

April 11, 2023 – 3:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

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

1. March 7, 2023, Meeting Report
2. Budget
 - a. Yearly Projections
 - b. 2023-2024 Development
3. Minor Capital Approval and By-Law
4. Security Systems
5. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	May 9, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office

“Learning, Growing, and Belonging Together”

Finance and Facilities & Transportation Committee Meeting Report



March 7, 2023 (3:00 p.m. – 4:47 p.m.)

Trustees in Attendance: Angie Delainey (Chaired Mtg.) Anne Kohut, Mary Forbes, Mike Franklin, Linda Martens (3:03pm).

TEAMS:

Absent:

Staff: Superintendent / Acting ST Chris van der Mark, Deputy Superintendent Lenardon, Directors of Instruction Sean Cameron, Anita Richardson, Director of Operations, Patrick McCarron, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. February 14, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. AFG and Project Updates	Director of Operations, Patrick McCarron provided the committee with an overview presentation on the progress on projects in the District to date, and where the areas of focus will be as we move forward.	None. Information only.
3. IBM Review and IT Priorities	Director of Instruction, Sean Camron, provided the committee with an updated analysis from IBM showing the rapid improvement in SD27. He also gave update on areas of concern and priorities for future planning continue to be improving security across the district and wireless infrastructure across all sites. Addressing these areas requires significant investments in both time and resources. Both items will be brought forward in budget and project planning.	None. Information only.
4. DRAFT Calendar Consultation feedback	Superintendent van der Mark reviewed the feedback on the proposed DRAFT 2023-24/2024/25 calendar. Minor changes to the 2024-25 DRAFT: - Some feedback was received on splitting Easter and Spring Breaks. The placement of these is dependent on when Easter falls and can be looked at each calendar cycle.	Recommended that the DRAFT Calendars be submitted to the Ministry.

“Learning, Growing, and Belonging Together”

Agenda Item	Notes	Action																
5. Budget Priorities	Superintendent van der Mark reviewed the budget priorities for the district as planning starts for the 2023-24 year. We continue to inject funds into specific areas that ultimately work towards improving learning conditions in schools. We look forward to hearing from stakeholders regarding potential items we may have missed. We are fortunate to be considering enhancements and not reductions.	None. Information only.																
6. 2023/2024 Committee Calendar	The 2023-2024 Committee Calendar has been provided for the committee to review.	None. Information only.																
7. Proposed Future Meeting Dates																		
<table border="1"> <thead> <tr> <th data-bbox="224 701 657 735">MEETING</th> <th data-bbox="665 701 987 735">DATE</th> <th data-bbox="995 701 1170 735">TIME</th> <th data-bbox="1179 701 1445 735">LOCATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="224 741 657 774">Finance/Facilities Committee</td> <td data-bbox="665 741 987 774">April 11, 2023</td> <td data-bbox="995 741 1170 774">3:00 p.m.</td> <td data-bbox="1179 741 1445 774">Board Office</td> </tr> <tr> <td data-bbox="224 779 657 812">Finance/Facilities Committee</td> <td data-bbox="665 779 987 812">May 9, 2023</td> <td data-bbox="995 779 1170 812">3:00 p.m.</td> <td data-bbox="1179 779 1445 812">Board Office</td> </tr> <tr> <td data-bbox="224 816 657 850">Finance/Facilities Committee</td> <td data-bbox="665 816 987 850">June 13, 2023</td> <td data-bbox="995 816 1170 850">3:00 p.m.</td> <td data-bbox="1179 816 1445 850">Board Office</td> </tr> </tbody> </table>			MEETING	DATE	TIME	LOCATION	Finance/Facilities Committee	April 11, 2023	3:00 p.m.	Board Office	Finance/Facilities Committee	May 9, 2023	3:00 p.m.	Board Office	Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office
MEETING	DATE	TIME	LOCATION															
Finance/Facilities Committee	April 11, 2023	3:00 p.m.	Board Office															
Finance/Facilities Committee	May 9, 2023	3:00 p.m.	Board Office															
Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office															

Snapshot 2022-2023

SCHOOL DISTRICT #27 Amended Annual Budget

Operating Revenue - \$ 59.61 million
Less: Operating Expenses - \$ 58.61 million
Net Revenue (Deficit) - \$ 1.00 million

