

**DISTRICT OPERATIONS – BUSINESS SERVICES**  
**Reporting to Public Session, Tuesday, April 23, 2024**

**1. Annual Budget Bylaw for the Fiscal Year 2024/2025**

The 2024/2025 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 \$400,706,665 is attached. Ishver Khunguray, Secretary-Treasurer, will provide a detailed presentation of the district's annual budget.

**Recommendation:**

It is recommended that the Annual Budget Bylaw for the Fiscal Year 2024/2025 in the amount of \$400,706,665 receive three readings at this Board meeting and final adoption in accordance with the Board's Procedural Bylaw as follows:

- Motion 1        THAT the Annual Budget Bylaw for the Fiscal Year 2024/2025 receive three readings at this Board meeting held April 23, 2024.
  
- Motion 2        THAT the Annual Budget Bylaw for the Fiscal Year 2024/2025 be read a first time.
  
- Motion 3        THAT the Annual Budget Bylaw for the Fiscal Year 2024/2025 be approved a first time and read a second time.
  
- Motion 4        THAT the Annual Budget Bylaw for the Fiscal Year 2024/2025 be approved a second time and read a third time.
  
- Motion 5        THAT the Annual Budget Bylaw for the Fiscal Year 2024/2025 be approved a third time.
  
- Motion 6        THAT the Annual Budget Bylaw for the Fiscal Year 2024/2025 having been read a first, second, and third time, be finally passed and adopted the 23<sup>rd</sup> day of April 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.

**2. Capital Plan Bylaw No. 2024/25-CPSD41-01**

In order to proceed with the projects listed in the March 15, 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-CPSD41-01.

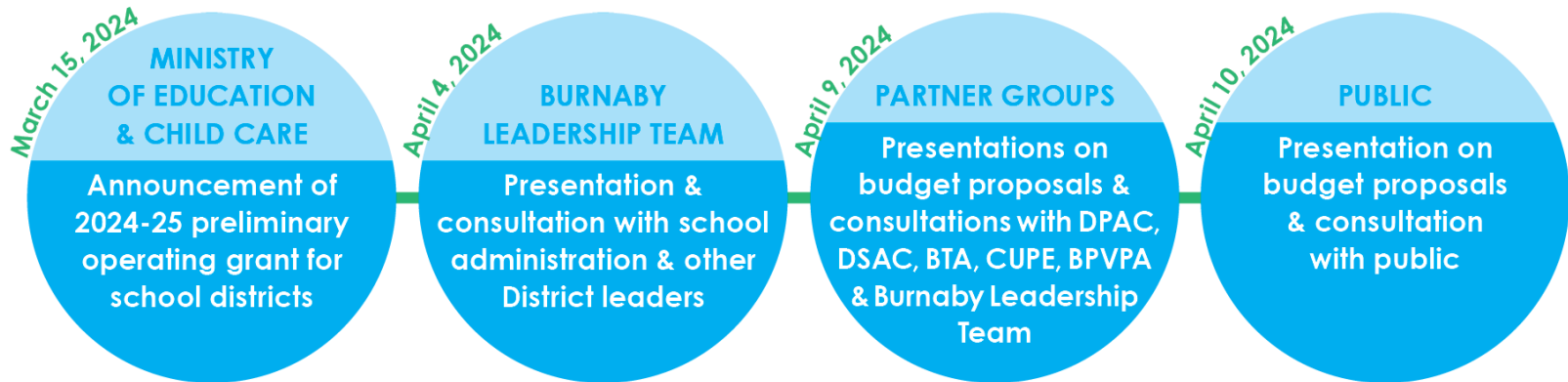
# Board of Education School District 41 Burnaby

2024/2025 Draft Operating Budget

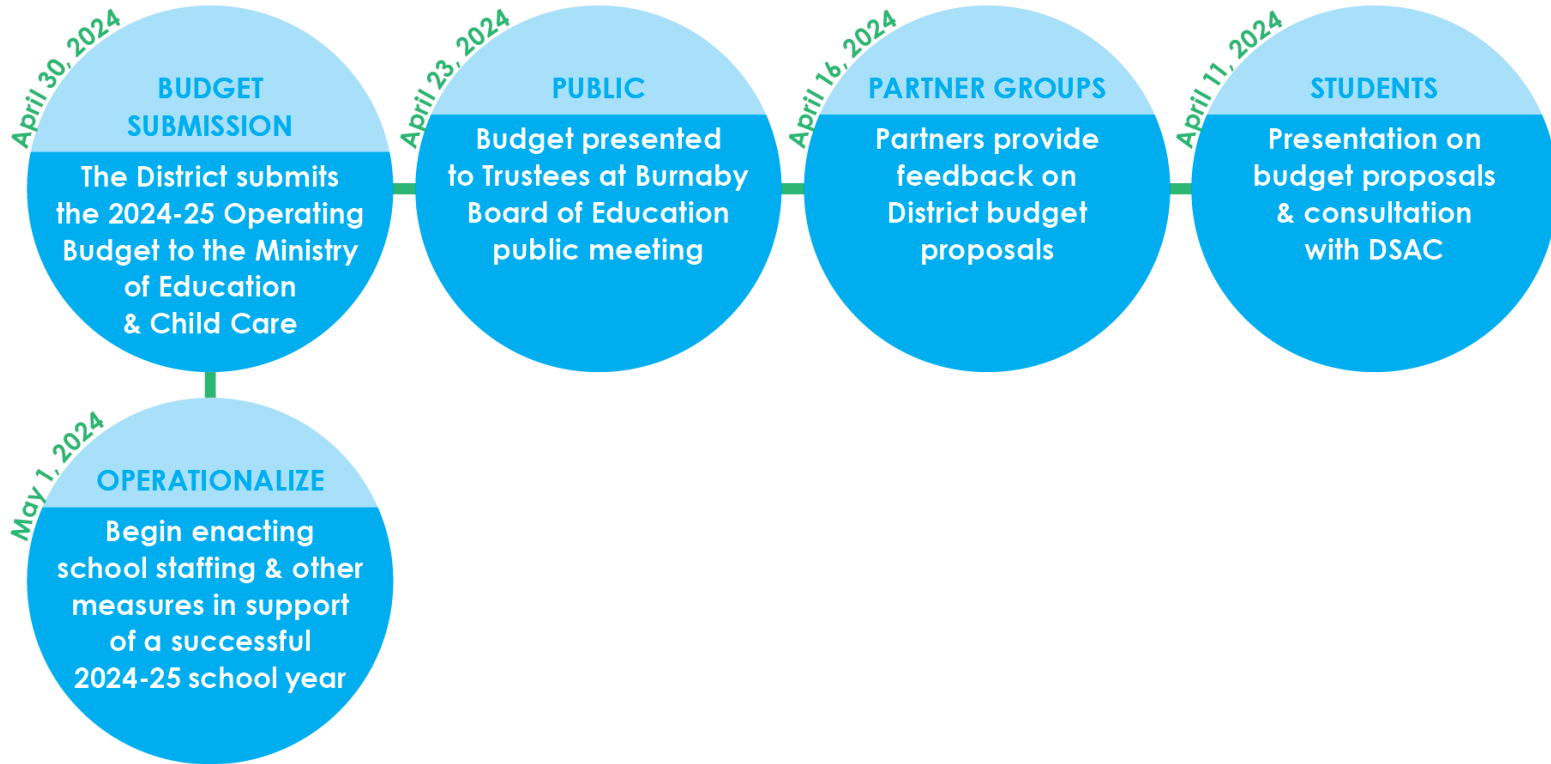
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April 23, 2024  
Public Board Meeting Presentation

# Timelines – 2024/25 Budget



# Timelines – 2024/25 Budget



# Budget Context

- Slightly improved financial position on the reserve in Q3 – however, ongoing structural deficit remains
- Rapid enrolment growth expected to continue
- Projected decline in international tuition revenues

# Budget Context

- Increased costs of health & dental benefits
- Teacher and Education Assistant staffing adjusted to support enrolment growth



# Strategic Plan Considerations

## Thriving Students

### 1. Engage students in individualized, relevant and innovative learning opportunities

- Engage students and support learning through the innovative use of technology.
- Share the updated District Literacy Framework to ensure it is used in implementing the Curricular Competencies within the curriculum.
- Implement the updated English Language Learning Standards for English language learners

### 2. Embed Indigenous perspectives and knowledge across the District

- Improve academic achievement of all Indigenous students within Burnaby Schools.
- Ensure educators are well supported to incorporate Indigenous worldviews and perspectives into instruction.
- Increase the presence of Indigenous cultures, history and languages across our school communities.



# Strategic Plan Considerations

## Thriving Students

### 3. Implement a strength-based approach to inclusion that meets the diverse needs of all students

- Increase professional learning opportunities to develop the capacity of classroom teachers, learning support teachers and Educational Assistants to teach and support learners with varying abilities and special needs.

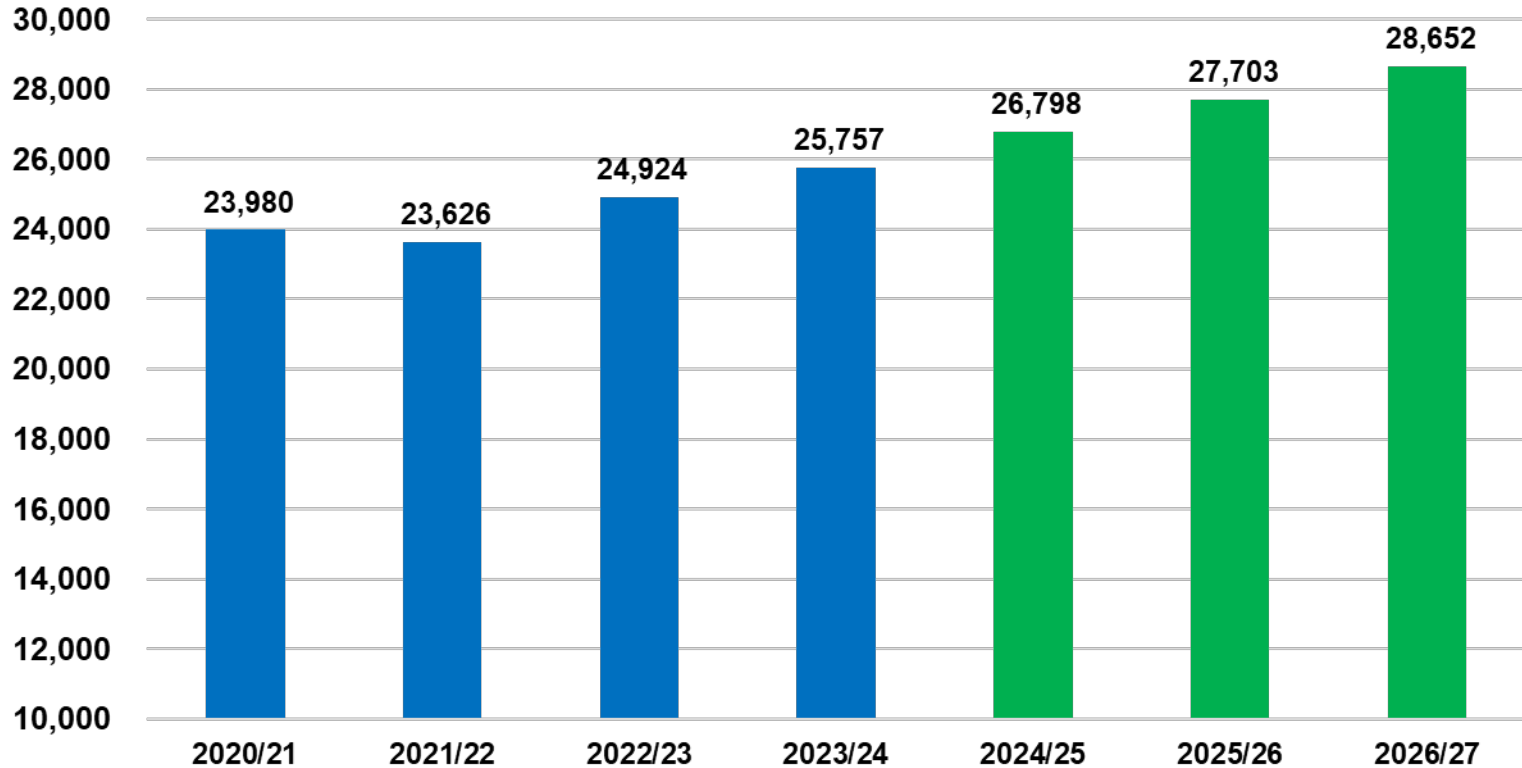
## A Modern, Safe, and Sustainable Learning Environment

### 1. Develop and implement a sustainable Education Technology Plan

- Expand Professional Development opportunities to support the integration of technology in classrooms.

