



FINANCE & OPERATIONS COMMITTEE OF THE WHOLE

TUESDAY, FEBRUARY 21, 2023
10:30 to noon
via Zoom

Facilitator: Trustee Elaine Young

Join Zoom Meeting

<https://sd69-bc-ca.zoom.us/j/61961102442?pwd=em9DOStaclErOGh2RjljY1NrU21wZz09>

Meeting ID: 619 6110 2442

Passcode: 744828

Mandate: To discuss and make recommendations to the Board on financial, facilities, maintenance, technology and transportation matters with a view to environmental sustainability.

AGENDA

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.

1. **PRESENTATION (10 MINUTES)**
2. **PROJECT UPDATES**
 - a. Oceanside Community Track
3. **ITEMS FOR DISCUSSION**
 - a. French Creek Site – Closure to Tenants
 - b. Rental Rates and Use of Schools Attachment
 - Youth/Not-For-Profit Rates
 - Custodial Fees
5. **INFORMATION ITEM(S)**
 - a. Annual Work Plan – Finance & Operations Attachment
 - b. Three-Year Enrolment Estimates Attachment
 - c. Testing Lead Content in Drinking Water Verbal
6. **ITEMS FOR RECOMMENDATION TO THE BOARD**
 - a. 2022-2023 Amended Annual Budget Attachment
7. **FUTURE TOPICS**
8. **NEXT MEETING DATE:**

Monday, April 17, 2023 at 10:30 via zoom
9. **ADJOURNMENT**



Context:

The Board of Education recognizes that, while its job includes ensuring that facilities are used for their intended purposes and maintained to the highest standard, these facilities also are an integral part of the larger community. As such, the Board should ensure that procedures are in place that see to effective rental or community use, security of property, effective use of sports field and playgrounds, and appropriate use of the Lasqueti teacherage

Policy Statement:

The Board supports the community by allowing use of available facilities when not in use for educational purposes.

Guiding Principles:

1. When not in educational use, facilities will be available for rental or lease to community partners, or groups.
2. Facilities will be used first and foremost in support of the education of students.
3. Security of all school district facilities and grounds should be paramount in district planning and operations.
4. Teacherages will be first offered to School Staff, and then to other members or departments of the School District.
5. Should a building become available, the Board will encourage and seek out long-term leases.
6. All rentals and leases will be charged a fee that will cover the costs of hosting the community activity and may reflect fair market value.
7. Outdoor facilities, including sports fields and playgrounds should be well designed in collaboration with school administration, and should be made available to the community through joint use agreements where possible..
8. When not being used by the School District, outdoor facilities may be available for public use.

References:

- Administrative Procedures to Board Policy 105: Use of School Facilities

Dates of Adoption/Amendments:

Adopted: 2020.10.27

Amended:



Purpose

These Administrative Procedures are intended to provide procedural support for Board Policy 105: Use of School Facilities in four specific areas:

- I. Rentals and Community Use
- II. Security of Property and Assets
- III. Sports/Grounds Areas and Site Playgrounds
- IV. Lasqueti Teacherage (Housing)

I. Rentals and Community Use

1. With the exception of school use, all users must have specific authorization for use of school facilities and equipment.
2. The Board of Education has established the following user priority for the use of school facilities and equipment:
 - a. **School Programs:**

School programs including extra-curricular activities and school-based organizations. These are programs which support the learning objectives of particular schools and include activities sponsored by PACs, school teams and school clubs.
 - b. **Youth Programs:**
 - i. **Volunteer Instructors**

Groups operating solely for youth under 18 and where they use volunteers to organize and teach activities. E.g. Scouts, Girl Guides, district youth sports associations, etc.
 - ii. **Paid Instructors**

Groups operating solely for youth under 18 and where paid instructors organize and teach activities. Eg. RDN Recreation Commission programs.
 - c. **Non-Profit Organizations/Adult Recreation Groups:**

Groups which have paid instructors or organizers for activities and all adult groups.
 - d. **Commercial:**

Profit oriented and non-resident individuals and organizations.

Organizations which charge their members/participants and involve paid organizers and/or instructors who are funded either directly or on a fees for services basis. (Political or religious organizations are included in this group).
3. **Applications:**
 - a. All applications are processed by the School District's Director of Operations.
 - b. Applications must be made at least 21 days prior to the event taking place.



- c. The applicant must receive a booking confirmation from the Director of Operations prior to using a district facility (*approval from a school principal is not valid.*)

4. Bookings:

- a. Groups who have had a regular booking satisfactory to the Board in the previous school year will have until June 30 to renew their booking. After this date, bookings will be made as they are received.
- b. Preference for early evening times will be given to youth programs.
- c. School principals will advise the Operations & Maintenance Department of space availability by July 1 and January 1 of each year.

