

**DISTRICT OPERATIONS – BUSINESS SERVICES**  
**Reporting to Public Session, Tuesday, April 26, 2022**

**1. Annual Budget Bylaw for the Fiscal Year 2022/2023**

The 2022/2023 operating budget is brought forward tonight for board consideration and approval. The budget has been finalized based on recommendations of the Finance Committee of the Board following an extensive and transparent budget process and incorporates the budget adjustments recommended by the Finance Committee. A pro-forma Annual Budget Bylaw in the amount of \$322,918,798 is attached. This evening staff will provide a detailed presentation of the district's annual budget.

**Recommendation:**

It is recommended that the Annual Budget Bylaw for the Fiscal Year 2022/2023 in the amount of \$322,918,798 receive three readings at this Board meeting and final adoption in accordance with the Board's Procedural Bylaw as follows:

- |          |  |
|----------|--|
| Motion 1 | THAT Annual Budget Bylaw for the Fiscal Year 2022/2023 receive three readings at this Board meeting held April 26, 2022.   |
| Motion 2 | THAT Annual Budget Bylaw for the Fiscal Year 2022/2023 be read a first time.   |
| Motion 3 | THAT Annual Budget Bylaw for the Fiscal Year 2022/2023 be approved a first time a read a second time.  |
| Motion 4 | THAT Annual Budget Bylaw for the Fiscal Year 2022/2023 be approved a second time and read a third time.  |
| Motion 5 | THAT Annual Budget Bylaw for the Fiscal Year 2022/2023 be approved a third time.   |
| Motion 6 | THAT Annual Budget Bylaw for the Fiscal Year 2022/2023 having been read a first, second and third time, be finally passed and adopted the 26 <sup>th</sup> day of April, 2022; 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. |

Attachments

## **2. Capital Plan Bylaw No. 2022/23-CPSD41-01**

In order to proceed with the projects listed in the March 15, 2022 Ministry Response Letter, the Board is required to adopt Capital Plan Bylaw No. 2022/23-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. 2022/23-CPSD41-01 for board consideration and approval.

### **Recommendation:**

It is recommended that School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-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. 2022/23-CPSD41-01 receive three readings at this Board meeting held April 26, 2022.   |
| Motion 2 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-01 be read a first time.   |
| Motion 3 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-01 be approved a first time a read a second time.  |
| Motion 4 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-01 be approved a second time and read a third time.  |
| Motion 5 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-01 be approved a third time.   |
| Motion 6 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-01 having been read a first, second and third time, be finally passed and adopted the 26 <sup>th</sup> day of April, 2022; 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. |

Annual Budget

## **School District No. 41 (Burnaby)**

June 30, 2023

# School District No. 41 (Burnaby)

June 30, 2023

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\*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 41 (BURNABY)  
(called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2022/2023 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*, Ministerial Orders, and Ministry of Education Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 41 (Burnaby)  
Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the  
2022/2023 fiscal year and the total budget bylaw amount of \$322,918,798 for the 2022/2023 fiscal  
year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board  
for the fiscal year 2022/2023.

READ A FIRST TIME THE 26th DAY OF APRIL, 2022;

READ A SECOND TIME THE 26th DAY OF APRIL, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF APRIL, 2022;

( Corporate Seal )

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 41 (Burnaby)  
Annual Budget Bylaw 2022/2023, adopted by the Board the 26th DAY OF APRIL, 2022.

