



QUALICUM SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

TUESDAY, MARCH 11, 2025
6:00 PM
VIA VIDEO CONFERENCING

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Meeting ID: 282 151 234 751

Passcode: X4z3wf

1. CALL TO ORDER AND INTRODUCTIONS

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

3. ADOPTION OF THE AGENDA

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) adopt the agenda as presented (*or, as amended*).

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: February 25, 2025 p 1-9
- b. Ratification of In Camera Board Meeting Minutes: February 25, 2025 p 10
- c. Ratification of the Special In Camera Board Meeting Minutes: February 28, 2025 p 11

Recommendation:

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of March 11, 2025, as presented (*or, as amended*).

5. DELEGATIONS/PRESENTATIONS (10 MINUTES EACH)

6. PUBLIC QUESTIONS AND COMMENTS (WRITTEN IN TEAMS CHAT)

7. BUSINESS ARISING FROM THE MINUTES

- a. Closure of Qualicum Commons

p 12-16

Recommendation:

THAT the Board of Education of School District 69 (Qualicum) supports the closure of Qualicum Commons to public and business use, to be effective July 1, 2025.

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION**9. CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 3570)****10. DISTRICT PARENTS ADVISORY COUNCIL****11. ACTION ITEMS****12. INFORMATION ITEMS****a. Superintendent's Report***(Peter Jory)***b. Educational Programs Update***(Gillian Wilson/Rudy Terpstra)***13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT** *(Trustee Kellogg)*

The next virtual Finance & Operations Committee of the Whole Meeting is scheduled for Monday, April 14, 2025.

14. POLICY COMMITTEE OF THE WHOLE REPORT*(Trustee Flynn)*

The next virtual Policy Committee of the Whole Meeting is scheduled for Monday, April 14, 2025.

15. EDUCATION COMMITTEE OF THE WHOLE REPORT*(Trustee Young)*

The next virtual Education Committee of the Whole Meeting is scheduled for Tuesday, April 15, 2025.

16. REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**17. TRUSTEE ITEMS****a. Vancouver Island School Trustees Association (VISTA)
- Spring Conference Report****18. NEW OR UNFINISHED BUSINESS****19. BOARD CORRESPONDENCE AND MEDIA****20. PUBLIC QUESTION PERIOD****21. ADJOURNMENT**



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QUALICUM SCHOOL DISTRICT
REGULAR BOARD MEETING MINUTES

TUESDAY, FEBRUARY 25, 2025
6:00 PM
VIA VIDEO-CONFERENCING

ATTENDEES

Trustees

Eve Flynn	Chairperson
Carol Kellogg	Vice Chairperson
Julie Austin	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

Administration

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Rudy Terpstra	Director of Instruction
Ryan Brennan	Director of Instruction – Human Resources
Phil Munro	Director of Operations
Trish Cathrine	Principal, Ballenas Secondary School
	Qualicum District Principals and Vice Principals Association

Education Partners

Mount Arrowsmith Teachers Association (MATA)
Canadian Union of Public Employees (CUPE) Local 3570
District Parents Advisory Council (DPAC)

1. CALL TO ORDER

Chairperson Flynn called the virtual meeting to order at 6:00 p.m.

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Chair Flynn acknowledged that the Board was meeting on the shared traditional territory of the Qualicum and Snaw-Naw-As Peoples. She thanked the First Nations for their stewardship of the land, and for allowing the Board to live, work, and play in this beautiful part of Vancouver Island.

3. ADOPTION OF THE AGENDA

Trustee Young asked to speak under Trustee Items

25-12R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) adopt the agenda as amended.

CARRIED UNANIMOUSLY

4. APPROVAL OF THE CONSENT AGENDA

- a. Approval of Regular Board Meeting Minutes: December 10, 2024
- b. Ratification of In Camera Board Meeting Minutes: December 10, 2024
- c. Receipt of Reports from Trustee Representatives
 - Board of Education/MLAs Meeting – Trustee Kellogg
 - BC Public School Employers Association (BCPSEA) AGM – Trustee Young
 - Early Years Table – Trustee Young

25-13R

Moved: Trustee Young *Seconded:* Trustee Kellogg

THAT the Board of Education of School District No. 69 (Qualicum) approve the consent agenda items of the Regular Board Meeting of February 25, 2025, as presented.

