



# Memorandum

vancouver school board



Date September 23, 2020

To: Facilities Planning Committee

From: David Green - Secretary Treasurer  
John Dawson – Director of Educational Planning

RE: **2019 Draft LRFP Update Process and Timeline**

**ITEM 4.1**

**REFERENCE TO STRATEGIC PLAN:**

**Goal 4: Provide effective leadership, governance and stewardship.**

**Objectives:**

- Effectively utilize school District resources and facilities.
- Implement the recommendations of the Long-Range Facilities Plan.

**INTRODUCTION:**

Each District is expected to have a Long Range Facilities Plan (LRFP) in place that outlines various management strategies for its inventory of capital assets to support changes in student enrolment and the achievement of educational programming goals.

The purpose of this report is to describe a process and timeline to update the 2019 draft LRFP to a 2020 LRFP for Board approval.

To that end, the 2019 draft LRFP update process and timeline incorporates public approval by the Board at three stages during the process. An element of the public approval process will be communication of educational programming goals for Board consideration and approval.

This report contains a recommendation.

**BACKGROUND:**

**Significance of the Long Range Facilities Plan**

The Long Range Facilities Plan is a planning tool that considers educational programming goals for the District alongside operational goals for facilities, in order to inform decision-making related to capital asset management, facilities organization, and capital planning requests.

**Chart 1 - Schematic Representation of Ministry Capital Planning Instructions**



**Ministry Guidelines**

In April of 2019, the Ministry of Education published updated LRFP Guidelines for school districts to refer to when updating or refreshing an existing LRFP or developing a new LRFP. [Long Range Facilities Plan Guidelines](#)

Staff analyzed the 2019 LRFP guidelines in relation to the previous LRFP guidelines. A preliminary analysis was reported to the Facilities Planning Committee in April of 2019, and a more detailed analysis was reported in October 2019. The tables below summarize these prior reports to the Facilities Planning Committee.

**Table 1 – Comparison of LRFP requirements – introduction and purpose**

Ministry Expectation and Purpose	2017 Requirements	2019 Requirements	Notes
Requirement for LRFP	Board expected to develop and maintain an LRFP	Board expected to have a LRFP in place	Requirement for MOE concurrence removed
Purpose	Purpose of LRFP - Use resources effectively	Purpose of LRFP - Use resources effectively.	Addition of emphasis on broader educational vision

**Table 2 – Comparison of LRFP requirements – planning and governance**

Planning and Governance	2017 Requirements	2019 Requirements	Notes
Enrolment Forecast	10 Year	10 year	District Enrolment Forecasting model aligns with 2019 guidelines
Planning for Future Options	Base and Future Case Analysis	Base and Future Case Analysis.	No Change
Cooperative Planning with Local Government	Expected	Expected	Minimum meeting requirements defined.
Public Consultation	Optional	Required - Board to determine process. Summary to be included in LRFP	Guidelines identify stakeholders and community partners that must be included

**Table 3 – Comparison of LRFP requirements – building condition and capacity**

Facility Condition and Capacity	2017 Requirements	2019 Requirements	Notes
Facility Condition and Seismic Status	Facility condition and Seismic Risk Ratings	Facility condition and Seismic Risk Ratings	2019 Guidelines distinguish between FCI and building condition
Operating Capacity (OC) (Existing schools)	OC defined in area standards	OC defined in relation to local class size language	Individual school districts to determine OC
Nominal Capacity (NC) New and replacement schools	NC Defined in area standards K= 20 Gr 1 to 12 = 25	NC Defined in area standards K= 20 Gr 1 to 12 = 25	No change

Although the Ministry indicated that the new 2019 guidelines did not apply to LRFP's that were in development at the time of their release, there was stakeholder and public pressure to ensure that the draft 2019 LRFP was compliant with the 2019 guidelines.

## **2019 DRAFT LRFP UPDATE PROCESS:**

### **Purpose**

An updated 2020 LRFP will be provided so that the Board may proceed with its LRFP approval process.

### **Objectives for the 2020 LRFP Update**

- Clearly communicate the relationship between educational programming goals and operational goals for facilities
- Provide opportunities for stakeholder engagement
- Design and implement a transparent and accountable process
- Align the 2020 LRFP with the 2019 LRFP guidelines
- Communicate progress towards completion of the 17 approved recommendations from the draft 2019 LRFP
- Utilize 2019 enrolment data to update charts and graphics
- Establish a predictable planning cycle to facilitate future LRFP updates

### **Scope of Work for 2020 LRFP Update**

- Process design in collaboration with SMT and the Board
- The draft 2019 LRFP will serve as the foundational document for the 2020 update
- To the extent possible any Board approved recommendations from the SPUR consultation process will be incorporated into the draft 2020 LRFP update
- Progress made towards completion of the 17 approved recommendations from the 2019 draft LRFP will be summarized in an appendix, and where applicable, incorporated into the content of the 2020 LRFP update - relevant reports and documents containing further details will be hyperlinked

### **Deliverables**

- A LRFP Strategy Document that summarizes and sets out a framework for a 10-year plan for educational programming goals and operational goals for facilities.
- The LRFP Strategy Document will be presented with a brief report to the Facilities Planning Committee - the report will contain a recommendation to approve the Strategy Document
- A draft 2020 LRFP Update for Board review prior to public release
- A final draft 2020 LRFP Update incorporating feedback received from the Board
- The final draft 2020 LRFP Update will be presented with an accompanying report at the Facilities Planning Committee - the report will contain a recommendation to approve the final draft 2020 LRFP

After the release of the 2019 LRFP guidelines there appeared to be three areas of stakeholder and public engagement that elicited feedback:

- A broader emphasis on an educational vision
- The requirement for public engagement/consultation
- Permitting school districts to develop their own operating capacity metrics based on class size.

As indicated in the objectives section above, the 2019 draft LRFP Update Process will seek to incorporate feedback received during the 2019 process by emphasizing and communicating the relationship between educational programming goals and operational goals for facilities. The Board is in the process of addressing the requirement for public engagement as part of the LRFP development process. The 2019 LRFP guidelines indicate that the impact of local contract language should be considered when determining school operating capacities. Staff propose to use the combined two-year average of the 2018 and 2019 District class size averages to determine operating capacity for elementary schools. Operating and nominal capacity have historically been identical for secondary schools. Staff propose to continue with the same approach for the 2020 LRFP update when analyzing zonal capacity at secondary schools.

**2019 DRAFT LRFP UPDATE – ROADMAP AND WORKPLAN:**

**Table 6 – Roadmap - Timeline and Workplan**

Date	Actions	Milestone
September 23	Report to FPC detailing 2019 draft LRFP Update Process and Timeline – with recommendation for approval in principle	Approval of LRFP Update Process and Timeline at September 28 Board Meeting
TBD Sep - Oct	Trustee Workshop – Draft LRFP Strategy Document Review	
Oct 21	LRFP Strategy Document to FPC with recommendation for approval	Approval of LRFP Strategy Document at subsequent October 26 Board Meeting
TBD Nov - Dec	Draft 2020 LRFP to Board for review and feedback	
TBD Dec – Jan	Stakeholder Workshop	
January 20, 2021	Final draft LRFP 2020 Update to FPC – with recommendation for approval	Approval of final draft LRFP 2020 Update at January 25 Board Meeting

**RECOMMENDATION:**

That the Board of Education approve the 2019 draft LRFP Update Process and Timeline.