

November 12, 2024 – 4:15 p.m.

WELCOME AND ACKNOWLEDGEMENT

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

1. September 10, 2024, Meeting Report
2. Multi-Year Plan
3. Facility Rental and Use Update
4. Transportation Update
5. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	December 10, 2024	4:15 p.m.	Board Office
Finance/Facilities Committee	January 7, 2025	4:15 p.m.	Board Office
Finance/Facilities Committee	February 11, 2025	4:15 p.m.	Board Office
Finance/Facilities Committee	No Mtg. in March		
Finance/Facilities Committee	April 15, 2025	4:15 p.m.	Board Office
Finance/Facilities Committee	May 14, 2025	4:15 p.m.	Board Office
Finance/Facilities Committee	June 11, 2025	4:15 p.m.	Board Office

“Learning, Growing, and Belonging Together”

Finance and Facilities & Transportation Committee Meeting Report



September 10, 2024 (4:18 p.m. – 5:38 p.m.)

Trustees in Attendance:	Angie Delainey (Chaired Mtg.), Mary Forbes, Anne Kohut.
Public:	5 - community member joined online Ruth Lloyd – Member of the press
TEAMS:	Ciel Patenaude, Linda Martens, Willow Macdonald.
Regrets:	Michael Franklin.
Staff:	Superintendent Cheryl Lenardon, Secretary-Treasurer Brenda Hooker, Directors of Education - Sean Cameron, Anita Richardson, Wendell Hiltz, Director of Human Resources - Taryn Aumond, Ben, Paul, Marcus, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. June 11, 2024, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Enrollment Update	<p>Superintendent Lenardon provided an update on the district's enrollment as of September 5, 2024, for the committee.</p> <p>Key point:</p> <ul style="list-style-type: none"> Total enrollment for the district is 4702, we anticipate this number to decrease slightly when the final 1701 is submitted to the Ministry. Although all students have been placed, and classes are compliant for size and average, our elementary schools are very full. SOC – 91 requests filled, with 43 pending. Unfortunately, the ability to approve these pending requests does not look hopeful as the schools that have been requested are full, but we continue to try. 	None. Information only.
3. Draft 2023-24 Financial Statement	<p>Secretary-Treasurer Hooker presented the draft 2023-2024 Financial Statements.</p> <p>Key point:</p> <ul style="list-style-type: none"> The 23/24 consolidated surplus is \$1.42 M. The operating surplus is expected to show a deficit of (\$1.99 M). 	<p>RECOMMENDATIONS:</p> <p>THAT the Board of Education School District No. 27 (Cariboo-Chilcotin) approve the draft 2023/2024 Financial Statements and accompanying documents.</p>

“Learning, Growing, and Belonging Together”

Agenda Item	Notes	Action
	<ul style="list-style-type: none"> • The deficit is due to the Board motion passed in June 2024 where approval was given to move \$2.25 M from the Operating Surplus into Local Capital (see Note 21). • The total transfer from Operating to Local Capital is \$2.75 M • Note on accounting for capital multi-year lease of computers (\$138k) • We are required to report on any potential liabilities (land, legal) • Management letter relating to other processes • The Accumulated Operating Surplus totals \$2.4 M which is split into Unrestricted and Internally Restricted categories (also Note 21) 	
4. Transportation Update	<p>Superintendent Lenardon provided an update on the Transportation changes that were implemented over the summer of 2024.</p> <p>Key Points:</p> <ul style="list-style-type: none"> • 1886 registered bus riders, • 300 pending applications for eligible catchment riders, which were received when the second intake was opened, • 166 courtesy riders granted legacy status, • 423 applications for new courtesy rider seats, of which • 368 are not yet processed, • 55 placed courtesy riders. <p>The board and staff have received numerous complaints from the public. Public complaints have been made to locally elected officials, the Ministry of Education and Child Care, and Premier Eby.</p> <p>Themes of complaints include:</p> <ul style="list-style-type: none"> • Safety concerns with students walking to bus stops or school • Timelines being too fast • Poor communication • Delays in approvals and release of application process • Delays or quality and personalization of responses 	<p>Amendment to the Agenda <i>To move Transportation Update to Item 4, in the agenda to allow for people who are in the gallery and online for only this topic to not have to wait until the end of the meeting.</i></p> <p>RECOMMENDATION: None. For information only.</p>

Agenda Item	Notes	Action
	There were questions and discussion on the number of stops, cost savings and communication gaps. Comments and concerns sent to Transportation.info@sd27.bc.ca will be reviewed.	
5. 2025/26 Minor Capital Plan Submission	Secretary-Treasurer Hooker presented the 2025/26 Minor Capital Plan Submission. Key Points: <ul style="list-style-type: none"> • 7 buses, with funding to be determined, • Columneetza Gym HVAC replacement under CNCP-\$850 K • Horsefly Playground under PEP - \$195 K • Building Envelope project at 100 Mile Elementary under SEP- \$1.4 M • PSO/Horse Lake – kitchen upgrades under the new FIP - \$50 K each • Security/PA & Data upgrades at 3 schools under SEP - \$850 K • Renovate at portable at 100 Mile Elementary for Childcare under the • Minor Capital CC - \$ 335 K 	<p>Amendment to the Agenda <i>Move 2025/26 Minor Capital Plan Submission to Item 5 in the agenda.</i></p> <p>RECOMMENDATION: THAT the Board moves to accept the minor capital submission for 2025-26.</p>

Proposed Future Meeting Dates

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	October 8, 2024	4:15 p.m.	Board Office
Finance/Facilities Committee	November 12, 2024	4:15 p.m.	Board Office
Finance/Facilities Committee	December 10, 2024	4:15 p.m.	Board Office
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TO: Finance, Facility and Transportation Committee

FROM: Brenda Hooker, Secretary-Treasurer

DATE: November 12, 2024

RE: Multi-Year Financial 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 Financial Plan (MYFP).