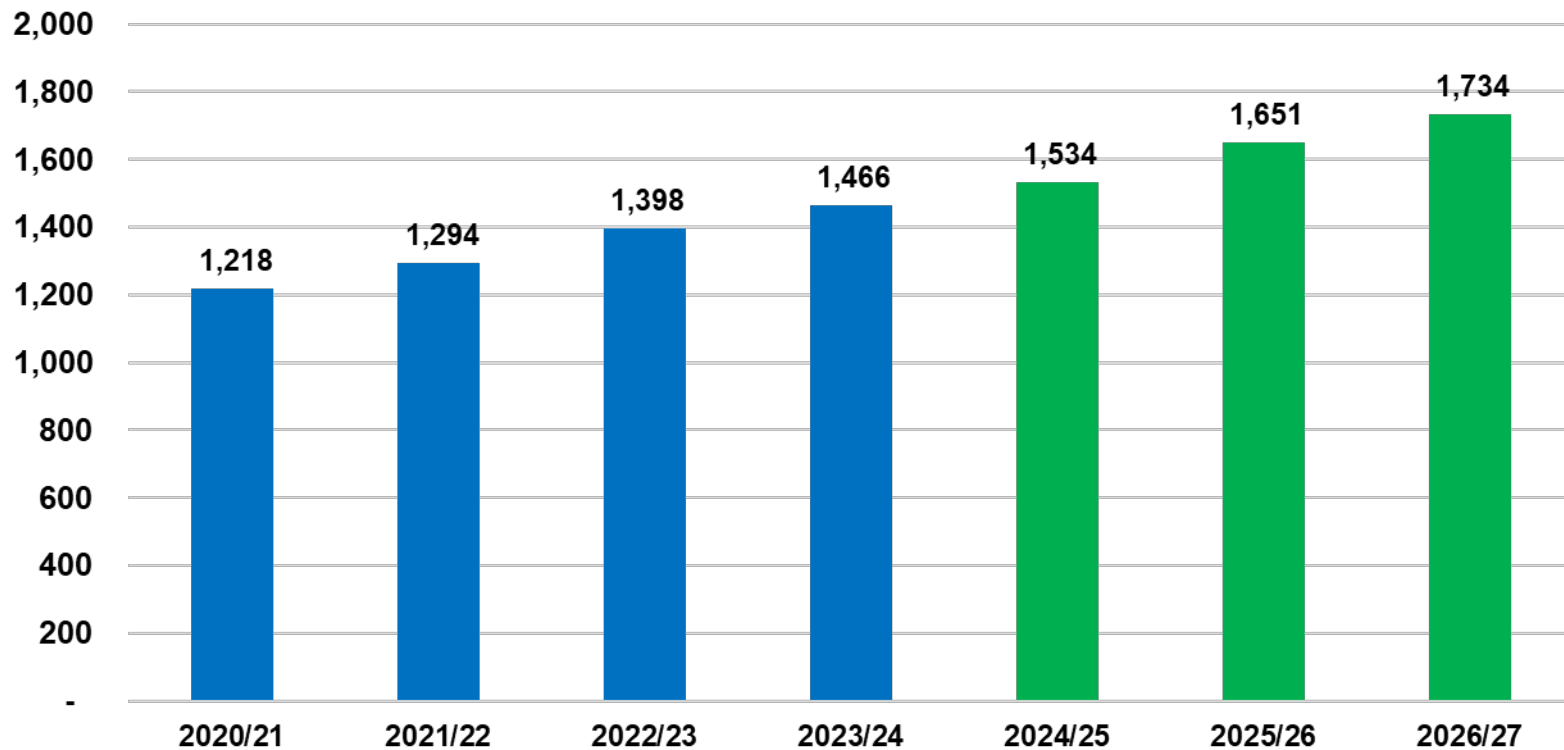
# Regular Enrolment

## Total School Age

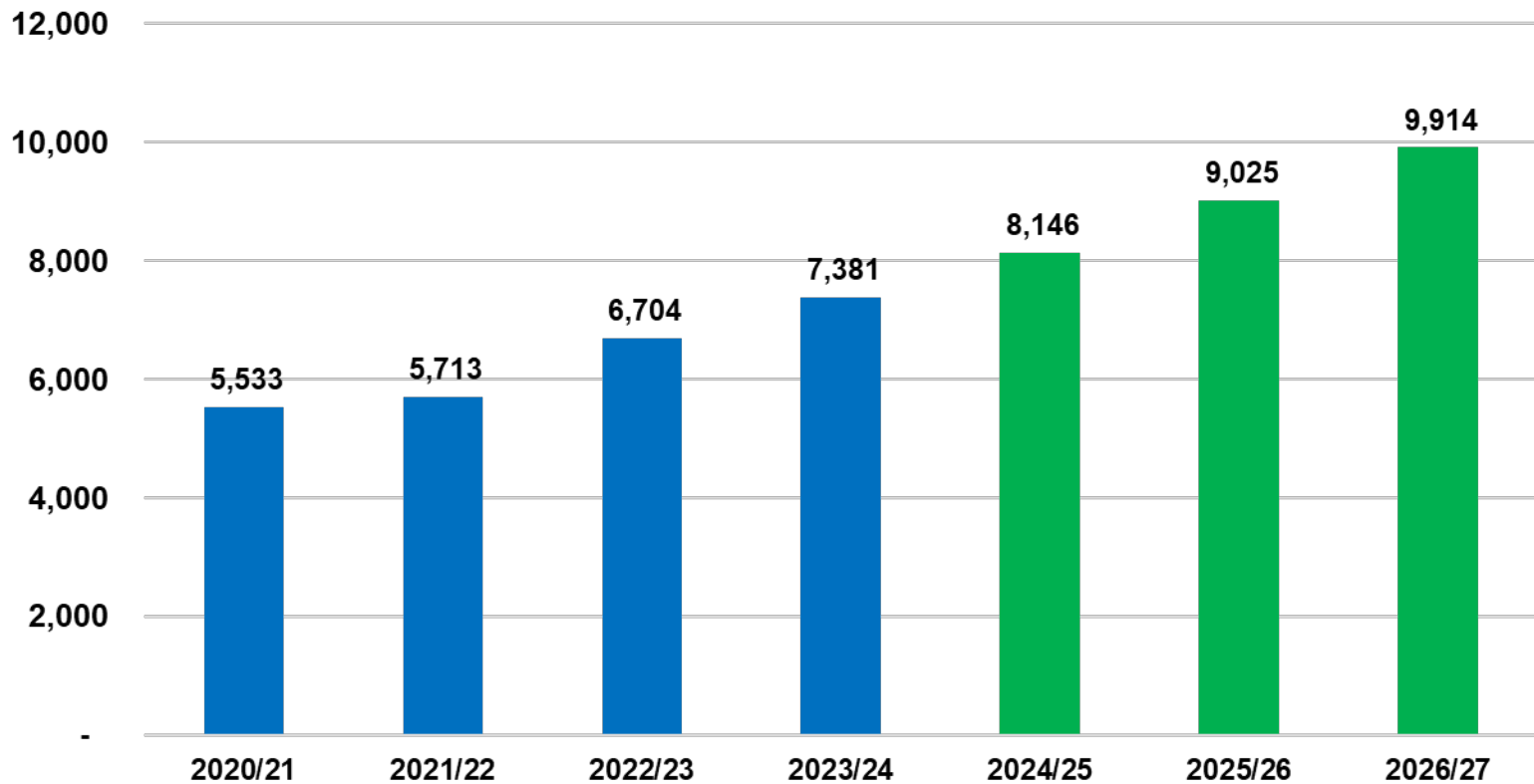


# Diverse Abilities & Disabilities

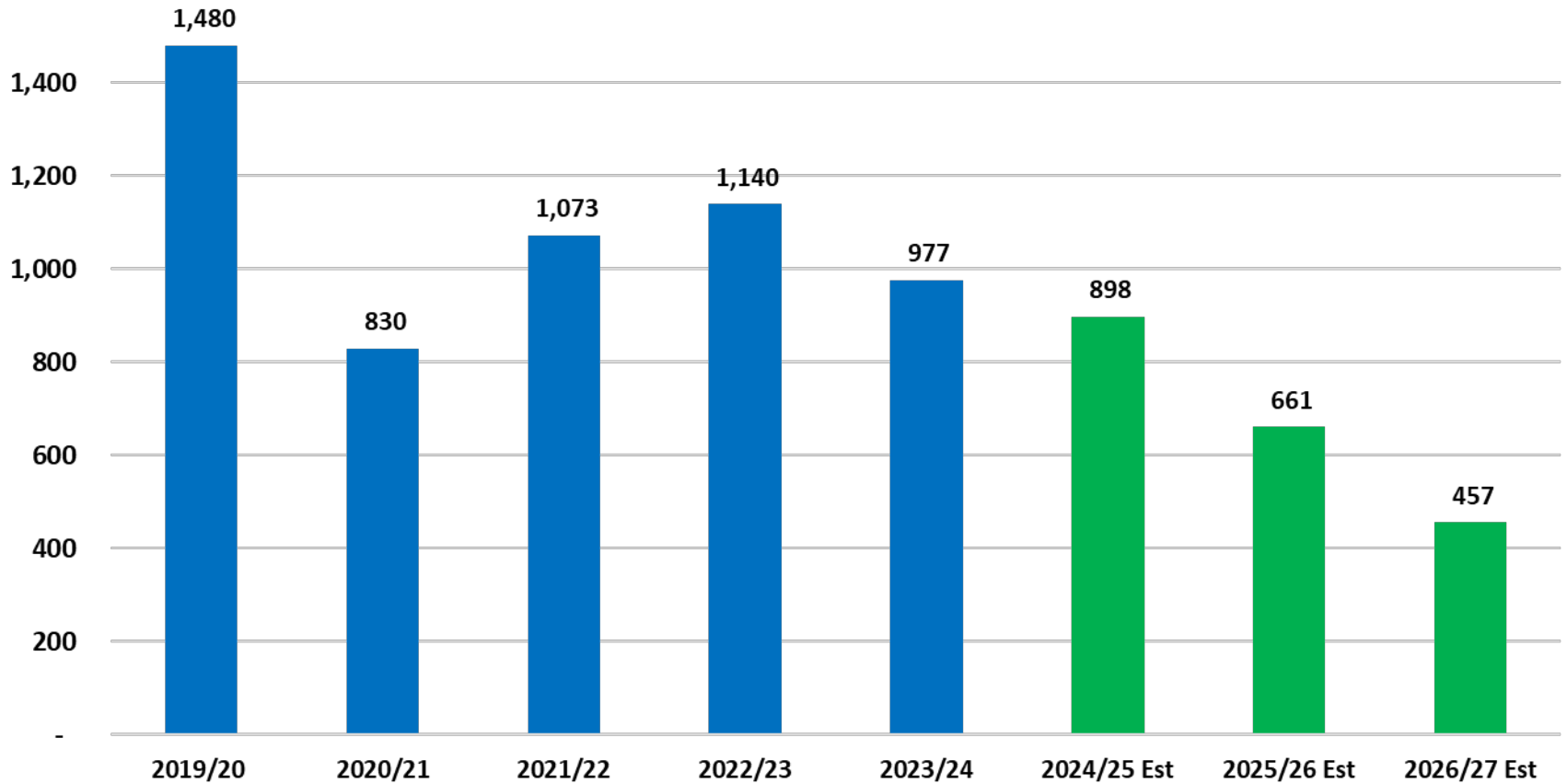
Levels 1 - 3



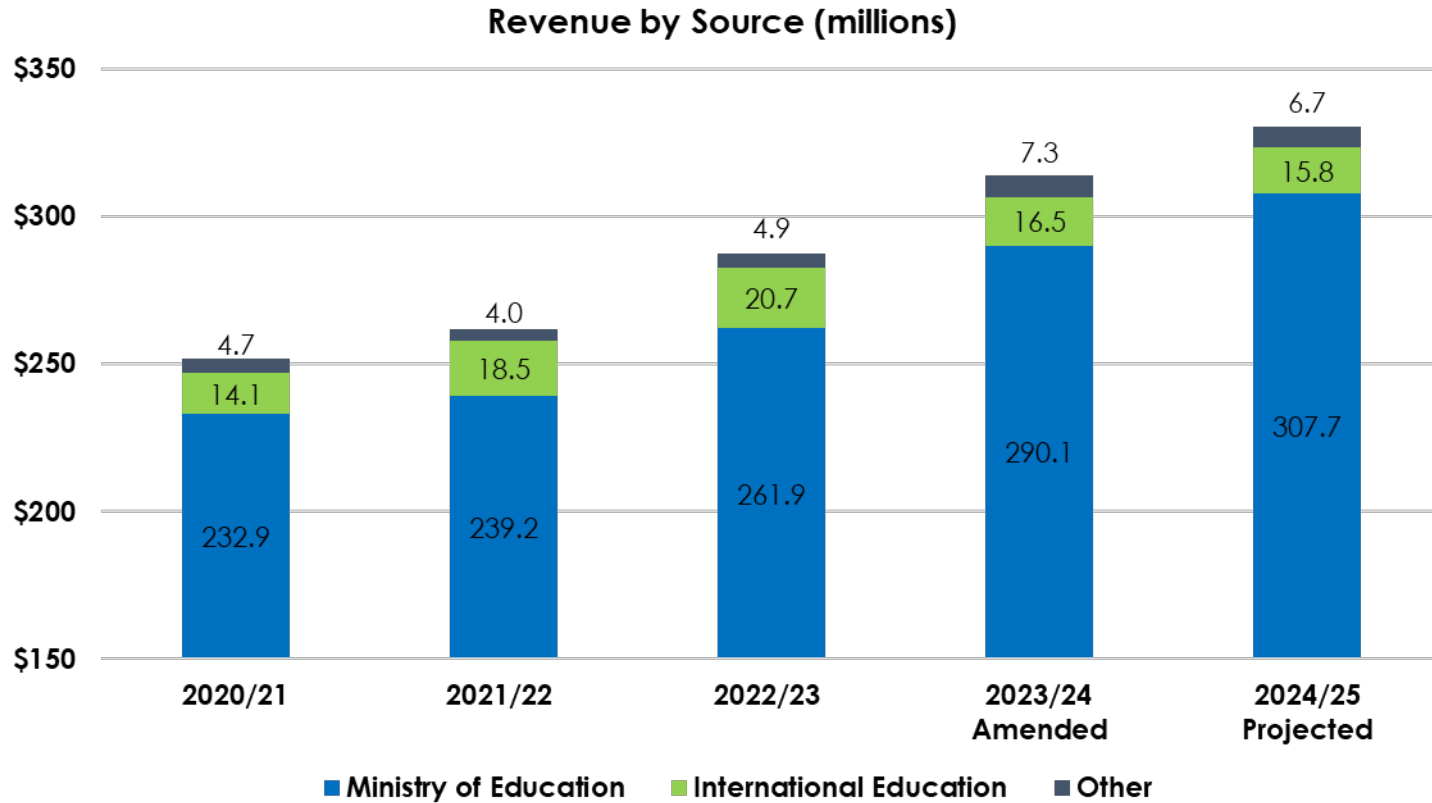
# English Language Learners



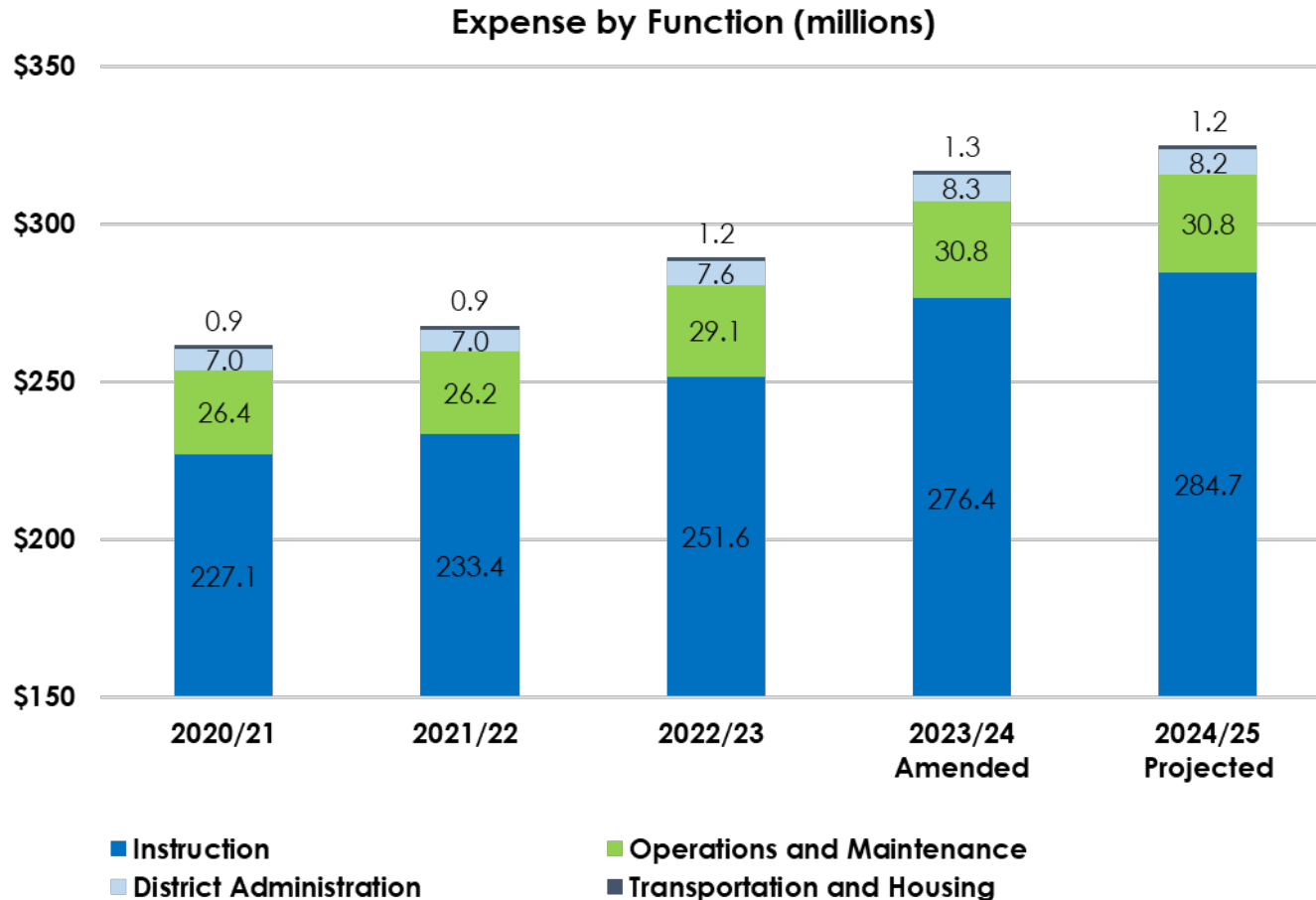
# International Education



# Revenue By Source



# Expense By Function



# Status Quo Staffing Changes (FTE)

<b>Category</b>	<b>Addition/(Reduction)</b>
Enrolling Teachers - Elementary (BTA)	17.07
Enrolling Teachers - Secondary (BTA)	16.29
Non-Enrolling Teachers (BTA) - Inclusive Education	17.32
Non-Enrolling Teachers (BTA) - Teacher Librarian	1.48
Education Assistants (CUPE 379)	30.25
<b>Total Staffing Change</b>	<b>82.41</b>



# Potential Budget Revisions

Category	2024-25		2025-26 and ongoing	
	FTE	Amount \$	FTE	Amount \$
Challenge Program	(2.50)	(\$303,188)	(2.50)	(\$303,188)
Staff Development	(2.50)	(293,188)	(2.50)	(293,188)
District Library Resource Centre (DLRC)	(1.00)	(80,372)	(1.00)	(80,372)
Elementary Day-time Custodians (Year 2 and ongoing)			(6.50)	(513,857)
Program Reviews (Year 2 and ongoing)			(4.00)	(485,100)
<b>Total Staffing Change</b>	<b>(6.00)</b>	<b>(\$676,747)</b>	<b>(16.50)</b>	<b>(\$1,675,704)</b>

# 3 Year Status Quo Budget

	<b>2024/2025 Projected</b>	<b>2025/2026 Projected</b>	<b>2026/2027 Projected</b>
Revenues	\$ 330,175,898	\$ 337,692,835	\$ 345,977,083
Salaries and Benefits	(302,483,940)	(308,330,988)	(314,904,346)
Services & Supplies	(22,367,967)	(21,786,790)	(21,314,989)
Local Capital	(5,502,000)	(8,002,000)	(9,502,000)
<b>Surplus / (Deficit)</b>	<b>\$ (178,009)</b>	<b>\$ (426,943)</b>	<b>\$ 255,747</b>

# Reserve

	2024-25	2025-26	2026-27
<b>Fund Balance Beginning of Year</b>	638,001	459,992	33,049
Current Year Surplus/(Shortfall)	(178,009)	(426,943)	255,747
<b>Fund Balance End of the Year</b>	<b>459,992</b>	<b>33,049</b>	<b>288,797</b>

# Special Purpose Fund

<b>Program</b>	<b>Amount</b>
Annual Facilities Grant	\$ 931,106
Learning Improvement Fund	1,080,271
School Generated Funds	5,500,000
Strong Start	384,000
Ready, Set, Learn	100,450
OLEP French	269,203
Community LINK	2,693,837
Classroom Enhancement Fund	18,455,683
Feeding Futures School Food Program	2,953,560
Provincial Resource Programs	10,437,131
CIC Language and Settlement	4,849,146
Other	359,783
<b>Total</b>	<b>\$ 48,014,170</b>

# Local Capital

	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
Technology Sustainability Plan	3,660,000	4,160,000	4,160,000
Furniture & Equipment	50,000	50,000	50,000
Vehicle Replacement	250,000	250,000	250,000
Financial Systems	42,000	42,000	42,000
Portables	1,500,000	3,500,000	5,000,000
<b>Total</b>	<b>5,502,000</b>	<b>8,002,000</b>	<b>9,502,000</b>

# 2024-25 Budget Bylaw

	<b>2024-25 Preliminary Budget</b>		<b>2023-24 Preliminary Budget</b>	
Operating Fund	\$	324,851,906	\$	304,487,957
Special Purpose Fund		49,679,151		48,580,808
Capital Fund		19,822,062		15,774,595
Local Capital		6,353,546		10,909,574
<b>Total</b>	<b>\$</b>	<b>400,706,665</b>	<b>\$</b>	<b>379,752,934</b>

thank you!

Annual Budget

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

June 30, 2025



# School District No. 41 (Burnaby)

June 30, 2025

