

**BUDGET ADVISORY COMMITTEE**  
**AGENDA**

**Date:** Tuesday, May 11, 2021  
**Time:** 3:00pm – 5:00pm  
**Venue:** Zoom Virtual Meeting

**Committee Members:**

Tonia Frawley, Trustee  
Janice Caton, Trustee  
Cristi May Sacht, Trustee  
Brenda Hooker, Secretary-Treasurer  
Tom Demeo, Superintendent  
Geoff Manning, Assistant Superintendent  
Allan Douglas, Director of Instruction  
Esther Shatz, Director of Instruction  
Candice Hilton, Director of Finance  
Ian Heselgrave, Director of Operations  
Josh Porter, Director of Information Technology  
Lynda-Marie Handfield, Director of Human Resources

Catherine Manson, Principal  
Brian McAskill, Principal  
Sherry Dittrick, CDTA  
Karla Neuffer, CDTA  
Spring Halasz, DPAC  
Jennifer Fisher, DPAC  
Denise Bullock, CUPE  
Susan Hansen, CUPE  
Bruce Carlos, IEC  
Kelly Shopland, IEC

Recording Secretary: Marlene Leach, Senior Executive Assistant

**A. WELCOME and INTRODUCTIONS**

*We would like to acknowledge that we are on the traditional territories of the K'omoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.*

**B. ITEMS FOR DISCUSSION**

1. 2021-22 Preliminary Budget – Next Steps

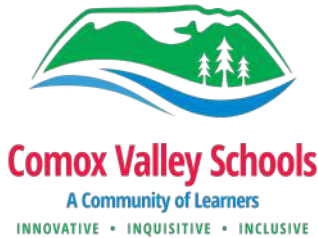
**C. ITEMS FOR INFORMATION**

None

**D. FUTURE AGENDA ITEMS**

N/A

**E. ADJOURNMENT**



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**TO:** Budget Advisory Committee **DATE:** May 7, 2021  
**FROM:** Brenda Hooker, Secretary-Treasurer  
**RE:** **2021-22 Preliminary Budget – Next Steps**

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### **Purpose**

The purpose of this briefing note is to advise the Budget Advisory Committee of the next steps in the 2021-22 preliminary budget process.

### **Background**

In February of each year, preliminary enrolment projections are provided to the Ministry of Education.

The Ministry of Education funds school districts based on FTE enrolment (not actual headcount) and relies on the FTE enrolment projections to determine the preliminary operating grant for districts. Enrollment projections are due to the Ministry by February 15<sup>th</sup> of each year. The preliminary education grants are then typically communicated to districts by March 15<sup>th</sup>.

Once this information is received, the District Education staff meet with school leadership to determine initial staffing and school-based supports required. Concurrently, Finance staff compiles the data and determines, on a District basis, the overall revenue and expenses that will be required in the fall.

Staff are now in the process of finalizing the balanced preliminary budget for the following school year. The preliminary budget is then approved by the Board and required to be submitted annually to the Ministry by June 30<sup>th</sup>. Staff is targeting the May board meeting for presenting the draft budget to the Board for approval.

### **Process**

This is the fourth and final meeting for the Budget Advisory Committee, the purpose being for the committee to review the staff recommendations for presenting a balanced budget to the Board.

A draft preliminary budget position template is attached for discussion. In preparing this revised draft, staff assimilated the stakeholder submissions, preliminary staffing and supports identified by schools and direction from MOE.

Changes since the last meeting are an increase in the anticipatory amount set aside for enhanced cleaning, identified revisions to revenue and expenses and the inclusion of some additional funds for mental health supports throughout the 21/22 year.

The provincial budget announced on April 20<sup>th</sup> did not provide additional funding to the K-12 sector. In addition no further clarity has been provided around cleaning protocols for the fall or targeted COVID funding.

An in-camera committee of the whole is set for May 18<sup>th</sup>. Staff plans to have a draft budget ready for consideration.

**Recommendation**

THAT the Budget Advisory Committee support the staff recommendations attached for incorporation into the 21/22 Preliminary budget.

Respectfully submitted,

*Brenda Hooker*

Brenda Hooker  
Secretary-Treasurer

**School District No. 71 (Comox Valley)**  
**2021-22 Preliminary Budget Position (as of May 7, 2021)**

		Preliminary Budget Changes 2021-22
<b>REVENUE INCREASES (DECREASES)</b>		
<b>Ministry - Operating Grant</b>		
Enrolment Change	Projected increase in overall enrolment grants	3,357,500
Other Ministry Grants	BCPSEA Funding for Support Staff Benefits Plans	3,355
Other Ministry Grants	Remove Teacher Mentorship - was one-time grant in 2020/21	-170,000
<b>Other Revenue Changes</b>		
Other Revenue	Remove Prior Year Rebates and Recoveries	-78,728
International Program	Contribution to district	17,783
Investment Income	Reduction in rates	-80,000
<b>TOTAL REVENUE INCREASES (DECREASES)</b>		<b>3,049,910</b>
<b>COST INCREASES (DECREASES) - Required</b>		
CUPE Wages	Negotiated wage increases - 2%	296,507
PVP/Excluded Wages	Estimated wage increases - 2%	255,285
Staffing Contingency	Anticipated Staffing costs for Fall 2021 - enrolment changes	661,475
Teacher Wages Increases	Negotiated wage increases - 2%	625,314
CUPE Benefit Premiums	Benefit premium decreases resulting from decreased usage and cost of existing plans	included above
PVP/Exempt Staff Benefit Premiums	Benefit premium increases resulting from increased usage and cost of existing plans	included above
Teacher Pension Plan	Increase due to wage increases	included above
Municipal Pension Plan	Increase due to wage increases	included above
CPP and EI premiums	Changes to employer contribution rates/increase in salaries	included above
WCB premiums	Increase due to wage increases	included above
Utility costs	Hydro - increase 1%	37,000
Indigenous Education	Targeted funding - increase in programs and services	53,430
School Budgets	Increased Enrolments = Increased Supply & Resources	73,622
<b>Total Required Cost Changes</b>		<b>2,002,633</b>
<b>COST INCREASES (DECREASES) - Other</b>		
TBD	Transfer to Local Capital for Operational Projects	250,000
TBD	Ministry Enhanced Cleaning Expectations for Fall - TBD	562,357
TBD	Mental Health Initiatives	234,920
<b>Total Other Cost Changes</b>		<b>1,047,277</b>
<b>TOTAL COST INCREASES (DECREASES)</b>		<b>3,049,910</b>
<b>BUDGET CHANGE REQUIRED FOR ALL COST INCREASES</b>		<b>\$ -</b>