

# FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE AGENDA



**May 14, 2024 – 4:15 p.m.**

## **WELCOME AND ACKNOWLEDGEMENT**

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

1. **April 9, 2024, Meeting Report**
2. **Transportation Update (30 min)**
3. **Emergency Planning**
4. **Facilities Yard Update**
5. **Budget Update**
6. **New Spaces Fund – Minor Capital Daycare Application**
7. **Future Meeting Dates:**

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

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

# Finance and Facilities & Transportation Committee Meeting Report



April 9, 2024 (4:16 p.m. – 5:55 p.m.)

<b>Trustees in Attendance:</b>	Angie Delainey (Chaired Mtg.), Mary Forbes, Anne Kohut.
<b>TEAMS:</b>	Willow Macdonald, Linda Martens (joined at 4:34).
<b>Regrets:</b>	Michael Franklin, Ciel Patenaude.
<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. February 27, 2024, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Transfinder Update	<p>Secretary-Treasurer Hooker provided an update on the Transfinder Report and Catchment review that the district has been undertaking since early 2024. The five (5) considerations, along with the detailed information related to the pros and cons of each. These considerations are; School start times, registered riders yet unused seats, walk limits and the number of bus stops on routes, catchment areas and courtesy riders.</p> <p>Revised AP 770 was brought forward with revisions for review. The revisions that have been made will bring the AP in line with Policy 770.</p>	<p><b>Recommendation:</b> <b>THAT</b> the Board of Education approves the attached letter to be sent to all registered bus riders and families.</p> <p><b>THAT</b> the Board of Education approves staff continue to look at options around route optimization with a feasible implementation plan presented at the May 14, 2024, Finance, Facilities &amp; Transportation committee meeting.</p>

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Agenda Item	Notes	Action												
<b>3. Budget 2024</b> a. 2024-2025 Development b. Capital Projects and Priorities	Secretary-Treasurer Hooker reviewed the 2024 Budget with the Finance and Facilities & Transportation Committee. 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.	None. Information only.												
<b>4. Annual Facility Grant (AFG) 2024-25</b>	Secretary-Treasurer Hooker provided information on the 2024-2025 AFG. Ministry provided \$1,951,780 in AFG funding to SD27. A detailed list of what the Ministry has approved SD 27 AFG for is in the briefing note.	None. Information only.												
<b>5. Capital Plan Submission Approval 2024-25</b>	Secretary-Treasurer Hooker brought the Capital Plan Submission for 2024-25 that was approved by the Ministry. It now needs to be approved by the Board. The list of the 2024-25 Capital Submissions SD 27 has been approved for are: <ul style="list-style-type: none"> <li>• 4 buses – based on current pricing.</li> <li>• Tatla Lake HVAC \$500,000.</li> <li>• Lac La Hache Playground \$195,000.</li> <li>• Roofing for 100 Mile, 108 Mile and PSO \$1,831,000.</li> <li>• Lake City Secondary – kitchen upgrade under the new FIP \$100,000.</li> </ul> - Trustee Martins noted her concern with the frequency that Bylaws has been brought forward for all three readings at one meeting.	<b>Recommendation:</b> <b>THAT</b> the Board of Education approve Capital Bylaw No. 2024-25-CPSD27-01 in three readings at the April 23, 2024, Public Board Meeting.												
<b>6. Proposed Future Meeting Dates</b>														
<table border="1"> <thead> <tr> <th data-bbox="207 1440 654 1478">MEETING</th> <th data-bbox="654 1440 997 1478">DATE</th> <th data-bbox="997 1440 1170 1478">TIME</th> <th data-bbox="1170 1440 1458 1478">LOCATION</th> </tr> </thead> <tbody> <tr> <td data-bbox="207 1478 654 1516">Finance/Facilities Committee</td> <td data-bbox="654 1478 997 1516">May 14, 2024</td> <td data-bbox="997 1478 1170 1516">4:15 p.m.</td> <td data-bbox="1170 1478 1458 1516">Board Office</td> </tr> <tr> <td data-bbox="207 1516 654 1556">Finance/Facilities Committee</td> <td data-bbox="654 1516 997 1556">June 11, 2024</td> <td data-bbox="997 1516 1170 1556">4:15 p.m.</td> <td data-bbox="1170 1516 1458 1556">Board Office</td> </tr> </tbody> </table>			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
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**TO:** Finance, Facilities & Transportation Committee

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

**DATE:** May 14, 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. The findings of the report have been discussed at the last three committee meetings.

