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**Qualicum School District  
Finance & Operations Committee of the Whole Report  
Tuesday, November 18, 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**

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.

**2. PRESENTATIONS (10 MINUTES)**

**3. PROJECT UPDATES**

**a. Ongoing Capital Projects**

Along with the summary detailing the expenditures to date for the various capital projects underway in the District, Director of Operations Munro provided additional information on the False Bay school replacement, QBES childcare building and the Ballenas Whalers football clubhouse.

The False Bay project continues to move along with studioHuB architects with Heatherbrae Builders recently selected as the construction manager. Several meetings have been held with the wider community to support the development of a building and site plan, with the anticipated finalization in early 2026, after which trades and subtrades will be contracted for construction. Local sourcing of materials and labour will continue to be part of the discussion along with First Nations consulting on soils and potential artifacts.

Qualicum Beach Elementary School childcare also continues in the planning process, including the selection of the best suited site on the property and the awarding to Knappett Construction as the construction manager. Both projects are supported by Ian Heselgrave of Kin Beach Consulting as the District's Project Manager.

Director Munro was also able to share some early concept drawings for the Ballenas Whalers' clubhouse. This independent group which runs the community football team currently uses space within the Winchelsea Learning Centre and it is hoped that the Team can raise the funds necessary to build a permanent home on the School District property adjacent to the new running track. The anticipated \$700,000 cost is being raised through Whalers fundraising efforts and is being promoted by local media including CHEK news.

**4. ITEMS FOR DISCUSSION**

None

**5. INFORMATION ITEM(S)****a. Replacement Process for Specialized Equipment - How is it budgeted for and replaced?**

Trustee Kellogg shared that this was being brought forward for discussion and in anticipation of future budget planning. Secretary Treasurer Amos provided additional details of how small and large cost items are shared between local school/department supply budgets and District planning budgets.

All monthly fees such as telephone or copier fees, and consumable costs such as paper, toner, or one-time equipment replacement are borne by the schools and their operating fund budgets. When larger replacement projects are envisioned the funding in the past has come from local capital. These have included the Ballenas Secondary Track, copier fleet replacement and larger scale IT projects.

It was shared from the Multi Year Financial Plan that additional planning needs to take place and be included in the budget deliberations since the local capital reserve is now depleted. It was also observed that as the burden of new equipment in Trade shops, Gym, and Home Economic rooms falls to the local budgets so does the on-going maintenance and repair costs, which should also be considered when developing the budget. These items will be brought forward for deliberation in the 26/27 budget development process.

**b. 2026/2027 Budget Development****- Budget Process Schedule**

Secretary Treasurer Amos reviewed the schedule for the budget development and commented that additional meeting times for Indigenous Ed Council will be added once the times are confirmed. It was shared that the School District expects a decline in student enrolment, which will lead to reduced funding from grants. As a result, the budget will need to be adjusted to align with these lower grant amounts.

**- Survey Review**

Secretary Treasurer Amos shared that the budget survey will be posted from February to April to coincide with the budget discussions and preparation. The survey will follow a similar format to previous years, inviting feedback on how the district is performing and areas for improvement. Areas for consideration include student learning, learning resources, facilities and transportation, parent partnerships, and truth and reconciliation. It will also serve as an opportunity to hear from all partners, including the broader community.

**6. ITEMS FOR RECOMMENDATION TO THE BOARD****a. Statement of Financial Information (SOFI)**

Assistant Secretary Treasurer Hung provided an overview of the SOFI report and its background and highlighted some areas that needed further clarity including how employee expenses are being reported, as well as the reporting impact of retirement allowances on some employee groups.

**7. FUTURE TOPICS**

- a. 2025/2026 Amended Budget
- b. Q2 Financial Summary

**8. NEXT MEETING DATE:**

Tuesday, January 20, 2025 at 10:30 a.m. via videoconferencing

**9. ADJOURNMENT**