CARRIED UNANIMOUSLY

5. DELEGATIONS/PRESENTATIONS

a. Kwalikum Secondary School (KSS) Student Council Re: Mid Island Youth Climate Action Symposium

Ben Leggett, KSS teacher, invited trustees and senior staff to attend the 3rd symposium organized by students which will be held on April 25th 9 to 2:00 p.m. at the Qualicum Beach Civic Centre. He then introduced Eva Simpson, a KSS Grade 10 Leadership Student, to speak to the symposium.

Eva Simpson shared the goal of the symposium which is to educate students about the climate crisis and inspire them to make change and enforcing information learned from keynote speakers, breakout groups, questions and educational activities. The symposium will be attended by students from 10 island schools and approximately 200 students are expected to be in attendance. She then shared the list of guest speakers as well as information about the various types of workshops and activities being offered to participants. Ms. Simpson thanked the Board and district staff for their support of the event. For more information, the planning committee can be contacted at kssstudentcouncil@outlook.com.

The Board thanked Ms. Simpson for her presentation and all those who were involved in planning and supporting the event, including the Ballenas Interact Club. The Board also appreciated that the symposium was anticipated to be an annual event.

6. PUBLIC QUESTIONS AND COMMENTS (RELATED TO AGENDA ITEMS)

None

7. BUSINESS ARISING FROM THE MINUTES

None

8. MOUNT ARROWSMITH TEACHERS' ASSOCIATION (MATA)

Matt Woods, MATA President, reported on the following:

- The Board and MATA have completed the local round of bargaining. While it was a tough round compared to past ones, the bargaining meetings provided an opportunity for both sides to bring forward concerns and set time aside for good

discussion. MATA looks forward to receiving the final Collective Agreement from the last round of bargaining and hopes the turnaround for the new Collective Agreement will be much quicker.

- **Underfunding of Public Education:** Mr. Woods noted that government, of all political stripes, has been stating that they spent the most that they have ever spent on public education; however, when compared to the amount of money spent as a portion of BC's Gross Domestic Product (GDP), over the last 20-30 years there has been a decrease in spending from approximately 4% to approximately 2% of the GDP. As an aside, he is curious how much of that 2% difference has gone to private institutions. He expressed concerns regarding how losing a few students, especially those with high needs, greatly impacts the operations side of the district. While the Board does its best to lessen the impact on students by reducing supplies and services budgets, those cuts do affect access by teachers to learning initiatives in the District that are needed to provide the Universal Design for Learning (UDL). While these may seem like they are less impactful, they can have the greatest impact. More money needs to be put towards public education and districts need to continue to prioritize supplies and services.

Mr. Woods further noted that the leasing of buildings and diverting of funds to those buildings (no longer being used for educational purposes by the District) should be scrutinized. Administrative positions across the district should also be reviewed as reductions to staff in order to balance the budget should reflect across all aspects of the district.

9. CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) LOCAL 3570

Ewen Rycroft, CUPE Local 3570 President, reported as follows:

- CUPE is excited in preparing for the upcoming Pro-D Day on March 7th as this year is especially significant as it marks the bargaining year. Members are committed to improving their workplace is stronger than ever and are dedicated to maintaining open and effective communication with our school board leaders.
- He then commented on the Board's consultation with the Town of Qualicum Beach regarding a potential lease of the Qualicum Commons and the Union's understanding that the Town is diligently assessing the capital needs of the building and evaluating potential revenues from its current tenants. While the Union understood that the process is crucial in determining the future of keeping this building open for the foreseeable future, the Union hoped that the Board would prioritize the Union's request in maintaining the building and to work with the Union on a rental plan that allows the districts dedicated workers to continue their roles at the Qualicum Commons. The closure could have significant consequences including layoffs in custodian, a reduction of workload on the maintenance staff, and potential cuts to clerical hours. Mr. Rycroft invited the Board to continue to work together and ensure the Union's voices are heard so both parties can create a positive future for the workplace and the community.

