



## **FINANCE COMMITTEE AND FACILITIES & TRANSPORTATION COMMITTEE MEETING AGENDA**

**June 14, 2022 – 5:00 p.m.**

### **WELCOME AND ACKNOWLEDGEMENT**

*This meeting is being held on the traditional and unceded territory of the Secwépemc People.*

1. May 10, 2022, Meeting Report
2. Spring Post and Fill
3. Annual Facilities Grant 2022-2023
  - a. Project Update
  - b. Presentation
4. 2022-2023 Five-Year Capital Plan
5. Trustee Remuneration
6. 2021-2022 Year-End Audit
7. Proposed Future Meeting Dates – All Board and Committee Meetings

### **Finance and Facilities & Transportation:**

<b>MEETING</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
Finance/Facilities Committee	September 13, 2022	5:00 p.m.	Board Office
Finance/Facilities Committee	October 11, 2022	5:00 p.m.	Board Office
Finance/Facilities Committee	November 9, 2022	5:00 p.m.	Board Office
Finance/Facilities Committee	December 13, 2022	5:00 p.m.	Board Office
Finance/Facilities Committee	January 10, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	February 7, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	March 14, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	April 11, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	May 9, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	June 13, 2023	5:00 p.m.	Board Office

***“Learning, Growing and Belonging Together”***



## FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE MEETING REPORT

**May 10, 2022 (4:03 p.m. – 5:01 p.m.)**

**In Attendance:** Angie Delainey, Ciel Patenaude (4:05), Mary Forbes, Anne Kohut, Willow Macdonald, Linda Martens.

**Absent:** Alexis Walch

**Staff:** Superintendent Chris van der Mark, Secretary-Treasurer Harinder Singh (4:33), Assistant Superintendent Cheryl Lenardon (4:35), Directors of Instruction Sean Cameron, Dean Coder, and Cathy van der Mark, Manager of Facilities and Transportation Patrick McCarron, Director of Human Resources, Taryn Aumond (4:55), Executive Assistant Jodi Symmes

Agenda Item	Notes	Action	
Acknowledgment of Traditional Territory			
1. March 8, 2022, Committee Report	The committee reviewed the report and recommended no changes.	None.	
2. Draft 2 2022-2023 Budget	Secretary-Treasurer Singh presented the second draft of the 2022-2023 SD27 Budget.	Recommendation that the first two draft readings of the budget to be read at the May Board Meeting.	
3. FESL Update	Superintendent van der Mark provided an update on the District FESL Peer Review Team feedback.	None. Provided for information.	
4. Health and Safety	Manager, Facilities and Transportation provided an update on the Health and Safety management system and how it will assist the District as we grow.	None. Provided for information.	
5. Carbon Neutral Report	Secretary-Treasurer Singh provided the 2021 Carbon Nural program report for review.	None, provided for information.	
6. School Fees	Mr. Singh, and Ms. Lenardon provided schedule of fees for the 2022-2023 School Year.	Recommended to the Board for approval.	
7. Proposed Future Meeting Dates			
MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	June 14, 2022	5:00 p.m.	Board Office



## **Briefing Note**

**TO: Finance and Facilities**

**FROM: Superintendent**

**DATE: June 14, 2022**

**RE: Spring Post and Fill**

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### **SPRING HIRING**

It has been a busy spring so far as we engage in the yearly hiring cycle. So far, the online process has worked smoothly. We have a number of posting out external. Assistant Superintendent Lenardon and Human Resources have been working hard to enhance recruiting efforts across Canada. We have also had some essential help from our existing workforce to connect with other post-secondary institutions.

We have just a few administrative positions to fill, with Naghtaneq and Dog Creek closing just last week. Our priority continues to be finding leaders who want to be in community and part of community.

We are also continuing to explore opportunities to grow the administrative pool in the South end of the District through the development of leadership opportunities.

Irrespective, we continue to be pleased with the continued growth in the capacity of leaders in both formal and informal roles. We have much work to do, but we can clearly see our progression as we continue to strive to being a leading learning school district.

### **RECOMMENDATION**

None. Information only.

# Submission Summary

<b>Submission Summary:</b>	AFG 2022/2023   2022-05-31
<b>Submission Type:</b>	Expenditure Plan
<b>School District:</b>	Cariboo-Chilcotin (SD27)
<b>Open Date:</b>	2022-04-01
<b>Close Date:</b>	2022-05-31
<b>Submitted On:</b>	2022-05-31 4:27 PM
<b>Submission Status:</b>	Submitted
<b>Version:</b>	Submitted

Submission Category	Sum Total Project Cost Submitted
AFG	<b>\$1,572,304</b>

AFG							
Project Number	Existing Facility?	Facility/Site	Project Type	VFA Requirement #	SD Project ID	Project Description	Total Project Cost
156304	No	100 Mile / W.L. Yards	Electrical (AFG)			EV upgrades / Engineering	\$50,000
156290	Yes	Big Lake Elementary	HVAC (AFG)			Mechanical Upgrade	\$20,000
156302	Yes	Big Lake Elementary	Exterior Wall Systems (AFG)			Exterior Paint	\$5,000
156303	No	Board Office	Exterior Wall Systems (AFG)			Exterior Paint	\$5,000
156314	No	Board Office	Accessibility Upgrades			Handicap Accessibility	\$70,000
156300	No	Cataline / Big Lake	Site Upgrades			Sidewalk Upgrade	\$15,000
156299	Yes	Cataline Elementary	Site Upgrades			Concrete Stairs	\$5,000
156310	Yes	Chilcotin Road Elementary	Interior Construction (AFG)			Flooring replacement	\$80,000

