program 2021/22 Call for Proposals - Instructions

INTRODUCTION

This guide has been written to assist school districts and their consultants with the preparation of proposals for the Bus Acquisition Program 2021/22 Call for Projects.

Both the Bus Acquisition Program proposals and bus inventory are combined in a single "Inventory and Intake" spreadsheet. School districts are required to provide their bus inventory list with their supporting information in the fields specified under 'Current Bus Information' section. Information for Bus Acquisition Program 2021/22 call for projects can be provided in the fields specified under 'New/Replacement Bus Information'. Information for requesting funding for New Bus (e.g., for new routes) should be provided as a new line item (leave Current Bus Information section empty).

If a new bus is not requested please enter No under "Request for New/Replacement Bus".

Funding requests for school buses will be considered only where school districts have submitted the following supporting documentation:

- 1). For replacement due to safety and mechanical issues, submit the following documents:
 - detailed description of the safety and or mechanical issues, signed and dated.
 - the latest Ministry of Transportation and Infrastructure (or CVSE) inspection report verifying the bus unit number, age, condition and number of kilometers and **identified issues**.
- 2). For additional buses for new routes or trips, submit the following documents:
 - rationale for the request that demonstrates the increase ridership as well as copies of route sheets, route maps, and supporting route optimization analysis. This document should be signed and dated by an appropriate designate.
- 3). For replacement of existing buses, submit the following documents:
 - if bus has met both age **and** mileage criteria, no additional documentation is required
 - if bus replacement is sooner than outlined in Ministry guidelines for age and/or mileage, the reasons for early replacement and recent maintenance costs records are required (supported by the latest Ministry of Transportation and Infrastructure (or CVSE) inspection report verifying the bus unit number, age, condition and number of kilometres and identified issues)

Columns that are **gray** filled are calculated and should not be entered manually. **All other columns should be filled.**

The completed workbook must be emailed by **July 31, 2020** to the attention of Ravnit Aujla, Planning Officer, at:

[Ravnit Aujla – Ravnit.Aujla@gov.bc.ca](mailto:Ravnit.Aujla@gov.bc.ca)

School districts are responsible for verifying all information provided to the Ministry of Education (EDUC).

COMPLETING THE PROJECT PROPOSAL INTAKE SPREADSHEET

HEADINGS	INSTRUCTIONS
SUBMISSION DATE	
Submission Date	Date when the project proposal and supporting documentation were submitted to the Ministry.
PRIMARY CONTACT	
Primary Contact	Provide the name , phone and email of the primary school district contact regarding project requests. This should be a Transportation Manager if your school district has that position.
SCHOOL DISTRICT INFORMATION	
SD No.	Enter the school district number in the Summary tab to populate throughout the workbook
SD Name	SD Name will populate automatically when the SD No. is selected.
CURRENT BUS INFORMATION	
Fleet (Unit) No.	Indicate the Fleet (Unit) number of the bus.
VIN	Indicate the vehicle identification number (VIN) for the bus.

HEADINGS	INSTRUCTIONS
Current Use of Bus	<p>Select the use of the bus -</p> <p>Active - has regular route, used on daily basis</p> <p>Spare - used on an as needed basis, not on a regular route, if bus was previously replaced please indicate</p> <p>Used for Parts - bus is still owned by SD but is not road worthy and only used for parts</p> <p>Sold - bus was sold, if to another school district please add details in comments</p> <p>Removed from inventory - bus was scrapped and/or is no longer in school district's possession</p> <p>Other - please describe in comments</p>
Replacement year if bus has been replaced	Enter the year that the bus was replaced. If the bus was previously replaced but remains in the inventory then it is not longer eligible for replacement (cannot be replaced twice). If the bus was replaced the Current Use of Bus should not be active.
Actual Kilometers	Indicate the most current reading from the odometer. If the odometer has been replaced, make the appropriate changes by summing kilometre values of before and after replacement, and provide a brief description in the comment section.
Average Annual Km Driven	Will calculate automatically based on age and actual kilometers. If the actual kilometers are modified due to an odometer reset please note this information in the Comments field.
Year Put in Service	Provide the year the current inventory bus was put in service (e.g., 2004).
Model Year	Indicate model year for the current bus (e.g., 2008).
Current Bus Type	Select the current bus type.
Wheelchair Spaces	Indicate the number of wheelchair spaces for the current bus.
Bus Make	Select the bus manufacturer from the list, if other please specify in the Additional Comments field
Fuel Type	Select the fuel type from the list, if other please specify in the Additional Comments field
NEW/REPLACEMENT BUS INFORMATION	
Request for New/Replacement Bus	Choose from drop down the basic reason why the bus needs to be replaced or why a new bus is needed. If a bus is requested to be replaced <i>but does not meet both age and kilometre criteria</i> then the cells will grey out. You may still enter the request but the likelihood of the bus receiving funding for replacement is low. Ensure all cells are completed for this record.
Annual Maintenance Cost	Provide the district's maintenance cost of each bus for year preceding this submission.
Issue Description/Rationale	Describe any safety or mechanical issues that provide the rationale for replacement. When requesting for new bus, use this field to describe the rationale for the request that demonstrates the increase ridership.
New/Replacement Bus Type	Select the bus type for the new/replacement bus.
Wheelchair Spaces Needed	Indicate the number of wheelchair spaces for the new/replacement bus.
Inspection Reports	Indicate 'Yes' or 'No' whether the Commercial Vehicle Inspection Report is provided. This field is not applicable for requesting a new bus (for new routes). Input N/A if not applicable.
Copies of New Routes	Indicate 'Yes' or 'No' whether route sheets/maps is provided. This field is only applicable for requesting a new bus (for new routes). Input N/A if not applicable.
Additional Comments	Provide additional comments if necessary.
MINISTRY INFORMATION	
Program Name	Calculated value, used for summary table



