



# FINANCE & OPERATIONS COMMITTEE OF THE WHOLE

MONDAY, APRIL 20, 2020  
10:30 to noon  
VIA ZOOM CALL

*Mandate:*

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

## AGENDA

**Facilitator:** Trustee Eve Flynn

1. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES**
2. **PRESENTATION**
3. **PROJECT UPDATES**
  - Ballenas Track Renewal
  - BC Child Care Application (Arrowview Elementary) *(attachment)*
  - COVID-19 Update - Protocols Implemented over Spring Break
4. **ITEMS FOR DISCUSSION**
  - 3<sup>RD</sup>Quarter Financial Update *(attachment)*
  - 2020-2021 Revised Budget Process
  - PCTC Joint Use Agreement
  - Letter from Parksville Lions Housing Society *(attachment)*
  - Bike Racks – KSS
5. **ITEMS FOR RECOMMENDATION**
  - 2020-2021 Capital Plan and Bylaw Motion *(attachment)*
  - 2020-2021 AFG Plan *(attachment)*
6. **INFORMATION ITEM**
7. **FUTURE TOPICS**
8. **NEXT MEETING DATE:**
  - Tuesday, May 19 at 10:30
9. **ADJOURNMENT**



April 15, 2020

Ron Amos  
Secretary Treasurer  
The Board of Education of School District No. 69 (Qualicum)  
PO Box 430 100 E Jensen Ave  
Parkville BC V9P 2G5

Dear Ron:

Re: Child Care Capital Funding Program  
Childcare BC New Spaces Fund  
Agreement #C2054060010347

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Attached you will find a copy of the signed Funding Agreement for the Childcare BC New Spaces Fund. A payment has been sent (either in the form of a cheque or an Electronic Funds Transfer) in the amount of \$1,103,700.00 which represents the initial payment of 65% of the total amount of your funding. The second advance of 25% will be available once a written request has been submitted with satisfactory evidence that the Project is at the Lockup Stage. The remaining 10% will be available upon completion of your project.

Also attached are the [Financial Reconciliation Report](#), [Financial Expenditure Report](#), and the [Quarterly Project Status Update](#). The Financial Reconciliation Report and Financial Expenditure Report are to be completed and returned when your project has been finalized along with all documentation required in Section 7.1 of the Funding Agreement.

Please refer to Section 6 of the Funding Agreement for the reporting schedule and information about the Project Quarterly Status Update report.

Contact us at 1-888-338-6622 (option 5) if you have any questions or concerns.

I would like to commend you for your efforts on behalf of the children and families of your community and wish you success in this important work.

Regards,

Joe Leghorn  
Operations Supervisor  
Child Care Capital and Community Services  
Ministry of Children and Family Development