10. DISTRICT PARENT COUNCIL (DPAC)

Chair Flynn advised that the DPAC president has sent his regrets.

She then noted that the Board will be providing a response to DPAC in the near future regarding comments made by DPAC at their last DPAC meeting as well as at the January Regular Board Meeting.

11. ACTION ITEMS

None

12. INFORMATION ITEMS**a. Superintendent's Report**

Superintendent Jory reported on the following:

- As February comes to a close, it was hoped that the warmer temperatures will also result in an end to the flu season, which has been keeping adults and children home for a week at a time.
- The later start conversation continues. Superintendent Jory has taken the survey data collected from parents and caregivers at Nanoose Bay and Errington Elementary Schools, and Ballenas and Kwalikum Secondary Schools, sorted it by school, and then by preference, and provided it to the Board to review. As well, the two high schools have been in discussion with their Student Voice groups, and he has provided the Board with a summary of those thoughts as well.

The parent and caregiver surveys were pretty evenly split. Those against change spoke mostly to current routines, commuting pressures, and after school activities. Those in favour of change spoke mostly to the challenges of early mornings, bus pick up in the dark, more time for breakfast, and the need for even just a little more sleep. At elementary, the proposal will likely remain a 20 minute later start in the morning at those two schools only (Nanoose Bay and Errington), then a 20 minutes later dismissal. Conversations with secondary students led to a modified proposal that would mean a 20 minute later start in the morning at the two high schools, a 10 minute shorter lunch, down from the more than 50 minutes they currently have, and then an end time that would be just 10 minutes later instead of 20.

The Transportation Department has been working on route scenarios and will be able to confirm a potential busing schedule soon.

Superintendent Jory and the Board will discuss the aforementioned including upcoming conversations around busing fees, a Transportation Handbook, and a Transportation Committee and he will bring more information forward to the March Board Meeting for consideration and discussion.

- Superintendent Jory closed by thanking everyone in the district who teach, mentor or support students in any way. Their efforts are noticed and appreciated.

b. Educational Programs Update

Associate Superintendent Wilson commented on the following events/initiatives:

- The Pre-K Program application process began last week and closes on March 6th. This provides an opportunity for a pre-transition for students starting Kindergarten in September. Feedback from last year's program was very positive from teachers, parents and members of the community.

- The Pro-D day offerings for March 7th look engaging. Further to some queries that arose during the calendar survey as to what teachers do on Pro-D days, schools have been encouraged to share the types of sessions and activities in which teachers have participated in their communications to families following a pro-d day.
- School Reviews have been done throughout February. This is the opportunity for the Associate Superintendent and the Principal of Learning Support to meet with the school administrators to talk about their learners in terms of what supplemental supports in place, how those learners have progressed this year and what supports they may need next year.

Director of Instruction Terpstra presented an overview of the District Assessment Report for Grades K-12 as was provided at the Education Committee of the Whole on February 18th. District-wide the results are trending upwards and the district is also doing well when compared to the provincial data.

13. FINANCE & OPERATIONS COMMITTEE OF THE WHOLE REPORT

a. 2024-2025 Amended Annual Budget

Secretary Treasurer Amos reviewed the financial summaries, pointing out some of the narrative and how the sections within the summaries tie into the schedules in the amended annual budget document. The totals from the Operating, Special Purpose and Capital Fund expenses made up the Amended Annual Budget Amount of \$73, 299, 571.

He announced that, as the district is also in the process of determining the budget for 2025/2026, a survey is available as part of that budget process. He invited and encouraged people to go to the website to review the [financial information](#) provided there, as well as the recording of the February public budget information session, and to complete the survey, which will remain open until April 14th.

25-14R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) approve all three readings of the School District No. 69 (Qualicum) Amended Annual Budget Bylaw for the 2024-2025 fiscal year at its Regular Board Meeting of February 25, 2025.

