

**DISTRICT OPERATIONS – BUSINESS SERVICES**  
**Reporting to Public Session, Tuesday, January 28, 2025**

**1. 2025/2026 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.

**Recommendation:**

THAT the Board of Education receive and approve the 2025/2026 Budget Process Calendar.

# Board Report

Date: January 28, 2025  
To: Board of Education – Public Meeting  
From: Ishver Khunguray, Secretary-Treasurer  
Subject: 2025/2026 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 (Ministry) 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 on Financial Management, the related Administrative Procedure, and as it has in past years, the budget process will include consultation with the Burnaby Leadership Team, Partner Groups (Burnaby Teachers' Association, CUPE Local 379, District Student Advisory Council, District Parent Advisory Council) and the public.

Due to delays in formation of the provincial government following the election and recount process, the Ministry's funding confirmation timeline has been delayed. However, it is now scheduled to take place in late January. This would shift the District's amended budget submission to mid to late March.

The 2025/2026 Budget Process Calendar is attached to this report.

## **Recommendation:**

THAT the Board of Education receive and approve the 2025/2026 Budget Process Calendar.

## 2025/2026 BUDGET PROCESS CALENDAR

DATE	TIME	TOPIC	AUDIENCE
Mon, Feb 3, 2025	5:00 PM	<b>2024/2025 Draft Amended Operating Budget</b> Present 2024/2025 Draft Amended Operating Budget	Finance Committee
Tue, Feb 4, 2025	8:30 AM	<b>2024/2025 Draft Amended Operating Budget</b> High-level presentation of 2024/2025 Draft Amended Operating Budget & consultation	Burnaby Leadership Team
<b>Mid-February: Provincial Government Throne Speech - Public Announcement</b>			
Mon, Mar 3, 2025	4:30 PM	<b>2024/2025 Amended Budget and 2025/2026 Status Quo Budget</b> Present final 2024/2025 Amended Budget & draft 2025/2026 Status Quo Budget	Finance Committee
Mon, Mar 3, 2025	6:00 PM	<b>2024/2025 Amended Budget</b> Present final 2024/2025 Amended Budget & consultation	Partner Groups
Mon, Mar 10, 2025	7:00 PM	<b>2024/2025 Amended Budget</b> Present final 2024/2025 Amended Budget & consultation	District Parent Advisory Council
Tue, Mar 11, 2025	7:00 PM	<b>2024/2025 Amended Budget</b> Present final 2024/2025 Amended Budget for Board approval	Board Public
<b>Wed, Mar 12, 2025 Expected Deadline for Submission of 2024/2025 Amended Budget (email Ministry)</b>			
<b>Fri, Mar 14, 2025 Ministry Announcement of 2025/2026 Preliminary Operating Grant</b>			
<b>March 17 - 28, 2025 SPRING BREAK</b>			
Tue, Apr 8, 2025	5:00 PM	<b>2025/2026 Annual Budget Update</b> Present 2025/2026 Status Quo budget with budget balancing proposals for Trustee feedback	Finance Committee
Thu, Apr 10, 2025	9:15 AM (virtual)	<b>2025/2026 Annual Budget Update</b> Present 2025/2026 Status Quo budget with budget balancing proposals	Burnaby Leadership Team
Mon, Apr 14, 2025	7:00 PM (virtual)	<b>2025/2026 Annual Budget Update</b> 2025/2026 Annual Budget update	Finance Committee
Tue, Apr 15, 2025	8:30 AM	<b>2025/2026 Annual Budget Update</b> 2025/2026 Annual Budget Update follow up (if required)	Burnaby Leadership Team
Tue, Apr 15, 2025	4:30 PM	<b>2025/2026 Annual Budget Update</b> Present 2025/2026 Status Quo budget with budget balancing proposals	Partner Groups
Tue, Apr 15, 2025	7:00 PM	<b>2025/2026 Annual Budget Update</b> Present 2025/26 Status Quo budget with budget balancing proposals	District Parent Advisory Council
Wed, Apr 16, 2025	7:00 PM	<b>2025/2026 Annual Budget Update</b> Present 2025/2026 Status Quo budget with budget balancing proposals	Public Budget Meeting
Thu, Apr 17, 2025	12:00 PM	<b>2025/2026 Annual Budget Update</b> Present 2025/2026 Status Quo budget with budget balancing proposals	District Student Advisory Council
Wed, Apr 23, 2025	4:30 PM	<b>2025/2026 Annual Budget Input on Priorities</b> Partner Groups to provide feedback on budget proposals	Partner Groups
Wed, Apr 23, 2025	5:30 PM	<b>Review Input and Finalize 2025/2026 Annual Budget</b> Trustees to provide direction on budget proposals based on partner group feedback	Finance Committee
Thu, Apr 24, 2025	9:00 AM (virtual)	<b>Review Input and Finalize 2025/2026 Annual Budget</b> Trustees to provide additional direction on budget proposals (if required)	Finance Committee
Tue, Apr 29, 2025	7:00 PM	<b>2025/2026 Annual Budget</b> Present 2025/2026 Annual Budget for Board approval	Board Public
<b>Thu, May 1, 2025 Submission of 2025/2026 Annual Budget (email Ministry)</b>			