

FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE AGENDA



June 13, 2023 – 3:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

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

1. May 9, 2023, Meeting Report
2. City Development
3. Feeding Futures Update
4. Trustee Remuneration
5. Capital Projects - McLeese Lake & Bridge Lake Demolition
6. Transportation
7. Budget
8. MECC
9. Operating Surplus
10. Marie Sharpe Concept
11. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	September 12, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	October 10, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	November 7, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	December 5, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	January 9, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	February 6, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	February 28, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	April 9, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	May 14, 2024	3:00 p.m.	Board Office
Finance/Facilities Committee	June 11, 2024	3:00 p.m.	Board Office

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Finance and Facilities & Transportation Committee Meeting Report



May 9, 2023 (3:00 p.m. – 4:36 p.m.)

Trustees in Attendance: Ciel Patenaude (Chaired Mtg.) Mike Franklin, Mary Forbes, Anne Kohut, Linda Martens.

TEAMS: Willow Macdonald.

Regrets: Angie Delainey.

Staff: Superintendent / Acting ST Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Director of Instruction Sean Cameron, Cathy van der Mark, Director of Human Resources, Taryn Aumond, Director of Operations McCarron. Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. April 11, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. 2023-24 Budget Development	Superintendent van der Mark provided an update on the 2023-24 Budget Development. Preliminary information for the 2023-24 budget planning is positive.	Recommendation THAT the Board of Education proceed with the first two (2) readings of the Annual Budget Bylaw at the May 23 rd , 2023, Board Meeting.
3. School Fees	Superintendent van der Mark provided an overview of proposed School Fees for the 2023-24 school year. The proposed fee schedule includes: 1. Planners: No Fees. 2. Supplies: Thirty-five Dollars (\$35.00). Optional Participation in a bulk order. 3. Artists Fees: No Fees. 4. Hockey Academy: Two Hundred Dollars (\$200.00). 5. Aquatics Program: Fifty Dollars (\$50).	Recommendation THAT the Board approve the proposed school fee schedules for the 2023-2024 school year.
4. Emergency Response Plans	In Director Richardson’s absence, Superintendent van der Mark provided an overview of the School District updated Emergency Response Plan. The plan has been reviewed by School Administration, feedback has been incorporated and the final plan will be reviewed at the PVP retreat and implemented in the 2023-2024 School year.	None. Information only.

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Agenda Item	Notes	Action	
5. District Intrusion System	Director of Instruction Sean Cameron provided an update to the committee on new product research and quotes received for the upgrade to the District Intrusion System.	None. Information only.	
6. Capital Projects: Marie Sharpe	Superintendent van der Mark updated the committee members with the on-going process that the district has been going through exploring potential design for a new Marie Sharpe School in the future with options for sports facilities if there were appropriate community partnerships.	None. Information only.	
7. Proposed Future Meeting Dates			
MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office

TO: Finance & Facilities Committee

FROM: Chris van der Mark

DATE: June 13, 2023

RE: City of WL Development Consultation

BACKGROUND

Section 476 of the Local Government Act requires that the City advise the School District when proposed changes to the Official Community Plan (OCP) occur.

DISCUSSION

The City has the following applications:

1. 4-story, 14-unit residential apartment building at 1138 Lakeview Crescent
2. Proposed multi-phased development composed of commercial units and a mix of residential dwelling units on the currently vacant 60.9 acres located adjacent to the Prosperity Ridge Shopping Center.

(See attached)

Currently, schools near the proposed 1138 Lakeview Crescent proposal are near capacity. Any projections of significant population growth for the City would be helpful as part of the School District's ongoing Capital Planning, especially as related to the proposed ask for a new Marie Sharpe.

Similar issues exist with the application for the 60.9-acre development. Both Mountview Elementary and Chilcotin Road Elementary also run near capacity. As per above, more information on expected community growth and increased numbers of school age children may also be helpful with of capital requests.

Without additional infrastructure, as currently configured, these projects will place additional strain on the school district if these developments are part of an increase in population versus a relocation of existing population.