# Submission Summary

156313	No	Columnetza Secondary	HVAC (AFG)			Kitchen Upgrades	\$300,000
156309	No	CSS/Cataline/150/100 Mile Elem	Site Upgrades			Irrigation Upgrade	\$106,000
156294	No	District Wide	HVAC (AFG)			DDC Upgrades	\$150,000
156306	No	District Wide	Electrical (AFG)			UPS Units	\$16,000
156307	No	District Wide	Electrical (AFG)			Fire Suppression Infrastructure	\$50,000
156312	No	District Wide	Site Upgrades			Rural Environmental / Hazmat assesement	\$70,000
157086	No	District Wide	Site Upgrades			Various Construction	\$114,304
156292	Yes	Dog Creek Elem-Jr. Secondary	HVAC (AFG)			Mechanical Upgrade	\$26,000
156291	Yes	Horsefly Elem-Jr Secondary	HVAC (AFG)			Mechanical Upgrade	\$12,000
156293	Yes	Horsefly Elem-Jr Secondary	Plumbing (AFG)			Water Well Upgrade	\$16,000
156297	Yes	Lake City Secondary	Exterior Wall Systems (AFG)			Painting	\$100,000
156311	Yes	Lake City Secondary	Interior Construction (AFG)			Flooring Replacement	\$60,000
156296	Yes	Marie Sharpe Elementary	Exterior Wall Systems (AFG)			Painting	\$100,000
156298	Yes	Marie Sharpe Elementary	Site Upgrades			Concrete Stairs	\$5,000
156295	Yes	Mile 108 Elementary	Plumbing (AFG)			Geothermal buffer tank	\$100,000
156301	Yes	Naghtaneqed Elem-Jr Secondary	Exterior Wall Systems (AFG)			Exterior Paint	\$5,000
156308	Yes	Nesika Elementary	Site Upgrades			Paving	\$86,000
156305	Yes	Peter Skene Ogden Secondary	Electrical (AFG)			Frequency Drives	\$6,000
						AFG Total:	<b>\$1,572,304</b>

**SCHOOL DISTRICT NO.27 (CARIBOO-CHILCOTIN)**  
**2022/23 Highlight projects**  
**New/SEP/CNCP/BEP/Bus/Dem/OLS**

Capital code / Description	Location	Action
<b>MCFD – Dorm Renovation</b>	Columneetza	RFP - Architectural services
<b>New – School Replacement</b>	Marie Sharpe	June 30 <sup>th</sup> - Submission to major capital request
<b>SEP – Unit Ventilator Upgrade</b>	Peter Skene Ogden	Ready for Pre-Tender – supply chain
<b>SEP – Geothermal Buffer Tank Upgrade</b>	108 Mile Elementary	Ready for Pre-Tender – supply chain
<b>CNCP - LED Upgrades</b>	PSO, Tatla Lake	Beginning over summer – surplus from Previous CNCP
<b>BEP - Playground Replacement</b>	Dog Creek	Been Awarded – July 15 <sup>th</sup>
<b>BEP – Playground Replacement</b>	Cataline	Currently on BC BID
<b>AFG – Board Office Envelope/Roof</b>	Board office	Bids awarded – July 11 <sup>th</sup> Asbestos Removal
<b>BUS – Bus Procurement</b>	District Wide	Waiting for order to arrive from 2021 – short 4 buses

***Key Points***

**LED Upgrades (CNCP)**

- Conducting project in house.

**Fire Suppression:**

- Completed study in draft status

- Begin to plan school upgrades

#### **DDC upgrades**

- Language still being developed for RFP

#### **Marie Sharpe**

- HVAC / Plumbing upgrades
- Will continue to consult with Ministry and Engineers about how to upgrade mechanical systems

#### **Naghtaneqed Hazardous Material Abatement**

- In progress
- Soil to be removed June 8-10

#### **Security System upgrades (AFG)**

- FOB upgrades continuous - Pilot
- Camera upgrade – Paused
- P.A. system upgrade – In Research and Development

#### **Naghtaneqed (AFG)**

- **Envelope:** Exterior envelope Complete. Painting will begin this summer
- **Backup generator:** New C-can and generator are in operational. Some fuel system hook-up remains.

#### **Anaheim (AFG)**

- Trailer Park: Consultant report is completed. In house remedial work to build burms is complete.
- School location: Geotech has completed site visit. Waiting for report.

#### **District Office Building**

- Asbestos removal begins July 11<sup>th</sup>
  - o Roofing
  - o Siding
  - o Windows

- Heaters

**Backup Generator:**

- Required after issue with holiday freezing uncovered our risk to environmental hazards
- Required 60 KW – 3 phase unit
- Has been procured – implementing plug and play system and load report

**Horsefly/Dog Creek/Big Lake:**

- Furnace replacement
- Begins in end of June

**Horsefly:**

- Water system upgrade
- Begin in August when table is lower





# Facilities and Transportation

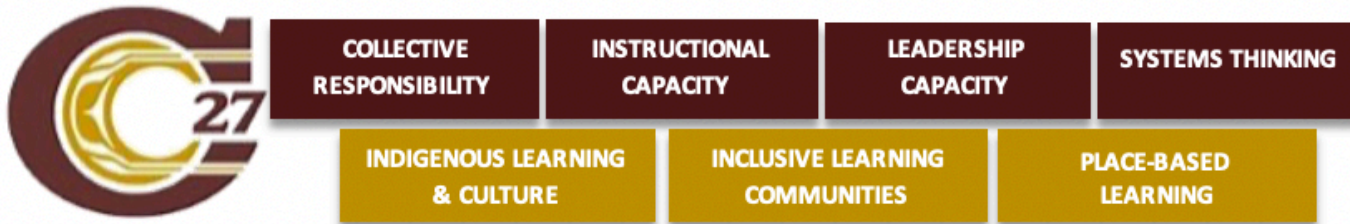
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APRIL 2022