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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 2024/2025 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 and Child Care 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 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$400,706,665 for the 2024/2025 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 2024/2025.

READ A FIRST TIME THE 23rd DAY OF APRIL, 2024;

READ A SECOND TIME THE 23rd DAY OF APRIL, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF APRIL 2024;

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**Chairperson of the Board**

( Corporate Seal )

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**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 41 (Burnaby) Annual Budget Bylaw 2024/2025, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

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**Secretary Treasurer**

# School District No. 41 (Burnaby)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	27,209,688	26,168,563
Adult	68,250	68,250
Other	1,050,250	1,050,250
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>28,328,188</b>	<b>27,287,063</b>
<b>Revenues</b>	\$	\$
Provincial Grants		
Ministry of Education and Child Care	342,523,947	328,789,727
Other	2,767,941	267,426
Federal Grants	4,849,146	5,652,911
Tuition	18,580,825	19,288,365
Other Revenue	7,712,445	8,060,427
Rentals and Leases	1,690,663	1,540,663
Investment Income	1,840,593	3,050,641
Amortization of Deferred Capital Revenue	12,487,994	12,370,418
<b>Total Revenue</b>	<b>392,453,554</b>	<b>379,020,578</b>
<b>Expenses</b>		
Instruction	331,544,194	325,608,246
District Administration	8,807,829	9,016,215
Operations and Maintenance	51,561,689	48,684,531
Transportation and Housing	2,426,897	2,583,691
Debt Services	12,510	45,109
<b>Total Expense</b>	<b>394,353,119</b>	<b>385,937,792</b>
<b>Net Revenue (Expense)</b>	<b>(1,899,565)</b>	<b>(6,917,214)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>178,007</b>	<b>8,786,413</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(1,721,558)</b>	<b>1,869,199</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(1,721,558)	1,869,199
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(1,721,558)</b>	<b>1,869,199</b>

# School District No. 41 (Burnaby)

Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	324,851,906	316,849,905
Special Purpose Funds - Total Expense	49,679,151	52,190,825
Capital Fund - Total Expense	19,822,062	16,897,062
Capital Fund - Tangible Capital Assets Purchased from Local Capital	6,353,546	22,738,124
<b>Total Budget Bylaw Amount</b>	<b>400,706,665</b>	<b>408,675,916</b>

## Approved by the Board

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

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

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

# School District No. 41 (Burnaby)

Annual Budget - Changes in Net Financial Assets (Debt)  
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<u>(1,899,565)</u>	<u>(6,917,214)</u>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Local Capital	(6,353,546)	(22,738,124)
From Deferred Capital Revenue	(27,596,223)	(24,396,143)
<b>Total Acquisition of Tangible Capital Assets</b>	<u>(33,949,769)</u>	<u>(47,134,267)</u>
Amortization of Tangible Capital Assets	19,809,552	16,851,953
<b>Total Effect of change in Tangible Capital Assets</b>	<u>(14,140,217)</u>	<u>(30,282,314)</u>
	<u>-</u>	<u>-</u>
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<u><u>(16,039,782)</u></u>	<u><u>(37,199,528)</u></u>