CAPITAL MANAGEMENT BRANCH

Page 10 of 10

PRIMARY CONTACT Doug Templeton

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SCHOOL DISTRICT		CURRENT BUS INVENTORY INFORMATION												NEW/REPLACEMENT BUS INFORMATION						ADDITIONAL INFORMATION	
SD #	SD Name	Fleet (Unit) #	VIN	Current Use of Bus	Replacement year if bus has been replaced	Actual Kilometers	Average Annual Km Driven	Year put in service	Model Year	Current Bus Type	Wheelchair Spaces	Bus Make	Fuel Type	Request for New/Replacement Bus	Annual Maintenance Cost	Issue Description/Rationale	New/Replacement Bus Type	Wheelchair Spaces Needed	Inspection Reports	Copy of New Route Information	Additional Comments
78	Fraser-Cascade						0							No							
78	Fraser-Cascade						0							No							
78	Fraser-Cascade						0							No							
78	Fraser-Cascade						0							No							
78	Fraser-Cascade						0							No							
78	Fraser-Cascade						0							No							
78	Fraser-Cascade						0							No							

Playground Equipment Program 2021/22 Call for Projects

INTRODUCTION

For an existing school to be eligible for Playground Equipment Program (PEP) funding, it must meet the following criteria:

- 1). Grade configuration has a majority of elementary grades (K-7).
- 2). The school is not being considered for closure or replacement within the next five years, as identified in the school district's current Long-Range Facilities Plan (LRFP).
- 3). Playground equipment status currently meets one of the following conditions:
 - a. none available for student use;
 - b. unsafe for student use; or
 - c. not universally accessible.
- 4). An off-site playground located at another school or a community park is not readily available to students.

NOTE: Reimbursement of DPACs and PACs for prior equipment purchases; partial replacement of existing equipment; upgrades to existing equipment, and repair of existing equipment will not be funded under PEP.

School districts may prioritize up to three (3) eligible schools that require either a new playground equipment project or a replacement playground equipment project.

NOTE: Capital funding provided under the Playground Equipment Program may not be used for the development or equipping of playfields, play courts, skateboard parks, or other school ground areas.

School districts are expected to consult with DPACs and PACs regarding eligible schools requiring new playground equipment or replacement playground equipment.

Columns that are **gray** filled are calculated and should not be entered manually.

All other columns should be filled.

The completed workbook must be emailed by **July 31, 2020** to the attention of Ravnit Aujla, Planning Officer, at:

[Ravnit Aujla – Ravnit.Aujla@gov.bc.ca](mailto:Ravnit.Aujla@gov.bc.ca)

School districts are responsible for verifying all information provided to the Ministry of Education.

DEFINITIONS

Universally Accessible Playground Equipment: Serves the same purposes as standard playground equipment, but is designed to be accessible by all elementary-aged students, including children with disabilities or developmental challenges who need to interact with playgrounds in a specialized manner, such as wheelchair use.

