

# FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE AGENDA



**April 9, 2024 – 4:15 p.m.**

## **WELCOME AND ACKNOWLEDGEMENT**

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

1. February 27, 2024, Meeting Report
2. Transfinder Update
  - a. AP 770 Transportation – for review
3. Budget 2024
  - a. 2024-2025 Development
  - b. Capital Projects and Priorities
4. Annual Facility Grant (AFG) 2024-25
5. Capital Plan Submission Approval 2024-25
6. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	May 14, 2024	4:15 p.m.	Board Office
Finance/Facilities Committee	June 11, 2024	4:15 p.m.	Board Office

“Learning, Growing, and Belonging Together”

# Finance and Facilities & Transportation Committee Meeting Report



February 27, 2024 (4:15 p.m. – 4:54 p.m.)

<b>Trustees in Attendance:</b>	Angie Delainey (Chaired Mtg.), Mary Forbes, Anne Kohut. Willow Macdonald, Michael Franklin,
<b>TEAMS:</b>	Linda Martens, Ciel Patenaude
<b>Regrets:</b>	
<b>Staff:</b>	Superintendent Chris van der Mark, Deputy Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Directors of Education Wendell Hiltz, Sean Cameron, Director of Human Resources, Taryn Aumond, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. January 9, 2024, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Calendar	Superintendent van der Mark provided an update on the 2024-2025 calendar. After being approved in 2023/2024 the district wanted to allow community members to review the calendar again. As of February 23, the district received minimal responses, and those responses were positive.	<b>Recommendation:</b> THAT the Board sends the 2024-25 calendar out for circulation.
3. 2024-2025 Committee (Cttee) & Board Calendar.	Secretary-Treasurer Hooker brought the 2024-2025 Committee & Board Calendar for the committee to review. Due to Spring Break, there is no committee in March.	<b>Recommendation:</b> To accept planned dates as provided.
4. Budget 2024-25 Development and Timeline	Secretary-Treasurer Hooker reviewed the Budget 2024-25 Development and Timeline with the committee to ensure everyone is aware of the District and Ministry’s schedule of information.	None. Information only.
5. Early Budget 2024-25 Considerations	Secretary-Treasurer Hooker reviewed the Early Budget for 2024-25. The budget must be finalized by June 30, 2024.	None. Information only.
6. Transfinder Report and Catchment Review	Secretary-Treasurer Hooker provided a short update on the Transfinder Report and Catchment review within the district. A more detailed analysis will be available at the April	None. Information only.

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Agenda Item	Notes	Action																	
	committee meeting, including potential next steps.																		
<b>7. Proposed Future Meeting Dates</b>																			
<table border="1"> <thead> <tr> <th data-bbox="209 405 651 443">MEETING</th> <th data-bbox="651 405 1003 443">DATE</th> <th data-bbox="1003 405 1187 443">TIME</th> <th data-bbox="1187 405 1458 443">LOCATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 443 651 480">Finance/Facilities Committee</td> <td data-bbox="651 443 1003 480">April 9, 2024</td> <td data-bbox="1003 443 1187 480">4:15 p.m.</td> <td data-bbox="1187 443 1458 480">Board Office</td> </tr> <tr> <td data-bbox="209 480 651 518">Finance/Facilities Committee</td> <td data-bbox="651 480 1003 518">May 14, 2024</td> <td data-bbox="1003 480 1187 518">4:15 p.m.</td> <td data-bbox="1187 480 1458 518">Board Office</td> </tr> <tr> <td data-bbox="209 518 651 556">Finance/Facilities Committee</td> <td data-bbox="651 518 1003 556">June 11, 2024</td> <td data-bbox="1003 518 1187 556">4:15 p.m.</td> <td data-bbox="1187 518 1458 556">Board Office</td> </tr> </tbody> </table>				MEETING	DATE	TIME	LOCATION	Finance/Facilities Committee	April 9, 2024	4:15 p.m.	Board Office	Finance/Facilities Committee	May 14, 2024	4:15 p.m.	Board Office	Finance/Facilities Committee	June 11, 2024	4:15 p.m.	Board Office
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**TO: Finance, Facilities & Transportation Committee**

**FROM: Brenda Hooker, Secretary-Treasurer**

**DATE: April 9, 2024**

**RE: Transfinder Report, Bus Routes, and Catchment Review**

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## **BACKGROUND**

In the Spring of 2021, the District implemented a new transportation management program called Transfinder.