# School District No. 41 (Burnaby)

Schedule 2

Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	307,579,098	289,984,436
Other	126,500	126,500
Tuition	18,580,825	19,288,365
Other Revenue	495,730	495,730
Rentals and Leases	1,580,153	1,430,153
Investment Income	1,813,593	2,573,641
<b>Total Revenue</b>	<u>330,175,899</u>	<u>313,898,825</u>
<b>Expenses</b>		
Instruction	284,670,030	276,372,475
District Administration	8,174,470	8,348,971
Operations and Maintenance	30,800,549	30,830,080
Transportation and Housing	1,206,857	1,298,379
<b>Total Expense</b>	<u>324,851,906</u>	<u>316,849,905</u>
<b>Net Revenue (Expense)</b>	<u>5,323,993</u>	<u>(2,951,080)</u>
<b>Budgeted Prior Year Surplus Appropriation</b>	<u>178,007</u>	<u>8,786,413</u>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(5,502,000)	(5,835,333)
<b>Total Net Transfers</b>	<u>(5,502,000)</u>	<u>(5,835,333)</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>-</u>	<u>-</u>

# School District No. 41 (Burnaby)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
Operating Grant, Ministry of Education and Child Care	305,091,112	283,301,011
Other Ministry of Education and Child Care Grants		
Pay Equity	1,441,995	1,441,995
Funding for Graduated Adults	227,922	227,922
Student Transportation Fund	24,841	24,841
FSA Scorer Grant	27,292	27,292
Labour Settlement Funding	765,936	4,961,375
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<b>307,579,098</b>	<b>289,984,436</b>
<b>Provincial Grants - Other</b>	<b>126,500</b>	<b>126,500</b>
<b>Tuition</b>		
Summer School Fees	487,500	455,135
Continuing Education	2,324,995	2,324,995
International and Out of Province Students	15,768,330	16,508,235
<b>Total Tuition</b>	<b>18,580,825</b>	<b>19,288,365</b>
<b>Other Revenues</b>		
Miscellaneous		
City of Burnaby - Crossing Guards	205,000	205,000
Other Program Fees	118,578	118,578
Sundry	172,152	172,152
<b>Total Other Revenue</b>	<b>495,730</b>	<b>495,730</b>
<b>Rentals and Leases</b>	<b>1,580,153</b>	<b>1,430,153</b>
<b>Investment Income</b>	<b>1,813,593</b>	<b>2,573,641</b>
<b>Total Operating Revenue</b>	<b>330,175,899</b>	<b>313,898,825</b>

# School District No. 41 (Burnaby)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	157,175,819	151,066,099
Principals and Vice Principals	12,783,897	12,533,233
Educational Assistants	29,663,011	27,598,580
Support Staff	24,255,867	23,764,327
Other Professionals	6,263,678	6,140,861
Substitutes	13,104,212	12,847,265
<b>Total Salaries</b>	<b>243,246,484</b>	<b>233,950,365</b>
<b>Employee Benefits</b>	<b>59,237,456</b>	<b>55,096,527</b>
<b>Total Salaries and Benefits</b>	<b>302,483,940</b>	<b>289,046,892</b>
<b>Services and Supplies</b>		
Services	6,068,049	9,264,034
Student Transportation	838,329	957,623
Professional Development and Travel	736,853	828,861
Rentals and Leases	192,200	100,000
Dues and Fees	97,952	91,952
Insurance	1,323,900	834,974
Supplies	8,959,466	11,112,889
Utilities	4,151,217	4,612,680
<b>Total Services and Supplies</b>	<b>22,367,966</b>	<b>27,803,013</b>
<b>Total Operating Expense</b>	<b>324,851,906</b>	<b>316,849,905</b>



# School District No. 41 (Burnaby)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	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	116,343,841	378,115	969,946	2,172,086	288,038	6,872,162	127,024,188
1.03 Career Programs	976,281	-	-	154,826	-	56,144	1,187,251
1.07 Library Services	3,400,407	18,397	245,918	72,726	-	171,954	3,909,402
1.08 Counselling	5,017,792	-	-	-	-	253,746	5,271,538
1.10 Inclusive Education	12,545,205	340,113	27,765,922	-	-	3,021,657	43,672,897
1.20 Early Learning and Child Care	-	-	-	-	-	-	-
1.30 English Language Learning	9,285,025	59,787	-	-	-	390,886	9,735,698
1.31 Indigenous Education	1,042,532	178,237	262,717	-	-	55,538	1,539,024
1.41 School Administration	759,975	10,809,484	-	4,994,725	-	38,433	16,602,617
1.60 Summer School	1,567,070	265,219	-	-	223,579	593,894	2,649,762
1.61 Continuing Education	2,159,279	309,652	-	284,267	472,428	28,672	3,254,298
1.62 International and Out of Province Students	4,078,412	5,452	418,508	292,507	-	59,478	4,854,357
<b>Total Function 1</b>	<b>157,175,819</b>	<b>12,364,456</b>	<b>29,663,011</b>	<b>7,971,137</b>	<b>984,045</b>	<b>11,542,564</b>	<b>219,701,032</b>
<b>4 District Administration</b>							
4.11 Educational Administration	-	419,441	-	291,153	1,629,526	-	2,340,120
4.20 Early Learning and Child Care	-	-	-	-	-	-	-
4.40 School District Governance	-	-	-	69,378	378,192	-	447,570
4.41 Business Administration	-	-	-	1,239,564	1,574,212	-	2,813,776
<b>Total Function 4</b>	<b>-</b>	<b>419,441</b>	<b>-</b>	<b>1,600,095</b>	<b>3,581,930</b>	<b>-</b>	<b>5,601,466</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	-	-	-	287,788	1,697,703	-	1,985,491
5.50 Maintenance Operations	-	-	-	13,175,852	-	1,426,360	14,602,212
5.52 Maintenance of Grounds	-	-	-	939,744	-	135,288	1,075,032
5.56 Utilities	-	-	-	-	-	-	-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,403,384</b>	<b>1,697,703</b>	<b>1,561,648</b>	<b>17,662,735</b>
<b>7 Transportation and Housing</b>							
7.70 Student Transportation	-	-	-	281,251	-	-	281,251
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>281,251</b>	<b>-</b>	<b>-</b>	<b>281,251</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>157,175,819</b>	<b>12,783,897</b>	<b>29,663,011</b>	<b>24,255,867</b>	<b>6,263,678</b>	<b>13,104,212</b>	<b>243,246,484</b>

# School District No. 41 (Burnaby)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	127,024,188	29,902,592	156,926,780	8,480,370	165,407,150	161,653,887
1.03 Career Programs	1,187,251	283,440	1,470,691	43,964	1,514,655	1,464,852
1.07 Library Services	3,909,402	897,412	4,806,814	239,856	5,046,670	4,997,265
1.08 Counselling	5,271,538	1,201,117	6,472,655		6,472,655	6,233,590
1.10 Inclusive Education	43,672,897	11,474,852	55,147,749	525,165	55,672,914	51,981,621
1.20 Early Learning and Child Care	-	-	-		-	-
1.30 English Language Learning	9,735,698	2,214,498	11,950,196	7,634	11,957,830	11,521,229
1.31 Indigenous Education	1,539,024	366,566	1,905,590	64,029	1,969,619	1,895,358
1.41 School Administration	16,602,617	3,841,198	20,443,815	3,989	20,447,804	20,008,712
1.60 Summer School	2,649,762	599,664	3,249,426	57,981	3,307,407	2,962,001
1.61 Continuing Education	3,254,298	737,486	3,991,784	746,753	4,738,537	4,523,435
1.62 International and Out of Province Students	4,854,357	1,161,125	6,015,482	2,119,307	8,134,789	9,130,525
<b>Total Function 1</b>	<b>219,701,032</b>	<b>52,679,950</b>	<b>272,380,982</b>	<b>12,289,048</b>	<b>284,670,030</b>	<b>276,372,475</b>
<b>4 District Administration</b>						
4.11 Educational Administration	2,340,120	490,179	2,830,299	80,860	2,911,159	2,880,746
4.20 Early Learning and Child Care	-	-	-		-	-
4.40 School District Governance	447,570	95,328	542,898	148,180	691,078	724,619
4.41 Business Administration	2,813,776	691,846	3,505,622	1,066,611	4,572,233	4,743,606
<b>Total Function 4</b>	<b>5,601,466</b>	<b>1,277,353</b>	<b>6,878,819</b>	<b>1,295,651</b>	<b>8,174,470</b>	<b>8,348,971</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	1,985,491	420,590	2,406,081	607,011	3,013,092	3,149,745
5.50 Maintenance Operations	14,602,212	4,446,711	19,048,923	2,566,678	21,615,601	20,972,238
5.52 Maintenance of Grounds	1,075,032	325,575	1,400,607	620,032	2,020,639	2,095,417
5.56 Utilities	-	-	-	4,151,217	4,151,217	4,612,680
<b>Total Function 5</b>	<b>17,662,735</b>	<b>5,192,876</b>	<b>22,855,611</b>	<b>7,944,938</b>	<b>30,800,549</b>	<b>30,830,080</b>
<b>7 Transportation and Housing</b>						
7.70 Student Transportation	281,251	87,277	368,528	838,329	1,206,857	1,298,379
<b>Total Function 7</b>	<b>281,251</b>	<b>87,277</b>	<b>368,528</b>	<b>838,329</b>	<b>1,206,857</b>	<b>1,298,379</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>243,246,484</b>	<b>59,237,456</b>	<b>302,483,940</b>	<b>22,367,966</b>	<b>324,851,906</b>	<b>316,849,905</b>

# School District No. 41 (Burnaby)

Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2025

	<b>2025</b>	2024 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	<b>34,944,849</b>	38,805,291
Other	<b>2,641,441</b>	140,926
Federal Grants	<b>4,849,146</b>	5,652,911
Other Revenue	<b>7,216,715</b>	7,564,697
Rentals and Leases		-
Investment Income	<b>27,000</b>	27,000
<b>Total Revenue</b>	<b>49,679,151</b>	52,190,825
<b>Expenses</b>		
Instruction	<b>46,874,164</b>	49,235,771
District Administration	<b>633,359</b>	667,244
Operations and Maintenance	<b>951,588</b>	1,002,498
Transportation and Housing	<b>1,220,040</b>	1,285,312
<b>Total Expense</b>	<b>49,679,151</b>	52,190,825
<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, 2025

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
<b>Deferred Revenue, beginning of year</b>			565,307	3,056,058					
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	931,106	1,080,271			384,000	100,450	269,203	2,693,837	2,711,166
Federal Grants									
Other			50,000	5,500,000					
Investment Income			27,000						
	931,106	1,080,271	77,000	5,500,000	384,000	100,450	269,203	2,693,837	2,711,166
<b>Less:</b> Allocated to Revenue	931,106	1,080,271	77,000	5,500,000	384,000	100,450	269,203	2,693,837	2,711,166
<b>Deferred Revenue, end of year</b>	-	-	<b>565,307</b>	<b>3,056,058</b>	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	931,106	1,080,271			384,000	100,450	269,203	2,693,837	2,711,166
Provincial Grants - Other									
Federal Grants									
Other Revenue			50,000	5,500,000					
Investment Income			27,000						
	931,106	1,080,271	77,000	5,500,000	384,000	100,450	269,203	2,693,837	2,711,166
<b>Expenses</b>									
Salaries									
Teachers							96,000	823,217	
Principals and Vice Principals									150,815
Educational Assistants		864,217			297,562				1,169,641
Support Staff								1,005,945	188,370
Other Professionals								73,365	
Substitutes									560,370
	-	864,217	-	-	297,562	-	96,000	1,902,527	2,069,196
Employee Benefits		216,054			74,919		23,000	454,402	641,970
Services and Supplies	931,106		77,000	5,500,000	11,519	100,450	150,203	336,908	
	931,106	1,080,271	77,000	5,500,000	384,000	100,450	269,203	2,693,837	2,711,166
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 41 (Burnaby)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Classroom Enhancement Fund - Staffing	Mental Health in Schools	Changing Results for Young Children	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	BC Provincial School for the Deaf	PRP Fraser Park Maples
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>							365,725		
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	15,744,517	48,000	14,050	25,000	19,000	175,000	2,953,560	7,795,689	2,641,441
Federal Grants									
Other									
Investment Income									
	15,744,517	48,000	14,050	25,000	19,000	175,000	2,953,560	7,795,689	2,641,441
<b>Less:</b> Allocated to Revenue	15,744,517	48,000	14,050	25,000	19,000	175,000	2,953,560	7,795,689	2,641,441
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	<b>365,725</b>	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	15,744,517	48,000	14,050	25,000	19,000	175,000	2,953,560	7,795,689	
Provincial Grants - Other									2,641,441
Federal Grants									
Other Revenue									
Investment Income									
	15,744,517	48,000	14,050	25,000	19,000	175,000	2,953,560	7,795,689	2,641,441
<b>Expenses</b>									
Salaries									
Teachers	13,011,998	39,669						1,906,563	1,723,718
Principals and Vice Principals							125,669	535,317	84,648
Educational Assistants								1,907,004	
Support Staff								268,820	58,005
Other Professionals								183,825	
Substitutes								131,192	42,533
	13,011,998	39,669	-	-	-	-	125,669	4,932,721	1,908,904
Employee Benefits	2,732,519	8,331					26,390	1,146,232	456,707
Services and Supplies			14,050	25,000	19,000	175,000	2,801,501	1,716,736	275,830
	15,744,517	48,000	14,050	25,000	19,000	175,000	2,953,560	7,795,689	2,641,441
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

