

DISTRICT OPERATIONS – BUSINESS SERVICES
Reporting to Public Session, Tuesday, March 28, 2023

1. Long-Range Facility Plan “What We Heard” Report

The Board of Education commenced a Long-Range Facility Plan (LRFP) engagement process to provide an opportunity to share information with the community and to also obtain feedback and comments.

Russell Horswill, Secretary-Treasurer, will provide a presentation on the engagement process and information received.

Recommendation:

THAT the Board of Education receive the Long-Range Facility Plan “What We Heard” report.

2. 2023/24 Capital Plan Bylaw

In order to proceed with the projects listed in the March 9, 2023 Ministry Response Letter, the Board is required to adopt Capital Plan Bylaw No. 2023/24-CPSD41-01.

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.

Russell Horswill, Secretary-Treasurer, will make a presentation on the Capital Plan Bylaw No. 2023/24-CPSD41-01 for board consideration and approval.

Recommendation:

It is recommended that School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01 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 School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01 receive three readings at this Board meeting held March 28, 2023. |
| Motion 2 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01 be read a first time. |
| Motion 3 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01 be approved a first time a read a second time. |
| Motion 4 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01 be approved a second time and read a third time. |

- Motion 5 THAT School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01 be approved a third time.
- Motion 6 THAT School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01 having been read a first, second and third time, be finally passed and adopted the 28th day of March, 2023; 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.

Board Report

Date: March 28, 2023
To: Board of Education – Public Meeting
From: Russell Horswill, Secretary-Treasurer
Subject: Long-Range Facility Plan “What We Heard” Report

Background:

The Board of Education commenced a Long-Range Facility Plan (LRFP) engagement process to provide an opportunity to share information with the community and to also obtain feedback and comments.

The open LRFP engagement process included the following strategies:

1. Public information sharing specific to each educational zone
2. Presentation to the District Parent Advisory Committee and the District Student Advisory Committee on the process and engagement process
3. In-person Open House events for each education zone:
 - a. Central West Zone – January 25, 2023
 - b. Kingsway South Zone – February 1, 2023
 - c. Cariboo Lougheed Zone – February 15, 2023
 - d. Brentwood North Zone – February 22, 2023
4. ThoughtExchange surveys for the following target audiences:
 - a. Central West Zone
 - b. Kingsway South Zone
 - c. Cariboo Lougheed Zone
 - d. Brentwood North Zone
 - e. Burnaby School District Staff
 - f. Burnaby Leadership Team
5. Secondary school student voice
6. Internal stakeholder meetings

The input received through the engagement process will be incorporated into the final recommendations contained in the updated 2023 Long-Range Facility Plan. The final adoption of the updated Long-Range Facility Plan is scheduled for the April 25, 2023 regular Board meeting.

In addition, the Secretary-Treasurer will provide a presentation on the engagement process and the information received.

Recommendation:

THAT the Board of Education receive the Long-Range Facility Plan “What We Heard” report.

Board Report

Date: March 28, 2023
To: Board of Education – Public Meeting
From: Russell Horswill, Secretary-Treasurer
Subject: 2023/24 Capital Plan Bylaw

Background:

In order to proceed with the projects listed in the March 9, 2023 Ministry Response Letter, the Board is required to adopt Capital Plan Bylaw No. 2023/24-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 of Education and Child Care.

Recommendation:

It is recommended that School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-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. 2023/24-CPSD41-01 receive three readings at this Board meeting held March 28, 2023. |
| Motion 2 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01 be read a first time. |
| Motion 3 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01 be approved a first time and read a second time. |
| Motion 4 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01 be approved a second time and read a third time. |
| Motion 5 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01 be approved a third time. |
| Motion 6 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01 having been read a first, second, and third time, be finally passed and adopted the 28 th day of March 2023, 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. |

CAPITAL BYLAW NO. 2023/24-CPSD41-01
CAPITAL PLAN 2023/24

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 and Child Care (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 2023/24 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 of Schools, dated March 9, 2023 is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01.

READ A FIRST TIME THE 28TH DAY OF MARCH, 2023;

READ A SECOND TIME THE 28TH DAY OF MARCH 2023;

READ A THIRD TIME, PASSED THE 28TH DAY OF MARCH 2023.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 41 (Burnaby) Capital Bylaw No. 2023/24-CPSD41-01 adopted by the Board the 28th day of March 2023.

Secretary-Treasurer



March 9, 2023

Ref: 288311

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

Capital Plan Bylaw No. 2023/24-CPSD41-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

This letter is in response to your School District's 2023/24 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)
- **School Food Infrastructure Program (FIP)***
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

***Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

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 can proceed to procurement.

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

Projects in Development from Previous Years

Project #	Project Name	Project Type	Comments
127771	Brentwood Park Elementary	Addition/Seismic	Final Project Development Report (PDR) with Ministry for funding approval
127772	Cameron Elementary	Addition/Seismic	Final PDR with Ministry for funding approval

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
Gilpin Elementary*	SEP - HVAC Upgrades	\$414,560	Proceed to design, tender & construction. To be completed by December 31, 2023.
Burnaby Mountain Secondary	SEP - HVAC Upgrades	\$900,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Edmonds Community Elementary*	SEP - HVAC Upgrades	\$1,000,126	Proceed to design, tender & construction. To be completed by December 31, 2023.
Burnaby Mountain Secondary	CNCP - Electrical Upgrades	\$500,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Confederation Park Elementary	CNCP - Electrical Upgrades	\$70,000	Proceed to design, tender & construction. To be

			completed by March 31, 2024.
Second Street Community Elementary	CNCP - Electrical Upgrades	\$100,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Ecole Inman Elementary	CNCP - Electrical Upgrades	\$90,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

**Funded in part by Canada through the Ventilation Improvement Fund (VIF). Please see accompanying APFA for details*

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 2023/24 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 2023/24 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 as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1st, 2023.

NOTE: School districts' Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

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, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

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 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