

**DISTRICT OPERATIONS – BUSINESS SERVICES**  
**Reporting to Public Session, Tuesday, June 28, 2022**

**1. School Site Security Update**

Russell Horswill, Secretary-Treasurer, will provide a verbal update on the school site security.

**2. 2022 CCTV Video Surveillance Annual Report**

In accordance with Board Policy, the *Freedom of Information and Protection of Privacy Act* (FIPPA), and the *School Act*, the Burnaby School District establishes the appropriate measures required for video monitoring. The Secretary-Treasurer has provided a detailed project year-end report that is attached for your reference.

**Recommendation:**

THAT the Board of Education receive the 2022 Surveillance (CCTV) Project Year-end Report, as presented.

**3. 2022/2023 Board of Education Meeting Schedule**

A civic election will be held on October 15, 2022, to elect a seven-person Board of Education (Board) for a 4-year term. The Secretary-Treasurer shall convene the first meeting of the Board in accordance to the *Election Act* and the *School Act*.

Russell Horswill, Secretary-Treasurer, has prepared a report containing the proposed 2022/2023 Board of Education Meeting Schedule.

**Recommendation:**

THAT the Board of Education approved the 2022/2023 Board Meeting Schedule and Committee of the Whole Meeting Schedule, as presented.

**4. Board Policy – Notice of Motion**

In April 2021 the Board moved the existing *Policy #1.05 – Trustee Code of Ethics* from the Foundational Policy and is now requesting an updated draft be presented for consideration. In addition, the Board has also attached a draft policy for consideration amending the existing *Policy #7.60 – Childcare Programs in District Facilities*.

If approved for Notice of Motion circulation, feedback received from circulation and a final policy would be presented at the September 27, 2022, Regular Board meeting.

**Recommendation:**

THAT the Board of Education approve *Policy #1.05 – Trustee Code of Conduct and Ethics*

for circulation as Notice of Motion.

AND THAT the Board of Education approve *Policy #7.60.00 – Childcare Programs in District Facilities* for circulation as Notice of Motion.

## **5. 2023/2024 Capital Plan Submission**

The Board is required to submit to the Ministry of Education and Child Care an Annual Five-Year Capital Plan that is supported by a Board Long-Range Facility Plan. A copy of the summary report, 2023/24 Major Capital Program, and Building Envelope Program are attached for reference.

Russell Horswill, Secretary-Treasurer, will present the 2023/24 Capital Plan Submission for board consideration and approval.

### **Recommendation:**

The Ministry of Education and Child Care require two separate motions:

Motion 1                      In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (Major Capital Programs) for 2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education and Child Care.

Motion 2                      In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No.41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (Building Envelope Program) for 2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education and Child Care.

## **6. 2022/23 Annual Facility Grant Expenditure Plan**

The Board is required to submit to the Ministry of Education and Child Care an Annual Five-Year Capital Plan that is supported by a Board Long-Range Facility Plan. A copy of the summary report, 2023/24 Major Capital Program, and Building Envelope Program are attached for reference.

The 2022/2023 Annual Facility Grant Expenditure Plan Submission Summary, totaling \$4,695,153, is provided for information.

Russell Horswill, Secretary-Treasurer, will present the 2022/23 Annual Facility Grant Expenditure Plan for information.

**Recommendation:**

THAT the Board of Education receive the 2022/23 Annual Facility Grant Expenditure Plan as submitted.

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# Board Report

Date: June 28, 2022  
To: Board of Education – Public Meeting  
From: Russell Horswill, Secretary-Treasurer  
Subject: 2022 CCTV Video Surveillance Annual Report

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## **Background:**

The Burnaby Board of Education's 2019-2024 Strategic Plan contains the following objective under the key priority “**A Modern, Safe and Sustainable Learning Environment**”, Goal 2 – Develop a Long-Range Facility Plan consistent with Ministry Guidelines:

- iii) Improve the overall quality of the District's security services, such as video monitoring, building alarms, and security monitoring.

Board Policy #7.80.00 – Surveillance, and Regulation #7.80.01 governs the rules relating to video surveillance in the school district to ensure compliance with the legislative framework.

The collection and use of surveillance footage by a school district constitutes a collection of personal information to which the *Freedom of Information and Protection of Privacy Act* (FIPPA) applies. Accordingly, all collection, use, and disclosure of this information must be authorized under FIPPA.

## **School District Annual Report:**

The installation of CCTV video surveillance systems is common in Burnaby schools. Video surveillance systems are in 100% of secondary schools (8 out of 8), and 70% of elementary schools (28 out of 41). Video surveillance systems are also present in district buildings.

Parkcrest and Seaforth Elementary Schools have gone through the process to have CCTV surveillance systems installed, and this will be presented to the Board of Education at a future date for final consideration. Burnaby North Secondary School have finalized their request to have CCTV surveillance installed in the new school.

The District's Information Technology Department is responsible for managing all aspects of the CCTV video surveillance systems. Attached is the *School District Corporate Surveillance (CCTV) Use Guidelines* (Attachment #1), which establishes necessary rules governing the access, use, and distribution of video footage. The use of CCTV video surveillance is to ensure the preservation of property and for safety purposes.

Required signage is posted on property informing visitors, students, and staff that surveillance technology is in use.

No unnecessary information is obtained, and access/use of the video data is highly controlled through the administrative process and security built into the control devices.

The School District has established the required policy (Policy #7.80.00 – Surveillance) which establishes that appropriate measures are in place to protect the security of the equipment and footage that is obtained. The *Corporate Surveillance (CCTV) Use Guidelines* supplement at an operational level the requirements contained in the policy.

Surveillance (CCTV) Project Year-end Report (Attachment #2) summarizes activities during the 2021/22 school year to maintain CCTV Infrastructure.

CCTV video surveillance systems are one part of the School District's approach to improve overall quality of security services. Other strategies include monitoring of buildings by Custodial Forepersons, RMCP security checks (when required), exterior building lighting, and school/parent/guardian/student education. Together these strategies help to create "A Modern, Safe and Sustainable Learning Environment".

Overall, it is felt that the installation and operation of the video surveillance cameras is accomplishing a purpose set out in section 74.01(1) of the *School Act* to: 1) protect the safety of individuals in a school facility or on school land; 2) protect individual's belongings in a school facility or on school land; or 3) protect school property.

**Recommendation:**

THAT the Board of Education receive the 2022 Surveillance (CCTV) Project Year-end Report, as presented.

# Corporate Surveillance (CCTV) Use Guidelines

## *Operational Considerations*

### Purpose

To ensure that the operation and use of Burnaby School District's surveillance systems is compliant with the stated policy.

### Surveillance Policy

The Corporate Surveillance (CCTV) Use Guidelines are grounded in the District Surveillance Policy, #7.80.00, which is available for review on the district web site. Please ensure you review this [Surveillance Policy](#) annually.

Related Policy: 5.15 Student and Other School Records Access, Storage and Transfer. Section, Student Records (D. Student Photos, Video or Digital Images)

### Authorized Personnel

Only authorized personnel are granted access to the surveillance systems installed. Authorized groups and rights include,

Group	Access Rights
School Principals	Recorded video footage – view only
District Security Officers	Recorded video footage – view only
Facilities Directors and Managers	Recorded video footage – view and export
IT Services Managers	Site and System Management
Designated contractors	Appropriate Temporary Access

### Access Rights

The sharing of system access rights is strictly prohibited. Anyone requiring access must submit an **Avigilon ACC Access Request Form** (page 4 of this document) to the IT Services Help Desk, [helpdesk@burnabyschools.ca](mailto:helpdesk@burnabyschools.ca).