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. It is our understanding that SD#27 was one of 18 Districts to complete the required MYFP last year. However, the Board should be aware that our 2024-2026 MYFP is overdue. Secretary-Treasurers were advised in the September 27, 2024, DM Bulletin that the MYFP was due on October 1, 2024, when previously the Ministry had requested the submission in November or June. I reviewed all of the previous DM bulletins and Ministry publications, and there was no prior mention of the new deadline; thus, it simply was not on Manager Wallin's or my radar.

We could have rushed a document, but to be more meaningful and robust, we wanted to spend some time gathering information and analyzing. The finalized document incorporates the District's new Strategic Priorities, details the assumptions incorporated and includes the Finance department's forecast for the 2024/2025 fiscal and projections for the subsequent two fiscal periods.

At a high level, the MYFP confirms the trend that with enrollment declining and cost pressures, SD27 is entering a period where fiscal restraint and close monitoring of our spending will be necessary. The 24/25 fiscal is projected to end with a very small surplus while the next two years are currently indicating deficits. However, forecasting beyond the current year is dependent on a number of assumptions and factors, which are easier to quantify each fall as actual enrollment and staffing expenses become clearer.

RECOMMENDATION

THAT the Finance, Facility and Transportation committee refer the draft Multi-Year Financial Plan to the November 26, 2024, Public Board of Education meeting for approval.

“Learning, Growing, and Belonging Together”



School District No .27 (Cariboo-Chilcotin)



2025-2027 Financial Plan

Updated November 2024



School District No. 27 (Cariboo-Chilcotin) is proud to care for approximately 4600 students from kindergarten to Grade 12 in 24 schools. We are a large geographic area roughly the size of New Brunswick in the beautiful interior of BC. The school district supports approximately 1400 Indigenous learners, as off-reserve, Métis, Inuit and community-based learners from 12 communities, which include Tsideldel First Nation (Alexis Creek Band), Tl'etinqox Government (Anaham Band), Yunesit'in Government (Stone Band), Tl'esqox (Toosey Band), Xeni Gwet'in First Nation (Nemiah Valley), ?Esdilagh (Alexandria Band), Tsq'escen' (Canim Lake Band), Stswecem'c/Xget'tem (Canoe Creek/Dog Creek Band), Esk'etemc First Nation (Alkali Lake), Xats'ull (Soda Creek First Nation), T'exelc (Williams Lake First Nation) and Ulkatchot'en (Ulkatcho First Nation).

School District No.27 continues to engage with the communities we serve and strives to increase collaboration, communication, and capacity through ongoing efforts of the Board of Education, Senior Team, School Leadership, teachers, support staff and other community partners/agencies.

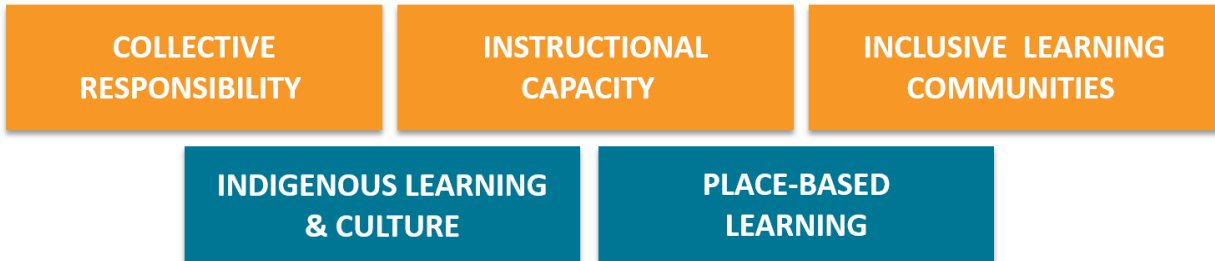
The goal of **School District No. 27's** Financial Plan is to provide better transparency on how the district plans to operate in the coming 3 years based on fluctuating funding levels. The plan also seeks to forecast the financial impacts of implementing the District Strategic Plan and to act as a planning tool to allow the district to be fiscally responsible. The plan also attempts to identify any items that may potentially impact future operations of school district early enough, so the district has time to analyse, and make the necessary adjustments to operations as needed. The District Strategic Plan can be found on our Website: www.sd27.bc.ca

If you have any questions related to this Financial Plan, please contact the **Secretary-Treasurer of School District No.27.**

2025-2027 Financial Plan



ALIGNMENT WITH THE STRATEGIC FRAMEWORK



Five key focus areas for growth in our district emerged as an update in 2024 from review of student achievement and school experience data, reflections on the findings and recommendations of the Equity Scan, stakeholder and community input, and examination of our internal processes and practices. These are collective responsibility, instructional capacity, indigenous learning and culture, inclusive learning communities, and place-based learning. These are high leverage improvement areas that will make a difference across our district and remain priorities in this first year of our plan.

Our approach is to build capacity in our staff, systems, and infrastructure so we can engage in more effective practices and, as a result of those better ways of doing things, students will have enhanced experiences and services and their outcomes will improve. We have specific action planned around each focus and are regularly reviewing progress.



Collective Responsibility

- More opportunities for cross-school collaboration
- Focus for the current year on walking together.
- Collective Responsibility Framework
- Strengthened school-based team (SBT) processes.
- New district data warehouse and information management system.



Daybreak Rotary Club: Starfish Pack Program

Cataline Elementary



Instructional Capacity

- Shifting from one-off workshops to a robust learning series with successive professional development sessions and classroom learning rounds, time to practice and reflect in between, and a community of practice network to support one another.
- Learning Series with exceptional BC, Canadian, and global leaders in numeracy, literacy, educational research, inclusion, resilience, and trauma-informed practice.
- Common district assessments with support for learning how to administer them, analyze results, and use what is learned to plan for instruction.
- District mental health plan.
- Full program of support for new teachers in their first three years.



