

**DISTRICT OPERATIONS – BUSINESS SERVICES**  
**Reporting to Public Session, Tuesday, May 28, 2024**

**1. 2024/2025 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. The 2024/2025 Annual Facility Grant Expenditure Plan Submission Summary, totaling \$5,871,913, is provided for information.

Ishver Khunguray, Secretary-Treasurer, will present the 2024/2025 Annual Facility Grant Expenditure Plan for information.

**Recommendation:**

THAT the Board of Education receive the 2024/2025 Annual Facility Grant Expenditure Plan as submitted.

**2. Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2**

BC Hydro and TELUS require a statutory right-of-way to install additional works on the property. The location of the proposed Statutory Right-of-Way will not interfere with the Kitchener Elementary School site.

**Recommendation:**

THAT the Board of Education consider and approve the Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2, as presented.

- |          |   |
|----------|---|
| Motion 1 | THAT Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2 receive three readings at this Board meeting held May 28, 2024. |
| Motion 2 | THAT Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2 be read a first time.   |
| Motion 3 | THAT Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2 be approved a first time and read a second time.                |
| Motion 4 | THAT Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2 be approved a second time and read a third time.                |
| Motion 5 | THAT Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2 be approved a third time.                                       |

Motion 6 THAT Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2 having been read a first, second, and third time, be finally passed and adopted the 28<sup>th</sup> day of May 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. Capital Plan Bylaw No. 2024/25-CPSD41-02**

In order to proceed with the project listed in the May 16, 2024, Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25 letter, the Board is required to adopt Capital Plan Bylaw No. 2024/25-CPSD41-02.

It should be noted that no work or expenditures may proceed on these projects without a signed Capital Project Funding Agreement, Annual Programs 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. 2024/25-CPSD41-02 receive three readings at this Board meeting and final adoption in accordance with the Board's Procedural Bylaw as follows:

Motion 1 THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02 receive three readings at this Board meeting held April 23, 2024.

Motion 2 THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02 be read a first time.

Motion 3 THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02 be approved a first time and read a second time.

Motion 4 THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02 be approved a second time and read a third time.

Motion 5 THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02 be approved a third time.

Motion 6 THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02 having been read a first, second, and third time, be finally passed and adopted the 28<sup>th</sup> day of May 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.

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# Board Report

Date: May 28, 2024  
To: Board of Education – Public Meeting  
From: Ishver Khunguray, Secretary-Treasurer  
Subject: 2024/2025 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 (MECC) 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 AFG is provided to districts annually from the MECC for the purpose of:

- Upgrading or replacing existing facility components throughout the expected economic life of an existing capital asset;
- Enhancing the service potential of an existing capital asset or a component of an existing capital asset by correcting deficiencies in design or construction, and unsafe conditions;
- Significantly lowering the associated operating costs of an existing capital asset; or;
- Extending the life of an existing capital asset or a component of an existing capital asset beyond its original life expectancy.

Projects that are to be completed are determined by reviewing the existing deferred maintenance of school buildings, administrator requests, and district educational needs that support the classroom. The 2024/2025 Annual Facility Grant Expenditure Plan Submission Summary, totaling \$5,871,913, is provided for information.

## **Recommendation:**

THAT the Board of Education receive the 2024/2025 Annual Facility Grant Expenditure Plan, as submitted.

## Submission Summary

<b>Submission Summary:</b>	AFG 2024/2025   2024-05-31   MAIN - K12
<b>Submission Type:</b>	Expenditure Plan
<b>School District:</b>	Burnaby (SD41)
<b>Open Date:</b>	2024-04-08
<b>Close Date:</b>	2024-05-31
<b>Submission Status:</b>	Draft

Submission Category	Sum Total Project Cost
AFG	\$5,871,913
<b>Total</b>	<b>\$5,871,913</b>

