

FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE AGENDA



December 5, 2023 – 3:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

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

1. November 7, 2023, Meeting Report
2. Statement of Financial Information (SOFI)
3. Daycare Project Update
4. 100 Mile House Jr. Property update
5. Minor Capital Emergency Funding Request 2024-25
6. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
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

“Learning, Growing, and Belonging Together”

Finance and Facilities & Transportation Committee Meeting Report



November 7, 2023 (3:00 p.m. – 4:40p.m.)

Trustees in Attendance:	Mary Forbes (Chaired Mtg.), Anne Kohut, Michael Franklin.
TEAMS:	Linda Martens, Willow Macdonald, Ciel Patenaude.
Regrets:	Angie Delainey
Staff:	Superintendent Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Director of Human Resources, Taryn Aumond, Director of Operations Ross Kendell. Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. October 10, 2023, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Multi-Year Financial Plan	Secretary-Treasurer Hooker provided background and an update to the committee on the district’s new multi-year plan. Also, what the districts next steps are to ensure we are fully compliant. This plan helps determine that the district is on the right track financially, for the next five-years. The plan will be updated annually.	Recommendation THAT the multi-year financial plan be referred to the November 28th, 2023, Public Board meeting for the Board to receive, publish, and submit the plan to the Ministry of Education.
3. Columneetza Daycare Project Update	Secretary-Treasurer Hooker reviewed information related to the ongoing Columneetza Daycare Project. Anticipated substantial completion date of June 2024. Occupancy for August, or early September 2024. Q – Will any of our staff be working in the building? - Custodial, maintenance only. The district is the owner of the building, not the operator of the daycare.	Recommendation THAT the Board of Education for School District #27 approve an application of surplus towards the Columneetza Childcare project in an amount not exceeding \$800,000.

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Agenda Item	Notes	Action																																	
<p>4. Disposal of the 100 Mile Jr Secondary site</p>	<p>Secretary-Treasurer Hooker provided a verbal update on the disposal of the 100 Mile Jr. Secondary site. The district is currently waiting on clarifying legal information as to when and how the district came into possession of the property. Our lawyer will be providing this information, and we expect to have it for an update at our next meeting.</p>	<p>None. Information only.</p>																																	
<p>5. Proposed Future Meeting Dates</p>																																			
<table border="1"> <thead> <tr> <th data-bbox="212 638 654 676">MEETING</th> <th data-bbox="662 638 997 676">DATE</th> <th data-bbox="1005 638 1170 676">TIME</th> <th data-bbox="1179 638 1455 676">LOCATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 678 654 711">Finance/Facilities Committee</td> <td data-bbox="662 678 997 711">December 5, 2023</td> <td data-bbox="1005 678 1170 711">3:00 p.m.</td> <td data-bbox="1179 678 1455 711">Board Office</td> </tr> <tr> <td data-bbox="212 714 654 747">Finance/Facilities Committee</td> <td data-bbox="662 714 997 747">January 9, 2024</td> <td data-bbox="1005 714 1170 747">3:00 p.m.</td> <td data-bbox="1179 714 1455 747">Board Office</td> </tr> <tr> <td data-bbox="212 749 654 783">Finance/Facilities Committee</td> <td data-bbox="662 749 997 783">February 6, 2024</td> <td data-bbox="1005 749 1170 783">3:00 p.m.</td> <td data-bbox="1179 749 1455 783">Board Office</td> </tr> <tr> <td data-bbox="212 785 654 819">Finance/Facilities Committee</td> <td data-bbox="662 785 997 819">February 28, 2024</td> <td data-bbox="1005 785 1170 819">3:00 p.m.</td> <td data-bbox="1179 785 1455 819">Board Office</td> </tr> <tr> <td data-bbox="212 821 654 854">Finance/Facilities Committee</td> <td data-bbox="662 821 997 854">April 9, 2024</td> <td data-bbox="1005 821 1170 854">3:00 p.m.</td> <td data-bbox="1179 821 1455 854">Board Office</td> </tr> <tr> <td data-bbox="212 856 654 890">Finance/Facilities Committee</td> <td data-bbox="662 856 997 890">May 14, 2024</td> <td data-bbox="1005 856 1170 890">3:00 p.m.</td> <td data-bbox="1179 856 1455 890">Board Office</td> </tr> <tr> <td data-bbox="212 892 654 926">Finance/Facilities Committee</td> <td data-bbox="662 892 997 926">June 11, 2024</td> <td data-bbox="1005 892 1170 926">3:00 p.m.</td> <td data-bbox="1179 892 1455 926">Board Office</td> </tr> </tbody> </table>				MEETING	DATE	TIME	LOCATION	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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TO: Finance and Facilities & Transportation Committee