RECOMMENDATION

THAT the Board of Education thank the City for their consultation for these projects and advise them of the potential infrastructure limitations that may exist if the projects are part of a significant growth projections.

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TO: Finance & Facilities Committee

FROM: Cheryl Lenardon

DATE: June 13, 2023

RE: Feeding Futures Update

BACKGROUND

The Ministry is allocating \$71.5 million per year in dedicated, multi-year funding to school districts to increase food security for students by expanding or creating school food programs. Cariboo-Chilcotin School District has been allocated \$637,732 of the BC Feeding Futures School Food Programs Fund for the 2023-2024 school year. The purpose of the funding is to provide stigma-free access to nutritious food for any students who need it. Districts will have some flexibility in the first year as they establish long-term plans which will involve PAC/DPAC and community partners.

Our schools have been asked to consult with staff, PAC, and other partners involved in food programming to identify how they will provide breakfast, lunch, and snacks for all students who need it, and what they will need to do this expansion of their existing nutrition programs. This preliminary school-by-school information will be gathered and reviewed by the end of the month and will inform the district draft plan for spending on food security which must be submitted by July 31, 2023.

FNEC has been consulted at two meetings this year for their input. The District is engaged with the Food Hub in Williams Lake and Breakfast Club of Canada to begin to explore collaboration opportunities. Considerations for the use of these funds will include equipment for the kitchen at Columneetza and continued support of the Starfish back program.

DISCUSSION

Are there any considerations the Board would like to see reflected in the planning for the use of the Feeding Futures funding?

RECOMMENDATION

None. Information only.

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TO: Finance and Facilities & Transportation Committee

FROM: Chris van der Mark

DATE: June 13, 2023

RE: Trustee Remuneration

BACKGROUND

As per Policy 160 - Trustee Remuneration and Expenses, commencing July 1, 2019, and each July 1st 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 CPI rose in 2022 on an average annual basis, following an increase of 1.9% in 2019 and 0.7 in 2020. In 2021, the CPI rose significantly in 2021, reflective of general inflationary trends, at an average of 3.4% in 2021. In 2022 the increase will be 6.8%, a 40 year high.

RECOMMENDATION

None. As per Policy 160.

TO: Finance & Facilities Committee

FROM: Patrick McCarron

DATE: June 13, 2023

RE: Capital Projects: McLeese Lake Demolition

BACKGROUND

McLeese lake is a district owned property which has been closed since 2000. The property is a 5.27-acre Lot with a 990 m² building. Since its closing there is little evidence of local recreational use. Over the years the building has experienced extensive vandalism along with a recent assessed hazardous abatement study.

DISCUSSION

A pre-demo assessment was completed in 2021 which indicated hazardous materials throughout the building (typical for a building in this time period). A Phase 1 Environmental Assessment has been completed for this site. Results indicate more soil testing is required confirming all material has been removed. This could be completed at the same time as a potential demolition.

It is not viable to repair the building due to extensive vandalism inside and outside of the building. Due to its size the cost of hazardous material and renovation would exceed the potential cost of demolition.

RECOMMENDATION

THAT the Board of Education apply for capital funding to demolish the existing building.

TO: Finance & Facilities Committee

FROM: Patrick McCarron

DATE: June 13, 2023

RE: Capital Projects: Bridge Lake Demolition

BACKGROUND

Bridge lake is a district owned property which has been closed since 2016. The property is a 5.9-acre Lot with a 1933 m2 building. Since its closing there is little evidence of local recreational use. Over the years the building has experienced extensive vandalism along with a recent assessed hazardous abatement study.

DISCUSSION

A pre-demo assessment was completed in 2023 which indicated hazardous materials throughout the building (typical for a building in this time period). A Phase 1 Environmental Assessment has **Not** been completed for this site but will be scheduled shortly.

It is not viable to repair the building due to extensive vandalism inside and outside of the building. Due to its size the cost of hazardous material and renovation would exceed the potential cost of demolition.

RECOMMENDATION

THAT the Board of Education apply for capital funding to demolish the existing building.