5. Rental Fees:

- a. Rental fees shall be paid in full at the end of August, the end of December, and the end of June.
- b. Fees will be charged as listed in Schedule "A".
- c. The Board may demand, in full or in part, payment of the rental fee at the time application is made. Should payment be refused on demand, the rental agreement will not be approved.
- d. Bookings may be cancelled without cost if notice of cancellation is received by the Secretary-Treasurer or the Secretary Treasurer's designate 24 hours prior to the booking date. The Renter will pay the full rental fee if notice is not received as stipulated above.
- e. Rental of school buildings does not include use of school or classroom equipment. Use of such equipment and associated costs must be determined in discussion with the school's principal.
- f. School activities, tournaments or other programs (carnivals, auctions, etc.) that require custodial services on Saturdays, Sundays, holidays, or after normal hours shall be invoiced for custodial costs.

II. Security of Property and Assets

1. User Responsibilities:

- a. Renters must comply with all Board administrative procedures (including those which prohibit use of tobacco, vaping products, cannabis or alcohol on school district property).
- b. Renters may be requested to provide the booking confirmation to the custodian at the site.
- c. Access is limited to the area and times identified by the rental application.
- d. Renters may bring into the school their own equipment or props. Such equipment and props must be removed prior to the following school day unless otherwise authorized by the principal. Failure to do so will result in the equipment or props being removed at the Renter's expense.
- e. The Renter is responsible for any damage and repairs to the premises and the equipment, furniture, fixtures and chattels.
- f. The Renter is responsible for any costs involved in securing facilities left open by the Renter.



- g. Renters must leave the facilities and equipment in the condition and location that they were found.

2. Supervision:

- a. The custodian in charge is the Board's representative in monitoring the conduct of the users, to ensure that the regulations are followed, and that no damage is caused to school property.
- b. A custodian must be on duty at all times when school buildings are in use after school hours, except when otherwise approved by the Operations & Maintenance Manager or designate.
- c. All groups using school facilities shall:
 - i. identify to the custodian the individual appointed by the organization who is responsible for the group
 - ii. provide adequate security for the area being rented and proper supervision of participants
 - iii. comply with Board administrative procedures and direction from the custodian

3. Cancellation:

- a. School use of facilities shall have priority over community use. Schools must provide to the Operations and Maintenance Department two weeks advance notice of any scheduling changes in order to give community users suitable notice for cancellation.
- b. The Board reserves the right to terminate any approved rental agreement.
- c. Users who have not paid in full within 30 days of invoicing shall be excluded from further use until the fee is paid in full.
- d. Failure to comply with the administrative procedures of the Board may result in cancellation of the rental agreement.

4. Insurance and Liability:

- a. The renter will indemnify the Board from all manner of actions, causes of action, suits, debts, loss, costs, claims and demands whatsoever arising either directly or indirectly as a result of the contract.
- b. Proof of liability coverage must be provided upon application.
- c. The renter will provide the District with a Certificate of Insurance with minimum limits of \$5,000,000 prior to using the facility. Such coverage will include Tenants Legal Liability and will name the District as an additional insured.
- d. The renter shall indemnify and pay to the Board forthwith upon demand for any loss, damage or power wastage occurring to the property of the Board, either directly or indirectly as a result of the use of the facilities under the terms of this agreement.

5. Damage to Buildings and Equipment

- a. The Board of Education believes that a student who has caused willful damage to school property be subject to engaging in restorative processes including restitution for damage caused.



- b. When a student has been identified as having damaged buildings and/or property, the principal will contact the parents by phone, email and/or registered letter indicating the circumstances involved and the school's procedure in assessing damages.
- c. The Secretary Treasurer may invoice the student/parent for the cost of the damage indicating that an appeal may be made through the Secretary Treasurer to the Board of Education.
- d. This does not limit School Protection Branch from further civil action.
- e. In special circumstances, a student may negotiate school/community service as a form of compensation.

III. SPORTS/GROUNDS AREAS AND SITE PLAYGROUNDS

1. The proposed design for a sports/grounds area and/or school site playground must be submitted to the Director of Operations for review as to appropriate construction methods and to the School Health and Safety Committee for review.
2. The Director of Operations, in consultation with the school Principal, will approve a location for the sports/grounds area and/or school site playground that will not impede future development to a school nor conflict with existing underground services.
3. The Director of Operations will periodically inspect the construction of the sports/grounds area and/or school site playground to ensure that appropriate construction and safety standards are met.
4. The Director of Operations and the appropriate inspection authorities, will provide a final inspection and will provide those building the structure with a written confirmation either accepting the structure or indicating any modifications required to make the structure acceptable.
5. The Board may support the building of a sports/grounds area and/or school site playground with its own equipment and/or materials where such support does not disrupt maintenance work schedules.
6. The worksite must meet all Workers Compensation Board regulations and be subject to spot inspections.
7. The worksite will be subject to inspection by all applicable Inspection Authorities at any time.

IV. LASQUETI TEACHERAGE (HOUSING)

1. The Board of Education acknowledges its responsibility to provide teacherages for teaching staff on Lasqueti Island for use when other accommodation is not available.
2. The use of teacherages shall be administered by the Secretary Treasurer.



