



# FINANCE & OPERATIONS COMMITTEE OF THE WHOLE

**TUESDAY**, APRIL 19, 2022  
10:30 to noon  
via zoom

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

## **AGENDA**

**Facilitator:** Trustee Flynn

Join Zoom Meeting

<https://sd69-bc-ca.zoom.us/j/6366023344?pwd=Sml0c0JOaEU2WnZFRk45M3FTVHVuZz09>

Meeting ID: 636 602 3344

Passcode: 393760

1. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES**
2. **PRESENTATION**
3. **PROJECT UPDATES**
  - a. Fundraising for Oceanside Community Track at Ballenas (Elaine)
4. **ITEMS FOR DISCUSSION**
  - a. Revenue Sources – Rentals (Ron) *(attachment)*
5. **INFORMATION ITEM**
  - a. Incoming Director of Operations (Ron)
  - b. Third Quarter Financials (Ron) *(attachment)*
  - c. Lead in Water Report (Will) *(attachment)*
6. **ITEMS FOR RECOMMENDATION TO THE BOARD**
  - a. 2022-23 Capital Program Announcement (Ron) *(attachment)*
7. **FUTURE TOPICS**
8. **NEXT MEETING DATE:**  
Monday, May 16 at 10:30; Via Zoom
9. **ADJOURNMENT**

SCHOOL DISTRICT NO. 69 (QUALICUM)  
2021-22 Financial Summary

4/11/2022

	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 Actual	2021/22 Projected
<u>Rentals</u>						
Family Place	207,578	207,600	208,000	196,670	196,670	196,669
Qualicum Commons	159,368	183,000	184,500	165,000	165,000	171,164
Craig Street Commons	67,034	107,500	145,500	110,500	118,250	127,931
French Creek School	0	64,500	93,000	100,000	105,000	111,097
Winchelsea	22,000	12,000	17,000	22,535	22,535	22,538
In school Childcare	15,000	15,000	15,000	15,000	15,000	16,429
Evening rentals	44,523	37,704	36,144	43,578	2,395	21,500
	<u>515,503</u>	<u>627,304</u>	<u>699,144</u>	<u>653,283</u>	<u>624,850</u>	<u>667,328</u>
Custodial	202,726	199,517	201,500	215,500	232,162	270,855
Utilities	190,800	194,784	194,700	188,263	211,668	220,507
Insurance	33,000	33,000	51,500	16,439	19,950	29,614
	<u>426,526</u>	<u>427,301</u>	<u>447,700</u>	<u>420,202</u>	<u>463,780</u>	<u>520,976</u>
	<u>88,977</u>	<u>200,003</u>	<u>251,444</u>	<u>233,081</u>	<u>161,070</u>	<u>146,352</u>
Capital reserve	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>