Finance & Facilities Committee – [January 9, 2024](#)

Finance & Facilities Committee – [February 27, 2024](#)

Finance & Facilities Committee – [April 9, 2024](#)

Briefing Note on Transportation: [April 9, 2024](#)

School District Route Efficiency Report - [Draft](#)

[Policy 770 Transportation of Students](#)

AP 770 Transportation of Students – [Draft](#)

Letter to Registered Transportation Families - [issued April 24, 2024](#)

## **DISCUSSION**

The Route Efficiency Report was prepared by Transfinder and was published for discussion. 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 / School of Choice (SoC).

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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. Specific considerations for the implementation plan are:

#### Walk Limits:

Currently AP 770 states that our walk limit is 3 km. At a moderate pace, the walk would be around 30 minutes. By adhering to District's AP, the District would significantly reduce the number of stops on each route and would not have busses go as far down side roads and into residential areas. For example - the back end of Westridge is 1.5 km from Hwy 20. Currently the bus goes into that subdivision and makes 3 stops.

#### School of Choice (SoC):

Consideration is being given to changes to bus service regarding these riders. This may include:

- A process for application to register for transportation services where space is available on bus routes required for registered riders,
- Consideration for current SoC riders as a priority over new SoC requests,
- Fee paying application for service,
- Elimination of service.

#### Rural Areas:

Safety is a priority for the District, both with having large busses on secondary roads, and also having students walk in less densely populated areas. Careful consideration would be given to the differences between walking 3 km in a populated urban subdivision and a rural road where wildlife encounters are common and traffic infrequent.

#### South End of the District:

This part of the bus system currently is the least efficient and most problematic 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.

#### Under-Utilized Seats (Ghost Riders):

Consideration is being given to a process for reviewing under-utilized seats. AP 770 is proposed to be amended to reflect that if the registrant does not use the service for an extended period of time without making arrangements, the registered seat would be forfeited. Then, to be included in future bussing, they would need to re-register.

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

In the 2023/2024 Amended Annual Budget, we are projected to spend \$5,430,290 or 9% of our total operating expenses on transportation. In the draft 2024/2025 annual budget being considered tonight, projected transportation costs have risen to \$5,976,142 or 9.4% of our total operating expenses. This is an increase of 1.1% since 2023. This is not sustainable and puts budget pressure on our allocations to schools, classroom instruction and deferred maintenance.

## **MOTIONS PASSED AT THE APRIL 23, 2024 – PUBLIC BOARD MEETING:**

***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.***

### **IMPLEMENTATION PLAN:**

- Implementation of route efficiency changes will begin in September 2024. We currently have existing routes that cover some or all of the same territory and stops. The review looked at the number of stops, the routes travelled, the start and end times of classes etc.
- Staff has identified efficiency improvements by creating transportation hubs and enforcing walk limits in subdivisions and areas throughout the District. Having students walk to areas where buses can park, pick up students and turn around easily will reduce traffic violations and increase safety for students and drivers.
- Feedback received to date has raised concerns regarding:
  - before and after care,
  - access to school programming
  - seats reserved to more than one location
  - rural inequities
  - and fully utilizing seats available.

Considerable feedback involved unique rural implications where proximity to Williams Lake creates the potential reasonable access to courses (7-9) where rural schools are k-7, while “urban” sites are k-6. The SD is not required to provide transportation for this request.

### **Should there be a process for applying for transportation if space exists?**

Staff will revise AP 770 accordingly.

