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**Qualicum School District  
Finance & Operations Committee of the Whole Report  
Tuesday, January 20, 2026  
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. False Bay School Replacement project**

Phil Munro, Director of Operations, introduced Ian Heselgrave, Principal Consultant and project lead, to the committee to share an overview of the project.

The presentation outlined the planning and design of the new False Bay School on Lasqueti Island, a complex project due to the island's lack of hydro power, goods ferry service, and aging 1950s infrastructure. All major systems—power generation, water, and sewage—must be fully rebuilt to modern standards. Despite significant ministry funding, costs are challenging, and the district team will meet with the Ministry in Victoria to discuss budget pressures specific to remote-island construction.

The new school will be built west of the existing building to preserve the community playfield and maintain uninterrupted medevac access. The design includes a defined public zone—gym, kitchen, library/learning commons, and Neighborhood Learning Centre—for extensive community use, while classrooms remain secured. Two classrooms, inclusive education spaces, a mudroom, flexible learning areas, and improved technology (interactive displays, voice amplification) form the instructional core.

The gym will be smaller than ideal but a major upgrade from the current unheated barn, with proper flooring, lighting, and insulation. Outdoor basketball space is planned to supplement limited indoor court size. Solar arrays, new generators, and battery storage will modernize energy systems. Covered outdoor areas, accessible pathways, and thoughtful community feedback integration guide the design. The district hopes to move into construction drawings and tendering pending ministry approval.

There was further discussion on the roof lines and the outdoor covered areas that will support additional gathering and play spaces.

**b. Qualicum Beach Elementary Child Care**

Ian Heselgrave, then provided an update on the new childcare centre being built at Qualicum Beach Elementary.

The district is advancing a 75-space childcare centre using a proven, standardized design previously built multiple times in the Comox Valley. The facility consists of four age-specific studios—infant, toddler, preschool, and before/after-school care—each with dedicated play areas, washrooms, and, where required, nap rooms. Small in-studio kitchenettes support daily routines, while a central staff area includes storage, offices, laundry, and a commercial dishwasher essential for sanitizing toys and reusable dishware. Continuous refinement of the design reflects feedback from operators and district staff, ensuring the layout aligns with local needs.

The centre will be located beside the Qualicum Beach Elementary playfield, with site enhancements including improved pedestrian and bike pathways, a perimeter walking route for community members, reconfigured parking and traffic flow with separate entry and exit points, and new EV-charging stalls. Each studio will have its own fenced outdoor play space. The project has tendered on budget, and construction begins January 26, with safety plans coordinated closely with school administration.

A sod turning event is scheduled for January 29<sup>th</sup> at 1:30 PM.

**4. ITEMS FOR DISCUSSION**

None

**5. INFORMATION ITEM(S)****a. Q2 Financial Summary**

Assistant Seretary Treasurer Ryan Hung provided a information related to the School Districts year to date financial summary.

The district's Q2 financial results are generally on target for this point in the year, with education-related budgets expected to be around 40% spent and fiscal-year items closer to 50%. Provincial and ministry grants align with the 40% benchmark. Rental and lease revenues appear high (107.8%) because full-year invoices are issued at the start of the year and recognized over time. Investment income is slightly higher due to placing funds in a higher-interest GIC.

Expenditures show improved allocation between operating and special purpose funds, particularly in support staff and replacement costs, which may look higher or lower compared to last year but reflect more accurate coding. Teacher and EA salaries align with the 40% school-year expectation, while 12-month staff such as principals and professionals sit near 50%. Some variances—like training, travel, and dues—are due to timing and internal reallocations.

Program-level reporting shows early learning and childcare over 100% due to annual-budget timing; this will be corrected in the amended budget. Indigenous Education spending is higher due to prior-year carry-forward use. Operations and maintenance costs are lower after shifting False Bay planning costs into capital.

Special purpose funds are well-aligned with expectations at 40.5%, reflecting accurate allocation improvements across the system.

**b. 2026/2027 Budget Development**

**- Schedule/Survey Review**

Secretary Treasurer Amos shared that work has begun on the 2026/27 Budget development with regard to projected enrolment and identifying cost pressures and programming priorities. The public survey question was shared and would be publicly available as of February 1, until May. There is also a meeting scheduled for next week with the Indigenous Education Council. More information on the budget will be shared at stakeholder and public meetings scheduled to begin in early February.

**- Review Fees/Rates**

Secretary Treasurer Amos reported that the summary was provided for information and acknowledged the work that has gone on in the past 2 years to review both the use of facility rental rates and the transportation rates. It was confirmed that it is not anticipated that the fees need to be adjusted for the 2026/27 school year and that there are no fees being charged for parents who register on time. The late fees are a result of there needing additional planning and work to accommodate these late applicants. It was shared by Director of Operations Phil Munro that an additional 300 applications were received after the school year started which caused the department to have to redesign many of the routes to accommodate these late applicants, upsetting the entire transportation system.

**6. ITEMS FOR RECOMMENDATION TO THE BOARD**

**a. 2025/2026 Amended Budget**

Secretary Treasurer Amos shared and provided information on the items that are included in the Amended budget.

After offsetting the supplements for funding protection and enrolment decline support funds, the district nets roughly \$821,000, most of which is already committed to salary pressures, Indigenous Education requirements, and higher replacement staffing costs. Additional small grant adjustments round out the amended budget.

It was noted that the budget includes the grant increases due to the enrolment growth and additional expense pressures that were identified in the Fall school startup. Reduced revenues from the special purpose grants have been offset by the removal of some discretionary supply budgets as well as staffing adjustments to support balancing the budget.

There are no additional Ministry grants provided to pay for the labour settlement cost increases as bargaining at the provincial table is still ongoing. The budget documents and summaries will be included the Regular Board meeting agenda package along with the required Board motion.

**7. FUTURE TOPICS**

**a. Finance & Operations Committee Work Plan was included for information**

**8. NEXT MEETING DATE:**

Tuesday, February 17, 2026 at 10:30 a.m. via videoconferencing

**9. ADJOURNMENT**