Learning about collecting pitch and the Tsilhqot'in world view about the natural world through Pro-D.

Alexis Creek Elementary & Junior Secondary School



Inclusive Learning Communities

- Fostering a growth mindset: all students can be successful.
- Shifting from pull-out to push-in supports so learning happens with peers in the context of classroom learning.
- Shifting from finding the right place for students to creating classroom communities for all students.
- Sexual Orientation and Gender Identity (SOGI) school leads team.
- Ease Everyday Anxiety Strategies for Educators (EASE) program K-12 and Mental Health Literacy (Gr 7-12) for the benefit of staff and students.
- Training for staff and community in creating trauma-informed resilient classrooms: Circle of Courage.



Compassionate Systems Leadership

District Office



Indigenous Learning & Culture

- District-wide staff learning about Truth and Reconciliation, local Indigenous culture, Circle of Courage, and trauma-informed practice.
- Planned school-wide culture learning aligned with a calendar of local cultural seasonal activities.
- Visible language and culture across schools (Knowledge keepers in schools, ceremony, welcome signage, elders' posters).
- Review of school libraries and resource collections and additional funding for Authentic First Peoples Resources.
- Recognizing cultural learning in the community with graduation program credits (local Independent Directed Study framework).
- Meaningful engagement of schools and district in Local Education Agreements (LEA).
- Re-engagement with Equity in Action.



Walking Together On Orange Shirt Day

Ecole 100 Mile Elementary



Placed Based Learning

- Investment in equipment for outdoor activities and learning.
- Ensuring all students have access to clothing, and footwear for outdoor activities.
- Participation in the year-long Take Me Outside For Learning Challenge.
- Support for educator participation in learning opportunities to build capacity for outdoor learning (Cariboo-Chilcotin Teachers Association workshops and network, Environmental Education Provincial Specialist Association (EEPSA) partnerships, Open Learning Store webinars, Outdoor Council of Canada certification, other).
- Interactive digital map of place-based learning sites, resources, and opportunities.
- Relationships with community educators, organizations, and facilities to bring community educators into the classroom and students out into community settings.
- Independent Directed Study (IDS) framework to honour community and cultural learning with graduation program credits.



Gavin Lake Forestry Camp - Outdoor School Program

Tatla Lake Elementary & Jr. Secondary School

2025-2027 Financial Plan

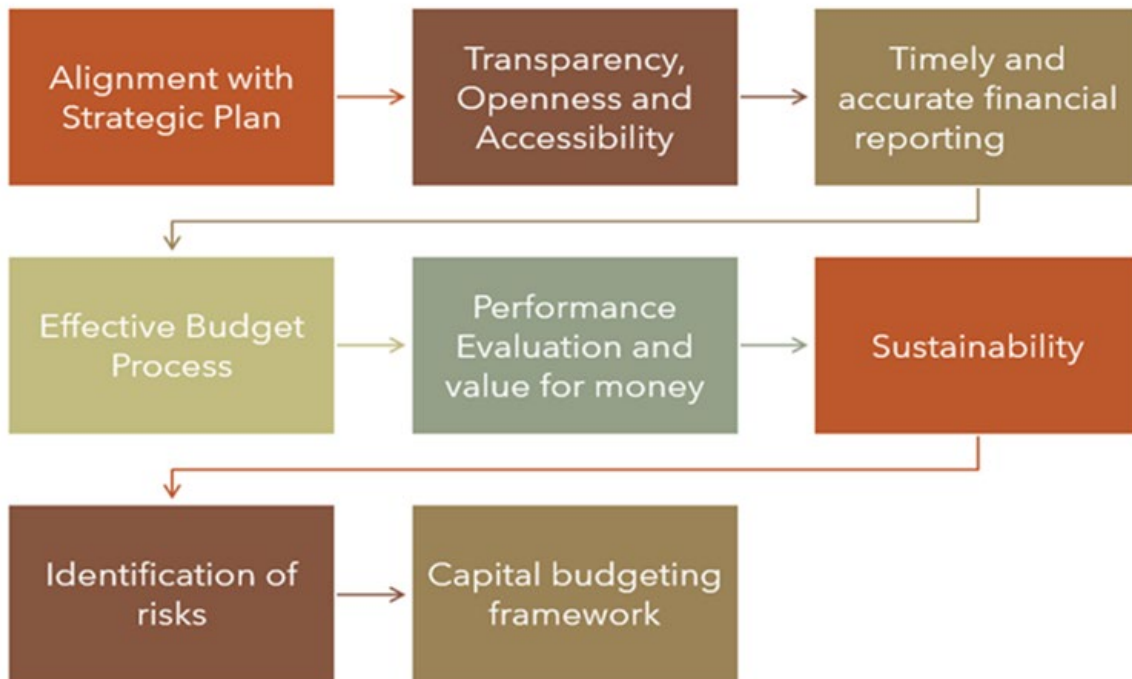


ANNUAL BUDGET PROCESS

The Annual Budget is a Financial Plan that helps the Board direct spending strategically that incorporates the Districts Strategic Goals and aligns with the long-term plans of the district. The plan also reflects any priorities and properly allocates them within the various departments throughout the district.

The Board has a mandate to ensure the following:

- Compliance with the School Act.
- Adherence to collective agreements and other regulatory bodies.
- Maintain a surplus within the Accumulated Surplus Policy.
- Produce a budget that is transparent and includes input from various stakeholders.
- Ensure that the priorities of the Strategic Plan are properly funded, balanced and connected to schools and classrooms.
- Proper communication on decisions to stakeholders.

