

BUILDINGS AND GROUNDS COMMITTEE
Reporting to Public Session, Tuesday, September 24, 2019

The Buildings and Grounds Committee met on Wednesday, September 17, 2019 at 5:25 pm. In attendance were: Trustees Larry Hayes (Chair), Bill Brassington, Christine Cunningham, and Peter Cech (item 1); DPAC Representative Calvin Taplay, Secretary-Treasurer Russell Horswill, Assistant Superintendent Roberto Bombelli, Director of Facilities Cory Borg and Assistant Secretary-Treasurer Ishver Khunguray.

1. SOGI Advisory Committee Report

Trustee Peter Cech provided an update to the Committee from the June 2019 SOGI Advisory Committee. The Building & Grounds Committee was requested to:

- a. develop guidelines for schools considering rainbow sidewalks,
- b. allow schools to determine colours for the rainbow sidewalks, and
- c. explore bulk paint purchases to reduce the cost to the school

The Committee discussed the request from the SOGI Advisory Committee. Staff will explore the issue and report back at a future meeting.

Recommendation: THAT the Board of Education receive this information.

**2. City of Burnaby – Traffic Safety Committee
Presentation - Update**

Trustee Bill Brassington provide an update on the presentation made to the City of Burnaby Traffic Safety Committee pertaining to school speed zones and traffic calming measures.

Recommendation: That the Board of Education receive this information.

3. Capital Projects Update

Mr. Cory Borg, Director of Facilities presented the August 2019 Capital Projects Report. The Committee was provided an update on the following active projects: 1) University Highlands 8-Classroom/Childcare Expansion Project; and, 2) Armstrong Elementary Seismic Mitigation Project.

Recommendation: THAT the Board of Education receive this information.

4. Childcare – Request for Proposals

Mr. Russell Horswill, Secretary Treasurer, reviewed the results of the Request for Proposals to select a licensed operator for the Capitol Hill and Montecito City of Burnaby childcare centres. Lower Mainland Purpose Society was selected for Capitol Hill Elementary and Burnaby Family Life for Montecito Elementary.

Recommendation: THAT the Board of Education receive this information.

5. Updated 2020/21 Capital Plan Submission

Mr. Horswill presented an updated 2020/21 Capital Plan submission (copy attached) and reviewed the changes from the June approval. The updated plan removes seismic projects previously announced, includes new seismic mitigation projects, and updates certain anticipated project budgets.

Recommendation: THAT the Board of Education approve the updated 2020/21 Capital Plan Submission totalling \$349,371,876 and that staff submit the updated plan to the Ministry of Education.

6. School Project

Mr. Borg presented information pertaining to a proposed rainbow crosswalk at University Highlands Elementary School. The Committee supported the request.

Recommendation: THAT the Board of Education approve the requested rainbow crosswalk at University Highlands Elementary School.

7. Next Meeting

The next Buildings and Grounds Committee meeting will be held on Wednesday, November 20, 2019 at 5:30 pm.

8. Adjournment

The meeting was adjourned at 6:00 pm.

Attachment

Board Report

Date: September 13, 2019
To: Building and Grounds Committee
From: Russell Horswill, DBA
 Secretary Treasurer
Subject: Updated 2020/21 Capital Plan Submission

The Board of Education approved the 2020/21 Capital Plan submission at the June 30, 2019 Public Board Meeting. Since the submission, the district has received additional information from consultants and two seismic mitigation projects have been announced. As a result, an amended Capital Plan submission is required:

Seismic Mitigation Projects

Delete Project	Parkcrest Elementary School– Partial Replacement Project announced by Ministry	(\$12,847,727)
Delete Project	Seaforth Elementary School – Structural Strengthening Project announced by Ministry	(\$15,425,043)
Update Cost / Rating	Maywood Community School H1 Rating Seismic Rapid Assessment resulted in higher block rating	\$16,429,246
Update Cost / Rating	Glenwood Elementary School H1 Rating Seismic Rapid Assessment resulted in higher block rating	\$11,722,536
Update Cost / Rating	Moscrop Secondary School H1 Rating Seismic Rapid Assessment resulted in higher block rating	\$23,313,581
Number 1 Seismic Project	Brentwood Elementary School – Structural Strengthening Seismic Project Identification Report completed on existing building Note – New Project Definition Report required to consider expansion and seismic project	\$12,368,296
Number 2 Seismic Project	Cameron Elementary School – Structural Strengthening Seismic Project Identification Report complete on existing building Note – New Project Definition Report required to consider expansion and seismic project	\$12,483,198

Recommendation: It is recommended that the Building and Grounds Committee present the following resolution at the September 24, 2019 Public Meeting:

THAT the Board of Education approve the updated 2020/21 Capital Plan submission totaling \$349,371,876 and that staff submit the updated plan to the Ministry of Education.

