



Finance & Operations Committee of the Whole Report
Monday, September 18, 2023
Via Video Conferencing
10:30 a.m.

Facilitator: Trustee Elaine Young

Yath ćisum
Always growing
Grandissons ensemble

We would like to give thanks and acknowledge that the lands on which we work and learn are on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations People.

Mandate: *To discuss and make recommendations to the board on financial matters and matters pertaining to facilities, maintenance, technology and transportation.*

1. PRESENTATIONS (10 MINUTES)

2. PROJECT UPDATES

a. Oceanside Community Track

Director of Operations Munro provided an update of the Track work that started with moving the DRC into the Winchelsea facility this summer. Next will be the removal of the DRC portables to allow the heavy equipment to have access to the site for the actual Track excavation work. Timelines are still on task to have the construction begin in spring and summer 2024. In the meantime, the site will begin readying the construction with the rerouting of electricity sources.

3. ITEMS FOR DISCUSSION

a. BC Hydro Energy Work

Director of Operations Munro shared that we have received 100% funding from BC Hydro to work on a Strategic Energy management plan to include support from engineers in developing a plan for HVAC and Electrical assessments. Josh Munro, an Energy manager will support Director Munro in preparing this report and could include looking at options to electrify of the white fleet. The work will likely last six months in order to deliver a comprehensive report.

b. False Bay Project and Other Operations Updates

Director of Operations Munro reminded the committee that the Seismic retrofit project of False Bay was supported in principle by the Ministry and that the next steps would be to submit a project definition report (PDR) to the Ministry to gain final support. A team of architects and engineers, which includes a former ministry capital planner will write the report on our behalf. They had a site visit last week that allowed them to see the needs and they came away with good information to include in the report with an effort to move the project to a replacement project rather than Seismic. The report will be submitted in December, consideration by Ministry by March 2024, with hopefully design to begin in 24/25. It has also been arranged to have Ministry staff from the Capital Branch visit our District this week.

Other updates included work occurring in the transportation department. The bus application schedule was moved up by two months in order to be able to plan the routes for an easier start up and as preparation for the routing software.

5. INFORMATION ITEM(S)

a. Enrolment Update (Preliminary pre-September Count)

Secretary Treasurer Amos shared the most current enrolment information. Preliminary information shows there is growth in the elementary schools and we are at projection in secondary. It was noted that these are early numbers but enrolment is moving in the right direction.

Associate Superintendent Wilson then shared some of the staffing supports being considered to address some of the growth.

b. 2022-2023 Financial Summary

Secretary Treasurer Amos provided a draft summary of the year-end financial summary, noting that the Audited Financial statements will be presented by the Auditors to the Board at an in-camera meeting followed by the public presentation at the Regular Board meeting. Some highlights included that operating revenues were up in areas of Ministry operating grants and other revenues, and although most expenditures were to budget areas, supplies will need to be supported within the amended budget development.

c. Financial Statement Discussion and Analysis (FSDA)

Secretary Treasurer Amos shared that this report which is now required by the Ministry is meant to be read along with the Financial Statements in order to provide additional information that generally isn't provided in the statements. The committee was walked through the document with highlights that included the Operating fund appropriated surplus and its usage as well as the Ballenas Track contributions and where they show on the statements under the Capital fund.

d. Multi-Year Financial Plan (1st Edition)

Secretary Treasurer Amos spoke briefly to the background to this new report. At the time of its introduction the Ministry asked for Board Policy to include greater transparency in its public reporting of financial information, including how the financial plans tie to Educational Plans that are embedded in the Board's Strategic Plans and other documents. While the Multi-Year Financial Plan (MYFP) is not yet required, the Ministry has asked that School Districts start to prepare these reports. Assistant Secretary Treasurer Hung provided an overview of the document that is being prepared, including the recommended elements from the Ministry. Items such as forecasted enrolments, revenues and expenditures will also be included. The draft document will be shared at the next Finance & Operations Committee as well as being forwarded to the Ministry for comment.

6. ITEMS FOR RECOMMENDATION TO THE BOARD

a. 2024-2025 Minor Capital Submission

Director of Operations Munro shared the current work being considered for inclusion in the submission to the Ministry. The projects being requested fall within each of the programs in order to maximize the district's total request. Director Munro shared the thinking in prioritizing some of the Carbon Neutral projects in order to continue to address the reducing of the district's carbon footprint.

7. FUTURE TOPICS

- a. Long Range Facility Plan

8. NEXT MEETING DATE:

Monday, October 16, 2023 at 10:30 via video conferencing

9. ADJOURNMENT