The Avigilon ACC Access Request Form is available on the Staff Portal at, <https://portal.burnabyschools.ca/technology>.

Once approved, IT Services will contact the requestor regarding software installation, training, and access credentials.

### Monitoring Video Footage

Video footage can be monitored only by designated personnel, and from their primary district managed computer or mobile phone. IT Services staff install and maintain the monitoring software. No other personnel are authorized to install the software. IT Services will install monitoring software only on a designated users district managed computer or mobile phone. At no time is monitoring software to be installed on personal computers or mobile phones.

## Retention

The video recording appliances associated with each installed surveillance site are set to retain video footage for a maximum of 30 days. Unless specifically bookmarked, all video footage is overwritten automatically after this 30-day period.

### A Special Note Regarding Retention and Student Records Policy 5.15

Policy 5.15 states in part that,

*Copies of photos, video or digital images used in the rendering of a decision which affects a child must be retained in the Student File for a period of one year.*

System retention guidelines remove video files by default after 30 days unless bookmarked. Staff with access rights should know that:

- if a video is used to identify an individual (student, staff or community member)
- and there is a resulting action impacting that individual  
For example: detention, suspension, expulsion, or court case
- then the associated video(s) must be bookmarked so they are stored for minimally a year. For court cases please confirm requirements with the district Freedom of Information Officer.

## Export and File Sharing

Only designated district personnel are authorized to export video footage. The export of video footage is used to support a current and ongoing school, district, or criminal investigation.

All video footage contains sensitive information and must be treated accordingly. All exported video must be stored securely in a district approved cloud storage applications; O365 OneDrive, Teams, or SharePoint. Video footage can only be shared to designated district personnel or law enforcement via a direct (specific people, view only) link. Video footage may not be downloaded and shared via external media such as flash drives or sd cards.

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# Corporate Surveillance (CCTV) Use Guidelines

*This acknowledgement form will be provided to the employee by the IT Services Help Desk upon the submission of the "Avigilon ACC Access Request Form", completed by the manager/supervisor.*

## Employee Acknowledgement

I acknowledge that I have read and will abide by Burnaby School District's surveillance policy and operational guidelines regarding the use of surveillance (CCTV) systems. In particular, I understand:

1. Only designated personnel are authorized to view video footage;
2. Video footage can only be viewed from authorized district managed devices;
3. The sharing of system access rights is strictly prohibited;
4. New user accounts must be approved before access rights are granted;
5. End user training is required before access rights are granted;
6. The export and sharing of video footage files is restricted to specific district personnel;
7. All exported video footage may only be shared when necessary via approved cloud storage applications directly with recipients, as view only files;
8. System users must not attempt to circumvent any installed software, or IT configuration and use protocols.

Employee's Signature: *(will be completed online)*

Employee's Name: *(will be completed online)*

Date: *(will be completed online)*

Attachment: Avigilon ACC Access Request Form - rev 1.0

# Avigilon ACC Access Request Form

*SD41 Surveillance (CCTV) Project*

*This request form is available to managers/supervisors on the Staff Portal. Upon the submission of the "Avigilon ACC Access Request Form", Help Desk will contact the user to complete their acknowledgement form and provide access.*

## Instructions:

1. All sections of this form are to be completed by Managers/Supervisors
2. All fields marked with an "\*" are mandatory
3. Forms will only be accepted if submitted by an SD41 Manager/Supervisor

## Part 1: Employee Information

☐ New Request      ☐ Change Request

Date \_\_\_\_\_

Employee Name (Last, first,) \_\_\_\_\_

Employee Title or Position \_\_\_\_\_

Network ID \_\_\_\_\_

Primary Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Location \_\_\_\_\_

Note to Help Desk: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Part 2: Approval

By signing this form, I approve the access request and verify that \_\_\_\_\_  
requires access to be added or changed (as indicated in this form) to perform his/her job duties.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Please attach this form to your Help Desk Service Request email, [helpdesk@burnabyschools.ca](mailto:helpdesk@burnabyschools.ca).**

Thank you,

Help Desk  
Information Technology Services

## **Surveillance (CCTV) Project Year-End Report Attachment #2**

### **School Year 2021-2022**

Following on the success of the initial 2020 surveillance (CCTV) upgrade projects at Maywood, Cariboo Hill, and Byrne Creek, four additional phases of activities have been undertaken.

### **Recording Appliance Retrofit**

In this phase of activities, fifteen (15) sites had their Network Video Recorder (NVR) upgraded to our new standard recording device. The replacement of cameras was not in scope for this project.

### **Annual Facilities Grant**

In this phase of activities, four (4) sites received a full upgrade to their surveillance (CCTV) systems. These included Brantford and Twelfth Avenue Elementary Schools, Gilmore Community School, and Burnaby Mountain Secondary School.

Through the support of ongoing AFG funding through 2025-26 the goal is to incorporate all fifty-two (52) sites into the upgraded surveillance (CCTV) system environment.

### **Operational Support**

This phase of activities was primarily focused on addressing issues of vandalism, graffiti, and break-ins, as well as undertaking minor functionality improvements.

- Gilmore front entrance to address an area of restricted visibility.
- Morley to address vandalism in inner courtyard.
- Burnaby Mountain to address vandalism of EV charging station.
- Forest Grove to address vandalism in staff parking lot.
- Brentwood Park to address window breakage and issues in covered areas.
- Buckingham to address repeat break-ins to portables.
- Capitol Hill to address vandalism in staff parking lot.
- Alpha NVR upgrade to improve functionality.
- Chaffey-Burke to address an ongoing issue with graffiti at that site.

Additionally, surveillance (CCTV) systems were installed at the District Maintenance Shop and the IT Services storage area on Nelson Avenue to support the activities at those sites.

### **Seismic**

Full surveillance system upgrades for Seaforth and Parkcrest Elementary Schools, and Burnaby North Secondary School are being installed as part of those seismic projects.

A further seven (7) sites will be upgraded as those planned seismic projects come online.

## Summary of Activities

Through these four phases of activities:

- Thirty-seven (37) sites incorporate upgraded Network Video Recorders offering enhanced capabilities and controlled access for principals.
- To date, three hundred thirty-six (336) new or replacement cameras have been added.
- Nine (9) sites will leverage planned seismic projects funding and be upgrades as part of these projects.
- Eleven (11) sites currently have partial or no existing surveillance (CCTV) systems. Future projects for these sites will require the school to complete the approval process provided for in Board Policy.
- All sites other than those tied to pending seismic projects will be upgraded by June 2026.

The following tables summarizes state of surveillance installations across the district.