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Secretary Treasurer

# School District No. 41 (Burnaby)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	24,400,438	24,155,031
Adult	75,188	75,188
Other	877,375	877,375
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>25,353,000</b>	<b>25,107,594</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	271,179,642	267,543,611
Other	178,868	181,687
Federal Grants	5,323,079	3,751,864
Tuition	21,325,405	20,959,949
Other Revenue	5,395,187	11,514,275
Rentals and Leases	834,108	591,836
Investment Income	846,500	388,366
Amortization of Deferred Capital Revenue	10,419,817	8,834,621
<b>Total Revenue</b>	<b>315,502,606</b>	<b>313,766,209</b>
<b>Expenses</b>		
Instruction	269,956,396	273,745,792
District Administration	7,474,124	7,578,364
Operations and Maintenance	40,945,339	39,585,188
Transportation and Housing	1,684,384	1,647,090
<b>Total Expense</b>	<b>320,060,243</b>	<b>322,556,434</b>
<b>Net Revenue (Expense)</b>	<b>(4,557,637)</b>	<b>(8,790,225)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>4,942,616</b>	<b>7,962,238</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>384,979</b>	<b>(827,987)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	384,979	(827,987)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>384,979</b>	<b>(827,987)</b>

# School District No. 41 (Burnaby)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	268,388,502	267,454,726
Special Purpose Funds - Total Expense	38,528,348	42,669,708
Special Purpose Funds - Tangible Capital Assets Purchased	249,263	300,100
Capital Fund - Total Expense	13,143,393	12,432,000
Capital Fund - Tangible Capital Assets Purchased from Local Capital	2,609,292	2,252,000
<b>Total Budget Bylaw Amount</b>	<b>322,918,798</b>	<b>325,108,534</b>

## Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

# School District No. 41 (Burnaby)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2023

	2023 Annual Budget \$	2022 Amended Annual Budget \$
<b>Surplus (Deficit) for the year</b>	<b>(4,557,637)</b>	<b>(8,790,225)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(249,263)	(300,100)
From Local Capital	(2,609,292)	(2,252,000)
From Deferred Capital Revenue	(60,930,980)	
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(63,789,535)</b>	<b>(2,552,100)</b>
Amortization of Tangible Capital Assets	13,143,393	12,432,000
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(50,646,142)</b>	<b>9,879,900</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(55,203,779)</b>	<b>1,089,675</b>



# School District No. 41 (Burnaby)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	242,466,120	239,188,582
Other	126,500	126,500
Tuition	21,325,405	20,959,949
Other Revenue	711,545	711,547
Rentals and Leases	726,816	484,544
Investment Income	466,500	273,366
<b>Total Revenue</b>	<b>265,822,886</b>	<b>261,744,488</b>
<b>Expenses</b>		
Instruction	233,756,585	233,399,431
District Administration	6,877,818	6,956,261
Operations and Maintenance	26,870,840	26,222,256
Transportation and Housing	883,259	876,778
<b>Total Expense</b>	<b>268,388,502</b>	<b>267,454,726</b>
<b>Net Revenue (Expense)</b>	<b>(2,565,616)</b>	<b>(5,710,238)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>4,942,616</b>	<b>7,962,238</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(2,377,000)	(2,252,000)
<b>Total Net Transfers</b>	<b>(2,377,000)</b>	<b>(2,252,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 41 (Burnaby)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	239,956,488	236,678,950
Other Ministry of Education Grants		
Pay Equity	1,441,995	1,441,995
Funding for Graduated Adults	682,176	682,176
Student Transportation Fund	24,841	24,841
Support Staff Benefits Grant	327,925	327,925
FSA Scorer Grant	27,292	27,292
Early Learning Framework (ELF) Implementation	5,403	5,403
<b>Total Provincial Grants - Ministry of Education</b>	<b>242,466,120</b>	<b>239,188,582</b>
<b>Provincial Grants - Other</b>	<b>126,500</b>	<b>126,500</b>
<b>Tuition</b>		
Summer School Fees	334,135	334,135
Continuing Education	2,450,000	2,084,544
International and Out of Province Students	18,541,270	18,541,270
<b>Total Tuition</b>	<b>21,325,405</b>	<b>20,959,949</b>
<b>Other Revenues</b>		
Miscellaneous		
City of Burnaby - Crossing Guards	205,000	205,000
Other Program Fees	153,092	153,092
Sundry	353,453	353,455
<b>Total Other Revenue</b>	<b>711,545</b>	<b>711,547</b>
<b>Rentals and Leases</b>	<b>726,816</b>	<b>484,544</b>
<b>Investment Income</b>	<b>466,500</b>	<b>273,366</b>
<b>Total Operating Revenue</b>	<b>265,822,886</b>	<b>261,744,488</b>

