

DISTRICT OPERATIONS – BUSINESS SERVICES
Reporting to Public Session, Tuesday, January 30, 2024

1. 2024/2025 Budget Process Calendar

Annually, school districts are required to submit a balanced budget to the Ministry of Education and Child Care by June 30. For the purposes of building plans to staff schools, the District has traditionally passed a budget before April 30 to provide enough time to enact staffing and other plans approved in the budget.

Recommendation:

THAT the Board of Education receive this information.

2. Stoney Creek Community School Statutory Right-of-Way Bylaw 2024-1

BC Hydro requires a statutory right-of-way to provide power upgrades to the neighbouring community. The location of the proposed Statutory Right-of-Way will not interfere with the Stoney Creek Community School site.

Recommendation:

THAT the Board of Education consider and approve the Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1, as presented.

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| Motion 1 | THAT Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1 receive three readings at this Board meeting held January 30, 2024. |
| Motion 2 | THAT Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1 be read a first time. |
| Motion 3 | THAT Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1 be approved a first time and read a second time. |
| Motion 4 | THAT Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1 be approved a second time and read a third time. |
| Motion 5 | THAT Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1 be approved a third time. |
| Motion 6 | THAT Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1 having been read a first, second, and third time, be finally passed and adopted the 30 th day of January 2024, 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. |

3. School Site Acquisition Capital Bylaw No. 2024-1

The Board of Education has authorized through a previously approved Bylaw the collection of School Site Acquisition Charges (SSAC) for each proposed new dwelling unit within the City of Burnaby boundaries. The City of Burnaby collects the SSAC and remits them to the school district.

Recommendation:

THAT the Board of Education consider and approve the School Site Acquisition Capital Bylaw No. 2024-1 as presented.

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| Motion 1 | THAT School Site Acquisition Capital Bylaw No. 2024-1 receive three readings at this Board meeting held January 30, 2024. |
| Motion 2 | THAT School Site Acquisition Capital Bylaw No. 2024-1 be read a first time. |
| Motion 3 | THAT School Site Acquisition Capital Bylaw No. 2024-1 be approved a first time and read a second time. |
| Motion 4 | THAT School Site Acquisition Capital Bylaw No. 2024-1 be approved a second time and read a third time. |
| Motion 5 | THAT School Site Acquisition Capital Bylaw No. 2024-1 be approved a third time. |
| Motion 6 | THAT School Site Acquisition Capital Bylaw No. 2024-1 having been read a first, second, and third time, be finally passed and adopted the 30 th day of January 2024, 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. |

Board Report

Date: January 30, 2024
To: Board of Education – Public Meeting
From: Ishver Khunguray, Secretary-Treasurer
Subject: 2024/2025 Budget Process Calendar

Background:

Annually, school districts are required to submit a balanced budget to the Ministry of Education and Child Care by June 30. For the purposes of building plans to staff schools, the District has traditionally passed a budget before April 30 to provide enough time to enact staffing and other plans approved in the budget.

Introduction:

As per Board Policy #3.00 Financial Management, the related Administrative Procedure and as it has in past years, the budget process will include consultation with the Burnaby Leadership Team, Partner Groups (Burnaby Teachers' Association, CUPE Local 379, District Student Advisory Council, District Parent Advisory Council) and the public. The proposed calendar is attached to this report.

Recommendation:

THAT the Board of Education approve the budget timeline as outlined below.

