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Always growing
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**Qualicum School District
Finance & Operations Committee of the Whole Report
Tuesday, February 20, 2024
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. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES

2. PRESENTATIONS (10 MINUTES)

3. PROJECT UPDATES

a. Oceanside Community Track RFP Update

Director of Operations Munro provided an update of the project timelines and activities. It was shared that the Request for Proposal for earthworks has gone out and, once proposals are received and a contract awarded, there could be soil turning as early as April. The reviewed project schedule allows for 4 months of preparing the site, grading and drainage followed by asphalt paving in early fall. Depending on the weather, the rubberized track could be applied in the fall or early spring. It was announced that a Steering Committee meeting was planned for March 5th that will bring together all the community partners in order to share the plans and bring them up to date on budgets.

b. False Bay School

Director of Operations Munro shared that planning and preparation continues in order to expand the scope of work covered within the project definition (PDR) to include replacement of the teacherages and a gym renewal. It was indicated that recent conversations with Ministry staff encouraged this direction in order to support the community interests as well as the District's. Trustee Kellogg inquired on the timing of the Kwalikum Secondary School basketball court renewal and was advised that a plan is being developed; however, no timelines are known at this point.

4. ITEMS FOR DISCUSSION

a. Budget Development – Preliminary Feedback

Secretary Treasurer Amos shared that the 2024/25 budget season has begun with the preliminary public and partners meetings having been held in the past 2 weeks. The public session was recorded and is available on the website as well as the PowerPoint presentation which includes the most recent survey feedback.

b. Three Year Enrolment Estimates

Secretary Treasurer Amos shared the projections document that would be sent to the Ministry of Education to support the March funding estimates announcement and would feed into the 2024/254 Annual Budget planning work. He noted that there is not a significant amount of growth in the District and for planning purposes the enrolment will generally remain flat.

c. Lead in Water Report

Director of Operations Munro shared that water samples have been taken at various sites and provided to the service provider. It is anticipated that results will be known in the next week and may be available to share at next week's Regular Board meeting. Results are required to be submitted to the Ministry and be made public on the District's website by the end of February.

d. Transportation

- Routing Software

Director of Operations Munro shared some of the planning work going into setting up the new routing software and the ongoing efforts to support the Transportation department. He shared that some of the efforts will depend on a better understanding of the ridership on the routes. Some routes are built around an overcapacity of 130-140% in order to plan that not all bus passes are being used daily or at all. The current route system also creates issues as it does not necessarily mirror the morning and afternoon route paths, so route cancellation due to inclement weather is difficult.

- Administrative Fee

Secretary Treasurer Amos shared some background on previous discussions and the need to review current bus fees. Previously it was felt that more fullsome discussion was needed prior to implementing any increases to fees, even though in comparison to other school districts, the Qualicum School District fees are very low. It was shared that as the district undertakes the review of its transportation service, and in preparation for implementing the routing software, it was necessary to better understand how many students are actually being transported. It was felt that the introduction of a \$25 application fee would help pay for the administration of the bus pass program as well as discourage applications for ridership who do not intend to ride, thereby opening up the opportunity to make the district's routes more efficient and the potential to provide more seats for courtesy riders. There was support to bring this forward to the Regular Board meeting and to provide additional information on the rationale to this fee.

5. INFORMATION ITEM(S)

a. Commercial Sites-Operating Costs

Director of Operations Munro shared additional information on the upcoming expenses related to Craig Street Commons. As had been shared at previous Finance and Operations Committee meetings there are some large capital costs that need addressing in the medium term (3-5 years); however, ongoing repairs and site costs continue to be identified that are more urgent in the short term. Roof patching, tree removal and playground costs continue to put pressure on the Operational budgets.

6. ITEMS FOR RECOMMENDATION TO THE BOARD

- Further information and a recommendation to support implementing a registration fee for bus passes.

7. FUTURE TOPICS

a. Long Range Facility Plan

8. NEXT MEETING DATE:

Monday, April 15, 2024 at 10:30 via video conferencing