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**Qualicum School District
Finance & Operations Committee of the Whole Report
Tuesday, June 16, 2025
Via Video Conferencing
10:30 a.m.**

Facilitator: Trustee Carol Kellogg

Mandate: *To discuss and make recommendations to the board on financial, facilities, maintenance, technology and transportation matters with a view to environmental sustainability.*

1. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES

Trustee Kellogg gave thanks and acknowledged that the lands on which the District works and learns are on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations People.

2. PRESENTATIONS (10 MINUTES)

a. Cybersecurity

Lesley Rowan, District Principal of IT, gave an overview of the District's efforts to secure and protect the computer systems and software used by the School District. The highlights included 3 areas of focus to provide security:

- technology to monitor attempts to breach and prevent exposures;
- intelligence to know and be aware of potential vulnerabilities; and ,
- human ingenuity to train staff and students on best practices for password protections and data storage.

Some discussion on training opportunities which will include small bite training starting in early Fall to provide all staff with information on new initiatives, including Office 365 and MFA (multi factor authentication).

3. PROJECT UPDATES

a. Oceanside Community Track

Phil Munro, Director of Operations, provided an update to the final work being done to complete the track. Rubberized surface is now complete with lines painted for various events including hurdles and sprint. Rudy Terpstra, Director of Instruction shared that the planning for a grand opening event in the Fall is underway, including designing of a permanent sign to be placed on the site to acknowledge the partners and donors' contributions.

b. False Bay School Replacement

Phil Munro, Director of Operations, shared an overview of the various capital programs that fall within the Ministry's Capital Envelope for funding. He mentioned that the program to fund the False Bay replacement fell within Major projects as the anticipated costs were beyond the \$5 million threshold used for Minor capital. It was shared that a recent request for proposals (RFP) for Architect firms provided a good opportunity to review submissions and to award the contract. This will now set in motion the next phase for the building design and consultation stage of the project that is anticipated to take place over the next 12-14 months.

4. ITEMS FOR DISCUSSION

a. **Feeding Futures-Financials/Program/Foods Rooms**

Ron Amos, Secretary Treasurer opened the discussion on the District's food programs, highlighting the included financial summary and the interest in using the food rooms in the best way possible to potentially support these programs.

Sheila Morrison, District Principal of Early Learning and Child Care provided a presentation on the current food programs being offered through the Feeding Futures funding. The highlights included how each school is supporting their students' needs in various ways to address the uniqueness of their students. Currently through the school programs about 450 lunches are provided daily to students as well as other meals supported through breakfast and snack programs to reach the many needs. She also shared some of the challenges in providing these programs including finding staff, finding replacements, finding available space for storage of bulk food and for building a menu to match the diverse dietary needs.

Sheila Morrison, District Principal of Early Learning and Child Care, then spoke to the Hands & Hearts Food Program that is supported within the District to provide additional food supplies for families through a monthly backpack filling program.

Gillian Wilson, Associate Superintendent, further addressed the difference between the two programs stating that the Feeding Futures Funds provided by the Ministry supports students to ensure they are properly fed to improve student academics and health. The Hands & Hearts Food Program (formerly known as the District 69 Backpack Program) is a community-led program that has supported families within the Oceanside community for 15 plus years, providing food supplies and supports to families beyond the school day.

b. **Ravens Program at Errington**

Trustee Austin shared that she recently attended an event where the students were able to share a group project they were working on. Bear-proof garbage bins were a recent focus and identified as a need for their school. This request would be passed to the Operations and Maintenance Department.

5. INFORMATION ITEM(S)

a. **2024-2025 Year to Date Financial Summary**

Ryan Hung, Assistant Secretary Treasurer, provided an overview of the year-to-date summary as of May 31, 2025. He shared that expenditures are generally tracking better than this time last year. There are some positive trends in replacement costs and revenues received.

b. **Capital Projects Financial Summary**

Ryan Hung, Assistant Secretary Treasurer, provided a brief overview of the capital financial summary which is now being used to track and share the expenditures of capital projects against the funded budgets.

c. **2026-2027 Five Year Capital Plan (Major Capital Projects)**

Phil Munro, Director of Operations, shared the overall approach to the Major Capital projects plan for the next five years. The priorities identified within this program include moving forward the previously identified Seismic Mitigation projects as well as additional requests within the Childcare New Spaces fund.

