

# Capital Planning

A person in a grey jacket and black pants is captured mid-air while mountain biking on a snowy mountain trail. The background features rugged, snow-covered mountain peaks under a clear blue sky. The overall scene is dynamic and adventurous.

## ASBOA Bootcamp 101

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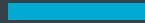
September, 2020

# Presentation Outline

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- Education and Infrastructure – Roles and Responsibilities
- School Capital Manual
- Capital Planning – Role of Jurisdictions
- Modular Classroom Program (MCP)
- Leasing
- Infrastructure Maintenance and Renewal (IMR)
- Area Capitalization and Utilization (ACU)
- Requests for Payment, Reporting on Capital Projects and School Openings
- Disposition of Property
- Playgrounds

# Education & Infrastructure



## Roles & Responsibilities

# Education & Infrastructure: Roles and Responsibilities

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Education & Infrastructure are responsible for Kindergarten to Grade 12 school building projects, maintenance programs and the MCP.

The MOU clarifies key ministries accountability:

- Education: ensures that learning facilities meet the educational requirements for K-12 students in Alberta (Capital Planning)
- Infrastructure: ensures the delivery of learning facilities that meet the requirements identified by Education.

# Education & Infrastructure: Roles and Responsibilities

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- Education reviews, prioritizes and recommends projects to Treasury Board for funding
- Infrastructure is responsible for the execution of the implementation phase by either directly delivering, or providing oversight to jurisdiction managed projects
- Education is also involved during the implementation phase
- Education is responsible for infrastructure maintenance evaluations

# School Capital Manual

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# School Capital Manual

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- Guide for school jurisdictions in developing Ten-Year Facility Plan, Three-Year Capital Plans and implementing school capital projects
- Reference for policy, procedures and standard information
- Two addenda were issued in April 2018 and September 2019
  - Reflects the new *Education Act* and regulations
- Major rewrite is underway and should be posted within the next few months

# Capital Planning



## Role of Jurisdictions



# Ten-Year Facilities Plan

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- Boards must develop a 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

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

# Three-Year Capital Plans: Submission

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- 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
- New site evaluation guideline and checklist

# Three-Year Capital Plans: Project Prioritization

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- Education considers priority assigned by the jurisdiction as well as the following:
  - Health, Safety and Compliance
  - Strategic Alignment
  - Economic Impacts
  - Improved Program Delivery/Services
  - Lifecycle Costs and Return on Investment
  - Resilient Communities

# Modular Classroom Program (MCP)

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# Modular Classroom Program

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- 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

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- **Mid October** – Jurisdictions complete and submit necessary forms 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 to procure units
- **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

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# Leasing

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- Funding may be 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
- Eligibility criteria is outlined in the School Capital Manual

# Leasing Requirements

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- 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

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- 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 (IMR)

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# Infrastructure Maintenance & Renewal

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- 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 & Renewal (con't)

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- Finance will request jurisdictions to submit IMR Reports (Expenditure Plans, Capitalization and Actual Expenditure Reports) to Education in November of each year
- Jurisdictions are still required to report IMR through VFA

# Capital Maintenance and Renewal (CMR)

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- Accelerated maintenance and renewal as economic stimulus
- School jurisdictions approved to proceed with eligible projects
- Timelines for completing projects: October 2020

# Area Capacity and Utilization Reports

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# Area Capacity & Utilization Reports

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- 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.

# Operations and Maintenance (O&M)

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- O&M funds are provided to jurisdictions for the operation, maintenance, safety and security of all school buildings
- Student Allocation and School Space Allocation – Utilized and Underutilized Space – are factored when allocating O&M grants
- Funding Manual - Section C3.1 - provides the details of how O&M is calculated and how the calculation depends on the utilization rate.

# Requests for Payment Reporting on Capital Projects School Openings

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# Payment Process, Reporting on Capital Projects and School Openings.

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- Jurisdictions to coordinate with Infrastructure payment requests, the reporting on project cash flows, school opening plaques and ceremonies.
  - A Payment request is required to process Grant and Furniture and Equipment payments
  - Contact Infrastructure's Learning Facilities Division

# Disposition of Property

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# Disposition of Property: Process

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- New *Education Act* Regulation
- Two-step process for requesting approval
  1. Notification of intent
  2. Formal request for approval

# Playground

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# Playgrounds

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- Located and designed to benefit students
- Support educational outcomes and daily physical activity
- Managed by Education
  - Eligible projects linked at [www.alberta.ca/planning-and-building-schools.aspx](http://www.alberta.ca/planning-and-building-schools.aspx)



# Questions?

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