

**DISTRICT OPERATIONS – BUSINESS SERVICES**  
**Reporting to Public Session, Tuesday, April 28, 2026**

**1. 2026-2027 Budget Process Calendar Amendment**

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. Since the presentation of the original budget process calendar in January 2026, circumstances have changed that affect the timing of the District’s budget deliberations.

**Recommendation:**

THAT the Board of Education receive and approve the 2026-2027 Budget Process Calendar Amendment.

**2. 2026-2027 Capital Plan Bylaw**

In order to proceed with the projects listed in the March 27, 2026, Ministry Response to the Annual Five-Year Capital Plan Submission for 2026/27 letter, the Board is required to adopt Capital Bylaw No. 2026/27-CPSD41-01.

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 Infrastructure.

**Recommendation:**

It is recommended that School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-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. 2026/27-CPSD41-01 receive three readings at this Board meeting held April 28, 2026.
  
- Motion 2      THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-CPSD41-01 be read a first time.
  
- Motion 3      THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-CPSD41-01 be approved a first time and read a second time.
  
- Motion 4      THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-CPSD41-01 be approved a second time and read a third time.

Motion 5        THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-CPSD41-01 be approved a third time.

Motion 6        THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-CPSD41-01 having been read a first, second, and third time, be finally passed and adopted the 28<sup>th</sup> day of April 2026, 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.

# Board Report

Date: April 28, 2026  
To: Board of Education – Public Meeting  
From: Ishver Khunguray, Secretary-Treasurer  
Subject: 2026-2027 Budget Process Calendar Amendment

---

## **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 implement staffing and other operational plans approved in the budget.

## **Introduction:**

In accordance with Board Policy on Financial Management and the related Administrative Procedure, the budget process includes 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.

Since the presentation of the original budget process calendar in January 2026, circumstances have changed that affect the timing of the District's budget deliberations.

## **Considerations:**

At this time, District staff are proposing revisions to the previously presented 2026–2027 Budget Process Calendar. The proposed revisions reflect changes to meeting dates and extend the overall timeline to allow additional time for the Ministry to respond to the District's funding request related to salary arbitration costs.

An updated calendar reflecting the revised meeting dates is attached for the Board's review and consideration.

## **Recommendation:**

THAT the Board of Education receive and approve the 2026-2027 Budget Process Calendar Amendment.

