

DISTRICT OPERATIONS – BUSINESS SERVICES
Reporting to Public Session, Tuesday, January 25, 2022

1. 2022/2023 Budget Process Calendar

Annually, school districts are required to submit a balanced budget to the Ministry of Education 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.

As it has in past years, the budget process will include consultation with the Burnaby Leadership Team, Partner Groups, the Burnaby District Parent’s Advisory Council and the public.

Ishver Khunguray, Deputy Secretary-Treasurer, has prepared a board report outlining the details.

Recommendation:

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

2. Capital Project Status Report

In alignment with the priorities set out in the Burnaby Board of Education’s 2019-2024 Strategic plan, a significant number of capital projects are active and are at various stages.

Project Planning details for Cameron and Brentwood Park Elementary Schools and Approved Projects – Planning Updates are provided for Stride Avenue Community and phase 3 childcare projects. Construction updates are summarized for the Board Office, Burnaby North Secondary, Parkcrest and Seaforth Elementary schools and for the phase 2 childcare projects, and Land Consolidation at Kitchener and Glenwood Elementary Schools are underway.

Russell Horswill, Secretary-Treasurer, has prepared a board report containing the details of all projects and their associated state.

Recommendation:

THAT the Board of Education receive this information.

Board Report

Date: January 25, 2022
To: Board of Education – Public Meeting
From: Ishver Khunguray, Deputy Secretary-Treasurer
Subject: 2022/2023 Budget Process Calendar

Introduction:

Annually, school districts are required to submit a balanced budget to the Ministry of Education 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.

Background:

The uncertainty brought on by COVID-19, and the resulting impact to the financial position to the District, has impacted this timeline the last two budget years. In both the 2020/2021 and 2021/2022 budget years, the process was delayed with the Board approving the budget later in the Spring. At this time, we are anticipating less disruption to the budget process and are planning on going back to the traditional timeline for the budget process.

As it has in past years, the budget process will include consultation with the Burnaby Leadership Team, Partner Groups, the Burnaby District Parent's Advisory Council and the public.

Recommendation:

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

2022-2023 Budget Calendar

<u>Date</u>	<u>Topic</u>	<u>Audience</u>
February 15, 2022	2021/2022 Amended Budget Bylaw and 2022/2023 Status Quo Budget Presentation of Amended Budget Bylaw and 2022/2023 Draft Status Quo Budget	Finance Committee 4:30pm
February 17, 2022	2021/2022 Amended Budget Presentation of Amended Budget	Partner Groups 4:30pm
Mid - Feb	Provincial Government Throne Speech	Public Announcement
February 22, 2022	2021/2022 Amended Budget presented for Board approval	Board Meeting 7:00pm
March 11, 2022	Ministry announcement of 2022/2023 preliminary operating grant	
SPRING BREAK - March 14-25		
March 31, 2022	2022/2023 Annual Budget 2021/2022 Q3 Projection and 2022/23 Status Quo Budget with budget balancing proposals for Trustee feedback	Finance Committee 4:30pm
April 12, 2022	2022/2023 Annual Budget 2021/2022 Q3 Projection and 2022/23 Budget presentation to gather feedback	Burnaby Leadership Team 9:15am
	2022/2023 Annual Budget 2021/2022 Q3 Projection and 2022/23 Budget presentation	Partner Groups 4:00pm
	2022/2023 Annual Budget proposals 2021/2022 Q3 Projection and 2022/23 Budget presentation	Public 7:00pm
April 19, 2022 (to be rescheduled from April 4th)	2022/2023 Annual Budget 2021/2022 Q3 Projection and 2022/23 Budget presentation	District Parent Advisory Council 7:00pm
April 20, 2022	2022/2023 Annual Budget Partner Groups to provide feedback on the budget	Partner Groups 4:00pm
	2022/2023 Annual Budget Review all feedback received and finalize 2022/23 Annual Budget	Finance Committee 5:30pm
April 26, 2022	2022/2023 Annual Budget presented for Board approval	Board Meeting 7:00pm
April 27, 2022	Submission of Budget	MOE
Mid-May 2022	Audit Sub-Committee Presentation on 2022/23 Budget and pre-audit meeting with external auditors	Audit Committee 4:30pm