SCHOOL DISTRICT NO. 27 (CARIBOO-CHILCOTIN)

## FOCUS AREAS FOR GROWTH

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We looked at what the student achievement and school experience data showed, reflected on the findings and recommendations of the Equity Scan, considered the community input, examined our internal processes and practices and tried to capture what was essential in some key focus areas for growth: collective responsibility, instructional capacity, leadership capacity, systems thinking, indigenous learning and culture, inclusive learning communities, and place-based learning. We sought input from staff, parents, and students to see if there were important ideas or themes that were missed before confirming our focus areas for planning.

How to connect the Focus areas of growth into Operations?

Arguably all growth areas have influence

Main growth area Systems thinking

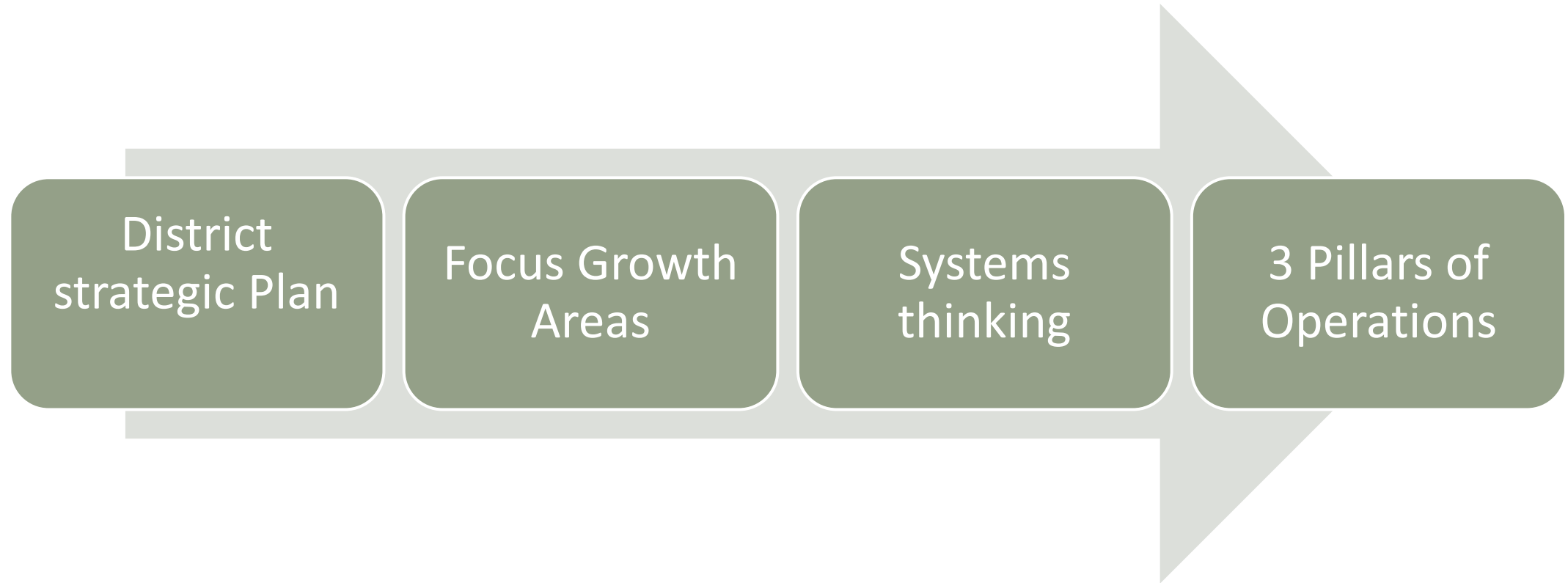
- See definition

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# Systems Thinking Defined

We will create *consistency, predictability, and efficiency* by setting up systems for accomplishing our work in the District so individual staff members, sites, and departments are not ***duplicating efforts, dividing resources***, and potentially working at ***cross-purposes***. With planning based on the big picture, consideration of how all the pieces fit together, and selection and ***design of effective strategies and practices***, staff, students, and parents/guardians will be able to rely on a similar experience and *high level of service* across the district.

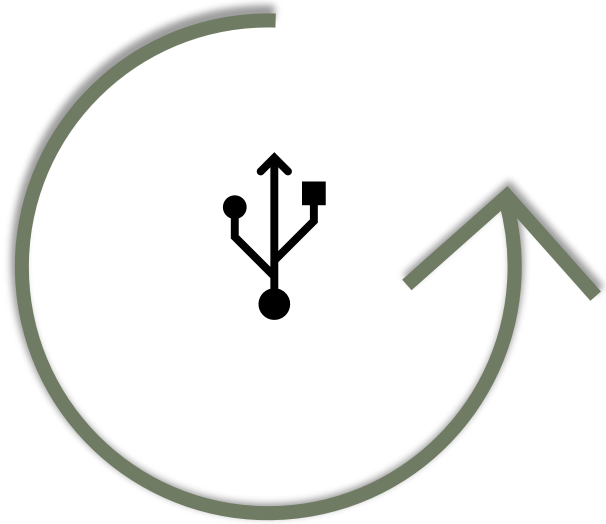
Consistency \* Predictability \* Efficiency  
= High level of service