AFG							
Project Number	Existing Facility?	Facility/Site	Project Type	VFA Requirement #	SD Project ID	Project Description	Total Project Cost
165368	Yes	Moscrop Secondary	Interior Construction		CP-11448	Renovate area 330 to Class room	\$18,600
165369	Yes	Burnaby Mountain Secondary	Interior Construction		CP-11449	Cont Multi / Staff into Class room	\$23,500
165596	Yes	Nelson Elementary	Interior Construction		CP-11462	Flooring Areas: 215, 210, 104,214, 132, 213, 143	\$82,180
165598	Yes	Nelson Elementary	Interior Construction		CP-11468	Gym Floor Refinish	\$9,000
165599	Yes	Burnaby North Secondary	Interior Construction		CP-11450	Exp Lab: Renovate to make Class room	\$79,900
165601	Yes	Second Street Community Elementary	Interior Construction		CP-11471	Replace kitchen countertop	\$9,800
165602	Yes	Burnaby South Secondary	Interior Construction		CP-11454	Portable 933 convert to Class room	\$17,000
165603	Yes	Burnaby South Secondary	Interior Construction		CP-11453	Portable 110 convert to Class room	\$17,000
165604	Yes	Burnaby South Secondary	Interior Construction		CP-11541	Portable 119 convert to Class room	\$17,000
165605	Yes	Twelfth Avenue Elementary	Interior Construction		CP-11469	Gym Floor Refinish	\$10,000
165606	Yes	Westridge Elementary	Interior Construction		CP-11455	Flooring Areas: 106, 113, 126A & B	\$20,300
165607	Yes	Westridge Elementary	Interior Construction		CP-11460	Renovate to Class room Area 104	\$16,800
165608	Yes	Suncrest Elementary	Interior Construction		CP-11463	Flooring Area 142	\$11,000
165317	No	3 elect vaults	Electrical (AFG)		CP-11498	3 yr Elect Vault Maintenance	\$20,000
165346	Yes	Alpha Secondary	Interior Construction		CP11439	Convert to classroom (woodshop upper)	\$11,400
165347	Yes	Alpha Secondary	Interior Construction		CP-11437	Library, conver to Class room	\$60,000