6. ITEMS FOR RECOMMENDATION TO THE BOARD

- a. **2026-2027 Five Year Capital Plan (Major Capital Projects)**

7. FUTURE TOPICS

- a. **2026-2027 Minor Capital submission**
- b. **Audited Financial Statements and Financial Statement Discussion and Analysis**
- c. **Multi-Year Financial Plan**

8. NEXT MEETING DATE:

Monday, September 15, 2025 at 10:30

9. ADJOURNMENT



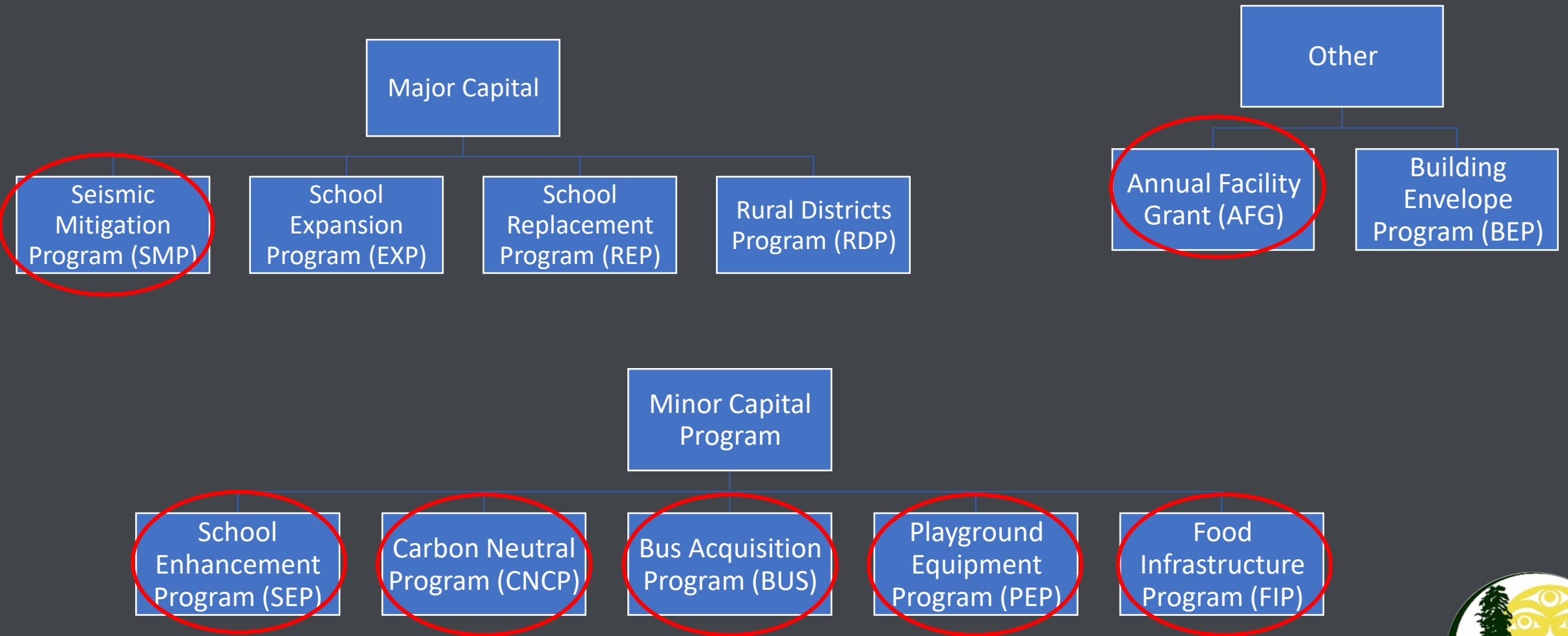


Oceanside
Community Track -
Pictures of Progress
to Date





Ministry of Education and Child Care – Capital Project Funding Programs



March 2023 – False Bay Major Capital Seismic Supported by Ministry

Project Definition Report (PDR) Required



Develop PDR:

