

FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE AGENDA



October 10, 2023 – 3:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

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

1. September 12, 2023, Meeting Report
2. A Look Back and Ahead
3. 100 Mile Jr. Disposition Process
4. Enrolment and Staffing
5. Accessible BC Act
6. Multi-Year Plan
7. Calendar Update
8. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
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



September 12, 2023 (3:00 p.m. – 4:40p.m.)

Trustees in Attendance: Willow Macdonald (Chaired Mtg.) Michael Franklin, Anne Kohut. Mary Forbes.

TEAMS: Linda Martens, Angie Delaine.

Regrets: Ciel Patenaude

Staff: Superintendent Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Directors of Instruction Sean Cameron, Cathy van der Mark, Anita Richardson, Wendell Hiltz, Director of Human Resources, Taryn Aumond, Director of Operations McCarron. Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. June 13, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. District Calendar Briefing	Superintendent van der Mark provided an update on the Districts calendar regarding statutory holiday placement for 2023-2024.	Recommendation THAT the Board send the proposed amended calendar for public consultation, moving the November Remembrance Day stat from Friday (November 10) to Monday (November 13) to better align with other community and sector agencies.
3. Annual Facilities Grant and Summer Projects Update	Director of Operations, Patrick McCarron, provided an update on summer projects.	None. Information only.
4. Audit 2022-2023	Secretary -Treasurer Brenda Hooker provided an update on the Audit findings for 2022-2023. proposed allocations of operating surplus and local capital.	Recommendation THAT the Board accept the audited statements as presented for 2022-23.

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Agenda Item	Notes	Action
5. 2024-25 Minor Capital	Director of Operations, Patrick McCarron, provided an update on the Minor Capital request for 2024-2025.	THAT the Board of accept the minor capital submission for 2024-25.
6. Bussing Update	Director or Instruction, Sean Cameron provided and update on the current bussing practice, and the report that was presented we continue to explore transportation solutions.	None. Information only.
7. Marie Sharpe, Partner Consultation	Superintendent van der Mark provided an update on Marie Sharpe partner consultation that was held in collaboration with WLFN, the City and the CRD. Survey information has been shared with partners.	None. Information only.
8. Approved Restricted Capital Submission Update	Secretary -Treasurer Brenda Hooker informed the board that our restricted capital submission has been approved.	None. Information only.
9. Enrollment Update	Superintendent van der Mark provided an update on the enrollment numbers for the district up to September 8. The district is slightly over last year. Special recognition and thanks to the Human Resources Department for all their hard work.	None. Information only.

10. Proposed Future Meeting Dates

MEETING	DATE	TIME	LOCATION
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TO: Finance, Facility and Transportation Committee

FROM: Chris van der Mark

DATE: October 10, 2023

RE: A Look Back and Ahead

BACKGROUND

As the Board enters its first full year as an entity and we embark on our final year of the Strategic Plan, it is helpful to review some of the work to date, and yet to come.

INFORMATION

The key role of the Board of Education is governance. Often, for Boards or new trustees, governance may feel limiting as one may want to “do” the operational things. That’s why we employ people across the district in their various roles ☺

The Board of Education has nearly completely recreated the governance structure in SD#27, including but not limited to:

- Board by-laws and procedures
- Establish committees (Finance and Facilities, Policy, Education)
- Revised updated nearly all of the old policy manual
 - Supported staff in movement of policy to administrative procedure where appropriate

Better governance structures have also resulted in improved performance in most if not all features of the organization.

- Massive financial improvement (significant surplus being used to support improvements across the district)
- Improved planning and review
- Increased focus on health and safety
- Improved budget cycle
- Modernization of technology across the district
- Modernization of payroll and HR systems
- Creation of mentorship programs
- Creation of recruitment incentives
- Renewed focus on learning through the Strategic Plan

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Most significantly, despite many challenges, this board has also seen some of the best completion/graduation success results in the history of the district, especially for indigenous students. Perhaps even more striking has been the visible engagement of schools in this work. Do we ever ponder, “why were not schools previously engaged?” The Board has helped create the conditions where schools can focus on the work by itself, focussing on their key work- governance.

At some point we will stop referencing the pandemic, but to get the work done that has occurred in SD27 during “normal times” would have been remarkable. To do the work during a pandemic? Unprecedented and should be celebrated.

We still have much to do, and we look forward to being more focussed on fewer things 😊

RECOMMENDATION

None. Information only and THANK YOU!

TO: Finance, Facilities and Transportation Committee

FROM: Brenda Hooker

DATE: October 10, 2023

RE: Disposal of the 100 Mile Jr Secondary site

BACKGROUND

The location of the former 100 Mile Jr Secondary school sits on 2 properties. The first with the civic address of 485 Cedar Ave was acquired for \$3,853.50 and opened in 1959. The second piece was acquired in August 1966 for \$1 for an expansion and has the civic address of 495 Cedar Ave.

The Jr/Sec school was closed in June of 2013 when the students were absorbed into Peter Skeen Ogden Secondary starting in September 2013.

The Ministry of Education and Childcare (MOECC) funded the demolition of the closed school in 2020 and the vacant building was torn down. The vacant property can now be considered by the Board for disposition.