### Elementary Schools with Surveillance (CCTV) Systems

Site	Notes
Armstrong	New NVR only, AFG 2021-22
Aubrey	New NVR only, AFG 2021-22
Brantford	Full upgrade, AFG 2021-22
Brentwood Park	New NVR only, AFG 2021-22
Buckingham (portables only)	Partial upgrade, AFG 2021-22 Remainder of school to be upgraded in 2022-23
Cameron	New NVR only, AFG 2021-22
Capitol Hill (staff parking only)	Partial upgrade, AFG 2021-22 Remainder of school to be upgraded in 2023-24
Cascade Heights	Full upgrade Pending future seismic project funding
Chaffey-Burke	New NVR only, AFG 2021-22
Clinton	New NVR only, AFG 2021-22
Forest Grove	New NVR only, AFG 2021-22
Gilmore Community	Full upgrade, AFG 2021-22
Gilpin	New NVR only, AFG 2021-22
Glenwood	New NVR only, AFG 2021-22
Inman	New NVR only, AFG 2021-22
Kitchener	Full upgrade Pending future seismic project funding
Lakeview	New NVR only, AFG 2021-22
Lochdale Community	New NVR only, AFG 2021-22
Marlborough	Old system Pending future seismic project funding
Maywood Community	Full upgrade, AFG 2020-21
Morley	New NVR only, AFG 2021-22
Nelson	New NVR only, AFG 2021-22
Parkcrest	Full upgrade Seismic project funding 2021-22
Rosser	Full upgrade Pending future seismic project funding

### Elementary Schools with Surveillance (CCTV) Systems

Site	Notes
Seaforth	Full upgrade Seismic project funding 2021-22
Sperling	New NVR only, AFG 2021-22
South Slope	Full upgrade, AFG 2025-26
Stoney Creek Community	Full upgrade Pending future seismic project funding
Stride Avenue Community	Full upgrade Pending seismic project funding
Twelfth Avenue	Full upgrade, AFG 2021-22
University Highlands	Full upgrade, AFG 2022-23
Westridge	Full upgrade, AFG 2022-23

### Elementary Schools without Surveillance (CCTV) Systems

Site	Notes
Buckingham	Approval req'd, AFG 2022-23 Remaining campus
Capitol Hill	Approval req'd, AFG 2023-24
Confederation Park	Approval req'd, AFG 2023-24
Douglas Road	Approval req'd, AFG 2024-25
Edmonds Community	Approval req'd, AFG 2024-25
Lyndhurst	Approval req'd, AFG 2024-25
Montecito	Approval req'd, AFG 2024-25
Second Street Community	Approval req'd, AFG 2024-25
Suncrest	Approval req'd, AFG 2025-26
Taylor Park	Approval req'd, AFG 2025-26
Windsor	Approval req'd, AFG 2025-26

### Secondary Schools with Surveillance (CCTV) Systems

Site	Notes
Alpha	New NVR only, AFG 2021-22
Byrne Creek	Full upgrade, AFG 2020-21
Burnaby Central	Full upgrade, AFG 2022-23
Burnaby Mountain	Full upgrade, AFG 2021-22
Burnaby North	Full upgrade Seismic project funding 2021-22
Burnaby South	Full upgrade, AFG 2023-24
Cariboo Hill	Full upgrade, AFG 2020-21
Moscrop	Full upgrade Pending future seismic project funding

### District Sites with Surveillance (CCTV) Systems

Site	Notes
School District Office	Full upgrade, SBO Project 2021-22
Maintenance Services Centre	Full upgrade, other funding 2021-22
IT Services CSS Storage Facility only	Full upgrade, other funding 2021-22

**Corporate Surveillance (CCTV) Use Guidelines**

The District's surveillance (CCTV) operational use guidelines remain unchanged for 2021-22. All staff with access to our corporate surveillance (CCTV) system will be prompted to review and update their acknowledgement of the guidelines on an annual basis.

**Future Planning**

Beyond the 2025-26 school year, a new AFG plan will be established to upgrade existing cameras and add cameras at the fifteen (15) elementary sites that previously received an upgrade to their recording appliance (Network Video Recorder – NVR) only.

Ken Kiewitz  
Manager, IT Services

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# Board Report

Date: June 28, 2022  
To: Board of Education – Public Meeting  
From: Russell Horswill, Secretary-Treasurer  
Subject: 2022/2023 Board of Education Meeting  
Schedule

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## **Background:**

A civic election will be held on October 15, 2022, to elect a seven-person Board of Education (Board) for a 4-year term. The *Election Act* and *School Act* provide specific dates that govern the election and subsequent swearing in of the successful candidates. The Board Procedural Bylaw indicates "following a general election of Trustees, the Secretary-Treasurer shall convene the first meeting of the Board in accordance to the *Election Act* and the *School Act* ... The Secretary-Treasurer will announce the result of the general election at the inaugural meeting of the newly elected Board".

## **Information:**

### Board Meeting Schedule

The meeting schedule proposed for the 2022/2023 school year, as provided for the Board Procedural Bylaw, is:

- September 27, 2022 (existing Board)
- November 22, 2022 (inaugural meeting/swearing in ceremony)
- December 13, 2022
- January 24, 2023
- February 28, 2023
- March 28, 2023
- April 25, 2023
- May 30, 2023 (adjusted for calendar conflict)
- June 27, 2023

Regular meetings of the Board will commence at 7:00 pm unless amended by the Board.

### Committee of the Whole Meeting Schedule

The Committee of the Whole proposed meeting schedule for the 2022/2023 school year is:

- January 09, 2023
- February 13, 2023
- April 10, 2023
- May 08, 2023
- June 12, 2023

Committee of the Whole meetings will commence at 5:00 pm unless amended by the Board.

Special Board and Committee meetings can be called as needed, which is provided for in the Board Procedural Bylaw.

**Recommendation:**

THAT the Board of Education approved the 2022/2023 Board Meeting Schedule and Committee of the Whole Meeting Schedule, as presented.

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# Board Report

Date: June 28, 2022  
To: Board of Education – Public Meeting  
From: Russell Horswill, Secretary-Treasurer  
Subject: Board Policy – Notice of Motion

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## **Background:**

### Trustee Code of Conduct and Ethics

In April 2021 the Board of Education (Board) moved the existing *Policy #1.05 – Trustee Code of Ethics* from the Foundational Policy, resulting in a standalone policy on this matter. The Board, through their governance work, requested an updated draft be presented for consideration that incorporated changes to further clarify acceptable conduct and to make more clear ethical considerations.

### Childcare Policy

In 2020 the BC Government amended *The School Act* to require Boards of Education to establish policies promoting the use of board property by childcare providers between the hours of 7:00 am and 6:00 pm. Additionally, the Minister of Education and Child Care issued Ministerial Order M326 – Childcare Order, which established further requirements for the Board to adopt a childcare policy consistent with *The School Act* and the order. Attached is a draft policy for Board consideration amending the existing *Policy #7.60 – Childcare Programs in District Facilities* to be compliant with Ministerial direction.

If approved for Notice of Motion circulation, feedback received from circulation and a final policy would be presented at the September 27, 2022, public Board meeting.

## **Recommendation:**

THAT the Board of Education approve *Policy #1.05 – Trustee Code of Conduct and Ethics* for circulation as Notice of Motion.

AND THAT the Board of Education approve *Policy #7.60.00 – Childcare Programs in District Facilities* for circulation as Notice of Motion.

## TRUSTEE CODE OF **CONDUCT AND ETHICS**

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The *School Act* states that the rights, powers, duties, and liabilities of the Board rest only with the legally constituted Board as a whole, not with committees of the Board or with individual trustees. Members of the Board exercise their powers and responsibilities as a matter of public trust, and only when the Board is officially in session.

