



Yath ċisum  
Always growing  
Grandissons ensemble

**Qualicum School District  
Finance & Operations Committee of the Whole Report  
Tuesday, April 15, 2024  
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. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES**

**2. PRESENTATIONS (10 MINUTES)**

**3. PROJECT UPDATES**

**a. Oceanside Community Track RFP**

Director of Operations Munro provided an update of the project timelines and activities to upgrade the community track at Ballenas Secondary School. The contract for earthworks has been awarded with an expected start date of early May. Mr. Munro shared that the successful contractor was Leighton Contracting, which had the lowest price as well as the shortest duration, allowing the next phases to proceed quickly thereafter. The reviewed project schedule allows for 4 months of preparing the site, with grading and drainage followed by asphalt paving in early fall. Depending on the weather, the rubberized track could be applied in the fall or early spring 2025.

**b. False Bay School**

Director of Operations Munro shared that planning and preparation continues to provide the project definition (PDR) for False Bay School. Recent conversations with Ministry staff encouraged expanding the scope in order to support the community's interests as well as the District's and recent discussions with consultants are showing that the report is favouring on the side of replacement after both options are considered. Once the PDR goes into the Ministry it is hoped that they will see the benefits in replacing rather than approving a seismic retrofit.

**c. Other Projects**

Director of Operations Munro shared some of the planning work going into other projects that have now been confirmed for 2024/25. He shared the plans for the renovation of the Ballenas Secondary School gym changeroom, noting that conversations had included staff and students input for consideration. The old Kwalikum Secondary School basketball court would also likely be addressed in the coming months as Operations & Maintenance Department reviews costs and methods to dismantle it.

**4. ITEMS FOR DISCUSSION**

**a. Facility Utilization**

Secretary Treasurer Amos reviewed the previously shared additional information on the operating and capital costs associated with operating the two rental sites of Craig Street Commons and Qualicum Commons. As had been shared at previous Finance & Operations meetings, there are some large capital costs that need addressing in the future as well as unanticipated items that arise, such as roof patching, tree removal and playground costs, which continue to put pressure on the Operations & Maintenance schedules and budgets.

**b. Feeding Futures Fund**

Sheila Morrison, Principal of Early Learning, provided a presentation of the work pertaining to the new Feeding Futures Fund, highlighting the priorities of the funds in supporting vulnerable students and supporting the needs of the school population in general. She shared the work being done at each school based on the individual needs at that site. Schools with food programs that have support already in place are receiving additional funds for supplies, while others are requiring staffing and supply funds to provide a more fulsome program.

**c. Transportation Reviews – City of Parksville**

Trustee Young shared her recent observations on the City of Parksville's Transportation study, highlighting that, once again, the corner of Despard/Moilliet continues to have the attention of the City. The City opened the study for input in late Fall and are beginning the third and final phase of their transportation master, which will focus on developing a series of practical recommendations for improvements over the coming years.

**5. INFORMATION ITEM(S)**

**a. 2024-2025 Budget Process Update**

Secretary Treasurer Amos shared that the budget process is reaching its conclusion with a Special Budget Board Meeting scheduled for April 16<sup>th</sup> at which time the final recommendations to balance the budget will be presented along with background and supporting information. If supported by the Board, the recommendations would form the basis for the 2024-2025 Annual Budget to be presented at the April Regular Board meeting.

**b. Quarter 3 Financial Summary**

Secretary Treasurer Amos provided an overview of the latest quarterly results highlighting that most costs are within reasonable ranges for this time of year; however, benefits and replacement costs are currently running slightly over budget.

**d. Annual Five-Year Capital Plan Submission**

Information regarding the recent 2024-25 Capital Program announcement was shared and will be passed on to the Regular Board meeting as a motion to adopt the Capital Plan Bylaw. It was also shared that, after previous discussions with Ministry staff, an additional project request would be supported. It was confirmed that this request has now been received and is being reviewed by Ministry staff, with an anticipated approval to be received in early May.

**e. Lead in Water Report**

Director of Operations Munro provided the latest results of the water testing done in March as required by the Ministry. Most of the tests came back within acceptable levels; however, some are requiring a mitigating strategy be identified. For those, and as determined by a drop down mitigation strategy, signage will be posted at the sites to run the water for one minute to clear the lines of contaminants. It was shared that the testing focusses on the source being for drinking purposed and not necessarily for washing or watering. The report has been posted on the Qualicum School District website.