SCHOOL DISTRICT NO. 69 (QUALICUM)  
Financial Summary - as of March 31, 2020

2020-04-15

	2018/19				2019/20		
	Amended Budget	YTD Mar-20	% of Budgt	Actual	Amended Budget	YTD Mar-20	% of Amend
<b>REVENUE</b>							
<b>PROVINCIAL GRANTS</b>							
Operating Grant	41,210,020	29,623,412	71.9%	41,437,983	42,851,790	31,051,595	72.5%
Other MOE Grants-Additional grant	426,341			426,341	784,115		0.0%
Other MOE Grants-Pay Equity	936,176	30,519	3.3%	936,176	936,176	30,519	3.3%
Other MOE Grants-Misc	60,000		0.0%	163,666	347,240		0.0%
<b>TOTAL MINISTRY OF ED GRANTS</b>	<b>42,632,537</b>	<b>29,653,931</b>	<b>69.6%</b>	<b>42,964,166</b>	<b>44,919,321</b>	<b>31,082,114</b>	<b>69.2%</b>
<b>OTHER REVENUES</b>							
Other Provincial Revenues	101,450	142,225	140.2%	169,625	120,000	99,431	82.9%
Offshore Tuition	4,100,000	3,331,948	81.3%	4,005,703	4,100,000	3,285,028	80.1%
Miscellaneous other	150,000	106,792	71.2%	159,387	140,000	92,745	66.2%
Rental and Leases	650,000	684,205	105.3%	699,144	650,000	729,706	112.3%
Investment Income	300,000	238,918	79.6%	287,405	290,000	211,119	72.8%
<b>TOTAL OTHER REVENUE</b>	<b>5,301,450</b>	<b>4,504,088</b>	<b>85.0%</b>	<b>5,321,264</b>	<b>5,300,000</b>	<b>4,418,029</b>	<b>83.4%</b>
<b>TOTAL REVENUES</b>	<b>47,933,987</b>	<b>34,158,019</b>	<b>71.3%</b>	<b>48,285,430</b>	<b>50,219,321</b>	<b>35,500,143</b>	<b>70.7%</b>
<b>EXPENDITURES</b>							
<b>SALARIES AND BENEFITS</b>							
Teachers	18,033,301	12,791,223	70.9%	18,349,632	18,470,644	13,239,174	71.7%
Principals and Vice Principals	2,982,403	2,256,854	75.7%	2,979,831	3,241,128	2,453,088	75.7%
Educational Assistants	3,594,542	2,334,566	64.9%	3,256,262	3,826,735	2,620,338	68.5%
Support Staff	4,836,586	3,330,404	68.9%	4,732,464	5,147,352	3,806,833	74.0%
Other Professionals	1,630,241	1,257,512	77.1%	1,713,084	1,761,336	1,361,573	77.3%
Substitutes	1,386,855	1,184,169	85.4%	1,812,702	1,574,898	1,350,138	85.7%
Benefits	8,654,667	5,880,635	67.9%	8,529,179	9,062,921	6,124,541	67.6%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>41,118,595</b>	<b>29,035,363</b>	<b>70.6%</b>	<b>41,373,154</b>	<b>43,085,014</b>	<b>30,955,685</b>	<b>71.8%</b>
Benefits as a % of Total Salaries	26.7%	25.4%		26.0%	26.6%	24.7%	
<b>SUPPLIES AND SERVICES</b>							
Services	2,966,330	2,511,776	84.7%	3,183,414	3,045,630	2,335,136	76.7%
Training and Travel	549,085	313,256	57.1%	503,771	579,085	352,012	60.8%
Rental and Leases	5,000	7,235	144.7%	10,553	5,000	2,634	52.7%
Dues and Fees	71,000	57,956	81.6%	74,419	71,000	57,376	80.8%
Insurance	164,000	136,211	83.1%	149,560	164,000	141,906	86.5%
Supplies	1,958,504	1,276,476	65.2%	2,140,818	2,176,392	1,564,881	71.9%
Utilities	1,016,000	646,390	63.6%	898,395	1,016,000	551,000	54.2%
Capital Equipment	418,550	279,472	66.8%	100,677	418,550	241,778	57.8%
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>7,148,469</b>	<b>5,228,772</b>	<b>73.1%</b>	<b>7,061,607</b>	<b>7,475,657</b>	<b>5,246,723</b>	<b>70.2%</b>
<b>TOTAL EXPENDITURES</b>	<b>48,267,064</b>	<b>34,264,135</b>	<b>71.0%</b>	<b>48,434,761</b>	<b>50,560,671</b>	<b>36,202,408</b>	<b>71.6%</b>
<b>NET REVENUE (EXPENDITURE)</b>	<b>-333,077</b>	<b>-106,116</b>		<b>-149,331</b>	<b>-341,350</b>	<b>-702,265</b>	
Budgeted Use of Surplus	333,077	0			341,350	0	
<b>Surplus (Deficit), for the Year</b>	<b>0</b>	<b>-106,116</b>		<b>-149,331</b>	<b>0</b>	<b>-702,265</b>	