3. When insufficient teacherage accommodation is available the Principal will have first option on space and thereafter the most senior teacher on the Island.
4. The Board shall determine an appropriate monthly rate to be charged in respect of each unit of housing accommodation.
5. Terms and Conditions
 - a. Teacherages will be available to teaching staff on an annual basis from August 1st to July 31st.
 - b. The rent and the monthly propane costs shall be paid by the teacher through payroll deduction for the months of September through to June. Should the teacher remain in the teacherage during the months of July and August they will personally pay the rent and propane fees directly to the Board.
 - c. Teaching staff will be refunded for any monthly unused portion of the annual rent.
6. The teacher to whom the teacherage is let shall reside in the teacherage.
7. The teacher shall not sub-let the teacherage or any part thereof.
8. The teacher shall be responsible for telephone, internet and cable services as well as the monthly propane costs.
9. The Board shall supply power, water and septic/sewer at no charge.
10. Maintenance of Board-owned appliances shall be the Board's responsibility.
11. When vacating a teacherage, notice shall be given one month in advance, and the teacherage shall be inspected by the Operations and Maintenance Department for cleanliness and damage. The inventory of furnishings shall be checked. Any damage in excess of normal wear and tear shall be assessed and the Secretary Treasurer advised so that appropriate financial arrangements can be made with the teacher.
12. The teacher shall vacate the teacherage on termination of the teacher's teaching assignment.

References:

- Board Policy 105: Use of Facilities

Dates of Adoption/Amendments:

Adopted: 2016.08.31
Amended: 2020.10.27; **2022.10.25**

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

RENTAL AND USE OF SCHOOL FACILITIES AND EQUIPMENT

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SCHEDULE A
HOURLY RATES FOR RENT OF FACILITY

MONDAY TO FRIDAY

CATEGORY	CLASSROOM	ROOM OTHER THAN CLASSROOM	SMALL GYMNASIUM	LARGE GYMNASIUM	AUDITORIUM
School Programs	No charge	No charge	No charge	No charge	No charge
Youth Programs (Volunteer Instructors)	No charge	No charge	No charge	No charge	No charge
Youth Programs (Paid Instructors)	\$5.00	\$10.00	\$15.00	\$20.00	\$50.00
Non Profit Organization/ Adult Recreation Groups	\$10.00	\$20.00	\$25.00	\$35.00	\$50.00
Commercial	\$25.00	\$45.00	\$55.00	\$75.00	\$100.00

WEEKEND/STATUTORY HOLIDAY

CATEGORY	CUSTODIAL SERVICE	CLASSROOM	ROOM OTHER THAN CLASSROOM	SMALL GYMNASIUM	LARGE GYMNASIUM	AUDITORIUM
School Programs	4 hrs. min. (when required)	No charge	No charge	No charge	No charge	No charge
Youth Programs (Volunteer Instructors)	4 hrs. min	No charge	No charge	No charge	No charge	No charge
Youth Programs (Paid Instructors)	4 hrs. min (when required)	\$5.00	\$10.00	\$15.00	\$20.00	\$50.00
Non Profit Organization/ Adult Recreation Groups	4 hrs. min.	\$10.00	\$20.00	\$25.00	\$35.00	\$50.00
Commercial	4 hrs. min.	\$25.00	\$45.00	\$55.00	\$75.00	\$100.00

Finance and Operations COW
Annual Work Plan

Meeting	Report/Agenda item	Deadline
January	Amended Budget Q2 Financial Summary Budget development-schedule/survey review Budget development-review fees/rates	28-Feb
February	Budget development-preliminary feedback Budget development-link to Multi-Year Financial Plan (new) Three-Year Enrolment Estimates Lead in Water Report	15-Feb 28-Feb
March	no meeting	
April	Budget development-refine pressures/priorities Annual Budget (to Board as early as April) Q3 Financial Summary Capital (Major/Minor) Program announcement	
May	Annual Facility Grant (AFG) Spending Plan Climate Change Accountability Report (CCAR) Annual Budget	31-May 31-May 30-Jun
June	Major Capital Submission YE/Q4 Financial summary	30-Jun
July	no meeting	
August	no meeting	
September	Minor Capital Submission Audited Financial Statements Financial Statement Discussion and Analysis (FSDA) Multi-Year Financial Plan (new)	30-Sep 30-Sep 30-Sep Sept.
October	Q1 Financial Summary Enrolment report	
November	Statement of Financial Information (SOFI)	31-Dec
December	no meeting	

Ad hoc items: International Program
Childcare Programs (May)
Commercial sites-operating costs (Feb)
Facility Conditions
Facility Utilizations (April)

69 Qualicum

Step 1: Enter your school district number here:

Ministry of Education enrollment trend estimates are automatically filled once a school district number is entered above.

Step 2: Enter your district's enrollment estimates in the shaded cells of the District column for each of the three years displayed.

