

**December 10, 2024 – 4:15 p.m.**

**WELCOME AND ACKNOWLEDGEMENT**

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

1. November 12, 2024, Meeting Report
2. Transportation Update
3. Transportation Staff Holiday Activities
4. SOFI Report
5. Ministry of Education Child Care Funding Announcement
6. CCHRD Request
7. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
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	<b>No Mtg. in March</b>		
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

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# Finance and Facilities & Transportation Committee Meeting Report



November 12, 2024 (4:17 p.m. – 5:17 p.m.)

<b>Trustees in Attendance:</b>	Angie Delainey (Chaired Mtg.), Mary Forbes, Anne Kohut, Michael Franklin,
<b>TEAMS:</b>	Linda Martens, Willow Macdonald (4:30 p.m.), Superintendent Cheryl Lenardon, Anita Richardson.
<b>Regrets:</b>	Ciel Patenaude, Wendell Hiltz.
<b>Staff:</b>	Secretary-Treasurer - Brenda Hooker, Director of Education - Sean Cameron, Director of Human Resources - Taryn Aumond, Director of Operation - Marcus Loewen, Assistant Operations Manager Benjamin Bennison, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. September 10, 2024, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Multi-Year Plan	Secretary-Treasurer Hooker reviewed the draft 2025-2027 Multi-Year Financial Plan with the committee and responded to numerous questions, including: <ul style="list-style-type: none"> <li>- how the enrollment decreases were calculated.</li> <li>- Where the district anticipates the highest cost increases.</li> </ul>	<b>RECOMMENDATIONS:</b> <b>THAT</b> the Finance, Facility and Transportation committee refer the draft Multi-Year Financial Plan to the November 25, 2024, Public Board of Education meeting for approval.
3. Facility Rental and Use Update	Secretary-Treasurer Hooker reviewed a briefing note on Facility Rental and Use. Our practice has been standardized, but the process has not fully changed to our on-line booking tool. Consistent application of practice is causing concern: Key concerns are: <ul style="list-style-type: none"> <li>• Costs of rental requests,</li> <li>• Availability of space for booking,</li> <li>• And equity of space allocation.</li> </ul> <p>A question was raised regarding PACs' use of schools and if our practice around PAC use had changed. Staff replied that concerns from PACs have come forward and we are going to be looking into processes that will distinguish PACS from other user groups.</p>	None. Information only.

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Agenda Item	Notes	Action
4. Transportation Update	<p>Director of Instruction Cameron provided the committee with an update following the Partners meeting held at PSO on October 31, 2024.</p> <p>Community solution-based meetings are being set up with schools through their PACs to discuss concerns and possible changes.</p>	None. Information only.

Proposed Future Meeting Dates

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	December 10, 2024	4:15 p.m.	Board Office
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# BRIEFING NOTE



**TO:** Finance and Facilities

**FROM:** Marcus Loewen & Ben Bennison

**DATE:** December 10, 2024

**RE:** Transportation Community Engagement Meetings

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## **INFORMATION**

On December 3 and 5, the district met with parent/community representatives from Mile 108 Elementary and Horse Lake Elementary. Area directors from the regional district also attended the meetings.

Manager of Transportation, Ben Bennison, facilitated the engagement session providing detailed information on all routes while gathering community input on possible stops and route adjustments. The meetings were an excellent opportunity for collaboration and sharing. Feedback from stakeholders is being incorporated into possible revisions to bus routes. A second engagement meeting will be scheduled in the coming weeks, with changes to be implemented after the break.

## **RECOMMENDATION**

**None.** For information only.

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**TO: SD 27 Finance & Facilities Committee**

**FROM: Marc Loewen & Ben Bennison**

**DATE: December 10, 2024**

**RE: Transportation Department Seasonal Activities**

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### **BACKGROUND**

SD 27 Transportation staff has been involved in some seasonal activities. The 100 Mile House Transportation Department provided a bus to the Peter Skene Ogden Grad Committee to decorate and have in the 100 Mile Santa Claus Parade on November 23, 2024.