### **RECOMMENDATIONS:**

***THAT*** The Board of Education directs staff to continue to operationalize transportation route optimization to align practice with Policy and AP 770 which may include developing an application process for courtesy and school-of-choice riders, contingent on bus routes having available seats.

***THAT*** the Board of Education receive an update at the June committee meeting on details of the operational changes to be implemented for September 2024.

**TO:** Finance & Facilities Committee

**FROM:** Anita Richardson, Director of Instruction

**DATE:** May 14, 2024

**RE:** Emergency Planning

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## **BACKGROUND**

Being prepared for various types of emergencies, both natural and human caused, that can occur while school is in session is important for the well-being of students and staff. To be prepared, we regularly review our emergency planning process.

## **DISCUSSION**

A modernized emergency response plan which contains procedures for the broad variety of emergencies that may occur while school is in session was implemented across the district in September 2023.

At this time of year, it is important that we:

1. Meet with representatives of the Cariboo Regional District's Emergency Program Services to determine alignment in the event of a community or localized evacuation while school is in session.
2. Review our emergency evacuation procedures at the district and school levels.
3. Prepare for a potential evacuation during the school day.

At our last Principals and Vice-principals meeting, we reviewed our Incident Command process and our evacuation procedures (see PowerPoint), including lines of communication and emergency release forms. Principals will, in turn, provide the information to their school communities.

The Incident Command process was used for the first-time during wildfire concerns near Anahim Lake last spring. It is a structured response to emergency events with clearly defined roles and internal communications occurring through Teams.

## **RECOMMENDATION**

None. For information purposes.

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# Evacuation Procedures

Key Reminders from our  
emergency response Plan



## Community Evacuation Alert/Order

- ▶ EmergencyInfoBC is official source
- ▶ SD will receive information from you, CRD Incident Command Center or other emergency service
- ▶ We will create an Incident Command Teams channel



# Evacuation Alert



**Prepare to leave on short notice**



**Inform superintendent/designate (if not already a Teams channel), staff and bus garage**



**Communicate plan to leave to staff**



**Staff communicate with students and gather all items to take**



**Ensure you have attendance list and contact information as collected for all students**

# Evacuation Order



Communications with senior team will happen through Teams channel



Initiate DIRECTED EVACUATION

# Directed evacuation

- ▶ Arrange transportation to designated safe site
- ▶ Account for all students and personnel
- ▶ Notify staff (and students, if appropriate) of the problem and potential dangers
- ▶ Notify parents via district approved communication tool, phone call, and/or email as appropriate and make arrangements for pick up and release of students.
- ▶ Before leaving school site post notification to parents on the door identifying location(s) for pick up
- ▶ Bring attendance and contact information
- ▶ Accompany staff and students to safe site

**TO:** Finance and Facilities Committee

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

**DATE:** May 14, 2024

**RE:** Facilities & Transportation Works Yard

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## **BACKGROUND**

The 2024-2025 Fiscal Year End is June 30, 2024. Identifying capital initiatives is important prior to preparing draft financial statements for the Board to consider. At the April public board meeting, three motions were adopted to clarify funding for other capital priorities. This BN centers around the current Facilities & Transportation Works yard and the need for improvements or replacement.

## **DISCUSSION**

As the Board is aware, the District is facing a significant amount of deferred maintenance. To address the needs, facilities staff ensure that our Capital funding requests to the Ministry are bundled to maximize each funding opportunity. In addition, we have capital projects the Board is self funding through the application of previous operating surpluses, local capital projects and the Ministry Restricted Capital funds.

Staff is preparing our 2025/2026 Capital plan requests for consideration at the June meetings. However, there is no Ministry funding opportunity for Facility & Transportation yards. Any improvements must be self funded through prudent, long-term planning.

### **Facilities & Transportation Yard:**

As previously discussed, the facilities yard is identified as a capital priority and a feasibility study was undertaken to look at options including improvements to the current site, relocating to Glendale or if there was an option available to purchase.