	Estimated Enrollment						Notes
	2022/23 Interim Base	District	2023/24 Ministry*	District	2024/25 Ministry*	District	
July Enrollment Count							
Summer Learning, Grades 1-7 Headcount Enrollment	0	0	0	0	0	0	0
Summer Learning, Grades 8-9 Course Enrollment	0	0	0	0	0	0	0
Summer Learning, Grades 10-12 Course Enrollment	0	0	0	0	0	0	0
Grade 8 & 9 Cross-Enrollment Courses	1	0	1	0	1	0	1
September Enrollment Count - School-Age Basic Allocation							
K-12 Standard (Regular) Schools FTE (School-Age)	4,125,5623	4,100,0000	4,198,9711	4,130,0000	4,243,0162	4,175,0000	4,220,0761
Continuing Education FTE (School-Age)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Alternate Schools FTE (School-Age)	60.0000	60.0000	60.0000	60.0000	60.0000	60.0000	60.0000
Distributed Learning FTE (School-Age)	109,4375	110,0000	109,4375	110,0000	109,4375	110,0000	109,4375
Total Estimated School-Age Enrollment	4,295,0000	4,270,0000	4,368,4086	4,300,0000	4,412,4538	4,345,0000	4,389,5136
Change from Previous Year		-25,0000	73,4086	30,0000	44,0452	45,0000	-22,9402
September Enrollment Count - Unique Student Needs							
Level 1 Special Needs FTE	4	4	4	4	4	4	4
Level 2 Special Needs FTE	198	198	198	198	198	198	198
Level 3 Special Needs FTE	87	87	103	87	122	87	145
English Language Learning FTE	79	79	86	79	94	79	103
Indigenous Education FTE	516	516	524	516	532	516	540
Adult Education FTE (Non-Graduates only)	1,9375	1,0000	1,9375	1,0000	1,9375	1,0000	1,9375
February Enrollment Count - Continuing Education, Distributed Learning, Special Needs Growth and Newcomer Refugees							
Continuing Education FTE - School-Age	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Continuing Education FTE - Non-Graduate Adults	1,0000	1,0000	1,0000	1,0000	1,0000	1,0000	1,0000
Distributed Learning FTE K-Grade 9 (School-Age)	14,0000	0.0000	14,0000	0.0000	14,0000	0.0000	14,0000
Distributed Learning FTE Grades 10-12 (School-Age)	75,0000	40,0000	75,0000	40,0000	75,0000	40,0000	75,0000
Distributed Learning FTE - Non-Graduate Adults	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Level 1 Special Needs FTE Growth (All Schools)	0	0	0	0	0	0	0
Level 2 Special Needs FTE Growth (All Schools)	0	0	0	0	0	0	0
Level 3 Special Needs FTE Growth (All Schools)	0	0	0	0	0	0	0
Newcomer Refugees FTE (Standard & Alternate only)	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
ELL FTE (Applies to Newcomer Refugees only)	0	0	0	0	0	0	0
May Enrollment Count - Continuing Education and Distributed Learning							
Continuing Education FTE - School-Age	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Continuing Education FTE - Non-Graduate Adults	1,0000	0.0000	1,0000	0.0000	1,0000	0.0000	1,0000
Distributed Learning FTE K-Grade 9 (School-Age)	4,0000	0.0000	4,0000	0.0000	4,0000	0.0000	4,0000
Distributed Learning FTE Grades 10-12 (School-Age)	65,0000	30,0000	65,0000	30,0000	65,0000	30,0000	65,0000
Distributed Learning FTE - Non-Graduate Adults	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

*NOTE: Ministry estimates for school-age FTE enrollment in standard (regular) schools are determined by applying the Ministry-projected percentage change in enrollment for each district to the funded school-age FTE enrollment as used in the 2021/22 operating grant autumn recalculation.

Special Needs, ELL and Indigenous Education have been estimated using five-year enrollment trends.

Continuing Education, Distributed Learning, Alternate Schools, Adult FTE, Summer Learning and Grade 8-9 Cross-Enrollment enrollment totals are all carried forward from the 2022/23 operating grant autumn recalculation.

Enrollments for February and May are carried forward from estimates contained in the 2022/23 operating grant autumn recalculation.

Step 3: Enter estimates for the cause of your district's student movement for 2023/24. Include any relevant key assumptions that your district has made in its estimates in the Comments column.

2023/24	Comments:
September 2023 Enrollment Count - Estimated School-Age Enrollment Movement	
Please provide additional detail for the Change from Previous Year line above by indicating the reasons that your district anticipates enrollment change in the lines below:	
Net provincial in-migration	0.0000
Net international in-migration	0.0000
Net migration to/from independent schools	0.0000
Net other entrances/exits (to/from other districts, graduates, Kindergarten)	0.0000
Total Estimated School-Age Enrollment Movement	0.0000

Step 4: Our district has considered all of the factors noted in the checklist provided in developing this estimate.