However, it is recognized that Board members hold considerable influence as a result of being elected to public office as a trustee. It is also understood that the Board's ability to influence public policy in matters of education is related to the community perception of the Board as an effective corporate entity through its conduct of the public business.

Therefore, it is important that the Board and its individual members conduct themselves in an ethical and business-like manner. This commitment includes proper use of authority, appropriate decorum in individual and group behaviour, and fair and respectful treatment of students, parents, staff, members of the community and other Board members. Board Policy #1.00 – Foundation Statement shall guide trustees in their deliberations.

### **POLICY**

**THE BOARD OF EDUCATION OF THE BURNABY SCHOOL DISTRICT, COMPRISED OF ELECTED MEMBERS OF THE COMMUNITY, IS FUNDAMENTAL TO THE EFFECTIVENESS OF THE PUBLIC EDUCATION SYSTEM FOR THE BURNABY COMMUNITY. IN ACCORDANCE WITH THE SCHOOL ACT, THE BOARD'S DUTY IS TO GOVERN THE DISTRICT AND SCHOOLS IN ACCORDANCE WITH SPECIFIED POWERS IN A FISCALLY RESPONSIBLE AND COST-EFFECTIVE MANNER.**

**IN ORDER TO FULFILL THE BOARD'S RESPONSIBILITIES IN AN ETHICAL AND BUSINESS-LIKE MANNER, A TRUSTEE CODE OF **CONDUCT AND ETHICS** IS CONSIDERED CRITICAL FOR:**

- **ABIDING BY THE SCHOOL ACT, THE OATH OF ALLEGIANCE AND THE OATH OF OFFICE;**
- **GUIDING TRUSTEE BEHAVIOR IN THEIR INTERACTIONS AS A MEMBER OF THE BOARD, AND WITH MEMBERS OF THE COMMUNITY;**
- **DETERMINING HOW TRUSTEES UNDERTAKE THEIR ROLE AND THE EXPECTATIONS REQUIRED OF THEM;**
- **ADVOCATING FOR LEARNERS IN THE COMMUNITY; AND**
- **INSTILLING THE COMMUNITY'S TRUST IN THE PUBLIC EDUCATION SYSTEM.**

**THE BOARD OF EDUCATION IS COMMITTED TO ETHICAL CONDUCT AND TO THE RESPONSIBILITY OF TRUSTEES TO PROPERLY DISCHARGE THEIR DUTIES AND TO CONDUCT THEMSELVES WITH DECORUM AND PROFESSIONALISM.**

## REGULATIONS

Therefore, the following is the Trustee Code of **Conduct and** Ethics for the Burnaby Board of Education:

1. Confidentiality  
Trustees will deal appropriately with sensitive issues and maintain the confidentiality of discussions that take place during in-camera sessions.
2. Decision Making  
Trustees will base decisions upon all available facts in each situation and vote their honest and unbiased conviction in every case, recognizing that their primary duty is to represent the district in the best interests of learners and the Burnaby community. Trustees will respect and abide by the majority decisions made by the Board.
3. Ethical and Respectful Behavior  
Trustees will maintain the highest standards of civility and respect accorded to public office and refrain from unwarranted criticism of fellow Board members, or district employees. Trustees will work with their fellow board members in a spirit of harmony and co-operation.
4. Legal Authority  
As individuals, Trustees will have no Board authority outside the meetings of the Board unless the Board has so delegated.
5. Integrity  
Trustees will do everything possible to maintain the integrity, confidence and dignity of the office of School Trustee and will not use their position for personal advantage or for the advantage of friends and/or family.
6. Inclusivity  
Trustees will welcome and encourage active participation by community residents, organizations, learners, parents and staff in the district in order to develop and support the best programs, which meet the educational needs of all learners.
7. Responsibility  
Each trustee will devote time, thought and study of the issues in order to provide effective decision-making.
8. Duty of Board  
A primary function of the Board is to establish the policies by which the school district is administered. The day-to-day administration of the educational program and conduct of the school operation is the responsibility of the Superintendent of Schools and district staff.

9. Board Communication

The Board Chair shall provide official communication on behalf of the Board. Individual Trustees will refrain from speaking on behalf of the Board, but may express their own views in a manner consistent with this Code of Conduct and Ethics. Trustees who are asked a question by the media pertaining to Board decisions shall refer the enquiry to the Board Chair for a response.

10. Delegation of Authority

Board members will establish policies by which the District and schools are administered. Board members recognize that the education program and the conduct of school business will be left to the Superintendent/Chief Executive Officer and Secretary-Treasurer/Corporate Financial Officer as designated by the School Act, Regulations, Ministerial Orders and Board Policy.

11. Working Relationships

Trustees shall work with fellow board members in a spirit of harmony and cooperation and be respectful of differences of opinion. Trustees shall refrain from making discrediting comments about others, engaging in unwarranted criticism, or taking private action that could compromise the integrity or authority of the Board. Trustees shall observe proper decorum and encourage full, open, and courteous discussions in all matters with other Trustees.

12. Social Media

Trustees are individually responsible for the content of their comments, posts and “likes” on social media and must ensure that their use of social media is consistent with the Trustee Code of Conduct and Ethics.

13. Financial Stewardship

Trustees acknowledge that the expenditure of funds is a community trust and will endeavor to see that funds are expended efficiently, economically and in the best interest of the learners. Trustees shall carry out this function in an open and collaborative manner.

14. Conflict of Interest

Whenever a decision is required on any matter, Trustees are to declare any conflict of interest and will not participate in, vote on, or exert influence on, the decision in which the trustee has a conflict of interest. Trustees shall familiarize and comply with *School Act (Part 5 – Conflict of Interest)*. Other trustees, the Superintendent, and the Secretary Treasurer, may bring forward to a trustee a concern with respect to a real, potential, or perceived conflict of interest. A trustee may request guidance from other trustees, the Superintendent, and the Secretary Treasurer in regard to conflict-of-interest matters.

15. Superintendent Evaluation

Trustees recognize that only the Board and not individual trustees, may assess the Superintendent's performance.

The board shall review this policy within six months of the Inaugural Board Meeting.

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Date Adopted: 2008-09  
Date(s) Revised: 2021-04-27

Cross References:  
*Statutory:* **School Act – Part 5**  
Other:

## **CHILDCARE PROGRAMS IN DISTRICT FACILITIES**

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### **PREAMBLE**

~~The Board of Education supports the use of its property by licensed Childcare providers between the hours of 7 a.m. and 6 p.m. on weekdays, provided the property is not required for K-12 educational programs, early learning programs, or extra-curricular activities and does not disrupt or interfere with the provision of education activities.~~

The purpose of this policy is to provide guidance with respect to how the Board will promote the use of board property for the provision of childcare programs between the hours of 7 a.m. and 6 p.m. on business days by either the Board or third-party licensees. The use of board property by licensed childcare providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.

### **POLICY**

**THE BOARD OF EDUCATION IS SUPPORTIVE OF THE POSITIVE COMMUNITY BENEFITS THAT OCCUR WHEN APPROPRIATE SCHOOL DISTRICT SPACES OR SITES ARE UTILIZED BY NON-PROFIT\*, LICENSED CHILDCARE PROVIDERS.**

\*A corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive.