2024-2025 Budget Calendar

<u>Date</u>	<u>Time</u>	<u>Topic</u>	<u>Audience</u>
Tue, January 16, 2024	5:00 PM	Enterprise Risk Management Review of Risk Register	Audit Sub-Committee
Mon, January 29, 2024	4:30 PM	2023/2024 Draft Amended Operating Budget Presentation of 2023/2024 Draft Amended Operating Budget	Finance Committee
Tue, January 30, 2024	8:30 AM	2023/2024 Draft Amended Operating Budget High Level Presentation of 2023/2024 Draft Amended Operating Budget and consultation	Burnaby Leadership Team
Mid - Feb		Provincial Government Throne Speech	Public Announcement
Tue, February 20, 2024	4:00 PM	2023/2024 Amended Budget and 2024/2025 Status Quo Budget Presentation of Final 2023/2024 Amended Budget and Draft 2024/2025 Status Quo Budget	Finance Committee
	5:30 PM	2023/2024 Amended Budget Presentation of 2023/24 Amended Budget and consultation	Partner groups
	7:00 PM	2023/2024 Amended Budget Presentation of 2023/24 Amended Budget and consultation	District Parent's Advisory Council
Tue, February 27, 2024	7:00 PM	2023/2024 Amended Budget presented to the Board for approval	Public Board Meeting
Thu, February 29, 2024		Submission of 2023/2024 Amended Budget	Email to the Ministry
Friday, March 15, 2024		Ministry announcement of 2024/2025 preliminary operating grant	Ministry Announcement
		SPRING BREAK - March 18-29, 2024	
Wed, April 3, 2024	4:00 PM	2024/2025 Annual Budget Update Presentation of 2024/25 Status Quo budget with budget balancing proposals for Trustee feedback	Finance Committee
Thu, April 4, 2024	9:15 AM	2024/2025 Annual Budget Update Presentation of 2024/25 Status Quo budget with budget balancing proposals (via Zoom)	Burnaby Leadership Team
Tue, April 9, 2024	8:30 AM	2024/2025 Annual Budget Update 2024/2025 Budget follow up (if required)	Burnaby Leadership Team
	4:00 PM	2024/2025 Annual Budget Update Board review of BLT feedback & 2024/2025 Budget Update (this could be done at Private COW the previous day if possible)	Finance Committee
	5:30 PM	2024/2025 Annual Budget Update Presentation of 2024/25 Status Quo budget with budget balancing proposals (this could be earlier if the Finance update gets moved to Private COW)	Partner groups
	7:00 PM	2024/2025 Annual Budget Update Presentation of 2024/25 Status Quo budget with budget balancing proposals	District Parent's Advisory Council (special Budget meeting)
Wed, April 10, 2024	7:00 PM	2024/2025 Annual Budget Update Presentation of 2024/25 Status Quo budget with budget balancing proposals	Public
Thu, April 11, 2024	4:00 PM	2024/2025 Annual Budget Update Presentation of 2024/25 Status Quo budget with budget balancing proposals	DSAC
Tue, April 16, 2024	4:00 PM	2024/2025 Annual Budget input on priorities Partner Groups to provide feedback on budget proposals	Partner groups
	5:30 PM	Review input and finalize 2024/2025 Annual Budget Trustees to provide direction on budget proposals based on feedback received	Finance Committee
Wed, April 17, 2024	4:00 PM	Review input and finalize 2024/2025 Annual Budget Trustees to provide direction on budget proposals based on feedback received (if required)	Finance Committee
Tue, April 23, 2024	7:00 PM	2024/2025 Annual Budget presented for Board approval	Public Board Meeting
Tue, April 30, 2024		Submission of 2024/2025 Annual Budget	Email to the Ministry
Tue, May 14, 2024	5:00 PM	Audit Sub-Committee Planning ahead of meeting with auditors & 2024/2025 Annual Budget update	Audit Sub-Committee
Tue, June 11, 2024	5:00 PM	Audit Sub-Committee Audit planning meeting with KPMG	Audit Sub-Committee & KPMG

Board Report

Date: January 30, 2024
To: Board of Education – Public Meeting
From: Ishver Khunguray, Secretary-Treasurer
Subject: Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1

Background:

The Burnaby Board of Education's 2019 - 2024 Strategic Plan contains a key priority to provide “**A Modern, Safe and Sustainable Learning Environment**”, where “students will learn in modern, safe and sustainable facilities and be support by current technology and resources”.

BC Hydro requires a statutory right-of-way to provide power upgrades to the neighbouring community. The location of the proposed Statutory Right-of-Way will not interfere with the Stoney Creek Community School site.

Recommendation:

THAT the Board of Education consider and approve the Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1, as presented.

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| Motion 1 | THAT Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1 receive three readings at this Board meeting held January 30, 2024. |
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| Motion 3 | THAT Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1 be approved a first time and read a second time. |
| Motion 4 | THAT Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1 be approved a second time and read a third time. |
| Motion 5 | THAT Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1 be approved a third time. |
| Motion 6 | THAT Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1 having been read a first, second, and third time, be finally passed and adopted the 30 th day of January 2024, 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. |

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 41 (BURNABY)
STONEY CREEK COMMUNITY SCHOOL BC HYDRO STATUTORY RIGHT-OF-WAY
BYLAW 2024-1

WHEREAS section 65 (5) of the *School Act* provides that a board of education may exercise a power with respect to the acquisition or disposal of property owned or administered by the board only by bylaw;

AND WHEREAS pursuant to Section 96 (1) of the *School Act*, “land” includes any interest in land, including any right, title or estate in it of any tenure;

AND WHEREAS:

- (i) British Columbia Hydro and Power Authority (“**BC Hydro**”) proposes to register a Statutory Right-of-Way on land owned by The Board of Education of School District No. 41 (Burnaby) (the “**Board**”) legally described as PID: 002-766-825 – Lot 309 of District Lots 8 and 56 Group 1 New Westminster District, Plan 57113 on Stoney Creek Community School site (the “**Property**”);
- (ii) BC Hydro proposes a Statutory Right-of-Way to the portion of land located within 3 metres of either side of the centre of the alignment of the Works shown approximately in heavy black outline on the attached Drawing No. 1236967, as shown on the site plan attached hereto as Schedule A, subject to the Standard Charge Term agreement;
- (iii) the Property is facility number 4141057;
- (iv) the address of the Property is 2740 Beaverbrook Drive, Burnaby, British Columbia, V3J 7B6, and the legal description of the Property is:

Parcel Identifier: 002-766-825 - Lot 309 of District Lots 8 and 56 Group 1 New Westminster District, Plan 57113;
- (v) the Board is satisfied that the granting of the Statutory Right-of-Way to BC Hydro will not interfere with the Board’s use of the Property for educational purposes.

