

**DISTRICT OPERATIONS – BUSINESS SERVICES**  
**Reporting to Public Session, Tuesday, January 24, 2023**

**1. 2023/24 Budget Process Calendar**

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

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

# Board Report

Date: January 24, 2023  
To: Board of Education – Public Meeting  
From: Ishver Khunguray, Deputy Secretary-Treasurer  
Subject: 2023/2024 Budget Process Calendar

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## **Background:**

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

## **Introduction:**

As per Board Policy 3.00 – Financial Management and related Administrative Procedure, the budget process will include consultation. This consultation will involve the Burnaby Leadership Team, Partner Groups (Burnaby Teachers' Association, CUPE 379, District Parent Advisory Council (DPAC), District Student Advisory Council), and the public. Compared to prior years an adjustment was made to move the DPAC consultation meeting in April to a week earlier to allow more time for parents to provide their feedback to the Board. This adjustment was based on DPAC feedback received last year. The proposed calendar is attached to this report.

## **Recommendation:**

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

## 2023-2024 Budget Calendar

<u>Date</u>	<u>Time</u>	<u>Topic</u>	<u>Audience</u>
January 30, 2023	4:30 PM	<b>2022/2023 Draft Amended Operating Budget</b> Presentation of 2022/2023 Draft Amended Operating Budget	Finance Committee
January 31, 2023	9:15 AM	<b>2022/2023 Draft Amended Operating Budget</b> High Level Presentation of 2022/2023 Draft Amended Operating Budget and consultation	Burnaby Leadership Team
Mid - Feb		<b>Provincial Government Throne Speech</b>	Public Announcement
February 21, 2023	4:00 PM	<b>2022/2023 Amended Budget and 2023/2024 Status Quo Budget</b> Presentation of Final 2022/2023 Amended Budget and 2023/2024 Status Quo Budget	Finance Committee
February 21, 2023	5:30 PM	<b>2022/2023 Amended Budget</b> Presentation of 2022/23 Amended Budget and consultation	Partner groups
	7:00 PM	<b>2022/2023 Amended Budget</b> Presentation of 2022/23 Amended Budget and consultation	District Parent's Advisory Council
February 28, 2023	7:00 PM	<b>2022/2023 Amended Budget presented to the Board for approval</b>	Public Board Meeting
March 10, 2023		<b>Ministry announcement of 2023/2024 preliminary operating grant</b>  <u>SPRING BREAK - March 13-24</u>	
March 30, 2023	5:30 PM	<b>2023/2024 Annual Budget proposals</b> Presentation of 2023/24 Status Quo budget with budget balancing proposals for Trustee feedback	Finance Committee
April 4, 2023	9:15 AM	<b>2023/2024 Annual Budget proposals</b> Presentation of 2023/24 Status Quo budget with budget balancing proposals	Burnaby Leadership Team
April 11, 2023	9:00 AM	<b>2023/2024 Annual Budget proposals</b> 2023/2024 Budget update (if required)	Burnaby Leadership Team **
	4:00 PM	<b>2023/2024 Annual Budget proposals</b> Board review of BLT feedback & 2023/2024 Budget Update	Finance Committee
	5:30 PM	<b>2023/2024 Annual Budget proposals</b> Presentation of 2023/24 Status Quo budget with budget balancing proposals	Partner groups
	7:00 PM	<b>2023/2024 Annual Budget proposals</b> Presentation of 2023/24 Status Quo budget with budget balancing proposals	District Parent's Advisory Council*
April 12, 2023	7:00 PM	<b>2023/2024 Annual Budget proposals</b> Presentation of 2023/24 Status Quo budget with budget balancing proposals	Public

**2023-2024 Budget Calendar**

<u>Date</u>	<u>Time</u>	<u>Topic</u>	<u>Audience</u>
<b>April 18, 2023</b>	<b>4:00 PM</b>	<b>2023/2024 Annual Budget input on priorities</b>	<b>Partner groups</b>
		Partner Groups to provide feedback on budget proposals	
	<b>5:00 PM</b>	<b>2023/2024 Annual Budget proposals</b>	<b>Finance Committee</b>
		Trustees to provide direction on budget proposals based on feedback received	
<b>April 19, 2023</b>	<b>4:00 PM</b>	<b>Review input and finalize 2023/2024 Annual Budget</b>	<b>Finance Committee**</b>
		Trustees to provide direction on budget proposals based on feedback received (if required)	
<b>April 25, 2023</b>	<b>7:00 PM</b>	<b>2023/2024 Annual Budget presented for Board approval</b>	<b>Public Board Meeting</b>
<b>April 30, 2023</b>		<b>Submission of 2023/2024 Annual Budget</b>	<b>Email to the Ministry</b>
<b>Mid - May 2023</b>	<b>4:00 PM</b>	<b>Audit Committee</b>	<b>Audit Committee</b>
		Planning ahead of meeting with auditors & 2023/2024 Annual Budget update	

\* re-scheduling required  
 \*\* if necessary