

**DISTRICT OPERATIONS - BUSINESS SERVICES**  
**Reporting to Public Session, Tuesday, February 26, 2013**

**1. Capital Project Bylaw No. 115857**

As previously reported to the Board on May 22, 2012, the Ministry announced \$122 million in capital funding for necessary structural upgrades for fourteen schools with high seismic risk under the provincial Seismic Mitigation Program. The funding announcement included preliminary support for the seismic upgrade of Alpha Secondary School.

As part of the ministry-approval process the district is required to prepare a Seismic Project Identification Report (“SPIR”) to verify the scope and cost of the seismic upgrade for the Alpha project. In a letter dated January 31, 2013 (copy attached) from Mr. Doug Stewart, Director, Capital Management Branch, we were informed the district will receive \$97,272 to cover the cost of the SPIR for Alpha Secondary School.

To access the ministry funding for reimbursement of funds spent on the SPIR for Alpha Secondary School the district is required to adopt Capital Project Bylaw No. 115857 in the amount of \$97,272. A copy of the pro-forma capital project bylaw is attached for reference.

Recommendation

It is recommended that Capital Project Bylaw No. 115857 receive three readings at this Board meeting and final adoption in accordance with the Board’s Procedural Bylaw as follows:

- |          |  |
|----------|--|
| Motion 1 | THAT Capital Project Bylaw No. 115857 receive three readings at this Board meeting held February 26, 2013. |
| Motion 2 | THAT Capital Project Bylaw No. 115857 be read a first time.  |
| Motion 3 | THAT Capital Project Bylaw No. 115857 be approved a first time and read a second time.                     |
| Motion 4 | THAT Capital Project Bylaw No. 115857 be approved a second time and read a third time.                     |
| Motion 5 | THAT Capital Project Bylaw No. 115857 be approved a third time.  |

Motion 6        THAT Capital Project Bylaw No. 115857 having been read a first, second and third time, be finally passed and adopted the 26th day of February, 2013; 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.

## **2.        Amended Annual Budget Bylaw           for the Fiscal Year 2012/2013**

### Background

In December of each year, the Ministry of Education recalculates the grants provided to school districts for their annual operating budgets based upon the actual September 30 enrolments and other funding formula data. As Trustees are aware, the preliminary ministry funding and the district's preliminary operating budget prepared in April 2012 were predicated on enrolment and other funding estimates which now need to be adjusted to reflect actual funding and expenditure experience. The attached pro-forma Amended Annual Budget Bylaw in the amount of \$249,527,726 reflects the district's current updated operating budget for the 2012/2013 fiscal year.

In accordance with district practice, trustees met on February 20 with partner group representatives from the BTA (James Sanyshyn, President, and Frank Bonvino, Officer-at-Large), CUPE Local 379 (Paul Simpson, President, and John Delima, Treasurer), DPAC (Jennifer Mezei, Chair, and Herman Louie) and DSAC (Kieren Gadhia, President, and Teri Miller, Secretary). Secretary-Treasurer Greg Frank presented background information on the district's budget, the draft 2012/2013 Amended Operating Budget and information on the 2013/2014 operating budget and budget development process.

A presentation will be made on the 2012/2013 amended annual budget.

### Recommendation

It is recommended that Amended Annual Budget Bylaw for the fiscal year 2012/2013 receive three readings at this Board meeting and final adoption in accordance with the Board's Procedural Bylaw as follows:

Motion 1        THAT Amended Annual Budget Bylaw for the fiscal year 2012/2013 receive three readings at this Board meeting held February 26, 2013.

Motion 2        THAT Amended Annual Budget Bylaw for the fiscal year 2012/2013 be read a first time.

- Motion 3      THAT Amended Annual Budget Bylaw for the fiscal year 2012/2013 be approved a first time and read a second time.
- Motion 4      THAT Amended Annual Budget Bylaw for the fiscal year 2012/2013 be approved a second time and read a third time.
- Motion 5      THAT Amended Annual Budget Bylaw for the fiscal year 2012/2013 be approved a third time.
- Motion 6      THAT Amended Annual Budget Bylaw for the fiscal year 2012/2013 having been read a first, second and third time, be finally passed and adopted the 26th day of February, 2013; 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.



January 31, 2013

VIA EMAIL

Ref: 165296

Greg Frank  
Secretary-Treasurer  
School District No. 41 (Burnaby)  
5325 Kincaid St  
Burnaby BC V5G 1W2  
Email: [Greg.Frank@sd41.bc.ca](mailto:Greg.Frank@sd41.bc.ca)

Dear Greg Frank:

**Subject: SPIR Costs for Supported Seismic Projects**

As per my email of January 8, 2013, regarding reimbursement for funds spent on Seismic Project Identification Reports (SPIRS):

SD 41 - Burnaby			
School	Project No.	Blocks	SPIR Reimbursement by Project
Alpha Secondary	115857	1, 3, 4, 5 and 6	\$ 97,272

As funding will be provided using a Certificate of Approval (COA), your Board of Education will be required to adopt Capital Project Bylaw No. 115857 in the amount of \$97,272. Upon receipt of this bylaw, a Certificate of Approval will be issued to the School District to enable you to access these funds prior to March 31, 2013.

If you have any questions regarding the required project bylaw, please contact Cherrie Calvert, Project Information Analyst, at 250-356-6498.