Catchments in the district had not been formally reviewed or updated for more than 10 years. During this time significant changes have occurred throughout the district leading to catchments and bus routes that are inconsistent with our Policy and AP 770.

## **DISCUSSION**

The current district catchment map was loaded into Transfinder along with student residence information. Then a detailed review of student location, ridership numbers and current bus routes was undertaken.

A draft Route Efficiency Report was prepared and was published for discussion at the January and February committee meetings. The report identified 5 key areas for the District to review for optimization:

1. School start times
2. Registered riders yet unused seats
3. Walk limits and number of bus stops on routes
4. Catchment areas
5. Courtesy riders

The consultant's report then required local knowledge and staff input before any changes could be considered. The staff review indicated that, at a minimum, we should prepare an optimum route plan that enforces our stated walk limits, addresses courtesy rider transportation to schools of choice, reduces the number of stops on a route, reduces registrants who then don't use the service, and aligns Policy and AP 770 with recommended practice.

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The timeline for consultation and implementation is that, once the Board reviews the draft letter and proposed plan, a consultation mechanism is initiated. Feedback would be gathered in April and May with recommendations to be considered at the May 28, 2024, Board meeting. Consideration will be given to the feasibility of any changes for September 2024 or if a phased approach should be utilized.

### **Initial Considerations/Implications:**

#### Walk Limits:

Currently AP 770 states that our walk limit is 3 km. At a moderate pace, the walk would be around 30 minutes. Just sticking to our AP would significantly reduce the number of stops on each route and would also not have the bus go as far into side roads and residential areas. For example; the back end of Westridge is 1.5 km from Hwy 20. Yet currently the bus goes right into that subdivision and makes 3 stops.

#### School of Choice (SoC):

These students are not entitled to bus service as they are choosing not to attend their catchment school (as clearly articulated in the letter granting SOC). Our practice needs to be consistently applied and enforced accordingly.

#### Rural Areas:

Safety is a large concern both with having large buses on secondary roads but also having students walk in less densely populated areas. Careful consideration would be given to the differences between walking 2 km in a populated urban subdivision and a dark, rural road where wildlife encounters are common and traffic infrequent.

#### South End of the District:

This part of the bus system currently makes the least sense and is where the initial focus for optimization would be. For example, we currently pick up 30 students in the parking lot of their catchment school and drive them 16 km to their SoC.

#### Ghost Riders:

AP 770 is proposed to be amended to include wording that “if the registrant does not regularly use the service without making arrangements, the registered seat would be forfeited”. Then, to be included in future bussing, they would need to re-register.

As part of the discussion, the Board will want to consider the pros and cons of making changes:

#### **Pros:**

- Safety of staff and students as busses in residential areas and on side roads is problematic leading to accidents and vehicles ignoring stop lights.
- Consistency between policy and practice.
- Better service with routes that are not intertwined.
- Fewer stops mean reduced time for students on the bus.
- Could consider later start times for schools.

- Increased physical activity for students when they walk farther to a stop.
- Reducing transportation costs means more operating dollars for classrooms.
- Will not have to consider implementing fees like other Districts.
- More money being directed to key capital needs (facility upgrades).

**Cons:**

- Changes to service may cause concern from parents.
- Enforcing school of choice policy (parents are clearly told in the approval letter they are responsible for transportation, but we have tried to be accommodating).

**Financial analysis of our annual transportation costs:**

- Total costs in the 2022/2023 Fiscal Year-end, were \$4,729,271 spent on Transportation, which was 8.3% of our total operating expenses.
- In our 2023/2024 Amended Budget, we project to spend \$5,430,290 or 9% of our total operating expenses. So, our costs are rising.
- In 2022/23 Fiscal, the provincial total Districts spent on Transportation averaged out to 1.9% of operating expenses.
- In 2022/23, SD57(Prince George) spent 3.3% on Transportation.
- In 2022/23, SD59(Dawson Creek) spent 7.2% on Transportation.
- In 2022/23, SD60(Fort St John) spent 5.5% on Transportation.
- In 2022/23, SD81(Fort Nelson) spent 4.1% on Transportation.
- In 2022/23, SD91(Nechako Lakes) spent 5.0% on Transportation.
  
- The average of what these similar geographically disbursed Districts spend is 5%. If we work towards bringing our costs down to a regional average, there are significant savings. Using our 23/24 Amended Budget: Operating Expenses total \$60.3 million, 5% allocated to Transportation would be \$3.0 million which is \$2.4 million less than the \$5.4 million we are projecting to spend.
  