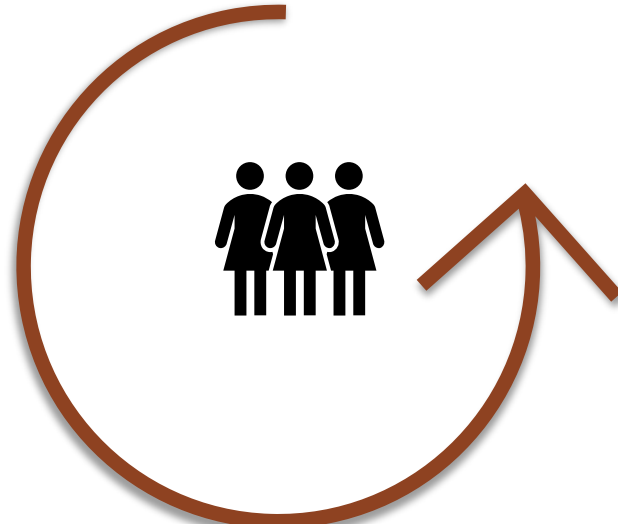
# Connect the Dots

# Facilities and Transportation Department

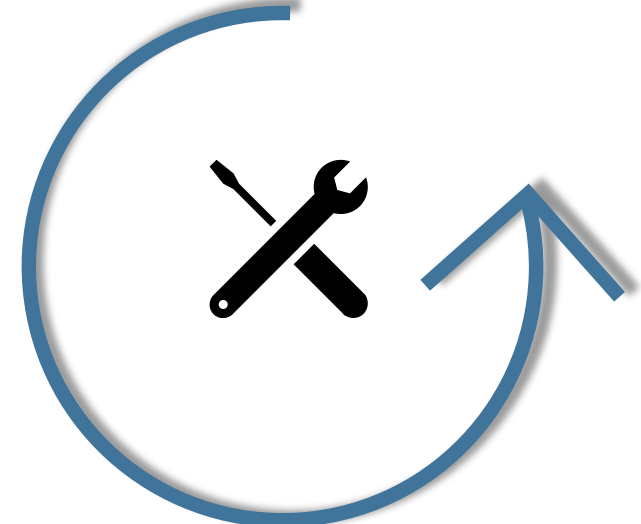
## 3 Pillars



Technology (Network)










People



Infrastructure

# NETWORK

Foundation

ITEM	IMPLEMENTATION PHASE				
	0	1	2	3	4
HVAC					
Transfinder					
FOB					
Intrusion Monitoring					
Fire Suppression					
P.A. System					
Electric Bus					
All Items Web – Based in 3-5 years					

Implementation Phase				
0	1	2	3	4
<b>Concept</b> <ul style="list-style-type: none"> <li>• Research</li> <li>• Cost</li> <li>• Sr. Mgmt. critique</li> <li>• Current market</li> </ul>	<b>Pre-Implementation</b> <ul style="list-style-type: none"> <li>• Identify Barriers</li> <li>• Key Stakeholders</li> <li>• Acquire Budget</li> </ul>	<b>Path Forward / Pilot</b> <ul style="list-style-type: none"> <li>• Rollout concept to stakeholders</li> <li>• Tech Language</li> </ul>	<b>Rollout</b> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Monitor behavior</li> <li>• Training</li> <li>• Determine end game</li> </ul>	<b>End User Experience</b> <ul style="list-style-type: none"> <li>• Feedback</li> <li>• Critique/Improvement</li> </ul>



# Considerations

## Network & Technology

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**HVAC** – Developing legal framework for RFP. Rocky Point Engineering is consulting. Pivoting to design 5-year implementation plan designed to begin with R2 schools.

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**Transfinder** – Final stage of assigning students to routes. Ready to design learning groups. Can begin test phase with management team.

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**FOB** – In the “lab” – Last stage of R&D moving in to test site

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**Intrusion** – Pivot from Telus – Lone Worker (Paladin Tech.) Implemented and alarm monitoring (Onetrix) – waiting for fire suppression study results.

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**PA System** – In the “lab” – Waiting for feedback from Carehawk about teams integration

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**Electric Bus** – Falcon Engineering in design for the EV charging stations / BC Hydro is also moving into design – Patience needed.

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# PEOPLE

ITEM Key initiatives	IMPLEMENTATION PHASE				
	0	1	2	3	4
Lead Hand- Job Desc.					
Cold Weather Proc.					
Custodial Handbook					
Investigation Template					
Bridge Silo – HR   Ops					
Eliminate 2-Hour Shifts					
2 <sup>nd</sup> Lead Hand (Cust.)					
Evaluate 4 Positions in Dept.					
Succession Planning					

Implementation Phases				
0	1	2	3	4
<b>Concept Phase</b> <ul style="list-style-type: none"> <li>• Research</li> <li>• Cost</li> <li>• Sr. Mgmt. critique</li> </ul>	<b>Pre-Implementation</b> <ul style="list-style-type: none"> <li>• Identify Barriers</li> <li>• Key Stakeholders</li> <li>• Current market</li> </ul>	<b>Path Forward</b> <ul style="list-style-type: none"> <li>• Rollout concept to stakeholders</li> <li>• Begin Buy-In</li> </ul>	<b>Begin Rollout</b> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Monitor behaviour</li> <li>• Determine end game</li> </ul>	<b>End User Experience</b> <ul style="list-style-type: none"> <li>• Feedback</li> <li>• Critique/Improvement</li> </ul>



