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Always growing
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**Qualicum School District
Finance & Operations Committee of the Whole Report
Monday, October 16, 2023
Via Video Conferencing
10:30 a.m.**

Facilitator: Trustee Elaine Young

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.

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

1. PRESENTATIONS (10 MINUTES)

2. PROJECT UPDATES

a. Oceanside Community Track

Director of Operations Munro provided an update of the Track work indicating an engineering firm is providing support with earthmoving drawings so that a tender can go out early in 2024. He continues to work with the RDN to confirm the District's tender process aligns with RDN policies, particularly the in-kind supports contractors may offer.

b. BC Hydro Energy Work

Director of Operations Munro shared that work continues on a Strategic Energy Management plan that is supported by a grant from BC Hydro and an Energy Manager. Various engineering disciplines will be included in the plan in order to offer multiple options and opportunities. It's anticipated that a report will be available by March 2024.

Other project updates included the False Bay school capital project that continues, with the eventual submission to the Ministry of a Project Definition report (PDR) in December. A recent tour of the school with Ministry capital staff provided good information for both Ministry and District staff in order to include in the PDR and to gain broader Ministry approval.

Trustee Austin shared that a BCSTA Climate Action report was shared at a recent VISTA meeting. The report included information on how and what Districts are doing in meeting their emission targets and will hopefully be provided to all School District shortly.

3. ITEMS FOR DISCUSSION

a. Multi-Year Financial Report

Secretary Treasurer Amos and Assistant Secretary Treasurer Hung provided a walk-through of a Multi-Year Financial Report that is being recommended as part of the annual report-out to the public. The document, although not yet required by Ministry, will be shared publicly at the Regular Board Meeting and will be posted along with other financial documents. It will also be sent to the Ministry for their input.

b. Long Range Facility Plan (LRFP)

Secretary Treasurer Amos shared information on the necessity to update the District's LRFP. The last one was completed in 2017, so it is timely that this be embarked upon. The LRFP, which would usually include review of enrolment projections, status of programs, conditions of facilities and capacity concerns, could also include other considerations that might need reviewing. Staff will continue to review firms available to do this work and bring back some options with which to go forward.

5. INFORMATION ITEM(S)

a. September 30 Enrolment Report

Secretary Treasurer Amos reported that the September snapshot has now been submitted to the Ministry, with the Echo review to be done in the next week. The news is positive and the district has seen enrolment growth in elementary and full time equivalency (FTE) increases in both the elementary and secondary programs. PASS and CEAP programs continue to settle into lower numbers than in the past as the District continues to balance the needs of those attending in order to provide the best opportunity for their success. The recent provincial mandate to limit the number of districts allowed to offer online opportunities has also reduced the district's student base, as districts can only enroll students from within their own boundaries.

b. Q1 Financial Summary

Secretary Treasurer Amos reviewed the 1st quarter summary with the committee, noting that most expenses are where they should be at this time of year. Some areas continue to be monitored such as replacement costs and supply costs. There are also some known revenues that are yet to be realized and will be included in the amended budget process in early January.

6. ITEMS FOR RECOMMENDATION TO THE BOARD

None

7. FUTURE TOPICS

- Statement of Financial Information (SOFI)

8. NEXT MEETING DATE:

Monday, November 20, 2023 at 10:30 via video conferencing

9. ADJOURNMENT