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**Qualicum School District
Finance & Operations Committee of the Whole Report
Monday, January 20, 2025
Via Video Conferencing
10:30 a.m.**

Facilitator: Trustee Carol Kellogg

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, facilities, maintenance, technology and transportation matters with a view to environmental sustainability.*

1. PRESENTATIONS (10 MINUTES)

None

2. PROJECT UPDATES

a. Oceanside Community Track

Phil Munro, Director of Operations, reported that he has been working with the Ballenas Whalers Football Society to plan their new building, including the drafting a Memorandum of Understanding to establish operational and capital considerations.

b. False Bay Replacement

No news to report as we await approval of this project.

3. ITEMS FOR DISCUSSION

Amended Budget and 25/26 Annual Budget Development

Ron Amos, Secretary Treasurer, shared that the recalculated operating grants were not released at their usual time prior to winter break; however, it is anticipated they will be shared next week on January 27th. Once these operating and special purpose funds are confirmed then the Amended 24/25 Budget can be finalized and brought to the Board in February for approval. No surprises are anticipated; however, final amounts still need to be confirmed. It was also shared that work has begun on the 25/26 Budget development with regard to projected enrolment and identifying cost pressures and programming priorities. More information will be shared at stakeholder and public meetings scheduled to begin in early February.

4. INFORMATION ITEM(S)

a. Transportation Review

Brant Prunkl, Manager of Operations – Safety and Transportation, presented on the new routing software, highlighting what has been rolled out and what is next. The 18-month planned rollout started with the route mapping in May 2024, followed by tablets being set up last Fall on the buses for drivers to mark students as they get on the bus. Another feature of the tablet is that it can be used as a GPS for turn instructions if needed for new or spare drivers. Later this year a parent app will be released as a communication tool to share route and stop information, as

well as allowing parents to know that their student is on the bus. It was shared that, over time, the software will be better able to track pickup times, ride times and kilometers driven, which can then be used to measure efficiencies and cost effectiveness of the transportation system.

There was some discussion on security considerations and it was shared that a Personal Information Assessment (PIA) was created as part of the mandated review of new software. Other items discussed related to the revenues received for courtesy riders and for administrative fees, to which Assistant Secretary Treasurer Ryan Hung was able to walk the committee through the report included in the agenda. In summary, it was reported that of the 1,985 bus riders 536 are courtesy riders, accounting for about 27% of the total ridership, and 1,449 are eligible riders (in catchment but outside the walk limit). In response to an inquiry of the consideration of new or different transportation fees, it was shared that these fees are reviewed annually in order to reconfirm their purpose and need.

b. Q2 Financial Summary, as of December 31, 2024

Ryan Hung, Assistant Secretary Treasurer, reviewed the financial summary as provided in the agenda package. It was noted that the annual budget is still being used for comparison purposes and, therefore, does not yet reflect some of the known revisions such as offshore revenues and operating grants, which will be reduced for the amended budget. Expenditures will also be revised once the amended budget is reviewed and approved. Other highlights shared include overall costs appear to be slightly down as compared to last year. This included staff replacement costs, which although positive, is still too early to perceive as a trend.

c. Energy Management Dashboard

Phil Munro, Director of Operations, demonstrated a new utility software that is being introduced with support from BC Hydro grants and their energy consultant Josh Munroe. Highlights included the ability to review utility data in a timelier fashion as well as being able to compare energy usage and costs/sq. m against other SD69 facilities as well as other Island districts. It was shared that the software also comes with suggestions to lower costs through monitoring usage and finding efficiencies.

d. Errington Elementary School Queries

Playground timelines, laying field upgrades, 25th Anniversary and building temperature controls: These items were deferred until February where more time can be arranged for discussion.

5. ITEMS FOR RECOMMENDATION TO THE BOARD

6. FUTURE TOPICS

- Cyber Security was suggested for inclusion for a future meeting

7. NEXT MEETING DATE:

Tuesday, February 18, 2025 at 10:30 via video conferencing

8. ADJOURNMENT