# Considerations

## People

### All Department

- **Bridge Silos Between Department**
- **Succession Planning** – Knowledge transfer Ben and Elaine
- **Accountability**
  - **Investigation Interview Template** - Using template in meetings.
- **Evaluate 4 positions**
  - Include operations tech, HVAC Mechanic / Electrician, Dispatchers

### Facilities

- **Lead Hand - Job Descriptions** – Electrical, carpentry, HVAC, Custodial (in progress), Grounds (in progress), Dispatch (in progress)










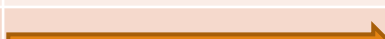
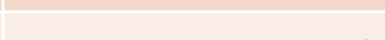
### Transportation

- **Cold Weather Procedures** – Assist in development for all staff. In liaison-Zoleo update and close to complete

### Custodial

- **Custodial Handbook** - Implemented.
- **Inspection Sheets** –Finalize after handbook complete – Fall implementation
- **Eliminate 2-hour Shifts** – Three 2-hr. Shifts remaining
- **2<sup>nd</sup> Custodial Lead Hand** – One lead hand appointed – review second (Stewart in CSS).

# INFRASTRUCTURE

ITEM	IMPLEMENTATION PHASE				
	0	1	2	3	4
Capital Budget Submission					
Formulate 22/23 AFG Budget					
Daycare Submission					
Boiler Lifecycle Chart					
Air Handler Lifecycle Chart					
School Water Systems					
Fire Suppression Inventory					
Water Sample Database					
Building Envelope Strategy					
5-Year Roof Repair/Replace					
Teacherages					
Implementation Phases					
0	1	2	3	4	
<b>Concept Phase</b> <ul style="list-style-type: none"><li>• Research</li><li>• Cost</li><li>• Sr. Mgmt. critique</li></ul>	<b>Pre-Implementation</b> <ul style="list-style-type: none"><li>• Identify Barriers</li><li>• Key Stakeholders</li><li>• Current market</li></ul>	<b>Path Forward</b> <ul style="list-style-type: none"><li>• Rollout concept to stakeholders</li><li>• Begin Buy-In</li></ul>	<b>Begin Rollout</b> <ul style="list-style-type: none"><li>• Communication</li><li>• Monitor behaviour</li><li>• Determine end game</li></ul>	<b>End User Experience</b> <ul style="list-style-type: none"><li>• Feedback</li><li>• Critique/Improvement</li></ul>	

# Considerations Infrastructure

- **Capital Submission** – Develop in Spring 2022.
- **Formulating 2022/2023 AFG Budget** – Preliminary budget set, will gather Lead Hand Feedback and support 5-year IT plan.
- **Daycare Submission** – Submission complete – awarded 3m. Begin Management Phase
- **Develop Boiler Lifecycle Chart** – Inventory and chart complete.
- **Develop Air Handler Lifecycle Chart** – Inventory and chart complete.
- **Develop School Water System Inventory** – Inventory complete. 1-year implementation plan in progress with AFG support.
- **Develop Fire Suppression Inventory** – In progress. Field work completed / waiting for results
- **Develop Water Sample Database** – Data in – formatting for website required.
- **Develop 3-year Building Envelope Strategy** – Year 3.
- **Develop 5-Year Roof Replacement | Repair Plan** – Reviewing market for roofers.
- **Develop cost/benefit analysis for Glendale Maintenance Project** – Concept Phase.
- **Teacherage Recruitment Program** – Develop ranking list for 9 communities. Anahim and 100 MH to begin concept Spring 2022.

# Way forward

## Understanding Departmental Barriers:

- Global Events / Manufacturing
- Supply Chain Bottleneck at Ports
- COVID 19
- Market instabilities (inflation caused in part by global events)
- Natural Disasters
- Government Budget Cycles (Treasury)
- Collective Bargaining / Labor action

# Way Forward

## Opportunities:

- Gives ability for our team to solve complex challenges
- Understanding new rules globally
  - The more we learn nationally / globally the better we can plan locally
- Ministry is open to dialogue / Challenges
- As technology and skills move forward – gives a chance for Operations to evaluate structure.
- Combined vision of mgmt. team – project vision
  - - See project sheet

# Project Request Fact Sheet

Cariboo-Chilcotin (SD27)

Marie Sharpe Elementary

Report run: Wednesday, June 8, 2022

## Primary Option Table: Full Replacement (Replace/Reno) - 150271 - Marie Sharpe Elementary

### Proposed Project Information

School District Priority	Anticipated Start Year	Anticipated Occupancy Year	Project Budget Estimate
	2024/2025	2030/2031	\$35,774,762

### School Information

Grade Configuration	
Existing School	School After Project
K-6	K-6

Portables
0

Facility Condition Index (FCI)	
Current FCI	Future FCI
0.85	

School Utilization
70%

Design Capacity		
<b>Existing School</b>		
K	E	S
20	350	0
<b>School After Project</b>		
K	E	S
20	350	0
<b>Net Change</b>		
K	E	S
0	0	0

Calculated Operating Capacity		
<b>Existing School</b>		
K	E	S
19	299	0
<b>School After Project</b>		
K	E	S
19	295	0
<b>Net Change</b>		
K	E	S
0	-4	0