**Ministry of Education
Capital Plan 2020/21 Request Summary**

School District Number	41
School District Name	Burnaby
Long Range Facility Plan Last Updated:	April 17, 2017

SD #	All
Program	Total or Estimated Project Cost
Addition	\$61,805,155
New School	\$14,000,000
Site Acquisition	\$100,500,000
Seismic	\$115,309,798
Replacement	\$54,000,000
BEP	\$1,014,000
SEP	\$1,937,423
CNCP	\$805,500
Grand Total	\$349,371,876

*PEP and BUS not included

Program Name	Project Priority	Facility or Project Name	Project Description	Total/Estimated Project Cost	SD #	SD Name
Addition	1	Brentwood Park Elementary	Addition of 40K/125E from 60K/375E to 100K/500E	\$6,053,559.00 41		Burnaby
Addition	2	Cameron Elementary	Addition of 60K/125E from 20L/325E to 80K/450E	\$7,251,596.00 41		Burnaby
		Maywood Community School				
Addition	3	Elementary	Addition of 40K / 150E from 40K / 425E	\$9,500,000.00 41		Burnaby
Addition	4	Burnaby Central Secondary	Addition of 100S from 1,300S to 1,400S	\$5,000,000.00 41		Burnaby
Addition	5	Nelson Elementary	Addition of 40K/125E from 60K/400E	\$8,250,000.00 41		Burnaby
Addition	6	Taylor Park Elementary	Addition of 20K/100E from 20K/325E	\$6,000,000.00 41		Burnaby
Addition	7	Cameron Elementary	Addition of 175E to 80K/625E	\$8,750,000.00 41		Burnaby
		Stride Avenue Community				
Addition	8	School	Addition of 20K/100E from 40K/375E to 60K/475E	\$6,000,000.00 41		Burnaby
Addition	9	Kitchener Elementary	Addition of 20K/80E from 40K/425E	\$5,000,000.00 41		Burnaby
		New 240 K-7 elementary school (40K/200E) -				
New School	1	Brentwood Town Centre	designed to expand to a 80K/450E	\$14,000,000.00 41		Burnaby
		Finalize payment to City of Burnaby for land				
Site Acquisition	1	Burnaby South Secondary School	aggregation - residential property to create school site.	\$3,000,000.00 41		Burnaby
		New 240 K-7 elementary school (40K/200E) -				
Site Acquisition	2	Brentwood Town Centre	designed to expand to a 80K/450E. 2.5 Ha site.	\$30,000,000.00 41		Burnaby
		Addition to school site to facilitate school				
Site Acquisition	3	Taylor Park Elementary	addition. 0.2333 Ha Site.	\$7,500,000.00 41		Burnaby
		New 240 K-7 elementary school (40K/200E) -				
Site Acquisition	4	Edmonds Town Centre	designed to expand to a 80K/450E. 2.5 Ha site.	\$30,000,000.00 41		Burnaby
		New 240 K-7 elementary school (40K/200E) -				
Site Acquisition	5	Lougheed Town Centre	designed to expand to a 80K/450E. 2.5 Ha site.	\$30,000,000.00 41		Burnaby
		Stride Avenue Community				
Seismic	1	School	Seismic Mitigation	\$22,892,941.00 41		Burnaby
Seismic	2	Brentwood Park Elementary	Seismic Mitigation	\$12,368,296.00 41		Burnaby
Seismic	3	Cameron Elementary	Seismic Mitigation	\$12,483,198.00 41		Burnaby
Seismic	4	Glenwood Elementary	Seismic Mitigation	\$11,722,536.00 41		Burnaby
Seismic	5	Moscrop Secondary	Seismic Mitigation - Blocks 1, 2 & 3	\$23,313,581.00 41		Burnaby
		Maywood Community School				
Seismic	6	Elementary	Seismic Mitigation	\$16,429,246.00 41		Burnaby
Seismic	7	Stoney Creek Elementary	Seismic Mitigation	\$4,000,000.00 41		Burnaby
Seismic	8	Rosser Elementary	Seismic Mitigation	\$2,000,000.00 41		Burnaby
Seismic	9	Cascade Heights Elementary	Seismic Mitigation	\$2,500,000.00 41		Burnaby
Seismic	10	Marlborough Elementary	Seismic Mitigation	\$6,100,000.00 41		Burnaby
Seismic	11	Kitchener Elementary	Seismic Mitigation	\$1,500,000.00 41		Burnaby
Replacement	1	Douglas Road Elementary	Replace entire building	\$18,000,000.00 41		Burnaby
Replacement	2	Suncrest Elementary	Replace entire building	\$16,000,000.00 41		Burnaby
Replacement	3	Westridge Elementary	Replace entire building	\$20,000,000.00 41		Burnaby
		Maywood Community School				
BEP	2	Elementary	Building envelop upgrade	\$1,014,000.00 41		Burnaby