SCHOOL DISTRICT NO. 69 (QUALICUM)  
2021-22 Financial Summary

4/11/2022

	2019/20			2020/21			2021/22		
	Amended Budget	YTD Mar-20	% of Budget	Amended Budget	YTD Mar-21	% of Budget	Amended Budget	YTD Mar-22	% of Budget
<b>REVENUE</b>									
<b>PROVINCIAL GRANTS</b>									
Operating Grant	42,851,790	31,077,697	72.5%	44,146,379	32,789,757	74.3%	45,792,277	32,628,174	71.3%
Other MOE Grants-Transportation fund	784,115		0.0%	426,341		0.0%	426,341		0.0%
Other MOE Grants-Pay Equity	936,176		0.0%	936,176		0.0%	936,176	30,519	3.3%
Other MOE Grants-Misc	347,240		0.0%	1,321,056		0.0%	50,000		0.0%
<b>TOTAL MINISTRY OF ED GRANTS</b>	<b>44,919,321</b>	<b>31,077,697</b>	<b>69.2%</b>	<b>46,829,952</b>	<b>32,789,757</b>	<b>70.0%</b>	<b>47,204,794</b>	<b>32,658,693</b>	<b>69.2%</b>
<b>OTHER REVENUES</b>									
Other Provincial Revenues	120,000	125,231	104.4%	110,000	126,081	114.6%	150,000	117,210	78.1%
Offshore Tuition	4,100,000	3,211,519	78.3%	1,000,000	1,267,481	126.7%	3,000,000	3,129,944	104.3%
Miscellaneous	140,000	94,345	67.4%	140,000	48,434	34.6%	140,000	101,728	72.7%
Rental and Leases	650,000	718,650	110.6%	550,000	641,285	116.6%	600,000	662,624	110.4%
Investment Income	290,000	224,474	77.4%	190,000	101,750	53.6%	120,000	68,032	56.7%
<b>TOTAL OTHER REVENUE</b>	<b>5,300,000</b>	<b>4,374,219</b>	<b>82.5%</b>	<b>1,990,000</b>	<b>2,185,031</b>	<b>109.8%</b>	<b>4,010,000</b>	<b>4,079,538</b>	<b>101.7%</b>
<b>TOTAL REVENUES</b>	<b>50,219,321</b>	<b>35,451,916</b>	<b>70.6%</b>	<b>48,819,952</b>	<b>34,974,788</b>	<b>71.6%</b>	<b>51,214,794</b>	<b>36,738,231</b>	<b>71.7%</b>
<b>EXPENDITURES</b>									
<b>SALARIES AND BENEFITS</b>									
Teachers	18,470,644	13,239,523	71.7%	18,681,515	13,403,557	71.7%	20,030,109	14,256,289	71.2%
Principals and Vice Principals	3,241,128	2,453,088	75.7%	3,530,584	2,724,583	77.2%	3,495,970	2,633,390	75.3%
Educational Assistants	3,826,735	2,618,885	68.4%	3,694,131	2,273,530	61.5%	3,729,695	2,527,814	67.8%
Support Staff	5,147,352	3,788,178	73.6%	5,091,281	3,666,701	72.0%	5,388,964	3,925,525	72.8%
Other Professionals	1,761,336	1,361,573	77.3%	1,578,493	1,157,027	73.3%	1,786,335	1,302,957	72.9%
Substitutes	1,574,898	1,349,777	85.7%	1,739,942	1,146,885	65.9%	1,725,708	1,344,191	77.9%
Benefits	9,062,921	6,279,580	69.3%	9,149,589	6,133,468	67.0%	9,365,833	6,377,102	68.1%
<b>TOTAL SALARIES AND BENEFITS</b>	<b>43,085,014</b>	<b>31,090,604</b>	<b>72.2%</b>	<b>43,465,535</b>	<b>30,505,751</b>	<b>70.2%</b>	<b>45,522,614</b>	<b>32,367,268</b>	<b>71.1%</b>
Benefits as a % of Total Salaries	26.6%	25.3%		26.7%	25.2%		25.9%	24.5%	
<b>SUPPLIES AND SERVICES</b>									
Services	3,045,630	2,360,387	77.5%	1,775,130	1,291,992	72.8%	2,684,268	2,191,563	81.6%
Training and Travel	579,085	317,123	54.8%	419,085	187,306	44.7%	543,085	164,216	30.2%
Rental and Leases	5,000	2,133	42.7%	5,000	7,820	156.4%	5,000	5,896	117.9%
Dues and Fees	71,000	52,852	74.4%	71,000	56,493	79.6%	71,000	54,831	77.2%
Insurance	164,000	141,906	86.5%	164,000	169,422	103.3%	164,000	153,851	93.8%
Supplies	2,176,392	1,318,139	60.6%	1,565,652	1,104,342	70.5%	1,650,652	1,626,321	98.5%
Utilities	1,016,000	631,366	62.1%	936,000	648,874	69.3%	961,000	799,912	83.2%
Capital Equipment	418,550	514,912	123.0%	418,550	118,629	28.3%	418,550	224,512	53.6%
<b>TOTAL SUPPLIES AND SERVICES</b>	<b>7,475,657</b>	<b>5,338,818</b>	<b>71.4%</b>	<b>5,354,417</b>	<b>3,584,878</b>	<b>67.0%</b>	<b>6,497,555</b>	<b>5,221,102</b>	<b>80.4%</b>
<b>TOTAL EXPENDITURES</b>	<b>50,560,671</b>	<b>36,429,422</b>	<b>72.1%</b>	<b>48,819,952</b>	<b>34,090,629</b>	<b>69.8%</b>	<b>52,020,169</b>	<b>37,588,370</b>	<b>72.3%</b>
<b>NET REVENUE (EXPENDITURE)</b>	<b>-341,350</b>	<b>-977,506</b>		<b>0</b>	<b>884,159</b>		<b>-805,375</b>	<b>-850,139</b>	
Budgeted Use of Surplus	341,350	0			0		805,375	0	
<b>Surplus (Deficit), for the Year</b>	<b>0</b>	<b>-977,506</b>		<b>0</b>	<b>884,159</b>		<b>0</b>	<b>-850,139</b>	

