

Alberta Education/ASBOA Bootcamp 101

Presentation by
Capital Planning
September 13, 2018



Presentation Outline

- **Report of the Auditor General of Alberta, April 2016**
 - Roles & Responsibilities of Education and Infrastructure
- **Available Resources**
- **Capital Planning – Role of Jurisdictions**
 - Ten-Year Facilities Plan
 - Three-Year Capital Plans
 - Project Prioritization
- **Modular Classroom Program (MCP)**
- **Leasing**

Presentation Outline (continued)

- Infrastructure Maintenance and Renewal (IMR)
- Miscellaneous
- Required Reporting on Grant Funded Projects
- Disposition of Property
- Joint Use and Planning Agreements

Report of the Auditor General of Alberta, April 2016

- **October 2015 announcement that many projects would not meet anticipated completion timelines**
- **Office of the Auditor General asked to examine why, and to advise on improvements**
- **April 2016 report: *Education and Infrastructure – Systems to manage the School-Building Program***

Report of the Auditor General of Alberta, April 2016

- **Recommendations covered many aspects of the program, e.g.:**
 - Clarification of roles and responsibilities
 - Planning and approval processes
 - Systems to manage and control projects
 - Change management procedures
 - Communication
 - Reporting and key performance indicators
 - Cash flow and capital funding requests

Education & Infrastructure – Roles & Responsibilities

- **New MOU clarifies the respective roles and responsibilities of the departments**
- **Education: Capital Planning to ensure that learning facilities meet the educational requirements for K-12 students in Alberta**
- **Infrastructure: ensuring the delivery of learning facilities that meet the requirements identified by Education**

Education & Infrastructure – Roles & Responsibilities

- Education will continue to review, prioritize and recommend projects to Treasury Board for funding
- Infrastructure will be responsible for execution of the implementation phase by either directly delivering or providing oversight to jurisdiction managed projects
- Education will remain involved during the implementation phase

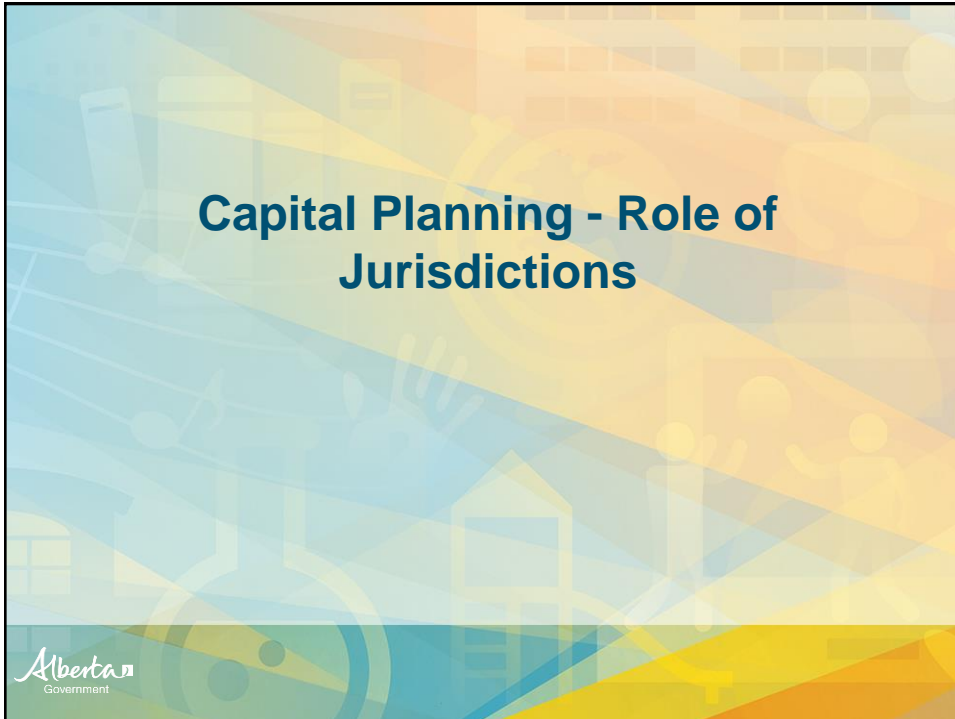
Primary Policy Resource

School Capital Manual

- **Guide for school jurisdictions in developing Three-Year Capital Plans and implementing school capital projects**
- **Reference for policy, procedures and standard information**
- **Last updated March 2015**
- **Available on the Alberta Education website:**
 - <https://education.alberta.ca/media/1477148/school-capital-manual-march-2015.pdf>

School Capital Manual (March 2015)