# School District No. 41 (Burnaby)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	131,203,115	129,987,282
Principals and Vice Principals	10,870,560	10,737,659
Educational Assistants	22,468,720	21,506,145
Support Staff	20,618,908	20,541,513
Other Professionals	5,908,430	5,368,583
Substitutes	9,594,532	11,186,465
<b>Total Salaries</b>	<b>200,664,265</b>	<b>199,327,647</b>
<b>Employee Benefits</b>	<b>46,295,950</b>	<b>44,355,194</b>
<b>Total Salaries and Benefits</b>	<b>246,960,215</b>	<b>243,682,841</b>
<b>Services and Supplies</b>		
Services	7,154,467	8,739,785
Student Transportation	691,831	691,831
Professional Development and Travel	824,390	1,045,443
Rentals and Leases	155,059	155,059
Dues and Fees	74,427	74,427
Insurance	534,858	614,858
Supplies	7,556,498	9,121,327
Utilities	4,436,757	3,329,155
<b>Total Services and Supplies</b>	<b>21,428,287</b>	<b>23,771,885</b>
<b>Total Operating Expense</b>	<b>268,388,502</b>	<b>267,454,726</b>

# School District No. 41 (Burnaby)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	97,029,660	319,560	774,078	1,830,684	241,142	5,157,018	105,352,142
1.03 Career Programs	812,160	-	-	131,318	-	42,198	985,676
1.07 Library Services	2,828,781	15,644	204,586	113,721	-	129,240	3,291,972
1.08 Counselling	4,174,275	-	-	-	-	190,715	4,364,990
1.10 Special Education	10,840,958	289,209	20,874,303	-	-	2,119,816	34,124,286
1.30 English Language Learning	7,479,754	50,839	-	-	-	293,790	7,824,383
1.31 Indigenous Education	867,277	151,561	218,561	-	-	41,742	1,279,141
1.41 School Administration	632,220	9,226,099	-	4,236,350	-	28,885	14,123,554
1.60 Summer School	1,303,638	225,524	-	-	-	424,411	1,953,573
1.61 Continuing Education	1,358,395	264,091	-	235,006	210,899	26,714	2,095,105
1.62 International and Out of Province Students	3,875,997	58,102	397,192	259,696	476,194	43,715	5,110,896
1.64 Other							-
<b>Total Function 1</b>	<b>131,203,115</b>	<b>10,600,629</b>	<b>22,468,720</b>	<b>6,806,775</b>	<b>928,235</b>	<b>8,498,244</b>	<b>180,505,718</b>
<b>4 District Administration</b>							
4.11 Educational Administration		269,931		246,946	1,537,107		2,053,984
4.40 School District Governance				58,845	356,742		415,587
4.41 Business Administration				1,051,354	1,484,929		2,536,283
<b>Total Function 4</b>	<b>-</b>	<b>269,931</b>	<b>-</b>	<b>1,357,145</b>	<b>3,378,778</b>	<b>-</b>	<b>5,005,854</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				244,092	1,601,417		1,845,509
5.50 Maintenance Operations				11,175,291		1,096,288	12,271,579
5.52 Maintenance of Grounds				797,057			797,057
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,216,440</b>	<b>1,601,417</b>	<b>1,096,288</b>	<b>14,914,145</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration							-
7.70 Student Transportation				238,548			238,548
7.73 Housing							-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>238,548</b>	<b>-</b>	<b>-</b>	<b>238,548</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>131,203,115</b>	<b>10,870,560</b>	<b>22,468,720</b>	<b>20,618,908</b>	<b>5,908,430</b>	<b>9,594,532</b>	<b>200,664,265</b>

