

FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE AGENDA



April 8, 2025 – 4:15 p.m.

WELCOME AND ACKNOWLEDGEMENT

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

1. No Committee Report for review
2. Budget Process 2025-2026
3. Annual Facility Grant (AFG) 2025-26
4. Minor Capital Plan Submission Approval 2025-26
5. Daycare update
6. Chilcotin Road Before and After Care
7. Lake City Secondary Outdoor Cultural Classroom Update
8. Transportation Registration Update
9. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
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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TO: Finance, Facilities & Transportation

FROM: Cheryl Lenardon, Superintendent / Acting Secretary-Treasurer

DATE: April 8, 2025

RE: Item #2 - Budget Process 2025-2026

BACKGROUND

The Board of Education must prepare an annual budget and have it fully adopted by the Board through a bylaw process no later than June 30, 2025, as per Section 113 of the School Act.

DISCUSSION

Allocating resources to programs and services is one of the important functions of the Board. The governance role is to ensure that resources are focused on strategic plan goals and prioritizing support for students.

The Ministry of Education and Child Care released the preliminary operating grants for the 2025/26 fiscal year and provided annual budget instructions.

The changes in funding are based on a student enrolment decline of 26.56 FTE. Changes in operating grants as follows:

Expected enrollment decline	(\$ 424,252)
Students with Unique Needs	(37,750)
Wage settlements- move from special grants to per pupil	(143,170)
Indigenous Education Council	<u>19,160</u>
Net Change in Operating Grants	(\$586,013)

Key Information about Current Spending:

- The district spends about 70% of its budget on Instruction, which is on par with the average of other like-sized districts.
- Administration at 4% of the total operating budget is less than the average of like-sized districts at 5.9%.
- For each employee hired, the cost of Employee Benefits adds 24.9% of the salary to the cost of employment.
- Staffing is the most significant component of the budget at 82%. Staffing numbers have stayed consistent as a percentage of the budget over time
- The district has utilized the surplus reserves to upgrade equipment and facilities over the last few years. The available operating surplus reserve of \$1,744,047 has reduced from 11.8% to 2.68% of operating expenses.

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Considerations/Assumptions for the 2025/26 Annual Budget:

- Pressure from reduced investment revenue
- Cost increases from tariffs, inflation, employee benefits
- Staffing adjustments for enrolment decline
- No changes in district level staffing
- Continued focus on student safety
- Target to reduce transportation costs from 8.4% to about 7% of the budget
- No wage increases will be incorporated into the budget as it is expected that the province will fund any labour settlements
- Reduced focus on equipment purchases due to limited reserves

Increased Transparency, Communication and Consultation:

Fiscal planning should be transparent and understood by all levels of the organization so there will be more opportunities for information sharing and feedback, including an all-schools community meeting.

Question for the Board:

Are there other considerations or assumptions the staff should consider in preparing the draft budget?

RECOMMENDATION

None. For information only.

Submission Summary

Submission Summary:	AFG 2024/2025 2024-05-31 MAIN - K12
Submission Type:	Expenditure Plan
School District:	Cariboo-Chilcotin (SD27)
Open Date:	2024-04-08
Close Date:	2024-05-31
Submitted On:	2024-05-02 9:03 PM
Submission Status:	Complete
Version:	Complete

Submission Category	Sum Total Project Cost Completed
AFG	\$1,966,375

AFG							
Project Number	Existing Facility?	Facility/Site	Project Type	VFA Requirement #	SD Project ID	Project Description	Total Project Cost
165419	No	3 sites-flooring-asbestos	Interior Construction			flooring-hallways and rooms in 3 schools	\$197,085
165429	No	3 sites-generator	Electrical (AFG)			electrical upgrade for generator capability	\$77,691
165424	No	4 sites-exterior painting	Site Upgrades			exterior paint and abatement	\$173,509
165421	No	6 sites-doors-cladding-	Exterior Wall Systems			stair repairs, cladding, shed, door replacements	\$281,925
165418	No	6 sites-hot-water	Plumbing (AFG)			heat pump, furnaces, metsorb	\$239,807
165433	No	Columnneetza	Site Upgrades			irrigation	\$57,364
165417	No	N4 DDC Upgrade-8 sites	HVAC (AFG)			server and 8 site upgrades to N4	\$527,218
165434	No	Playgrounds	Site Upgrades			installation, soft surfaces	\$46,184
165427	No	security	Site Upgrades			keyless entry	\$365,592
AFG Total:							\$1,966,375

TO: Finance, Facilities and Transportation Committee

FROM: Cheryl Lenardon, Superintendent / Acting Secretary-Treasurer

DATE: April 8, 2025

RE: Item #4 - 2025/26 Minor Capital Plan Approvals and Bylaw

BACKGROUND

The School Act provides that the Minister requires Boards to prepare capital plans annually. From those plan requests, the Ministry evaluates all school district plans and prioritizes funding.