There are no adequate sites currently available for purchase. There was one site reviewed for a lease possibility on a shared site. The lease costs would exceed \$330,000 per year plus the leasehold improvements needed to make the site usable. This was deemed not feasible, so the other two options were reviewed in-depth. Through the process, relocating to Glendale emerged as the best solution, which would require a new facility to be constructed.

The current closed school could be incorporated into the new site as a storage facility but would be cost prohibitive to renovate to support maintenance and transportation functions.

The study started with a review of the current site and broad consultation with facilities staff to clarify current/future needs. From the initial review, high-level cost quotes for a move to Glendale have been generated with a proposed phased approach. Phasing is recommended as this would be an overall project costing between \$7 and \$10 million.

Below are the links to a very high-level concept plan, average costing and a summary of the feasibility study generated by Chernoff Thompson & Associates. If the Board supports the below recommendation, then detailed planning and site work cost investigation will occur. The information would then be returned to the Board for a decision around formalizing a project with a feasible phased plan.

[CTA Presentation](#)

[Glendale Site Survey link](#)

[Works Yard Glendale Concept](#)

[Facilities Yard Cost breakdown](#)

The costs to a new yard are significant however with maximizing our ministry capital funds and re-prioritizing some of our local capital funds, staff feels that a new works yard project could be fully funded within the next 5 years.

For the phased approach, we would develop a design where we could:

- Do the site services in the first year.
- Then purchase a building and pour a slab in the second year.
- Erect one wing in the third year, likely the Trades side.
- Finish the interior and equipment in the 4<sup>th</sup> year.
- Then do the Administration / Transportation side over another 1 to 2 years.

A review of the SD27 deferred maintenance list has indicated that we have made good strides in addressing the outstanding projects over the last few years. While the list is still extensive, some of the highest-needs projects have been completed. Given that the facilities yard project does not have access to any Ministry funding, staff is recommending that addressing this need be a priority for surplus funds and local capital dollars.

### **RECOMMENDATION:**

**THAT** the Board of Education for SD#27 (Cariboo-Chilcotin) approves staff to conduct detailed planning and costing for a replacement Facilities and Transportation Works Yard at the Glendale property, with the understanding that information will then be brought back to the Board for a final decision.

**TO: Finance and Facilities Committee**  
**FROM: Brenda Hooker, Secretary-Treasurer**  
**DATE: May 14, 2024**  
**RE: Annual Budget 2024-25**

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**BACKGROUND**

Section 113 of the B.C School Act states

*113 (1)A board, by bylaw,  
(a) must adopt an annual budget on or before June 30 of each year for the next fiscal year,*

This BN outlines the draft annual budget that staff have prepared for the Board to consider.

**DISCUSSION**

Preliminary information for the 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 government operating revenue for the 2024-25 school year, up from \$60,203,012 this past year. Beyond the per pupil increase, there is also funded wage increases for both the public sector bargaining units and excluded staff. In addition to our Ministry operating funding, there is revenue we generate locally for total anticipated operating revenue of \$64,792,917.

In addition, we also 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 &amp; LEA</b>	CEF	LIF	LINK	AFG (Op portion)	Pay Equity	Transprtn	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

As per Statement 2, the budget bylaw we are presenting for consideration is \$77,558,144

Senior Staff reviewed school enrollment projections and staffing levels for September 2024 prior to Spring Break. Elementary schools submit projections and proposed class configurations based on collective agreement (CA) language, while secondary plans are based on an enrolling FTE allocation. Non-enrolling staffing is driven by the District Ratio

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under the CA. Since 86% of the budget is people, getting this as accurate as possible is important.

This budget is built based on staffing costs for the following FTE and allocations:

Teachers – 278 FTE  
 Education Assistants – 106 FTE  
 TTOC – \$1.45 Million budgeted  
 Support Staff – 153 FTE  
 Principal/VP's – 38 FTE  
 Excluded Staff – 27 FTE

Staffing levels are similar to last year with the exception of restructuring administration at two elementary schools and additional VP positions at the secondary level.

The other 14% of the budget is everything else. Supplies, white fleet, gas, utilities and any other “wish list” items we may have. We have maintained the additions from recent years as well as increasing school supply and field trip allocations by 10%.

