

# Capital Renewal

## Administrative Procedure

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<b>Topic:</b>	<b>Capital Renewal</b>
<b>Status:</b>	<b>Active</b>
<b>Effective:</b>	January 2014
<b>Revision Date:</b>	April 2024
<b>Review Date:</b>	April 2028
<b>Responsibility:</b>	Superintendent of Facility Services & Planning

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### Intended Purpose:

The Halton District School Board receives funding for School Renewal from the Ministry of Education to replace components of our buildings as part of the annual grants received from the Province. These components include building and site infrastructure such as but not limited to roofing, boilers, and pavement.

This Administrative Procedure is intended to describe how capital renewal is allocated to schools for planned infrastructure upgrades and how program upgrades are considered for implementation.

### Definitions

Capital expenditures and improvements are investments that increase the value of our school facilities and grounds or extend the useful life. Capital budgets are used for long term investments like infrastructure and facilities that are paid off over time, are capitalized, and have an amortization schedule, as they are designed to last more than one year.

Capital budgets are different from operating budgets. Operating budgets cover day-to-day expenses needed to support staff, operations, repairs and service delivery. Generally, capital expenses are more than \$10,000.

Elementary and Secondary Program Accommodation Committees: Two Program Accommodation Committees that each meet approximately four times per year

to support alignment of capital project requests with system priorities and alignment with the Board Strategic and Multi-Year Plan. Each committee is composed of principals and vice principals in each panel (elementary or secondary) along with a cross departmental team that includes IT, Finance, Communications, Program, Research, Equity, and Facility Services and Planning.

### Procedures

1. School Condition Assessment Program (SCAP): The Ministry uses a vendor, VFA Canada, to conduct audits of every school in Ontario on a five year cycle. The results of the audit are uploaded in the VFA Facility database. This database is used to prioritize infrastructure improvement with the following classifications:
  - 1.1. Urgent Priority: components that will result in school shutdown such as but not limited to: power loss, boiler failure, fire, flood water supply, Health and Safety Risk and Code Violation.
  - 1.2. High Priority (Critical): components that have reached the useful life/life cycle.
  - 1.3. Low Priority (Non-Critical): components that will not cause schools to shutdown down operations such as but not limited to flooring and paint.
2. Facility Services and Planning staff prioritize work based on infrastructure needs identified through the Ministry of Education SCAP as well as by expertise on the Facility Service Maintenance and Renewal team. Factors used to assess include:
  - 2.1. Capital Renewal criteria;
  - 2.2. lifecycle;
  - 2.3. useful life;
  - 2.4. deferred maintenance; and
  - 2.5. maintenance history.

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3. In addition, an allocation of capital funding is earmarked for program needs regionally that support strategic investments into educational spaces that require renewal such as Technological Education, Special Education, Accessibility, and other Program areas. The prioritization of spending and budget allocations are presented to the Board of Trustees annually in conjunction with the Budget process.
4. School project request forms of a capital nature are submitted to the respective committee for consideration. These forms are completed by the School Administration along with the Area Supervisor and detail project scope and estimated costs.
5. Elementary and Secondary Program Accommodation Committees review and evaluate school capital project requests developed by School Administration and the Area Supervisor, considering alignment with the Multi-Year Strategic Plan. Once approved, projects are prioritized, budgeted, and scheduled into the Multi Year Capital Plan for delivery.
6. School operating budgets are not to be used for capital expenditures without prior approval of the Superintendent of Business and shall be in accordance with the [School Fundraising AP](#), [School Generated Funds AP](#), and the [Decentralized Budgets AP](#).
7. The list of active capital projects is uploaded to the HDSB School Construction Website.

**Reference number: Pending**

**Cross-Reference:**

**Legislation**

N/A

### **Ministry Policy & Program Memoranda**

Ministry of Education Grants for Student Needs Funding

### **Board Policies, Procedures & Protocols**

School Fundraising Administrative Procedure

School Generated Funds Administrative Procedure

Decentralized Budgets Administrative Procedure

### **Revision History**

- Style template updated April 2024 (Administrative Procedure Update Report 24062); prior revision history not recorded.