## 2026-2027 BUDGET PROCESS CALENDAR

DATE	TIME	TOPIC	AUDIENCE
Mon, Jan 19, 2026	5:00 PM	<b>Enterprise Risk Management</b> Review of Risk Register	<b>Audit Sub-Committee</b>
Mon, Feb 2, 2026	5:00 PM	<b>2025-2026 Draft Amended Operating Budget</b> Present 2025-2026 Draft Amended Operating Budget	<b>Finance Committee</b>
Tue, Feb 3, 2026	8:30 AM	<b>2025-2026 Draft Amended Operating Budget</b> High-level presentation of 2025-2026 Draft Amended Operating Budget & consultation	<b>Burnaby Leadership Team</b>
<b>Tue, Feb 17, 2026</b>	<b>Minister of Finance Budget Speech - Public</b>		
Wed, Feb 18, 2026	4:00 PM	<b>2025-2026 Amended Budget and 2026-2027 Status Quo Budget</b> Present Final 2025-2026 Amended Budget and draft 2026-2027 Status Quo Budget	<b>Finance Committee</b>
Wed, Feb 18, 2026	5:30 PM	<b>2025-2026 Amended Budget</b> Present final 2025-2026 Amended Budget & consultation	<b>Partner Groups</b>
Wed, Feb 18, 2026	7:00 PM	<b>2025-2026 Amended Budget</b> Present final 2025-2026 Amended Budget & consultation	<b>DPAC</b>
Tue, Feb 24, 2026	7:00 PM	<b>2025-2026 Amended Budget</b> Present final 2025-2026 Amended Budget & consultation	<b>Board Public</b>
<b>Sat, Feb 28, 2026</b>	<b>Deadline for Submission of 2025-2026 Amended Budget (email Ministry)</b>		
<b>Fri, Mar 13, 2026</b>	<b>Ministry Announcement of 2026-2027 Preliminary Operating Grant</b>		
<b>March 16 - 27, 2026</b>	<b>SPRING BREAK</b>		
Wed, Apr 8, 2026	5:00 PM	<b>2026-2027 Annual Budget Update</b> Present 2026-2027 Status Quo budget with budget balancing proposals for Trustee feedback	<b>Finance Committee</b>
Thu, Apr 9, 2026	9:15 AM (virtual)	<b>2026-2027 Annual Budget Update</b> Present 2026-2027 Status Quo budget with budget balancing proposals	<b>Burnaby Leadership Team</b>
Tue, Apr 14, 2026	4:00 PM	<b>2026-2027 Annual Budget Update</b> 2026-2027 Annual Budget update	<b>Finance Committee</b>
Tue, Apr 14, 2026	5:00 PM	<b>2026-2027 Annual Budget Update</b> Present 2026-2027 Status Quo budget with budget balancing proposals	<b>Partner Groups</b>
Tue, Apr 14, 2026	7:00 PM	<b>2026-2027 Annual Budget Update</b> Present 2026-2027 Status Quo budget with budget balancing proposals	<b>Public Budget Meeting</b>
Wed, Apr 15, 2026	1:00 PM (virtual)	<b>2026-2027 Annual Budget Update</b> Present 2026-2027 Status Quo budget with budget balancing proposals	<b>Indigenous Education Council</b>
Wed, Apr 15, 2026	7:00 PM	<b>2026-2027 Annual Budget Update</b> Present 2026-2027 Status Quo budget with budget balancing proposals	<b>District Parent Advisory Council</b>
Thu, Apr 16, 2026	4:30 PM	<b>2026-2027 Annual Budget Update</b> Present 2026-2027 Status Quo budget with budget balancing proposals	<b>District Student Advisory Council</b>
Wed, May 6, 2026	4:30 PM	<b>2026-2027 Annual Budget Input on Priorities</b> Partner Groups to provide feedback on budget proposals	<b>Partner Groups</b>
Wed, May 6, 2026	5:30 PM	<b>Review Input and Finanlize 2026-2027 Annual Budget</b> Trustees to provide direction on budget proposals based on partner group feedback	<b>Finance Committee</b>
Wed, May 20, 2026	2:00 PM (virtual)	<b>Review Input and Finanlize 2026-2027 Annual Budget</b> Trustees to provide additional direction on budget proposals (if required)	<b>Finance Committee</b>
Tue, May 26, 2026	7:00 PM	<b>2026-2027 Annual Budget</b> Present 2026-2027 Annual Budget for Board approval	<b>Board Public</b>
<b>Mon, Jun 1, 2026</b>	<b>Submission of 2026-2027 Annual Budget (email Ministry)</b>		
Wed, Jun 10, 2026	5:00 PM	<b>Audit Sub-Committee</b> Budget process recap, Auditor questions & audit planning presentation	<b>Audit Sub-Committee</b>

---

# Board Report

Date: April 28, 2026  
To: Board of Education – Public Meeting  
From: Ishver Khunguray, Secretary-Treasurer  
Subject: 2026-2027 Capital Plan Bylaw

---

## **Background:**

The Burnaby Board of Education's 2025-2030 Strategic Plan identifies **Inspired Learning Environments** as a key priority. Strategic goal *Foster Healthy Learning Communities* contains the following objective:

- Prioritize the creation of safe, inclusive, and inspired learning spaces where students and staff feel supported, connected, and empowered.

To advance the projects identified in the March 27, 2026, Ministry Response to the Annual Five-Year Capital Plan Submission for 2026/27 letter, the Board is required to adopt *Capital Plan Bylaw No. 2026/27-CPSD41-01*. A copy of the pro-forma capital bylaw is attached for reference. It should be noted that no work may commence, nor may any expenditures be incurred on these projects until a Capital Project Funding Agreement, Annual Program Funding Agreement, or other formal authorization has been executed with the Ministry of Infrastructure (Ministry).

## **Considerations:**

Highlights from the Ministry's capital response letter include support for the District to proceed with the business case on the replacement and expansion of Maywood Community School. This school, located in the Metrotown neighbourhood, is experiencing significant enrolment growth, which is projected to continue as rapid residential development in this community persists.