District Operating Capacity		
<b>Existing School</b>		
K	E	S
0	0	0
<b>School After Project</b>		
K	E	S
0	0	0
<b>Net Change</b>		
K	E	S

Number of Classrooms		
<b>Existing School</b>		
K	E	S
1	14	0
<b>School After Project</b>		
K	E	S
1	14	0
<b>Net Change</b>		
K	E	S
0	0	0

# Primary Option: Full Replacement (Replace/Reno) - 150271 - Marie Sharpe Elementary

## Project Rationale

Marie Sharpe Elementary is a high priority project for School District No. 27 as it is their oldest building with an averaged Facility Condition Index (FCI) of .85 (significantly worse than the provincial average FCI of 0.43). In addition, the school is a key asset to maintain enrolment for regular and District educational programs. The Marie Sharpe Elementary Project Request Factsheet is being forwarded to the Ministry as a priority to proceed with the recommended option of replacement of the existing buildings on the site.

Marie Sharpe Elementary is located at 260 Cameron Street, Williams Lake, BC. The one- and two-storey, wood-framed and stucco-clad building has a total area of 2691.96 m<sup>2</sup> (excluding annex building). Initial construction was completed in 1949-50 with significant additions built in 1952, 1954, and 1959. The building has been maintained although there is significant deferred maintenance and previously identified concerns with mould propagation within the wood-framed crawlspace.

Marie Sharpe Elementary is the city core of Williams Lake, located along the north edge of the Central Business District, and it offers regular K-6 instruction with First Nations language instruction in Chilcotin and Shuswap. 70% of the student population of Marie Sharpe identifies as Indigenous. A new school build supporting these students and the community is also a massive part of reconciliation in creating a shared learning and cultural space. It also provides a Strong Start program. The District forecasts Marie Sharpe Elementary enrolment will remain relatively stable over the next 10 years. However, this is due to a significant number of students in the catchment area historically choosing to attend other schools, enrolment would increase significantly. Since 2018, 274 students have chosen out of catchment schools (2017/18- 69, 2018/19-72, 2018/20-45, 2020-21- 53, 2021/22- 35). It has only slowed due to there being no space in other schools. The Board is also engaging in policy work to prevent this in the future.

Nesika Elementary and Cataline Elementary are the other two schools in Williams Lake after fire destroyed Poplar Glade Elementary in April 2007 and Glendale Elementary was closed in July 2013. Both schools are over-capacity, with Nesika at 136% utilization and Cataline at 111% utilization. The district is working on catchment policy to return students to Marie and decrease enrolment at over capacity schools.

Renovating the existing Marie Sharpe Elementary School and site would be more expensive than constructing a replacement school complete with relocated playing fields, but the new construction option provides the following advantages:

- New Elementary School is sized to meet current and projected student populations resulting in reduced yearly operational costs;
- Adding additional daycare spaces (est. 50 spaces) to which supports rationale from the Williams Lake Childcare Needs Assessment Action Plan.
- Integrated mechanical and electrical systems provide increased control and energy efficiency;
- Displacement ventilation systems with low-velocity supply air near the floor increases user comfort and improves indoor air quality; this need has been amplified during the pandemic;
- Increased daylighting with elimination of glare (translucent panels) at gymnasium and entry hall;
- Increased after-hours use, with better access to gymnasium, washrooms, kitchen, and multi-purpose areas;
- Increased/improved School security;
- Increased separation of on-site parking and bus traffic;
- Better designed playfields with sensor-controlled irrigation and xeriscaping to reduce water consumption;

- No disruption to existing School during construction on adjacent play field; and still ample space for new play field area
- Lateral load risk would be eliminated as current lateral design criteria does not meet code therefore upgrading shear wall diaphragm and hold down elements would increase lateral load.
- Eliminates the requirement to install new firewall, elevator, ramp and exterior walls
- Additional funding for the project would be contributed by the School District from existing restricted and operational surplus. The Board is will be moving funds into the local capital to support additional capital needs or preferably, a new school build. We are also in the process of disposing of multiple properties.

#### Stakeholder Interaction/ Support

There is interest/support from multiple stakeholders within the district to create this educational space. Key stakeholders such as Williams Lake First Nations & City of Williams Lake have expressed support for the project. Multiple ministries have been involved as surplus District properties are desired for housing development by the City, as well as interest from WLFN for development/ historic land issues. Any district decisions with regard to land disposition need to support future school construction, however the competing interests regarding the property could be divisive and actually hinder other reconciliation efforts. All parties do support the need for the new school and are pursuing avenues that build the partnerships with regards to land use/development.

#### Scope of Work

The District is requesting to replace the existing Marie Sharpe Elementary School. The new building will be constructed on the adjacent playing field and when complete/occupied, the original building will be demolished and that portion of the site converted to provide new playing fields and parking lot.

#### Temporary Accommodation and Busing Plan

Not required as the replacement School will be constructed on the existing playing field with no impact to the current School.

#### Municipal Requirements

New School will be designed to achieve LEED Gold certification standards.

Discussions with the City of Williams Lake in 2008 when the original replacement School project construction documents were being prepared identified a requirement to provide new sidewalk and curbs to municipal standards along Comer Street at the north end of the Marie Sharpe School site (where currently only a dirt pathway exists).

Given the time lag, conversations with the City of Williams Lake, the Cariboo Regional District and other potential partners are ongoing.