Yours sincerely,

Doug Stewart, Director  
Capital Management Branch

pc: Phillip Chambers, Regional Manager  
Cherrie Calvert, Project Information Analyst  
Earl Strueby, Planning Officer

Ministry of  
Education

Resource Management  
Division

Mailing Address:  
PO BOX 9151 STN PROV GOVT  
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Location:  
5th Floor  
620 Superior St  
Victoria BC

**CAPITAL PROJECT BYLAW NO. 115857**

A BYLAW by the Board of Education of School District No. 41 (Burnaby) (hereinafter called the "Board") to adopt a Capital Project.

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 115857.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially as directed by the Minister;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

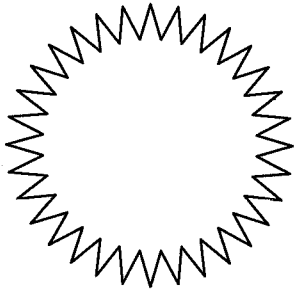
NOW THEREFORE the Board enacts as follows:

1. The Capital Project of the Board approved by the Minister and specifying a maximum expenditure of \$97,272 for Project No. 115857 is hereby adopted.
2. This Bylaw may be cited as School District No. 41 (Burnaby) Capital Project Bylaw No. 115857.

Read a first time the 26th day of February, 2013.

Read a second time the 26th day of February, 2013.

Read a third time, passed and adopted the 26th day of February, 2013.



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

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

I HEREBY CERTIFY this to be a true and original School District No. 41 (Burnaby) Capital Project Bylaw No. 115857 adopted by the Board the 26<sup>th</sup> day of February, 2013.

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

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT No. 41 (BURNABY)  
AMENDED ANNUAL BUDGET BYLAW**

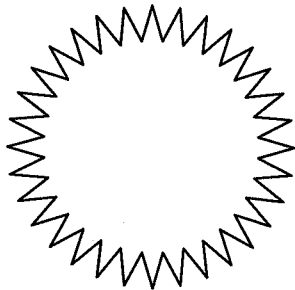
A bylaw of the Board of Education of School District No. 41 (Burnaby) (called the "Board") to adopt the amended annual budget of the Board for the fiscal year 2012/2013 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c.412 as amended from time to time (called the "*Act*").

1. The Board has complied with the provisions of the *Act* respecting the amended annual budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 41 (Burnaby) Amended Annual Budget Bylaw for the fiscal year 2012/2013.
3. The attached Statement 2 showing the estimated revenue and expense for the 2012/2013 fiscal year and the total budget bylaw amount of \$249,527,726 for the 2012/2013 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, Statement 4 and Schedules 1 to 4 are adopted as the amended annual budget of the Board for the fiscal year 2012/2013.

Read a first time the 26th day of February, 2013.

Read a second time the 26th day of February, 2013.

Read a third time, passed and adopted the 26th day of February, 2013.



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

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

I HEREBY CERTIFY this to be a true original of School District No. 41 (Burnaby) Amended Annual Budget Bylaw for the fiscal year 2012/2013, adopted by the Board the 26th day of February, 2013.

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

# School District No. 41 (Burnaby)

Statement 2

Amended Annual Budget - Revenue and Expense  
Year Ended June 30, 2013

	2013 Amended Annual Budget	2012 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	23,569.500	23,882.438
Adult	568.875	638.250
Other	962.500	964.250
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>25,100.875</b>	<b>25,484.938</b>
<b>Revenues</b>		
	\$	\$
Provincial Grants		
Ministry of Education	210,022,492	197,073,552
Other	3,112,202	1,825,760
Federal Grants	14,980	
Tuition	14,236,430	13,016,525
Other Revenue	8,621,759	1,428,862
Rentals and Leases	1,105,000	885,950
Investment Income	650,000	500,000
Amortization of Deferred Capital Revenue	6,900,000	
<b>Total Revenue</b>	<b>244,662,863</b>	<b>214,730,649</b>
<b>Expenses</b>		
Instruction	210,029,652	188,766,798
District Administration	5,576,293	5,014,087
Operations and Maintenance	23,572,985	22,236,885
Transportation and Housing	1,436,017	833,583
Amortization of Tangible Capital Assets	7,500,000	
<b>Total Expense</b>	<b>248,114,947</b>	<b>216,851,353</b>
<b>Net Revenue (Expense)</b>	<b>(3,452,084)</b>	<b>(2,120,704)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>7,891,968</b>	<b>6,094,958</b>
<b>Budgeted Transfers (to) from other funds (2012 only)</b>		<b>(632,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>4,439,884</b>	<b>3,342,254</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)	3,482,105	3,342,254
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	957,779	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>4,439,884</b>	<b>3,342,254</b>

# School District No. 41 (Burnaby)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2013

	2013 Amended Annual Budget	2012 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	216,685,540	216,851,353
Special Purpose Funds - Total Expense	23,929,407	
Capital Fund - Total Expense	7,500,000	
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,412,779	
Local Capital and Other Transfers		632,000
<b>Total Budget Bylaw Amount</b>	<u>249,527,726</u>	<u>217,483,353</u>

Approved by the Board

Signature of the Chair of the Board of Education \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of the Superintendent \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of the Secretary Treasurer \_\_\_\_\_ Date Signed \_\_\_\_\_

# DRAFT