**Ministry of Education
Capital Plan 2020/21 Request Summary**

Program Name	Project Priority	Facility or Project Name	Project Description	Total/Estimated Project Cost	SD #	SD Name
SEP	1	Burnaby South Secondary	Upgrade lighting with LED, dimming, and advanced controls	\$505,000.00	41	Burnaby
SEP	1	Burnaby South Secondary	Upgrade lighting with LED, dimming, and advanced controls	\$310,000.00	41	Burnaby
SEP	2	Moscrop Secondary	Upgrade lighting with LED, dimming, and advanced controls	\$372,423.00	41	Burnaby
SEP	3	Cariboo Hill Secondary	Secure roller-shutters on main floor of highschool	\$445,000.00	41	Burnaby
SEP	4	Forest Grove Elementary	Remove old pneumatic controls and upgrade to modern DDC	\$305,000.00	41	Burnaby
CNCP	1	Burnaby South Secondary	Re-engineering of HVAC and DDC systems	\$455,500.00	41	Burnaby
CNCP	2	Marlborough Elementary East Building	Boiler replacement to hi-efficiency	\$350,000.00	41	Burnaby
PEP	1	Edmonds Community School	Universally Accessible Playground Equipment		41	Burnaby
PEP	1	Seaforth Elementary School	Universally Accessible Playground Equipment		41	Burnaby
PEP	1	Chaffey-Burke Elementary School	Universally Accessible Playground Equipment		41	Burnaby
Total				\$349,371,876.00		

FINANCE COMMITTEE
Reporting to Public Session Tuesday, September 24, 2019

The Finance Committee met on Tuesday, September 17, 2019 at 5:27 pm. In attendance were Trustees Gary Wong (Chair), Bill Brassington, Peter Cech, Christine Cunningham, Jen Mezei and Ryan Stewart; Superintendent of Schools Gina Niccoli-Moen, Secretary-Treasurer Russell Horswill, Assistant Superintendents Heather Hart, Wanda Mitchell and Richard Per, Assistant Secretary-Treasurer Ishver Khunguray, Manager, Finance and Budgets Matt Mydske and Manger, Financial Services Jacqueline Dairon.

1. 2018/19 Financial Audit

Mr. Russell Horswill, Secretary-Treasurer, introduced to the committee Mr. Andrew Clark, Engagement Partner, PricewaterhouseCoopers LLP, the district's external auditor.

Mr. Clark provided Trustees with an overview of the audit by PricewaterhouseCoopers of the school district's financial statements for the year ended June 30, 2019 including audit, accounting and reporting matters.

Mr. Clark left the meeting at 5:44 pm.

Recommendation: THAT the Board of Education receive this information.

2. 2018/2019 Financial Statements

Mr. Ishver Khunguray, Assistant Secretary-Treasurer, presented the 2018/2019 audited financial statements. A presentation of the 2018/2019 audited financial statements will be made at the September 24, 2019 Public Session meeting.

Recommendation: THAT the Board of Education receive this information.