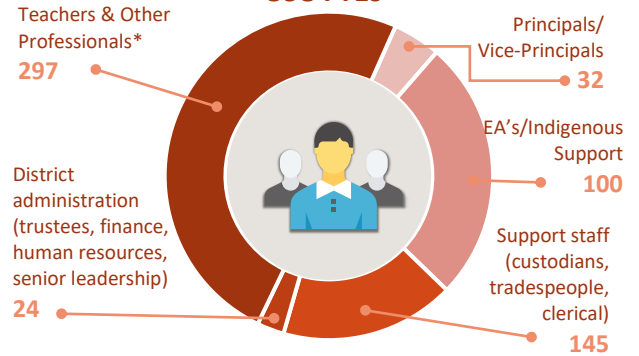
Where the money comes from

Revenues



Our staff team

598 FTEs



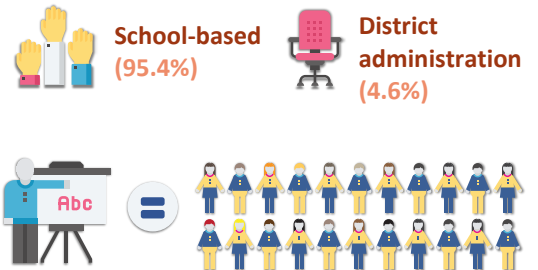
The total # of employees includes P/T, TTOC's & casual

Where the money goes

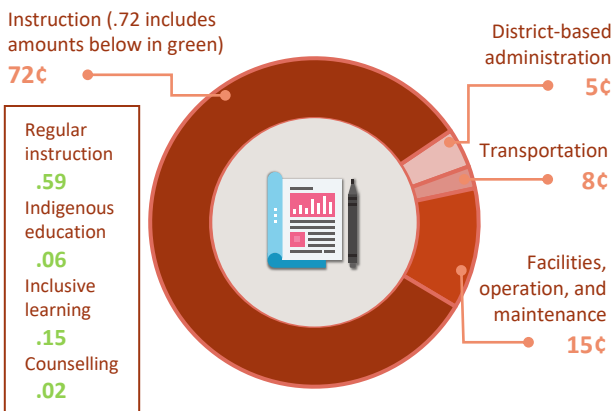
Expenditures



\$58.6 million of operating expenses



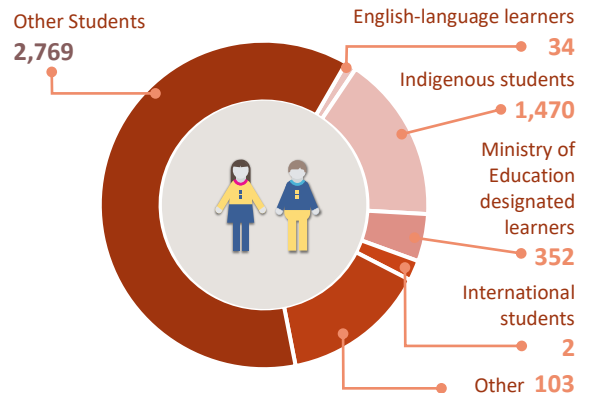
How each dollar is spent



Regular instruction	.59
Indigenous education	.06
Inclusive learning	.15
Counselling	.02

one student = **\$12,392** **total spent**

FTE Students 4730



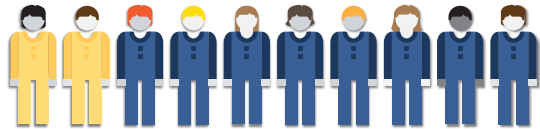
Enrolment is projected to have negative or low growth over next 10 years

Our schools

Core French & Immersion



1684 FTE students are enrolled in French programming



VIVE LE FRANCAIS!!

Upcoming planned capital investments

Inclusive learning



\$6.4 million budgeted (2022-2023)



Fluid and flexible learning spaces in schools; including several unique programs

- \$500,000** Annual IT Commitment
- \$400,000** White Fleet Replacements
- \$300,000** Buses for Sports/X-tra Curricular
- \$300,000** Tech/Wireless Upgrade

The above improvements are suggested projects that will be considered in the 23/24 Annual Budget process.

Regular program completion rates



85% approx. High School graduation levels holding steady within our five-year range.

