

**FINANCE AND FACILITIES &  
TRANSPORTATION COMMITTEE  
AGENDA**



**February 11, 2025 – 4:15 p.m.**

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

- 1. December 10, 2024, Meeting Report
- 2. 2024-2025 Fiscal and Funding Update
- 3. Property Update
- 4. Building System Upgrades
- 5. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
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



December 10, 2024 (4:15 p.m. – 5:11 p.m.)

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

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. November 12, 2024, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. Transportation Update	Acting Director of Operations Marc Loewen and Manager of Transportation Manager Ben Bennison updated the committee on the community engagement meetings held on December 3rd and 5th. The consultations were collaborative conversations and brought forth ideas that Transportation is considering. <ul style="list-style-type: none"> <li>- Concerns were raised by IUOE that were not responded to in this forum.</li> </ul>	None. Information only.
3. Transportation Department Seasonal Activities	Acting Director of Operations Marc Loewen and Transportation Manager Ben Bennison gave the committee an overview of participation in community events that have kept the bus garage busy over the last few weeks.	None. Information only.
4. Statement of Financial Information (SOFI)	Secretary-Treasurer Hooker reviewed the 2024 SOFI report. This report is a legislative requirement for all School Districts on government reporting entities.	<b>Recommendation:</b> <i>THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approve the 2024 Statement of Financial Information.</i>
5. 24/25 MECC Recalculated Funding Announcement	Secretary-Treasurer Hooker provided the committee with an update on the revised timeline for the fall funding announcement and what it means for the district.	None. Information only.

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Agenda Item	Notes	Action
6. Columneetza Childcare Project	<p>Secretary-Treasurer Hooker brought forward a letter that was provided at the request of CCRHD relating to a proposed contribution to the new spaces project.</p> <p>Chilcotin Cariboo Regional Hospital District and CRD staff requested that a letter regarding a funding contribution be submitted to the CCRHD.</p> <p>Childcare seats allocated to the district will be available for all Cariboo-Chilcotin staff. There were questions about when the intake will open. Once construction is complete, we will have a better idea. When this information is known, it will be widely communicated.</p>	None. Information only.

Proposed 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

# BRIEFING NOTE

**TO:** Finance, Facilities & Transportation

**FROM:** Paul Wallin, Manager of Finance

**DATE:** February 11, 2025

**RE: Item 2: 2024/2025 Fiscal and Funding Update**

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## **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.

The District has committed to providing regular updates on current fiscal position of the District to the Board. This process involves incorporating the latest information as it becomes available to us and as funding or expense conditions change.

## **DISCUSSION**

On January 28, 2025, we were provided our recalculated funding amounts from our Sept 1701 submission. This was later than the normal timeline for receiving this information and has implications for the timing of our budget cycle.

### **Summary of Funding Changes from the 24/25 Annual Budget to January 2025 Funding update:**

Overall, we have a net increase of **\$129,011** to the Operating Portion of our Annual Budget with the details of the changes below:

- Student Enrollment has decreased from the Feb 2024 forecast which will reduce Operating Revenue by \$238,899.
- Funding for an increased number of students with unique needs has increased Operating Revenue by \$318,650.
- Teacher Salary Differential funding resulted in an increase of Operating Revenue of \$49,260.

Additionally, on the Special Purpose Funds Portion the Classroom Enhancement Fund Allocation was increased by **\$372,787**.

An area where we saw no specific increases in funding levels in the 24/25 recalculation was in the area of Employee Benefits.

- With the continued trend of increases to our experience rate for benefit costs, our previous year-end experience rate was 23.58%. We are now estimating an experience rate closer to approximately 25% for the coming year. For every 1% increase in benefit costs this translates to approximately \$487,000. The increase of 1.42% translates to approximately \$678,000. We will continue to monitor this closely as this is probably one of the largest factors that can impact our operating expenses. Part of the benefit increases are a 2025 increase in CPP contribution rates and maximums as well as an increase in WorkSafe rates of 3.4% that we were informed of in November 2024.

Additionally,

- Since July 2024 our Investment Interest rates % has dropped by 1.75%. The decline in investment income related to interest rate drops along with our change in practice of allocating Interest Income to Local Capital and SPF will affect Operating Revenue by approximately \$250,000 for the current year.

MECC has advised that Districts amended budgets will be due 60 days after the recalculated funding announcement.