# School District No. 41 (Burnaby)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	IRCC SWIS	IRCC LINC	Community Linl Others	Endowment Earnings	Settlement Service	TOTAL
	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>				34,563	568,358	<b>4,590,011</b>
<b>Add:</b> Restricted Grants						
Provincial Grants - Ministry of Education and Child Care						<b>37,586,290</b>
Federal Grants	1,947,272	2,901,874				<b>4,849,146</b>
Other			1,666,715			<b>7,216,715</b>
Investment Income				1,734		<b>28,734</b>
	1,947,272	2,901,874	1,666,715	1,734	-	<b>49,680,885</b>
<b>Less:</b> Allocated to Revenue	1,947,272	2,901,874	1,666,715	-	-	<b>49,679,151</b>
<b>Deferred Revenue, end of year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>36,297</b>	<b>568,358</b>	<b>4,591,745</b>
<b>Revenues</b>						
Provincial Grants - Ministry of Education and Child Care						<b>34,944,849</b>
Provincial Grants - Other						<b>2,641,441</b>
Federal Grants	1,947,272	2,901,874				<b>4,849,146</b>
Other Revenue			1,666,715			<b>7,216,715</b>
Investment Income						<b>27,000</b>
	1,947,272	2,901,874	1,666,715	-	-	<b>49,679,151</b>
<b>Expenses</b>						
Salaries						
Teachers		1,541,853	299,301			<b>19,442,319</b>
Principals and Vice Principals						<b>896,449</b>
Educational Assistants	974,276		204,861			<b>5,417,561</b>
Support Staff	90,832	75,567	236,288			<b>1,923,827</b>
Other Professionals	122,178	43,389	56,738			<b>479,495</b>
Substitutes			3,976			<b>738,071</b>
	1,187,286	1,660,809	801,164	-	-	<b>28,897,722</b>
Employee Benefits	427,880	364,512	200,205			<b>6,773,121</b>
Services and Supplies	332,106	876,553	665,346			<b>14,008,308</b>
	1,947,272	2,901,874	1,666,715	-	-	<b>49,679,151</b>
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# School District No. 41 (Burnaby)

Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2025

	2025 Annual Budget			2024 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Rentals and Leases		110,510	110,510	110,510
Investment Income			-	450,000
Amortization of Deferred Capital Revenue	12,487,994		12,487,994	12,370,418
<b>Total Revenue</b>	<b>12,487,994</b>	<b>110,510</b>	<b>12,598,504</b>	12,930,928
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	19,809,552		19,809,552	16,851,953
Debt Services				
Capital Lease Interest		12,510	12,510	45,109
<b>Total Expense</b>	<b>19,809,552</b>	<b>12,510</b>	<b>19,822,062</b>	16,897,062
<b>Net Revenue (Expense)</b>	<b>(7,321,558)</b>	<b>98,000</b>	<b>(7,223,558)</b>	(3,966,134)
<b>Net Transfers (to) from other funds</b>				
Local Capital		5,502,000	5,502,000	5,835,333
<b>Total Net Transfers</b>	<b>-</b>	<b>5,502,000</b>	<b>5,502,000</b>	5,835,333
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	6,353,546	(6,353,546)	-	
Principal Payment				
Capital Lease	1,629,113	(1,629,113)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>7,982,659</b>	<b>(7,982,659)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>661,101</b>	<b>(2,382,659)</b>	<b>(1,721,558)</b>	1,869,199

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-CPSD41-01 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-CPSD41-01 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-CPSD41-01 be read a first time.
  
- Motion 3        THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-01 be approved a first time and read a second time.
  
- Motion 4        THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-01 be approved a second time and read a third time.
  
- Motion 5        THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-01 be approved a third time.
  
- Motion 6        THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-01 having been read a first, second, and third time, be finally passed and adopted the 23<sup>rd</sup> day of April 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.





# Burnaby School District Preliminary Budget Report 2024/2025

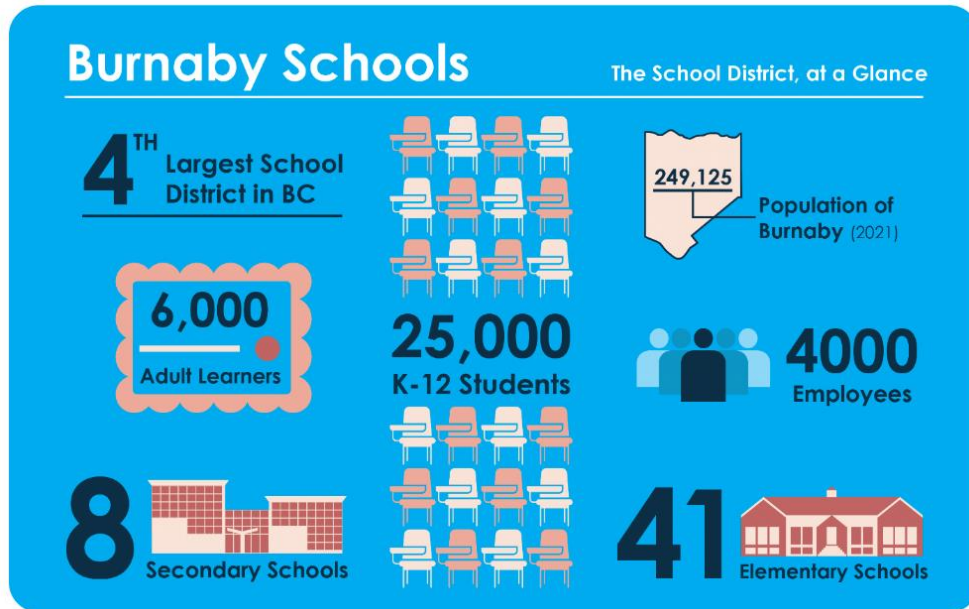
## Introduction

Coming out of the pandemic, the Burnaby School District budget has experienced unprecedented enrolment growth but continues to have a structural deficit as this growth has led to facility capacity constraints. The need to support this growth has meant the District must continue to invest in portables, increase staffing to maintain service levels and make the necessary technology investments required to upkeep and upgrade the District's technology infrastructure and assets. An added impact of the capacity constraint due to higher local enrolment growth has also meant fewer seats to accommodate International students, thus leading to a decline in revenue. As the District looks forward, it will be guided by the Burnaby Board of Education's vision, mission and core values as defined in their strategic plan to continue to meet the needs of learners. In addition, decisions made in the budget are guided by the District's Enterprise Risk Management Strategy and student outcomes as reported in the Enhancing Student Learning Report (ESLR).

## Who We Are

Formed in 1906, the District is on the traditional territory of the Coast Salish Nations of Musqueam, Tsleil-Waututh and Squamish. The District is the fourth largest district in BC, with a rapidly growing student count of over 25,000 students (K-12) and over 4,000 dedicated employees. The District operates 41 elementary schools and 8 secondary schools, including a range of district programs and Provincial Resource Programs. Also provided are lifelong learning opportunities with more than 6,000 Adult Learners through the established Burnaby Community & Continuing Education Program.

The District's work is governed by seven elected Trustees, whose four-year term began in 2022.





## 2024/25 Budget Timeline

The District's annual budget process takes place in the month of April, which includes consultation with partner groups and the public. Prior to initiating the annual budget process, an update is made to the previous year's annual budget through the amended budget which is approved by the Board of Education at its regular meeting at the end of February. The amended budget is an update on the budget during the year and considers actual enrolment and other known changes at that time. The amended budget process also includes consultation with partner groups and the public. The annual budget is informed by the previous year's amended budget. After careful consideration of the feedback received, the process concludes with the final budget approved by the Board at its regular Board meeting in April.

2024-2025 Budget Calendar		
Date	Topic	Audience
April 4, 2024	2024-25 Annual Budget Presentation and Gather Input	Burnaby Leadership Team (BLT)
April 9, 2024	2024-25 Annual Budget Presentation	Partner Groups District Parent Advisory Council (DPAC)
April 10, 2024	2024-25 Annual Budget Presentation	Public
April 11, 2024	2024-25 Annual Budget Presentation	District Student Advisory Council (DSAC)
April 16, 2024	Receive Input on 2024-25 Annual Budget	Partner Groups
April 23, 2024	2024-25 Annual Budget Presented for Board Approval	Board Meeting

## Our Vision, Mission, and Values



### Our Vision

A premier learning community where we engage and innovate to inspire global citizenship.



### Our Mission

To engage and empower a caring, inclusive community of learners for the opportunities of today and tomorrow.



## Our Values

Together these ways of thinking and acting help form the culture of our schools and workplaces. By upholding these values, we can build an environment that will lead to the fulfilment of our mission and vision.

### Students Come First

Learners are at the centre of what we do. We focus on their lives within our schools, support them in their lives away from our schools, and keep in mind the lives they will lead in the future, recognizing that their time with us will be key in shaping their futures.

### The Power of Diversity

Burnaby is one of the most diverse cities in the world, and we recognize this as a privilege and a strength. We meaningfully involve all learners and respect and value the infinitely variable characteristics that make them unique human beings.

### Equity, Access, Inclusion

Our schools are for everyone. We recognize that barriers exist and seek to identify and remove them. We encourage our learners to speak honestly, and we uphold the rights of individuals, families and organizations within our schools and our community. We value and respect everyone's contributions.

### Collaboration and Partnership

We strive for trusting, respectful, collaborative relationships, and we work together to ensure we make the best decisions. The learning environment includes our learners, teachers, all staff, families and the community. We work with and encourage the participation of all.

### Curiosity, Innovation, Discovery

The world we live in is complex and rapidly changing. We, our students, and the world itself are beneficiaries when questions are asked, experiments undertaken, ventures launched, and challenges embraced. Our classrooms and school communities foster curiosity, innovation, and discovery.

### Excellence, Success, Improvement

We challenge ourselves and our learners to make their highest contributions, and we foster opportunities to make this possible. We celebrate success and recognize that there are many ways to define and achieve it. Working collaboratively, we challenge ourselves and our learners to improve, as individuals and as a group. Along with these ideals, we place an equal emphasis on health and well-being, as it is required to support all of our contributions and achievements.

## 2024-25 Status Quo Budget

The development of the 2024-25 Status Quo Budget is guided by three key drivers that guide resource allocation decisions made by the Board.



## Strategic Plan Considerations

The Board of Education's Strategic Plan outlines the District's strategic priorities, goals and objectives. Specifically, the priorities highlighted below will continue to be a focus for the District in improving outcomes for all students

### Thriving Students

1 - Engage students in individualized, relevant and innovative learning opportunities

- Engage students and support learning through the innovative use of technology.
- Share the updated District Literacy Framework to ensure it is used in implementing the Curricular Competencies within the curriculum.
- Implement the updated English Language Learning Standards for English language learners.

2 - Embed Indigenous perspectives and knowledge across the District

- Improve academic achievement of all Indigenous students within Burnaby Schools.
- Ensure educators are well supported to incorporate Indigenous worldviews and perspectives into instruction.
- Increase the presence of Indigenous cultures, history and languages across our school communities.

3 - Implement a strength-based approach to inclusion that meets the diverse needs of all students

- Increase professional learning opportunities to develop the capacity of classroom teachers, learning support teachers and Educational Assistants to teach and support learners with varying abilities and special needs.

### A Modern, Safe, and Sustainable Learning Environment

1 – Develop and implement a sustainable Education Technology Plan

- Expand Professional Development opportunities to support the integration of technology in classrooms.

## Enhancing Student Learning Report

The Enhancing Student Learning Report (ESLR) provides a framework for system-wide improvement of student outcomes and supporting all children and youth to be well positioned for future opportunities beyond high school. With a particular focus on vulnerable student populations, including Indigenous students, Children and Youth in Care, Students with Disabilities or Diverse



Abilities, and English Language Learners, the report outlines specific actions and strategies the District will implement, promising practices to sustain, and performance data to monitor to ensure improved outcomes for these specific student populations.

The most recent ESLR is published on the District website in the 'Student Achievement' section and is reported on regularly through the Board's regular public meetings.

## Enterprise Risk Management

Through the Board's Audit Sub-Committee, an Enterprise Risk Management strategy has been developed. Organizational risks were identified through consultation with senior staff at the District. A rating system for evaluating risks was developed based on the matrix shown below.

