

SCHOOL DISTRICT No. 92 (NISGA'A)

Policy Subject: CAPITAL PLANNING

Date Passed: January 15, 2019

Date Amended:

Description:

CAPITAL PLANNING

Policy No. 502-P

Strategic Linkage

Capital planning is an integral part of the Board of Education's strategic planning process. It provides a long-term range plan for the capital asset portfolio to meet the goals and objectives in the Board's strategic and annual performance plans. The strategic and annual performance plans should identify capital assets and define how they will achieve the Board of Education's goals and objective.

Needs Assessment and Gap Identification

A comprehensive needs assessment identifies the resources needed to fulfill both immediate requirements and anticipated future needs based on the Board of Education's mission, strategic plan and goals and objectives. The needs assessment considers the capability of existing resources, an accurate and up-to-date inventory of capital assets and facilities and current information on asset condition. Using this information, the Board can properly determine any performance gap between current and needed capabilities.

Purchase Evaluations

The Board of Education will determine how best to bridge the gaps by identifying and evaluating alternative approaches. Before choosing to purchase or construct a capital asset or facility, administration will consider a wide range of alternatives such as contracting out, privatizing the activity, leasing and whether existing assets can be used. The most cost-effective approach will be used.

Ministry of Education Capital Plan

The Ministry of Education requires the Board to develop and maintain a comprehensive School District Facilities Plan. The facility plan must identify capital requirements for school expansion, school replacement, upgrades based on building conditions, seismic vulnerability, and new government initiatives. The annual plan submission date is June of the school year.

Annual Facility Grant

The annual facility grant is provided by the Ministry of Education separate from the long-term capital plan. It is intended to maintain facility assets through their anticipated economic life and to prevent premature deterioration of these assets.

These projects are of smaller dollar value. The Ministry of Education Capital Branch maintains a list of eligible projects.

Teacherages

The Board is committed to maintaining and improving the quality of the housing for teachers and employees. Quality housing will assist the School District in recruiting and retaining employees. Rental income derived from the housing residences is used to maintain and improve the building condition. Rental income not utilized in a school year will be identified and made available for the next and subsequent school years. A sinking fund may be established to provide for eventual building replacements. Annual rental increases will be permitted as per the Residential Tenancy Branch limitations and rules.

Buses, Vehicles and Equipment

The Board of Education strategic planning process should identify capital asset requirements to achieve the Board's goals and objectives. Board approval is required on an annual basis. The replacement cycle shall be as follows:

Buses: The Ministry of Education criteria is 10 years life or 250,000 kilometers and whichever occurs first. The Ministry funds the purchases.

Vehicles: A 5-year replacement and acquisition plan is to be prepared for Board approval. The plan will be updated each school year. Replacement is 5 years from the purchase date of the vehicle. Operating grant surplus on an annual basis will be transferred to the Local Capital Fund (pro-rated over the 5-year period) to replace the asset commencing the year the vehicle was replaced.

Equipment: Larger and smaller equipment will be replaced when the condition of the equipment is not acceptable and does not meet the operational requirements. Funding will be provided and expensed through the business operations account. The budget requirements will be identified during the annual budget process.

Information Technology

The current state of the information technology for students and employees has extreme short comings. The replacement cycle will be based on the needs as identified in the strategic plan, the current state of the equipment and the emerging technology. A 5-year replacement and acquisition plan are to be prepared for Board approval. The plan will be updated on an annual basis.

Spending Authority

The capital plan will be administered by the Secretary Treasurer with input from staff. The spending authority for all procurement will be the Secretary Treasurer.

The most cost-effective approach for procurement will be used and where possible three (3) quotations are required.

Timeline for Board Approval Plan

Current Fiscal

Strategic Plan

November

Ministry of Education Capital Plan

June

Annual Facility Plan

May

Vehicles, Equipment Plan

February

Buses are Ministry Approved