

**DISTRICT OPERATIONS – BUSINESS SERVICES**  
**Reporting to Public Session, Tuesday, December 13, 2022**

**1. Trustee Zone Appointments**

The following Trustee Zone Appointments is presented for information to the Board of Education.

**Recommendation:**

THAT the Board of Education receive and approve this information.

**2. Trustee Committee Appointments**

The Chair and member Trustees of each standing and ad-hoc committee shall be appointed annually by the Board on the recommendation of the Chair of the Board. The Trustee Committee Responsibilities are detailed in the attached report.

**Recommendation:**

That the Board of Education receive and approve this information.

**3. Capital Plan Bylaw No. 2022/23-CPSD41-02**

The Board approved an amended 2022/23 Minor Capital Plan Submission at the September 27, 2022 public session meeting. The Ministry of Education and Child Care has accepted the amendment and provided an updated capital plan response letter.

**Recommendation:**

It is recommended that School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-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 School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-02 receive three readings at this Board meeting held December 13, 2022. |
| Motion 2 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-02 be read a first time.  |

- Motion 3      THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-02 be approved a first time and read a second time.
- Motion 4      THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-02 be approved a second time and read a third time.
- Motion 5      THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-02 be approved a third time.
- Motion 6      THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-02 having been read a first, second and third time, be finally passed and adopted the 13th day of December 2022, and 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.

#### **4. Whistler-Blower Annual Report**

The Whistler-Blower Annual Report is submitted to the Board, in-camera, an annual summary of actions taken under this policy. The summary will include reports received and acted upon during the school year, July 1st to June 30th.

#### **Recommendation:**

THAT the Board of Education receive this information.

## School Trustee Liaison Program, July 1, 2022 – June 30, 2023

<b>Brentwood North Zone</b> <i>Assistant Superintendent – Brandon Curr</i> <i>Director of Instruction – TBD</i>		<b>Kingsway South Zone</b> <i>Acting Assistant Superintendent – Janice Nakatsu</i> <i>Director of Instruction – TBD</i>	
<b>Alpha</b> Trustee Mikelle Sasakamoose Tel 778.886.1391  <ul style="list-style-type: none"> <li>• Aubrey</li> <li>• Brentwood Park</li> <li>• Capitol Hill</li> <li>• Confederation Park</li> <li>• Gilmore Community</li> <li>• Kitchener</li> <li>• Parkcrest</li> <li>• Rosser</li> </ul>	<b>Burnaby North</b> Trustee Bill Brassington Tel: 778.951.2455  <ul style="list-style-type: none"> <li>• Lochdale Community</li> <li>• Montecito</li> <li>• Sperling</li> <li>• Westridge</li> </ul>	<b>Burnaby South</b> Trustee Jen Mezei Tel: 604.726.3987  <ul style="list-style-type: none"> <li>• Clinton</li> <li>• Glenwood</li> <li>• Maywood Community</li> <li>• Nelson</li> <li>• South Slope</li> <li>• Suncrest</li> <li>• Windsor</li> <li>• BC Provincial School for the Deaf</li> </ul>	<b>Byrne Creek</b> Trustee Bill Brassington Tel: 778.951.2455  <ul style="list-style-type: none"> <li>• Edmonds Community</li> <li>• Stride Avenue Community</li> <li>• Taylor Park</li> </ul>
<b>Central West Zone</b> <i>Deputy Superintendent – Roberto Bombelli</i> <i>Director of Instruction – TBD</i>		<b>Cariboo Lougheed Zone</b> <i>Assistant Superintendent – Richard Per</i> <i>Director of Instruction – TBD</i>	
<b>Burnaby Central</b> Trustee Peter Cech Tel: 604.616.9496  <ul style="list-style-type: none"> <li>• Brantford</li> <li>• Buckingham</li> <li>• Douglas Road</li> <li>• Gilpin</li> <li>• Lakeview</li> <li>• Morley</li> </ul>	<b>Moscrop</b> Trustee Kristin Schnider Tel: 604.612.7675  <ul style="list-style-type: none"> <li>• Cascade Heights</li> <li>• Chaffey-Burke</li> <li>• Inman</li> <li>• Marlborough</li> <li>• Community &amp; Continuing Education Centres/Programs</li> </ul>	<b>Burnaby Mountain</b> Trustee Larry Hayes Tel: 604.341.0197  <ul style="list-style-type: none"> <li>• Cameron</li> <li>• Forest Grove</li> <li>• Lyndhurst</li> <li>• Seaforth</li> <li>• Stoney Creek Community</li> <li>• University Highlands</li> </ul>	<b>Cariboo Hill</b> Trustee Gary Wong Tel: 604.420.1310  <ul style="list-style-type: none"> <li>• Armstrong</li> <li>• Second Street Community</li> <li>• Twelfth Avenue</li> <li>• Provincial Resource Programs</li> </ul>