3. 2018/2019 Financial Statements Discussion and Analysis Report

Mr. Ishver Khunguray, Assistant Secretary-Treasurer, presented the draft 2018/2019 Financial Statements Discussion and Analysis report. This report provides the district's management a means of explaining the financial statement results to all readers in a consistent manner.

Recommendation: THAT the Board of Education receive this information.

4. Adjournment

The Chair adjourned the meeting at 6:44pm.

POLICY COMMITTEE
Reporting to Public Session Tuesday, September 24, 2019

The Policy Committee met on September 16, 2019 at 5:35 p.m. In attendance were Trustees Jen Mezei (Chair), Peter Cech, Superintendent of Schools, Gina Niccoli-Moen, Secretary-Treasurer, Russell Horswill, Dave Dye, Burnaby DPAC and Trustee Christine Cunningham as a participant.

1. Policy No. 5.45.00 Sexual Orientation Gender Identity

The Committee discussed changes to Policy No. 5.45.00 Sexual Orientation Gender Identity to include the provision of gender neutral washrooms and change rooms in schools as per a referral from the Buildings and Grounds Committee in April 2019.

Recommendation: THAT the Board of Education approve Policy No. 5.45.00 and Regulations and Procedures No. 5.45.01 Sexual Orientation Gender Identity for circulation as Notice of Motion.

2. Policy No. 1.10.00 District Policy and Policy Development

The Committee discussed the current practice of circulating policies for stakeholder input. Staff will develop an updated version of Policy No. 1.10.00 District Policy and Policy Development that reflects current practice, for presentation at a future meeting.

Recommendation: THAT the Board of Education receive this information.

3. Policy Manual Review

The Committee further discussed the restructuring of the Board Policy Manual to streamline the content and to clarify areas that are administrative in nature. The Committee will consider the structure at a future meeting.

Recommendation: THAT the Board of Education receive this information.

4. Policy No. 3.00.00 Financial Management

A draft Policy No. 3.00.00 Financial Management was presented that incorporated feedback from the Committee. The attached Regulations provide direction on: 1) Budget Monitoring and Reporting; 2) Accumulated Surplus / Capital Reserves; 3) Finance Committee, Audit Committee & Internal Audit; and, Financial Statement Discussion & Analysis.

Recommendation: THAT the Board of Education approve Policy No. 3.00.00 and Regulations and Procedures No. 3.00.01 Financial Management for circulation as Notice of Motion.

5. Policy No. 3.02.00 Role of the Superintendent

The Committee received a draft Policy with attached Regulations defining the role of the Superintendent. The Committee reviewed and discussed the Policy in detail, and will consider it at the next committee meeting.

Recommendation: THAT the Board of Education receive this information.

6. Policy No. 2.50.00 Whistle Blower Protection

The Committee received a draft Policy No. 2.50.00 Whistle Blower Protection that establishes protection for employees reporting any wrongdoing. Staff indicated that an Administrative Procedure would be developed to support the Policy statement. The Committee reviewed and discussed the Policy in detail, and will consider the Policy at the next committee meeting.

Recommendation: THAT the Board of Education receive this information.

7. Policy No. 3.01.00 Delegation of Authority

The Committee received a draft Policy No. 3.01.00 Delegation of Authority with attached Regulations that define the authority delegated to the Superintendent. The Committee reviewed and discussed the Policy in detail, and will consider the Policy at the next committee meeting.

Recommendation: THAT the Board of Education receive this information.

8. Policy No. 1.25.00 Trustee Code of Conduct

The Committee received a draft Policy No. 1.25.00 Trustee Code of Conduct that defines the Trustee Code of Ethics. The Committee was advised that this is not a new policy; however, the wording currently resides within the Foundational Statement Policy. The Committee reviewed and discussed the Policy in detail, and will consider the Policy at the next committee meeting.

Recommendation: THAT the Board of Education receive this information.

9. Policy No. 5.14.00 Physical Restraint and Seclusion

The Committee received a draft Policy No. 5.14.00 Physical Restraint and Seclusion and attached Regulations. The Committee reviewed and discussed the Policy in detail, and requested that staff present a full Policy including Administrative Procedures at a future meeting.

Recommendation: THAT the Board of Education receive this information.

10. Adjournment

The meeting was adjourned at 6:45 p.m.

11. Date of Next Meeting

The next Policy Committee meeting will be Tuesday, October 15, 2019.