NOW THEREFORE be it resolved as a Bylaw of the Board that the Board grant the Statutory Right-of-Way to BC Hydro.

BE IT FURTHER resolved that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver the Statutory Right-of-Way to BC Hydro in registrable form and on such terms as the Secretary-Treasurer may consider advisable, and all related and ancillary documents required to complete the granting of the Statutory Right-of-Way.

This bylaw may be cited as “Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1”.

Read a first time this 30th day of January 2024.

Read a second time this 30th day of January 2024.

Read a third and final time, passed, and adopted this 30th day of January 2024.

Chairperson of the Board

Corporate Seal

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original Stoney Creek Community School BC Hydro Statutory Right-of-Way Bylaw 2024-1, adopted by the Board this 30th day of January 2024.

Secretary-Treasurer

Board Report

Date: January 30, 2024
To: Board of Education – Public Meeting
From: Ishver Khunguray, Secretary-Treasurer
Subject: School Site Acquisition Capital Bylaw No. 2024-1

Background:

The Board of Education has authorized through a previously approved Bylaw the collection of School Site Acquisition Charges (SSAC) for each proposed new dwelling unit within the City of Burnaby boundaries. The City of Burnaby collects the SSAC and remits them to the school district.

The 2023/24 5-Year Capital Plan submission included the purchase of 5 school sites with a total estimated cost of \$123,000,000. The Ministry of Education and Child Care prescribes that 35% of the land acquisition be funded through the collection of SSACs. The SSAC Regulation includes a maximum amount that can be charged per unit density; the amounts calculated for this Bylaw exceed these amounts resulting in the maximum amount being collected.

As required, the City of Burnaby has been consulted on the development of the SSAC Bylaw. Data to determine the enrolment from Eligible Dwelling Units was determined in consultation with various departments to accurately estimate the SSAC charge.

The effect of the School Site Acquisition Capital Bylaw No. 2024-1 will be the continuation of the existing SSAC. There will be no increase to the amount collected by the City of Burnaby for the various unit types.

Recommendation:

THAT the Board of Education consider and approve the School Site Acquisition Capital Bylaw No. 2024-1 as presented.

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| Motion 4 | THAT School Site Acquisition Capital Bylaw No. 2024-1 be approved a second time and read a third time. |
| Motion 5 | THAT School Site Acquisition Capital Bylaw No. 2024-1 be approved a third time. |

Motion 6

THAT School Site Acquisition Capital Bylaw No. 2024-1 having been read a first, second, and third time, be finally passed and adopted the 30th day of January 2024, 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.

**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 41 (BURNABY)**

SCHOOL SITE ACQUISITION CAPITAL BYLAW NO. 2024-1

A BYLAW BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 41 (BURNABY) (hereinafter called the "Board") to confirm the School Site Acquisition Charges. The School Site Acquisition Capital Bylaw No. 2024-1 sets the school site acquisition charges for the prescribed categories of eligible development pursuant to Part 14, Division 20, Sections 571 to 581 of the *Local Government Act* and British Columbia School Site Acquisition Charge Regulation 17/00.

WHEREAS, School District No. 41 (Burnaby) is an eligible school district pursuant to Part 14, Division 20, Sections 571 to 581 of the *Local Government Act* for which the Board has indicated an eligible school site requirement in its approved capital plan beginning in 2003;

AND WHEREAS, the Board has consulted with stakeholders and local governments and passed the 2023 Eligible School Site Proposal, incorporated in the school district's 2023-2024 Five Year Capital Plan submission to the Ministry of Education and Child Care;

AND WHEREAS, the Eligible School Site Proposal included in the 2023-2024 Five Year Capital Plan for School District No. 41 (Burnaby) was submitted to the Ministry of Education and Child Care by the Board of Education.