# School District No. 41 (Burnaby)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	105,352,142	24,758,836	130,110,978	6,254,591	136,365,569	135,991,085
1.03 Career Programs	985,676	295,126	1,280,802	44,596	1,325,398	1,310,741
1.07 Library Services	3,291,972	911,949	4,203,921	314,975	4,518,896	4,507,770
1.08 Counselling	4,364,990	936,477	5,301,467		5,301,467	5,289,804
1.10 Special Education	34,124,286	7,272,324	41,396,610	491,403	41,888,013	41,742,672
1.30 English Language Learning	7,824,383	1,973,175	9,797,558	11,875	9,809,433	9,829,022
1.31 Indigenous Education	1,279,141	337,396	1,616,537	61,076	1,677,613	1,653,774
1.41 School Administration	14,123,554	3,430,595	17,554,149		17,554,149	17,270,187
1.60 Summer School	1,953,573	258,300	2,211,873	132,740	2,344,613	2,348,413
1.61 Continuing Education	2,095,105	518,767	2,613,872	527,652	3,141,524	3,323,523
1.62 International and Out of Province Students	5,110,896	1,090,586	6,201,482	3,628,428	9,829,910	10,132,440
1.64 Other	-	-	-	-	-	-
<b>Total Function 1</b>	<b>180,505,718</b>	<b>41,783,531</b>	<b>222,289,249</b>	<b>11,467,336</b>	<b>233,756,585</b>	<b>233,399,431</b>
<b>4 District Administration</b>						
4.11 Educational Administration	2,053,984	486,582	2,540,566	61,520	2,602,086	2,820,167
4.40 School District Governance	415,587	80,448	496,035	144,331	640,366	625,774
4.41 Business Administration	2,536,283	572,857	3,109,140	526,226	3,635,366	3,510,320
<b>Total Function 4</b>	<b>5,005,854</b>	<b>1,139,887</b>	<b>6,145,741</b>	<b>732,077</b>	<b>6,877,818</b>	<b>6,956,261</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	1,845,509	294,345	2,139,854	616,371	2,756,225	2,556,994
5.50 Maintenance Operations	12,271,579	2,852,955	15,124,534	3,028,480	18,153,014	18,050,649
5.52 Maintenance of Grounds	797,057	166,562	963,619	541,727	1,505,346	1,485,058
5.56 Utilities	-	-	-	4,456,255	4,456,255	4,129,555
<b>Total Function 5</b>	<b>14,914,145</b>	<b>3,313,862</b>	<b>18,228,007</b>	<b>8,642,833</b>	<b>26,870,840</b>	<b>26,222,256</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	-	-	-	-	-	-
7.70 Student Transportation	238,548	58,670	297,218	586,041	883,259	876,778
7.73 Housing	-	-	-	-	-	-
<b>Total Function 7</b>	<b>238,548</b>	<b>58,670</b>	<b>297,218</b>	<b>586,041</b>	<b>883,259</b>	<b>876,778</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>200,664,265</b>	<b>46,295,950</b>	<b>246,960,215</b>	<b>21,428,287</b>	<b>268,388,502</b>	<b>267,454,726</b>

# School District No. 41 (Burnaby)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2023

	<b>2023</b>	2022 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	<b>28,713,522</b>	28,355,029
Other	<b>52,368</b>	55,187
Federal Grants	<b>5,323,079</b>	3,751,864
Other Revenue	<b>4,683,642</b>	10,802,728
Investment Income	<b>5,000</b>	5,000
<b>Total Revenue</b>	<b>38,777,611</b>	42,969,808
<b>Expenses</b>		
Instruction	<b>36,199,811</b>	40,346,361
District Administration	<b>596,306</b>	622,103
Operations and Maintenance	<b>931,106</b>	930,932
Transportation and Housing	<b>801,125</b>	770,312
<b>Total Expense</b>	<b>38,528,348</b>	42,669,708
<b>Net Revenue (Expense)</b>	<b>249,263</b>	300,100
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	<b>(249,263)</b>	(300,100)
<b>Total Net Transfers</b>	<b>(249,263)</b>	(300,100)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	-

