



Memorandum

vancouver school board

A handwritten logo consisting of the letters 'VSB' in a stylized, slanted font.

Date: February 21, 2018
To: Committee V – Finance and Legal
From: J. David Green, Secretary-Treasurer
Lisa Landry, Assistant Secretary-Treasurer
Re: **2018/2019 Budget Timeline**

ITEM 3

REFERENCE TO STRATEGIC PLAN:

Goal 4: Provide effective leadership, governance and stewardship

Objective(s): Effectively utilize school district resources and facilities.

INTRODUCTION:

This report outlines the proposed timeline for formulating the 2018/2019 operating budget.

This report contains a recommendation.

BACKGROUND:

In 2017, the District developed an inaugural version of a five-year financial plan. This five-year financial plan supports the five-year *Strategic Plan* that is currently in place, and the intent was originally to update the five-year financial plan each year. While a review of the current five-year financial plan has been identified as a necessary step in the development of the 2018/2019 Annual Budget, the entire plan will not be updated at this time due to uncertainty around future funding. A funding formula review is currently being conducted by the Ministry of Education. A new funding formula will be in place for the 2019/2020 school year and it is anticipated that significant changes in funding to districts will result from the review.

The District's focus will therefore be on the development of the budget for 2018/2019. At previous Committee V meetings an extended timeline for developing the budget was proposed. An email survey of Committee V stakeholders has been conducted to seek agreement on that extended timeline. Response has been incomplete but those stakeholders who have responded are in favour of the proposed timeline.

DISCUSSION:

As stated, discussion took place regarding the timeline for the 2018/2019 budget in the past two Committee V meetings. Staff are proposing that the budget bylaws would receive first and

second readings on May 28, 2018, with the third reading and adoption scheduled for June 25, 2018, in compliance with the *School Act* deadline of June 30, 2018. The proposed timeline is technically in violation of district policy which requires the budget be completed and submitted to the Ministry by April 27. However Policy DBC is outdated, having been last updated in 1999. In addition a number of *School Act* sections referenced in it were repealed in 2002.

Having the first readings of the Budget Bylaw at the end of May would allow us to adjust the budget with new information, while still complying with the *School Act*. A longer timeline would provide the District the opportunity to better refine estimates with the most current information, and revising projections as additional information becomes available. A number of inputs can change in the two months before the start of the fiscal year on July 1. Some examples include:

- Changes in projected Special Education enrolment; for example, assessments may show that there may be more designated students than originally projected and we may have to allocate more SEAs;
- Changes in prices of services; for example, a utilities rate increase;
- Government announcements that impact district services or district costs;

District collective agreements require 60 days' notice for layoff provisions. This requirement still stands, and needs to be complied with. **In an extended budget timeline, staffing decisions will be made as they are now, in compliance with existing requirements.**

As stated above, positive responses have been received from the majority of stakeholders that they are generally comfortable with an extended timeline. Attached to this report is Attachment A, the proposed extended timeline. Highlights of this timeline are budget discussion sessions with individual stakeholder groups, public presentation of the preliminary operating budget proposals on April 17, 2018, receipt of public input from April 18 to May 16 through Committee-of-the-Whole, Committee V meetings and an online survey.

RECOMMENDATION:

IT IS RECOMMENDED THAT the attached extended budget timeline for the development of the 2018/2019 Annual Budget be approved, subject to changes in the scheduling of stakeholder sessions, and form part of the budget development process.

**Vancouver Board of Education
2018/2019 Proposed Timeline**

Date/Time	Meeting
Wednesday, February 21, 2018 Education Centre 7:00 PM - 8:00 PM	Committee V Amended 2017/2018 Budget Budget Timeline for 2018/2019
Monday, February 26, 2018 7:00 PM - 9:00 PM	Board Meeting Approval of 2017/2018 Amended Budget
Wednesday, March 7, 2018 Education Centre 10:00 AM - 10:45 AM	Stakeholder Workshop (CUPE 15) Budget discussion
Wednesday, March 7, 2018 Education Centre 11:00 AM - 11:45 AM	Stakeholder Workshop (CUPE 407) Budget discussion
Thursday, March 8, 2018 Education Centre, Room 180 7:00 PM - 9:00 PM	DPAC Executive Meeting Budget discussion
Wednesday March 14, 2018 7:00 PM - 8:00 PM	Committee V Financial update
Thursday, March 15, 2018	MOE Funding Announcement 2018/2019 Funding confirmation from the MOE. Email update to SMT and Trustees
Thursday, March 15, 2018 Education Centre 10:00 AM - 10:45 AM	Stakeholder Workshop (VSTA) Budget discussion
Thursday, March 15, 2018 Education Centre 11:00 AM - 11:45 AM	Stakeholder Workshop (VESTA) Budget discussion
Wednesday, April 4, 2018 Education Centre 10:00 AM - 10:45 AM	Stakeholder Workshop (Ps & VPs) Budget discussion
Wednesday, April 4, 2018 Education Centre 11:00 AM - 11:45 AM	Stakeholder Workshop (PASA) Budget discussion
Thursday, April 5, 2018 Education Centre 10:00 AM - 10:45 AM	Stakeholder Workshop (Trades) Budget discussion
Thursday, April 5, 2018 Education Centre 11:00 AM - 11:45 AM	Stakeholder Workshop (IUOE) Budget discussion

**Vancouver Board of Education
2018/2019 Proposed Timeline**

Date/Time	Meeting
Thursday, April 12, 2018 Education Centre, Room 180 7:30 PM - 9:00 PM	DPAC General Meeting Budget discussion
Tuesday April 17, 2018 Education Centre - Room 180 9:00 AM - 11:00 AM 5:00 PM - 6:30 PM	Plenary Education & Student Services/Finance & Legal (Committee III/IV) Presentation of the 2018/2019 Budget (Presented to Administrators, Stakeholder Presidents and Ed. Centre Staff during the day, Public during the evening)
April 18 to May 9, 2018	Public Survey Public survey open
Tuesday, April 24, 2018 Education Centre Boardroom 5:00 PM - 9:00 PM	Committee-of-the-Whole Public Consultation on 2018/2019 Preliminary Budget
Friday, May 11, 2018	Public Survey Report on public survey in published Committee V package
Wednesday, May 16, 2018 Education Centre 7:00 PM - 9:00 PM	Committee V Report on public survey Stakeholder and Public Input on 2018/2019 budget
Friday, May 18, 2018	Budget Bylaws Budget report and budget bylaws published in board package
Monday, May 28, 2018 Education Centre - Boardroom 7:00 PM - 9:00 PM	Board Meeting First and second readings of 2018/2019 budget bylaws
Wednesday, June 13, 2018 Education Centre 7:00 PM - 9:00 PM	Committee V Budget update & Financial update
Monday, June 25, 2018 Education Centre - Boardroom 7:00 PM - 9:00 PM	Board Meeting Third reading and adoption of 2018/2019 budget bylaws