NOW THEREFORE, the Board of Education for School District No. 41 (Burnaby) in open meeting assembled, ENACTS AS FOLLOWS:

1. "Eligible Development" means
 - a) a subdivision of land in School District No.41 (Burnaby), or
 - b) any new construction, alteration, or extension of a building in School District No.41 (Burnaby) that increases the number of self-contained dwelling units on a parcel.
2. "School Site Acquisition Charge" is a charge collected by local government, for each new residential parcel to be created by subdivision and for new multiple family residential units to be constructed on an existing parcel, for the purpose of providing funds to assist school boards to pay the capital costs of meeting eligible school site requirements pursuant to Part 14, Division 20, Sections 571 to 581 of the *Local Government Act* and British Columbia School Site Acquisition Charge regulations.
3. Pursuant to Part 14, Division 20 of the *local government act*, the Board establishes the charges applicable to the prescribed categories of eligible development for the school district in accordance with the following formula:

$$SSAC = [(A \times B) / C] \times D$$

Where

SSAC = the school site acquisition charge applicable to each prescribed category of eligible development;

A = \$107,010,000 (cost attributable to eligible development units);

B = 35% (set by Provincial regulation);

C = 42,120 (Eligible development units projected for the 2023 capital plan submission); and

D = a factor set by Provincial Regulation for the prescribed categories of eligible development.

4. The charges applicable to the categories of eligible development as prescribed by British Columbia Regulation 17/00 for the school district are set in the table below:

Prescribed Category of Eligible Development (BC Regulation 17/00)	D = (Factor set by BC Regulation 17/00)	School Site Acquisition Charge (per unit) SSAC = [(A x B)JC] x D
Low Density (less than 21 units/ gross ha.)	1.250	\$1,000
Medium Low (21-50 units/ gross ha)	1.125	\$900
Medium (51 -125 units / gross ha)	1.000	\$800
Medium High (126-200 units/ gross ha)	0.875	\$700
High Density (greater than 200 units / gross ha)	0.750	\$600

5. A school site acquisition charge is not payable if any of the following applies:
- The eligible development is within a category that is exempt from school site acquisition charges pursuant to BC School Site Acquisition Charge Regulations;
 - A school site acquisition charge has previously been paid for the same eligible development unless, as a result of further subdivision or issuance of a building permit more eligible development units are authorized or will be created on a parcel;
 - Where a building permit is issued on an existing parcel, which after construction, alteration or extension, the parcel will contain three or fewer self-contained dwelling units.

This bylaw may be cited as “School Site Acquisition Capital Bylaw No. 2024-1”

NOW THEREFORE be it resolved that the School Site Acquisition Charges be confirmed by the Board.

BE IT FURTHER resolved that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver any documents pertaining to the School Site Acquisition Charges.

READ A FIRST TIME THE 30TH DAY OF JANUARY 2024.

READ A SECOND TIME 30TH DAY OF JANUARY 2024.

READ A THIRD TIME, PASSED AND ADOPTED THE 30TH DAY OF JANUARY 2024.

Chairperson of the Board

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original of School District No. 41 (Burnaby) “School Site Acquisition Capital Bylaw No. 2024-1” adopted by the Board the 30th day of January 2024.

Secretary-Treasurer

School Site Acquisition Charge - 2023 Calculation

	Shared Site w/City	Size (Ha)	2022 Market
Burnaby South – 2000 Agreement	No	Direct Cost	\$ 3,000,000
Brentwood Town Centre East	No	1.100	\$ 10,000,000
Brentwood Town Centre West	No	2.500	\$ 30,000,000
Brentwood Town Centre Secondary	No	5.000	\$ 50,000,000
Edmonds Town Centre	No	2.500	\$ 30,000,000 (1)
Lougheed Town Centre	No	2.500	\$ 30,000,000 (1)
Bainbridge Town Centre	No	2.500	\$ 30,000,000
			<u>\$ 183,000,000</u>

(1) Land Options - Tower School, Site Aggregation Purchase, Expropriation, Shared Development

Calculation of Average (EDU) Unit SSAC Rate for 10 Year Period 2023 to 2033

Ten Year Enrolment Increase	3,399	
Plus Pent-Up Demand	(550)	
Net Increase Requiring New Facilities	2,849	
Enrolment from Eligible Dwelling Units (EDUs)	2,849	(100% with Full-day K)
Enrolment Increase Projection	111.1%	
New (EDU) Development Proportion	87%	
Estimated Net Cost of New Property	\$ 183,000,000	
Attributable to EDU	\$ 159,210,000	
Porportion to be Paid through SSAC	35%	
Estimated Shared to be Paid through SSAC	\$ 57,723,500	
Total EDUs	56,160	
Average per Unit SSAC	\$ 992	

		SSAC Charge	Maximum Charge
Low Density (<21 Units/ha)	1.250	\$ 1,240	\$ 1,000
Medium Density (221-50 Units/ha)	1.125	\$ 1,116	\$ 900
Medium Density (51-125 Units/ha)	1.000	\$ 992	\$ 800
Medium High (126-200 Units/ha)	0.875	\$ 868	\$ 700
High Density (>200 Units/ha)	0.750	\$ 744	\$ 600