- There are only 3 Districts in the Province that allocate more to Transportation than SD27: SD87 Stikine at 12.8%, SD92 Nisga'a at 9.5 %, and SD93 Conseil Scolaire Francophone at 9.9%.
  
- SD23 Central Okanagan at 2.1% and SD63 Saanich at 1.9% both charge fees to riders and/or registrants, despite being near the provincial average.

**RECOMMENDATION**

**THAT** the attached letter be sent to all registered bus riders and families.

**THAT** staff continue to look at options around route optimization with a feasible implementation plan presented at the May 14, 2024, Finance, Facilities & Transportation committee meeting.

April 9, 2024

To Parent(s) or Caregiver(s)

Re: School District # 27 Transportation Services

You are receiving this letter as the parent/guardian of a registered school bus rider. SD#27 wishes to advise families that we are conducting an in-depth review of our school catchment areas and current transportation routes. SD#27 is not required to provide student transportation; however, we endeavor to do so, where feasible, as safely and efficiently as possible.

The District has also been reviewing our existing routes compared with our transportation policies and administrative procedures. We have identified that there are inconsistencies between our policies and our practices.

Particularly in the following three areas:

1. Stated walk limits and distance between bus stops,
2. School of Choice and courtesy riders.
  - a. School of Choice letters clearly state, as a condition of requesting enrolment at a school other than their local catchment school: *"Please be advised that parents/caregivers will assume responsibility for transportation"*,
3. Registered users who then don't use the bus service.

The District is undertaking a transportation review for multiple reasons: safety of staff and students, consistent service, and effective and efficient bus routes. Our inconsistent practice is a result of trying to accommodate diverse requests which, ironically, cause frustrations from users due to complex runs, length of runs and combination of runs when short drivers (often a result of trying to operate too many runs).

Our goal is to create a more efficient service that ensures resources are better utilized across transportation and facilities, by September 2024.

The timeline is to identify any changes to policy and routes by early May 2024. This will allow for information to be distributed to families and for feedback around proposed changes to be received prior to any recommendations being adopted by the Board.

Please refer to the District website for updates and feedback mechanisms: [www.sd27.bc.ca](http://www.sd27.bc.ca)

Regards,

Brenda Hooker  
Secretary-Treasurer  
School District 27 (Cariboo-Chilcotin)

**RATIONALE:**

The District operates a student transportation service in order to provide the best and safest access to and from schools. The District takes into consideration student educational needs, student safety, system efficiency, financial accountability, and provincial legislation.

**PROCEDURE:**

**1. General Information:**

- 1.1 Students living beyond 3.0 km from school may be eligible for transportation or transportation assistance to and from school.
- 1.2 Students with special needs shall not be subject to 1.1 above but will require the approval of the Manager of Operations - Transportation as per section 4 below.
- 1.3 The conveyance of students who are included in a Local Education Agreement may not be subject to procedure 1.1 above.
- 1.4 Bus stops will be set by the Manager of Operations - Transportation with safety and walk limits considered. School bus loading zones at schools must be adequately supervised.
- 1.5 Requests for bus route extensions must be made to the Manager of Operations - Transportation.
- 1.6 The Transportation Department reserves the right to remove students who are holding a seat, but not utilizing the seat on a regular basis.
- 1.7 School bus drivers are responsible for the safe operation of their vehicles and must follow the "Canadian School Bus Driver Training Manual - British Columbia Version" in the driver's handbook.
- 1.8 Students are responsible for their behavior and must abide by the student code of conduct established by the District.
- 1.9 Students who have been suspended from school may not ride District buses during the period of their suspension.
- 1.10 School Principals / Vice-Principals will notify the Dispatcher of students suspended from school, as well as any students not allowed to ride the school bus.

**2. Cold Weather Procedures**

Parents must exercise discretion as to whether students should be sent to school when temperatures are low, and conditions are hazardous. Responsibility for such decisions cannot rest with the manager, the bus driver, or the district.

Cancellation of school buses will be determined by the Manager of Operations - Transportation (or designate).



The cancellation will be posted on the School District Website [www.sd27.bc.ca](http://www.sd27.bc.ca) as well, notifications will be sent by email of all cancellations or issues from the Superintendent of Schools, School Principals / Vice-Principals and District Senior Staff.

### **3. Road Conditions**

If road conditions are such that, in the opinion of the school bus driver, and the school bus cannot operate safely, they must contact their immediate supervisor to report the road situation. The immediate supervisor shall notify the Manager of Operations - Transportation immediately.