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

**a. Capital Plan Bylaw No. 2024/25-CPSD69-01**

**g. FUTURE TOPICS**

**a. Long Range Facility Plan**

**h. NEXT MEETING DATE:**

Tuesday, May 21, 2024 at 10:30 via video conferencing (*shift in day due to Victoria Day*)

SCHOOL DISTRICT NO. 69 (QUALICUM)  
2023-24 Financial Summary

4/9/2024

	2022/23				2023/24		
	Amended Budget	YTD Mar-23	% of Budget	Actual	Amended Budget	YTD Mar-24	% of Budget
<b>REVENUE</b>							
<b>PROVINCIAL GRANTS</b>							
Operating Grant	47,983,205	34,582,664	72.1%	48,169,524	50,999,401	36,953,136	72.5%
Other MOE Grants-Transportation fund	426,341		0.0%	426,341	426,341		0.0%
Other MOE Grants-Pay Equity	936,176		0.0%	936,176	936,176		0.0%
Other MOE Grants-Misc	20,810		0.0%	96,484	880,998	0	0.0%
<b>TOTAL MINISTRY OF ED GRANTS</b>	<b>49,366,532</b>	<b>34,582,664</b>	<b>70.1%</b>	<b>49,628,525</b>	<b>53,242,916</b>	<b>36,953,136</b>	<b>69.4%</b>
<b>OTHER REVENUES</b>							
Other Provincial Revenues	150,000	122,362	81.6%	140,016	150,000	107,167	71.4%
Offshore Tuition	3,800,000	3,199,032	84.2%	3,917,837	3,900,000	3,077,015	78.9%
Miscellaneous	140,000	121,574	86.8%	251,920	225,000	205,983	91.5%
Rental and Leases	600,000	727,377	121.2%	726,127	700,000	746,679	106.7%
Investment Income	420,000	364,754	86.8%	453,311	600,000	517,398	86.2%
<b>TOTAL OTHER REVENUE</b>	<b>5,110,000</b>	<b>4,535,099</b>	<b>88.7%</b>	<b>5,489,211</b>	<b>5,575,000</b>	<b>4,654,242</b>	<b>83.5%</b>
<b>TOTAL REVENUES</b>	<b>54,476,532</b>	<b>39,117,763</b>	<b>71.8%</b>	<b>55,117,736</b>	<b>58,817,916</b>	<b>41,607,378</b>	<b>70.7%</b>
<b>EXPENDITURES</b>							
<b>SALARIES AND BENEFITS</b>							
Teachers	20,557,366	14,549,251	70.8%	20,570,559	21,820,531	15,658,743	71.8%
Principals and Vice Principals	3,606,337	2,678,357	74.3%	3,562,573	3,736,662	2,914,919	78.0%
Educational Assistants	3,743,872	2,533,327	67.7%	3,495,924	3,966,849	2,686,989	67.7%
Support Staff	5,699,870	4,225,928	74.1%	5,880,870	6,151,122	4,752,877	77.3%
Other Professionals	1,893,638	1,415,632	74.8%	1,879,734	2,045,763	1,541,907	75.4%
Substitutes	2,078,572	1,512,404	72.8%	2,137,250	2,296,853	1,747,445	76.1%
Benefits	9,660,259	6,832,038	70.7%	9,637,421	10,665,333	7,763,770	72.8%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>47,239,914</b>	<b>33,746,937</b>	<b>71.4%</b>	<b>47,164,331</b>	<b>50,683,113</b>	<b>37,066,650</b>	<b>73.1%</b>
Benefits as a % of Total Salaries	25.7%	25.4%		25.7%	26.7%	26.5%	
<b>SUPPLIES AND SERVICES</b>							
Services	3,237,968	2,508,891	77.5%	3,162,224	3,261,968	2,412,741	74.0%
Training and Travel	481,500	257,580	53.5%	437,405	391,500	256,774	65.6%
Rental and Leases	5,000	13,826	276.5%	29,979	50,000	19,112	38.2%
Dues and Fees	68,000	73,718	108.4%	88,083	68,000	69,519	102.2%
Insurance	185,000	175,300	94.8%	180,765	195,000	194,489	99.7%
Supplies	2,097,540	1,961,717	93.5%	2,651,895	2,637,335	2,288,373	86.8%
Utilities	1,161,610	795,905	68.5%	1,143,342	1,181,000	829,669	70.3%
Local Capital					350,000		
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>7,236,618</b>	<b>5,786,937</b>	<b>80.0%</b>	<b>7,693,693</b>	<b>8,134,803</b>	<b>6,070,677</b>	<b>74.6%</b>
<b>TOTAL EXPENDITURES</b>	<b>54,476,532</b>	<b>39,533,874</b>	<b>72.6%</b>	<b>54,858,024</b>	<b>58,817,916</b>	<b>43,137,327</b>	<b>73.3%</b>
<b>NET REVENUE (EXPENDITURE)</b>	<b>0</b>	<b>-416,111</b>		<b>259,712</b>	<b>0</b>	<b>-1,529,949</b>	
Budgeted Use of Surplus (Transfer to Loc)	0	0					
<b>Surplus (Deficit), for the Year</b>	<b>0</b>	<b>-416,111</b>		<b>259,712</b>	<b>0</b>	<b>-1,529,949</b>	