Engaging our community

Post Secondary pathways



198 students participated in pathways & partnerships programs in 2021-2022



Public Board of Education and committee meetings



Website visitors



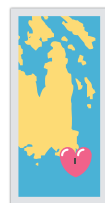
Parent Advisory Councils

Ongoing community partnerships and consultation for budgets, LRF, strategic planning, boundary, and catchment consultations

Class size-composition



\$4.4 million to restore collective agreement class size and composition language in 2022-2023 resulting in 24 additional teachers to enhance learning.



Providing public education to students in: **3 larger municipalities and 6 outlying areas**

(Williams Lake, 100 Mile House, 150 Mile House, Anahim Lake, Alexis Creek, Horsefly, Likely, Lac La Hache and Tatla Lake)

First Nation Communities (Shuswap, Chilcotin & Carrier First Nations)

www.sd27.bc.ca
School District 27: Cariboo-Chilcotin
350 North 2nd Ave, Williams Lake, BC V2G 1Z9
250-398-3800

Our Mission: Ensuring all students have meaningful learning experiences, empowering them to succeed in an ever-changing world

TO: Finance and Facilities Committee

FROM: Chris van der Mark

DATE: April 11, 2023

RE: Budget Development 2023-24

BACKGROUND

Having completed the amended budget in March, we continue to monitor any expected surplus from current year while also beginning the task of building the budget for 2023-24 based on projected enrolment and funding.

DISCUSSION

Our amended budget showed a projected year end surplus of \$980 k. As we continue to monitor expenses and revenues, we continue to be on track for a surplus, though there will be a correction resulting from the compliance audit.

- STAFFING & BUDGET

Preliminary information for 2023-24 budget planning is positive. The Ministry released the base funding allocation information and there have been increases in student allocations. Based on projections, we will be building a budget on \$60,918,421 for the 2023-24 school year, up from \$55,699,652 this past year. Beyond the per pupil increase, there is also the increased wages through the public sector bargaining settlements.

Supplement	2023/24 Rate Increase	2023/24 Rates
Basic Allocation (standard, continuing education and alternate schools)	\$740	\$8,625
Basic Allocation (online learning)	\$600	\$6,960
Students with Special Needs – Level 1	\$4,220	\$49,070
Students with Special Needs – Level 2	\$2,000	\$23,280
Students with Special Needs – Level 3	\$1,010	\$11,760
English / French Language Learners	\$150	\$1,735
Indigenous Education	\$145	\$1,710

“Learning, Growing, and Belonging Together”

Special purpose funds such as LINKS, AFG, and other Capital Grants. We also expect a continuation of a fund to support food programs in schools.

2023-24 Op Block	CEF	LIF	LINK	AFG (Op portion)	Pay Equity	Transportation	Feeding Futures (NEW)	Labour Settlement
60,918,421	4,356,939	230,585	719,732	311,807	665,837	739,024	637,732	

Senior Staff reviewed school projections for September over Spring Break as part of the early budget preparation. Elementary schools submit projections and proposed class configuration based on collective agreement (CA) language, while secondary plan based on an enrolling fte allocation. Non-enrolling staffing is driven by District Ratio under the CA. Since 89% of the budget is people, getting this as accurate as possible is important.

Current planning levels indicate:

	22-23 Proj		23-24 Proj	
	FTE	\$	FTE	\$
Support Staff	135.0	5,726,938.9	134.0	5,976,579.0
Teaching Staff	297.0	23,337,802.0	305.0	26,197,544.5
Facilities / Trans	110.0	6,430,518.0	113.0	7,060,377.0
PVP	32.0	3,964,470.0	32.0	4,308,130.0
Other Exempt	24.0	2,290,519.0	27.0	2,682,531.0
Total	598.0	41,750,247.9	611.0	46,225,161.5
*Note Excludes Benefits				

Allocation of projected budget to projected staffing =

Beyond budget implications, we continue to explore better service delivery options where possible. We are looking carefully at how and where DL is offered to best align service with population. We are also working with school-based administration regarding recommendations from the latest compliance audit where alternate criteria and service delivery were concerned.