RISK RATING MATRIX (LIKELIHOOD AND CONSEQUENCE)			
Likelihood and Consequence Descriptors for Risk Assessments			
Likelihood	Rating	Criteria	Probability
Almost certain	5	It is expected to happen. Will certainly happen this fiscal year or during the three year period of the Service Plan.	80% to 100% or once a year or more frequently
Likely	4	We expect it to happen. It would be surprising if this did not happen.	61% to 79% or once every 3 yrs
Possible	3	Just as likely to happen as not. We don't expect it to happen, but there is a chance.	40% to 60% or once every 5 yrs
Unlikely	2	Not anticipated. We won't worry about it happening.	11% to 39% or once every 15 years
Almost certain not to happen	1	It would be surprising if this happened. There would have to be a combination of unlikely events for it to happen.	0 to 10% or once every 25 yrs

Consequence	Rating	Criteria / Examples
Catastrophic	5	- Major problem from which there is no recovery. - Significant damage to organization credibility or integrity. - Complete loss of ability to deliver a critical program.
Major	4	- Event that requires a major realignment of how service is delivered. - Significant event which has a long recovery period. - Failure to deliver a major political commitment.
Moderate	3	- Recovery from the event requires cooperation across departments. - May generate media attention.
Minor	2	- Can be dealt with at a department level but requires Executive notification. - Delay in funding or change in funding criteria. - Stakeholder or client would take note.
Insignificant	1	- Can be dealt with internally at the business unit level. - No escalation of the issue required. - No media attention. - No or manageable stakeholder or client interest.

LIKELIHOOD					
5	LOW	MED	HIGH	EXT	EXT
4	LOW	MED	HIGH	HIGH	EXT
3	LOW	MED	MED	HIGH	HIGH
2	LOW	LOW	MED	MED	MED
1	LOW	LOW	LOW	LOW	LOW
	1	2	3	4	5
CONSEQUENCE					

LIKELIHOOD X CONSEQUENCE			
SCORE	0 – 5	=	LOW
SCORE	6 – 10	=	MEDIUM
SCORE	12 – 16	=	HIGH
SCORE	20 – 25	=	EXTREME

The risk register is reviewed annually by the Audit Sub-Committee and then is referred to the Board for consideration ahead of the key periods, such as the annual budget process or prior to strategic planning. Below are some key strategic risks highlighted as they pertain to the development of the budget.

### Strategic Risks

1. A continued increase in student enrolment resulting in additional school facility capacity challenges.
2. As a result of continued local enrolment growth, a further decrease in capacity available to register international students.
3. There is a shortage of land available in the City of Burnaby for the construction of new schools required to accommodate student enrolment growth.
4. Enrolment of students after the annual September 30<sup>th</sup> enrolment count leading to additional supports being required in the classroom. Students that arrive after this annual enrolment count are not funded through the Ministry's funding formula until the following school year.
5. Outcomes from student groups identified in the Enhancing Students Learning Report continue to achieve success at lower rates than other students.

## Budget Assumptions

The development of the 2024/25 Status Quo budget required the District to make several assumptions related to the provincial budget and local factors.

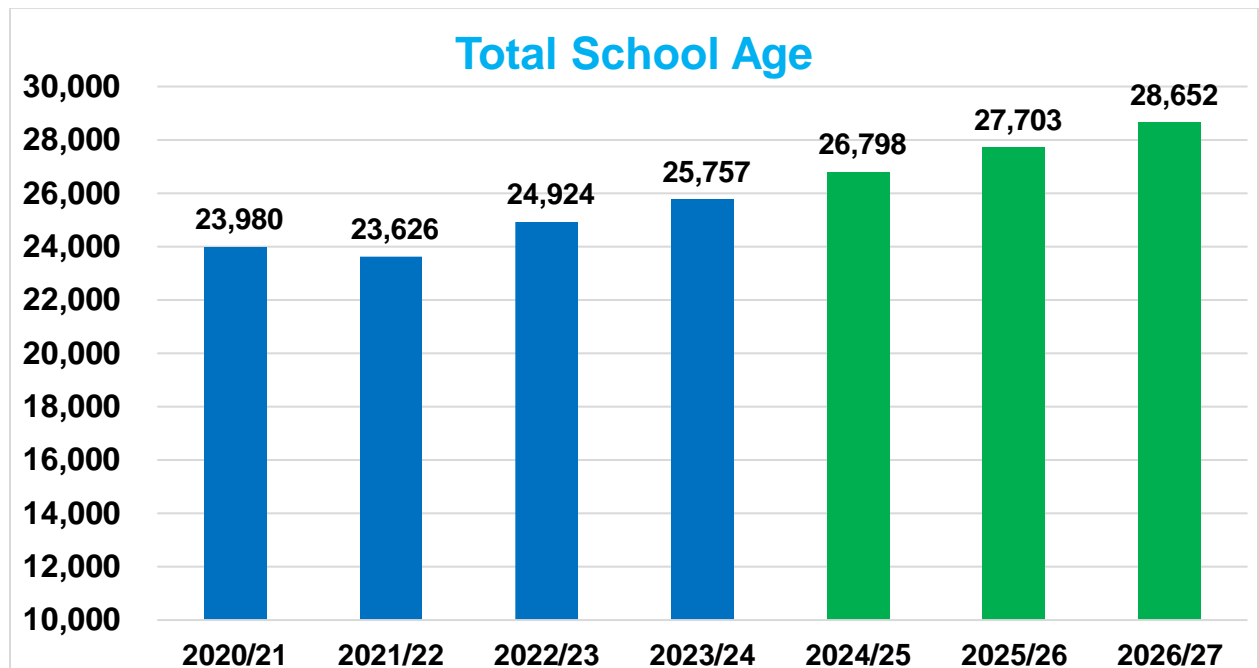
<b>Enrolment</b>
Enrolment growth expected to continue to grow in regular school-age students
International education enrolment expected to decline due to school capacity
Continued growth expected in Level 2 Special Needs student enrolment
Continued significant growth in ELL student enrolment
<b>Revenues</b>
Provincial government will fund total provincial enrolment including any growth
Funding allocation model will not change for 2024/25 school year
Labour Settlement funding to be rolled in the Ministry Operating Grant
Investment income will be lower than 2023/2024 due to expected cuts to interest rates
<b>Salaries and Benefits</b>
Wage settlements for Burnaby Teachers' Association (BTA), Canadian Union of Public Employees (CUPE) Local 379 , Exempt / Principals and Vice Principals (PVP) will be funded
BTA, CUPE Local 379 and Exempt salary increase of 2% considered
BTA salary increments has been considered \$700,000
Additional FTEs consistent with enrollment growth assumptions have been considered for teachers and EAs
Teacher Teaching on Call (TTOC) and EA Casual utilization ratios considered to be the same as 2023/2024
Benefits Rate Changes - CPP and EI 1%, Teacher Pension 0.0%, Municipal Pension 0.0%, Health 5%, Dental 5%
<b>Services and Supplies</b>
General inflation applies to utility costs only and other services and supplies remain constant
Lower international student enrollment has resulted in a cost reduction in some of the items

## Enrolment

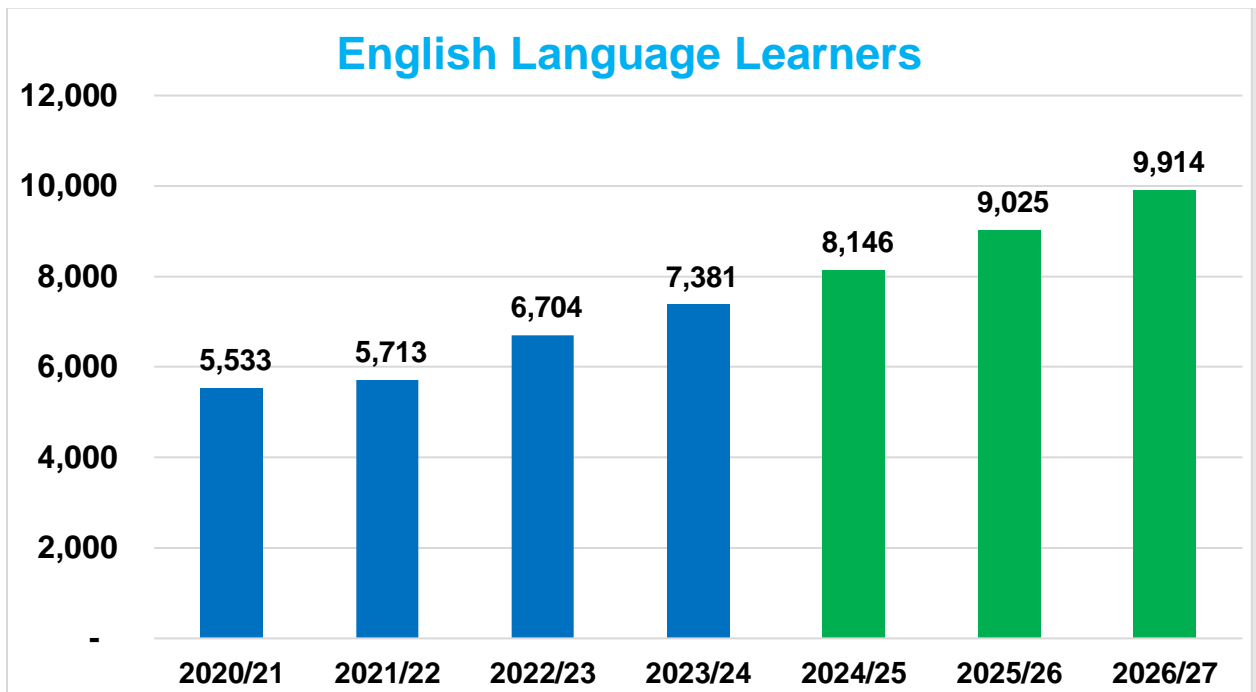
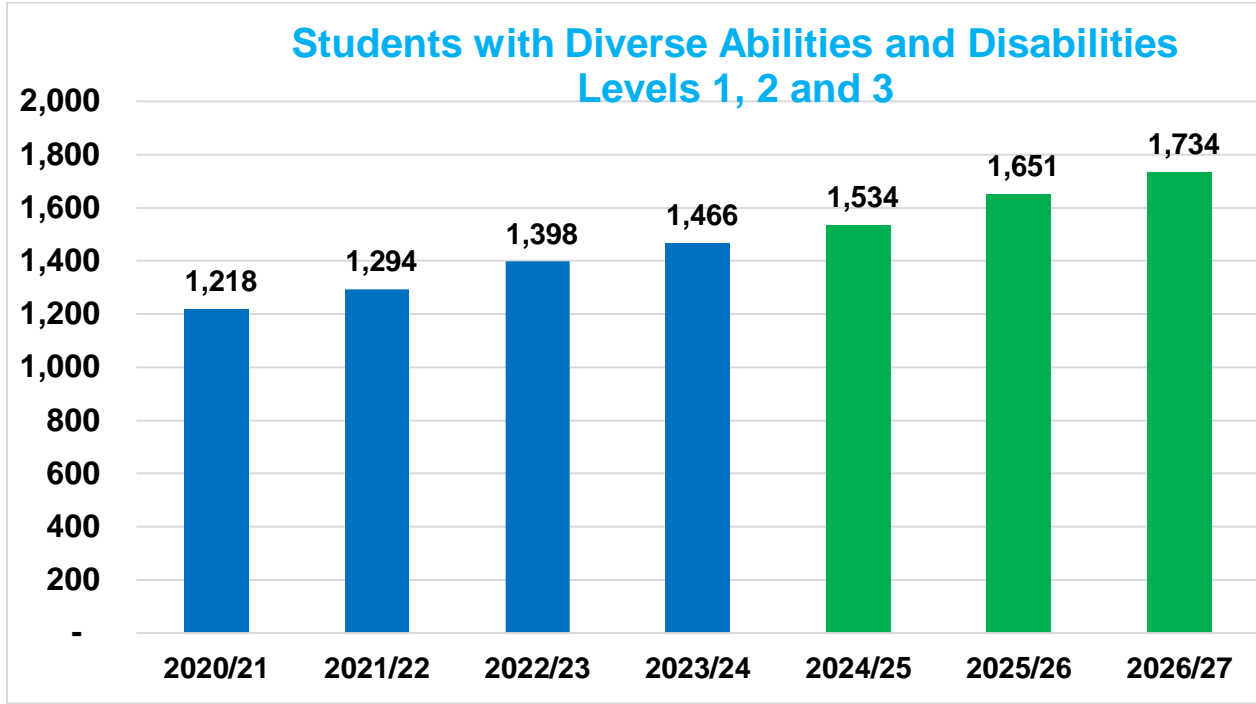
The Burnaby School District is funded primarily through an operating grant received from the Ministry. The operating grant is based on student enrolment which is compiled through a data collection process in September, February, May and July. The District receives a fixed amount per full-time equivalent student (FTE). The School District also receives supplementary grants for students who are identified as having diverse abilities and disabilities and for other demographic and unique geographical factors.