TO: Finance & Facilities Committee

FROM: Sean Cameron and Patrick McCarron

DATE: June 13, 2023

RE: Busing and Catchment Updates

BACKGROUND

In SD 27 catchment boundaries are used to assign local schools and eligibility for busing. Catchments associate families to schools using the home address of the primary residence of the student. The catchments in SD 27 have not been reviewed for a number of years.

This does not deal with the historic and uneven application of use by courtesy riders.

DISCUSSION

At present we have boundaries that do not make logical sense based on the proximity to the school and access. Additionally, there are addresses for families that fall outside of all catchment areas. These outdated catchments are leading to a number of families making school of choice (SOC) requests and adding additional complications to the bus routes supported by the district.

With the implementation of the new transportation management software the district is reviewing current catchment boundaries and the design of all current bus routes.

The district will be making small changes to the current catchment boundaries to resolve the immediate issues. Boundaries will be shifted to align catchments with proximity to schools and extend existing catchments into areas currently not connected to any catchments.

None of these changes will have a negative impact to students and will not lead to any changes to current enrollments. A number of students, unique to these catchments, currently classified as SOC will become part of the catchment of their current school and will become eligible for transportation.

District is working with consulting team from Transfinder to review all bus routes and catchment boundaries. Staff will review findings from the study and bring recommendations to the board.

RECOMMENDATION

NONE. Information only.

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TO: Finance & Facilities Committee

FROM: Chris van der Mark

DATE: June 13, 2023

RE: Budget Development 2023-24

BACKGROUND

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.

We also received 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	724,660	311,807	665,837	739,024	637,732	743,351

The labour settlement for bargaining units is fully funded. PSEC has recently confirmed that the exempt and excluded lifts will be funded at 6.75%. We will account for this additional funding in the 2023-24 amended budget. Once again, the efforts of PSEC to include these lifts is greatly appreciated.

DISCUSSION

Continuing Priorities

As mentioned earlier, once staffing is allocated, 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

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Counselling Ratio above CA	\$220 k
Lifts for Exempt and Excluded***	\$180 k
Helping Teachers	\$220 k
\$2.4 M	

These will be maintained.

This year (2023-24), we have been working with the Finance Team to also find funds for new requests:

White Fleet replacements	\$400 k
Minibus for Sport/Extra Curricular (x2)	\$300 k
Learning Initiative increase (1 time)	\$80 k
Exempt and Excluded Lifts (year 2)*	\$240 k
Additional Tech/Network Upgrade	\$700 k
Careers/Trades Supplement	\$30k
\$1.7 M	

Other Surplus Considerations

The budget overview shows that we have continued to show increased financial efficiency while increasing core services. We continue to have significant historical elements resulting from a long practice of deferring maintenance. We will need to continue planning for use of the accumulated surplus. An intended use of a portion of the surplus is to be available to support unique elements of a potential new school build (Marie Sharpe). We will also want to consider:

1. Fully funding from the 2023-24 year, rather than over multiple years, the:
 - a. Fire alarm system upgrades (\$1 M)
 - b. Security system upgrades (\$400)
 - c. PA systems at schools (\$250)

Total funding needed to complete these projects in the next fiscal year: \$1.65 M (approx.)

2. Move \$3 M from operating surplus to local capital in order to fast track some of the most urgent facility projects not able to be captured under AFG.

Limited feedback has been positive. DPAC was particularly happy with the addition of the minibuses.

See budget presentation.

RECOMMENDATION

THAT the Board of Education proceed with the third and final reading of the Annual Budget Bylaw at the June 27, 2023, Board Meeting.

TO: Finance & Facilities Committee

FROM: Sean Cameron and Patrick McCarron

DATE: June 13, 2023

RE: Ministry Restricted Surplus

BACKGROUND

The School District has been accumulating capital restricted funds through underspent projects (100 Mile Jr demolition, Sale of Poplar Glade). These funds require Ministry permission to use and must be used on approved capital items.

DISCUSSION

As per previous discussions with regards to deferred maintenance, the facilities department has been prioritizing items of urgent need to supplement from surplus. One such item is the fire suppression/alarm systems which will cost approx. 1.8 M.