## Submission Summary

165348	Yes	Alpha Secondary	Interior Construction		CP-11438	Renovate LSS rooms	\$27,000
165272	Yes	Aubrey Elementary	Electrical (AFG)		CP-11495	FLS - Fire Alarm Panel Upgrades	\$25,000
165349	Yes	Buckingham Elementary	Interior Construction		CP-11456	Flooring Upgrade areas: 125 & 143	\$24,600
165319	Yes	Burnaby Central Secondary	Plumbing (AFG)		CP-11484	Water Filtration System Upgrade	\$50,000
165320	Yes	Burnaby Mountain Secondary	Site Upgrades		CP-114895	Retaining Wall Upgrade	\$45,000
165600	Yes	Burnaby North Secondary	Interior Construction		CP-11470	Areas: 3058 & 2072 Custodial Sinks	\$36,825
165350	Yes	Byrne Creek Community Secondary	Interior Construction		CP-11440	Create Accessible Wash rooms	\$100,000
165351	Yes	Byrne Creek Community Secondary	Interior Construction		CP-11512	Create Universal Wash rooms	\$72,800
165352	Yes	Byrne Creek Community Secondary	Interior Construction		CP-11466	Gym Floor Renewal	\$12,400
165329	Yes	Cameron Elementary	Exterior Wall Systems		CP-11493	Exterior Pressure Wash	\$5,000
165245	Yes	Cariboo Hill Secondary	HVAC (AFG)		CP-11474	COP - HVAC systems analysis	\$50,000
165318	Yes	Cariboo Hill Secondary	Plumbing (AFG)		CP-11483	Domestic Water Upgrade	\$50,000
165323	Yes	Cariboo Hill Secondary	Site Upgrades		CP-11489	Paving Upgrade	\$25,000
165353	Yes	Cariboo Hill Secondary	Interior Construction		CP-11442	Renovate into Class rooms 101, 102, 103	\$48,500
165354	Yes	Cariboo Hill Secondary	Interior Construction		CP-11443	Renovate into Class room 210	\$28,800
165327	Yes	Cascade Heights Elementary	Exterior Wall Systems		CP-11491	Exterior Paint	\$91,900
165355	Yes	Chaffey-Burke Elementary	Interior Construction		CP-11465	Flooring Upgrade areas: 207, Portable 100 & pot	\$15,150
165356	Yes	Chaffey-Burke Elementary	Interior Construction		CP-121467	Flooring Upgrade Gym	\$25,000
165273	Yes	Confederation Park Elementary	Electrical (AFG)		CP-11496	FLS - Fire Alarm Panel Upgrades	\$25,000
165247	No	District	HVAC (AFG)		CP-11482	Duct Cleaning	\$50,000
165357	No	District	Interior Construction		CP-11465	Sustainability Upgrade	\$225,000
165324	No	District Playgrounds	Site Upgrades		CP-11487	Playground Fall Protection - Engineered Wood	\$50,000
165972	Yes	Douglas Road Elementary	Accessibility Upgrades		CP-11515	Exit door to playground install auto opener	\$15,000
165973	Yes	Douglas Road Elementary	Interior Construction		CP-11516	Rm 216 convert to LSS	\$18,000
165971	Yes	Ecole Seaforth Elementary	Interior Construction		CP-11517	Capital SupPortable	\$230,000
165289	Yes	Edmonds Community Elementary	Electrical (AFG)		CP-11507	CCTV Upgrade	\$135,000
165325	Yes	Edmonds Community Elementary	Exterior Wall Systems		CP-11432	Exterior Wall Upgrade con't	\$850,600
165358	Yes	Forest Grove Elementary	Interior Construction		CP-11458	Flooring Upgrade Areas: 190, 191, 192, 192A,	\$105,170
165294	Yes	Gilmore Community Elementary	Electrical (AFG)		CP-11506	FLS - Fire Alarm Panel Upgrades	\$25,000
165359	Yes	Gilpin Elementary	Interior Construction		CP-11464	Library Millwork Upgrade	\$30,800
165360	Yes	Kitchener Elementary	Interior Construction		CP-11436	Capital SupPortable	\$130,500
165361	Yes	Kitchener Elementary	Interior Construction		CP-11445	Renovate to Class room 128	\$18,900
165362	Yes	Kitchener Elementary	Interior Construction		CP-11444	Renovate Library to Class room	\$31,800
165303	Yes	Lakeview Elementary	Electrical (AFG)		CP-11500	Public Address System Upgrade	\$63,000

## Submission Summary

165262	Yes	Lochdale Community Elementary	Accessibility Upgrades	CP-11509	Auto opener / Keyscan on exit door to Playground	\$25,000
165299	Yes	Lochdale Community Elementary	Electrical (AFG)	CP-11499	FLS - Fire Alarm Panel Upgrades	\$25,000
165363	Yes	Lochdale Community Elementary	Interior Construction	CP-11461	Flooring Upgrade areas: 105, 107, 108, 109	\$41,600
165166	Yes	Lyndhurst Elementary	Roofing (AFG)	CP-11472	Areas:	\$429,000
165250	No	Maintenance Services	HVAC (AFG)	CP-11479	Roof Top Unit Upgrade	\$40,000
165271	No	Maintenance Services	Electrical (AFG)	CP-11505	Access Control roll out, con't	\$45,200
165365	Yes	Marlborough Elementary	Interior Construction	CP-11446	Renovate Gym Stage to Class room	\$30,000
165364	Yes	Marlborough Elementary West Campus	Interior Construction	CP-11424	Renno DLRC in Class rooms	\$111,288
165248	Yes	Maywood Community Elementary	HVAC (AFG)	CP-11481	Furnace Upgrade	\$60,000
165366	Yes	Maywood Community Elementary	Interior Construction	CP-11447	Renovate Gym Stage to Class room con't	\$208,900
165249	Yes	Morley Elementary	HVAC (AFG)	CP-11433	DDC Upgrade	\$50,000
165311	Yes	Morley Elementary	Electrical (AFG)	CP-11504	Lighting Upgrade	\$150,000
165367	Yes	Morley Elementary	Interior Construction	CP-11513	Convert K WC to Universal	\$22,800
165261	Yes	Moscrop Secondary	HVAC (AFG)	CP-11433	COP - HVaC systems analysis	\$50,000
165595	No	MSC	Interior Construction	CP-11452	Con't of BCBC requirements	\$25,200
165328	Yes	Rosser Elementary	Exterior Wall Systems	CP-11492	Exterior Paint	\$115,800
165278	Yes	Second Street Community Elementary	Electrical (AFG)	CP-11497	CCTV Upgrade	\$126,000
165264	Yes	Sperling Elementary	Accessibility Upgrades	CP-11511	Auto opener on front door	\$25,000
165305	Yes	Sperling Elementary	Electrical (AFG)	CP-11503	Public Address System Upgrade	\$77,000
165251	Yes	Stoney Creek Community Elementary	HVAC (AFG)	CP-11478	BLR Upgrade	\$300,000
165321	Yes	Taylor Park Elementary	Site Upgrades	CP-11486	Playground Install	\$20,000
165308	Yes	Twelfth Avenue Elementary	Electrical (AFG)	CP-11508	Public Address System Upgrade	\$67,000
165167	Yes	Westridge Elementary	Roofing (AFG)	CP-11430	Areas: 2, 3, 6	\$550,000
165326	Yes	Westridge Elementary	Exterior Wall Systems	CP-11490	Exterior Paint	\$91,900
165322	Yes	Windsor Elementary	Site Upgrades	CP-11488	Playground Install	\$20,000
165330	Yes	Windsor Elementary	Exterior Wall Systems	CP-11494	Exterior Pressure Wash	\$5,000
Submission Category Total:						<b>\$5,871,913</b>