# School District No. 41 (Burnaby)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Special Education Equipment	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Related Entities	Strong Start
<b>Deferred Revenue, beginning of year</b>	\$ -	\$ -	\$ -	\$ -	\$ 529,999	\$ -	\$ 5,419,325	\$ -	\$ -
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	931,106	816,752							384,000
Provincial Grants - Other									
Federal Grants									
Other					50,000		4,601,305		
Investment Income					8,000				
	931,106	816,752	-	-	58,000	-	4,601,305	-	384,000
<b>Less:</b> Allocated to Revenue	931,106	816,752	-	-	55,000	-	4,193,164		384,000
Recovered									
<b>Deferred Revenue, end of year</b>	-	-	-	-	532,999	-	5,827,466	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	931,106	816,752							384,000
Provincial Grants - Other									
Federal Grants									
Other Revenue					50,000		4,193,164		
Investment Income					5,000				
	931,106	816,752	-	-	55,000	-	4,193,164	-	384,000
<b>Expenses</b>									
Salaries									
Teachers									
Principals and Vice Principals									
Educational Assistants		650,673							297,562
Support Staff									
Other Professionals									
Substitutes									
	-	650,673	-	-	-	-	-	-	297,562
Employee Benefits		166,079							74,919
Services and Supplies	931,106				55,000		4,193,164		11,519
	931,106	816,752	-	-	55,000	-	4,193,164	-	384,000
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	-	-	-	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 41 (Burnaby)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

Schedule 3A

	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children
<b>Deferred Revenue, beginning of year</b>	37,267	\$ -	\$ 252,933	\$ -	\$ -	\$ 117,959	\$ -	\$ 9,490	\$ 21,517
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	100,450	306,032	2,450,104	2,428,607	11,631,258				19,403
Provincial Grants - Other									
Federal Grants									
Other									
Investment Income									
	100,450	306,032	2,450,104	2,428,607	11,631,258	-	-	-	19,403
<b>Less:</b> Allocated to Revenue	137,717	306,032	2,703,037	2,428,607	11,631,258	14,745	-	9,490	40,920
Recovered									
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	<b>103,214</b>	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	100,450	306,032	2,450,104	2,428,607	11,631,258	14,745		9,490	40,920
Provincial Grants - Other									
Federal Grants									
Other Revenue	37,267		252,933						
Investment Income									
	137,717	306,032	2,703,037	2,428,607	11,631,258	14,745	-	9,490	40,920
<b>Expenses</b>									
Salaries									
Teachers		99,930	482,824		9,612,610	12,186		7,497	
Principals and Vice Principals				133,477					
Educational Assistants	22,998		330,476	1,035,168					
Support Staff			381,175	175,049					
Other Professionals			91,527	-					
Substitutes	10,200	3,835	6,414	495,944					
	33,198	103,765	1,292,416	1,839,638	9,612,610	12,186	-	7,497	-
Employee Benefits		19,595	322,965	588,969	2,018,648	2,559		1,993	
Services and Supplies	104,519	182,672	1,087,656						40,920
	137,717	306,032	2,703,037	2,428,607	11,631,258	14,745	-	9,490	40,920
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	-	-	-	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-



# School District No. 41 (Burnaby)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

Schedule 3A

	Safe Return to School / Restart: Health & Safety Grant	Federal Safe Return to Class / Ventilation Fund	Seamless Day Kindergarten	BC Provincial School for the Deaf	PRP Fraser Park Maples	Youth at Risk	CYF Projects	Settlement Services	Community Services
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	-	-	249,263	8,930	4,197	108,760	564,488	140,926
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education				6,890,690	2,460,105				
Provincial Grants - Other						52,368			
Federal Grants									
Other						68,936			
Investment Income									
	-	-	-	6,890,690	2,460,105	121,304	-	-	-
<b>Less:</b> Allocated to Revenue	-	-	-	7,139,953	2,460,105	125,501	-	7,000	-
Recovered					8,930				
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	<b>108,760</b>	<b>557,488</b>	<b>140,926</b>
<b>Revenues</b>									
Provincial Grants - Ministry of Education				7,139,953	2,460,105				
Provincial Grants - Other						52,368			
Federal Grants									
Other Revenue						73,133		7,000	
Investment Income									
	-	-	-	7,139,953	2,460,105	125,501	-	7,000	-
<b>Expenses</b>									
Salaries									
Teachers				1,821,254	1,697,634				
Principals and Vice Principals				462,829					
Educational Assistants				764,547		88,722			
Support Staff				972,676	34,640				
Other Professionals				299,736	36,550				
Substitutes					50,344				
	-	-	-	4,321,042	1,819,168	88,722	-	-	-
Employee Benefits				990,985	373,365	19,997			
Services and Supplies				1,578,663	267,572	16,782		7,000	
	-	-	-	6,890,690	2,460,105	125,501	-	7,000	-
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	249,263	-	-	-	-	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased				(249,263)					
	-	-	-	(249,263)	-	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 41 (Burnaby)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