Annual IT Lease Commitment	\$550 k
School-Based Allocation	\$1,075 k
Learning Initiatives	\$150 k
Mentorship	\$133 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

Operating expenses are projected at \$ \$63,823,286 which would leave an operating surplus of \$969,631.

In our budgeting process, we also want to continue the practice of accounting for Capital projects through our Local Capital allocations. Accounting for capital projects within local capital rather than operating allows for greater transparency and easier tracking of projects over multiple years. Staff recommends that the projected operating surplus be transferred from operating to local capital to set aside funds for critical capital needs.

Overall, the preliminary information for 2024-25 budget planning is positive with a fair, balanced budget draft for the Board to consider. However, we are seeing cost escalations, and rising benefit costs and have been more successful at recruiting certified staff which combine to fully allocate our funding envelope.

***See draft budget template.***

**RECOMMENDATION**

**THAT** the Board of Education proceed with the first two (2) readings of the Annual Budget Bylaw at the May 28<sup>th</sup>, 2024, Public Board Meeting.



# Snapshot 2024-2025

## SCHOOL DISTRICT #27 Annual Budget

**Operating Revenue - \$ 64.79 million**  
**Less: Operating Expenses - \$ 63.82 million**  
**Net Revenue (Deficit) - \$ .97 million**

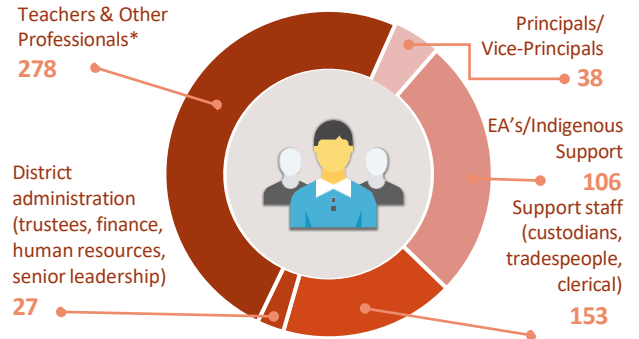
### Where the money comes from

#### Revenues



### Our staff team

#### 602 FTE's



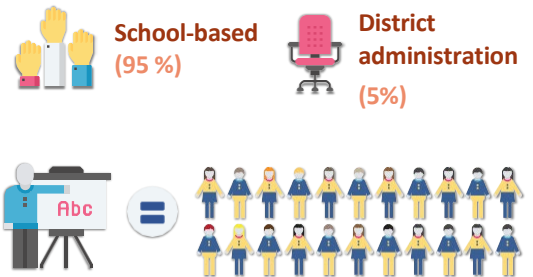
The total # of employees is 894 and includes P/T, TTOC's, casual & leaves.

### Where the money goes

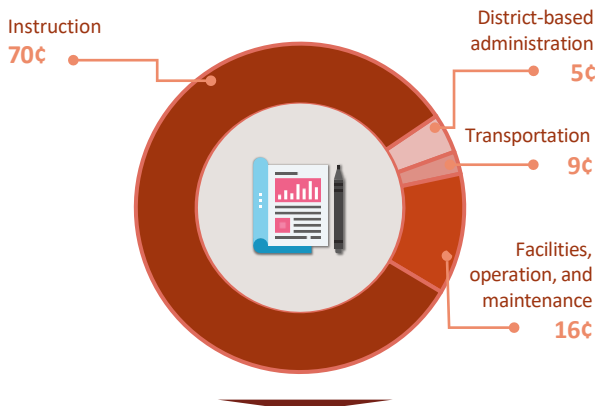
#### Expenditures



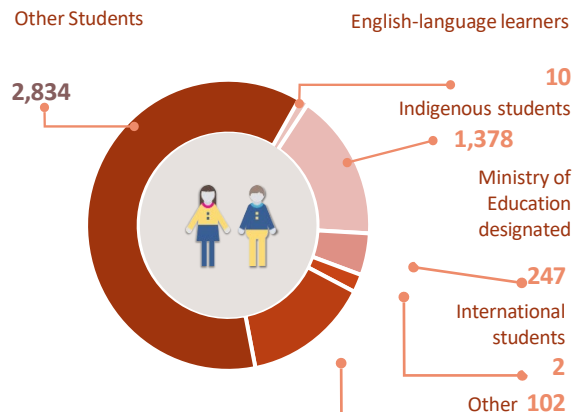
#### \$63.8 million of operating expenses