The other 11% is everything else. Supplies, white fleet, gas, utilities and any other “wish list” items we may have. As discussed in Finance and Facilities, over the past few years, we have been able to add:

Annual IT Lease Commitment	\$500 k
School Supplies and Resources	\$490 k
Learning Initiatives	\$150 k
Mentorship*	\$100 k
Recruitment	\$250 k
Additional Custodial**	\$190 k

Counselling Ratio above CA	\$220 k
Lifts for Exempt and Excluded***	\$180 k
Helping Teachers	\$220 k

This year, we also have considerations for:

White Fleet replacements	\$400 k
Mini Bus for Sport/Extra Curricular (x2)	\$300 k
Learning Initiative increase (1 time)	\$80 k
Exempt and Excluded Lifts (year 2) *	\$240 k
Additional Tech/Wireless Upgrade	\$700 k
Careers	\$30 k

Preliminary information for 2023-24 budget planning is positive. The Ministry released the base funding allocation information and there have been increases in student allocations.

TO: Finance and Facilities Committee

FROM: Chris van der Mark

DATE: April 11, 2023

RE: 2022/23 Annual Five Year Capital plan submission and Ministry's Decision

BACKGROUND:

The SD had submitted 2022/23 Annual Five-Year Capital Plan for Major and Minor Capital programs. At the end of March, we received the Ministry's decision on our application.

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Lake City Secondary	SEP - Roofing Upgrades	\$900,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Peter Skene Ogden Secondary*	SEP - HVAC Upgrades	\$219,997	Proceed to design, tender & construction. To be completed by December 31, 2023.
Peter Skene Ogden Secondary*	CNCP - HVAC Upgrades	\$311,281	Proceed to design, tender & construction. To be completed by December 31, 2023.

**Funded in part by Canada through the Ventilation Improvement Fund (VIF). Please see accompanying APFA for details*

“Learning, Growing, and Belonging Together”

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
A0273	C 76 with 0 wheelchair spaces	\$184,649	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org
A0276	C (52-57) with 0 wheelchair spaces	\$178,993	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org

The amount approved is one million seven hundred four thousand and nine hundred twenty dollars (1,794,920).

DISCUSSION:

In order to proceed, the Board will need to pass the annual Capital Bylaw. This would require three (3) readings and would require unanimous consent at the April Board Meeting to allow the SD to receive funds and proceed with tender where applicable.

Although we do not usually request unanimous consent, this bylaw is simply the confirmation that we will *accept the funding for the projects we requested last year, that have now been approved.*

Once adopted, the SD will proceed to design, tender and construction (to be completed by March 31, 2024) and proceed with ordering of buses.

Director McCarron and his team will begin formulating the priority list for the 2023-24 submission.

RECOMMENDATION:

THAT the Board of Education proceed with three readings of the Capital Bylaw.



March 9, 2023

Ref: 288311

To: Secretary-Treasurer and Superintendent
School District No. 27 (Cariboo-Chilcotin)

Capital Plan Bylaw No. 2023/24-CPSD27-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

This letter is in response to your School District's 2023/24 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- **School Food Infrastructure Program (FIP)***
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

***Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Lake City Secondary	SEP - Roofing Upgrades	\$900,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Peter Skene Ogden Secondary*	SEP - HVAC Upgrades	\$219,997	Proceed to design, tender & construction. To be completed by December 31, 2023.
Peter Skene Ogden Secondary*	CNCP - HVAC Upgrades	\$311,281	Proceed to design, tender & construction. To be completed by December 31, 2023.

*Funded in part by Canada through the Ventilation Improvement Fund (VIF). Please see accompanying APFA for details

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
A0273	C 76 with 0 wheelchair spaces	\$184,649	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org
A0276	C (52-57) with 0 wheelchair spaces	\$178,993	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2023/24 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2023/24 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated, and emailed to Ministry Planning Officer Nathan Whipp at Nathan.Whipp@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1st, 2023.

NOTE: School districts' Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Francois Bertrand, Executive Director
Capital Management Branch

pc: Damien Crowell, Director, Major Capital Projects, Capital Management Branch
Geoff Croshaw, A/Director, Minor Capital Programs and Finance Unit, Capital
Management Branch

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 9th day of March 2023, is in effect for the 2023/24 fiscal year period of April 1, 2023 to March 31, 2024.