Schedule 3A

	Out of School Time	IRCC SWIS	IRCC Linc	IRCC Wraparound	Endowment Earnings	CommunityLink Other	TOTAL
	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	117,583	-	-	-	31,748		7,614,385
<b>Add:</b> Restricted Grants							
Provincial Grants - Ministry of Education							28,418,507
Provincial Grants - Other							52,368
Federal Grants		1,173,847	2,553,503				3,727,350
Other	36,000					1,595,729	6,351,970
Investment Income					500		8,500
	36,000	1,173,847	2,553,503	-	500	1,595,729	38,558,695
<b>Less:</b> Allocated to Revenue	70,145	1,173,847	2,553,503	-	-	1,595,729	38,777,611
Recovered							8,930
<b>Deferred Revenue, end of year</b>	<b>83,438</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,248</b>	<b>-</b>	<b>7,386,539</b>
<b>Revenues</b>							
Provincial Grants - Ministry of Education							28,713,522
Provincial Grants - Other							52,368
Federal Grants		1,173,847	2,553,503			1,595,729	5,323,079
Other Revenue	70,145						4,683,642
Investment Income							5,000
	70,145	1,173,847	2,553,503	-	-	1,595,729	38,777,611
<b>Expenses</b>							
Salaries							
Teachers	4,835		1,257,859			285,034	15,281,663
Principals and Vice Principals							596,306
Educational Assistants	5,008	729,167	38,865			195,096	4,158,282
Support Staff		54,755	80,140			225,025	1,923,460
Other Professionals		73,651	53,840			54,033	609,337
Substitutes			20,000			3,786	590,523
	9,843	857,573	1,450,704	-	-	762,974	23,159,571
Employee Benefits	1,542	257,933	307,797			190,662	5,338,008
Services and Supplies	58,760	58,341	795,002			642,093	10,030,769
	70,145	1,173,847	2,553,503	-	-	1,595,729	38,528,348
<b>Net Revenue (Expense) before Interfund Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>249,263</b>
<b>Interfund Transfers</b>							
Tangible Capital Assets Purchased							(249,263)
	-	-	-	-	-	-	(249,263)
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# School District No. 41 (Burnaby)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget			2022 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Rentals and Leases		107,292	<b>107,292</b>	107,292
Investment Income		375,000	<b>375,000</b>	110,000
Amortization of Deferred Capital Revenue	10,419,817		<b>10,419,817</b>	8,834,621
<b>Total Revenue</b>	<b>10,419,817</b>	<b>482,292</b>	<b>10,902,109</b>	9,051,913
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	13,143,393		<b>13,143,393</b>	12,432,000
<b>Total Expense</b>	<b>13,143,393</b>	-	<b>13,143,393</b>	12,432,000
<b>Net Revenue (Expense)</b>	<b>(2,723,576)</b>	<b>482,292</b>	<b>(2,241,284)</b>	(3,380,087)
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	249,263		<b>249,263</b>	300,100
Local Capital		2,377,000	<b>2,377,000</b>	2,252,000
<b>Total Net Transfers</b>	<b>249,263</b>	<b>2,377,000</b>	<b>2,626,263</b>	2,552,100
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	2,609,292	(2,609,292)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>2,609,292</b>	<b>(2,609,292)</b>	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>134,979</b>	<b>250,000</b>	<b>384,979</b>	(827,987)

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# Board Report

Date: April 26, 2022  
To: Board of Education – Regular Meeting  
From: Russell Horswill, Secretary-Treasurer  
Subject: Capital Plan Bylaw No. 2022/23-CPSD41-01

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## **Background:**

In order to proceed with the projects listed in the March 15, 2022 Ministry Response Letter, the Board is required to adopt Capital Plan Bylaw No. 2022/23-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.