In addition, the letter includes direction from the Ministry to pause the demolition of the existing Stride Avenue Community School building. Construction of the new school is nearing completion with occupancy of the new facility planned for the summer. As announced by the Ministry, the existing building will be retained for a period of time to be used as swing space to support the New Westminster School District and their replacement and expansion project at Lord Tweedsmuir Elementary.

Finally, the letter also includes funding approval for Minor Capital projects totaling \$2.5 million as detailed in the attached letter.

## **Recommendation:**

It is recommended that School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-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. 2026/27-CPSD41-01 receive three readings at this Board meeting held April 28, 2026.
- Motion 2      THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-CPSD41-01 be read a first time.
- Motion 3      THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-CPSD41-01 be approved a first time and read a second time.
- Motion 4      THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-CPSD41-01 be approved a second time and read a third time.
- Motion 5      THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-CPSD41-01 be approved a third time.
- Motion 6      THAT the School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-CPSD41-01 having been read a first, second, and third time, be finally passed and adopted the 28<sup>th</sup> day of April 2026, 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. 2026/27-CPSD41-01**  
**CAPITAL PLAN 2026/27**

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 Infrastructure (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 2026/27 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 27, 2026, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-CPSD41-01.

READ A FIRST TIME THE 28<sup>TH</sup> DAY OF APRIL 2026;

READ A SECOND TIME THE 28<sup>TH</sup> DAY OF APRIL 2026;

READ A THIRD TIME, PASSED THE 28<sup>TH</sup> DAY OF APRIL 2026.

\_\_\_\_\_  
Board Chair

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

I HEREBY CERTIFY this to be a true and original School District No. 41 (Burnaby) Capital Bylaw No. 2026/27-CPSD41-01 adopted by the Board the 28<sup>th</sup> day of April 2026.

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



March 27, 2026  
Our Ref. 27151

Karim Hachlaf  
Superintendent  
Burnaby School District (SD41)

Email Address: karim.hachlaf@burnabyschools.ca

Dear Karim Hachlaf:

Thank you for your organization's Capital Plan Submission, which was provided last year to the Ministry of Infrastructure.

This letter provides:

- 1) Direction for advancing supported capital projects in your submission (Appendix A).
- 2) Important information regarding your upcoming Capital Planning submission (Appendix B).

If you have questions about the information provided, please reach out to me or the contacts provided in the attached materials.

Sincerely,

Bobbi Plecas  
Deputy Minister

pc: Ishver Khunguray, Secretary-Treasurer, Burnaby School District (SD41)

Education and Child Care Capital Branch

## Appendix A: Direction for advancing supported capital projects

Capital Bylaw No.: 2026/27-CPSD41-01

### **Projects in Business Case Development**

#### **New Projects**

The Ministry is pleased to support the following projects to proceed to the next stage of development.

Project #	Project Name	Project Type	Direction or Update
150084	Maywood Community Elementary	Replacement and Expansion	Project has been supported. You will be contacted regarding next steps.

#### **Existing projects**

The following table provides an update on projects approved in previous years that are still in business case development.

Project #	Project Name	Project Type	Direction or Update
150163	Brentwood Town Centre - East	New School	Please submit final business case to Ministry as soon as possible.

### **Supported Capital Projects**

#### **Projects with adjusted timelines**

Following a review of government's capital plan, certain projects will see adjustments to their funding timelines, alongside additional direction as indicated below.

Project Number	Project Name	Project Type	Status
127257	Stride Avenue Community Elementary	Seismic Replacement	Scope Change
Additional Direction:	Demolition of existing school facility has been paused to function as temporary accommodation for other capital projects.		