### How each dollar is spent



### FTE Students 4573



 **\$13,957**  
 one student total spent



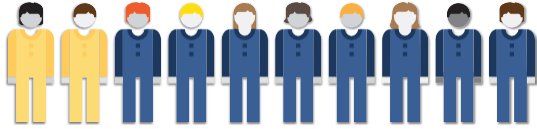
Enrolment is projected to have negative or low growth over next 10 years

## Our schools

### Core French & Immersion

Bonjour!

**1735 FTE students**  
are enrolled in French programming



### VIVE LE FRANCAIS!!

#### Inclusive learning



**\$6.5 million budgeted**  
(2024-2025)



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

#### Regular program completion rates



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

#### Post Secondary pathways



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

#### Class size-composition



**\$4.44 million**  
to restore collective agreement class size and composition language in 2022-2023 resulting in 24 additional teachers to enhance learning.



- 12** Elementary schools
- 7** Elementary/Junior Secondary Schools
- 1** Middle School
- 2** Secondary schools
- 2** Continuing/alternate education centers

*School District #27 has 12 urban schools and 12 rural schools.*

### Upcoming planned capital investments



**\$1,000,000**  
Security/PA Upgrades



**\$1,800,000**  
School Roof Replacements



**\$1,800,000**  
Daycare Upper Floor

**\$ 800,000**  
one Building Envelope retrofit

*The above improvements are board approved or MECC funded capital projects planned for completion in the 24/25 Fiscal Year.*

### Engaging our community



Public Board of Education and committee meetings

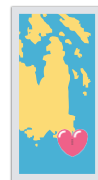


Website visitors



Parent Advisory Councils

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



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, Big Lake, Horsefly, Likely, Lac La Hache and Tatla Lake)

#### First Nation Communities

(Secwépemc, Tsilhqot'in & Dakelh First Nations)

#### Our Mission:

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

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

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

**DATE:** May 14, 2024

**RE:** New Spaces Fund – Minor Capital Daycare Application

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## **BACKGROUND**

The New Spaces Fund Child Care Space application process has moved into the Ministry of Education and Child Care – Capital Branch. There are two available funding streams, one each for major and minor projects. The funding windows have also changed, and 2024/2025 applications are required to be submitted by May 15, 2024.

## **ISSUE**

A need for Child Care throughout the Cariboo region has been identified. The Board is currently undertaking a major project creating 119 childcare seats through the renovation of the Columneetza Dorms.

Local providers have expressed interest in also creating additional after-school care seats.

A review of existing childcare programs and available space within our schools is being undertaken.

Chilcotin Road Elementary has been identified as a location that has a vacant portable, no current after-school care and the school administration is interested in supporting one.

A minor capital grant application could be submitted which would request funding to plumb the vacant portable with restroom facilities, and landscape and ensure accessibility, purchase outdoor play equipment, conduct minor renovations inside, and purchase the eligible furniture, fixtures and equipment to meet licencing requirements.

If the grant application is supported a request for interest in operating the facility would be issued.

Renovating the portable for after-school care would not preclude the space being used as a classroom should Chilcotin Rd need the classroom space due to enrollment growth.

The timing of the approval process is not known at this time but updates would be provided to the Board as the project proceeds.

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If there are other locations also interested in creating new childcare spaces, applications can be prepared and submitted for the 25/26 funding envelopes.

**RECOMMENDATION**

**THAT** the Board of Education for School District #27 approve staff to submit an application for a minor capital childcare project at Chilcotin Rd Elementary School.