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Always growing
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**Qualicum School District
Finance & Operations Committee of the Whole Report
Tuesday, October 21, 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)

None

3. PROJECT UPDATES

a. False Bay School

Phil Munro, Director of Operations, shared that there was a recent public forum held at False Bay School and led by the project lead architect, Studio Hub. There was good feedback received which has led to follow up work to distill the thoughts and ideas down to 2 design concepts that would be shared out in late November.

There was a question regarding public access to the BSS track and it was shared that during school hours the school had priority use of the track and fields, but the public could use it in conjunction with school activities if not too intrusive; otherwise, during non-school hours the facility is available for booking through the Regional District of Nanaimo. It was also shared that PQB News will be publishing an article to remind the public to support the School District in protecting the track from vandalism and misuse.

4. ITEMS FOR DISCUSSION

a. Student Safety Crossings/Crossing Guards (SES/ÉOES)

Trustees Kellogg and Austin led the discussion on recent traffic concerns brought forward from PAC conversations regarding safe routes to school. It was clarified that the road safety is not a School District responsibility; however, the Board can support and facilitate lobbying efforts to the appropriate authorities when these concerns come forward.

The Committee members were reminded of two recent efforts that brought together partner groups with concerns to address Springwood Elementary and Oceanside road safety. These efforts were a positive opportunity to bring together individual groups to collaboratively work towards a common resolution.

It was generally supported for the Board to take leadership in lobbying for efforts to review the transportation and safety of students in those two schools. Some identified partner groups and authorities could include reaching out to Municipal

staff, RCMP, Ministry of Transportation, and ICBC, which all share jurisdiction of road/highway safety. Trustee Austin then asked for support of a motion to be brought forward to the October Regular Board meeting.

b. Photocopier Replacements

Lesley Rowan, District Principal of IT, shared the status of the copier/printer fleet needs in the District. At present there are approximately 50 plus units in the District that were purchased about 4-5 years ago. They are now facing some increased needs for servicing as they approach end of life in some cases. This early discussion is meant to start the planning to develop an approach that can be addressed in the next budget cycle. It was shared that, as the planning moves forward, additional usage statistics and financing options will be provided as suppliers are identified.

5. INFORMATION ITEM(S)

a. Q1 Financial Summary

Ryan Hung, Assistant Secretary Treasurer, reviewed the 1st quarter financial summary with the Committee, noting that most expenses are where they should be at this time of year, with a reasonableness test of 10% of the educational year or 25% of the operating year when considering year to date expenses. Some areas that continue to be monitored include on the revenue side, the timing of receipts for rental income, and transportation fees. On the expense side, it was observed that the Indigenous department has some carry over balance that are required to be spent so appears slightly higher than normal. Other areas being monitored include replacement budgets and departmental supply and services budgets.

b. Enrolment Report

Gillian Wilson, Associate Superintendent, reported that the September Enrolment Snapshot has been submitted to the Ministry, with the Echo review to be done in the next two weeks. As reported at the September Board Meeting, overall enrolment numbers are slightly down but very close to projections. It was also pointed out that the False Bay School, which now includes a Secondary program, will likely need to be shown differently as their numbers are slightly skewing the Secondary/Elementary totals.

Ron Amos, Secretary Treasurer, shared that it is anticipated that once the funding is finalized in December when the recalculated operating grants are announced the District will likely be out of funding protection; however, it is not yet clear if there will be additional operating grant funds. Over the coming months, more information on other revenues and operating costs will become clarified. As these unknowns become known the Amended budget will be developed and presented for Board approval in January or February of 2026.

6. ITEMS FOR RECOMMENDATION TO THE BOARD

a. 2025-2028 Multi Year Financial Plan

Ron Amos, Secretary Treasurer, provided a walk-through of a multi-year financial report that is recommended by the Ministry as part of the annual report out to the public in order to provide greater transparency and accountability in the development of financial processes and reporting. The highlights included a review of the projected enrolments going out to 27/28 which guides the anticipated revenues and expenditures.

Also shared was the anticipated approach that would help to rebuild the operating fund reserves to the policy recommendations of 2-3 % of total operating expenses. Also highlighted was the area of local capital needs that are identified as requiring to be addressed over the next three years.

- b. **Student safety** conversation, the Board supported forwarding the following motion to the October Regular Board meeting:

***THAT** the Board of Education of School District 69 (Qualicum) work with Springwood and École Oceanside Elementary Schools' administration and parents to develop, through collaboration with local governments, the province and ICBC, short-, medium-, and long-term road safety plans and action steps for those two sites ; and,*

***THAT** the Qualicum School District pursue avenues for a provincial safety review around École Oceanside Elementary School.*

7. FUTURE TOPICS

- a. Statement of Financial Information
b. Transportation Revenues

8. NEXT MEETING DATE:

Tuesday, November 18th, 2025 at 10:30 via TEAMS

9. ADJOURNMENT