

General Meeting Minutes

Date: Tuesday, April 15, 2025

Time: 7:04 PM - 9:05 PM

Location: Burnaby Central Secondary School, Room A206

Next Meeting: April 22, 2025

Public procedural version. Detailed meeting notes are retained in DPAC's internal records for reference.

1. Call to Order and Land Acknowledgement

The meeting was called to order at **7:04 PM**.

A land acknowledgement was provided, recognizing that the meeting took place on the traditional, ancestral, and unceded territories of the Coast Salish peoples, including the Musqueam, Tsleil-Waututh, and Squamish peoples.

2. Attendance

School attendance was recorded.

Schools represented included:

Alpha; Aubrey; Kitchener; Lochdale; Montecito; Burnaby Mountain; Second Street; Brantford; Burnaby Central; Cascade Heights; Douglas Road; Gilpin; Moscrop; Burnaby South; Edmonds Community; Maywood Community; Nelson; South Slope/BCSD; Windsor.

Trustees, District staff, DPAC Executive members, and members-at-large were also present.

3. Introductions and Welcome

Attendees were welcomed, and School District guests were introduced.

4. Approval of Agenda

A motion was made to approve the agenda.

Moved: South Slope
Seconded: Kitchener
Carried

5. School District Presentation: 2025/26 Budget Context

School District leadership provided introductory context for the **2025/26 proposed operating budget**.

Topics included:

- the District's structural deficit;
- decline in unrestricted surplus/reserve levels;
- the need to balance the annual budget while rebuilding reserve capacity;
- stagnant provincial funding levels;
- Burnaby's growth pressures;
- costs related to temporary space and portables;
- impacts of the five-block secondary schedule;
- reduced international student revenue;
- staff replacement costs;
- benefit cost pressures;
- and the anticipated scale of required budget adjustments.

The presentation noted that the proposed adjustments were approximately **\$4.2 million** over three years and would include program, staffing, service, and operational changes across the organization.

Detailed presentation notes are retained in the internal meeting record.

6. School District Presentation: 2025/26 Proposed Operating Budget

School District finance staff provided a presentation on the **2025/26 Proposed Operating Budget**.

Topics included:

- the annual budget cycle;
- March funding announcements;
- the April 30 partner group feedback deadline;
- revised timing for final budget approval;
- unrestricted reserve levels;
- financial risk and economic uncertainty;
- enrollment projections;
- international student enrollment and revenue;
- increased health and benefit costs;
- replacement/substitute costs;
- restricted surplus and school-held funds;
- staffing changes required to maintain service levels;
- portable costs;
- and the proposed multi-year adjustment plan.

Key points included:

- the unrestricted reserve was significantly below the Board policy target of **1–2%**;
- the current unrestricted surplus was reported at approximately **\$29,760**;
- the District had grown by approximately **3,000 students over three years**, with growth expected to slow;
- international enrollment remained below pre-pandemic levels;
- health and benefit costs had increased substantially;
- replacement costs were trending high;
- and the District had spent approximately **\$7 million on portables over the previous five years**.

Questions were received regarding:

- staffing increases despite budget pressure;
- reserve levels;

- international student tuition;
- developer levies and land acquisition;
- meeting-related cost reductions;
- enrollment projections;
- the Welcome Centre and District librarian positions;
- revenue opportunities;
- administrative cost reduction options;
- provincial advocacy;
- timing of public budget information;
- and advocacy opportunities with elected officials.

Detailed presentation notes and Q&A are retained in the internal meeting record.

7. Break

A short break was held at approximately **7:55 PM**.

8. Approval of March 2025 Minutes

Members noted that amendments to the March 2025 minutes were expected.

A motion was made to defer approval of the March 2025 General Meeting minutes to the April 22, 2025 meeting.

Moved: Alpha

Seconded: Gilpin

Carried

9. DPAC Updates and Reports

Committee and related reports were provided separately for member review.

Updates included:

- finance and access to DPAC financial records;

- signing authority and banking access;
- reporting requirements related to Gaming funds;
- collection of updated PAC contact information;
- upcoming parent education event on digital citizenship and online safety;
- AGM planning;
- BCCPAC AGM participation and proxy process;
- PAC Gaming grant application deadline;
- School District and DPAC committee work;
- and parent advocacy regarding education funding.

10. Finance / Signing Authority

An update was provided regarding DPAC financial administration, including outstanding access to Gaming funds, reporting requirements, and signing authority.

Members discussed the need to restore operational access so that DPAC could meet financial reporting obligations and continue normal business.

A motion was made to add two additional people to the existing signing authority.

Vote:

For: 6

Against: 8

Defeated

Detailed discussion is retained in the internal meeting record.

11. Executive Vacancy - Brentwood North

A nomination was received for the open Brentwood North Executive position.

The Kitchener representative was nominated.

Moved: Gilpin

Seconded: South Slope/BCSD

Carried

The nominee was elected to the open Brentwood North Executive position.

12. Additional Finance Follow-Up

A request was made for outstanding financial records and reports to be provided to the current Executive.

A request was also made for required cheques to be signed before attendees left the meeting so that pending payments could proceed.

Detailed discussion is retained in the internal meeting record.

13. Other Business / Show and Tell

The following items were noted:

- members were encouraged to speak with MLAs regarding funding for teachers and schools;
- PACs were reminded to update their contact information through the DPAC contact form;
- DPAC intended to include PAC website links on the updated DPAC website;
- members suggested additional follow-up questions regarding City/Province coordination and rental revenue opportunities.

14. Adjournment

The meeting adjourned at **9:05 PM**.

Minutes prepared by: DPAC Secretary / designate