CARRIED UNANIMOUSLY

25-15R

Moved: Trustee Kellogg *Seconded:* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) give first reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$73,299,571 for the 2024-2025 fiscal year.

CARRIED UNANIMOUSLY

25-16R

Moved: Trustee Kellogg *Seconded:* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) give second reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$73,299,571 for the 2024-2025 fiscal year.

CARRIED UNANIMOUSLY

25-17R

Moved: Trustee Kellogg *Seconded:* Trustee Kurland

THAT the Board of Education of School District No. 69 (Qualicum) give third and final reading to adopt the School District No. 69 (Qualicum) Amended Annual Budget Bylaw in the amount of \$73,299,571 for the 2024-2025 fiscal year.

CARRIED UNANIMOUSLY

b. Letter to the Town of Qualicum Beach Council

25-18R

Moved: Trustee Kellogg *Seconded:* Trustee Young

THAT the Board of Education of School District No. 69 (Qualicum) write a letter to the Town of Qualicum Beach Council expressing the Board's hope to collaborate with the Town on both the basketball courts as well as other safety projects being considered around Kwalikum Secondary School in the Village Way area.

CARRIED UNANIMOUSLY

14. POLICY COMMITTEE OF THE WHOLE REPORT

a. For Information:

i. Qualicum School District Secondary Athletics Handbook

To be added as a reference document to the Administrative Procedures to Board Policy 506: *Conduct of Coaches*.

ii. Administrative Procedures to Board Policy 617: Selection and Assignment of Exempt Leadership Staff

Slight revisions and no change in policy

iii. Administrative Procedures to Board Policy 703: Student Fees and Subsidies

Revisions were made the administrative procedures. The policy will be brought forward to the April Policy COW for review.

b. Board Policy 600: Personnel

25-19R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve first reading to adopt the revisions to Board Policy 600: Personnel.

CARRIED UNANIMOUSLY

c. Board Policy 601: Employee Conflict of Interest

25-20R

Moved: Trustee Flynn *Seconded:* Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) accepts the recommendation of the Policy Committee of the Whole that the following Board Policy has been reviewed and confirmed as written:

- Board Policy 601: *Employee Conflict of Interest*.

CARRIED UNANIMOUSLY

d. Board Policy 602: Exempt Staff Supplementary Employment Benefits

25-21R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) first reading to adopt the revisions to Board Policy 602: *Exempt Staff Supplementary Employment Benefits*.

CARRIED UNANIMOUSLY

e. Board Bylaw 3: Meetings of the Board of Education

25-22R

Moved: Trustee Flynn *Seconded:* Trustee Austin

THAT the Board of Education of School District 69 (Qualicum) second reading to adopt the revisions to Board Bylaw 3: *Meetings of the Board of Education*.

CARRIED UNANIMOUSLY

f. Board Policy 500: Communicating Student Learning and Student Placement

25-23R

Moved: Trustee Flynn *Seconded:* Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) second reading to adopt Board Policy 500: *Communicating Student Learning and Student Placement*.

CARRIED UNANIMOUSLY

g. Board Policy 502: Field Experiences (Trips)

25-24R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 502: *Field Experiences (Trips)*.

CARRIED UNANIMOUSLY

h. Board Policy 504: Copyright and Intellectual Property

25-25R

Moved: Trustee Flynn *Seconded:* Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 504: *Copyright and Intellectual Property*.

CARRIED UNANIMOUSLY

i. Board Policy 507: Programs of Choice and Specialty Academies

25-26R

Moved: Trustee Flynn *Seconded:* Trustee Young

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 507: *Programs of Choice and Specialty Academies*.