## 2022-23 TRUSTEE COMMITTEE RESPONSIBILITIES

<i>COMMITTEE</i>	<i>REPORTING PROCESS TO BOARD</i>	<i>TRUSTEE REPRESENTATIVES</i>	<i>DISTRICT STAFF LIAISON</i>
<b>Standing Board Committees</b> (first name designates Chair)			
Audit Sub-Committee	Board	Cech, Brassington, Schnider	TBD
Committee of the Whole	Board	All Trustees	TBD
Finance	Board	All Trustees	TBD
Management	Board	Wong, Cech, Hayes	TBD
<b>District Committees</b>			
BPVPA Liaison	Management	Brassington	TBD
BTA Liaison	Management	Brassington	TBD
CUPE Liaison	Management	Brassington	TBD
<b>Burnaby Community Committees</b>			
Burnaby Healthier Community Partnership	Board	Schnider	TBD
District Community School Advisory	Board	Schnider	TBD
Environment	Board	Cech	TBD
Michael J Fox Theatre Society	Board	Mezei	TBD
Parks, Recreation and Culture Commission	Board	Sasakamoose	TBD
Public Safety	Board	Wong	TBD
Social Planning	Board	Mezei	TBD
Task Force on Sexually Exploited and At-Risk Youth	Board	n/a	TBD
Traffic Safety	Board	Hayes	TBD
<b>Provincial/Lower Mainland Committees</b>			
BCSTA Metro Branch Representative	Board	Hayes (Liaison)	TBD
BCSTA Provincial Councillor	Board/Management	Schnider, Sasakamoose (Alt.)	TBD
BCPSEA Trustee Rep.	Management	Wong, Hayes (Alt.)	TBD
ELL Consortium	Board/Education	Schnider, Mezei (Alt.)	TBD
<b>Ad-Hoc Committees</b>			
Anti-Racism	Board	Sasakamoose, Mezei	TBD
Policy	Board	Mezei, Schnider, Sasakamoose	TBD
SOGI	Board	Mezei, Sasakamoose	TBD
Elder Council? (replaces Indig.Ed)	Board	All Trustees	TBD
District Parent Advisory Liaison	Board	All Trustees	TBD
District Student Advisory Liaison	Board	Brassington	TBD

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# Board Report

Date: December 13, 2022  
To: Board of Education – Public Session  
From: Russell Horswill, Secretary-Treasurer  
Subject: Capital Plan Bylaw No. 2022/23-CPSD41-02

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## **Background:**

The Board approved an amended 2022/23 Minor Capital Plan Submission at the September 27, 2022 public session meeting to modify the Edmonds Community HVAC Upgrade funding of \$1,100,000 as follows:

1. Design and development of tender documents – Edmonds HVAC Upgrade - \$134,500; and,
2. Phase 1 – Edmonds Building Envelop Failure - \$965,500.

The Ministry of Education and Child Care has accepted the amendment and has provided an updated capital plan response letter. An updated Capital Plan bylaw for the 2022/23 capital funding year is required.

## **Recommendation:**

It is recommended that School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-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 School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-02 receive three readings at this Board meeting held December 13, 2022. |
| Motion 2 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-02 be read a first time.  |
| Motion 3 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-02 be approved a first time and read a second time.                     |
| Motion 4 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-02 be approved a second time and read a third time.                     |
| Motion 5 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-02 be approved a third time.  |
| Motion 6 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-02 having been read a first, second and third time, be                  |

finally passed and adopted the 13<sup>th</sup> day of December 2022, and 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.



October 27, 2022

Ref: 285072

To: Secretary-Treasurer and Superintendent  
School District No. 41 (Burnaby)

**Capital Plan Bylaw No. 2022/23-CPSD41-02**

**Re: Amended Ministry Response to the Annual Five-Year Capital Plan Submission for 2022/23**

This letter is in response to your School District's 2022/23 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs, and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and are able to proceed to procurement.

