

**November 27, 2017**

For a number of years, the Burnaby Board of Education has examined opportunities to replace the existing District Administration Office with an environmentally sustainable building that will meet the space and operational requirements of the District for the foreseeable future.

A feasibility study determined that selling the existing land at 5325 Kincaid Street will fund the construction of a new district administration office at another district location. It further determined that the site that best meets the objectives for the replacement of a District Administration Office is at 4041 Canada Way, on the grounds of the Schou Education Centre.

The project would incorporate the existing building into the design of the replacement office, and restore the heritage Schou Elementary School to its 1913 splendour. A priority of the Board is that the replacement project cost would not affect the District's Operating Budget.

It is anticipated that the Burnaby School District Administration Office Replacement Project will take several years to complete. The process will include working with the City of Burnaby on rezoning and with our educational partners on project design, before moving to the construction phase. Occupancy is estimated to be sometime in 2021.

We are excited about the opportunity to create a new District Administration Office -- one that reflects the caring, inclusive and welcoming community that Burnaby School District is known for.

Thank-you for your interest in public education in Burnaby Schools.

**Ron Burton, Chair**  
**Burnaby Board of Education**