In our initial meetings with our departments, we have already been able to find some cost savings and opportunities for reallocation under specific Special Purpose Funds. We will continue these meetings to prepare the 24/25 Amended Annual Budget. However, a full forecast will not be known until we have generated the draft Amended Annual Budget.

An in-depth projection with estimated expenses to year end (draft amended) will be presented at the February Public Board meeting which will be a pre-cursor to the Amended Annual Budget. As agreed previously, the timing of fiscal month ends does not allow a quarterly projection to be prepared in time for the committee agendas. Instead, detailed reports will typically be presented at public board meetings in October, January, April, and June. Any concerning trends, items for discussion and other financial information will flow through committee as per District practice, which is why Finance is presenting this BN.

A special Board Meeting is scheduled for March 3, 2025 for the Board to consider the draft amended budget in preparation for final approval of the amended budget at the March 11, 2025 Board Meeting.

### **RECOMMENDATION**

None. For information.

**TO:** Finance and Facilities Committee

**FROM:** Cheryl Lenardon, Superintendent

**DATE:** February 11, 2025

**RE: Item 3: Wildwood Elementary School Property**

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## **BACKGROUND**

The Board has had inquiries from interested parties about the two properties, formerly Wildwood Elementary. At the December 16, 2024, In-Camera Board meeting, the Board approved the recommendation to declare the two Wildwood Elementary School Properties surplus.

After the Board of Education declared the two properties, formerly Wildwood Elementary, located at 4252 Wildwood Rd. Roll 24-727—07591.012 Lot 7 Plan PGP11353 PID# 012-528-781 5.45 acres and 4251 Pacific Rd. Roll 24-727—08158.024 Lot 24 Plan PGP17374 PID# 011-502-410 3.48 acres surplus, a comprehensive land title search was completed on the properties.

## **DISCUSSION**

The historical title report has revealed that the two legal parcels forming the Wildwood Elementary School site are subject to a Crown grant trust as the Crown Grant states explicitly that these legal parcels are granted “in trust for school purposes and as a school site”. As such, as these legal parcels are no longer being used for school purposes, the requirement is for the properties to revert to the Province of British Columbia.

The Board passed the following motions at the in-camera meeting of January 27, 2025:

***THAT the Board of Education for School District No. 27 revert the properties located at 4252 Wildwood Rd and 4251 Pacific Rd. back to the interest in favour of the Province of British Columbia.***

***THAT the Board of Education for School District No. 27 moves Wildwood Elementary School Property out of the In-Camera meeting to February 11, 2025, Finance, Facilities and Transportation Committee agenda.***

Interested parties and the public can now be aware that the Board will be initiating the process to revert the properties to the Province. The Board will be kept apprised of the requirements and progress in the process.

## **RECOMMENDATION**

None. Information only.

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# BRIEFING NOTE

**TO:** Finance and Facilities

**FROM:** Marcus Loewen  
Project Leads: Kyle Riley, Adam Van Riesen, Matt Abel

**DATE:** February 11, 2025

**RE: Item 4:** Building System Upgrades

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## **BACKGROUND**

As discussed at previous meetings, over the last three years, the district has embarked on a full overhaul of all core building safety systems. Prior to this work starting key systems including fire alarms, intrusion alarms, building access control, phones, bells, and PA systems were in various states of disrepair.

## **INFORMATION**

At present the fire alarm system has been upgraded at all sites across the district and is one of the few districts in the province that is ULC compliant for fire notification and suppression.

The district has upgraded all sites to a modern keyless access system. All primary entrances have been upgraded to utilize a fob reader system. The system utilizes a schedule to automatically lock and unlock doors to provide greater security and control of access to the building. The District is currently working on phase 2 of the upgrade adding controls to secondary exits. Door controls are connected to the lockdown system, so access to the building can be restricted with a press of a button. The access control system is integrated with the alarm system to further restrict and control access to the buildings.

The PA systems have been upgraded to an industry leading solution with full integration to the building access system at 4 sites. Work is underway this year to complete the upgrade at an additional 10 sites using funds from local capital.

Phone systems are being upgraded to Voice Over Internet Protocol (VOIP) solution using Microsoft Teams. All staff issued a personal device are also issued a Teams phone license and number. This allows teaching staff to use their district-issued laptop or personal device with Teams installed as a work phone inside and out of the school. At present the building phone system at 9 sites have been upgraded to Teams. Hardware required for a full district upgrade has been purchased and implementation will be completed this year. Hardware was purchased prior to any potential cost increases connected to tariffs and trade agreements with the United States.

## **RECOMMENDATION**

**None.** For information only.

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