### **4. Transportation of Students with Disabilities and Diverse Abilities**

When a student with an identified Ministry of Education and Child Care special education designation is not mobile or does not exhibit a high level of self-control to be transported safely on the regular bus run, requests to ride the special education bus will be reviewed with the school administration and finalized by the Manager of Operations - Transportation provided that:

- 4.1 Confirmation of the special education designation is provided by the Director of Instruction, Inclusive Education.
- 4.2 Where it is necessary for the student to be secured with a harness, consultation has taken place with the school district Occupational Therapist to ensure the proper fit of equipment.
- 4.3 All safety planning and emergency training has been completed specific to the child's needs, including, but not limited to, where a student is secured with a harness or locking mechanism (as in the case of a wheelchair).
- 4.4 Clear communication procedures are in place with the school, parent and transportation staff regarding the needs and progress of the student.

### **5. Courtesy Riders**

In accordance with the School of Choice application, the district is not obligated to transport students attending school outside their catchment area.

### **6. Students Attending Independent Schools**

- 6.1 When students from an Independent School board or disembark from buses at District Schools, the independent school must notify the Transportation department of the names and ages of students who wish to board the bus. The district assumes no responsibility for the supervision of these students. The principal of the District School may require that a supervisor from the non-district school be present to supervise the bus loading zone.

6.2 Independent School riders will be charged a fee. An invoice will be submitted to the Independent Schools in October for the months of September through December. A second invoice will be submitted to the Independent Schools in February for the months of January through June inclusive. The monthly fee will be determined by the district by January for the following school year.

## 7. Homestay Bus Run

Students riding the Homestay Bus must have an updated pass every year stating what school they attend.

## 8. Transportation Assistance

Many students in this District may travel long distances to school or to the nearest bus stop. Financial assistance may be available to assist parents with transporting students on a case-by-case basis.

- 8.1 The level of financial assistance available to approved claimants will be set by the district and reviewed in April of each year. Application forms are to be available at each school and will show the current rate of assistance.
- 8.2 Transportation assistance may be granted to parents or caregivers who must convey students to their catchment school where no bus service is provided.
- 8.3 Transportation assistance may be granted to parents or caregivers who must convey students' distances which exceed 3.0 km to the nearest bus stop.
- 8.4 The parent or guardian shall be paid only for the actual number of round trips driven by the parent or guardian to the nearest bus stop or school. However, in no case shall the number of paid round trips to the school or bus stop exceed two round trips per day.
- 8.5 Application for transportation assistance must be submitted annually to the School District Office.
- 8.6 Approval for transportation assistance will be granted effective at the beginning of the month in which the claim is made.
- 8.7 Claim forms should be submitted monthly and within thirty (30) days of the end of the month being claimed. Claims submitted after thirty days may not be considered.
- 8.8 Payment of all claims will be made within thirty (30) days of their receipt.

## 9. Transportation of Students by Other Means

Where transportation of students is required, school buses will be used wherever feasible. However, the district recognizes that students must sometimes be transported

by means other than buses. Approval for such transportation should be given by the school principal/vice-principal and with the utmost concern for the safety of the students.

9.1 Approval for transportation of **students** by means other than a District school bus shall be given only where the approving principal is satisfied that the driver of any vehicle used in the transportation of students has adequate insurance, a valid driver's license, that the vehicle is in an adequate state of repair, vehicle registration is current, that the tires on the vehicle are appropriate for the time of the year and the weather and that the Driver Information form is completed. The Driver Information form will be kept at the school for two years.

The Driver Information form should not be taken as a guarantee of driver suitability. The principal or supervisor should use good judgment in determining the suitability of drivers and vehicles. The principal or supervisor should conduct a visual inspection of the volunteer's vehicle and be in a position to deny the use of a vehicle which has obvious safety deficiencies (bald tires, lack of seat belts, etc.) and to ensure that the number of persons being carried in a vehicle does not exceed the normal carrying capacity of that vehicle. Small children should not be transported in the front passenger seat equipped with an airbag.