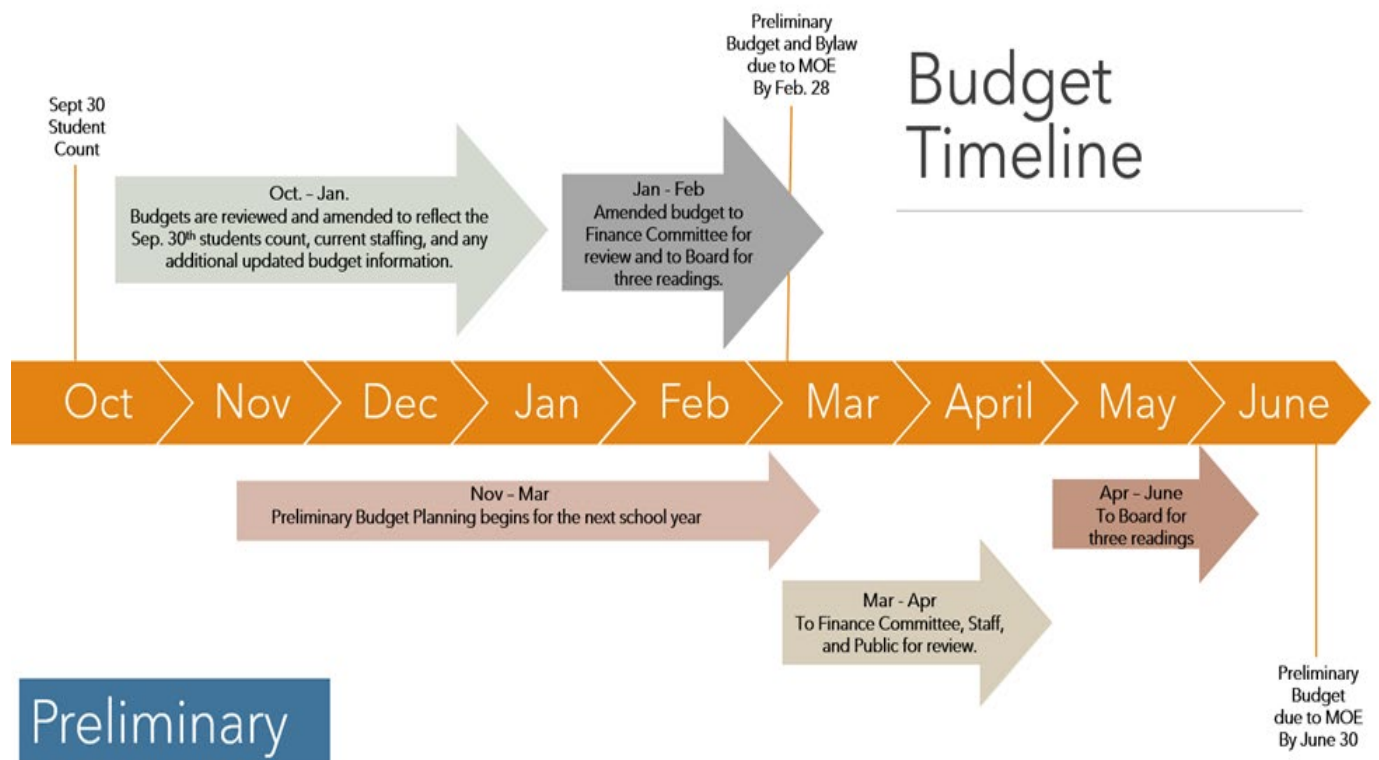


2025-2027 Financial Plan



ANNUAL BUDGET PROCESS

Every year the Board goes through the process of generating the Annual Budget. This process has many steps. Throughout the process, they pay close attention to changes in enrollment, funding announcements, collective agreement changes, as well as monitoring current spending for the year. As the year progresses, they start getting forecasts for the end of the year as well as begin planning the budget for the following year. This includes determining incorporating any upcoming changes and applying any risk factors that may apply. Additionally, the Board awaits grant announcements in the spring from the Ministry of Education and Child Care so they can update their funding formula to determine their funding levels for the coming year. After this the budget options are finalized and presented to the board for consideration. Any changes to the budget are made to incorporate any requested changes. The Finance & Facilities Committee then recommends that the Board adopt the Annual Budget. Following this the Annual Budget is approved and implemented.



2025-2027 Financial Plan



BUDGET FUND TYPES

The district's budget is comprised of three separate funds: Operating Fund, Special Purpose Fund, and Capital Fund. The district's total budget bylaw amount includes expenses and asset purchases from all funds. The Operating Fund is where most of the district's expenses are reported.



Operating Fund

- Student Supports
- Instruction
- Administration
- Maintenance
- Transportation



Special Purpose Funds

- Specific Time Frame (1-2 years)
- Specific Function
 - School Trust Fund
 - Annual Facilities Grant
 - Community Links