Yes: No:

Step 5: Please provide a contact for follow-up questions:

Name: Ron Amos
 Title: Secretary/Treasurer
 Email address: ramos@sd69.bc.ca

Step 6: When you have completed this form, please e-mail it to Michael Lebrun, Funding Analyst, Ministry of Education at: mailto:Michael.Lebrun@gov.bc.ca?subject=SD69 Enrollment Estimates no later than Wednesday, February 15, 2023

SCHOOL DISTRICT NO. 69 (QUALICUM)
2022-23 Financial Summary

2/15/2023

	2022/23			Comment
	Annual Budget	Amended Budget	Difference	
REVENUE				
PROVINCIAL GRANTS				
Operating Grant	45,577,501	47,983,205	2,405,704	Recalc and Labour Settlement
Other MOE Grants-Transportation fund	426,341	426,341	0	
Other MOE Grants-Pay Equity	936,176	936,176	0	
Other MOE Grants-Misc	0	20,810	20,810	FSA/Equity scan
TOTAL MINISTRY OF ED GRANTS	46,940,018	49,366,532	2,426,514	
OTHER REVENUES				
Other Provincial Revenues	150,000	150,000	0	
Offshore Tuition	3,700,000	3,800,000	100,000	incr in program
Miscellaneous	140,000	140,000	0	
Rental and Leases	600,000	600,000	0	
Investment Income	120,000	420,000	300,000	interest rate increases
TOTAL OTHER REVENUE	4,710,000	5,110,000	400,000	
TOTAL REVENUES	51,650,018	54,476,532	2,826,514	
EXPENDITURES				
SALARIES AND BENEFITS				
Teachers	19,551,359	20,557,366	1,006,007	Labour settlement impact
Principals and Vice Principals	3,495,967	3,606,337	110,370	Labour settlement impact
Educational Assistants	3,630,690	3,743,872	113,182	Labour settlement impact
Support Staff	5,444,412	5,699,870	255,458	Labour settlement impact
Other Professionals	1,790,244	1,893,638	103,394	Labour settlement impact
Substitutes	1,765,662	2,078,572	312,910	Labour settlement/adjmt for actual
Benefits	9,341,930	9,660,259	318,329	Labour settlement impact
TOTAL SALARIES AND BENEFITS	45,020,264	47,239,914	2,219,650	
Benefits as a % of Total Salaries	26.2%	25.7%		
SUPPLIES AND SERVICES				
Services	3,140,268	3,237,968	97,700	ISP-incr in program
Training and Travel	543,085	481,500	-61,585	reallocations
Rental and Leases	5,000	5,000	0	
Dues and Fees	71,000	68,000	-3,000	
Insurance	164,000	185,000	21,000	
Supplies	2,120,952	2,097,540	-23,412	
Utilities	986,000	1,161,610	175,610	Adjmt for actual costs
Capital Equipment			0	
TOTAL SUPPLIES AND SERVICES	7,030,305	7,236,618	206,313	
TOTAL EXPENDITURES	52,050,569	54,476,532	2,425,963	
NET REVENUE (EXPENDITURE)	-400,551	0	400,551	
Budgeted Use of Surplus	400,551		0	
Surplus (Deficit), for the Year	0	0	400,551	

SCHOOL DISTRICT NO. 69 (QUALICUM)
2022-23 Financial Summary

2/15/2023

	2022/23			Comment
	Annual Budget	Amended Budget	Difference	
<u>INSTRUCTION</u>				
Regular Instruction	23,888,551	24,681,997	793,446	Labour settlement impact
Career Programs	501,633	469,140	-32,493	Labour settlement/program adj
Library Services	1,091,420	1,041,367	-50,053	Labour settlement/program adj
Counselling	1,026,934	1,109,579	82,645	Labour settlement impact
Special Education	7,208,825	7,751,221	542,396	Labour settlement impact
English as a Second Language	96,450	166,410	69,960	Labour settlement impact
Aboriginal Education	764,066	858,688	94,622	Labour settlement impact
School Administration	3,895,867	3,948,524	52,657	Labour settlement impact
Continuing Education	0	0	0	
Off Shore Students	2,760,377	2,859,613	99,236	Labour settlement impact
Other	50,858	50,956	98	
Function 1 - Instruction	41,284,981	42,937,495	1,652,514	
<u>DISTRICT ADMINISTRATION</u>				
Educational Administration	727,240	850,790	123,550	Labour settlement impact
School District Governance	271,405	272,591	1,186	
Business Administration	1,475,410	1,589,137	113,727	Labour settlement impact
Function 4 - District Administration	2,474,055	2,712,518	238,463	
<u>OPERATIONS AND MAINTENANCE</u>				
Operations and Maintenance Admin	620,343	682,834	62,491	Labour settlement impact
Maintenance Operations	4,461,450	4,606,621	145,171	Labour settlement impact
Maintenance of Grounds	328,264	338,590	10,326	Labour settlement impact
Utilities	1,066,000	1,236,000	170,000	Adjments for actual costs
Capital Equipment			0	
Function 5 - Operations and Maint	6,476,057	6,864,045	387,988	
<u>TRANSPORTATION AND HOUSING</u>				
Transportation and Housing Admin	165,906	166,347	441	
Student Transportation	1,609,570	1,756,127	146,557	Labour settlement impact
Housing/Boarding	40,000	40,000	0	
Function 7 - Transportation and Housing	1,815,476	1,962,474	146,998	
TOTAL FUNCTION 1-7	52,050,569	54,476,532	2,425,963	
<u>Special Purpose Fund (SPF) Budget</u>				
Annual Facility Grant	199,383	199,383	0	
Classroom Enhancement Fund	3,956,926	4,339,880	382,954	Labour settlemt/remedy released
Community Link	391,995	391,995	0	
Learning Improvement Fund	155,134	155,134	0	
French Funds	97,565	149,176	51,611	additional one time funding
Strong Start	96,000	96,000	0	
Ready, Set, Learn	19,600	19,600	0	
Federal Safe Return	0	41,955	41,955	
Provincial Safe Return	0	0	0	
Family Affordability Fund		448,698	448,698	New grant
Mental Health	0	55,000	55,000	Continued for 1 year
Seamless DC	0	91,975	91,975	Continued for 1 year
CR4YC/ECL Scan	0	175,000	175,000	New grant
FN Transportation	107,472	119,680	12,208	
School Generated Funds		6,000		
Special Purpose Funds-Total Expenses	5,024,075	6,289,476	1,259,401	