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# Board Report

Date: May 28, 2024  
To: Board of Education – Public Meeting  
From: Ishver Khunguray, Secretary-Treasurer  
Subject: Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2

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## **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 and TELUS require a statutory right-of-way to install additional works on the property. The location of the proposed Statutory Right-of-Way will not interfere with the Kitchener Elementary School site.

## **Recommendation:**

THAT the Board of Education consider and approve the Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2, as presented.

- Motion 1      THAT Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2 receive three readings at this Board meeting held January 30, 2024.
- Motion 2      THAT Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2 be read a first time.
- Motion 3      THAT Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2 be approved a first time and read a second time.
- Motion 4      THAT Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2 be approved a second time and read a third time.
- Motion 5      THAT Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2 be approved a third time.
- Motion 6      THAT Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2 having been read a first, second, and third time, be finally passed and adopted the 28<sup>th</sup> day of May 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)**  
**KITCHENER ELEMENTARY SCHOOL BC HYDRO/TELUS STATUTORY RIGHT-OF-WAY**  
**BYLAW 2024-2**

**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**”) and TELUS Communications Inc. (“**TELUS**”) propose to register a Statutory Right-of-Way on land owned by The Board of Education of School District No. 41 (Burnaby) (“**Board**”) legally described as PID: 031-849-237 – Lot 1 District Lot 117 Group 1 New Westminster District, Plan EPP117299 on the Kitchener Elementary School site (“**Property**”);
- (i) BC Hydro and TELUS propose a Statutory Right-of-Way to the portion of land located within 6 metres of either side of the centre of the alignment of the Works shown approximately in heavy black outline on Drawing No. 1238477, as shown on the site plan attached hereto as Schedule A, subject to the Standard Charge Term agreement;
- (ii) the Property is facility number 4141033;
- (iii) the address of the Property is 1351 Gilmore Avenue, Burnaby, British Columbia, V5C 4S8, and the legal description of the Property is:  
  
Parcel Identifier: 031-849-237 – Lot 1 District Lot 117 Group 1 New Westminster District, Plan EPP117299;
- (iv) the Board is satisfied that the granting of the Statutory Right-of-Way to BC Hydro and TELUS 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 and TELUS.

**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 and TELUS 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 “Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2”.

Read a first time this 28<sup>th</sup> day of May 2024.

Read a second time this 28<sup>th</sup> day of May 2024.



Read a third and final time, passed, and adopted this 28<sup>th</sup> day of May 2024.