SCHOOL DISTRICT NO. 69 (QUALICUM)  
Financial Summary - as of March 31, 2020

2020-04-15

	2018/19				2019/20		
	Amended Budget	YTD Mar-20	% of Budgt	Actual	Amended Budget	YTD Mar-20	% of Amend
<b><u>INSTRUCTION</u></b>							
Regular Instruction	21,573,536	15,255,633	70.7%	21,976,119	22,675,706	16,169,200	71.3%
Career Programs	725,589	633,666	87.3%	839,704	703,629	504,476	71.7%
Library Services	1,097,100	745,906	68.0%	1,097,285	1,135,564	782,481	68.9%
Counselling	949,346	608,271	64.1%	899,872	1,015,065	690,876	68.1%
Special Education	6,900,979	4,678,839	67.8%	6,760,634	7,030,187	4,902,759	69.7%
English as a Second Language	77,193	55,504	71.9%	79,271	80,877	57,714	71.4%
Aboriginal Education	569,848	393,324	69.0%	565,872	692,825	426,141	61.5%
School Administration	3,743,212	2,725,958	72.8%	3,680,377	3,784,775	2,833,025	74.9%
Off Shore Students	2,977,228	2,112,586	71.0%	2,977,106	3,128,722	2,107,041	67.3%
Other	46,765	33,559	71.8%	44,577	47,172	35,447	75.1%
Function 1 - Instruction	<b>38,660,796</b>	<b>27,243,246</b>	<b>70.5%</b>	<b>38,920,817</b>	<b>40,294,522</b>	<b>28,509,160</b>	<b>70.8%</b>
<b><u>DISTRICT ADMINISTRATION</u></b>							
Educational Administration	584,950	503,432	86.1%	689,033	745,092	534,327	71.7%
School District Governance	243,843	170,249	69.8%	231,806	209,080	157,731	75.4%
Business Administration	1,469,458	1,102,403	75.0%	1,419,262	1,359,478	1,219,504	89.7%
Function 4 - District Administration	<b>2,298,251</b>	<b>1,776,084</b>	<b>77.3%</b>	<b>2,340,101</b>	<b>2,313,650</b>	<b>1,911,562</b>	<b>82.6%</b>
<b><u>OPERATIONS AND MAINTENANCE</u></b>							
Operations and Maintenance Admin	537,714	517,824	96.3%	604,040	565,561	412,456	72.9%
Maintenance Operations	3,219,715	2,359,507	73.3%	3,533,359	3,831,975	3,186,764	83.2%
Maintenance of Grounds	290,689	210,077	72.3%	300,735	319,667	216,689	67.8%
Utilities	1,136,000	774,697	68.2%	1,026,703	1,136,000	646,528	56.9%
Capital Equipment	418,550	279,472	66.8%	100,677	418,550	241,777	57.8%
Function 5 - Operations and Maint	<b>5,602,668</b>	<b>4,141,577</b>	<b>73.9%</b>	<b>5,565,514</b>	<b>6,271,753</b>	<b>4,704,214</b>	<b>75.0%</b>
<b><u>TRANSPORTATION AND HOUSING</u></b>							
Transportation and Housing Admin	157,870	98,359	62.3%	135,375	163,605	98,159	60.0%
Student Transportation	1,529,479	1,000,067	65.4%	1,465,154	1,499,141	967,234	64.5%
Housing/Boarding	18,000	4,800	26.7%	7,800	18,000	12,081	67.1%
Function 7 - Transportation and Housing	<b>1,705,349</b>	<b>1,103,226</b>	<b>64.7%</b>	<b>1,608,329</b>	<b>1,680,746</b>	<b>1,077,474</b>	<b>64.1%</b>
TOTAL FUNCTION 1-7	<b>48,267,064</b>	<b>34,264,133</b>	<b>71.0%</b>	<b>48,434,761</b>	<b>50,560,671</b>	<b>36,202,410</b>	<b>71.6%</b>