The Williams Lake Transportation staff at the bus garage decorated an elaborate gingerbread house-themed bus complete with gingerbread people made from recycled seat covers. Students and staff rode and walked with the bus in the Williams Lake Christmas parade on December 7, 2024.

These community engagement activities are voluntarily done by staff and are great examples of the District's key focus area of Collective Responsibility. Drivers are important people in the daily experience of students. There are many more people behind the scenes whose work helps students get to and from school and to field trip experiences safely.

Creating these opportunities to interact with students and families in a different environment is wonderful for the team.

### **DISCUSSION**

Acting Director of Operations Marc Loewen and Transportation Manager Ben Bennison will share some images and information about this season's events.

### **RECOMMENDATION**

None. For information only.

# BRIEFING NOTE

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

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

**DATE:** December 10, 2024

**RE:** Statement of Financial Information (SOFI)

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## **BACKGROUND**

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

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

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

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

## **RECOMMENDATION**

***THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approve the 2024 Statement of Financial Information.***

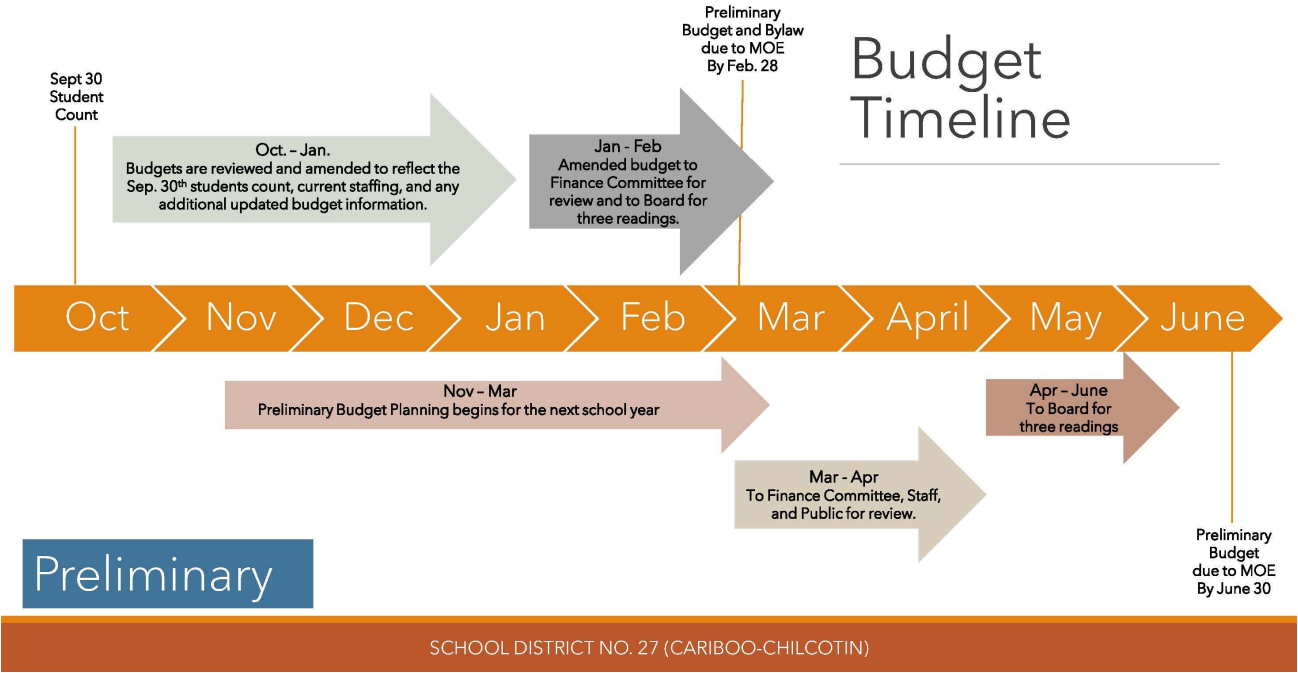
[Link to Draft SOFI Report](#)

# BRIEFING NOTE

**TO:** Finance, Facilities & Transportation  
**FROM:** Brenda Hooker, Secretary-Treasurer  
**DATE:** December 10, 2024  
**RE:** 24/25 MECC Recalculated Funding Announcement

## BACKGROUND

Boards of Education have an annual financial cycle built around student FTE enrollment estimates, Ministry funding announcements, budget and amended budget timelines and our September 1701 submission.