CARRIED UNANIMOUSLY

j. **Board Policy 606: Respectful Workplace**

25-27R

Moved: Trustee Flynn

Seconded: Trustee Kellogg

THAT the Board of Education of School District 69 (Qualicum) approve second reading to adopt the revisions to Board Policy 606: *Respectful Workplace*.
CARRIED UNANIMOUSLY

15. **EDUCATION COMMITTEE OF THE WHOLE REPORT**

Trustee Young highlighted the presentations from the PASS students and Career Education as well as the Pete the Cat, First Steps to School Fair being held on April 17th, and the Grade 7 Health & Wellness Conference scheduled for May 8.

a. **Three-Year Local School Calendar**

Associate Superintendent provided the history of the process to determine the three-year local school calendar and acknowledged the work of all involved. She also noted that should a change be required for the second or third year, a one month consultation can take place.

25-28R

Moved: Trustee Young

Seconded: Trustee Kellogg

THAT the Board of Education of School District No. 69 (Qualicum) approve the Three-Year (2025-2028) Local School Calendar as presented.
CARRIED UNANIMOUSLY

b. **False Bay School Three-Year School Altered Calendar**

Associate Superintendent Wilson provided details from the calendar survey and the rationale for determining that a calendar for False Bay School include the 3rd Friday off of each month for False Bay School, with the exception of two months where a non-instructional day was already scheduled on that 3rd Friday. Ms. Wilson thanked everyone involved with the collaborative work done to determine the proposed calendar.

25-29R

Moved: Trustee Young

Seconded: Trustee Kellogg

THAT the Board of Education of School District No. 69 (Qualicum) approve the Three Year (2025-2028) False Bay School Altered Calendar as presented.
CARRIED UNANIMOUSLY

16. **REPORTS FROM REPRESENTATIVES TO OUTSIDE ORGANIZATIONS**

None

17. **TRUSTEE ITEMS**

a. **Social Justice**

Trustee Young referred to remarks made at the January Board meeting, in relation to *SOGI (Sexual Orientation and Gender Identity)* and Pride Flags, where some assumptions were made that she found hurtful. She shared her lived experience as a gay person and that she has been a social justice advocate for over 50 years. She is also an educator and a person who believes that everyone has lived

experiences, which are very important. She noted that everyone on the Board has their own lived experience and she sees them as allies in social justice.

She then noted that Social Justice is about two things: inclusionary practices, which the board completely believes in; and courage, which is what it takes to make a decision to come out.

Trustee Young went on to state that Public Education means that we look after ALL of our children; whether they have learning disabilities or if they have some kind of designation or not, we take them all in and we do our very best to support them. She noted that Trustees have been really open as a board. She has advocated for people, for trustees, to be at PAC and DPAC meetings. Trustees are open and collaborative and that is how they want to be. The Board is also process driven, and bylaws, policies, administrative procedures are only part of its process. She clarified that flags are not about policy. Inclusion is about policy, flags are a practice, wearing an orange shirt is a practice. And so, the proper process needs to be used. If people want to be writing policy they should be looking at Board Bylaw 7 (Bylaw and Policy Development and Review) that outlines how to propose a policy.

Trustee Young stated that she wants to be collaborative, open, and a good educator. To that end she invited anybody who would like to know anything about her lived experience, about her social justice experience, about her experience as a school trustee, or if they are thinking of running for school trustee, to connect with her for a walk and talk.

She also added that the Board needs to be looking at how to effectively fund inclusionary practice, to be collaborative and work hard to advocate, so that every one of the District's students can reach their potential, as per the Board's Value Statements.

18. NEW OR UNFINISHED BUSINESS

None

19. BOARD CORRESPONDENCE AND MEDIA

None

20. PUBLIC QUESTION PERIOD

Trustees and Senior Staff received comments and answered questions on the following topics:

- Mischa Oak would be a keynote speaker at the March 7th Pro-D Day and would be speaking about allyship and what that looks like.
- The BC Teachers Federation (BCTF) is still opposed to the FSA.
- The factors or changes that occurred to contribute to the improvements in students' assessment data.

21. ADJOURNMENT

Trustee Young moved to adjourn the meeting at 7:46 p.m.