Capital Fund

- Buildings
- Land Improvements
- Equipment
- Site Purchases

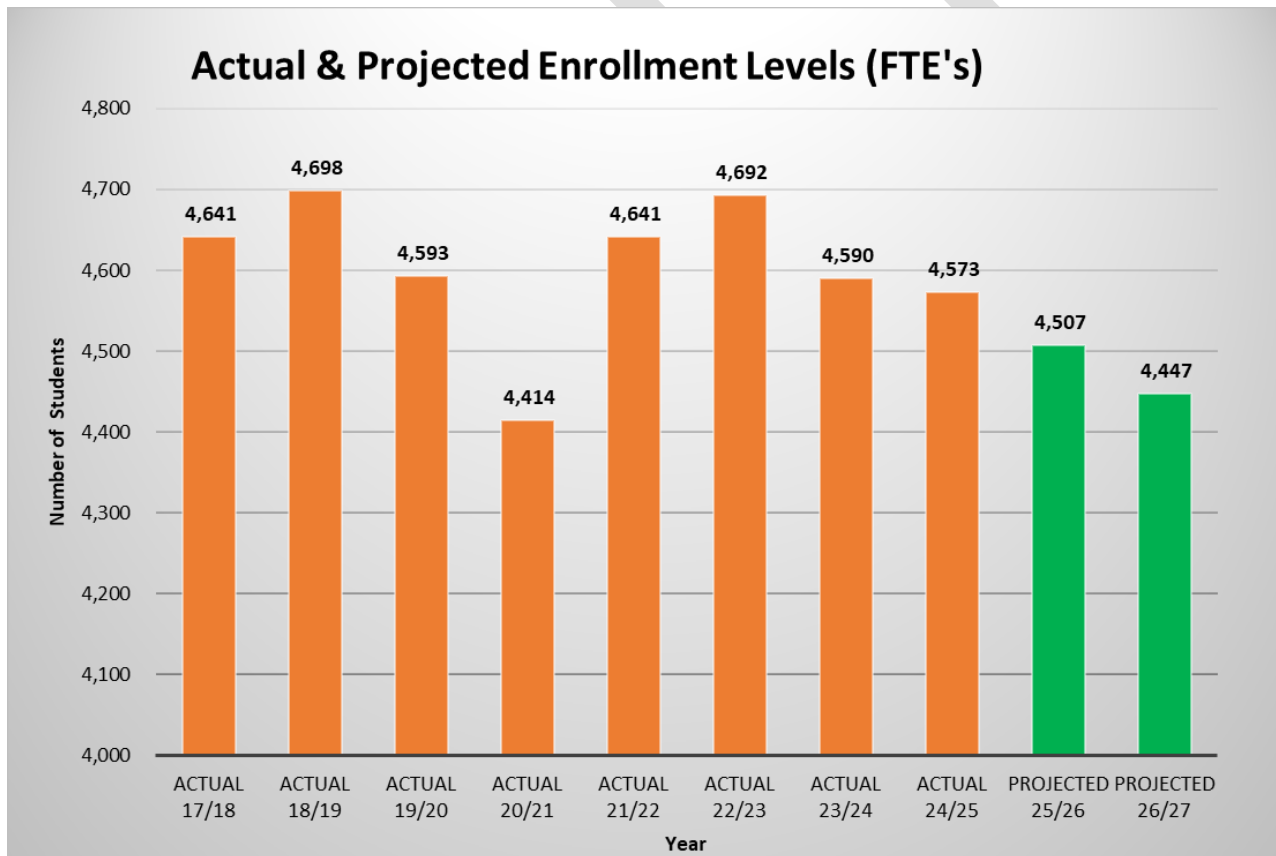
2025-2027 Financial Plan



ENROLLMENT LEVELS & PROJECTIONS

Student enrollment represents the key component for determining both the operating revenue and staffing costs for the district. Overall student enrolment is counted only in September each year, Special Education has two enrollment count opportunities and Online student FTE is counted three times. The operating grant is adjusted to reflect any enrolment changes over the course of the year.

Over the last 7 years, enrollment has been slowly increasing, with a slight dip in the 20/21 year mainly because of the COVID-19 pandemic. However, now, enrolment is declining and is projected to further reduce over the next couple of years. Enrollment decline impacts our funding from the Ministry, which has to be considered when projecting staffing, services and supplies.