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4/11/2022

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	Amended Budget	YTD Mar-20	% of Budget	Amended Budget	YTD Mar-21	% of Budget	Amended Budget	YTD Mar-22	% of Budget
<b>INSTRUCTION</b>									
Regular Instruction	22,675,706	16,255,779	71.7%	22,908,913	16,259,852	71.0%	24,208,898	17,175,853	70.9%
Career Programs	703,629	507,246	72.1%	703,483	498,851	70.9%	584,879	383,986	65.7%
Library Services	1,135,564	786,685	69.3%	1,158,336	782,690	67.6%	1,091,455	724,272	66.4%
Counselling	1,015,065	694,977	68.5%	981,330	650,273	66.3%	1,026,931	728,993	71.0%
Special Education	7,030,187	4,929,024	70.1%	7,030,196	4,563,666	64.9%	7,387,810	5,153,901	69.8%
English as a Second Language	80,877	58,013	71.7%	87,889	62,184	70.8%	96,450	75,725	78.5%
Aboriginal Education	692,825	428,166	61.8%	731,778	421,974	57.7%	764,061	428,988	56.1%
School Administration	3,784,775	2,847,438	75.2%	3,885,671	2,813,055	72.4%	3,824,593	2,666,127	69.7%
Continuing Education	-	-	0.0%	0	-	0.0%	0	-	0.0%
Off Shore Students	3,128,722	2,115,772	67.6%	1,297,919	1,109,830	85.5%	2,510,368	1,971,320	78.5%
Other	47,172	35,632	75.5%	50,267	37,381	74.4%	50,857	39,180	77.0%
<b>Function 1 - Instruction</b>	<b>40,294,522</b>	<b>28,658,732</b>	<b>71.1%</b>	<b>38,835,782</b>	<b>27,199,756</b>	<b>70.0%</b>	<b>41,546,302</b>	<b>29,348,345</b>	<b>70.6%</b>
<b>DISTRICT ADMINISTRATION</b>									
Educational Administration	745,092	536,334	72.0%	656,975	444,513	67.7%	727,240	539,345	74.2%
School District Governance	209,080	158,275	75.7%	215,358	146,918	68.2%	217,548	154,194	70.9%
Business Administration	1,359,478	1,224,704	90.1%	1,351,241	1,031,554	76.3%	1,429,197	1,148,790	80.4%
<b>Function 4 - District Administration</b>	<b>2,313,650</b>	<b>1,919,313</b>	<b>83.0%</b>	<b>2,223,574</b>	<b>1,622,985</b>	<b>73.0%</b>	<b>2,373,985</b>	<b>1,842,329</b>	<b>77.6%</b>
<b>OPERATIONS AND MAINTENANCE</b>									
Operations and Maintenance Admin	565,561	415,055	73.4%	606,444	361,138	59.6%	576,802	472,764	82.0%
Maintenance Operations	3,831,975	2,876,746	75.1%	3,634,692	2,732,367	75.2%	3,923,131	3,295,268	84.0%
Maintenance of Grounds	319,667	219,859	68.8%	325,920	209,035	64.1%	328,300	266,927	81.3%
