

**DISTRICT OPERATIONS – BUSINESS SERVICES**  
**Reporting to Public Session, Tuesday, December 10, 2019**

**1. Budget Process, 2020/2021**

School districts in BC are required by the School Act to adopt a balanced budget each year. To prepare the district's budget for the 2020/2021 school year the Board's Finance Committee will follow an extensive and transparent budget process, meeting with and gathering information from employees, students, partner groups and members of the community. The expected timelines and process are outlined below.

Timelines

February 18, 2020

- Provincial government budget announcement

February 25

- Board approval of the 2019/2020 Amended Budget

March 13

- Ministry of Education announcement of the 2020/2021 preliminary operating grant

April 28

- Board approval of the 2020/2021 Annual Budget

Budget Process

January 27, 2020

- Finance Committee meeting

February 18

- Finance Committee meeting

February 19

- Meeting with partner groups

March 3 or 4

- Finance Committee

April 1

- Finance Committee

April 7

- Finance Committee

April 8

- Meeting with partner groups
- Public budget meeting

April 20

- District Parent Advisory Committee budget meeting

April 21

- Meeting with partner groups
- Finance Committee

April 28

- Board approval of the 2020/2021 annual budget

April 30

- Submission of the 2020/2021 annual budget to the Ministry of Education

## **2. Schou Education Centre Development Covenants Bylaw, 2019**

As part of the board office replacement process the Board must acquire a building permit from the City of Burnaby to build the new Admin Office on the site of the former Schou Continuing Education Centre at 4041 Canada Way. As a condition of approving the building permit the City of Burnaby requires the Board to grant a Heritage Conservation Covenant and a Stormwater Management Covenant to be registered against title to the property. These development covenants will not interfere with the Board's use of the property for educational purposes.

### Recommendation

It is recommended that Schou Education Centre Development Covenants Bylaw, 2019 receive three readings at this Board meeting and final adoption in accordance with the Board's Procedural Bylaw as follows:

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| Motion 1 | THAT Schou Education Centre Development Covenants Bylaw, 2019 receive three readings at this Board meeting held December 10, 2019. |
| Motion 2 | THAT Schou Education Centre Development Covenants Bylaw, 2019 be read a first time.  |
| Motion 3 | THAT Schou Education Centre Development Covenants Bylaw, 2019 be approved a first time and read a second time.                     |
| Motion 4 | THAT Schou Education Centre Development Covenants Bylaw, 2019 be approved a second time and read a third time.                     |
| Motion 5 | THAT Schou Education Centre Developmens Covenants Bylaw, 2019 be approved a third time.  |

Motion 6

THAT Schou Education Centre Development Covenants Bylaw, 2019 having been read a first, second and third time, be finally passed and adopted the 10<sup>th</sup> day of December, 2019; that the Chair of the Board and the Secretary-Treasurer be authorized to sign the bylaw; and that the bylaw be sealed with the corporate seal of the Board.

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 41 (BURNABY)**  
**SCHOU EDUCATION CENTRE DEVELOPMENT COVENANTS BYLAW 2019**

WHEREAS a board of education may dispose of land or improvements owned or administered by the board under the authority of Section 96(3) of the School Act, subject to the Orders of the Minister of Education (the “**Minister**”);

AND WHEREAS the Minister issued Order M193/08 effective September 3, 2008 requiring fee simple sales and leases of land or improvements for a term of ten years or more to be specifically approved by the Minister, unless the transferee is an independent school or another school board;

AND WHEREAS Section 65(5) of the *School Act* requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw, and the granting of a statutory right-of-way is a disposal of an interest in land;

AND WHEREAS:

- (i) The Board of Education of School District No. 41 (Burnaby) (the “**Board**”) owns land and improvements (the “**Property**”) in Burnaby known as the Schou Education Centre site;
- (ii) as a condition of approving the development of the Property, the City of Burnaby (the “**City**”) requires the Board to grant a Heritage Conservation Covenant and a Storm-water Management Covenant (collectively, the “**Development Covenants**”) to be registered against title to the Property;
- (iii) the Property is facility number 41045;
- (iv) the address of the Property is 4041 Canada Way, Burnaby, British Columbia, V5G 1G6, and the legal description of the Property is:  
  
Lot 1 District Lot 69 Group 1 New Westminster District Plan EPP68679; and
- (v) the Board is satisfied that it is in the best interests of the Board to grant the Development Covenants, and that the granting of the Development Covenants will not interfere with the use of the Property by the Board for educational purposes.

NOW THEREFORE be it resolved as a Bylaw of the Board that the granting of the Development Covenants in favor of the City be and is hereby authorized, ratified and approved.

BE IT FURTHER resolved that the execution and delivery of the Development Covenants by the Secretary-Treasurer on behalf of the Board, and all related actions, be and are hereby authorized, adopted, ratified, confirmed and approved in all respects.

This Bylaw may be cited as “School District No. 41 (Burnaby) Schou Education Centre Development Covenants Bylaw 2019”.

Read a first time this 10<sup>th</sup> day of December, 2019.

Read a second time this 10<sup>th</sup> day of December, 2019.

Upon unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third time on December 10<sup>th</sup>, 2019, and finally passed and adopted this 10<sup>th</sup> day of December, 2019.

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Chairperson of the Board

Corporate Seal

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 41 (Burnaby) Schou Education Centre Development Covenants Bylaw 2019, adopted by the Board the 10<sup>th</sup> day of December, 2019.

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Secretary-Treasurer