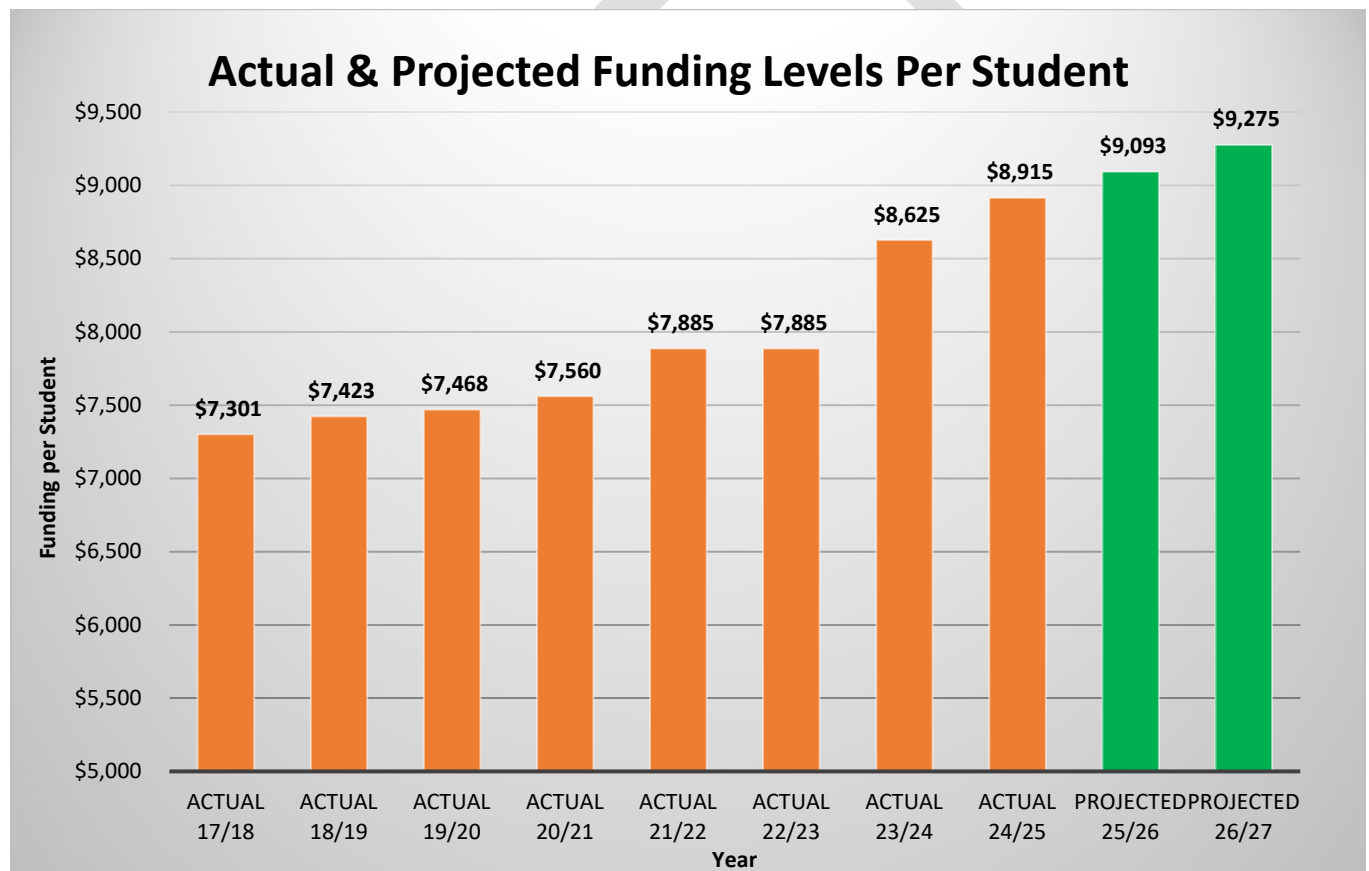


2025-2027 Financial Plan



ENROLLMENT BASED STUDENT FUNDING

A large portion of school funding comes from the Ministry of Education and Child Care (MECC), the funding levels are determined based on student enrollment on a Full Time Equivalent (FTE) basis and has subtle increases and decreases based on various factors surrounding student funding categories. We have incorporated a 2% increase to the per-student funding for 25/26 and 26/27 as a reflection of rising costs. Specific wage increases have not been incorporated as wage enhancements are unknown until new collective agreements are negotiated. No other major changes to the funding formula are anticipated based on the current student demographic.



2025-2027 Financial Plan



DISTRICT STAFFING LEVELS & EXPENSES

Staffing levels take various factors into consideration, including student and educational needs, funding availability, enrollment growth, and organizational capacity. As student enrollment is projected to decline slightly, so will staffing levels, but it will be managed through attrition. We don't anticipate any changes to staffing ratios or staffing levels on a per-student basis. The district is not anticipating any major changes in our turnover rates, retirement rates, or job vacancy rates within the district over the next few years. Most of these areas appear to have stabilized although the district is always working toward lower job vacancy rates on an ongoing basis. As we are entering into a bargaining cycle, we cannot predict the outcome, so we have kept salary rate increases at 1% to reflect rising costs but also attrition. Basic assumptions are that any negotiated increases will be fully funded, so while we have not increased revenue for any potential increases, neither have we increased expenses.



OPERATIONAL FORECAST ASSUMPTIONS

On the following page is the Financial Projection Summary. It considers the projected enrollment and related effects on staffing and expenditures.

Salaries and wages reflect actual bargained increases until the end of 24/25, and 1.0% is assumed for 25/26.

The inflation rate of 2.0% has been used for services and supplies inflation for the following 24/25 and 25/26 period.

Per student funding is reflected at actual in the 24/25 year then increased by 2% in each subsequent year.

Enrollment changes were based on the three year forecast sent to the government in the spring multiplied by the projected funding levels mentioned above. Forecasted enrolment in the 3-year plan was a bit higher than our actual in the 24/25, but this will be adjusted in the amended budget this year.

Government per-student funding levels are estimates based on historical values only and are not calculated on any published information except for the years 24/25 and prior years as published.

The financial projection is meant to be a tool to allow the district to foresee the impacts of their strategies in a dollar form and make assumptions based on estimates and current operation procedures.

These estimates are subject to change based on regulatory decisions, weather impacts, changes due to election outcomes and various economic factors such as interest rate changes.

2025-2027 Financial Plan



FINANCIAL PROJECTION SUMMARY

Financial Projection for Strategic Planning Period

	Actual 2022/2023	Actual 2023/2024	Forecast 2024/2025	Projected 2025/2026	Projected 2026/2027
Revenues					
Provincial Grants					
Ministry of Education & Child Care	56,031,465	59,719,754	61,500,926	62,196,529	63,004,734
Other	58,160	72,337	80,000	80,000	80,000
Tuition	4,650	13,750	6,500	6,500	6,500
Other Revenue	2,670,739	3,429,900	3,367,912	3,367,912	3,367,912
Rentals & Leases	88,360	135,526	125,000	125,000	125,000
Investment Income	885,511	564,387	350,000	300,000	250,000
Total Operating Revenue	59,738,885	63,935,654	65,430,338	66,075,941	66,834,146
Expenses					
Salaries					
Teachers	19,855,919	20,784,673	21,405,705	21,692,543	21,979,381
Principles & Vice Principles	5,146,879	5,018,574	5,382,072	5,454,192	5,526,312
Educational Assistants	3,273,876	3,860,582	3,800,355	3,851,280	3,902,205
Support Staff	8,357,128	9,713,953	9,838,850	9,970,691	10,102,533
Other Professionals	1,968,664	2,304,552	2,124,142	2,152,606	2,181,069
Substitutes	1,257,644	1,423,617	1,463,310	1,482,918	1,502,527
Total Salaries	39,860,110	43,105,951	44,014,434	44,604,231	45,194,028
Employee Benefits	8,706,433	10,166,626	10,995,359	11,142,698	11,290,036
	17.9%	19.1%	20.0%	20.0%	20.0%
Total Salaries & Benefits	48,566,543	53,272,577	55,009,793	55,746,929	56,484,064
Services & Supplies					
Services	876,835	1,942,891	1,966,720	2,006,054	2,046,175
Student Transportation	84,828	206,803	225,190	229,694	234,288
Professional Development & Travel	895,636	1,081,608	1,065,716	1,087,030	1,108,771
Rental & Leases	306,240	204,944	218,255	222,620	227,073
Dues & Fees	275,920	268,546	271,598	277,030	282,571
Insurance	170,177	158,316	200,314	204,320	208,407
Supplies	4,397,782	3,861,655	3,990,696	4,070,510	4,151,920
Utilities	1,523,095	1,515,207	1,728,779	1,763,355	1,798,622
Total Services & Supplies	8,530,513	9,239,970	9,667,268	9,860,613	10,057,826
Total Operating Expenses	57,097,056	62,512,547	64,677,061	65,607,542	66,541,890
Net Revenue(Expense)	2,641,829	1,423,107	753,277	468,399	292,256
Interfund Transfers	(5,056,101)	(3,416,538)	(720,000)	(720,000)	(720,000)
Use of Accumulated Surplus					
Operating Surplus for the Year	(2,414,272)	(1,993,431)	33,277	(251,601)	(427,744)
Operating Surplus (Deficit), beginning of the year	6,782,513	4,368,241	2,374,810	2,408,087	2,156,486
Surplus Use or Accumulation	(2,414,272)	(1,993,431)	33,277	(251,601)	(427,744)
Restricted for Future Use	(3,037,467)	(669,052)	(500,000)	(500,000)	(500,000)
Projected Surplus					
Operating Surplus (Deficit), end of the year	1,330,774	1,705,758	1,908,087	1,656,486	1,228,742
End of year unrestricted reserves as % of expense	2.33%	2.73%	2.95%	2.52%	1.85%