Senior staff are recommending we write the Ministry to access \$2,000,000 from this restricted surplus fund.

(See attached letter)

RECOMMENDATION

THAT the Board of Education approve the application of \$2,000,000 from Ministry surplus to support the upgrading of fire suppression/alarm systems across SD27.

June 6, 2023

Mr. Francois Bertrand
Executive Director
Capital Management Branch
Ministry of Education and Child Care

Re: MECC Restricted Capital Fund Request for SD27

Dear Mr. Bertrand,

School District 27 is requesting the use \$2,000,000 from the MECC Restricted Capital Fund to accelerate the replacement and installation of our aging fire alarm systems within schools throughout the district. Over the past year it has been identified that various fire alarm systems within our schools are end of life and need to be upgraded immediately. We have utilized some of our AFG funds this 22/23 year to start phase 1 of fire alarm system replacement, but a substantial amount of the systems require replacement and the remaining cost to replace these systems would utilize the full amount of our 23/24 AFG allocation. We are requesting use of funds from the MECC Restricted Capital Fund to expedite the replacement of these systems, vs a phased approach which would take 2 years. Accessing these funds will allow our district to complete the fire alarm upgrades in the while allowing us to address other high priority maintenance items within our district using our existing AFG funds.

Please let us know if you have any further questions, we look forward to hearing from you.

Sincerely



Chris van der Mark
Superintendent/
Acting Secretary-Treasurer
School District 27 (Cariboo-Chilcotin)

TO: Finance & Facilities Committee

FROM: Chris van der Mark

DATE: June 13, 2023

RE: Operating Surplus

BACKGROUND

June 30, 2023 is the fiscal year end for the Board of Education. As earlier reviewed in the agenda, it appears the District will continue to be in a positive financial position, and has projected an operating surplus of \$7.2 M. We have outlined significant items of deferred maintenance that the facilities department continues to prioritize from AFG funds and the existing local capital surplus (\$4.4 M).

The Ministry has implemented new a [K-12 public education financial planning and reporting policy](#)

SD27 developed Policy 360, Accumulated Operating Surplus, to align and comply with Ministry guidelines.

DISCUSSION

Policy 630 establishes an operating surplus of 2-4 % of operating expenses (net of internal restrictions) and a contingency reserve of 2.5%.

The current projected operating surplus of \$7.2 M is well beyond the 4% threshold as well as the contingency reserve.

Of the \$4.4 M in local capital, \$4M has been set aside to support the proposed new school project as well as other emergent capital projects.

In order to maintain funds for capital projects while also engaging in the significant deferred maintenance items, we propose moving \$3M from the operating surplus to the local capital to continue supporting these projects.

- Fire alarm/suppression
- Security

This list may change if we are successful in applying to the Ministry Restricted Capital funding.

This would leave \$4.2 M in the operating surplus, in alignment with policy.

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RECOMMENDATION

THAT the Board of Education move \$3,000,000 from the operating surplus to local capital as part of the year fiscal end.

TO: Finance & Facilities Committee

FROM: Chris van der Mark

DATE: June 13, 2023

RE: Capital Projects: Marie Sharpe

BACKGROUND

SD27 continues to work with the Ministry Capital Team to have Marie Sharpe qualify for new school funding. We have had excellent support, but it is challenging given the growing populations of other areas, seismic upgrades, and general demands for capital projects (health, education) due to aging infrastructure.

DISCUSSION

On June 8, SD27 met with partners from WLFN, the City, the CRD and MLA's office to review concepts to date and consider potential support and a path forward. Most recently, we have also considered the very unique option of a dedicated cultural space as part of a new school project (see attached).

While interest in the Fieldhouse Concept is generally strong and supported, there would be significant work and planning necessary from the City and CRD to determine the extent to which public interest supports associated capital costs.

The most immediate path forward is the concept of the school combined with a cultural space, with the option of the Fieldhouse at a later date.

We will continue to facilitate an broader public engagement regarding the scale of the project.

(see renderings)

RECOMMENDATION

NONE. Information only.