CHAIRPERSON

SECRETARY TREASURER



QUALICUM SCHOOL DISTRICT

IN-CAMERA MEETING

SECTION 72 REPORT FEBRUARY 25, 2025 Via Video-Conferencing

ATTENDEES:

Trustees

Eve Flynn	Chairperson
Carol Kellogg	Vice Chairperson
Julie Austin	Trustee
Barry Kurland	Trustee
Elaine Young	Trustee

Administration

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools
Ryan Brennan	Human Resources Director of Instruction

The Board of Education discussed the following topics:

- Land
- Legal
- Labour Relations

The Board of Education approved motions on the following topics:

- Legal
- Labour Relations

Chairperson

Secretary Treasurer



QUALICUM SCHOOL DISTRICT
SPECIAL IN-CAMERA MEETING

SECTION 72 REPORT
FEBRUARY 28, 2025
Via Video-Conferencing

ATTENDEES:

Trustees

Eve Flynn	Chairperson
Carol Kellogg	Vice Chairperson
Julie Austin	Trustee
Elaine Young	Trustee

Regrets

Barry Kurland	Trustee
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Administration

Peter Jory	Superintendent of Schools
Ron Amos	Secretary Treasurer
Gillian Wilson	Associate Superintendent of Schools

The Board of Education discussed the following topics:

- Land

The Board of Education approved motions on the following topics:

- Land

Chairperson

Secretary Treasurer



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QUALICUM SCHOOL DISTRICT SECRETARY TREASURER

Briefing Note

Date: March 11, 2025
To: Board of Education
From: Ron Amos, Secretary Treasurer
RE: **Closure of Qualicum Commons to Rental use – follow up**

Background:

Over the last three years the Board has engaged in extensive discussions regarding its ability to continue to operate the French Creek School, Parksville Elementary (Craig Street Commons) and Qualicum Beach Elementary (Qualicum Commons) as rental space for outside organizations.

During the 2022/23, then faced with the anticipated capital costs required for the buildings, the Board made the difficult decision to close French Creek School to public and business use, effective July 1, 2023.

Since that time, the discussions continued and the financial aspects of both the operating costs and capital costs required to run the two remaining sites were shared at several Finance and Operations Committee of the Whole and the Regular Board meetings. The Briefing Note of May 21, 2024 (attached) provided a background and details for the Board's further deliberations.

When presented with the decision at the June 28, 2024 Regular Board Meeting to close Qualicum Commons and Craig Street Commons effective July 1, 2025, the Board postponed their decision in order to gain more information through a public notice consultation.

The public notice consultation provided the Board with further information on the public's perspective, as well as revealing some possible alternatives to the facilities closure, i.e. the consideration of a sale or lease opportunities.

Although some possible options had come forward for the Craig Street Commons site, which are still under consideration, it was felt prudent and responsible that the Board needed to make its decision based on the best possible information they had at that time and so, at the Regular Board meeting of January 28, 2025, the Board made its decision to close Craig Street Commons effective, January 1, 2026.

Regarding the Qualicum Commons site, as had been shared publicly, there have been active discussions with the Town of Qualicum Beach and the School Board in order to pursue a possible lease for the site, whereby the Town would assume all operational and capital costs of the Qualicum Commons in order to maintain its operations for continued community use.

At this time, the Town continues to seek further information on the short-term and longer-term capital needs of the facilities in order to make an informed decision to enter into a lease with the School Board.

Considerations:

If the Town decides not to pursue the lease arrangement, the School Board will need to make its own decision on the timing of the closure of the building for public and business use.

As the Board has current tenants in the building and has the obligation to give tenants three months' notice, the Board must give notice no later than its March 11, 2025 Regular Board meeting to close the facility effective July 1, 2025.

Recommendation:

That the Board of Education of School District 69 (Qualicum) support the closure of Qualicum Commons to public and business use to be effective July 1, 2025.