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Date Adopted: 2014-04  
Date(s) Revised: 2021-XX

Cross References:  
Statutory: *School Act, Section 85.1-.4*  
*Ministerial Order M326*  
Other:

## REGULATIONS AND PROCEDURES

### POLICY #7.60.01

## CHILDCARE PROGRAMS IN DISTRICT FACILITIES

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### POLICY

**THE BOARD OF EDUCATION IS SUPPORTIVE OF THE POSITIVE COMMUNITY BENEFITS THAT OCCUR WHEN APPROPRIATE SCHOOL DISTRICT SPACES OR SITES ARE UTILIZED BY NON-PROFIT, LICENSED CHILDCARE PROVIDERS.**

### ~~ADMINISTRATIVE REGULATIONS AND PROCEDURES~~

### OBJECTIVES

1. Maximize the positive use of school district vacant spaces or sites to serve community needs, when available.
2. **Provide** appropriate school district spaces or sites ~~to be available~~ to non-profit licensed childcare providers, ~~if conditions are met~~. **when a need is confirmed to the Board and the Board confirms space is to be made available.**

### DEFINITIONS

1. In this Policy, the terms “Board property,” “business day,” “childcare program,” “educational activities” and “licensee” have the meanings given to those terms in the School Act.
2. “Direct and indirect costs” include:
  - a. Utilities;
  - b. Maintenance and repair;
  - c. A reasonable allowance for the cost of providing custodial services; and,
  - d. A reasonable allowance for time school district administrators and other staff spend on matters relating to the use of Board property by licensed childcare providers.

### GUIDING PRINCIPLES

#### 1. Program Review

The Board will, on an ongoing basis, assess community need for childcare programs on Board property, through a process of engagement with employee groups, parents and guardians, Indigenous community representatives, Indigenous rightsholders, Indigenous service providers, existing district contracted childcare operators, and the City of Burnaby. The process for periodic engagement will be reviewed on an ongoing basis and shall be conducted in a manner acceptable to the Board.

## **2. Board Operated Childcare**

If childcare programs are to be provided on Board property, the Board will consider, on an ongoing basis, whether those programs are best provided by licensees other than the Board, the Board, or a combination of both. Prior to entering into or renewing a contract with a licensee other than the Board to provide a childcare program on Board property, the Board will consider:

- a. Whether it is preferable for the Board to become a licensee and operate a childcare program directly;
- b. the availability of school district staff to provide before and after school care; and,
- c. whether, with respect to a licensee seeking renewal or extension of a contract, the licensee has performed its obligations under this Policy and its contract with the Board, with specific regard to performance in respect of providing an inclusive childcare program and one that promotes indigenous reconciliation in childcare.

If the Board decides to operate a childcare program, the Board will ensure that it is operated in a manner that:

- a. fosters Indigenous reconciliation in childcare. In particular, the childcare program will be operated consistently with the following principles of the British Columbia Declaration on the Rights of Indigenous Peoples Act:
- b. Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and
- c. “Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education”; and,
- d. is inclusive and consistent with the principles of non-discrimination set out in the British Columbia Human Rights Code.

## **3. Licensed Operator Childcare**

In selecting licensees other than the Board to operate a childcare program, the Board through a Request for Proposal process will give special consideration to the candidates’ proposals that:

- a. provide inclusive childcare;
- b. foster Indigenous reconciliation in childcare;
- c. maintain a program philosophy and management concept congruent with the values of this policy and the Board Strategic Plan;
- d. demonstrated successful experience as a licensed childcare operator;
- e. willing to offer extended hours of operation, including weekends when demand exists;
- f. are willing to opt into the Provincial Fee Reduction Initiative; and,
- g. demonstrate financial stability.

## **4. Program Fees**

Childcare programs, if operated by the Board, will be operated for a fee no greater than the direct costs the Board incurs in providing the childcare program. Fees for the use of Board property by licensees other than the Board will not exceed the direct and indirect costs the Board incurs in making Board property available for the childcare program, as provided for in the School Act and set by the Secretary Treasurer from time to time.

~~5. If childcare programs are operated by a licensee other than the Board, the Board will require the licensee to agree to comply with this Policy. (See 8 b.)~~

**6. License to Occupy**

Any contract with a licensee other than the Board, to provide a childcare program on Board property must be in writing and subject to review no less than every two (2) years. The contract, which be in the form of a License to Occupy, must contain:

- a. a description of the direct and indirect costs for which the licensee is responsible;
- b. an agreement by the licensee to comply with this policy and all other applicable policies of the Board;
- c. a provision describing how the agreement can be terminated by the Board or the licensee;
- d. an allocation of responsibility to ensure adequate insurance is in place to protect the interests of the Board;
- e. a statement that the agreement can only be amended in writing, signed by the Board and the licensee;
- f. a requirement for the licensee to maintain appropriate standards of performance; and,
- g. a requirement that the licensee must at all times maintain the required license to operate a childcare facility.

**7. Change of Property Use**

The Board shall provide written notification to the Minister of Education when the Board decides to change the use of board property that is being used for providing childcare programming.

**Note: Red text that is not underlined comes from the BCSTA Childcare Policy template.**

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Date Adopted: 2014-04  
Date(s) Revised: 2021-XX

Cross References:  
Statutory: *School Act, Section 85.1-.4*  
*Ministerial Order M326*  
Other:

## **ADMINISTRATIVE PROCEDURES**

### **POLICY #7.60.AP**

## **CHILDCARE PROGRAMS IN DISTRICT FACILITIES**

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### **POLICY:**

**THE BOARD OF EDUCATION IS SUPPORTIVE OF THE POSITIVE COMMUNITY BENEFITS THAT OCCUR WHEN APPROPRIATE SCHOOL DISTRICT SPACES OR SITES ARE UTILIZED BY NON-PROFIT, LICENSED CHILDCARE PROVIDERS.**

### **ADMINISTRATIVE PROCEDURE**

The following procedures have been developed to assist individuals and groups who are interested in operating a licensed childcare program within an operating school district facility, or on a school site.

1. The licensed childcare provider must request in writing to the school district's Deputy Superintendent (or designate) a preliminary review to determine the feasibility of accommodating the specific request for childcare space.
2. Following an initial request to the district a preliminary review will be undertaken, to determine if the identified site can accommodate the program using the guidelines set out in **addendum A**.
3. If the preliminary review determines that a portable/modular building can be placed on the school site or that there is a space within the school that can be converted for childcare, then a formal proposal needs to be developed by the organizing group or operator. This proposal should address and provide background information to the points outlined in the district's guidelines for developing and establishing childcare programs using district facilities or grounds as set out in **addendum B**.
4. The completed proposal should be submitted to the school district's Secretary Treasurer with a copy to the district's youth and community services division.
5. The district's Buildings and Grounds Committee will consider the request and make a recommendation to the Board of Education. The organizing group/operator will be advised of the Board's decision.
6. The licensed childcare provider must sign the district's *License and Operating Agreement* and meet all of its conditions.

