



FINANCE & OPERATIONS COMMITTEE OF THE WHOLE

MONDAY, APRIL 17, 2023
10:30 to noon
via Zoom

Facilitator: Trustee Elaine Young

Join Zoom Meeting

<https://sd69-bc-ca.zoom.us/j/61961102442?pwd=em9DOStaclErOGh2RjlGY1NrU21wZz09>

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 Attachments
3. **ITEMS FOR DISCUSSION**
 - a. Facility Utilization Attachment
 - b. Bus Pass/Fees
 - c. 23/24 Budget Plan
4. **INFORMATION ITEM(S)**
 - a. Quarter 3 Financial Summary Attachment
 - b. Capital Supported Projects Attachment
5. **ITEMS FOR RECOMMENDATION TO THE BOARD**
6. **FUTURE TOPICS**
 - a. Facility Walkthrough – organize date
7. **NEXT MEETING DATE:**
Monday, April 17, 2023 at 10:30 via zoom
8. **ADJOURNMENT**



Board and Trustee Representative Committee Report

SD69 QUALICUM

Trustee Representative: R. Elaine Young
Committee Name: Oceanside Community Track Steering Committee
Meeting Location: Forum, PCTC
Meeting Time: March 21, 2023 1:00 PM

Territorial Acknowledgement

1. Welcome and Introduction of members.
Present: SD69 (Ron, Phil); OCT Society (Kim, Randy, Elaine, Jane, Mark); Parksville/RDN (Doug, Joel) and Keeva (Staff); QB (Scott, Anne); RDN Staff Hanna; Tom
Regrets Rudy; Sarah
2. Update OCT Society (Elaine)
Community fundraising including Community Love Run, silent auction; bottle drives; dances; grants and approaches to businesses have brought in around \$100,000 and promises of donations in kind.
We have encountered barriers including that the track is on School District land; Needing to work through another society for gaming grants; and the fact that the community has been working for a long time to build this track. We believe that once the project is started there will be more funds available and offered.
3. Update on funding to date (Ron) See attached
4. Updated report on costs and project scope including new Koers Engineering details and costs. – (Phil) See attached
5. Discussion
Basically we have 3 options – build the track this summer; build the track next summer; don't build the track.
General support for building the 6 lane track as proposed. Concerns regarding timing and details of how to address the funding shortfall. The fund that the province has allocated to regional and municipal governments has not been defined yet. The parties cannot commit the funds until the details are more clearly laid out and the public process occurs as a part of the budget.
6. Actions
 - a) Ron (as Chair of the Committee in Rudy's absence) to write a letter to RDN/Parksville/QB requesting \$712,000 in total to address the funding gap. (Moved; seconded; passed)
 - b) RDN/SD69 Staff to work out details of tendering or social procurement process.
 - c) Elected officials to work to have funds available in time for a motion to the April 25 school board meeting.

Phase 1
\$175,000

Earthwork

- Cut to subgrade
- Trucking removal
- Filling

Phase 2
\$356,000

Drainage

- Trenching
- Piping
- Curbing

Phase 3
\$298,000

Asphalt

- Sub base
- Curbing
- Asphalt

Phase 4
\$76,000

Landscaping

- Maint access
- Accessibility path

Phase 5
\$300,000

Track

- 13mm Plextrac

- Insurance = \$35,000
- Engineering = \$125,000
- Contingency = \$188,000

- ✓ **Total Track Cost \$1,562,000**
- ✓ **Current Funding = \$850,000**
- ❖ **Funding Gap = \$712,000**



- Recommend utilizing social procurement
- Avoid going to tender as it will add costs up to \$150,000

School District to contribute:

- **Football field levelling and upgrade = \$377,000**
- **General contracting entire project = saving \$110,000**