- **Addendum to be issued – effective April 1, 2018**
 - Amends priority clauses/sections to align with changed accountabilities and processes
 - Replaces some Sections and Appendices
- **School Capital Manual update**
 - Review under way
 - Major update
 - Collaborate with Jurisdictions



Ten-Year Facilities Plan

- **Boards must develop Ten-Year Facilities Plan and submit to Education upon request**
- **Plan should include:**
 - Expected utilization rates and enrolment projections for the ten-year period
 - Modernization and expansion needs
 - Grade structures and forecast of program changes
 - Facility condition evaluation
 - Declining enrolments that may lead to program or school closures



Three-Year Capital Plans

- **Boards must assess school capital needs and submit Three-Year Capital Plan to Education every year for consideration of funding**
- **Must be approved by Board of Trustees or Charter School Authority**

Three-Year Capital Plans: Submission

- **Submit Three-Year Capital Plan by April 1 every year using the Web Access Program (WAP)**
- **WAP submission is primary source of information when project is being considered for funding**
- **Provide clear information and supporting documentation**

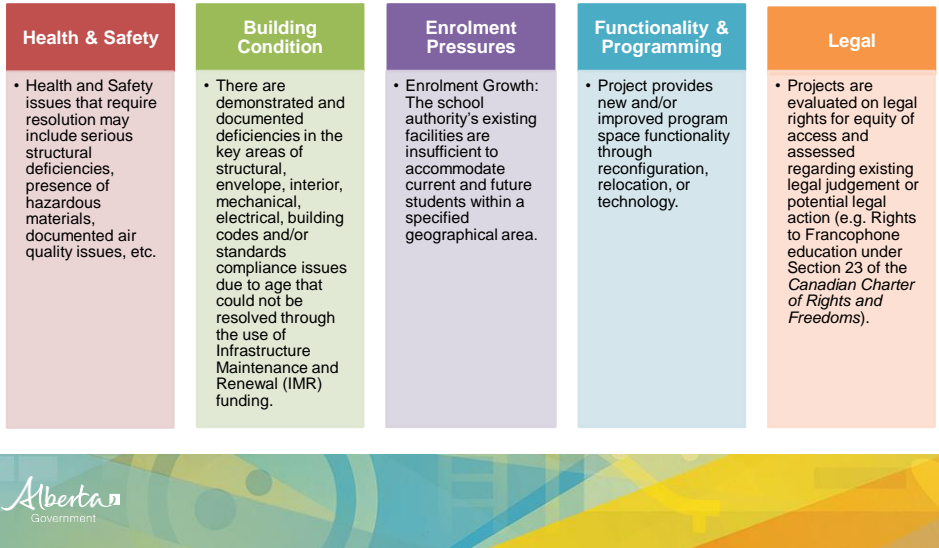
Three-Year Capital Plans

- **Consider alternatives for delivering education programs and accommodating students**
- **Examples:**
 - Use existing space in other schools/facilities
 - Adjust grade structures within schools
 - Operate schools for longer periods
 - Enhance technology in schools