BETWEEN: **His Majesty the King in Right of the Province of British Columbia**, represented by the Minister of Education and Child Care (the "Ministry")

OF THE FIRST PART

AND: **the Board of Education of School District No. 27 (Cariboo-Chilcotin)** (the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education and Child Care, and includes the Deputy Minister of Education and Child Care and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education and Child Care of the Province of British Columbia;

2023/24 Annual Programs Funding Agreement for School District No. 27 (Cariboo-Chilcotin)

"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education and Child Care, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. THIS AGREEMENT

2.01 The following Schedules are attached to and form an integral part of this Annual Programs Funding Agreement:

SCHEDULE A -Communications Protocol Agreement on Minor Capital Projects
between the Ministry of Education and Child Care (ECC) and School Districts
SCHEDULE B - Terms, Conditions and Agreement for Minor Capital Projects
Funded through the Ventilation Improvement Fund (VIF)

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Lake City Secondary	SEP - Roofing Upgrades	\$900,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Peter Skene Ogden Secondary*	SEP - HVAC Upgrades	\$219,997	Proceed to design, tender & construction. To be completed by December 31, 2023.
Peter Skene Ogden Secondary*	CNCP - HVAC Upgrades	\$311,281	Proceed to design, tender & construction. To be completed by December 31, 2023.

**Funded in part by Canada through the Ventilation Improvement Fund (VIF). Projects supported through the VIF must adhere to the terms and criteria outlined in Schedule B.*

2023/24 Annual Programs Funding Agreement for School District No. 27 (Cariboo-Chilcotin)

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
A0273	C 76 with 0 wheelchair spaces	\$184,649	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
A0276	C (52-57) with 0 wheelchair spaces	\$178,993	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

- 3.02 The Ministry will, in no event, provide more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
 - a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
 - b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
 - c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- 3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:

2023/24 Annual Programs Funding Agreement for School District No. 27 (Cariboo-Chilcotin)

- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
- b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

4.01 The Board will:

- a) carry out the Project in a manner that ensures:
 - i) delivery within budget;
 - ii) completion by March 31, 2024;
 - iii) scope details are fully met upon completion;
 - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
- b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
- c) procure the Project in accordance with the Capital Asset Management Framework;
- d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
- e) ensure all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts" (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.
- f) ensure all projects funded in part by Canada through the VIF adhere to the all terms and criteria outlined in the "*Terms, Conditions and Agreement for Minor Capital Projects Funded Through the Ventilation Improvement Fund (VIF)*" (provided as Schedule B).

4.02 Provide written notice to the Ministry of Education and Child Care immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).

- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

5. EVENT OF FORCE MAJEURE

- 5.01 In the Event of Force Majeure:
 - a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
 - b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
 - c) the course of action must be agreed to by the Ministry and the Board.
 - d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
 - e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

6. PUBLIC ANNOUNCEMENTS

- 6.01 Any public announcement relating to the Project will be in accordance with the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts" (provided as Schedule A).

7. NOTICE

7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

a) if to the Board:

School District No. 27 (Cariboo-Chilcotin)
350 Second Ave N, Quesnel, BC, V2J 5K2
Attention: Chris van der Mark, Secretary-Treasurer
Email: Chris.vandermark@sd27.bc.ca

b) if to the Ministry:

Ministry of Education and Child Care
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: Nathan Whipp
Email: Nathan.Whipp@gov.bc.ca

7.02 Any such notice or communication will be considered to have been received:

a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;

b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:

- i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
- ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

7.03 Delivery by mail will not be considered timely notice under this Agreement.

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

2023/24 Annual Programs Funding Agreement for School District No. 27 (Cariboo-Chilcotin)

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of His Majesty the King)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Education and Child Care)

Authorized Signatory (For the Minister of Education and
Child Care)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board**)
of Education of School District)
No. 27 (Cariboo-Chilcotin) by its duly)
authorized signatories)

Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

SCHEDULE A

COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS BETWEEN THE MINISTRY OF EDUCATION AND CHILD CARE (ECC) AND SCHOOL DISTRICTS

News Release

Upon issuance of Capital Plan approvals and funding agreements to school districts, ECC will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

Signage

Significant, high-profile minor capital construction projects and/or initiatives approved in the ECC Capital Plan **may** be requested to be identified by signage prominently displayed at the site. ECC will notify a school district(s) if this is the case.

If requested, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
2. GCPE will have their graphics department create a construction sign;
3. GCPE graphics department will create and send the approved file to Kings Printer for print production;
4. Kings Printer will notify GCPE when the sign is ready;
5. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
6. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
7. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

Official Ceremonies

ECC will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

Plaques

ECC **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by ECC. Cost of the plaque is to be funded from the approved project budget.