HEADINGS	INSTRUCTION
SUBMISSION DATE	
Submission Date	Date when the project proposal and supporting documentation were submitted to the Ministry.
SCHOOL DISTRICT CONTACT	
Primary Contact	Provide the name , phone and email of the primary school district contact regarding project requests.
SCHOOL DISTRICT INFORMATION	
SD No.	Enter the school district number in the Summary tab to populate throughout the workbook
SD Name	SD Name will populate automatically when the SD No. is selected.
Facility Name	Provide the name of the facility, including school type (i.e., Elementary, Middle, or Secondary).
GRADE CONFIGURATIONS	

Lowest Grade	Provide the lowest grade for the school.
Highest Grade	Provide the highest grade for the school.
Grade Range	Calculated and formatted value based on lowest and highest grade.
PLAYGROUND INFORMATION	
Project Priority	Provide the priority of the requested project. Prioritize projects within the program, not cross program; that is if 3 PEP requests are made then the Project Priority values should be 1-3.
Request for New Equipment or Replacement Equipment	Select whether the request is for new playground equipment (where none exists on-site or at a nearby school or community park); or for the replacement of existing playground equipment.
Number of Existing Playgrounds	For replacement playground equipment requests, select the number of playgrounds that currently exist on-site.
Age of Existing Equipment	Provide the estimated age of existing playground equipment requiring replacement. Use "N/A" if no playground equipment is currently on-site.
Project Description, Benefits and Rationale	Describe any health or safety issues that necessitate the replacement of existing playground equipment. Use "N/A" if the request is for new playground equipment.
SMP Project or REP Project Request	Indicate whether a Seismic Mitigation Program (SMP) project or a Replacement Program (REP) project was requested for the school in the school district's Annual Five-Year Capital Plan submission for 2020/21.
Recent Equipment Funding	Indicate whether the school has received funding specifically for playground equipment within the past 10 years. If "YES", select the primary source of any previous funding, including Annual Facilities Grant (AFG); local capital; PAC fundraising; PAC or DPAC Gaming Grant; Ministry of Education 2011-2013 Playground Equipment Program; or other programs. If "Other Programs" is selected, provide the source(s) of funding under the Additional Comments field.
Additional Comments	Provide any additional comments, as may be required.
Program Name	Calculated value, used for summary table

2021/22 CALL FOR PROJECTS - PLAYGROUND EQUIPMENT PROGRAM (PEP) REQUESTS

CAPITAL MANAGEMENT BRANCH

Submission Date (yyyy-mm-dd)

PRIMARY CONTACT	NAME	PHONE	EMAIL
	Doug Templeton	6047984011	mpleton@sd78.bc.ca

SCHOOL DISTRICT INFORMATION			GRADE CONFIGURATIONS				PLAYGROUND INFORMATION							
SD #	SD Name	Facility Name	Lowest Grade	Highest Grade	Grade Range	Project Priority	Request for New Equipment or Replacement Equipment	Number of Existing Playgrounds	Age of Existing Equipment	Project Description, Benefits and Rationale	SMP or REP Project Request	Recent Equipment Funding	Program Name	Project Type
99	Example District	ABC Elementary School	K	5	#NAME?	1	YES - New Equipment (Complete)	0	0	N/A	YES	No	PEP	Universally Accessible Playground Equipment
99	Example District	DEF Middle	6	8	#NAME?	3	YES - Complete Replacement of Existing Equipment	1	10	Extensive rusting; some malfunctioning components; missing pieces	NO	No	PEP	Universally Accessible Playground Equipment
78	Fraser-Cascade	Coquilla Elm	K	7	#NAME?	1	YES - Complete Replacement of Existing Equipment	2	20	Replace one wooden structure	NO	Yes - From Other Sources	PEP	Universally Accessible Playground Equipment
78	Fraser-Cascade	Silver Creek Elm	K	7	#NAME?	2	YES - Complete Replacement of Existing Equipment	2	15	replace older playground	NO	Yes - From Other Sources	PEP	Universally Accessible Playground Equipment
78	Fraser-Cascade	Boston Bar Elm	K	12	#NAME?	3	YES - Complete Replacement of Existing Equipment	2	15	replace older playground	NO	Yes - From Other Sources	PEP	Universally Accessible Playground Equipment
78	Fraser-Cascade				#NAME?								PEP	Universally Accessible Playground Equipment
78	Fraser-Cascade				#NAME?								PEP	Universally Accessible Playground Equipment
78	Fraser-Cascade				#NAME?								PEP	Universally Accessible Playground Equipment

How to Update the Summary Tab

The Summary tab has been designed to pull the data from each tab and compile into a couple of simplified tables. The tables have been set up to print on Letter sized paper with a header. To view the header (and edit if desired), click View and Page Layout.