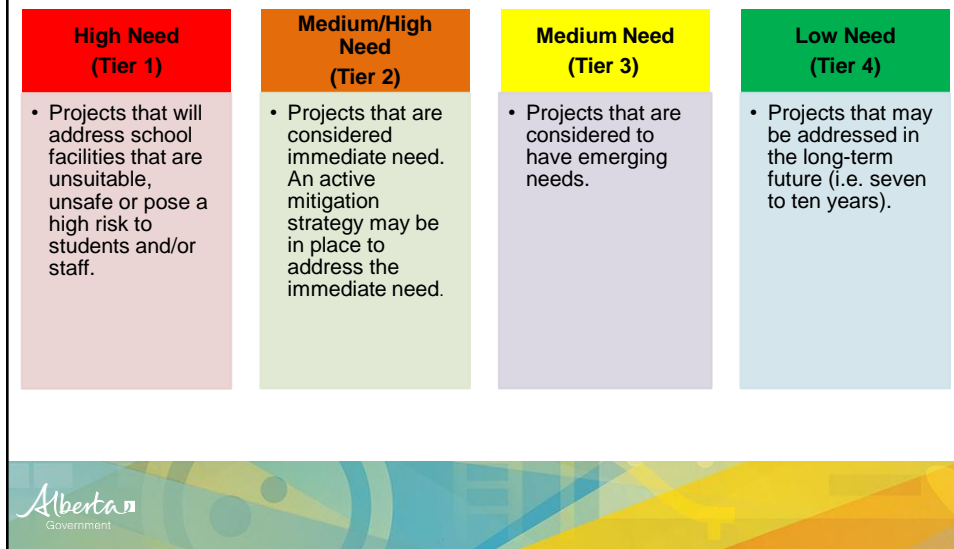
Project Prioritization

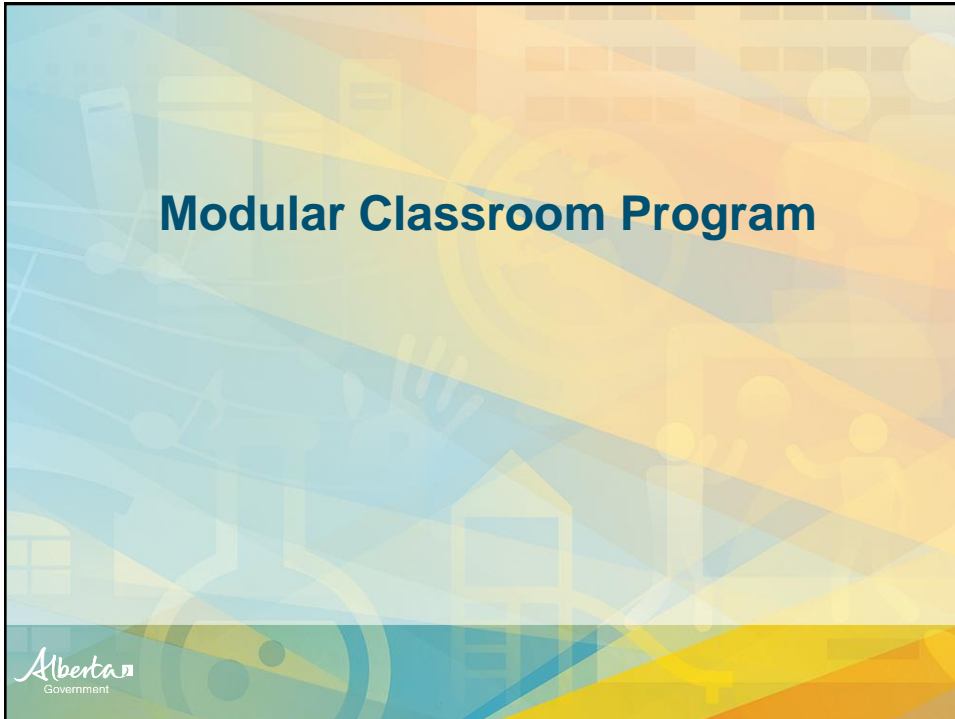
- **Education considers priority assigned by the jurisdiction as well as the following:**
 - Health and Safety
 - Utilization Rates
 - Enrolment Projections
 - Building Condition
 - Education Program Delivery
 - Other options to mitigate
 - Community renewal/joint partnership considerations

Project Drivers



Level of Need





Modular Classroom Program

- **Eases enrolment pressures**
- **Addresses health and safety issues**
- **Replaces aging modular units/portables**
- **Provides flexibility to move classrooms where they are needed to accommodate students**



Modular Classroom Program: Timeline

- **November 1** – Jurisdictions complete and submit necessary forms by November 1 to Alberta Education
- **January** – Alberta Education sends modular approval letters to jurisdictions for following school year
- **March 31** – Jurisdictions provide necessary details to Alberta Infrastructure by March 31 to procure units by June
- **July - September** – Jurisdictions manage delivery of units and site set up for September occupancy
- **January** – Statement of Final Cost (SFC) must be submitted to Infrastructure.

Leasing

Leasing

- **Funding provided to jurisdictions to lease appropriate facilities when no other space options are available**
- **Intended to be temporary solutions until permanent accommodation can be made available**

Leasing: Requirements

- **Jurisdictions complete Lease Funding Request form and submit to Capital Planning by March 1**
- **Submission must detail:**
 - All third-party leases including new leases, renegotiated/renewed leases, ongoing and year-to-year leases
 - All jurisdiction-to-jurisdiction leases not yet converted to IMR
 - Leases related to usage of space (e.g., gymnasiums)
 - Unsigned draft copies of lease agreements

Leasing: Approval

- Education will notify jurisdictions of approval by June 30 for upcoming school year
- Jurisdiction must submit copies of all signed and fully executed leases to Education before funding will be released
- Lease support funding will not be provided without written approval from Education first

Infrastructure Maintenance and Renewal

Infrastructure Maintenance and Renewal Program (IMR)

- **Annual funding for capital revitalization of school buildings**
- **May only be used for approved purposes such as:**
 - Ensuring health and safety of building
 - Preserving/Improving quality of learning environment
 - Enhancing energy conservation
- **Projects over \$1 million require approval from Minister of Education**

Infrastructure Maintenance and Renewal (IMR)