Amended Annual Budget

School District No. 69 (Qualicum)

June 30, 2023

School District No. 69 (Qualicum)

June 30, 2023

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 69 (QUALICUM) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2022/2023 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 69 (Qualicum) Amended Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$66,127,785 for the 2022/2023 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2022/2023.

READ A FIRST TIME THE 28th DAY OF FEBRUARY, 2023;

READ A SECOND TIME THE 28th DAY OF FEBRUARY, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 28th DAY OF FEBRUARY, 2023;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 69 (Qualicum) Amended Annual Budget Bylaw 2022/2023, adopted by the Board the 28th DAY OF FEBRUARY, 2023.

Secretary Treasurer

School District No. 69 (Qualicum)

Statement 2

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2023

	2023 Amended Annual Budget	2022 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	4,450,000	4,428,063
Adult	2,000	2,750
Total Ministry Operating Grant Funded FTE's	<u>4,452,000</u>	<u>4,430,813</u>
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	56,740,437	53,322,713
Other	2,759,673	2,695,960
Tuition	3,800,000	3,000,000
Other Revenue	1,465,000	1,167,000
Rentals and Leases	600,000	600,000
Investment Income	420,000	120,000
Total Revenue	<u>65,785,110</u>	<u>60,905,673</u>
Expenses		
Instruction	50,727,267	47,788,608
District Administration	2,712,518	2,373,985
Operations and Maintenance	9,950,371	9,123,022
Transportation and Housing	2,537,629	2,360,151
Total Expense	<u>65,927,785</u>	<u>61,645,766</u>
Net Revenue (Expense)	<u>(142,675)</u>	<u>(740,093)</u>
Budgeted Allocation (Retirement) of Surplus (Deficit)		805,375
Budgeted Surplus (Deficit), for the year	<u>(142,675)</u>	<u>65,282</u>
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(142,675)	65,282
Budgeted Surplus (Deficit), for the year	<u>(142,675)</u>	<u>65,282</u>

School District No. 69 (Qualicum)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2023

	2023 Amended Annual Budget	2022 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	54,776,532	51,601,619
Operating - Tangible Capital Assets Purchased	200,000	418,550
Special Purpose Funds - Total Expense	7,598,905	6,544,919
Capital Fund - Total Expense	3,552,348	3,499,228
Total Budget Bylaw Amount	66,127,785	62,064,316

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary/Treasurer	Date Signed

DRAFT

School District No. 69 (Qualicum)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2023

	2023 Amended Annual Budget	2022 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(142,675)</u>	<u>(740,093)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	<u>(200,000)</u>	<u>(418,550)</u>
Total Acquisition of Tangible Capital Assets	<u>(200,000)</u>	<u>(418,550)</u>
Amortization of Tangible Capital Assets	<u>2,952,348</u>	<u>2,899,228</u>
Total Effect of change in Tangible Capital Assets	<u>2,752,348</u>	<u>2,480,678</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>2,609,673</u></u>	<u><u>1,740,585</u></u>

School District No. 69 (Qualicum)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2023

	Operating Fund	Special Purpose Fund	Capital Fund	2023 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	1,374,472	-	17,322,867	18,697,339
Changes for the year				
Net Revenue (Expense) for the year	200,000		(342,675)	(142,675)
Interfund Transfers				
Tangible Capital Assets Purchased	(200,000)		200,000	-
Net Changes for the year	-	-	(142,675)	(142,675)
Budgeted Accumulated Surplus (Deficit), end of year	<u>1,374,472</u>	<u>-</u>	<u>17,180,192</u>	<u>18,554,664</u>

School District No. 69 (Qualicum)

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2023

	2023 Amended Annual Budget	2022 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	49,866,532	47,204,794
Other	150,000	150,000
Tuition	3,800,000	3,000,000
Other Revenue	140,000	140,000
Rentals and Leases	600,000	600,000
Investment Income	420,000	120,000
Total Revenue	54,976,532	51,214,794
Expenses		
Instruction	43,437,495	41,546,302
District Administration	2,712,518	2,373,985
Operations and Maintenance	6,664,045	5,894,233
Transportation and Housing	1,962,474	1,787,099
Total Expense	54,776,532	51,601,619
Net Revenue (Expense)	200,000	(386,825)
Budgeted Prior Year Surplus Appropriation		805,375
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(200,000)	(418,550)
Total Net Transfers	(200,000)	(418,550)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 69 (Qualicum)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2023

