



QUALICUM SCHOOL DISTRICT
FINANCE & OPERATIONS COMMITTEE OF THE WHOLE

TUESDAY, MAY 21, 2024
10:30 A.M.
VIA VIDEO CONFERENCING

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 213 598 028 309

Passcode: aWih8M

Facilitator: Trustee Elaine Young

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. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES**
2. **PRESENTATIONS (10 MINUTES)**
3. **PROJECT UPDATES**
 - a. Oceanside Community Track Update (Elaine/Phil)
 - b. False Bay School (Phil)
4. **ITEMS FOR DISCUSSION**
 - a. Facility Closures (Ron) p 1-3
5. **INFORMATION ITEM(S)**
 - a. Capital Plan Bylaw No. 2024/25 - CPSD69-02 Letter (with addition of Ballenas Secondary HVAC) (Ron) p 4-7
 - b. 2024/25 Major Childcare Capital Submission (Ron) p 8
 - c. 2024/25 Annual Facility Grant Spending Plan (Ron/Phil)
 - d. 2023 Climate Change Accountability Report (Ron) p 9-10
 - e. Accessibility Planning Committee (Brant)
6. **ITEMS FOR RECOMMENDATION TO THE BOARD**
7. **FUTURE TOPICS**
8. **NEXT MEETING DATE:**

Monday, June 17, 2024 at 10:30 via video conferencing
9. **ADJOURNMENT**



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QUALICUM SCHOOL DISTRICT SECRETARY TREASURER

Briefing Note

Date: May 21, 2024

To: Finance & Operations Committee of the Whole

From: Ron Amos, Secretary Treasurer

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

Background:

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

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

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

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

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

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

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

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

Considerations:

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

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

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

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

Recommendations:

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

Respectfully submitted,

Ron Amos

Ron Amos, CPA, CMA
Secretary Treasurer



May 10, 2024

Ref: 299025

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

Capital Plan Bylaw No. 2024/25-CPSD69-02

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District's 2024/25 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)
- Food Infrastructure Program (FIP)
- **Carbon Neutral Capital Program (CNCP)**
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

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)

Projects in Development from Previous Years

Project #	Project Name	Project Type	Comments
150356	False Bay School	Seismic	Please submit Project Definition 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.

NOTE: The Ministry encourages school districts to pursue simplified designs for new schools or expansion of existing schools. As projects proceed to Business Case, stakeholder engagement and design phases, please ensure simplified design parameters are considered as per the attached *Simplified Designs Guidelines*.

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

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

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Winchelsea Elementary	SEP - Roofing Upgrades	\$700,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Ecole Secondaire Ballenas Secondary	SEP - Interior Construction Upgrades	\$400,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Winchelsea Elementary	CNCP - Electrical Upgrades	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Bowser Elementary	CNCP - Electrical Upgrades	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

Ecole Secondaire Ballenas Secondary	CNCP – HVAC Upgrades	\$282,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Arrowview Elementary, Bowser Elementary, Errington Elementary, False Bay School, Nanoose Bay Elementary, Oceanside Elementary, Qualicum Beach Elementary, Springwood Elementary	FIP - Kitchen Equipment	\$100,419	Proceed to design, tender & construction. To be completed by March 31, 2025.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
New Route	D (80+FE) with 0 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) between April 2nd and May 17th, 2024 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

NOTE: BUS funding amounts will be determined once school districts place their order(s) with bus manufacturer(s). Please contact Branch Director Michael Nyikes with any questions regarding this.

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 2024/25 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 2024/25 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 the Ministry's Capital Management Branch at CMB@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 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, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
 - Major Capital Programs (BEP)
- **September 30, 2024**
 - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
 - Minor Capital Programs (FIP)

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.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

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,



Damien Crowell, Executive Director
Capital Management Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital Management Branch

Submission Summary

Submission Summary:	Major 2024/2025 2024-05-15 MAIN - CC		
Submission Type:	Capital Plan		
School District:	Qualicum (SD69)		
Open Date:	2024-04-08		
Close Date:	2024-05-15		
Submission Status:	Draft		

Submission Category	Sum Total Project Cost
CC - New Spaces	\$9,000,000
Total	\$9,000,000