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

4/12/2023

	2021/22				2022/23			
	Amended Budget	YTD Mar-22	% of Budget	Actual	Annual Budget	Amended Budget	YTD Actual	% of Budget
REVENUE								
PROVINCIAL GRANTS								
Operating Grant	45,792,277	32,046,168	70.0%	45,709,913	45,577,501	47,983,205	33,970,832	70.8%
Other MOE Grants-Transportation fund	426,341	298,439	70.0%	426,341	426,341	426,341	298,439	70.0%
Other MOE Grants-Pay Equity	936,176	213,823	22.8%	936,176	936,176	936,176	213,823	22.8%
Other MOE Grants-Misc	50,000	98,463	196.9%	98,463	0	20,810	90,196	433.4%
TOTAL MINISTRY OF ED GRANTS	47,204,794	32,656,893	69.2%	47,170,893	46,940,018	49,366,532	34,573,290	70.0%
OTHER REVENUES								
Other Provincial Revenues	150,000	117,210	78.1%	139,889	150,000	150,000	93,722	62.5%
Offshore Tuition	3,000,000	3,114,944	103.8%	3,661,653	3,700,000	3,800,000	3,199,032	84.2%
Miscellaneous	140,000	101,578	72.6%	153,658	140,000	140,000	118,257	84.5%
Rental and Leases	600,000	662,624	110.4%	677,331	600,000	600,000	731,675	121.9%
Investment Income	120,000	80,526	67.1%	118,924	120,000	420,000	331,859	79.0%
TOTAL OTHER REVENUE	4,010,000	4,076,882	101.7%	4,751,455	4,710,000	5,110,000	4,474,545	87.6%
TOTAL REVENUES	51,214,794	36,733,775	71.7%	51,922,348	51,650,018	54,476,532	39,047,835	71.7%
EXPENDITURES								
SALARIES AND BENEFITS								
Teachers	20,030,109	14,255,210	71.2%	20,327,502	19,551,359	20,557,366	14,549,251	70.8%
Principals and Vice Principals	3,495,970	2,633,390	75.3%	3,487,858	3,495,967	3,606,337	2,678,357	74.3%
Educational Assistants	3,729,695	2,527,814	67.8%	3,633,828	3,630,690	3,743,872	2,533,327	67.7%
Support Staff	5,388,964	3,900,743	72.4%	5,439,728	5,444,412	5,699,870	4,225,928	74.1%
Other Professionals	1,786,335	1,302,957	72.9%	1,651,448	1,790,244	1,893,638	1,415,632	74.8%
Substitutes	1,725,708	1,345,212	78.0%	2,088,793	1,765,662	2,078,572	1,511,490	72.7%
Benefits	9,365,833	6,376,954	68.1%	9,156,176	9,341,930	9,660,259	6,832,036	70.7%
TOTAL SALARIES AND BENEFITS	45,522,614	32,342,280	71.0%	45,785,333	45,020,264	47,239,914	33,746,021	71.4%
Benefits as a % of Total Salaries	25.9%	24.6%		25.0%	26.2%	25.7%	25.4%	
SUPPLIES AND SERVICES								
Services	2,684,268	2,196,185	81.8%	2,811,939	3,140,268	3,237,968	2,472,738	76.4%
Training and Travel	543,085	201,010	37.0%	426,658	543,085	481,500	244,232	50.7%
Rental and Leases	5,000	5,896	117.9%	9,580	5,000	5,000	13,826	276.5%
Dues and Fees	71,000	56,090	79.0%	73,104	71,000	68,000	71,563	105.2%
Insurance	164,000	153,851	93.8%	158,733	164,000	185,000	175,300	94.8%
Supplies	2,069,202	1,912,212	92.4%	2,618,981	2,120,952	2,097,540	2,041,032	97.3%
Utilities	961,000	787,964	82.0%	1,164,708	986,000	1,161,610	783,619	67.5%
Capital Equipment								
TOTAL SUPPLIES AND SERVICES	6,497,555	5,313,208	81.8%	7,263,703	7,030,305	7,236,618	5,802,310	80.2%
TOTAL EXPENDITURES	52,020,169	37,655,488	72.4%	53,049,036	52,050,569	54,476,532	39,548,331	72.6%
NET REVENUE (EXPENDITURE)	-805,375	-921,713		-1,126,688	-400,551	0	-500,496	
Budgeted Use of Surplus	805,375	0		1,126,688	400,551	0	0	
Surplus (Deficit), for the Year	0	-921,713		0	0	0	-500,496	

SCHOOL DISTRICT NO. 69 (QUALICUM)
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4/12/2023