TO: Finance, Facilities and Transportation Committee

FROM: Brenda Hooker, Secretary-Treasurer

DATE: November 12, 2024

RE: Facility Rental and Use

BACKGROUND

Per Policy 730, Community Use of School Facilities - The Board of Education of School District No. 27 (Cariboo-Chilcotin) develops school facilities and grounds primarily for student use and recognizes that the use of school facilities by the community may provide additional opportunities and activities for students. Because of these mutual benefits, the Board believes in joint-use or community association-use arrangements with communities.

The Community Use of School Facilities Policy has been in effect since 1984 and was updated in 2021. In March 2021, a new Administrative Process for booking school facilities was developed, which underwent a major update in August 2024.

The District is a signatory on a Joint User Group whose members are the Cariboo Regional District, the City of Williams Lake, the District of 100 Mile House, and Thompson River University. Agreements with these groups have been in place since 2016. Our schools use the rinks, pool, and other amenities at zero cost and vice-versa. We have a strong group of volunteers who give an enormous amount of time and energy to ensure that our students have extracurricular sporting alternatives made available to them.

However, the District must balance the use of its facilities between its own usage, the commitments of the joint use agreement, and the requests of community clubs and sports organizations.

DISCUSSION

In the spring of 2024, the District started to move to an online system to assist with the booking of District facilities. The intent of the online system is to make booking easier for anyone wishing to use a School facility, Users will have better access to view what space is available, dates available, and the ability to book it whenever it is convenient for them. From the District perspective, we can better track what schools are utilized most and groups or events that are most consistently using them so we can assist with after-hours access and security.

The online Facility Rental portal has gone live; however, bookings are still manual. Our intention is to move fully online, but first, we are offering training, creating an explanatory video that will be on our website, and drafting direct communication that will be sent out to the P/VP group, PACs, and user groups. We have received a few online bookings, and those users have not expressed concerns about being able to navigate the process.

“Learning, Growing, and Belonging Together”

Some questions have come forward requesting clarity on the following:

- How are rental costs determined?
- How is it decided who gets time/space?
- It appears that there is inequity of access between groups in relation to both the number and times of access.

The District policy is that costs associated with the use of a school for extracurricular events or by any external group cannot be covered by the Board's operating dollars. In the past, this has occurred. With the 2024 facility rental approvals, the District is starting to put into practice the policies that were in place. This has caused confusion, and it has upset people.

How are costs determined?

- 1) Community groups using schools should expect to pay a fee.
 - a) Weekdays – If a custodian is not scheduled to work at the school during hours where the booking takes place, a custodial fee will be charged (it does not matter if a custodian is there when the group is in the building or not)
 - b) Weekends, for use of the school.
 - c) Weekends, for custodial, a 4-hour minimum. (A custodian will be present; if the district is unable to provide a custodian for that day; your event may be cancelled.)
 - d) The fees are outlined in [AP 730](#) and include additional fees for booking tables and chairs and for their delivery.
 - e) The custodial rate charged is determined by SD27 negotiated collective agreements and based on a blended rate of wages and benefits calculated for the times coverage is normally required.

How is it decided who gets time/space?

This process is laid out in [AP 730](#). In the spring of 2024, schools were advised to examine their needs closely. In the years prior, on several occasions, user groups had to be called to cancel their events due to school needs, which are the District's priority.

The requests are prioritized in the following order:

1. Schools choose the times they need,
2. District Programs,
3. Joint User Groups,
4. External User groups.

In addition, Secondary School gyms (large gyms) will be booked for sports events that require high ceilings, such as volleyball and basketball. Other events will be assigned to the school of request or where the SD feels it is appropriate after further discussions with the requestor.

The Joint User Groups and External Groups have expressed concern that not enough time is being allowed at the schools due to the practice of the schools pre-booking time that they may need.

There is a historic and ongoing practice of external user groups going to school-based staff through a backdoor to access space when their request has not been approved by the district facility department. Unapproved access causes staffing, liability, and security issues. The District must know about all external users in its buildings to ensure we have done our due diligence and meet our SPP liability insurance requirements. These rules apply no matter the size or location of the school. Backdoor access must stop as it places the groups, the administrators and the District at risk, and these liabilities cannot be disregarded.

It appears that specific groups get more, better times than others.