Utilities	1,136,000	726,894	64.0%	1,056,000	745,347	70.6%	1,066,000	914,161	85.8%
Capital Equipment	418,550	514,912	123.0%	418,550	118,629	28.3%	418,550	224,512	53.6%
<b>Function 5 - Operations and Maint</b>	<b>6,271,753</b>	<b>4,753,466</b>	<b>75.8%</b>	<b>6,041,606</b>	<b>4,166,516</b>	<b>69.0%</b>	<b>6,312,783</b>	<b>5,173,632</b>	<b>82.0%</b>
<b>TRANSPORTATION AND HOUSING</b>									
Transportation and Housing Admin	163,605	98,680	60.3%	160,594	114,245	71.1%	163,138	114,990	70.5%
Student Transportation	1,499,141	987,151	65.8%	1,540,396	968,501	62.9%	1,605,961	1,083,793	67.5%
Housing/Boarding	18,000	12,081	67.1%	18,000	18,628	103.5%	18,000	25,282	140.5%
<b>Function 7 - Transportation and Housing</b>	<b>1,680,746</b>	<b>1,097,912</b>	<b>65.3%</b>	<b>1,718,990</b>	<b>1,101,374</b>	<b>64.1%</b>	<b>1,787,099</b>	<b>1,224,065</b>	<b>68.5%</b>
<b>TOTAL FUNCTION 1-7</b>	<b>50,560,671</b>	<b>36,429,423</b>	<b>72.1%</b>	<b>48,819,952</b>	<b>34,090,631</b>	<b>69.8%</b>	<b>52,020,169</b>	<b>37,588,371</b>	<b>72.3%</b>
<b>Special Purpose Fund (SPF) Budget</b>									
Annual Facility Grant	199,346	70,256	35.2%	199,346	0	0.0%	195,141	35,973	18.4%
Classroom Enhancement Fund	3,702,009	2,500,727	67.6%	3,724,787	2,500,678	67.1%	4,071,511	2,682,775	65.9%
Community Link	375,902	134,356	35.7%	380,322	237,247	62.4%	391,995	179,694	45.8%
Learning Improvement Fund	157,126	138,389	88.1%	158,680	98,719	62.2%	160,784	111,839	69.6%
French Funds	101,323	38,973	38.5%	97,565	57,652	59.1%	97,565	56,316	57.7%
Strong Start	96,000	58,955	61.4%	102,000	49,339	48.4%	96,000	58,918	61.4%
Ready, Set, Learn	19,600	11,950	61.0%	19,600	9,762	49.8%	19,600	13,130	67.0%
Federal Safe Return	0	0	0.0%	1,660,269	1,070,859	64.5%	0	0	0.0%
Provincial Safe Return	0	0	0.0%	311,500	234,056	75.1%	186,677	107,423	57.5%
Mental Health	6,000	5,130	0.0%	55,000	5,130	9.3%	113,520	88,051	77.6%
Seamless DC	0	0	0.0%	0	0	0.0%	96,000	33,780	35.2%
CR4YC	0	0	0.0%	8,617	1,305	15.1%	13,876	1,505	10.8%
FN Transportation	0	0	0.0%	0	0	0.0%	107,472	38,996	36.3%
School Generated Funds			0.0%			0.0%			
<b>Special Purpose Funds-Total Expenses</b>	<b>4,657,306</b>	<b>2,958,736</b>	<b>63.5%</b>	<b>6,717,686</b>	<b>4,264,747</b>	<b>63.5%</b>	<b>5,550,141</b>	<b>3,408,400</b>	<b>61.4%</b>