District staffing levels are driven directly by student enrolment. Since salaries and benefits make up approximately 90 percent of District expenses, reliable enrolment data is essential for financial planning. Each year the School District completes an analysis of historical enrolment and student retention trends, reviews population data and new municipal development approvals to develop an estimate of elementary and secondary student FTE for the ensuing three budget years.

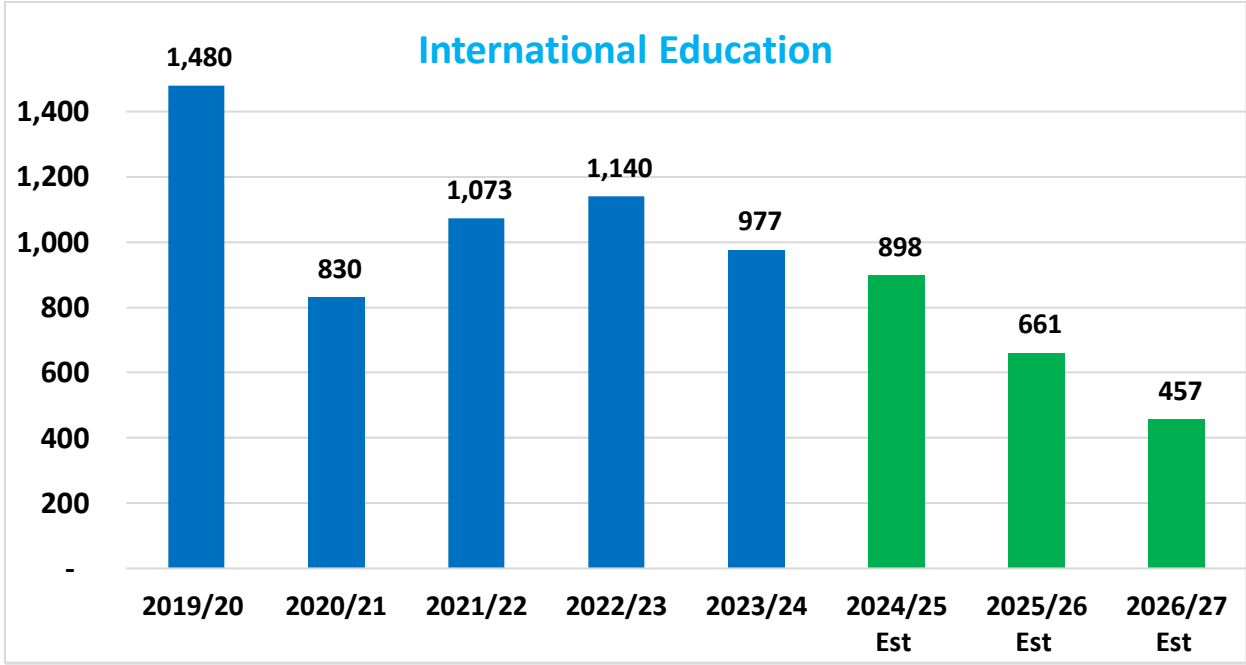
In 2023-24 regular school age enrolment increased by three percent with the addition of 833 new FTE students. This upward trend is expected to continue with an estimated growth of over eleven percent projected from the 2023-24 levels over the next 3 years.



Consistent with regular school age enrolment, students with Diverse Abilities Disabilities as well as English Language Learners (ELL) are also expected to increase through to the 2026-27 school year by 18 percent and 34 percent, from the 2023-24 levels, respectively.



International education enrolment decreased gradually in 2023-24 by 14% or 163 students. For the next three years through to 2026-27, the District is projecting an additional 53% decrease due to constrained school facility capacity. The projected enrolment in international students of only 457 students in 2026-27 is the least it has ever been over the past 8 semesters.



## 2024-25 Operating Grant Allocation Formula Overview

Public school districts in BC are primarily funded through an operating grant provided by the Ministry. The formula for the grant is based on student counts across various areas and other district factors as outlined below.

<b>75%</b> allocated through the Basic Allocation	<b>Basic Allocation</b>	
	Common per student amount for every FTE student enrolled by school type.	
	<b>Standard School</b>	\$8,915 per school age FTE
	<b>Alternate School</b>	\$8,915 per school age FTE
	<b>Continuing Education</b>	\$8,915 per school age FTE
	<b>Online Learning</b>	\$7,200 per school age FTE
<b>18%</b> allocated to recognize unique student enrolment	<b>Unique Student</b>	
	Additional per student funding to address uniqueness of district enrolment and support additional programming. Includes Equity of Opportunity Supplement for children and youth in care and students with mental health challenges.	
	<b>Level 1 Inclusive Education</b>	\$50,730 per student
	<b>Level 2 Inclusive Education</b>	\$24,070 per student
	<b>Level 3 Inclusive Education</b>	\$12,160 per student
	<b>Indigenous Education</b>	\$1,795 per student
	<b>English/French Language Learning</b>	\$1,770 per student
	<b>Adult Education</b>	\$5,690 per FTE
<b>7%</b> allocated to recognize unique district factors	<b>Unique District</b>	
	Additional funding to address uniqueness of district factors.	
	<b>Small Community</b>	For small schools located a distance away from the next nearest school
	<b>Low Enrolment</b>	For districts with low total enrolment
	<b>Rural Factor</b>	Located some distance from Vancouver and the nearest large regional population centre
	<b>Climate Factor</b>	Operate schools in colder/warmer climates; additional heating or cooling requirements
	<b>Sparseness Factor</b>	Operate schools that are spread over a wide geographic area
	<b>Student Location Factor</b>	Based on population density of school communities
<b>Supplemental Student Location Factor</b>	Level 1 and 2 inclusive education enrolment	
	<b>Salary Differential</b>	Funding to districts that have higher average educator salaries

## Revenues

The Table below summarizes projected revenues in the 2024-25 status quo budget compared to the 2023-24 amended budget:

	<b>2023/24 Amended</b>	<b>2024/25 Status Quo</b>	<b>Variance</b>
MECC Operating Grant	\$ 283,301,011	\$ 305,091,112	\$ 21,790,101
Other MECC Grants	6,683,425	2,487,986	(4,195,439)
Other Provincial Grants	126,500	126,500	-
International Education	16,508,235	15,768,330	(739,905)
Continuing Education	2,324,995	2,324,995	-
Investment Income	2,573,641	1,813,593	(760,048)
Rentals & Leases	1,430,153	1,580,153	150,000
Other Fees & Revenues	950,865	983,230	32,365
<b>Total Grants &amp; Revenue</b>	<b>\$ 313,898,826</b>	<b>\$ 330,175,899</b>	<b>\$ 16,277,073</b>

## Variance Analysis

The variance in Ministry Operating Grant is a result of the combination of projected enrolment growth for 2024-25 as well as an increase of \$290 per student to the Ministry Operating Grant funding allocation system. The 2024-25 allocation rate per student is \$8,915. Funding provided by the Ministry for wage increases for Teachers, CUPE, Principals/Vice-Principals and Exempt staff was previously part of the Other MECC Grants in 2022-23 is now funded under MECC Operating Grant for 2023-24 and 2024-25. The Amended Budget 2023-24 includes the Cost-of-Living Adjustment (COLA) labour settlement funding which was funded by the Ministry. As noted earlier in this report, enrolment in International Education is projected to decrease. For 2024-25, the decline in enrolment of 8% is leading to a reduction in international tuition revenues of \$0.74 million compared to 2023-24. Lower Investment income is projected for 2024-25 by \$0.76 million as a result of a decrease in cash balances. An Increase in user fees for facility rentals and summer school fees are projected to add an additional \$0.15 million and \$0.03 million respectively, to the 2024-25 revenues.



## Expenses

The following Tables summarizes projected expenses in the 2024-25 status quo budget compared to the 2023-24 Amended budget:

	2023/24 Amended	2024/25 Status Quo	Variance
<b>Salaries</b>			
Teachers & TTOC	\$ 160,088,152	\$ 166,864,753	\$ (6,776,601)
Educational Assistants	27,598,580	29,663,011	(2,064,431)
Support Staff	27,589,539	28,218,937	(629,398)
Principals and Vice Principals	12,533,233	12,783,897	(250,665)
Other Professionals	6,140,861	6,263,678	(122,817)
<b>Total Salaries</b>	<b>\$ 233,950,365</b>	<b>\$ 243,794,276</b>	<b>\$ (9,843,911)</b>
Benefits	55,096,527	59,366,411	(4,269,884)
<b>Total Salaries and Benefits</b>	<b>\$ 289,046,893</b>	<b>\$ 303,160,687</b>	<b>\$ (14,113,795)</b>
Services & Supplies	27,803,013	22,367,967	5,435,046
Local Capital	5,835,333	5,502,000	333,333
<b>Total</b>	<b>\$ 322,685,239</b>	<b>\$ 331,030,654</b>	<b>\$ (8,345,415)</b>

## Variance Analysis

The new provincial collective agreement provided for salary increases across all positions including Teachers & Teachers Teaching on Call (TTOC), Educational Assistants, Support Staff, Principals and Vice Principals and Exempt Staff. Further, with the projected enrolment growth additional teaching positions have been added for 2024-25. Additional Educational Assistants have also been added to support the projected increase in students with diverse abilities and disabilities.

The Table below summarizes the staffing changes needed to maintain class sizes and levels of support for the increased enrolment. The non-enrolling teachers will be funded through the Classroom Enhancement Fund (CEF). The initial announced 2024-25 funding for the CEF is based on the current year's staffing requirements. As per the regular Ministry process for funding CEF, additional staff will be requested in the Fall with the funding to be confirmed at the December 2024 funding announcement.

<b>Category</b>	<b>Addition/(Reduction)</b>
Enrolling Teachers - Elementary (BTA)	17.07
Enrolling Teachers - Secondary (BTA)	16.29
Non-Enrolling Teachers (BTA) - Inclusive Education	17.32
Non-Enrolling Teachers (BTA) - Teacher Librarian	1.48
Education Assistants (CUPE 379)	30.25
<b>Total Staffing Change</b>	<b>82.41</b>

Benefits cost increases are due mainly to projected rate increases for statutory health and dental benefits as well as increases for wage related benefits costs. Furthermore, the incremental costs resulting from enhancements from the last collective agreement as well as changes to the structural plan for CUPE which now requires health and dental rates to be tiered by family status will not be funded. Total salaries and benefits for 2024-25 are projected to increase by 5.0%.

Services and Supplies costs are decreasing due to reversal of one-time costs funded through carry over budgets from the prior year. In addition, costs for recruitment fees and supplies for the International Education program are expected to be lower due to the projected decreased enrolment. The remaining services and supplies projections are maintained at the current 2023-24 Amended budget levels with only a marginal increase of \$0.09 million to accommodate targeted inflationary pressures in utilities budget.

Contribution to the Local Capital fund in the 2024-25 Budget are projected to remain at the 2023-24 Amended Budget level with only a slight decrease of \$0.33 million. This is attributed to timing difference for the purchase and installation of portables year-over-year offset by the annual increase in contribution to the Technology plan of \$0.50 million which was approved by the Board in 2017-18 as part of an Eight Year Technology plan to provide reliable technology to support teaching and learning in schools.

## Operating Surplus

The Table below shows the revenues, expenses and total shortfalls in the 2024-25 status quo budget compared to the 2023-24 Amended budget:

	<b>2023/24 Amended</b>	<b>2024/25 Status Quo</b>	<b>Variance</b>
Revenues	\$ 313,898,826	\$ 330,175,899	\$ 16,277,073
Salaries	(233,950,365)	(243,794,276)	(9,843,911)
Benefits	(55,096,527)	(59,366,411)	(4,269,883)
Services & Supplies	(27,803,013)	(22,367,967)	5,435,046
Local Capital	(5,835,333)	(5,502,000)	333,333
<b>Surplus / (Deficit)</b>	<b>(8,786,413)</b>	<b>\$ (854,754)</b>	<b>\$ 7,931,659</b>

## Three Year Budget

Below is a three-year projection of the operating budget. This projection is based on factors that are known to the District at this time and contain assumptions that the District will maintain service levels and programs to correlate with the expected enrolment growth. Revenues are primarily based on enrolment projections and the Ministry's current funding formula. International Education enrolment for the next 3 years is projected to decrease by over 53% due to the lack of classroom capacity. This translates to a cumulative reduction of \$8.48 million of revenues over the next three years from 2023-24 levels. Expenses are based on maintaining service levels to support the enrolment growth and inflation applied to benefits and utilities costs. Salary increases for teachers, educational assistants and support staff have been included at 2% for all projected years starting with 2024-25. It is assumed the increased salaries are to be funded from the Ministry's operating grant. Local Capital expenditures have been increased on average by \$3.3 million annually for new portables that are required to accommodate the projected enrollment growth as outlined in the District's Long-Range Facilities Plan. It is anticipated the District will need to add up to an additional 20 new portables through to the 2026-27 year. In addition, the continued contributions required to support the Education Technology Plan are also included.