To Refresh the data: Click on the Data tab and then click the Refresh All button. It may take a while for all the tables to refresh and populate the summ

School District Number and Name
Long Range Facility Plan Last Updated

Simply enter the school district number and the School District Name will autopopulate. This will populate the SD number and name on all tabs.

If a value was entered in the Addition, New School, Site Acquisition, Seismic, or Demolition tab then the most recent date will populate. If no date is entered in those tabs then the cell will show "Please enter date" and the cell will need to be populated manually.

Simplified Project Total Table

SD #	All
Program	Total Project Cost
Addition	\$27,500,000.00
New School	\$73,000,000.00
Site Acquisition	\$24,000,000.00
Seismic	\$53,000,000.00
Replacement	\$16,000,000.00
Demolition	
BEP	\$2,600,000.00
SEP	\$412,000.00
CNCP	\$65,000.00
Grand Total	\$196,577,000.00

SD #All

Search SD #

☒ All

☒ 99

☒ Select Multiple Items

OKCancel

To show your school districts project costs, click the drop down next to All at the top. Check the box next to Select Multiple Items and then uncheck the box next to 99.

Project Summary Table

All fields and cells will populate automatically. If cells are modified manually then the values will not be saved when the table is refreshed.

The SD # and SD Name fields are on the end so that they can be hidden for printing. But first, select (only) the school district number in the drop down (filter) in SD #.

To hide SD # and SD Name from printing, select the columns and right click and select Hide.

If new rows are added to a table, scroll to the end of the table and ensure the Program Name field value is populated. This will ensure that the record comes through to the summary table.

ary tables.

Ministry of Education

Capital Plan 2020/21 Request Summary

School District Number	78
School District Name	Fraser-Cascade
Board Approved Long-Range Facilities Plan Date:	

<-- Please enter the date of the m

SD #	All
Row Labels	Total or Estimated Project Cost
Addition	\$27,500,000
Replacement	\$16,000,000
SEP	\$1,900,000
CNCP	\$265,000
BEP	\$2,600,000
Demolition	\$1,000,000
New School	\$73,000,000
Rural Renovation	\$3,500,000
Seismic	\$53,000,000
Site Acquisition	\$24,000,000
Grand Total	\$202,765,000

**PEP and BUS not included*

Program Name	Project Priority	Facility or Project Name	Project Description or Type	Total/Estimated Project Cost
Addition	1	Example Elementary	1 kindergarten & 5 elementary classroom addition	\$8,000,000
Addition	2	Example Community School	6 elementary & 2 secondary classroom addition (80K/25)	\$19,500,000
New School	1	Example Secondary	New 550 capacity 8-12 secondary on NW Sample Site	\$42,000,000
New School	2	Example School	New 540 capacity K-8 school in Example region of Sampl	\$31,000,000
Site Acquisition	1	Example Community School	Site expansion for 6 elementary & 2 secondary classroom	\$6,000,000
Site Acquisition	2	New Northwest Area Example Mi	NW Example Area Site for new 300 capacity 6-8 school ir	\$18,000,000
Seismic	1	Example Junior Middle	Seismic Upgrade of 2 H1 Blocks	\$5,000,000
Seismic	2	Example Elementary Secondary	Seismic Replacement	\$48,000,000
Replacement	1	Example Secondary Annex	Replace 87 year old annex	\$16,000,000
Demolition	1	Example West Middle	Demolish derelict building	\$1,000,000
Rural Renovation	1	Example East Elementary	Renovate western block to create 4 classrooms	\$3,500,000
BEP	1	ABC Elementary	Building envelope upgrade 1993 addition	\$2,600,000
SEP	1	ABC Elementary Replacement	Exterior Wall Systems	\$1,100,000
SEP	2	DEF MiddleReplacement	Electrical	\$400,000
SEP	3	GHI SecondaryReplacement	Interior Construction	\$400,000

Ministry of Education

Capital Plan 2020/21 Request Summary

Program Name	Project Priority	Facility or Project Name	Project Description or Type	Total/Estimated Project Cost
CNCP	1	ABC ElementaryReplacement	Electrical	\$65,000
CNCP	2	DEF MiddleNew	Energy Systems	\$200,000
PEP	1	ABC Elementary School	Universally Accessible Playground Equipment	
PEP	3	DEF Middle	Universally Accessible Playground Equipment	
BUS		Replacement Bus	C (70-75)	
BUS		Replacement Bus	C (70-75)	
Total				\$202,765,000.00