## 2021/22 REPORT FOR TESTING LEAD CONTENT IN DRINKING WATER OF SCHOOL FACILITIES

School District Information		Health Authority (HA) Information	
SD No.	69	Region	Region 2 Central Island
SD Name	Qualicum	Contact Name	Shawn Malakoe
SD Contact Name:	Chris Dempster	Contact Phone	250-755-6215
SD Contact Phone:	250-954-3030	Report Submitted to HA	Yes
Report Date	March 21 2022	Report Submission Date	March 31 2022

[Click here to access the School Master List for Facility Names and Facility Codes](#)

SCHOOL FACILITY INFORMATION				TEST INFORMATION					MITIGATION STRATEGY & PUBLI	
School District Number	Ministry Facility Code	School Facility Name	Year Built	Date of Test (mm/yyyy)	Total Samples	Water Fixture Type	Room Location	Lead Level Result (mg/L)	Exceed Maximum Acceptable Concentrations	Mitigation Strategy Description
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Library sink	0.021	Yes	Run water for 30 second sign to be put up
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Library sink	0.003	No	Run water for 30 second sign to be put up
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 605	0.022	Yes	Remove from site
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 605	0.009	Yes	Remove from site
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 700	0.001	No	
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 700	0.000	No	
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 700 2nd sink	0.008	Yes	Run water for 30 second sign to be put up
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 700 2nd sink	0.003	No	Run water for 30 second sign to be put up
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 701 Near hallway	0.003	No	
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 701 Near hallway	0.001	No	
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 701 Back of room	0.004	No	
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 701 Back of room	0.001	No	
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 702	0.003	No	
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 702	0.001	No	
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 801	0.008	Yes	Remove from site
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 801	0.005	Yes	Remove from site
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 804	0.020	Yes	

SCHOOL FACILITY INFORMATION				TEST INFORMATION						MITIGATION STRATEGY & PUBLI
School District Number	Ministry Facility Code	School Facility Name	Year Built	Date of Test (mm/yyyy)	Total Samples	Water Fixture Type	Room Location	Lead Level Result (mg/L)	Exceed Maximum Acceptable Concentrations	Mitigation Strategy Description
69	6969021	Ecole Ballenas Secondary School	1977	Mar-22	1	Sink	Room 804	0.001	No	
69	6969025	Springwood Elementary School Annex	1964	Mar-22	1	Sink	Room 6	0.030	Yes	Run water for 30 second sign to be put up
69	6969025	Springwood Elementary School Annex	1964	Mar-22	1	Sink	Room 6	0.001	No	Run water for 30 second sign to be put up
69	6969025	Springwood Elementary School Annex	1964	Mar-22	1	Sink	Room 7	0.004	No	
69	6969025	Springwood Elementary School Annex	1964	Mar-22	1	Sink	Room 7	0.000	No	
69	6969025	Springwood Elementary School Annex	1964	Mar-22	1	Sink	Room 14	0.035	Yes	Run water for 30 second sign to be put up
69	6969025	Springwood Elementary School Annex	1964	Mar-22	1	Sink	Room 14	0.003	No	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 1 SOS	0.008	Yes	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 1 SOS	0.001	No	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 2 Discovery	0.006	Yes	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 2 Discovery	0.001	No	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 3 Munchkinland	0.002	No	
69	6969094	Collaborative Education	1964		1	Sink	Room 3 Munchkinland	0.001	No	
69	6969094	Collaborative Education	1964		1	Sink	Room 4 Munchkinland	0.007	Yes	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 4 Munchkinland	0.001	No	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 6 daycare	0.002	No	
69	6969094	Collaborative Education	1964		1	Sink	Room 6 daycare	0.001	No	
69	6969094	Collaborative Education	1964		1	Sink	Room 7 doctors office	0.012	Yes	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 7 doctors office	0.002	No	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 8	0.007	Yes	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 8	0.001	No	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 9 VIDA	0.007	Yes	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 9 VIDA	0.001	No	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 11	0.002	No	
69	6969094	Collaborative Education	1964		1	Sink	Room 11	0.001	No	
69	6969094	Collaborative Education	1964		1	Sink	Room 12	0.013	Yes	Run water for 30 second sign to be put up
69	6969094	Collaborative Education	1964		1	Sink	Room 12	0.001	No	Run water for 30 second sign to be put up

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

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), 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, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Ecole Secondaire Ballenas Secondary	SEP - HVAC Upgrades	\$940,000	Proceed to design, tender & construction. To be completed by March 31, 2023.
Bowser Elementary	CNCP - Electrical Upgrades	\$218,500	Proceed to design, tender & construction. To be completed by March 31, 2023.
Springwood Elementary	CNCP - Energy Systems Upgrade	\$218,500	Proceed to design, tender & construction. To be completed by March 31, 2023.
Ecole Secondaire Ballenas Secondary	CNCP - Energy Systems Upgrade	\$220,000	Proceed to design, tender & construction. To be completed by March 31, 2023.

#### New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
A4692	C (70-75) with 0 wheelchair space(s)	\$158,232	Proceed to ordering the school bus(es) between March 21, 2022 and June 10, 2022 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>

**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 2022/23 fiscal year as listed above.**