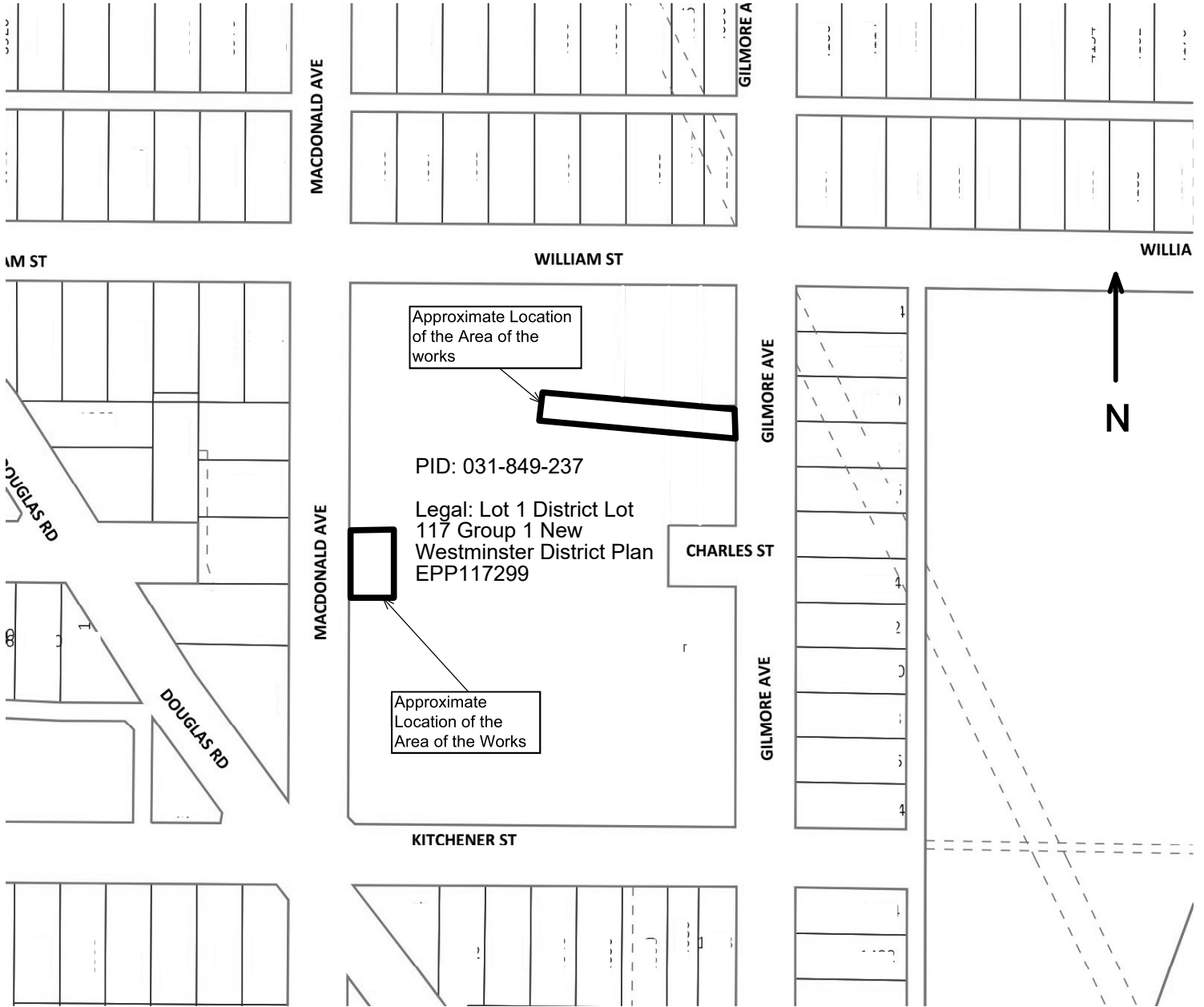
Corporate Seal

\_\_\_\_\_  
Chairperson of the Board

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

I HEREBY CERTIFY this to be a true and original Kitchener Elementary School BC Hydro/TELUS Statutory Right-of-Way Bylaw 2024-2, adopted by the Board this 28<sup>th</sup> day of May 2024.