## Minor Capital Projects

The table below reflects minor capital projects that are approved for funding and can proceed to procurement in the following program areas:

- 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)

## Funding allocation for minor capital projects

Facility Name	Program Project Description	Amount funded by Ministry
Burnaby South Secondary	SEP - HVAC Upgrades	\$1,200,000
Marlborough Elementary West Campus	SEP - Electrical Upgrades	\$150,000
Lakeview Elementary	CNCP - Electrical Upgrades	\$200,000
Aubrey Elementary	CNCP - Electrical Upgrades	\$225,000
Gilmore Community Elementary	CNCP - Electrical Upgrades	\$325,000
Lochdale Community Elementary	PEP - Universally Accessible Playground	\$200,000
Marlborough Elementary	PEP - Universally Accessible Playground	\$200,000

These projects are now to proceed to design, tender and construction and to be completed by March 31, 2027.

An Annual Programs Funding Agreement (APFA) accompanies this Letter which outlines specific Ministry and Board-related obligations associated with the approved Minor Capital projects for the 2026/27 fiscal year. Please email a signed/dated copy of the Annual Programs Funding Agreement to the Ministry at [CMB@gov.bc.ca](mailto:CMB@gov.bc.ca).

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw. A Capital Bylaw identifies the Board's acknowledgement of the approved project and its responsibility to meet capital projects scope, schedule, and budget. The template for the Capital Bylaw can be found on the Ministry's website in the [Publications and Resources](#) section. Please use the Capital Bylaw Number provided at the top of Appendix A for the supported and/or approved 2026/27 Five-Year Capital Plan projects as identified in this letter. The Capital Bylaw must be adopted by your Board and

uploaded onto your School District's online MyCAPS portal in order for the Ministry to issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

### **Note on Public Announcements**

Prior to any public announcements pertaining to any of the projects identified in this document, please have your communications staff contact the Ministry of Infrastructure's communications lead - Preet Grewal, Communications Director, Ministry of Infrastructure Government Communications and Public Engagement, at [preet.grewal@gov.bc.ca](mailto:preet.grewal@gov.bc.ca).

### **Project Signage**

Projects proceeding to construction require a BC Government ['StrongerBC' construction sign](#). Signs should be affixed once fencing is up. Please connect with your Ministry of Infrastructure contact when you are ready to begin design work on the construction sign for the project.

### **Terms on Management of Capital Projects**

Existing terms and conditions for capital projects remain in effect. For more information and resources, please visit the [Capital Management Site](#).

### **Capital Procurement**

Please ensure that all procurement is undertaken in accordance with the [Capital Asset Management Framework \(CAMF\)](#) for public sector bodies. Specifically, procurement must be fair, open, competitive, transparent, and must effectively manage budget and schedule risk. This includes conducting conflict of interest checks to identify any business or professional relationships between members of the capital project procurement team (and their advisors) and the proponents.

All priority investment projects require a procurement options analysis and may be audited to confirm that all procurement activities have been undertaken in accordance with CAMF.

### **School Site Acquisition Charge**

As part of the Board's 2026/27 approved capital plan, 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 accepted by the Ministry.

The local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a Board after the Board's adoption of a bylaw setting the School Site Acquisition Charges for the School District as s. 575(3) of the *Local Government Act* prescribes. The School Site Acquisition Charge may only come

into effect 60 days (including weekends and holidays) after that bylaw is adopted by a Board of Education.

Please contact [CMB@gov.bc.ca](mailto:CMB@gov.bc.ca) with any questions regarding School Site Acquisition Charges.

## Appendix B: Information for Annual Five-Year Capital Planning submissions

Updated Capital Plan Instructions for the Annual Five-Year Capital Plan submission process will be available on the Ministry's [Capital Management Site](#) in early April 2026.

School districts' capital plan submission deadlines are:

- **May 15, 2026**
  - 2026/27 Child Care Capital Program (SASG)
- **May 15, 2026**
  - 2026/27 Minor Capital Programs (AFG)
- **June 30, 2026**
  - 2027/28 Major Capital Programs (SMP, EXP, REP, RDP)
- **September 29, 2026**
  - 2027/28 Minor Capital Programs (SEP, CNCP, PEP, BUS, FIP, BEP)

For school district project planning purposes, the Annual Facility Grant (AFG) Allocation Table will be available on the Ministry's website in the [K-12 Capital Planning Resources](#) section in early April 2026.

The Ministry recommends school districts discuss draft versions of their intended capital projects requests with Child Care, Minor and Major [Capital Branch Staff](#) well in advance of the submission deadlines noted above.

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the current and next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.