The Joint User groups do get more time than external user groups, which is required based on the joint user agreement in place. The agreement provides our students and communities with robust extracurricular options for all age groups. To ensure that external groups still have access to a variety of space and times, the District has been moving the Joint User Group bookings to smaller gymnasiums, where possible. This allows more time in large gymnasiums but is a work in progress. Our attempt to balance the demands for our space is not perfect and we try to keep in mind the goals of all groups involved. However, balancing is harder when side agreements and back-door “deals” are made.

The district does not make money on facility bookings. We are only seeking to cover the costs of wear and tear on the schools, custodial fees, security fees, and utilities that are above and beyond our regular operating costs.

Another change in 2024 is the focus on risk management and liabilities based on School Protection Program (SPP) guidance. Any group using a school facility is required to have three (3) million in liability insurance, which was increased from two (2) million.

This requirement includes, but is not limited to, sports teams, craft fairs/vendors, and PACs (who are hosting fundraising and public events, e.g., dry grad or fundraising movie night).

The SPP Administrator Handbook outlines circumstances covered by the District’s liability insurance and specifies where coverage is not extended. If there is doubt about coverage, school-based administration is encouraged to reach out to the Secretary-Treasurer who can obtain specific information about the event planned.

RECOMMENDATION

None. Information only.

TO: Finance, Facilities and Transportation Committee

FROM: Sean Cameron, Director of Instruction

DATE: November 13, 2024

RE: Transportation Update

BACKGROUND

The unique and vast geographic area of the Cariboo-Chilcotin region creates significant transportation service requirements. The district has one of the largest transportation fleets in BC and ranks near the top for total distance travelled annually. Transportation costs come from the district's regular operating budget, and the percentage allocation is well above the provincial average. Prior to the 2024 / 2025 school year, the district was configured in a manner that utilized excessive routes and stops, thereby creating even further cost pressures.

During the 2023 / 2024 school year, the District completed a comprehensive review of all bus routes and adjusted those not compliant with district policy or those with significant inefficiencies. In certain areas, these changes resulted in the removal of a number of stops requiring students to either be dropped off or walk to consolidated pickup locations. Route design and stop locations are reviewed at least annually and adjusted based on the eligible students requiring transportation in the coming school year. Routes are generally reviewed and adjusted once a year and when new circumstances arise, such as new families moving to an area, but due to the nature of the large-scale changes made this year, opportunities for adjustments are being reviewed throughout the year with stakeholder feedback.

Parents and caregivers have raised concerns about safety when students walk to school or to a pickup location. While it is a parent's responsibility to get students to and from school or stops, the District is committed to supporting improved options where possible.

DISCUSSION

District staff have been collecting feedback and input from parents and caregivers on opportunities for route adjustments and enhancements. All reasonable suggestions are being reviewed and considered. Adding all stops back and returning to the previous model is not sustainable, reasonable, or possible. Staff have also been continuously reviewing routes and adjusting where required.

On October 31, 2024, district staff had a partner meeting with the Cariboo Regional District, the Ministry of Transportation and Infrastructure (MOTI), and the RCMP to discuss opportunities for collaboration to support and improve transportation services for students.

While roads/routes in the Cariboo Regional District were discussed in general, the primary focus of the conversation was on possibilities in the Mile 108 area but roads and routes in Horse Lake were also discussed.

One of the main items of discussion was the somewhat unique design of the Mile 108 area and the history of how the community was created. The area started as a private development and was absorbed by the Cariboo Regional District and added to the public road maintenance schedule. As the community did not start with public infrastructure specifications, the roads do not meet public road engineering standards. Modifying the entire road infrastructure is cost-prohibitive and not a possibility. Neither is it sustainable for the School District to make up for the community infrastructure shortcomings in perpetuity. Small-scale changes throughout the area were discussed for the remainder of the meeting.

Action items from the meeting included exploring options for adding pullouts/pick-up areas, enhanced signage for speed and reminders about pedestrians/kids, snow removal and road maintenance enhancements, snow removal partnerships, bus safety awareness campaigns for students and drivers, and ongoing review of route adjustments.

Regional District and MOTI provided maps noting greenspace options on the roadways where pullouts and pickup spots can be added. The District is reviewing maps and will work with partners to propose options for locations for pickup/drop-off spots. The goal will be to place pick-up spots throughout the route in the Mile 108 area, allowing students to either walk to a pick-up spot or be dropped off by a parent or caregiver. Pick-up spots could potentially include bus shelters in the future, so students do not need to wait outdoors while waiting for the bus. This is ongoing work throughout the district and includes routes in the Horse Lake area.

The Cariboo Regional District is sending information on possible signage additions throughout the area. The District and MOTI will support the addition of new signage where possible.

MOTI has reviewed the roads in the area and increased the snow removal and winter maintenance schedule for roads in the Mile 108 area. These changes have been communicated to Dawson Road Maintenance, the contract holder. The District has offered to support snow removal in existing pickup locations.

The District will be leading a bus safety awareness campaign for both students and members of the public throughout the district. The campaign will include safety handouts for students with information on appropriate student clothing for warmth and visibility. The public safety campaign will include driver safety information and reminders for requirements when driving in school areas and near bus pickup locations.

The District continues to review routes and bus stop locations. As the District works through the items outlined above, there may be a few temporary stops added while long-term drop-off locations are selected and created. Staff are reviewing routes and incorporating MOTI knowledge of the roads with feedback from community residences and parents to select and implement short- and long-term bus stops. The primary focus of this review is currently

routes in 108 and the Horse Lake area, but it is ongoing and will occur throughout the district.

Parent/caregiver meetings for students at 108 Mile Elementary and Horse Lake Elementary are being scheduled for November. The meetings will be an opportunity to share the work being done in detail and gather suggestions for the public. School PACs have been contacted to help arrange these meetings. Once the meetings are scheduled, details will be posted on the district website.

Members of the public are invited to provide further feedback and recommendations as part of the committee meeting.

RECOMMENDATION

None. Information only.