SCHEDULE B

TERMS, CONDITIONS AND AGREEMENT FOR MINOR CAPITAL PROJECTS FUNDED THROUGH THE VENTILATION IMPROVEMENT FUND (VIF)

VIF: PROJECT INFORMATION

- A.1 Project Title: ECC – SD 27 – Peter Skene Ogden Secondary Ventilation Improvements
Project No. VF0001
- A.2 The SD27 (Cariboo-Chilcotin) Project will consist of the following:

A renewal ventilation improvement project that requires the replacement of two end of life air handling units. It is required to increase occupant comfort while drastically reducing energy consumption. The completed project will increase outdoor air intake.
- A.3 The Commencement Date of the Project is January 15, 2023 which is the date the Project was approved.
- A.4 The Completion Date of the Project is December 31, 2023. All project works shall be completed by this date. The Project must also reach Substantial Completion before this date.

VIF: PAYMENT TERMS AND CONDITIONS

- B.1 Payment by the Province of the financial contributions from Canada:

Canada has approved a financial contribution for the Project which will not exceed the lesser of eighty percent (80%) of the total approved Eligible Expenditures of the Project or Four Hundred Twenty Five Thousand and Twenty Two Dollars and Zero Cents (\$425,022) being the maximum amount (the ‘Total Contribution’) approved to be paid under this Agreement to pay for Eligible Expenditures incurred by the recipient.

Canada’s financial contribution will be paid by the Province to the Recipient in accordance with the terms and conditions of this Schedule II and this Agreement.
- B.2 Timing of Eligible Expenditures:

The Province will not make any payment for Eligible Expenditures incurred before the Commencement Date or after the Completion Date.
- B.3 Timing of Claims:
- B.3.1 The Recipient will be eligible for payment once claims for Eligible Expenditures have been submitted to and approved by the Province. The Recipient will submit to the Province online claims setting out the amount of Eligible Expenditures actually incurred and paid by the Recipient to the date of such claims.
- B.3.2 The Recipient will submit a claim to the Province covering Eligible Expenditures that have been incurred and paid on a semi-annual basis at a minimum.

2023/24 Annual Programs Funding Agreement for School District No. 27 (Cariboo-Chilcotin)

- B.3.3 No reimbursement will be paid if a claim is received later than March 31, 2024.
- B.3.4 The Province will not reimburse a claim unless the following have been submitted and approved in accordance with Schedule III of this Agreement:
- (a) current periodic progress report and/or final report; and
 - (b) any other additional reporting requirements as required under Schedule III of this Agreement.
- B.3.5 Notwithstanding any other provisions of this Agreement, the parties agree the Province is entitled to withhold the final ten percent (10%) of the Total Contribution amount until the Province has received and approved the Final Report required under section C.2 of Schedule III of this Agreement.

VIF: REPORTING REQUIREMENTS

C.1 Periodic Progress Reports:

The Recipient will submit to the Province through IBA-ICIP Staff on a semi-annual basis and/or upon request by the Province, periodic progress reports ending March 31 and September 30 of each year of the term of this Agreement commencing on the first reporting period following the Commencement Date and ending on the Project Completion Date. Each report will be due on the seventh (7th) day of the month following the end of the reporting period. The periodic progress reports will be in a form established by the Province.

C.2 Final Report:

In order to receive final payment when the Project is completed, the Recipient will submit to the Province through IBA-ICIP Staff a Final Report, in a form established by the Province.

C.3 Project Audit Report:

Prior to payment of the final claim for Eligible Expenditures, the Recipient may also be required to provide, upon request by the Province, a Project audit report from an auditor qualified to conduct an audit of financial statements under the Canadian Auditing Standards, confirming that the Project expenditures have been made in compliance with this Agreement and the IBA-ICIP. If required by the Province, the audit is to be in accordance with the form and reporting standards recommended by the Canadian Institute of Chartered Accountants.

Reports submitted by the Recipient under this section are for the Province's information and IBA-ICIP guidelines accountability only, and their review by the Province in no way endorses, approves or verifies the findings, technical data, results, quality statements, representations or recommendations therein, and the Recipient warrants that all information contained in any report is true and correct.

C.4 Other Information:

The Recipient will provide the Province through IBA-ICIP Staff, upon request, all such other information concerning the progress of the Project to completion and payment of Eligible Expenditures, including, but not limited to, Budget Forecast Reports, as may be required by the Province from time to time.