## DISCUSSION

The Ministry of Education and Child Care (MECC) typically provides the updated funding announcements to staff by December 20<sup>th</sup> each year. On December 4<sup>th</sup>, 2024, ST's were advised via a provincial call that the Province is adjusting its processes, and our 2024/2025 recalculated funding grants will not be announced until mid to late January 2025. The delay of the revised funding announcement will have implications for the typical cycle, shown above.

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MECC has advised Districts that amended budgets will not be due by February 28<sup>th</sup> but 60 days after the recalculated funding announcement. So, with the funding announcement delayed by a month or more, preparing our amended budget will be delayed by a similar time frame.

The process change is affecting all government ministries. As well the Provincial Budget will not be presented until early March 2025. However, MECC is still targeting March 15, 2025, as the funding announcement is needed to begin the 2025/2026 Annual Budget preparations.

MECC is not anticipating any changes to the announced per-student funding level nor the CEF allocation; however, those final decisions still rest with the Province and Treasury Board. As previously discussed, the SD27 student enrollment was less than estimated last February, which will translate into a reduction in revenue. Although, with fewer students than estimated, we also have fewer expenses.

For the December Board meeting, the Finance department will prepare a Board report of operating revenue and expenses to the end of December 2024. A projection with estimated revenue and expenses to year-end will be presented at the January Board meeting which will also be a forecast of our amended budget.

### **RECOMMENDATION**

None. For Information Only



# BRIEFING NOTE

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

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

**DATE:** December 10, 2024

**RE:** Columneetza Childcare Project

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## **BACKGROUND**

As mentioned at previous meetings, Interior Hospital in conjunction with the Chilcotin Cariboo Regional Health District have been interested in contributing to the daycare project.

Staff received a request for a letter outlining the project to be considered at the December 6<sup>th</sup> CCRHD Board Meeting.

The attached letter was prepared and submitted for consideration.

## **RECOMMENDATION**

None. For Information Only.

November 28, 2024

Al Richmond, CCRHD Chair  
Cariboo Chilcotin Regional Hospital District  
Suite D, 180 North Third Avenue  
Williams Lake, BC V2G 2A4

Re: 119 Seat Childcare Center at Columneetza

Dear Al,

In 2021, School District # 27 (SD27) applied for a “New Spaces Grant” to convert the former Columneetza Dormitory into a child care center. The grant application was approved and the construction underway since that date is now nearing completion.

The District has an agreement with the Women’s Contact Society (WCS) to operate the facility and we anticipate opening in early spring. Information will be released in early January regarding the timeline and process for parents to add their name to the waitlist for one of the new spaces. We know that the community need for child care is high. In particular, the District has been working jointly with Interior Health (IH) to facilitate access to child care for both our employee groups. The WCS has agreed to allocate a total of 30% of the 119 seats to IH & SD27 eligible persons given that recruitment and retention is a significant challenge for both organizations. The WCS has also agreed to access the BC affordable childcare benefit and fee-reduction initiatives ensuring lower cost access to spaces for vulnerable families.

However, since construction started the project has experienced cost escalation and there is a significant amount of costs not covered by the grant funding. In response, the District has allocated \$800,000 of our local capital funds to the project and gratefully accepted a \$100,000 contribution from the City of Williams Lake, which was above their coverage of the building permit costs. The District would sincerely appreciate a matching \$100,000 contribution from the Cariboo Chilcotin Regional Hospital District which would allow the project to be fully furnished, completed and open in early 2025.

Please contact me at 250-267-2322 for more information,

Regards,



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