Board Report

Date: January 25, 2022
To: Board of Education – Public Meeting
From: Russell Horswill, Secretary-Treasurer
Subject: Capital Project Status Report

Background:

The Burnaby Board of Education's 2019-2024 Strategic Plan contains the following objectives under the key priority **“A Modern, Safe and Sustainable Learning Environment”**, Goal 2 – Develop a Long-Range Facility Plan consistent with Ministry Guidelines:

- i) Collaborate with the City of Burnaby as they update their Official Community Plan (OCP) to inform future enrolment projections.
- ii) Develop and implement a multi-year strategy to seismically mitigate all schools with a “High” (H1, H2, or H3) government rating.

A significant number of capital projects are active and are at various stages. Below is a summary of all projects and their associated state.

Project Planning

1. Cameron Elementary – Seismic/Addition with Neighbourhood Learning Centre (NLC) Area
 - Concept Plan approved by Ministry of Education
 - Project Definition Report near completion
 - Full replacement option recommended with significant incremental cost above seismic lowest-cost option
 - NLC – Childcare with Indigenous Learning Centre
 - Budget ~\$44.6 million
2. Brentwood Park Elementary – Seismic/Addition with NLC Area
 - Concept plan submitted but not approved to-date
 - Project Definition Report near completion
 - NLC – Expanded gym/community area integrated into childcare
 - City of Burnaby/Ministry of Children and Family Development (MCFD) potential childcare (\$2.9 million)
 - Budget ~\$27.7 million

Approved Project – Planning Update

1. Stride Avenue Community – Seismic (Full Replacement) with NLC Area
 - Project Definition Report complete and submitted to government
 - Capital Project Funding Agreement finalized and signed
 - Schematic design complete – design development underway
 - NLC – Indigenous Learning Centre
 - MCFD Childcare Funding \$1.683 million

- Budget \$25.823 million (\$3.560 million SD41 incremental cost)
2. Phase 3 Childcare Projects
 - Locations: Twelfth Avenue, Brentwood Park, Kitchener, Parkcrest Elementary Schools, and Stoney Creek Community School
 - Schematic design complete – project costing/design development underway
 - Planned January 1, 2023 opening
 - Budget \$4.737 million

Construction Update

1. Board Office – Full Replacement
 - Project complete – November 2021 move in
 - Minor project deficiencies being resolved
 - Delayed grand-opening due to COVID limitations
2. Burnaby North Secondary – Full Replacement
 - Project Substantial Completion date – December 2022
 - Off-site work complete
 - Demolition of old school and site work Spring/Summer 2023
 - Budget \$115.8 million
3. Parkcrest Elementary – Seismic Partial Replacement
 - Project Substantial Completion date – September 2022
 - Phase 1 complete February 2022
 - Phase 2 complete end of July 2023
 - Phase 3 building demolition summer 2023 (potentially into September 2023)
 - Budget \$13.9 million (\$300K SD41 AFG/\$749K Restricted Capital)
4. Seaforth Elementary – Seismic
 - Project Substantial Completion date – September 2022
 - Phase 1 complete August 2021
 - Phase 2 proceeding
 - Portable complex removal/site reclamation summer 2022
 - Budget \$15.8 million (no other funds)
5. Phase 2 Childcare Projects
 - Modular Childcare centres open (Westridge, Marlborough, Cascade Heights, and Suncrest Elementary Schools)
 - Marian Childcare Centre Substantial Completion date projected February 1, 2022

Land Consolidation

1. Kitchener Elementary
2. Glenwood Elementary
 - Simple Land consolidation of existing SD41 owned land
 - Preparation for future capital projects (PPA requirements)

Recommendation:

THAT the Board of Education receive this information.