Respectfully submitted,

Ron Amos

Ron Amos, CPA, CMA
Secretary Treasurer



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QUALICUM SCHOOL DISTRICT SECRETARY TREASURER

Briefing Note

Date: May 21, 2024

To: Finance & Operations Committee of the Whole

From: Ron Amos, Secretary Treasurer

RE: **Closure of Qualicum Commons and Craig Street Commons to Rental use**

Background:

In 2014, after extensive community engagement, the Qualicum School District made the difficult decision to close four of its elementary schools due to low enrolment and foreseen demographic trends. Since that time, the schools, namely French Creek School, Parksville Elementary (Craig Street Commons), Qualicum Beach Elementary (Qualicum Commons) and Winchelsea Elementary (Winchelsea Learning Centre), have been operated predominately as rental space for outside organizations and used as district program space as in the case at Winchelsea Elementary. Organizations such as independent schools, daycare operators, community support agencies, dance studios, and local business have all benefited with the access to these facilities to run their operations.

As has been shared recently and noted in the table below, the rental revenues have generally covered the operating costs associated with the running of these facilities. Costs such as utilities, custodial wages and supplies, insurance and some maintenance costs have been covered so that they have been mostly cost neutral to the School District, and ultimately have not drawn resources away from its primary function of providing public education to the local area.

It is also worth noting that there have been school district and community benefits to having had these facilities occupied during these past years. There has been little vandalism on the sites and the facilities have remained in good condition for appearances sake, which has sometimes been a problem for other school districts with closed schools, and as mentioned previously they have provided valuable community rental space.

While generally the facilities have continued to be well maintained, the issue that has been shared most recently is the District's inability to address the ongoing capital needs that remain outstanding.

Recent reports to the Board have indicated that there is \$4-5 million worth of capital work needing to be addressed at the Qualicum and Craig Street Commons facilities. These costs include new roofing, HVAC units, electrical systems and boilers. It has been shared that, while the Ministry of Education and Childcare provides funding through its Capital Program to address these expenditures in educational facilities and schools, they do not support non-educational facilities, such as administrative, operations or closed/rental facilities; it is left with the local School Board to find the funds to do this capital work, through facility/land sales or by operating fund reserves.

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2022/23 Financial Estimates	Qualicum Commons	Craig Street Commons	Winchelsea Learning Centre
Rental Revenue	189,420	148,470	24,662
<u>Operational Costs</u>			
Custodial	80,127	60,095	60,095
Utilities	58,998	65,812	49,877
Insurance	9,225	9,225	
Operations cost/cust supplies	24,968	51,935	15,000
	173,318	187,067	124,972
Operating surplus	16,102	(38,597)	(100,310)
Future Capital cost			
Roof	1,005,000	937,000	
HVAC	1,700,000	320,000	
Electrical Safety and Alarms	200,000	200,000	
Electrical System	150,000	190,000	
Boilers		175,000	
	3,055,000	1,822,000	-
Source of Capital funding	Local	Local	Ministry of EdCC
# of tenants	14	8	1

It was this rationale that supported the Boards decision in February 28, 2023 to close French Creek School to rental use. The capital costs were just too expensive to support keeping the facility open.

It is now appropriate to turn attention to the same discussion for Qualicum Commons and Craig Street Commons.

Considerations:

While the rationale for this discussion still applies, it is appropriate to understand the impact and effect any closure will have on the tenants involved and the community at large.

There are currently 22 tenants operating in the two facilities, 14 at Qualicum Commons and 8 at Craig Street Commons. Any decision to close will have a great impact on their operations and their ability to find other suitable space to operate.

As had been determined in 2014, and based on more current demographic information, it is not foreseen that these sites will have any immediate need for educational purposes in the near future so a planned closure notice period can be considered.

It is therefore recommended that, should the Board decision be to close these facilities, that the closures not be immediate but, instead, to take place in one (1) year's time in order to provide maximum notice for the tenants to organize themselves.

Recommendations:

That the Board publicly give notice at its Regular Board of May 28, 2024, that the Board is considering the closure of both Qualicum Commons and Craig Street Commons to public and business use to be effective July 1, 2025, and that the final decision be debated and determined at its Regular Board meeting of June 25, 2024.

Respectfully submitted,

Ron Amos

Ron Amos, CPA, CMA
Secretary Treasurer