- 9.2 Private vehicles used for student transportation must be rated appropriately and insured with minimum Third-Party Liability insurance of \$1,000,000. A minimum of at least \$10,000,000 is required for buses (i.e., a motor vehicle designed to carry more than ten (10) persons). The minimum limits for primary automobile liability are SPP requirements.
- 9.3 The school district will not accept responsibility for any damage to the volunteer's vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
- 9.4 Vehicles used will only be driven by an approved driver who must be at least 21 years of age. The driver cannot be a secondary school student and must provide, to the principal or vice-principal, a copy of her/his current driver's license, current driver's abstract, and proof of vehicle registration and insurance. The vehicle must be properly equipped with sufficient seat belts for each occupant, seat belts must be worn when travelling.
- 9.5 The driver must not, at any time during their performance as an approved driver, imbibe any alcoholic beverage, or use any restricted substance or any medication that may impair their ability to operate a motor vehicle.
- 9.6 For safety and health reasons, approved drivers are not to allow smoking in their vehicles while transporting students. The driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

## 10. The Use of Mini-Busses for Extra-Curricular Travel

- 10.1 Minibuses are provided to secondary schools to support extra-curricular student and school-based activities. The busses **supplement** the transportation provided by volunteers.
- 10.2 **Only people over the age of 25** who are approved by the Manager of Operations - Transportation may operate the busses. A (minimum) Class 4 BC Driver's License is required to operate the vehicles.
- 10.4 The use of the vehicles must be arranged through the school Principal.
- 10.5 The Principal shall communicate with the Manager of Operations - Transportation, on a periodic basis, to coordinate appropriate vehicle maintenance.
- 10.6 Students shall not operate the buses.
- 10.7 An initial/annual orientation shall be provided to all operators which, at a minimum, will include the following:
- i) Safety features of the vehicle
  - ii) Emergency procedures
  - iii) Out-of-district repair procedures
  - iv) Vehicle operating training, including: 1. maximum hours of driving per day  
2. assessing road and weather conditions 3. safe handling of the vehicle
- 10.8 **The driver must complete a pre-trip and post-trip inspection, which are written, as well as keep a log if outside 160 km of the home terminal.**
- 10.9 No operator shall exceed 13 hours of driving time per day.
- 10.10 A driver must not drive after the driver has accumulated 14 hours of on-duty time in a day.
- 10.11 For all travel (within and without the district), a detailed itinerary and passenger manifest must be provided to the school principal.
- 10.12 For overnight travel, the Principal shall ensure that the operator has access to a functioning cellular telephone and a list of emergency contact names and telephone numbers.

**Note:** *If the vehicle has the capacity to carry more than ten passengers, including the driver, the driver must have a Class 4 driver's license and the vehicle must carry a **school bus permit**. If the vehicle has the capacity to carry over 25 passengers, including the driver, the driver must have a Class 1 or 2 driver's license and the vehicle must carry a **school bus permit**.*

**Link to Form:** [APF 770 Volunteer Driver Information Form](#)

**TO: Finance and Facilities Committee**

**FROM: Brenda Hooker**

**DATE: April 9, 2024**

**RE: Budget Development 2024-25**

**BACKGROUND**

Having completed the amended budget in February, we continue to monitor any expected surplus from the current year while also beginning the task of building the budget for 2024-25 based on projected enrolment and funding.

**DISCUSSION**

Our amended budget showed a projected year-end surplus of \$1.6 m. As we continue to monitor expenses and revenues, we continue to be on track for a surplus.

**2024-2025 STAFFING & BUDGET**

Preliminary information for 2024-25 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 an Operating budget with \$62,458,200 million in revenue for the 2024-25 school year, up from \$60,224,238 this past year. Beyond the per pupil increase, there is also funded wage increases for both the public sector bargaining units and excluded staff. We anticipate staffing levels to be similar to last year with the exception of additional VP positions for succession planning. Details of operating expenses will be provided for the May committee meeting.

<b>Supplement Rate Increases</b>		
Supplement	2024/25 Rate Increase	2024/25 Rates
Basic Allocation-regular	\$290	\$8,915
Basic Allocation-on-line	\$240	\$7,200
Inclusive Ed-Level 1	\$1,660	\$50,730
Inclusive Ed-Level 2	\$790	\$24,070
Inclusive Ed-Level 3	\$400	\$12,160
ELL	\$60	\$1,795
Indigenous Education	\$60	\$1,770

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In addition to our operating funding, we receive special purpose funds such as CEF, LINKS, AFG, FF and other Capital Grants. We have also been advised that the Student & Family Affordability Fund has been supplemented for 2023/24 by \$100,000.

<b>2024-25 Op Block</b>	CEF	LIF	LINK	AFG (Op portion)	Pay Equity	Transprt'n	Feeding Futures	Labour Settlement
<b>62,458,200</b>	4,435,232	221,153	733,079	311,807	665,837	739,024	609,911	Not announced yet

Senior Staff reviewed school enrollment projections and staffing levels for September 2024 prior to Spring Break. 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 86% of the budget is people, getting this as accurate as possible is important. Projected numbers for staffing will be presented at the May committee meeting.