CC - NEW SPACES					Total Project Cost
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	
1	165381	Winchelsea Elementary	New (CC - New Spaces)	Stand alone childcare centre for 75 spaces required. Infant - toddler (0-30 months),	\$4,500,000
2	165589	Qualicum Beach Elementary	New (CC - New Spaces)	Requirement for new childcare facility.	\$4,500,000
Submission Category Total:					\$9,000,000

2023 PSO Climate Change Accountability Report

Organization: School District No. 69 (Qualicum)

Declaration statement:

This PSO Climate Change Accountability Report for the period January 1, 2023 to December 31, 2023 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2023 to minimize our GHG emissions and our plans to continue reducing emissions in 2024 and beyond.

Emission Reductions: Actions & Plans:

The Board of Education concluded the creation of a District wide Strategic Plan in 2023. This plan included the following items which are applicable to environmental sustainability:

- Under Values: “Sustainable: Stewardship and care for relationships, personal well-being, finances, and the environment”.

As well the Board has included a mandate of the Finance and Operations Committee of the Whole: “To discuss and make recommendations to the Board on financial, facilities, maintenance, technology and transportation matters with a view to environmental sustainability.”

Energy conservation is part of our ongoing work. Efforts to conserve energy are included throughout our 5-year Capital Plan and our Annual Facility Grant project development. In 2023, the district initiated or maintained the following projects which will directly reduce carbon emissions:

- The district continues to evaluate every bus replacement in the context of carbon footprint, so with that in mind, we received our first electric bus in August 2021. We now feel we have some understanding of the right “fit” for an electric vehicle, but recognize that with the current technology the pay back on investment could extend beyond the life of the vehicle. That said, we will continue to review the size and type of buses required to continue to reduce our carbon footprint.
- During the past 6 years the District has invested heavily in Solar/Photovoltaic (PV) array placements and now has 8 sites with placements that continue to help reduce our use of diesel and natural gas and take advantage of this alternate energy source.
- The district continued its waste program at a total of 8 schools to encourage the reduction in the amount of waste removed from school sites, with separation between food waste, recyclables and landfill.
- The district engaged an Engineering firm to review the energy usage of five of its buildings. The goal of the project was to identify opportunities to enhance the buildings’ performance through a process of “tuning up” building systems. In doing so, the intent was to save energy and improve operations without having to undertake a major capital investment. Throughout 2022 and 2023 the District has been active in operationalizing the recommendations that were in the report.

2023 PSO Climate Change Accountability Report

Our Operations and Maintenance department has completed several projects that have implemented controls for heat and lights, retrofits for lighting and replacing plumbing fixtures with low flow units. Operations has continued to monitor the water usage on school fields with meters being installed where possible to monitor the water usage to reduce the need to water, particularly in summer. These are all part of the day to day operational work as well as project based work when Ministry or other funding permits.

Recognizing their role as the leaders of educational change in the School District, the Board created a Climate Action Task Force in 2019, with the intention of broadening the dialogue to include other educational partners including students, staff and administration. The mandate to promote action to decrease greenhouse emissions, help develop plans to educate our learning community and advocate for progressive policy solutions has now been embedded in the work of the Education Committee of the Whole.

In 2023 we introduced two new initiatives that will further our work in reducing our energy consumption and support sustainability objectives. A new administrative procedure will reinforce the collective responsibility to protect and conserve the environment, and encourage efforts in areas of lighting, heating, ventilation, renovations and new construction and recycling programs. The District will also be exploring with BC Hydro a program to support smaller School Districts in accessing their Energy Manager program.

2023 GHG Emissions and Offsets Summary Table:

School District No. 69 (Qualicum) GHG Emissions and Offsets for 2023	
Total BioCO2	23
Total Emissions (tCO2e)	1,830
Total Offsets (tCO2e)	1,291
Offset Investment (\$25 per tCO2e)	\$ 32,275

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and the Carbon Neutral Government Regulation, School District No. 69 (Qualicum) (**the Organization**) is responsible for arranging for the retirement of the offsets obligation reported above for the 2023 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (**the Ministry**) ensuring that these offsets are retired on the Organization's behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

Executive sign-off:

	MAY 29, 2024
Signature	Date
RON AMOS	SECRETARY TREASURER
Name (please print)	Title