VIF: ELIGIBLE AND INELIGIBLE EXPENDITURES

D.1 ELIGIBLE EXPENDITURES

Excluding those identified under Section D.2 (Ineligible Expenditures), Eligible Expenditures will be all costs considered by the Province to be direct and necessary for the successful implementation of the Project. Eligible Expenditures will include the following:

- a) capital costs, design and planning costs, and costs related to meeting specific Program requirements;
- b) communication related expenses including expenditures for Project related signage;
- c) the incremental costs of the Recipient's employees may be included as Eligible Expenditures under the following conditions:
 - i. The Recipient is able to demonstrate that it is not economically feasible to tender a contract; and
 - ii. The arrangement is approved in advance and in writing by the Province and Canada;
- d) leasing of equipment directly related to the construction of the Project;
- e) costs incurred between the Commencement Date and the Completion Date setout in Schedule I.

D.2 INELIGIBLE EXPENDITURES

The following expenditures are ineligible:

- a) expenditures incurred prior to the Commencement Date;
- b) cost incurred for cancelled projects;
- c) land acquisition;
- d) financing charges, legal fees, and interest payments on loans, including those related to easements (e.g. surveys);
- e) leasing land, buildings and other facilities; leasing equipment except those noted under D.1(d) above; real estate fees and related costs;
- f) furnishings and non-fixed assets which are not essential for the operation of the Asset/Project with the exception of temporary infrastructure and non-fixed assets funded under this Agreement, as approved by the Province.
- g) costs associated with operating expenses and regularly scheduled maintenance work;
- h) the expenditures related to any goods and services which are received through donations or in kind;

2023/24 Annual Programs Funding Agreement for School District No. 27 (Cariboo-Chilcotin)

- i) any overhead expenditures, including salaries and other employment benefits of any employees of the Recipient, direct or indirect operating or administrative expenditures of Recipients, and more specifically expenditures related to planning, engineering, architecture, supervision, management and other activities normally carried out by Recipient staff except in accordance with subsections D.1(c) in the Eligible Expenditures above;
- j) provincial sales tax or goods and services tax for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- k) permit fees charged by the Recipient to itself;
- l) costs of relocating entire communities;
- m) costs incurred after December 31, 2023; and
- n) other costs that, in the opinion of the Province, are not considered to be direct and necessary for the successful implementation of a project.

TO: Finance and Facilities Committee

FROM: Sean Cameron & Patrick McCarron

DATE: April 11, 2023

RE: District Intrusion System

BACKGROUND

District intrusion system refers to the alarm system that notifies a monitoring company and district staff of break-ins or unexpected entrance to our facilities. All district sites are required to have a reliable alarm system.

DISCUSSION

At present all district sites have an alarm system in place. While these systems work, there significant limitations that impact both the reliability and functionality of this product.

All of the alarm panels work independently at the site where it is installed. There is no central database or ability to manage all sites at once. For district level or multi-site codes, staff program each panel individually with a shared code. To update alarm codes or perform other maintenance staff travel to the site or use “dial in” function that allows them to connect to the panel using the equivalent of dial up internet. In most cases it is faster to actually drive to the site, this includes rural schools. This is for all changes to any codes used with the system. The current panels also have limitations on the number of unique codes that can be loaded to them.

The limitations with the panels from a user code management perspective have led to significant security concerns. As a general practice all sites utilize a shared code model. With this model we are not able to create a log of site access. We are also not able to update and remove codes at the same rate of staff turnover. Numerous staff that have left the district under a variety of circumstances with knowledge of active codes allowing access to district sites.

The other significant issue with our current intrusion system are the sensors that register motion and send a signal back to the panel. At present all our sites have low quality sensors that do not fully support enterprise use. High quality enterprise sensors have sensitivity adjustment to limit false alarms for items like papers on bulletin boards. At present Operations is receiving false alarms multiple times a week.

We are currently researching and collecting quotes for modern hardware that will address the limitations noted above. The refresh will include multi-zone sensors with sensitivity

“Learning, Growing, and Belonging Together”

adjustment. These sensors will allow the district to adjust the sensitivity of sensors to sound the alarm for any motion that aligns with defined criteria for a human or animal moving throughout the building. This will limit the false alarms and ensure all actual break-ins result in a call out. The updated product will also allow for central management and the use of staff assigned codes moving away from the less secure model of sharing codes. This will also lead to massive improvements in the efficiency of staff working with and updating the system.

RECOMMENDATION

None. For information only.