The other 14% of the budget 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	\$100 k
Additional Custodial	\$190 k
Counselling Ratio above CA	\$220 k
Lifts for Exempt and Excluded	\$240 k
Helping Teachers	\$220 k

We are considering further inflationary increases to school supply accounts and field trips as well as conducting a line-by-line review of current budget allocations to ensure alignment with our SD#27 Strategic Initiatives.

In our budgeting process, we also want to continue the practice of accounting for Capital projects through our Local Capital allocations.

Through shifting previous allocations of operating surplus and local capital, we are considering budgeting for the following Capital projects:

White Fleet replacements/Fleet Security	\$ 400 k
4 Building Envelope Projects	\$ 3.3 m
Daycare Project	\$ 800 k
Upper Floor Meeting Room	\$ 1.8 m
Phase 2 - Security/PA Upgrades	\$ 1.0 m

Lastly, another capital project being considered is addressing the current state of our Facilities/Transportation Yard. Staff is undertaking a feasibility study to determine needs and high-level costs and options for necessary improvements. As this will be a multi-million dollar project, we are doing our due diligence to quantify the scope and viable options prior to bringing any recommendations to the Board. We plan on providing details on this project for the May committee meeting. However, in the 24-25 Annual Budget, staff will also recommend that we begin transferring regular amounts from operating to local capital to begin setting aside funds to address this critical capital need.

Overall, the preliminary information for the 2024-25 budget planning is positive. Staff is confident we can present a fair, balanced budget in May for the Board to consider.

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

**FROM: Brenda Hooker, Secretary-Treasurer**

**DATE: April 9, 2024**

**RE: Annual Facility Grant (AFG) 2024-25**

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### **BACKGROUND**

Annually the Ministry provides AFG funding to our District which for 24-25 will be \$1,951,780. Staff must prepare an annual plan for AFG projects and have it approved by the Ministry prior to starting projects.

### **DISCUSSION**

Staff has prepared a submission for the Ministry which includes:

- DDC Server and upgrades at 10 Sites
- Heat pump and furnace upgrades at 4 schools and 2 teacherages
- Full or partial flooring replacement at 3 schools
- Door and siding repairs at 5 sites
- Interior and Exterior painting at 4 sites
- PSO elevator repairs
- Electrical upgrades to connect a generator at 3 rural sites
- Paving repairs at various sites
- Irrigation at 1 site
- Playground repairs
- Accessibility at 1 site

The submission was prepared from our deferred maintenance information, emergent issues, and P/VP requests.

### **RECOMMENDATION**

None. Information only

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



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

**FROM: Brenda Hooker, Secretary-Treasurer**

**DATE: April 9, 2024**

**RE: Capital Plan Submission Approval 2024-25**

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### **BACKGROUND**

Our Facilities department submitted requests to the Ministry for our 2024/25 Annual Five-Year Capital Plan. The submission included a replacement school for Marie Sharpe Elementary and our list of priorities for minor capital items requiring Ministry financial support.

### **DISCUSSION**

On March 15, 2024, staff received a capital plan approval letter advising the School District of the supported projects from the 24/25 submission.

#### **Minor Capital approvals included funding for:**

- 4 buses – based on current pricing.
- Tatla Lake HVAC \$500,000
- Lac La Hache Playground \$195,000
- Roofing for 100 Mile, 108 Mile and PSO \$1,831,000
- Lake City Secondary – kitchen upgrade under the new FIP \$100,000

We are thankful for the supported minor capital projects.

#### **Major Capital request:**

Unfortunately, the Ministry was not able to support our submission relating to a Major Capital Replacement project for Marie Sharpe Elementary School. It is our understanding that the project remains high on the provincial need basis.

However, enrollment growth across the province created significant pressures for new/expanded schools and replacement projects relating to fires and floods, understandably, took priority in allocating the 24/25 capital funding. We will continue to work with partners to keep this project a high priority.

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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.

This will allow the SD to access the funds and proceed with the projects as soon as possible so the work can be completed over the summer months.

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.*

Next, the Facilities team will begin formulating the priority list for the 2024-25 submission.

### **RECOMMENDATION**

**THAT** the Board of Education for School District No. 27 (Cariboo-Chilcotin) approve Capital Bylaw No. 2024-25-CPSD27-01 in three readings at the April 23, 2024, Public Board Meeting.