- Architect – Experienced in PDR
- PDR Consultant



Consultancy Team:

- Mechanical Engineer
- Electrical Engineer
- Structural Engineer
- Geotechnical Engineer
- Cost Consultant



PDR Submitted to Treasury Board in September/October 2024

- Approval delayed due to election



April 2025

Treasury Board approves funding for full rebuild of False Bay School





Need to assemble team to deliver project

Hire architect:

1. Develop Request for Proposal (RFP) document for tender ✓
2. Send RFP to four architect firms that have worked mid-island & in school district sector ✓
3. Conduct thorough scoring analysis of the four tender packages submitted ✓
4. Award contract to successful architect firm ✓

Hire consultancy team of engineers through RFP's:

1. Mechanical engineer
2. Electrical engineer
3. Structural engineer
4. Geotechnical engineer
5. Civil engineer
6. Cost consultant

Hire Construction Management firm:

1. Develop Request for Proposal (RFP) document for tender
2. Send RFP to four architect firms that have worked min-island & in school district sector
3. Conduct thorough scoring analysis of the four tender packages submitted
4. Award contract to successful architect firm

Deliver project! 😊

Community
Consultation



Feeding Futures Program Update

June 16, 2025



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Feeding Futures Objectives



Provincial consistency while recognizing local context and delivery methods



Improve affordability and **reduce poverty** for families



Prioritize B.C. and locally produced food to support communities



Ensure **students are properly fed** to improve **student academics and health**

Goals for 2024-25 School Year

- Provide school meal programs that meet the needs of individual schools and reduce stigma
- Find ways to enhance what schools are doing
 - Expand variety of healthy options
 - Consider wide range of food preferences and dietary needs
 - Use local products as much as possible
 - Limit packaging and reduce waste
- Develop plans to upgrade infrastructure

Did you know...

- Qualicum School District works to sponsor 75 families through the Hands and Hearts Food Program?
- Qualicum School District provides about 450 lunches to students in need each day?
- For many of those students, this lunch is the most fulsome and nutritious meal they will consume in a day.

What schools are doing....

- 6 schools that have robust meal programs provided by fully qualified and experienced School Meal Workers.
 - Ballenas and Kwalikum Secondary Schools, PASS/CEAP
 - Bowser, Errington, and Springwood Elementary Schools
- Other schools have “additional hours” provided to a staff member who provides meals, snacks, and/or “top-ups” to a smaller number of students in need.

Ballenas Secondary School

- EA and CYCW have been operating a very successful lunch program for several years; utilizing student helpers interested in food service
- Making about 150 lunches each day
- Punch card system in place to maintain privacy and dignity. Open to all. With punch card system, limited people know who pays and who is sponsored.
- This reduces the stigma and works to maintain dignity for the students who are sponsored.



PASS/CEAP

- Using industrial kitchen at PCCC to prepare meals a few times per week; part of program. Some meals and snacks prepared on site; full meal program provided daily at no cost to students
- Electrical upgrades scheduled for PASS kitchen will enable upgrades and create a “hub”



Rotary Kitchen

Kwalikum Secondary School

- 27.5 hour per week School Meal Worker provides full lunch program for KSS students. Meals available to all for a small fee of \$2.00 or no cost for sponsored students. Sandwiches and snacks are prepared and delivered to QBES. Increase in hours for 2025-2026 school year to include AES.
- Major upgrades were made to the food prep/serving area during the summer of 2024, creating an opportunity for a “hub” concept. Currently preparing and serving about 1800 meals for KSS and 325 for QBES per month.