~~7. Rental Rates for childcare programs will be established equal to the direct and indirect costs incurred and to be incurred by the district as a result of the childcare program. Rental agreements existing as of March 14, 2013 may be grandfathered for a period of time.~~

#### **Addendum A**

- ~~• Is there a space within the school that can accommodate the proposed childcare program?  
If yes, would this space meet childcare licensing regulations?  
If yes, could this space be dedicated for childcare use for a minimum of five years?  
If yes, could this space be shared with other school/community programs?~~
- ~~• Is there space on the school's grounds that could accommodate a portable/modular childcare building that meets licensing regulations?  
If yes, would the placement of a portable/modular building significantly impact the:  
a) school's instructional program?  
b) school's playground and sports field?  
c) safety and security of students?  
d) ability of the school to expand for increased enrolment?  
e) relationship with the school's neighbours?  
f) the district's use of the school or site for other purposes  
If yes, could the portable/modular building be shared with other school/community programs?  
If yes, is there a portable building in the district's inventory that can be used for the Childcare program?~~
- ~~• Estimate the direct and indirect costs to be incurred by the district as a result of the childcare program.~~

#### **Addendum B**

- ~~• The proposal should specify that the childcare program request is for:  
a) use of space within the school  
b) use of a school district portable building  
c) use of school grounds for the placement of "privately owned" portable/modular building~~
- ~~• If the request is for the use of a school district portable building, the proposal should clearly specify the manner and timeline in which the district will be reimbursed for all costs associated with (a) placing the portable on the grounds (b) renovating the portable to meet licensing regulations and program requirements.~~
- ~~• What kind of childcare is being considered?  
a) out of school care  
b) infant/toddler daycare  
c) 3-5-year-old care  
d) pre-school program  
e) special needs  
f) child minding~~
- ~~• Is there a documented need for childcare services in the neighbourhood?~~
- ~~• Has a neighbourhood childcare needs assessment been conducted?~~

- ~~Will the proposed childcare program be in competition with existing Childcare services within the immediate community?~~
- ~~Does this childcare proposal have the support of:~~
  - ~~a) the school administrator/staff?~~
  - ~~b) the school's parent advisory committee?~~
- ~~Would the placement of a portable/modular childcare building on the school grounds significantly impact:~~
  - ~~a) traffic flow in the neighbourhood?~~
  - ~~b) parking in the neighbourhood?~~
  - ~~c) view and aesthetics of the neighbourhood?~~
  - ~~d) the school's immediate neighbours?~~
- ~~What would be the hours/days/months of operation?~~
- ~~Would the proposed childcare space be available for other community programs when not in operation?~~
- ~~If yes, how much time would be available for these other programs (hours/days/months)?~~
- ~~Who would be the operator of the childcare program? It should be noted that community serving childcare programs operated by not-for-profit community organizations receive priority over commercial or independent businesses who may want to operate a program in a school or on school sites.~~
- ~~What is the targeted starting date for the childcare program?~~

Date Adopted: 2014-04  
 Date(s) Revised: 2021-XX

Cross References:  
 Statutory: *School Act, Section 85.1-.4*  
*Ministerial Order M326*  
 Other:

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# Board Report

Date: June 28, 2002  
To: Board of Education – Public Meeting  
From: Russell Horswill, Secretary-Treasurer  
Subject: 2023/2024 Capital Plan Submission (Major & BEP)

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## **Background:**

The Burnaby Board of Education's 2019-2024 Strategic Plan contains the following goals under the key priority "**A Modern, Safe, and Sustainable Learning Environment**":

Goal 2 – Develop a Long-Range Facility Plan consistent with Ministry Guidelines.

Goal 3 – Increase District awareness of climate change and decrease the District's environmental impact.

The Burnaby Board of Education (Board) is required to submit to the Ministry of Education and Child Care an Annual Five-Year Capital Plan that is supported by a Board Long-Range Facility Plan. Attached is a summary report of the Major Project and Building Envelope Projects for the 2023/2024 Capital Plan Submissions. Also attached is a summary of the 2023/24 Major Capital Program (\$440,711,600) and Building Envelope Program (\$1,014,000) project submissions.

The Minor Capital Program submission is due to the Ministry by September 30, 2022, and the approval resolution will be presented at the September 27, 2022, Regular Board meeting.

## **Recommendation:**

The Ministry of Education and Child Care require two separate motions:

- Motion 1      In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (Major Capital Programs) for 2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education and Child Care.
- Motion 2      In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No.41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (Building Envelope Program) for 2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education and Child Care.

**Major Capital Program****2023/24 Capital Plan Submission Board Resolution**

In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (Major Capital Programs) for 2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Five-Year Capital Plan (Major Capital Programs) for 2023/24 adopted by the Board of Education, on this the 28<sup>th</sup> day of June 2022.

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Secretary-Treasurer Signature  
Russell A. Horswill, DBA

**Building Envelope Program****2023/24 Capital Plan Submission Board Resolution**

In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No.41 (Burnaby) hereby approves the proposed Five-Year Capital Plan (Building Envelope Program) for 2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Five-Year Capital Plan (Building Envelope Program) for 2023/24 adopted by the Board of Education, on this the 28<sup>th</sup> day of June 2022.

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Secretary-Treasurer Signature  
Russell A. Horswill, DBA

# Submission Summary

<b>Submission Summary:</b>	Major 2023/2024   2022-06-30
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Burnaby (SD41)
<b>Open Date:</b>	2022-04-01
<b>Close Date:</b>	2022-06-30
<b>Submission Status:</b>	Draft

Submission Category	Sum Total Project Cost
New School	\$61,508,964
Addition	\$66,041,798
Replacement/Renovation	\$81,672,865
Seismic	\$108,487,973
Site Acquisition	\$123,000,000
<b>Total</b>	<b>\$440,711,600</b>

ADDITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150071	Kitchener Elementary	Addition	Addition of 20K/80E from 40K/425E.  Kitchener Elementary addition planning linked to Brentwood Park Elementary planning. Both schools will absorb the Brentwood Town Centre population growth until the new Brentwood Town Centre site acquisition / new school can be resolved.	\$10,215,055
2	150084	Maywood Community Elementary	Addition	Addition of 40K / 150E from 40K / 425E	\$9,000,705
3	150022	Burnaby Central Secondary	Addition	Addition of 100S from 1300S to 1400S	\$9,992,528
4	150091	Nelson Elementary	Addition	Addition of 40K/125E from 60K/400E  Nelson Elementary school growth coming from the Metro Town Centre development. Nelson and Maywood Elementary Schools will absorb most of the population growth from this development.	\$8,114,957
5	150129	Taylor Park Elementary	Addition	Addition of 20K/100E from 20K/325E  Taylor Park and Stride Elementary schools will absorb the population growth from the Edmonds and area development. Full replacement of Stride School has been approved.	\$6,050,899
6	150024	Cameron Elementary	Addition	Addition of 175E to 80K/625E  Final PDR submitted for the Cameron SMP/ADD project. While not the lowest cost option, the full replacement funded by the Ministry has been requested as part of the district response to the Lougheed Town Centre Development. This Addition is a phase 2 expansion to the current supported project.	\$7,880,399