INFORMATION

There is significant MOECC oversight and approval required prior to any disposal of public assets or property. The Province of BC has a Surplus Property Program (SPP) which applies to all Ministries and the Broader Public Sector (BPS) in which school districts are included.

A key component of the SPP is an Enhanced Referral Process (ERP). The ERP is a mandatory 90-day procedure that matches demand by Ministries/BPS to available surplus properties.

In addition, Boards of Education are required to obtain approval by the Ministry of Education and Child Care (MOECC) before any proposed disposal.

Key required steps prior to disposal are:

- 1) Confirmation that the property is surplus to the Districts needs and written notification provided to the MOECC.
- 2) Verification as to how the property was acquired and supporting legal documentation.

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- 3) Broad public consultation to seek input from the public, local governments, and First Nations.
- 4) An appraisal of the fair market value (FMV) of the property.

Staff will initiate an appraisal of the FMV of the 100 Mile Jr/Sec properties and retain legal counsel to gather the necessary land title and legal documents required.

Once the information is gathered, staff will provide the Board with a recommendation regarding proceeding with a disposition and a recommended consultation process.

This portion of the process may take several months.

RECOMMENDATION

None. Information only.

TO: Finance, Facility and Transportation Committee

FROM: Chris van der Mark

DATE: October 10, 2023

RE: Enrolment and Staffing

BACKGROUND

Over the past few years, SD#27 has seen significant growth in student population. This year's enrolment is down from September of 2022, and slightly down from projected for a total of 4632 FTE.

INFORMATION

The largest decrease is at Columneetza, which is down 70 from projected. This has been balanced by increases at other schools.

We will also not have any significant increase through DL at secondary as we are only providing this service for elementary and are helping students use larger, better equipped providers at the secondary level.

The lower numbers at Columneetza also help with potential staffing pressures.

Class Size and Composition

- All schools built their staffing in consideration of Collective Agreement language to ensure compliance with class size and composition. Best efforts have been adhered to.
- HR continues to work with schools to ensure non-enrolling ratios are met. While we are meeting, or in the process of meeting these ratios, like many districts, some non-enrolling positions like counselling, remain challenging to fill.
- We will provide the full break down of class sizes (averages) and ratios at the October Board Meeting.

RECOMMENDATION

None. For information only.

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TO: Finance, Facility and Transportation Committee

FROM: Chris van der Mark

DATE: October 10, 2023

RE: Accessible BC Act

BACKGROUND

Accessible BC Act - As of September 1, 2023 school districts are required to be in compliance with the Accessible BC Act, which came in to force on September 1, 2022.

DISCUSSION

An Accessibility page has been added to the district website under the Our District tab. The page contains a link to the Accessibility Plan as well as a link to the Public Feedback form, both of which are a requirement of the Act. To move forward with the work of improving accessibility in SD27, we welcome feedback about specific barriers people with disabilities face when interacting with building sites and program services throughout the district as well as any feedback on the plan or considerations for future plans. Senior Leadership will review the information when planning and prioritizing accessibility improvements throughout the district and share it with the Northern BC Accessibility Advisory Committee to be considered in future version of the plan. Director Hiltz, who is leading the accessibility work in the district, will draft an action plan over the next several weeks, ensuring the priorities in the plan are being addressed.

RECOMMENDATION

None. For information only.

TO: Finance, Facility and Transportation Committee

FROM: Brenda Hooker – Secretary Treasurer

DATE: October 10, 2023

RE: Multi-Year Plan

BACKGROUND

The Ministry of Education and Childcare (MOECC) brought a new Financial Planning and Reporting Policy into provincial legislation for July 1, 2021. The provincial policy requires all districts to have an Accumulated Surplus Operating Policy, a Financial Planning and Reporting policy and publish annually a 3-year multi-year plan.

These requirements stem from the provincial work around financial accountability and creating alignment with the Framework for Enhancing Student Learning Framework.

SD27 has developed and revised its policies to be fully compliant. The Finance team is now developing a draft 3-year plan which will be brought to the November 7, 2023 - Finance and Facilities Committee meeting.

The multi-year Plan will be brought to the November 28th Public Board of Education meeting for approval.

RECOMMENDATION

None. For Information Only

TO: Finance, Facility and Transportation Committee

FROM: Chris van der Mark

DATE: October 10, 2023

RE: Calendar Update

It was brought to our attention in September that SD#27 Calendar was recognizing the stat for Remembrance Day on Friday, November 10th, while much of government is taking Monday the 13th.

Historically, the thinking with regards to statutory placements has been, if the holiday falls on Saturday, the stat is observed on Friday. If the holiday falls on a Sunday, the stat is recognized on Monday.

Irrespective, from a learning perspective, our placement was consistent and helps schools engage in learning ahead of the recognized holiday.

At the time of calendar construction, there were no expressed concerns. Perhaps because other entities had not created theirs yet, and also because it seemed appropriate.

DISCUSSION

As noted last month, this misalignment will create additional issues for childcare. It should be noted that local business is also not universal in their application of the stat.

Currently, we have had 43 requests to move to the Monday. We have also had 13 requests to stay, largely from employees who have made travel plans based on our approved calendar. There is also one impassioned request from the family of a service member speaking to the importance of it being the day before.

RECOMMENDATION

None. For information only.