

**DISTRICT OPERATIONS – BUSINESS SERVICES**  
**Reporting to Public Session, Tuesday, April 28, 2020**

**1. Capital Plan Bylaw No. 2020/21-CPSD41-01**

On March 5, 2020 the Ministry approved the district’s annual five-year capital plan submission for 2020/21 in support of the following projects:

**Major Capital Projects (SMP, EXP)**

New Projects

<u>Project #</u>	<u>Project Name</u>	<u>Project Type</u>	<u>Next Steps</u>
127771	Brentwood Park Elementary	Seismic	Provide draft Concept Plan <sup>1</sup> by May 31, 2020.
127772	Cameron Elementary	Seismic	Provide draft Concept Plan <sup>1</sup> by June 30, 2020.

Projects in Development from Previous Years

<u>Project #</u>	<u>Project Name</u>	<u>Project Type</u>
127257	Stride Avenue Community Elementary	Seismic

**Minor Capital Projects (SEP, CNCP, BEP, PEP, BUS)**

New Projects for SEP, CNCP, BEP, BUS

<u>Facility Name</u>	<u>Program Project Description</u>	<u>Amount Funded by Ministry</u>	<u>Next Steps &amp; Timing</u>
Burnaby South Secondary	CNCP – Energy Upgrades – Lighting upgrades	\$505,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Moscrop Secondary	CNCP – Energy Upgrades – Lighting upgrades	\$372,423	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

<sup>1</sup> Concept Plan is a new step required before a Project Definition Report will be supported.

<u>Facility Name</u>	<u>Program Project Description</u>	<u>Amount Funded by Ministry</u>	<u>Next Steps &amp; Timing</u>
Burnaby South Secondary	SEP – Energy Upgrades – Lighting upgrades	\$310,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Edmonds Community Elementary	PEP – New – Universally Accessible Playground Equipment	\$125,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Chaffey-Burke Elementary	PEP – New – Universally Accessible Playground Equipment	\$125,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

In order to proceed with these projects, the Board is required to adopt Capital Plan Bylaw No. 2020/21-CPSD41-01. A copy of the pro-forma capital bylaw is attached for reference. It should be noted that no work or expenditures may proceed on these projects without a signed capital project funding agreement, annual program funding agreement, or other formal authorization from the Ministry.

### Recommendation

It is recommended that Capital Plan Bylaw No. 2020/21-CPSD41-01 receive three readings at this Board meeting and final adoption in accordance with the Board's Procedural Bylaw as follows:

- Motion 1      THAT Capital Plan Bylaw No. 2020/21-CPSD41-01 receive three readings at this Board meeting held April 28, 2020.
- Motion 2      THAT Capital Plan Bylaw No. 2020/21-CPSD41-01 be read a first time.
- Motion 3      THAT Capital Plan Bylaw No. 2020/21-CPSD41-01 be approved a first time and read a second time.
- Motion 4      THAT Capital Plan Bylaw No. 2020/21-CPSD41-01 be approved a second time and read a third time.
- Motion 5      THAT Capital Plan Bylaw No. 2020/21-CPSD41-01 be approved a third time.

Motion 6      THAT Capital Plan Bylaw No. 2020/21-CPSD41-01 having been read a first, second and third time, be finally passed and adopted the 28<sup>th</sup> day of April, 2020, 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.

**2. 2020/21 Operating Budget Timeline**

The revised timeline and process for approval of the district's 2020/21 operating budget is attached.

**3. Burnaby North Secondary School Tender Report**

Russell Horswill, Secretary-Treasurer, will provide an update on the tender for the Burnaby North Secondary School capital project.

Attachments

**CAPITAL BYLAW NO. 2020/21-CPSD41-01  
CAPITAL PLAN 2020/21**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 41 (Burnaby) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2020/21 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 05, 2020, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 41 (Burnaby) Capital Bylaw No. 2020/21-CPSD41-01.

READ A FIRST TIME THE 28<sup>th</sup> DAY OF APRIL 2020;  
READ A SECOND TIME THE 28<sup>TH</sup> DAY OF APRIL 2020;  
READ A THIRD TIME, PASSED THE 28<sup>TH</sup> DAY OF APRIL 2020.

***CORPORATE SEAL***

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 41 (Burnaby) Capital Bylaw No. 2020/21-CPSD41-01 adopted by the Board the 28<sup>th</sup> day of April 2020.

\_\_\_\_\_  
Secretary-Treasurer

**Proposed Budget Calendar  
2020-21 Budget**

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Audience</b>	<b>Location</b>	<b>Notes</b>
5/5/2020	3:30 PM	Q3 and Draft Preliminary Budget Review	Finance Committee	Zoom	Update based on feedback from Trustees
5/11/2020	3:00 PM	Q3 and Preliminary Budget Presentation	Trustees/Partners	Zoom	Coupled with detailed written report
5/11/2020	4:00 PM	Q3 and Preliminary Budget Presentation	Public	Zoom	Coupled with detailed written report
5/19/2020	4:00 PM	Budget Feedback	DPAC	Zoom	
5/20/2020	3:30 PM	Budget Feedback	Trustees/Partners	Zoom	
5/20/2020	4:30 PM	Finance Committee	Finance Committee	Zoom	Finalize budget based on feedback from Partners, Public, DPAC
5/26/2020	5:00 PM	Board Meeting - Budget Bylaw approval	Board	Zoom	