<b><u>Special Purpose Fund (SPF) Budget</u></b>							
Annual Facility Grant	199,346	199,346	100.0%	199,346	199,346	199,347	100.0%
Learning Improvement Fund	159,201	78,424	49.3%	159,201	157,126	138,389	88.1%
Service Delivery/Coding	0	0		30,000			
Classroom Enhancement Fund	3,556,739	2,411,214	67.8%	3,541,764	3,702,009	2,501,838	67.6%
School Generated Funds	1,500,000		0.0%	1,305,049	1,500,000		
Strong Start	96,000	58,977	61.4%	96,000	96,000	58,857	61.3%
Ready, Set, Learn	19,600	13,846	70.6%	19,600	19,600	11,950	61.0%
French Funds	101,323	32,933	32.5%	124,427	101,323	38,973	38.5%
Community Link	372,025	171,070	46.0%	372,025	375,902	134,238	35.7%
<b>Special Purpose Funds-Total Expenses</b>	<b>6,004,234</b>	<b>2,965,810</b>	<b>49.4%</b>	<b>5,847,412</b>	<b>6,151,306</b>	<b>3,083,592</b>	<b>50.1%</b>



## **PARKSVILLE LIONS HOUSING SOCIETY**

241 A Moilliet Street • Parksville, B.C. • V9P 1M8

[plhousing@shaw.ca](mailto:plhousing@shaw.ca) • [www.plhousing.ca](http://www.plhousing.ca)

March 4, 2020

Board of Education  
100 Jensen Ave East  
Parksville, BC

Eve Flynn and Trustees,

The Parksville Lions Housing Society, formed in 1975, is a non-profit organization that provides subsidized and non-subsidized housing for low income seniors and families in Parksville, BC. A Board of Directors, comprised of members of the Parksville Lions Club, oversees the operation and management of the Society's rental properties. The Society currently operates three properties: Gillingham Estates - a BC Housing subsidized 20 unit townhouse complex for families, Pioneer Village - a BC Housing subsidized, 33 unit patio home and 2-storey complex for seniors, and Hustwick Place - a 33 unit, 4-storey building for seniors that provides both affordable housing and low end market rent units.

BC Housing has announced new money for affordable housing with subsidy, but we do not have any property that would allow us to apply for this funding. We are writing today to see if there is a possibility that we could partner with District 69 and have you donate or lease us an acre or so of land on the old Parksville Elementary School site. This site would be ideal, as it is in a great location providing access to all local services. We would like to build a complex that would house families and seniors that require affordable housing. We currently have a large waiting list and could fill such a complex as soon as the doors open.

We are hopeful that you will consider this request, and we are available to answer any questions that you may have.

Laurie Nickerson  
Executive Director



March 5, 2020

Ref: 218161

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

**Capital Plan Bylaw No. 2020/21-CPSD69-01**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2020/21

This letter is in response to your School District's 2020/21 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2019, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions 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)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Below you will see the major capital projects supported to proceed with Concept Plans\* as well as minor capital projects from the Ministry's 2020/21 annual capital programs that are approved for funding and are able to proceed to procurement.

\*Concept Plan approval is a new step required before a Project Definition Report (PDR) will be supported. Your respective Regional Director or Planning Officer will provide you with more information if you have major capital projects supported to proceed to a Concept Plan.

## **MAJOR CAPITAL PROJECTS (SMP, EXP)**

There are no major capital projects supported to proceed to concept plan or business case.

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

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

<b>Facility Name</b>	<b>Program Project Description</b>	<b>Amount Funded by Ministry</b>	<b>Next Steps &amp; Timing</b>
Kwalikum Secondary, Ballenas Secondary	CNCP - Lighting - LED lighting upgrade	\$160,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Ballenas Secondary	SEP - Building Enclosure Upgrades - Roof replacement	\$1,300,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

### **New projects for BUS**

<b>Existing Bus Fleet #</b>	<b>New Bus Type</b>	<b>Amount Funded by Ministry</b>	<b>Next Steps &amp; Timing</b>
9690	C (70-75) with 0 wheelchair spaces	\$140,544	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
0690A	C (70-75) with 0 wheelchair spaces	\$140,544	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
A4690	A2 OVER 6350KG (24-33) with 0 wheelchair spaces	\$84,948	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available

			through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>
New Request	A2 OVER 6350KG (24-33) with 1 wheelchair spaces	\$96,038	This bus provided as per the BCTEA First Nations Student Transportation Plan Agreement. Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>
New Request	A2 OVER 6350KG (24-33) with 1 wheelchair spaces	\$96,038	This bus provided as per the BCTEA First Nations Student Transportation Plan Agreement. Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsb.org">http://www.astsb.org</a>

Note: 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 2020/21 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 Plan Bylaw No. provided at the beginning of this document) for its approved 2020/21 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 Ministry Planning Officer Ravnit Aujla at [Ravnit.Aujla@gov.bc.ca](mailto:Ravnit.Aujla@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2020/21 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2021/22 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2020.