	2023 Amended Annual Budget	2022 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	46,708,130	45,792,277
Other Ministry of Education and Child Care Grants		
Pay Equity	936,176	936,176
Funding for Graduated Adults	3,143	
Student Transportation Fund	426,341	426,341
Support Staff Benefits Grant		32,384
FSA Scorer Grant	8,187	8,187
Early Learning Framework (ELF) Implementation	670	
Equity Scan	8,810	9,429
Labour Settlement funds	1,775,075	
Total Provincial Grants - Ministry of Education and Child Care	49,866,532	47,204,794
Provincial Grants - Other	150,000	150,000
Tuition		
International and Out of Province Students	3,800,000	3,000,000
Total Tuition	3,800,000	3,000,000
Other Revenues		
Miscellaneous		
Transportation revenue	50,000	50,000
Miscellaneous	90,000	90,000
Total Other Revenue	140,000	140,000
Rentals and Leases	600,000	600,000
Investment Income	420,000	120,000
Total Operating Revenue	54,976,532	51,214,794

School District No. 69 (Qualicum)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2023

	2023 Amended Annual Budget	2022 Amended Annual Budget
	\$	\$
Salaries		
Teachers	20,557,366	20,030,108
Principals and Vice Principals	3,606,337	3,495,970
Educational Assistants	3,743,872	3,804,695
Support Staff	5,699,870	5,313,964
Other Professionals	1,893,638	1,786,335
Substitutes	2,078,572	1,725,708
Total Salaries	37,579,655	36,156,780
Employee Benefits	9,660,259	9,365,834
Total Salaries and Benefits	47,239,914	45,522,614
Services and Supplies		
Services	3,437,968	2,684,268
Professional Development and Travel	481,500	543,085
Rentals and Leases	5,000	5,000
Dues and Fees	68,000	66,000
Insurance	185,000	164,000
Supplies	2,197,540	1,655,652
Utilities	1,161,610	961,000
Total Services and Supplies	7,536,618	6,079,005
Total Operating Expense	54,776,532	51,601,619

School District No. 69 (Qualicum)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2023

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	16,763,414	1,160,076		15,572		989,943	18,929,005
1.03 Career Programs	93,817			44,093			137,910
1.07 Library Services	508,478	37,772		259,048			805,298
1.08 Counselling	890,619						890,619
1.10 Special Education	1,848,583	176,407	3,349,576	26,629	85,904	471,124	5,958,223
1.30 English Language Learning	131,212			26,629			131,212
1.31 Indigenous Education	92,382	143,535	345,511				608,057
1.41 School Administration		1,786,366		1,133,417		159,771	3,079,554
1.62 International and Out of Province Students	228,861	147,379	48,785	29,224	203,165		657,414
1.64 Other					40,804		40,804
Total Function 1	20,557,366	3,451,535	3,743,872	1,534,612	329,873	1,620,838	31,238,096
4 District Administration							
4.11 Educational Administration		154,802		45,960	436,279		637,041
4.40 School District Governance					113,059		113,059
4.41 Business Administration				355,739	671,563	3,000	1,030,302
Total Function 4	-	154,802	-	401,699	1,220,901	3,000	1,780,402
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				58,430	275,573	500	334,503
5.50 Maintenance Operations				2,476,698		403,734	2,880,432
5.52 Maintenance of Grounds				184,850			184,850
5.56 Utilities							-
Total Function 5	-	-	-	2,719,978	275,573	404,234	3,399,785
7 Transportation and Housing							
7.41 Transportation and Housing Administration				53,257	67,291	500	121,048
7.70 Student Transportation				990,324		50,000	1,040,324
7.73 Housing							-
Total Function 7	-	-	-	1,043,581	67,291	50,500	1,161,372
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	20,557,366	3,606,337	3,743,872	5,699,870	1,893,638	2,078,572	37,579,655

School District No. 69 (Qualicum)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Amended Annual Budget	2022 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	18,929,005	4,815,592	23,744,597	1,437,400	25,181,997	24,208,898
1.03 Career Programs	137,910	33,730	171,640	297,500	469,140	584,879
1.07 Library Services	805,298	207,369	1,012,667	28,700	1,041,367	1,091,455
1.08 Counselling	890,619	218,960	1,109,579		1,109,579	1,026,931
1.10 Special Education	5,958,223	1,721,998	7,680,221	71,000	7,751,221	7,387,810
1.30 English Language Learning	131,212	35,198	166,410		166,410	96,450
1.31 Indigenous Education	608,057	154,963	763,020	95,668	858,688	764,061
1.41 School Administration	3,079,554	771,170	3,850,724	97,800	3,948,524	3,824,593
1.62 International and Out of Province Students	657,414	168,399	825,813	2,033,800	2,859,613	2,510,368
1.64 Other	40,804	10,152	50,956		50,956	50,857
Total Function 1	31,238,096	8,137,531	39,375,627	4,061,868	43,437,495	41,546,302
4 District Administration						
4.11 Educational Administration	637,041	126,749	763,790	87,000	850,790	727,240
4.40 School District Governance	113,059	14,192	127,251	145,340	272,591	217,548
4.41 Business Administration	1,030,302	235,835	1,266,137	323,000	1,589,137	1,429,197
Total Function 4	1,780,402	376,776	2,157,178	555,340	2,712,518	2,373,985
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	334,503	75,031	409,534	273,300	682,834	576,802
5.50 Maintenance Operations	2,880,432	695,579	3,576,011	830,610	4,406,621	3,923,131
5.52 Maintenance of Grounds	184,850	50,240	235,090	103,500	338,590	328,300
5.56 Utilities	-	-	-	1,236,000	1,236,000	1,066,000
Total Function 5	3,399,785	820,850	4,220,635	2,443,410	6,664,045	5,894,233
7 Transportation and Housing						
7.41 Transportation and Housing Administration	121,048	27,799	148,847	17,500	166,347	163,138
7.70 Student Transportation	1,040,324	297,303	1,337,627	418,500	1,756,127	1,605,961
7.73 Housing	-	-	-	40,000	40,000	18,000
Total Function 7	1,161,372	325,102	1,486,474	476,000	1,962,474	1,787,099
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	37,579,655	9,660,259	47,239,914	7,536,618	54,776,532	51,601,619

