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Always growing  
Grandissons ensemble

**Qualicum School District  
Finance & Operations Committee of the Whole Report  
Monday, November 20, 2023  
Via Video Conferencing  
10:30 a.m.**

**Facilitator: Trustee Elaine Young**

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)**

**a. International Student Program Update**

Ross Pepper and Kevin McKee, Principals of the International Student Program (ISP), provided an update of the program. They shared that the student numbers are better than budgeted at 140 FTE but less than the 2019/20 high of 170 FTE, which is due in part to the lack of good homestays. A 2023 summer program was held and will be repeated in 2024. The Global ROAMS program remains popular and continues to draw students.

Currently there are students coming from 21 different countries with European countries remaining strong and Asian countries are slowly returning after COVID. Staff are currently updating their business plan while working to restore exchange and short stay programming.

The ISP continues to provide benefits to the school district in terms of finances, as well as to the community financially through homestays and other spending along with providing more cultural diversity. The benefits to the district's students include expanding their understanding of the world and other cultures.

**2. PROJECT UPDATES**

**a. Oceanside Community Track**

Director of Operations Munro reported that there will be a meeting with engineers later in the week to virtually complete the drawings, after which the specific planning and tendering can begin. A full update and plan will come to the January Finance and Operations Committee meeting.

**b. False Bay School and Operational Planning**

Other projects were reported on including a progress report on the False Bay School replacement or seismic renewal indicating that a general plan was developed for each option. Once an option is approved, it is expected to take 4 years to complete.

It was shared that the District's Capital request submissions are sent to the Ministry in September; however, formal approval is not received until mid-March, which makes it difficult to plan. With their approval likely, Operations will be going ahead on some CNCP electrical improvement projects in the hopes of saving money and time which could be passed on to other projects.

Trustee Kellogg asked about recent discussions concerning the Kwalikum Secondary School (KSS) facility. Director Munro indicated that he will be attending the upcoming KSS PAC meeting to discuss potential upgrades to that site. He anticipated there would be discussion about the basketball court and the healing garden.

**3. ITEMS FOR DISCUSSION**

**5. INFORMATION ITEM(S)**

**a. DRAFT 2024/2025 Budget Process Schedule**

Secretary Treasurer Amos reviewed the Budget process indicating that it will be similar to past years and will include a public survey as well as various opportunities for stakeholders to be involved in the budget discussions. As in past years, the budget process schedule will be presented at the Regular Board meeting in December.

**6. ITEMS FOR RECOMMENDATION TO THE BOARD**

**a. 2022-2023 Statement of Financial Information (SOFI)**

Secretary Treasurer Amos commented on the SOFI report and highlighted some areas that needed further clarity, including how employee expenses are being reported to include expenses paid to or on behalf of each employee and the impact of retirement allowances on all employee groups. There was some discussion on how employer paid benefits such as dental and extended health are added to the employee's remuneration and, therefore, depending on the employee rate as family or single, can impact the amount being reported. It is particularly noticeable for employees at similar salary grids.

**7. FUTURE TOPICS**

- a. Long Range Facility Plan**
- b. Amended Budget**
- c. Q2 Financial Summary**
- d. Budget Development – Schedule/Survey**
- e. Budget Development – Review Fees/Rates**

**8. NEXT MEETING DATE:**

Monday, January 15, 2024 at 10:30 via video conferencing

**9. ADJOURNMENT**