## Procurement Analysis

Objective	CM Points	CM Description	DB Points	DB Description	DBB Points	DBB Description
Cost Certainty	2	Fixed price contracts with subs. Owner assumes cost escalation risk under subs are tendered.	2	Fixed price contracts. Contractor assumes cost escalation risk, and may charge a premium for the risk.	2	Fixed price contracts. Contractor assumes cost escalation risk, change orders for unforeseen risk.
Competition is Maximized	3	CM assists in assessing and awarding sub-trades bids. Project scope can be adjusted to meet the budget.  222	3	The market must be broad enough to attract skilled market participants that are prepared to compete – may be problematic in a busy construction market.	1	Assessing bids is simpler because design approaches do not differ. Owner may pay a premium for change orders for unknowns.
Schedule and Timing	2	One-stage tendering, rather than two-stage process of DB (RDQ and RFP). Once subtrade tenders are complete, the project may be converted to CCDC-2.	2	Overall timeline for DB through to completion can be shorter provided that project planning is not significantly advanced (such as DBB detail design). May encourage timeline with penalty for missing schedule.	2	One-stage tendering, rather than two-stage process of DB (RDQ and RFP).
Asset Performance Throughout Life Cycle	3	CM may encourage savings through phasing, alternates, cost savings and shortcuts that don't reduce quality	0	DB may encourage contractor savings through shortcuts that result in poorer quality	2	District can select higher quality components resulting in a longer life expectancy and reduction in future capital expense
Innovation in Design	3	Leverage CM experience to achieve design parameters, constructability and phasing within budget constraints	2	Leverages more innovative market to achieve design parameters, where there is sufficient incentive and flexibility in the contract to encourage innovation. Limited control over stakeholder concerns.	1	Greater owner control over design details may not foster innovative approaches
Procurement Process, Flexibility, and Stakeholder Concerns	2	Performance requirements co-managed by owner and CM for high quality scope definition; district/CM have control over interpretation of plan	2	Performance requirements need a complete, high scope definition; district may have limited control over interpretation of the plan. Potential stakeholder issues.	2	Moderate changes to scope can occur.

<b>Key Project Risks and Complexities are Managed and Mitigated</b>	2	Complexity/risk co-managed by owner and CM with the size, skills and experience to manage them more cost effectively	3	Complexity/risk transferred to parties with the size, skills and experience to manage them more cost effectively; cost premium to assume the risk	0	Risk of architectural design flaws is held by the owner
<b>Overall Value for Money</b>	3	Early involvement of CM firm can keep construction costs under consideration during design and working drawings; giving advice on phasing and constructability.	3	Early involvement of construction firm can keep construction costs under consideration during design; contractor may charge a premium to take risk.	3	Designed with less input from construction expertise, may result in costly design elements. District can contract a CM to be involved through design to be the owner's representative ensuring construction expertise is included in the design.
<b>TOTAL POINTS</b>	20		17		13	

Long-Range Facilities Plan	
Does the District have an LRFP currently in place?	Yes
Date Produced	2019-01-01
Description	<ul style="list-style-type: none"> <li>• Marie Sharpe is currently the Board's number 1 request in the Districts 5 Year Capital Plan (replacement program).</li> <li>• The request includes provisions for K-6 (English), Strong Start, a daycare (Est 50 spaces). The new School would be a 300 student facility, factoring in potential growth</li> <li>• Continue to maintain the current facility for safety, security, and function until a new replacement is built.</li> <li>• Current enrolment is approx 190 students. However, as the district corrects catchment issues, enrolment will increase. This would be magnified by a new school build as currently in catchment families try to go elsewhere.</li> <li>• Current school capacity usage is at 78% not including a Strong Start center.</li> <li>• Look to fill this site to capacity before adding portables or opening closed space at schools in close proximity.</li> </ul>
Date when the District will have a LRFP in place	
Is the proposed project identified in the LRFP as a future capital project need?	Yes
Describe how the LRFP supports the need for the proposed capital project	Currently the LRFP indicates a funding need of est. 5 millions dollars to support the funding needs analysis. There are multiple

improvements required in areas surrounding Structural, Mechanical and Electrical required as indicated in the report and throughout the PRFS submission.

## Options Analysis

Option: Replacement Marie Sharpe	
Submission Category	Replacement/Renovation
Project Type	Renovation (Replace/Reno)
Facility	Marie Sharpe Elementary
Total Option Cost	\$0
Existing School Area	3,804m <sup>2</sup>
Proposed Construction Area	0m <sup>2</sup>
School Area After Project	3,804m <sup>2</sup>
Anticipated Option Start Year	2022/2023
Anticipated Occupancy Year	2024/2025
Option Rationale	N/A
Scope of Work	N/A
Temporary Accommodation and Busing Plan	
Municipal Requirements	

## Capital Project Options

		2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032
150271 - Marie Sharpe Elementary												
	Change in Design	0	0	0	0	0	0	0	0	0	0	0
	Enrolment*	223	228	222	224	222	221	221	221	231	231	0
	International	-	0	0	0	0	0	0	0	0	0	0
	Design Capacity	345	345	345	345	345	345	345	345	345	345	345
	% Utilization	65%	66%	64%	65%	64%	64%	64%	64%	67%	67%	0%
	Total Surplus \ Shortfall	122	117	123	121	123	124	124	124	114	114	345

		2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032
Replacement Marie Sharpe - Marie Sharpe Elementary												
	Change in Design	0	0	0	0	0	0	0	0	0	0	0
	Enrolment*	223	228	222	224	222	221	221	221	231	231	-
	International	-	-	-	-	-	-	-	-	-	-	-
	Design Capacity	345	345	345	345	345	345	345	345	345	345	345
	% Utilization	65%	66%	64%	65%	64%	64%	64%	64%	67%	67%	0%
	Total Surplus\ - Shortfall	122	117	123	121	123	124	124	124	114	114	345

International Students are not included in Total numbers or other calculations

\*In the above, if the enrolment cell in the current school year is highlighted in green, actual enrolment is being displayed. If blue, the values shown are projections.