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,



Joel Palmer, Executive Director  
Capital Management Branch

pc:     Rachelle Ray, Director, Capital Projects Unit, Capital Management Branch  
          Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch  
          Ravnit Aujla, Planning Officer, Capital Management Branch  
          Damien Crowell, Regional Director, Capital Management Branch  
          Alexander Angus, Planning Officer, Capital Management Branch  
          Geoff Croshaw, Planning Officer, Capital Management Branch



Ministry of Education - Capital Management Branch  
**Annual Facility Grant (AFG) - 2020-21 Expenditure Plan**

Submission Date (YYYY/MM/DD):

District:  Qualicum

	Name	Email	Phone
Contact:	Chris Dempster	<a href="mailto:cdempster@sd69.bc.ca">cdempster@sd69.bc.ca</a>	250-954-3030

FACILITY INFORMATION	PROJECT INFORMATION			ADDITIONAL INFORMATION	
Facility Name	Description of Work	Estimated Cost	AFG Category	VFA Requirement (Yes/No)	Comments
Springwood Elementary	Replace Bathroom Dividers	\$ 5,000	Facility Upgrade	Yes	Life cycle replacement
Pass Woodwinds	Outdoor storage	\$ 50,000	Facility Upgrade	No	Program needs
Ballenas Secondary	North field upgrade	\$ 20,000	Site Upgrade	Yes	Field repair
Ballenas Secondary	HVAC upgrade	\$ 50,000	Mechanical System Upgrade	Yes	Life cycle replacement
Kwalikum Secondary	Phase 3 of 3	\$ 80,000	Facility Upgrade	Yes	Life cycle replacement
False Bay Elementary	Teacherage heating upgrade	\$ 10,000	Mechanical System Upgrade	Yes	Life cycle replacement
Bowser Elementary	Paving for playground	\$ 15,000	Disabled Access	No	Wheelchair access
Arrowview Elementary	Chain link fencing for recycling	\$ 5,000	Functional Improvement	No	Fire Dept. compliancy
Qualicum Elementary School	Remove trees from feneline	\$ 17,209	Site Servicing	No	Protection from animals
Qualicum Beach Elementary	Upgrade to boiler system	\$ 173,000	Mechanical System Upgrade	Yes	Boilers only-no infastructure
Errington Elementary	Add trees to elevation change to parking lot	\$ 3,000	Site Upgrade	No	Sound proofing and astetics
False Bay Elementary	Security system	\$ 3,000	Electrical System Upgrade	No	Security
Errington Elementary	Security system upgrade	\$ 8,000	Electrical System Upgrade	Yes	Life cycle replacement
Errington Elementary	Moving existing playground from French Creek to Errington	\$ 25,000	Site Upgrade	No	Upgrade old playground
Ballenas Secondary	Flooring replacement 801	\$ 35,000	Asbestos Abatement	Yes	Life cycle replacement
Ballenas Secondary	Ceiling tile replacement 801, 803, 804, 805, 806,	\$ 25,000	Asbestos Abatement	Yes	Life cycle replacement
Bowser Elementary	Sewer line repair including asphalt	\$ 13,000	Site Upgrade	Yes	Sewer line under driveway
Kwalikum Secondary	Washroom upgrades	\$ 12,000	Mechanical System Upgrade	Yes	Life cycle replacement and water reduction
Springwood Elementary	Ball valve replacement	\$ 2,500	Mechanical System Upgrade	Yes	Life cycle replacement