School District No. 69 (Qualicum)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2023

	<u>2023 Amended Annual Budget</u>	<u>2022 Amended Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	6,273,905	5,517,919
Other Revenue	1,325,000	1,027,000
Total Revenue	<u>7,598,905</u>	<u>6,544,919</u>
Expenses		
Instruction	7,289,772	6,242,306
Operations and Maintenance	199,383	195,141
Transportation and Housing	109,750	107,472
Total Expense	<u>7,598,905</u>	<u>6,544,919</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 69 (Qualicum)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2023

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			647,950						
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	199,383	160,937	1,250,000	96,000	19,600	149,176	405,387	414,980	3,811,998
Other	199,383	160,937	1,250,000	96,000	19,600	149,176	405,387	414,980	3,811,998
Less: Allocated to Revenue	199,383	160,937	1,325,000	96,000	19,600	149,176	405,387	414,980	3,811,998
Deferred Revenue, end of year	-	-	572,950	-	-	-	-	-	-
Revenues	199,383	160,937	1,325,000	96,000	19,600	149,176	405,387	414,980	3,811,998
Provincial Grants - Ministry of Education and Child Care	199,383	160,937	1,325,000	96,000	19,600	149,176	405,387	414,980	3,811,998
Other Revenue									
Expenses									
Salaries									
Teachers									3,244,325
Principals and Vice Principals						37,772			
Educational Assistants	158,888	128,358					242,584	189,503	
Support Staff								113,774	
Other Professionals	158,888	128,358					40,804		
Employee Benefits	40,495	32,579						303,277	3,244,325
Services and Supplies	199,383	160,937	1,325,000	96,000	19,600	149,176	405,387	414,980	3,811,998
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 69 (Qualicum)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2023

	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Federal Safe Return to Class / Ventilation Fund	Seamless Day Kindergarten	Student & Family Affordability	ECL Early Care & Learning	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		7,472			41,955	36,575			733,952
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	112,902	112,736	55,000	6,000		55,400	448,698	175,000	6,223,197
Other	112,902	112,736	55,000	6,000	-	55,400	448,698	175,000	1,250,000
Less: Allocated to Revenue	112,902	109,750	55,000	6,000	41,955	91,975	448,698	150,164	7,598,905
Deferred Revenue, end of year	-	10,458	-	-	-	-	-	24,836	608,244
Revenues									
Provincial Grants - Ministry of Education and Child Care	112,902	109,750	55,000	6,000	41,955	91,975	448,698	150,164	6,273,905
Other Revenue	112,902	109,750	55,000	6,000	41,955	91,975	448,698	150,164	1,325,000
Expenses									
Salaries									
Teachers	96,501		40,482						3,381,308
Principals and Vice Principals								91,768	129,540
Educational Assistants		84,450				75,805			636,250
Support Staff									357,112
Other Professionals	96,501	84,450	40,482	-	-	75,805	-	91,768	40,804
Employee Benefits	16,401	17,530	9,029	6,000	41,955	16,170	448,698	22,742	912,926
Services and Supplies	112,902	109,750	55,000	6,000	41,955	91,975	448,698	150,164	2,140,965
Net Revenue (Expense)									
	-	-	-	-	-	-	-	-	-

School District No. 69 (Qualicum)

Amended Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2023

	2023 Amended Annual Budget			2022 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	600,000		600,000	600,000
Other	2,609,673		2,609,673	2,545,960
Total Revenue	3,209,673	-	3,209,673	3,145,960
Expenses				
Operations and Maintenance	600,000		600,000	600,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,486,943		2,486,943	2,433,648
Transportation and Housing	465,405		465,405	465,580
Total Expense	3,552,348	-	3,552,348	3,499,228
Net Revenue (Expense)	(342,675)	-	(342,675)	(353,268)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	200,000		200,000	418,550
Total Net Transfers	200,000	-	200,000	418,550
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	-
Budgeted Surplus (Deficit), for the year	(142,675)	-	(142,675)	65,282