## **Recommendation:**

It is recommended that School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-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. 2022/23-CPSD41-01 receive three readings at this Board meeting held April 26, 2022.   |
| Motion 2 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-01 be read a first time.   |
| Motion 3 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-01 be approved a first time and read a second time.  |
| Motion 4 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-01 be approved a second time and read a third time.  |
| Motion 5 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-01 be approved a third time.   |
| Motion 6 | THAT School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-01 having been read a first, second, and third time, be finally passed and adopted the 26 <sup>th</sup> day of April 2022, 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. 2022/23-CPSD41-01**  
**CAPITAL PLAN 2022/23**

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 (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 2022/23 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, dated March 15, 2022 is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-01.

READ A FIRST TIME THE 26<sup>th</sup> DAY OF APRIL 2022;

READ A SECOND TIME THE 26<sup>th</sup> DAY OF APRIL 2022;

READ A THIRD TIME, PASSED THE 26<sup>th</sup> DAY OF APRIL 2022.

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Board Chair

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 41 (Burnaby) Capital Bylaw No. 2022/23-CPSD41-01 adopted by the Board the 26<sup>th</sup> day of April 2022.

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Secretary-Treasurer



March 15, 2022

Ref: 218161

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

**Capital Plan Bylaw No. 2022/23-CPSD41-01**

**Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2022/23**

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This letter is in response to your School District's 2022/23 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)
- 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 are able to proceed to procurement.

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

### **Projects in Development from Previous Years**

Project #	Project Name	Project Type	Comments
127771	Brentwood Park Elementary	Seismic / Addition	Please provide Final PDR by May 31, 2022
127772	Cameron Elementary	Seismic / Addition	Please provide Final PDR by July 31, 2022

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.

## **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
Douglas Road Elementary	SEP - HVAC Upgrades	\$500,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Edmonds Community Elementary	SEP - HVAC Upgrades	\$1,100,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Gilmore Community Elementary	CNCP - HVAC Upgrades	\$250,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Lyndhurst Elementary	CNCP - HVAC Upgrades	\$313,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Ecole Seaforth Elementary	PEP - New - Universally Accessible Playground Equipment	\$165,000	Proceed to design, tender & construction. To be completed by March 31, 2023.



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 2022/23 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 2022/23 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 Mary-Anne North at [mary-anne.north@gov.bc.ca](mailto:mary-anne.north@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2022/23 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2023/24 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) are available at the Ministry's [Capital Planning](#) webpage.

NOTE: School districts' Capital Plan submission deadlines for the 2023/24 fiscal year, using the CAPS online platform, will be as follows:

- Major Capital Programs (SMP, EXP, REP, RDP, BEP) – June 30, 2022
- Minor Capital Programs (SEP, CNCP, PEP, BUS) – September 30, 2022

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, 2022 deadline.

Please refrain from proactively reaching out to media regarding approved projects until the Province has made public announcements regarding minor capital approvals and playgrounds. Procurement and operational disclosure can continue.

When preparing public announcements pertaining to these approvals after the provincial announcements, please have District communications staff contact Meghan McRae, Communications Director, Government Communications and Public Engagement, at (250) 952-0622

Additionally, the Annual Facility Grant (AFG) project requests for the 2022/23 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2022.

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 general 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: Rob Drew, Director, Major Capital Projects, Capital Management Branch  
Damien Crowell, A/Director, Minor Capital Programs and Finance Unit, Capital Management Branch