# Submission Summary

7	150125	Stride Avenue Community Elementary	Addition	Addition of 20K/100E from 40K/375E to 60K/475E  Stride Avenue and Taylor Park Elementary schools will absorb the population growth from the Edmonds and area development. Full replacement of Stride School has been approved. This project is a phase 2 addition to the new school being built.	\$6,750,240
8	150122	Sperling Elementary	Addition	Addition of 40K/125E from 60K/350E	\$8,037,015
				Submission Category Total:	<b>\$66,041,798</b>
NEW SCHOOL					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150163	Brentwood Town Centre	New (School)	New 415 (40/375) Elementary School on newly acquired school site in Brentwood Town Centre. Project Definition Report will confirm school size.	\$34,112,503
2	152981	Lougheed Town Centre	New (School)	New School - Lougheed Town Centre Develop[ment]	\$27,396,461
				Submission Category Total:	<b>\$61,508,964</b>
REPLACEMENT/RENOVATION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150254	Douglas Road Elementary	Full Replacement	Replace entire building	\$28,760,851
2	150295	Suncrest Elementary	Full Replacement	Replace entire building	\$24,033,819
3	150298	Westridge Elementary	Full Replacement	Replace entire building	\$28,878,195
				Submission Category Total:	<b>\$81,672,865</b>
SEISMIC					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150367	Glenwood Elementary	Upgrade	Seismic Mitigation	\$14,534,891
2	150394	Kitchener Elementary	Upgrade	Seismic Mitigation	\$12,092,482
3	150408	Maywood Community Elementary	Upgrade	Seismic Mitigation	\$20,807,836
4	150414	Moscrop Secondary	Upgrade	Seismic Mitigation	\$31,582,896
5	150464	Stoney Creek Community Elementary	Upgrade	Seismic Mitigation	\$12,654,982
6	150446	Rosser Elementary	Upgrade	Seismic Mitigation	\$6,316,910
7	150327	Cascade Heights Elementary	Upgrade	Seismic Mitigation	\$3,603,325
8	150349	Ecole Marlborough Elementary	Upgrade	Seismic Mitigation	\$6,894,651
				Submission Category Total:	<b>\$108,487,973</b>
SITE ACQUISITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150485	Brentwood Town Centre	Site Acquisition	New 415 K-7 elementary school (40K/375E).	\$30,000,000
2	150486	Burnaby South Secondary	Site Acquisition	Finalize payment to City of Burnaby for land aggregation - residential property to create school site.	\$3,000,000

## Submission Summary

3	150503	Edmonds Town Centre	Site Acquisition	New 240 K-7 elementary school (40K/200E) - designed to expand to a 80K/450E. 2.5 Ha site.	\$30,000,000
4	150513	Lougheed Town Centre	Site Acquisition	New 240 K-7 elementary school (40K/200E) - designed to expand to a 80K/450E. 2.5 Ha site.	\$30,000,000
5	154151	Bainbridge Town Centre	Site Acquisition	Purchase new school site in the Bainbridge development area. This is a new development area being zoned by the City of Burnaby, which will include a school site combined with a City park.	\$30,000,000
Submission Category Total:					<b>\$123,000,000</b>

## Submission Summary

<b>Submission Summary:</b>	Major 2023/2024   2022-07-15
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Burnaby (SD41)
<b>Open Date:</b>	2022-04-01
<b>Close Date:</b>	2022-07-15
<b>Submission Status:</b>	Draft

Submission Category	Sum Total Project Cost
BEP	\$1,014,000
<b>Total</b>	<b>\$1,014,000</b>

BEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	150595	Maywood Community Elementary	Renovation (BEP)	Building envelope upgrade	\$1,014,000
Submission Category Total:					<b>\$1,014,000</b>

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# Board Report

Date: June 28, 2022  
To: Board of Education – Public Meeting  
From: Russell Horswill, Secretary-Treasurer  
Subject: 2022/2023 Annual Facility Grant Expenditure Plan

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## **Background:**

The Burnaby Board of Education's 2019-2024 Strategic Plan contains the following goals under the key priority "**A Modern, Safe, and Sustainable Learning Environment**":

Goal 2 – Develop a Long-Range Facility Plan consistent with Ministry Guidelines.

Goal 3 – Increase District awareness of climate change and decrease the District's environmental impact.

The Burnaby Board of Education (Board) is required to submit to the Ministry of Education and Child Care an Annual 5-Year Capital Plan that is supported by a Board Long-Range Facility Plan. Major, Building Envelope, and Minor projects require a resolution from the Board authorizing the submission. The development and implementation of the Annual Facility Grant Expenditure Plan does not require a Board motion.

The 2022/2023 Annual Facility Grant Expenditure Plan Submission Summary, totaling \$4,695,153, is provided for information.

## **Recommendation:**

THAT the Board of Education receive the 2022/23 Annual Facility Grant Expenditure Plan as submitted.

## Submission Summary

<b>Submission Summary:</b>	AFG 2022/2023   2022-05-31
<b>Submission Type:</b>	Annual Facility Grant - Expenditure Plan
<b>School District:</b>	Burnaby (SD41)
<b>Open Date:</b>	2022-04-01
<b>Close Date:</b>	2022-05-31
<b>Submission Status:</b>	Submitted

Submission Category	Sum Total Project Cost
AFG	\$4,695,153
<b>Total</b>	<b>\$4,695,153</b>

AFG			
Facility/Site	Project Type	Project Description	Total Project Cost
Alpha Secondary	Plumbing (AFG)	Cafeteria Kitchen	\$60,000
Alpha Secondary	Interior Construction (AFG)	Weight Room Rubber Tile	\$22,000
Alpha Secondary	Electrical (AFG)	Service and Cleaning High Voltage Mech Maint	\$10,700
Aubrey Elementary	Roofing (AFG)	Re-roof Area 1	\$91,600
Aubrey Elementary	Interior Construction (AFG)	Classroom Sheet Goods: Rooms 105, 126, 142, 146, 193	\$26,000
Aubrey Elementary	Interior Construction (AFG)	General Office Cpt & Principals' Office	\$2,000
Aubrey Elementary	Electrical (AFG)	P/A Replacement	\$35,000
Aubrey Elementary	Electrical (AFG)	Lighting Upgrade Phase 2	\$40,000
Buckingham Elementary	Electrical (AFG)	CCTV Project	\$48,009
Burnaby Central Secondary	HVAC (AFG)	COP Energy Project	\$50,000
Burnaby Central Secondary	Electrical (AFG)	CCTV Project	\$88,817
Burnaby North Secondary	Electrical (AFG)	Capital Support CCTV	\$587,025
Burnaby South Secondary	Site Upgrades	Engineered Wood Fiber Replenish	\$2,000
Burnaby South Secondary	Plumbing (AFG)	Alter into Universal W/C	\$66,000
Burnaby South Secondary	Electrical (AFG)	P/A Replacement	\$75,000