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



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# Board Report

Date: May 28, 2024  
To: Board of Education – Public Meeting  
From: Ishver Khunguray, Secretary-Treasurer  
Subject: 2024/25 Capital Plan Bylaw

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## **Background:**

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

In order to proceed with the project listed in the May 16, 2024, Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25 letter, the Board is required to adopt Capital Plan Bylaw No. 2024/25-CPSD41-02. 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. 2024/25-CPSD41-02 receive three readings at this Board meeting and final adoption in accordance with the Board's Procedural Bylaw as follows:

- |          |  |
|----------|--|
| Motion 1 | THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02 receive three readings at this Board meeting held May 28, 2024.  |
| Motion 2 | THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02 be read a first time.  |
| Motion 3 | THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02 be approved a first time and read a second time.   |
| Motion 4 | THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02 be approved a second time and read a third time.   |
| Motion 5 | THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02 be approved a third time.  |
| Motion 6 | THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02 having been read a first, second, and third time, be finally passed and adopted the 28 <sup>th</sup> day of May 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.

**CAPITAL BYLAW NO. 2024/25-CPSD41-02**  
**CAPITAL PLAN 2024/25**

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 2024/25 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 May 16, 2024 is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02.

READ A FIRST TIME THE 28<sup>TH</sup> DAY OF MAY 2024;

READ A SECOND TIME THE 28<sup>TH</sup> DAY OF MAY 2024;

READ A THIRD TIME, PASSED THE 28<sup>TH</sup> DAY OF MAY 2024.

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

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

I HEREBY CERTIFY this to be a true and original School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-02 adopted by the Board the 28<sup>th</sup> day of May 2024.

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



May 16, 2024

Ref: 298775

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

**Capital Plan Bylaw No. 2024/25-CPSD41-02**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District's 2024/25 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)
  - Food Infrastructure Program (FIP)
- 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 can proceed to procurement.

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

### New Projects

Project #	Project Name	Project Type	Comments
150163	Brentwood Town Centre East	New School	Project has been supported for planning (business case). Please submit Project Definition Report (PDR) to Ministry as soon as possible.
<b>163884</b>	<b>Kitchener Elementary</b>	<b>Addition</b>	<b>Project has been approved for an increase of 5-classroom prefabricated modular addition, to the existing 15-classroom prefabricated modular addition approval for a total of 20 classrooms. Your Regional Director will contact you regarding next steps.</b>

### Projects in Development from Previous Years

Project #	Project Name	Project Type	Comments
127772	Cameron Elementary	Addition/Seismic	Final business case (PDR) with Ministry for funding approval.

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.

NOTE: The Ministry encourages school districts to pursue simplified designs for new schools or expansion of existing schools. As projects proceed to Business Case, stakeholder engagement and design phases, please ensure simplified design parameters are considered as per the attached *Simplified Designs Guidelines*.

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

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), 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, FIP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Burnaby Mountain Secondary	SEP - HVAC Upgrades	\$850,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Gilpin Elementary	SEP - HVAC Upgrades	\$400,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Cascade Heights Elementary	CNCP - Electrical Upgrades	\$150,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Capitol Hill Elementary	CNCP - Electrical Upgrades	\$200,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Douglas Road Elementary	FIP - Kitchen Equipment and Upgrade	\$137,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Nelson Elementary	FIP - Kitchen Equipment and Upgrade	\$162,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

**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 2024/25 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 2024/25 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 the Ministry's Capital Management Branch at [CMB@gov.bc.ca](mailto:CMB@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.**

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 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 1<sup>st</sup>, 2024.



School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
  - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
  - Major Capital Programs (BEP)
- **September 30, 2024**
  - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
  - Minor Capital Programs (FIP)

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.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

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 2024/25.

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 Regional Director [Travis Tormala](#).

Sincerely,



Damien Crowell, Executive Director  
Capital Management Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch  
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital  
Management Branch