	2024/2025 Projected	2025/2026 Projected	2026/2027 Projected
Revenues	\$ 330,175,899	\$ 337,692,836	\$345,977,084
Salaries and Benefits	(303,160,687)	(310,006,591)	(316,579,853)
Services & Supplies	(22,367,967)	(21,786,790)	(21,314,989)
Local Capital	(5,502,000)	(8,002,000)	(9,502,000)
<b>Surplus / (Deficit)</b>	<b>(854,754)</b>	<b>\$ (2,102,545)</b>	<b>\$ (1,419,759)</b>

## 2023-24 Q3 Projections

The District closed the 2022-23 fiscal year with an unrestricted reserve of \$3.41 million of which \$3.03 million was used to balance the 2023-24 operating budget. This reserve is generated by higher revenues or lower expenses in prior year budgets. The Amended Budget approved by the Board in February 2024 projected an additional deficit of \$0.29 million. The third quarter projections are expected to add \$3.39 million of surplus, comprised of \$2.83 million as restricted and \$0.56 million as unrestricted balances. Compared to the Amended Budget, the difference is largely attributable to additional Ministry funding based on the February enrolment count in addition to lower projected support staff costs due to vacant positions and lower casual staffing costs during the year.

The projected restricted reserve balance of \$2.83 million is carried forward to next year's budget due to designated contractual requirements and for projects that span multiple years.

<b>Fund Balance</b>	<b>2023/24 Q3</b>
<b>Opening Fund Balance</b>	<b>\$ 8,868,574</b>
To Balance 23/24 Annual Budget	(3,033,081)
Carryover of Prior Year's Unspent Funds	(5,460,593)
Q3 Change in Reserve	3,095,314
	<b>\$ (5,398,360)</b>
Comprised of:	
Unrestricted Surplus	\$ 638,001
Current Year's Proposed Restricted Surplus	2,832,213
<b>Fund Balance, End of Year</b>	<b>\$ 638,001</b>

## 2024-25 Budget Revisions

The budget revisions below were developed with the District's vision, mission and core values as defined in the strategic plan in mind.

Community and partner group's engagement and input is vital to the work of the Board. Before making decisions on budget revisions, the Board went through an extensive consultation process as detailed earlier in this report. Budget consultation meetings were advertised through local media outlets, social media as well as District website. An email address was also setup to receive input from individuals who were unable to attend the consultation meetings or who wanted to submit their input in writing.

An effort was made to protect resources supporting vulnerable students and mental health as these are supports are vital to the classrooms. As per the Board Administrative Procedure #3.00 AP Financial Management, decisions on the usage of the unrestricted surplus will be guided by the three-year financial projections and the future financial outlook of the District.

Despite the additional funding from the Ministry for the increased enrolment, the structural deficit remains requiring the District to balance the budget through revisions by aligning operations and program reductions.

The Table below lists the budget revisions made to the 2024-25 budget as well those proposed for the following years.

\*Negative amounts are budget reductions, positives are budget additions

Category	2024-25		2025-26 and ongoing	
	FTE	Amount \$	FTE	Amount \$
Challenge Program	(2.50)	(\$303,188)	(2.50)	(\$303,188)
Staff Development	(2.50)	(293,188)	(2.50)	(293,188)
District Library Resource Centre (DLRC)	(1.00)	(80,372)	(1.00)	(80,372)
Elementary Day-time Custodians (Year 2 and ongoing)			(6.50)	(513,857)
Program Reviews (Year 2 and ongoing)			(4.00)	(485,100)
<b>Total Staffing Change</b>	<b>(6.00)</b>	<b>(\$676,747)</b>	<b>(16.50)</b>	<b>(\$1,675,704)</b>

All staffing levels are in place to meet current projected student enrolment. Should enrolment increase more than forecasted, staffing levels will be adjusted upwards as necessary in September.

In total, 6.00 FTEs are projected as reductions starting from 2024-25 and 16.50 FTEs starting from 2025-26 and in future years.

Certain adjustments are proposed to be implemented starting in 2025-26. The adjustments are not included in the Annual Budget Bylaw for 2024-25, however they are in the financial plan to be implemented in the following year. This is to allow time for additional information to be reviewed and consultation with the appropriate groups.

### **District Library Resource Centre**

This District currently operates the District Library Resource Centre (DLRC) which allows staff from across schools to borrow a variety of learning resources for use in their classrooms. This budget adjustment represents the elimination of the DLRC through the reduction of the 1.0 FTE Library Technician position. Some equipment currently located at the DLRC will be redistributed to schools for use District wide. Cataloguing of materials for school libraries will be redistributed to staff across the District.

### **Staff Development Team**

This budget adjustment represents a decrease in the staffing allocation to the Staff Development Team. These adjustments would be due to efficiencies in the positions and a redistribution of these responsibilities to District staff. The remaining 6.5 FTE would continue to support focus areas outlined in the Board of Education's Strategic Plan and the District Enhancing Student Learning Report.

### **Challenge Program**

The focus of this budget adjustment is the Elementary Challenge Program, which has not been running since 2020-21. Highly able learners will continue to be supported by their classroom teacher. The Staff Development Team continues to offer professional development opportunities for teachers to continue building capacity when working with highly able learners.

### **Elementary Day-time Custodians**

Currently there are 34 FTE of custodian positions providing services to elementary schools during the school day. Additional staff are in place during the evening to ensure schools are cleaned in preparation for the next school day. An adjustment is proposed to maintain elementary day-time custodians in 8 elementary schools but remove these positions in all other elementary schools to be replaced with a 0.5 FTE evening shift to ensure the required levels of cleaning are met. In addition, there would be an addition of 4.5 FTE to the daytime shift for staff to be able to open the other schools and respond to emergent issues during the day. Decisions on the priority of the 8 schools to maintain daytime services and other factors will be determined through consultation with elementary school Principals and the CUPE 379 union executive.

## Program Reviews

As part of the District's continuous improvement cycle, staff review educational programs to ensure they are continuing to meet the needs of students, and that they align with the goals contained in the Board of Education's Strategic Plan and the Enhancing Student Learning Report. Through the conclusion of this round of program reviews, there are anticipated efficiencies that will support the ongoing operating budget.

## Three Year Budget Fund Balance

Along with the budget revisions above, an allocation of prior year surpluses and reserves is required to balance the budget. Below is a Table detailing the usage of surpluses and reserves over three years.

	2024/2025 Projected	2025/2026 Projected	2026/2027 Projected
Revenues	\$ 330,175,898	\$ 337,692,835	\$ 345,977,083
Salaries and Benefits	(302,483,940)	(308,330,988)	(314,904,346)
Services & Supplies	(22,367,967)	(21,786,790)	(21,314,989)
Local Capital	(5,502,000)	(8,002,000)	(9,502,000)
<b>Surplus / (Deficit)</b>	<b>\$ (178,009)</b>	<b>\$ (426,943)</b>	<b>\$ 255,747</b>

	2024/2025 Projected	2025/2026 Projected	2026/2027 Projected
<b>Fund Balance Beginning of the Year - Projected</b>	<b>\$ 638,001</b>	<b>\$ 459,993</b>	<b>\$ 33,050</b>
Current Year Surplus/(Shortfall)	(178,009)	(426,943)	255,747
<b>Fund Balance End of the Year</b>	<b>\$ 459,993</b>	<b>\$ 33,050</b>	<b>\$ 288,797</b>

## Special Purpose Fund

The Special Purpose Fund consists of restricted grants and other funding subject to a legislative or contractual restriction on its use. These funds are not available for expenditures in the operating fund. These revenues are deferred until the related expenditures are incurred. The School District projects the following Special Purpose Fund revenues to be received in 2024-25:

## Special Purpose Fund (Continued)

Category	Amount	Discussion
Annual Facility Grant	\$931,106	These funds are used throughout District schools to address ongoing maintenance and improvement needs.
Learning Improvement Fund	\$1,080,271	Funding used specifically to augment Educational Assistants' hours providing additional support to complex learners.
Strong Start	\$384,000	Strong Start early learning centres provide school-based, drop-in programs for children aged birth to five and their parents or caregivers.
Ready, Set, Learn	\$100,450	Eligible RSL events for 3 to 5 year olds and their parents are hosted to support early learning and facilitate a smooth transition to Kindergarten
Official Languages in Education French Programs	\$269,203	Funding for core French-language programs and curriculum resources.
Community LINK	\$2,693,837	Funding for programs and initiatives to improve the education performance of vulnerable students, including both academic achievement and social functioning.
Classroom Enhancement Fund (CEF)	\$18,455,683	Eligible expenses includes teacher staffing, overhead staffing and equipment costs resulting from restoration of class size and composition language.
BC Provincial School for the Deaf	\$7,795,689	The BC Provincial School for the Deaf is a K to 12 school for the deaf or hard-of-hearing.
Fraser Park / Maples	\$2,641,441	A secondary program which provides assessment, consultation services and classroom instruction to youth referred to the Maples Adolescent Center.
CIC – LINC, SWIS, Wraparound	\$4,849,146	These programs are funded by Citizenship and Immigration Canada. Language Instruction for Newcomers to Canada (LINC) provides language instruction for adults who are newly settled in Canada. Settlement Workers in Schools (SWIS) places settlement workers in schools that have high numbers of newcomer students.
Feeding Futures School Food Programs	\$2,953,560	Funding to make sure all students are fed and ready to learn, by expanding existing school food programs or create new ones in schools that currently don't have a program.
School Generated Funds	\$5,500,000	Funds that are generated locally at the school level and used for school operations
Other	\$359,783	Other programs funded through the Special Purpose Fund
<b>Total</b>	<b>\$48,014,170</b>	



## Major Capital Projects

The Burnaby School District expects to have five active major capital projects at various stages of progress during the 2024-25 school year with one completing occupancy stage. The Table below outlines the active projects and timelines. Capital expenditures are primarily funded by the Ministry of Education, with additional funding provided through locally generated District capital funds and third-party contributors such as the Ministry of Children and Family Development and the City of Burnaby.

Capital Projects	Project Scope	Date of Approval	Construction Completion	Target Occupancy
Burnaby North Secondary	Replacement	September 2018	August 2023	January 2024
Stride Elementary	Replacement	April 2021	January 2026	March 2026
Kitchener Elementary	Expansion	February 2024	February 2025	March 2025
Brentwood Park Elementary	Seismic/Expansion	February 2024	July 2026	September 2026
Cameron Elementary	Seismic/Expansion	Planning	-	-
Brentwood Town Centre East Elementary	New School	Planning	-	-

## Other Capital Funded Projects

The District is required to submit a five-year capital plan to the Ministry of Education and Childcare for additional funding for capital projects as described below.

**Annual Facilities Grant (AFG)** funds are used throughout District schools to address ongoing maintenance and improvement needs.

**School Enhancement Program (SEP)** projects are investments that contribute to the safety and function of the school while extending the life of the asset.

**Carbon Neutral Capital Program (CNCP)** projects are investments that contribute to measurable emission reductions and operational costs savings expected as a result of completed projects.

**School Food Infrastructure Program (FIP)** projects are investments that contribute to creating, improving or expanding infrastructure to feed students.

March 31st Fiscal Year end	2024-25 Planned Spending
AFG (Capital only)	\$4,897,223
SEP	\$1,250,000
CNCP	\$170,000
FIP	\$299,000

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# Board Report

Date: April 23, 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 projects listed in the March 15, 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-CPSD41-01. 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 of Education and Child Care.

## **Recommendation:**

It is recommended that School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-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 the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-01 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-CPSD41-01 be read a first time.
- Motion 3      THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-01 be approved a first time and read a second time.
- Motion 4      THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-01 be approved a second time and read a third time.
- Motion 5      THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-01 be approved a third time.
- Motion 6      THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-01 having been read a first, second, and third time, be finally passed and adopted the 23<sup>rd</sup> day of April 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-CPSD41-01**  
**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 March 15, 2024 is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 41 (Burnaby) Capital Bylaw No. 2024/25-CPSD41-01.

READ A FIRST TIME THE 23<sup>RD</sup> DAY OF APRIL 2024;

READ A SECOND TIME THE 23<sup>RD</sup> DAY OF APRIL 2024;

READ A THIRD TIME, PASSED THE 23<sup>RD</sup> DAY OF APRIL 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-CPSD41-01 adopted by the Board the 23<sup>rd</sup> day of April 2024.

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



March 15, 2024

Ref: 297326

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

**Capital Plan Bylaw No. 2024/25-CPSD41-01**

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

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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.
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### **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,

A handwritten signature in blue ink that reads "Damien Crowell". The signature is written in a cursive style.

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