## Submission Summary

Burnaby South Secondary	Electrical (AFG)	Service and Cleaning High Voltage Mech Maint	\$10,700
Byrne Creek Community	Interior Construction (AFG)	Refinish 2 Gym Floors with new Reg Lines	\$12,400
Capitol Hill Elementary	Roofing (AFG)	Re-Roof Area 5	\$281,600
Cariboo Hill Secondary	Site Upgrades	Parking Lot Paving	\$31,600
Cariboo Hill Secondary	Roofing (AFG)	Re-roof Area 9	\$281,600
Cariboo Hill Secondary	Electrical (AFG)	Lighting Upgrade Phase 2	\$100,000
Cariboo Hill Secondary	Electrical (AFG)	Service and Cleaning High Voltage Mech Maint	\$10,700
Cascade Heights Elementary	Interior Construction (AFG)	Re & Re Existing Millwork (Library)	\$26,800
Clinton Elementary	Interior Construction (AFG)	Refinish Gym Floor with New Reg Lines	\$6,200
Confederation Park Elementary	Interior Construction (AFG)	Refinish Gym Floor with New Reg Lines	\$6,200
Confederation Park Elementary	Accessibility Upgrades	Garaventa Lift Modernization	\$40,000
CWEC	Site Upgrades	Parking lot Paving	\$26,600
CWEC	Electrical (AFG)	Fire-Life Safety Panel Upgrades	\$10,000
Douglas Road Elementary	HVAC (AFG)	Ventilation Entire School	\$392,000
Ecole Seaforth Elementary	Site Upgrades	Re & Re Above Ground Perimeter Drainage to Below Ground	\$20,800
Ecole Seaforth Elementary	Site Upgrades	New Playground Install	\$34,400
Ecole Seaforth Elementary	Site Upgrades	Engineered Wood Fiber Playground Replenish	\$4,000
Edmonds Community	Interior Construction (AFG)	Refinish Gym Floor with New Reg Lines	\$7,000
Edmonds Community	Interior Construction (AFG)	Classroom Sheet Goods: Rooms 147, 156144a, 144, 154,	\$20,000
Edmonds Community	Electrical (AFG)	Lighting Upgrade Phase 2	\$60,000
Forest Grove Elementary	Interior Construction (AFG)	Re & Re all Existing Millwork (library)	\$30,800
Kitchener Elementary	Roofing (AFG)	Re-roof Area 11	\$91,600
Kitchener Elementary	Roofing (AFG)	Re-roof (area 5)	\$71,600
Kitchener Elementary	Exterior Wall Systems (AFG)	Exterior Paint & Cladding	\$100,300
Kitchener Elementary	Electrical (AFG)	Fire-Life Safety Panel Upgrades	\$10,000
Lakeview Elementary	Interior Construction (AFG)	Sheet Goods: Rooms100, 102, 126, 129, 101	\$28,000
Lakeview Elementary	Exterior Wall Systems (AFG)	Re & Re Deck (FDK Portable)	\$17,000
Lakeview Elementary	Exterior Wall Systems (AFG)	Exterior Paint & Cladding	\$191,900
Lakeview Elementary	Electrical (AFG)	Fire-Life Safety Panel Upgrades	\$10,000
Lakeview Elementary	Accessibility Upgrades	Garaventa Lift Modernization	\$40,000
Lochdale Community	Roofing (AFG)	Re-roof Multi Area Gutters	\$66,600
Lochdale Community	Interior Construction (AFG)	Sheet Goods rooms 106, 107, 109, 116, 118, 130	\$48,000
Lochdale Community	Exterior Wall Systems (AFG)	Exterior Paint & Cladding	\$91,900

## Submission Summary

Lyndhurst Elementary	Interior Construction (AFG)	Sheet Goods in corridor 217 and room 100	\$30,000
Maintenance	Exterior Wall Systems (AFG)	Fire-Life Safety Panel Upgrades	\$10,000
Maintenance	Interior Construction (AFG)	Reno: 2 Offices & Mezz	\$100,000
Maintenance	Interior Construction (AFG)	Photo ID / Keyscan	\$75,084
Marlborough Elementary	Site Upgrades	Playground Install Replace 2002 structure	\$34,400
Marlborough Elementary	Interior Construction (AFG)	Sheet Goods East 100, 123	\$30,000
Marlborough Elementary	Exterior Wall Systems (AFG)	Keyscan & Alarm Pads	\$10,200
Marlborough Elementary West	Interior Construction (AFG)	Sheet Goods West-212, 314, 110, 210, 310, 111	\$44,000
Marlborough Elementary West	Interior Construction (AFG)	General Office Cpt	\$6,000
Morley Elementary	Site Upgrades	Playground Install replace aging structure	\$34,400
Moscrop Secondary	Electrical (AFG)	Service and Cleaning High Voltage Mech Maint	\$10,700
Nelson Elementary	Interior Construction (AFG)	Sheet Goods: 210, 215, 130, 143, 137, 138, 104, 105, 112,	\$35,000
Nelson Elementary	Interior Construction (AFG)	General Office Cpt, Principal's Office	\$2,000
Nelson Elementary	Electrical (AFG)	Fire-Life Safety Panel Upgrades	\$10,000
Parkcrest Elementary	Plumbing (AFG)	Re & Re W/C's	\$140,000
Parkcrest Elementary	Electrical (AFG)	CCTV Project	\$60,000
Parkcrest Elementary	Interior Construction (AFG)	Refinish Gym Floor with New Reg Lines	\$60,000
Riverway West Elementary	Site Upgrades	Parking Lot Paving	\$26,600
Riverway West Elementary	Site Upgrades	Engineered Wood Fiber in Playground	\$1,000
Riverway West Elementary	Electrical (AFG)	Fire-Life Safety Panel Upgrades	\$25,000
Rosser Elementary	Site Upgrades	Engineered Wood Fiber Replenish (2 playgrounds)	\$2,000
Second Street Community	Site Upgrades	Engineered Wood Fiber Playground Replenish (5	\$5,000
Second Street Community	Roofing (AFG)	Re-roof Area 9	\$61,600
Second Street Community	Interior Construction (AFG)	Sheet Goods: Rooms 131, 116, 132, 134, 138, 231	\$18,000
Second Street Community	Exterior Wall Systems (AFG)	Exterior Paint & Cladding	\$97,100
Second Street Community	Electrical (AFG)	Fire-Life Safety Panel Upgrades	\$10,000
South Slope Elementary	Site Upgrades	Engineered Wood Fiber Playground Replenish	\$2,000
South Slope Elementary	Roofing (AFG)	Re-Roof	\$181,600
Sperling Elementary	Site Upgrades	Engineered Wood Fiber Playground Replenish	\$3,000
Sperling Elementary	Exterior Wall Systems (AFG)	Re & Re Deck (FDK Portable)	\$17,000
Stoney Creek Community	Site Upgrades	Engineered Wood Fiber Playground Replenish	\$4,000
Stride Avenue Community	Site Upgrades	Engineered Wood Fiber Playground Replenish	\$2,000
Suncrest Elementary	Site Upgrades	Engineered Wood Fiber Playground Replenish	\$7,000

## Submission Summary

Taylor Park Elementary	Site Upgrades	Engineered Wood Fiber Playground Replenish	\$2,000
Taylor Park Elementary	Exterior Wall Systems (AFG)	Repair Roof and Glue Lam Beams (Front Entrance)	\$10,000
Twelfth Avenue Elementary	Site Upgrades	Engineered Wood Fiber Playground Replenish	\$3,000
University Highlands	Site Upgrades	Engineered Wood Fiber Playground Replenish	\$1,000
University Highlands	Electrical (AFG)	CCTV Project	\$48,009
University Highlands	Electrical (AFG)	P/A Replacement	\$35,000
Westridge Elementary	Site Upgrades	Engineered Wood Fiber Playground Replenish	\$5,000
Westridge Elementary	Electrical (AFG)	CCTV Project	\$48,009
Windsor Elementary	Site Upgrades	Engineered Wood Fiber Playground Replenish	\$4,000
		Submission Category Total:	<b>\$4,695,153</b>