	2021/22				2022/23			
	Amended Budget	YTD Mar-22	% of Budget	Actual	Annual Budget	Amended Budget	YTD Actual	% of Budget
INSTRUCTION								
Regular Instruction	24,208,898	17,215,422	71.1%	24,761,455	23,888,551	24,681,997	17,898,946	72.5%
Career Programs	584,879	399,649	68.3%	569,427	501,633	469,140	323,970	69.1%
Library Services	1,091,455	724,645	66.4%	1,063,118	1,091,420	1,041,367	715,482	68.7%
Counselling	1,026,931	728,993	71.0%	1,040,102	1,026,934	1,109,579	816,400	73.6%
Special Education	7,387,810	5,154,810	69.8%	7,281,084	7,208,825	7,751,221	5,276,650	68.1%
English as a Second Language	96,450	75,725	78.5%	104,907	96,450	166,410	103,192	62.0%
Aboriginal Education	764,061	429,047	56.2%	715,111	764,066	858,688	565,091	65.8%
School Administration	3,824,593	2,666,127	69.7%	3,718,842	3,895,867	3,948,524	2,671,661	67.7%
Continuing Education	0	-	0.0%	0	0	0	-	
Off Shore Students	2,510,368	1,983,372	79.0%	2,735,229	2,760,377	2,859,613	2,167,629	75.8%
Other	50,857	39,180	77.0%	50,379	50,858	50,956	39,118	76.8%
Function 1 - Instruction	41,546,302	29,416,970	70.8%	42,039,654	41,284,981	42,937,495	30,578,139	71.2%
DISTRICT ADMINISTRATION								
Educational Administration	727,240	539,345	74.2%	705,485	727,240	850,790	638,820	75.1%
School District Governance	217,548	160,843	73.9%	210,313	271,405	272,591	223,007	81.8%
Business Administration	1,429,197	1,152,842	80.7%	1,496,520	1,475,410	1,589,137	1,238,874	78.0%
Function 4 - District Administration	2,373,985	1,853,030	78.1%	2,412,318	2,474,055	2,712,518	2,100,701	77.4%
OPERATIONS AND MAINTENANCE								
Operations and Maintenance Admin	576,802	475,006	82.4%	529,740	620,343	682,834	513,167	75.2%
Maintenance Operations	4,341,681	3,491,156	80.4%	4,556,082	4,461,450	4,606,621	3,790,240	82.3%
Maintenance of Grounds	328,300	269,178	82.0%	362,905	328,264	338,590	370,996	109.6%
Utilities	1,066,000	902,213	84.6%	1,278,957	1,066,000	1,236,000	896,699	72.5%
Capital Equipment								
Function 5 - Operations and Maint	6,312,783	5,137,553	81.4%	6,727,684	6,476,057	6,864,045	5,571,102	81.2%
TRANSPORTATION AND HOUSING								
Transportation and Housing Admin	163,138	114,990	70.5%	151,942	165,906	166,347	159,340	95.8%
Student Transportation	1,605,961	1,107,662	69.0%	1,675,213	1,609,570	1,756,127	1,119,809	63.8%
Housing/Boarding	18,000	25,282	140.5%	42,226	40,000	40,000	19,240	48.1%
Function 7 - Transportation and Housing	1,787,099	1,247,934	69.8%	1,869,381	1,815,476	1,962,474	1,298,389	66.2%
TOTAL FUNCTION 1-7	52,020,169	37,655,487	72.4%	53,049,037	52,050,569	54,476,532	39,548,331	72.6%
Special Purpose Fund (SPF) Budget								
Annual Facility Grant	195,141	35,973	18.4%	195,141	199,383	199,383	50,172	25.2%
Classroom Enhancement Fund	4,071,511	2,682,775	65.9%	4,071,511	3,956,926	4,339,880	2,644,922	60.9%
Community Link	391,995	180,387	46.0%	391,995	391,995	405,387	154,918	38.2%
Learning Improvement Fund	160,784	111,839	69.6%	160,784	155,134	160,397	94,725	59.1%
French Funds	97,565	58,303	59.8%	112,718	97,565	149,176	63,476	42.6%
Strong Start	96,000	58,918	61.4%	96,000	96,000	96,000	58,912	61.4%
Ready, Set, Learn	19,600	13,130	67.0%	19,600	19,600	19,600	17,256	88.0%
Federal Safe Return	0	-	0.0%	58,900	0	41,955	52,331	124.7%
Provincial Safe Return	186,677	107,423	57.5%	186,677	0	0		
Family Affordability Fund						448,698	192,334	42.9%
Mental Health	113,520	88,051	77.6%	113,519	0	55,000	32,552	59.2%
Seamless DC	96,000	33,780	35.2%	61,026	0	91,975	65,361	71.1%
CR4YC/ECL Scan	13,876	0	0.0%	0	0	175,000	45,131	25.8%
FN Transportation	107,472	38,996	36.3%	100,000	107,472	119,680	49,111	41.0%
School Generated Funds						6,000	0	0.0%
Special Purpose Funds-Total	5,550,141	3,409,575	61.4%	5,567,871	5,024,075	6,308,131	3,521,201	55.8%



March 9, 2023

Ref: 288311

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

Capital Plan Bylaw No. 2023/24-CPSD69-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

This letter is in response to your School District's 2023/24 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

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

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

***Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

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

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

New Projects

Project #	Project Name	Project Type	Comments
150356	False Bay Elementary	Seismic	Project has been supported for planning (business case). Please submit Project Development Report (PDR) to Ministry as soon as possible

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

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
Winchelsea Elementary	SEP - Roofing Upgrades	\$510,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Kwalikum Secondary	SEP - Interior Construction Upgrades	\$490,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Arrowview Elementary	CNCP - HVAC Upgrades	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Oceanside Elementary	CNCP - Electrical Upgrades	\$199,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Arrowview Elementary	PEP - Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

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 2023/24 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2023/24 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 Nathan Whipp at Nathan.Whipp@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's Capital Planning webpage by April 1st, 2023.

NOTE: School districts' Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

As a school district with a School Site Acquisition Charge (SSAC) scheme in place, please also be advised that the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the Local Government Act, is duly accepted by the Ministry as part of the Board's approved capital plan for 2022/23.

The Board should forthwith adopt a bylaw setting the School Site Acquisition Charges for the School District, as s. 575(3) of the Local Government Act prescribes that a SSAC may only come into effect 60 days (inclusive of weekends and holidays) after that bylaw is adopted by a

board of education. At that point, local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a board.

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. Specific questions about SSAC should be directed to Travis Tormala, Regional Director.

Sincerely,

A handwritten signature in black ink, appearing to read "Francois Bertrand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Francois Bertrand, Executive Director
Capital Management Branch

pc: Damien Crowell, Director, Major Capital Projects, Capital Management Branch
Geoff Croshaw, A/Director, Minor Capital Programs and Finance Unit, Capital Management Branch