## **Briefing Note**

**TO:** Finance and Facilities & Transportation Committee

**FROM:** Superintendent

**DATE:** June 14, 2022

**RE:** Trustee Remuneration

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### **BACKGROUND**

As per Policy 160 - Trustee Remuneration and Expenses, commencing July 1, 2019 and each and every July 1<sup>st</sup> thereafter the annual remuneration paid to Trustees, Chair and Vice-Chair shall be adjusted based on the Canadian Consumer Price Index established in December of the previous year.

### **DISCUSSION**

The COVID-19 pandemic has had an impact on the Consumer Price Index (CPI), both in terms of the shifts in consumer spending patterns and in terms of supply chain issues and efforts to address missing or unavailable products and prices in 2020. Please refer to the note to readers for more information.

The CPI rose in 2021 on an average annual basis, following an increase of 1.9% in 2019 and 0.7% in 2020. In 2021, the CPI rose significantly, reflective of general inflationary trends, at an average of 3.4% in 2021.

The annual increase per zone would be as follows:

Zones 1 - 4	\$645.45
Zones 5 - 6	\$582.21
Zone 7	\$662.88

### **RECOMMENDATION**

None. As per Policy 160.



## **Briefing Note**

**TO: Finance and Facilities**

**FROM: Superintendent**

**DATE: June 14, 2022**

**RE: Audit Schedule Overview**

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Board of Education has retained the services of MNP LLP, Williams Lake, BC who shall perform the year end audit work. The deadline for completion and filing of the Audited Financial statements is September 30, 2022.

The audit is scheduled for Mid-August 2022. This will be confirmed depending on department progress, year-end work, and holidays.

### **MNP HAS INFORMED**

1. Fieldwork should begin early to mid-August for about a week. The trial balance should be finalized by early August,
2. An audit service plan should be delivered in early August outlining the processes and materiality of the audit,
3. Samples will be a function of the revenues and expenses,
4. Expenses - There would typically be about 20 expense samples, 20 payroll samples, TPP and CPP contribution rate reconciliation,
5. Revenue – There would be funding confirmation with the province,
6. Other – Discussions with various financial staff about transaction processes, changes in the organization, areas of risk, and any of your specific needs and concerns,
7. Drafts of the financial statements should be ready in the beginning of September, with final statements being presented near the end of September.

### **RECOMMENDATION**

None. Provided for information.



**Board of Education  
Proposed Meeting Dates 2022-2023**

MEETING	DATE	TIME	LOCATION
In-Camera Board Meeting Public Board Meeting	September 27, 2022	5:30 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	October 25, 2022	5:30 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	November 22, 2022	5:30 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	December 20, 2022	5:30 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	January 24, 2023	5:30 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	February 28, 2023	5:30 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	March 28, 2023	5:30 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	April 25, 2023	5:30 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	May 23, 2023	5:30 p.m. 6:30 p.m.	Board Office
In-Camera Board Meeting Public Board Meeting	June 27, 2023	5:30 p.m. 6:30 p.m.	Board Office

MEETING	DATE	TIME	LOCATION
Education Committee	September 14, 2022	4:00 p.m.	Board Office
Education Committee	October 12, 2022	4:00 p.m.	Board Office
Education Committee	November 9, 2022	4:00 p.m.	Board Office
Education Committee	December 14, 2022	4:00 p.m.	Board Office
Education Committee	January 11, 2023	4:00 p.m.	Board Office
Education Committee	February 15, 2023	4:00 p.m.	Board Office
Education Committee	March 15, 2023	4:00 p.m.	Board Office
Education Committee	April 12, 2023	4:00 p.m.	Board Office
Education Committee	May 10, 2023	4:00 p.m.	Board Office
Education Committee	June 14, 2023	4:00 p.m.	Board Office

MEETING	DATE	TIME	LOCATION
Policy Committee	September 13, 2022	3:00 p.m.	Board Office
Policy Committee	October 11, 2022	3:00 p.m.	Board Office
Policy Committee	November 9, 2022	3:00 p.m.	Board Office
Policy Committee	December 13, 2022	3:00 p.m.	Board Office
Policy Committee	January 10, 2023	3:00 p.m.	Board Office
Policy Committee	February 7, 2023	3:00 p.m.	Board Office
Policy Committee	March 14, 2023	3:00 p.m.	Board Office
Policy Committee	April 11, 2023	3:00 p.m.	Board Office
Policy Committee	May 9, 2023	3:00 p.m.	Board Office
Policy Committee	June 13, 2023	3:00 p.m.	Board Office

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	September 13, 2022	5:00 p.m.	Board Office
Finance/Facilities Committee	October 11, 2022	5:00 p.m.	Board Office
Finance/Facilities Committee	November 9, 2022	5:00 p.m.	Board Office
Finance/Facilities Committee	December 13, 2022	5:00 p.m.	Board Office
Finance/Facilities Committee	January 10, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	February 7, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	March 14, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	April 11, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	May 9, 2023	5:00 p.m.	Board Office
Finance/Facilities Committee	June 13, 2023	5:00 p.m.	Board Office