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## MAJOR CAPITAL PROJECTS (SMP, EXP, REP, RDP)

### Projects in Development from Previous Years

Project #	Project Name	Project Type	Comments
127771	Brentwood Park Elementary	Seismic / Addition	Please provide Final PDR by May 31, 2022
127772	Cameron Elementary	Seismic / Addition	Please provide Final PDR by July 31, 2022

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also, note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

## MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

### New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Douglas Road Elementary	SEP - HVAC Upgrades	\$500,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Edmonds Community Elementary	SEP - HVAC Upgrades	<del>\$1,100,000</del> <b>*\$134,500</b>	Proceed to design, tender & construction. To be completed by March 31, 2023.
<b>Edmonds Community Elementary</b>	<b>SEP - Building Envelope Upgrades</b>	<b>*\$965,500</b>	<b>Proceed to design, tender &amp; construction. To be completed by March 31, 2023.</b>
Gilmore Community Elementary	CNCP - HVAC Upgrades	\$250,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Lyndhurst Elementary	CNCP - HVAC Upgrades	\$313,000	Proceed to design, tender & construction. To be completed by March 31, 2023.



Ecole Seaforth Elementary	PEP - New - Universally Accessible Playground Equipment	\$165,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
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\* The District requested to reallocate a portion of the funds previously allocated to Edmonds Community Elementary HVAC Upgrade through SEP (\$1,100,000) to Edmonds Community Elementary Building Envelope Upgrades (\$965,500) and Edmonds Community Elementary HVAC Upgrades with a reduced scope (\$134,500).

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2022/23 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2022/23 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated, and emailed to Ministry Planning Officer Nathan Whipp at [Nathan.Whipp@gov.bc.ca](mailto:Nathan.Whipp@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2022/23 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2023/24 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) are available at the Ministry's [Capital Planning](#) webpage.

NOTE: School districts' Capital Plan submission deadlines for the 2023/24 fiscal year, using the CAPS online platform, will be as follows:

- Major Capital Programs (SMP, EXP, REP, RDP, BEP) – June 30, 2022
- Minor Capital Programs (SEP, CNCP, PEP, BUS) – September 30, 2022

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2022 deadline.

Please refrain from proactively reaching out to media regarding approved projects until the Province has made public announcements regarding minor capital approvals and playgrounds. Procurement and operational disclosure can continue.

When preparing public announcements pertaining to these approvals after the provincial announcements, please have District communications staff contact Meghan McRae, Communications Director, Government Communications and Public Engagement, at (250) 952-0622

Additionally, the Annual Facility Grant (AFG) project requests for the 2022/23 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2022.

As a school district with a School Site Acquisition Charge (SSAC) scheme in place, please also be advised that the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the *Local Government Act*, is duly accepted by the Ministry as part of the Board's approved capital plan for 2022/23.

The Board should forthwith adopt a bylaw setting the School Site Acquisition Charges for the School District, as s. 575(3) of the *Local Government Act* prescribes that a SSAC may only come into effect 60 days (inclusive of weekends and holidays) after that bylaw is adopted by a board of education. At that point, local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a board.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any general questions regarding this Capital Plan Response Letter or the Ministry's capital plan process. Specific questions about SSAC should be directed to Travis Tormala, Regional Director.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Francois Bertrand', is written over a horizontal line.

Francois Bertrand, Executive Director  
Capital Management Branch

pc: Damien Crowell, Director, Major Capital Projects, Capital Management Branch  
Geoff Croshaw, A/Director, Minor Capital Programs and Finance Unit, Capital Management Branch

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# Board Report

Date: December 13, 2022  
To: Board of Education – Public Session  
From: Russell Horswill, Secretary-Treasurer  
Subject: Whistle-Blower Annual Report

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## **Background:**

The Board of Education's 2019 – 2021 Strategic Plan contains the key priority “**An Inspired Workplace**”, Goal 1 – Enhance supports to empower employees in their roles.

The Board of Education is committed to the highest standards of openness, honesty and accountability. Employees are often the first to realize that there may be something seriously wrong within the District. The board encourages employees, acting in good faith, to report what the employee reasonably believes to be true and reasonably believes to be an improper activity by District offices or employees.

The following is a summary of actions taken under Policy #2.50 Whistle-Blower Protection:

<b>Time period</b>	<b>Reports Received</b>	<b>Summary of Actions</b>
01-Jul-2021 – 30-Jun-2022	0	n/a

## **Recommendation:**

THAT the Board of Education receive this information, as presented.