- Jurisdictions must submit IMR Plans to Education by November 30 of each year
- Jurisdictions must submit IMR Actual Expenditure Reports to Education by November 30 of each year (this is a change – deadline was December 31 of each year)
 - Information will be provided in Early October as to the required format of the IMR Plan
 - Jurisdictions are still required to report through VFA

Miscellaneous

Playgrounds

- **Budget 2017 announced a \$25.5-million playground program**
- **Grant up to \$250,000 per school for eligible projects**
 - All new schools and replacement schools on greenfield sites with Kindergarten to Grade 6 programs announced between 2014 and 2018
 - The jurisdiction must not have received any other provincial grants that support playground construction (e.g. Community Facility Enhancement Program grant offered through Culture and Tourism)

Playgrounds

- **Funding will not be provided unless:**
 - The playground will be located and designed to directly benefit students attending the approved school.
 - The components and layout of the playground will support the educational outcomes and daily physical activity requirements of the school programs.
 - The school building project is substantially complete and playground construction is ready to proceed.
 - The jurisdiction is satisfied that all applicable policies have been properly followed.

Area Capacity and Utilization Reports

- Reports provide information about the instructional area, capacity and, utilization rate of each facility.
 - The reports contribute to planning decisions such as modular classroom allocations and capital project approvals.
- It is important that jurisdictions carefully review these reports as jurisdictions are responsible for verifying the accuracy of the information and notifying Education any errors or omissions.

Financials

Payment process

- Request For Payment submissions to Infrastructure
 - o Shared email address
- Request For Payment form
 - o Changed form
 - o Required to process F&E, CTS payments
- Payment inquiries – Infrastructure

Required Reporting on Grant Funded Projects

Reporting

Purpose / Challenges

Infrastructure reports for Jurisdictions

- Monthly reporting continues
- Report format changes
- Education SharePoint site

School Capital Projects website



Reporting (cont'd)

Jurisdiction project updates

- SCRS – status quo for project data updates
- Cash Flow Forecasting (12 months, future years)

Existing SCRS Cash Flow data

Grant Agreement Number	Project Name	Notes	Risks	% of Construction Completed	Anticipated Construction Completion Date	Anticipated Occupancy Date	Anticipated Status As of April 2018 Date	Life To Date Expenditure As of March 31, 2018	2018 APR	2018 MAY	2018 JUN	2018 JUL	2018 AUG	2018 SEP	2018 OCT	2018 NOV	2018 DEC	2019 JAN	2019 FEB	2019 MAR	2019-2020	2020-2021	2021-2022
ID				%			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
				%			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

New SCRS Cash Flow data requirement

Additional 6 months / future year totals →

Grant Agreement Number	Project Name	Notes	Risks	% of Construction Completed	Anticipated Construction Completion Date	Anticipated Occupancy Date	Anticipated Status As of April 2018 Date	Life To Date Expenditure As of March 31, 2018	2018 APR	2018 MAY	2018 JUN	2018 JUL	2018 AUG	2018 SEP	2018 OCT	2018 NOV	2018 DEC	2019 JAN	2019 FEB	2019 MAR	2019-2020	2020-2021	2021-2022
ID				%			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
				%			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$



Disposition of Property

Disposition of Property Process

- 1. Notify Capital Planning of intent to dispose of property before formal request for ministerial approval.**
 - Allows Government to explore alternative government uses for property
- 2. If there are no obstacles, jurisdiction will be instructed to proceed with stage two of the disposition request.**
 - i.e. Proceed with gathering appraisals and tendering of property

Disposition of Property Process

3. **Once buyer is identified, submit written request for ministerial approval to appropriate Capital Planning Director:**

Joint Use and Planning Agreements

Bill 8 & Vision for the MGA

- **A new vision for the MGA is based upon three pillars:**
 - an enhanced partnership relationship with municipalities in providing effective and responsive governance to Albertans;
 - strengthened accountability mechanisms to allow Albertans to hold their local governments accountable; and
 - a shift away from competition to collaboration, with new tools to ensure that municipalities work with neighbouring communities to better serve their collective residents.

Bill 8 & Vision for the MGA

New

- **Municipalities will be required, within 3 years of the requirement coming into force, to have JUPAs with school boards that are operating within the municipalities' boundaries.**
- **JUPAs will establish a process to discuss matters related to:**
 - the planning, development, use, (including the matters relating to the maintenance of facilities and fields), transfer, disposal and servicing of school sites
 - the municipality and the school board work collaboratively together, including a process for resolving disputes and
 - A time frame for regular review of the agreement

Bill 8 & the School Act

- **Key Consequential School Act Amendments:**

- *All boards operating within municipal boundaries must enter into a JUPA within three years of the requirement coming into force*
- *More than one board may be a party to an agreement*
- *Agreements may be amended from time-to-time as necessary*



New