FROM: Brenda Hooker

DATE: December 7, 2023

RE: Statement of Financial Information (SOFI)

BACKGROUND

Each year the School District must submit the Statement of Financial Information within six months of a District's fiscal year end as part of the legislative requirements to align with the *Budget Transparency and Accountability Act, the Financial Information Act and Regulations* respecting public accounts reporting.

The report is prepared based on guidance for those public government reporting entities required to disclose certain financial information.

The Statement of Financial Information was prepared for submission in December and will be submitted once approved. (See attached)

As per the Financial Information Act Regulation Schedule 1, section 9, the Board must review and approve the Statement of Financial Information.

RECOMMENDATION

THAT the Board of Education approves the Statement of Financial Information.

TO: Finance, Facility and Transportation Committee

FROM: Brenda Hooker

DATE: December 7, 2023

RE: Columneetza Daycare Project Update

BACKGROUND

In March of 2021, SD#27 was awarded \$3M as part of a proposed 119-seat daycare to be developed in the old Columneetza dorms (basement and ground floors).

Construction is well underway.

INFORMATION

The progress on the site is occurring both indoors and outdoors.







As we get closer to completion, it is now time to issue the Request for Proposals (RFP) for a Child Care operator for the 119 spaces. Staff plan to issue the RFP prior to the winter break and leave the public procurement process open until early January. The Board will be advised of the successful proponent. Early selection of the operator will allow more time for staffing the facility and allow the operator to be involved in the completion of the project.

As well, as we complete the main floor, consideration is being given by senior staff to ensuring that our options remain open for future access and District use of the upper floor.

RECOMMENDATION

None. Information only

TO: Finance, Facility and Transportation Committee

FROM: Brenda Hooker

DATE: December 7, 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.
- 3) Broad public consultation to seek input from the public, local governments, and First Nations.

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4) An appraisal of the fair market value (FMV) of the property.

The Board directed, and staff completed, the above tasks 2 and 4. The Board then passed a motion at its meeting on November 28, 2023, to consider both properties surplus and start the ERP. A package of the necessary information has been submitted to the Ministry of Education and Child Care who will then engage in Step 3 on the District's behalf.

As directed, staff did contact the Cariboo Family Enrichment Center. The Executive Director Chris Pettman appreciated the direct contact regarding the initiation of the process to sell the properties however he seemed well versed in the potential disposal and was unconcerned that the process is underway.

RECOMMENDATION

None. Information Only

TO: Finance, Facility and Transportation Committee

FROM: Brenda Hooker

DATE: December 7, 2023

RE: Minor Capital Emergency Funding Request 2024-25

BACKGROUND

Facilities staff prepared and submitted the SD#27 list of priorities for minor capital projects within the scope of the various funding envelopes. Our minor capital requests for 24/25 were submitted to the Ministry on September 30, 2023.

ISSUE

Under the Carbon Neutral Capital Program, the District had requested \$550,000 to replace an end-of-life HVAC system at Peter Skeen Ogden Secondary. The hope was that the boiler would last until the funding was approved in the spring of 2024. Unfortunately, the boiler failed early this fall. Facilities staff have put in place temporary heating and have started a project to replace the failed boiler.

The challenge was that a \$550,000 project is a considerable expense mid-year from our \$1,951,780 AFG grant. Funding the project would have meant other planned upgrades would have to go back on the deferred maintenance list. Staff contacted the Ministry of Education and Child Care to see if there was any emergency funding available to assist with part or all of the project.

The capital branch contacted the Facilities department to advise that they will be able to fund up to \$500,000 if the project is complete by March 31, 2024. The Ministry will send the necessary paperwork to staff within a few weeks. Likely the Board will need to submit a revised 2024/2025 Minor Capital plan and pass a bylaw authorising a revised Annual Program Funding Agreement.

Staff is grateful that the Ministry Capital branch was able to support much of the funding needed.

RECOMMENDATION

None. Information only (at this point).

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