SCHOOL DISTRICT NO. 69 (QUALICUM)  
2023-24 Financial Summary

4/9/2024

	2022/23				2023/24		
	Amended Budget	YTD Mar-23	% of Budget	Actual	Amended Budget	YTD Mar-24	% of Budget
<b>INSTRUCTION</b>	0						
Regular Instruction	24,681,997	17,833,360	72.3%	25,162,780	26,006,060	18,816,625	72.4%
Career Programs	469,140	334,455	71.3%	504,498	491,502	426,853	86.8%
Library Services	1,041,367	715,617	68.7%	1,047,892	1,182,217	787,792	66.6%
Counselling	1,109,579	816,400	73.6%	1,190,495	1,327,828	943,396	71.0%
Special Education	7,751,221	5,282,538	68.2%	7,307,706	8,104,854	5,962,198	73.6%
Early Learning and Childcare					143,217	78,401	54.7%
English as a Second Language	166,410	103,192	62.0%	153,770	179,575	127,966	71.3%
Aboriginal Education	858,688	565,378	65.8%	866,587	930,457	495,037	53.2%
School Administration	3,948,524	2,671,661	67.7%	3,703,153	4,247,446	3,066,650	72.2%
Continuing Education	0	0	0.0%			0	0.0%
Off Shore Students	2,859,613	2,187,928	76.5%	2,983,505	3,118,044	2,260,278	72.5%
Other	50,956	39,118	76.8%	53,775	55,499	40,427	72.8%
<b>Function 1 - Instruction</b>	<b>42,937,495</b>	<b>30,549,647</b>	<b>71.1%</b>	<b>42,974,161</b>	<b>45,786,699</b>	<b>33,005,623</b>	<b>72.1%</b>
<b>DISTRICT ADMINISTRATION</b>							
Educational Administration	850,790	640,389	75.3%	833,714	933,528	694,398	74.4%
School District Governance	272,591	225,549	82.7%	281,241	252,573	177,001	70.1%
Business Administration	1,589,137	1,269,579	79.9%	1,640,880	1,718,599	1,389,693	80.9%
<b>Function 4 - District Administration</b>	<b>2,712,518</b>	<b>2,135,517</b>	<b>78.7%</b>	<b>2,755,835</b>	<b>2,904,700</b>	<b>2,261,092</b>	<b>77.8%</b>
<b>OPERATIONS AND MAINTENANCE</b>							
Operations and Maintenance Admin	682,834	516,493	75.6%	643,402	726,534	687,564	94.6%
Maintenance Operations	4,606,621	3,747,541	81.4%	4,885,942	5,261,961	4,443,201	84.4%
Maintenance of Grounds	338,590	370,996	109.6%	496,760	377,874	314,206	83.2%
Utilities	1,236,000	912,611	73.8%	1,260,048	1,236,000	829,669	67.1%
Capital Equipment					350,000		
<b>Function 5 - Operations and Maint</b>	<b>6,864,045</b>	<b>5,547,641</b>	<b>80.8%</b>	<b>7,286,152</b>	<b>7,952,369</b>	<b>6,274,640</b>	<b>78.9%</b>
<b>TRANSPORTATION AND HOUSING</b>							
Transportation and Housing Admin	166,347	159,541	95.9%	180,600	178,893	176,492	98.7%
Student Transportation	1,756,127	1,122,287	63.9%	1,612,822	1,955,255	1,383,818	70.8%
Housing/Boarding	40,000	19,240	48.1%	48,454	40,000	35,662	89.2%
<b>Function 7 - Transportation and Housing</b>	<b>1,962,474</b>	<b>1,301,068</b>	<b>66.3%</b>	<b>1,841,876</b>	<b>2,174,148</b>	<b>1,595,972</b>	<b>73.4%</b>
<b>TOTAL FUNCTION 1-7</b>	<b>54,476,532</b>	<b>39,533,873</b>	<b>72.6%</b>	<b>54,858,024</b>	<b>58,817,916</b>	<b>43,137,327</b>	<b>73.3%</b>