Qualicum Beach Elementary School

- 7.5 hours per week redirected to KSS School Meal Worker who prepares and delivers lunches and snacks. 2.5 additional hours each week for QBES staff member to pass along the food to sponsored students.
- Daily lunch program provided at no cost for sponsored students and breakfast, snacks and top-ups as needed.



Arrowview Elementary School

- 2.5 additional hours each week for AES staff member to prepare meals for sponsored students and snacks available to anyone in need.



Bowser Elementary School

- 20 hour per week School Meal Worker coordinates orders and prepares a variety of warm and cold meals and snacks
- Meal options available to all families (small fee paying and about sponsored)
- Daily lunch for sponsored students and daily snacks or top-ups as needed.



Nanoose Bay Elementary School

- 5 additional hours each week for NBES staff member to prepare breakfast, snacks, and lunch for sponsored students.
- Staff member starts at 7:30am to give breakfast. Students then collect their snacks and lunch for the day. School provides lunch kits for their sponsored children to pack snacks and lunch into.
- Food is ordered from Costco, some items purchased at the Nanoose QF. Meals include a bagel or basic sandwich, fruit, granola bar. Expanding to provide more fulsome sandwiches or a warm soup option.



Ecole Oceanside Elementary School

- 7.5 additional hours each week for EOES staff member to prepare breakfast, snacks, and lunch for sponsored students. Snacks are provided each day
- Lunches served 4x per week with a two week rotating menu; PAC coordinates hot lunch 1x per week



Springwood Elementary School

- 20 hour per week School Meal Worker coordinates orders and prepares a variety of warm and cold meals and snacks daily
- SMW starts at 7:45am and serves breakfast (pancakes, eggs, yogurt, fruit, granola) to students each morning. Lunch includes pasta with meat, meat and cheese sandwiches, lots of fresh fruit and veggies available all day. Afternoon snacks include fresh fruit, veggies, and homemade muffins.
- Arranged on trays on the office counter for any student to pick-up as needed. Hot food served out of the classroom kitchen



Errington Elementary School

- 20 hour per week School Meal Worker prepares a variety of warm and cold meals and snacks for students 4x per week. Pre-ordered meal options available to all families (small fee paying and several sponsored).
- Currently breakfast is supported by a local church, and we hope that continues - not confirmed yet.
- Online orders through Munch-a-Lunch platform. Limited people know who pays and who doesn't pay. This reduces the stigma and works to maintain dignity for the students who are sponsored.



Why do some schools have more staffing and less food costs and some schools have less staffing and more food costs?

- All schools are at a different place on the continuum of where they used to be and where they want to be.
- Some schools already have local groups supporting in various ways.
- Depends on what the capacity has been at each site to add additional time to existing employees or create a new position that focuses on meals.
- Varying number of students in need of food each day. Some just need snack top-ups, others need breakfast and/or lunch.
- Quality of food provided
- Some schools prepare food on-site while others get pre-made food delivered.
- Space and equipment
- Some schools have active PAC's that organize lunches on some school days and sponsor some students. Other schools cover the cost of PAC lunches for sponsored students.

Challenges

- Finding the people to do this work without taking away from supporting students in classrooms. It is different work.
- Replacement staff to cover absences.
- Available space to store supplies and prepare food (fridges, freezers, cupboards, counter space, stoves and other equipment; electrical outlet capacity can be an issue in some schools).
- Bulk ordering can be more cost efficient but minimum order requirements, delivery costs, and storage is a major issue. We have so many people shopping each week (time and travel).
- Planning healthy menu options for varying taste preferences and dietary requirements
- Preparing enough food with limited leftovers and waste
- Packaging and waste.

Next Steps

- Continue to find ways to maintain dignity and reduce stigma while providing healthy meal options at all schools.
- Pursue bulk purchasing and storage options. Similar menu options.
- Upgrades to equipment and serving options to reduce one-time-use packaging.
- Utilize larger kitchens and school meals workers to prepare food for schools with smaller number of students who need meals each day.