<b>Special Purpose Fund (SPF) Budget</b>							
Annual Facility Grant	199,383	50,172	25.2%	199,383	199,383	85,570	42.9%
Classroom Enhancement Fund	4,339,880	2,646,000	61.0%	4,339,880	4,648,898	2,884,887	62.1%
Learning Improvement Fund	160,937	94,725	58.9%	160,937	189,129	101,930	53.9%
Community Link	405,387	154,918	38.2%	405,387	430,461	205,385	47.7%
Provincial Safe Return/CR4YC	0	0	0.0%		0		0.0%
Federal Safe Return	41,955	52,331	124.7%	41,995	0	0	0.0%
Family Affordability Fund	448,698	203,814	45.4%	359,379	89,319	26,911	30.1%
Strong Start	96,000	58,912	61.4%	96,000	96,000	43,876	45.7%
Ready, Set, Learn	19,600	17,256	88.0%	19,600	19,600	-46	-0.2%
French Funds	134,648	63,796	47.4%	120,748	153,548	65,576	42.7%
Seamless DC	91,975	65,361	71.1%	91,975	55,400	45,213	81.6%
Mental Health	55,000	33,349	60.6%	55,000	55,000	38,465	69.9%
FN Transportation	120,208	49,111	40.9%	112,292	135,325	48,877	36.1%
ECL Scan	175,000	45,131	25.8%	86,569	263,431	82,771	31.4%
CR4YC/SEY2KT	6,000			6,000	25,000	0	0.0%
Feeding Futures Funds		0	0.0%		519,738	218,599	42.1%
<b>Special Purpose Funds-Total</b>	<b>6,294,671</b>	<b>3,534,876</b>	<b>56.2%</b>	<b>6,095,145</b>	<b>6,880,232</b>	<b>3,848,014</b>	<b>55.9%</b>



March 15, 2024

Ref: 297326

To: Secretary-Treasurer and Superintendent  
School District No. 69 (Qualicum)

### Capital Plan Bylaw No. 2024/25-CPSD69-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

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This letter is in response to your School District's 2024/25 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
  - Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

**MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)**

**Projects in Development from Previous Years**

Project #	Project Name	Project Type	Comments
150356	False Bay School	Seismic	Please submit Project Definition Report (PDR) to Ministry as soon as possible.

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also, note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

NOTE: The Ministry encourages school districts to pursue simplified designs for new schools or expansion of existing schools. As projects proceed to Business Case, stakeholder engagement and design phases, please ensure simplified design parameters are considered as per the attached *Simplified Designs Guidelines*.

**MINOR CAPITAL PROJECTS (SEP, FIP, CNCP, BEP, PEP, BUS)**

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

**New projects for SEP, FIP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Winchelsea Elementary	SEP - Roofing Upgrades	\$700,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Ecole Secondaire Ballenas Secondary	SEP - Interior Construction Upgrades	\$400,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Winchelsea Elementary	CNCP - Electrical Upgrades	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Bowser Elementary	CNCP - Electrical Upgrades	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2025.



Arrowview Elementary, Bowser Elementary, Errington Elementary, False Bay School, Nanoose Bay Elementary, Oceanside Elementary, Qualicum Beach Elementary, Springwood Elementary	FIP - Kitchen Equipment	\$100,419	Proceed to design, tender & construction. To be completed by March 31, 2025.
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**New projects for BUS**

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
New Route	D (80+FE) with 0 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) between April 2nd and May 17th, 2024 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a>

NOTE: BUS funding amounts will be determined once school districts place their order(s) with bus manufacturer(s). Please contact Branch Director [Michael Nyikes](#) with any questions regarding this.

**An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2024/25 fiscal year as listed above.**

**In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2024/25 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:**

**<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>**

**The Capital Bylaw and the APFA must be signed, dated, and emailed to the Ministry's Capital Management Branch at [CMB@gov.bc.ca](mailto:CMB@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.**

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1<sup>st</sup>, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
  - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
  - Major Capital Programs (BEP)
- **September 30, 2024**
  - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
  - Minor Capital Programs (FIP)

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Damien Crowell, Executive Director  
Capital Management Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch  
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital Management Branch



**CAPITAL BYLAW NO. 2024/25-CPSD69-01**  
**CAPITAL PLAN 2024/2025**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 69 (Qualicum) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 15, 2024, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 69 (Qualicum) Capital Bylaw No. 2024/25-CPSD69-01.

READ A FIRST TIME THE 23rd DAY OF APRIL, 2024;

READ A SECOND TIME THE 23rd DAY OF APRIL, 2024;

READ A THIRD TIME, PASSED THE 23rd DAY OF APRIL, 2024.

***APPLY CORPORATE SEAL***

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Board Chair

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 69 (Qualicum) Capital Bylaw No. 2024/25-CPSD69-01 adopted by the Board the 23<sup>rd</sup> day of April, 2024.

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Secretary-Treasurer