The Ministry wrote that a variety of emergent issues, including a significant number of school fires, unprecedented enrolment growth and a challenging fiscal environment, have resulted in a limited ability to advance major capital projects. In June 2024, the Board approved the submission of a major capital project to replace Marie Sharpe Elementary School, which was not approved for funding at this time.

On September 24, 2024, the Board approved the submission of the 2025/26 minor capital project request to the Ministry of Education and Child Care totaling \$9,679,584.

The Ministry has approved minor capital projects to be funded for 2025/26 as follows:

Project Requested	Funding Requested	Approval	Funding Provided
13 Replacement Buses	\$2,394,584	2 Replacement Buses	Funding according to bulk plan purchase-estimated at \$369,298
HVAC projects at Lake City Secondary, Columneetza Campus Gym	\$850,000	HVAC Upgrades at Lake City Secondary, Columneetza Campus Gym	\$850,000
Charging Stations at Lake City Secondary	\$50,000	Charging Stations at Lake City Secondary	\$50,000
Exterior Walls at 100 Mile House Elementary	\$1,400,000	Exterior Walls at 100 Mile House Elementary	\$1,400,000
FIP Kitchen equipment at Horse Lake Elementary and Peter Skene Ogden Secondary	\$100,000	FIP Kitchen equipment at Horse Lake Elementary and Peter Skene Ogden Secondary	\$100,000
Total Approved Funding			\$2,769,298

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The Ministry did not approve of funding the following projects:

• Replacement of Playground equipment at Mountview Elementary	\$195,000
• Playground replacements at Horsefly Elementary-Jr. Secondary and Likely Elementary-Jr. Secondary	\$390,000
• Electrical Security PA/Data Upgrades at various schools	\$850,000
• Exterior walls at Lac La Hache Elementary	\$500,000
• Replace HVAC and Boilers at Marie Sharpe Elementary	\$1,700,000
• HVAC at Mountview Elementary	\$500,000
• Plumbing replacement at Mile 108 Elementary for an accessible washroom	\$850,000

In this difficult economic time, management is pleased with the projects that are proceeding and will be funded by the province.

RECOMMENDATION

As the Board has previously approved the minor capital projects and it is important to access funding and begin work on these projects on a timely basis, it is recommended that the board approve three readings of Capital Bylaw 2025/26-CPSD27-01 at this meeting. Also, Cheryl Lenardon, Acting Secretary-Treasurer, should sign and submit the annual funding agreement.

First Reading:

THAT the Board approve Capital Bylaw 2025/26-CPSD27-01 be read a first time at this meeting.

Second Reading:

THAT the Board approve Capital Bylaw 2025/26-CPSD27-01 be read a second time at this meeting.

Approval of Third and Final Reading at the Meeting:

THAT the Board unanimously approves Capital Bylaw 2025/26-CPSD27-01, to be read for a third and final time at this meeting.

Third Reading:

THAT the Board approve Capital Bylaw 2025/26-CPSD27-01 be read for a third and final time at this meeting.

BRIEFING NOTE

TO: Finance, Facilities and Transportation

FROM: Marcus Loewen - Director of Operations
Wendell Hiltz – Director of Instruction

DATE: April 8, 2025

RE: Item #5 - Columneetza Daycare Update

BACKGROUND

Construction began in the spring of 2023 with Lauren Brothers Construction, with an anticipated completion date for the Fall of 2024. This date was extended due to the addition of a new main entry vestibule and meeting/conference room.

INFORMATION

The building is 100 percent complete on the inside with a small portion of the exterior vestibule currently having finishes installed, the inclined platform lift for access to the top floor will be installed next week as well as the line painting for parking stalls. The daycare furnishings were delivered March 21st and should be assembled and ready for staging and final inspection for licensing with a possible opening in mid-May.

The audio-visual equipment and furniture were all installed last week on the top floor, and School District staff have already started booking and utilizing this space.

We have a signed agreement with the Women’s Contact Society to operate the facility, and they are actively working with the local licensing officer and are planning to start a gradual opening of the facility (with children in attendance) in mid-May. There will be an ‘official’ opening sometime prior to that.

The Women’s Contact Society is currently recruiting staff, assembling furniture for the facility and preparing supplies for the new space, all of which need to be in place prior to final licensing being issued.

RECOMMENDATION

None. For information only.

BRIEFING NOTE

TO: Finance, Facilities & Transportation

FROM: Marcus Loewen, Director of Operations

DATE: April 8, 2025

RE: Item #6 - Chilcotin Road Before and After Care

BACKGROUND

A need for Child Care throughout the Cariboo region has been identified. Chilcotin Road Elementary was noted as a location that has a vacant portable, no current after-school care and the school administration is interested in supporting one. An application for a minor capital childcare project was submitted in May 2024 and approved on September 17th, 2024. Amount funded was \$304,150.000

INFORMATION

The portable was relocated on the Chilcotin Road site to an area that housed a portable several years ago but still had all services available. An extensive renovation began, including new siding, windows, roof, HVAC, F/A and all interior finishes. District staff are currently working on exterior accessibility access with an anticipated completion of May 1st.

This facility will be operated by the Williams Lake Boys and Girls Club and will accommodate 20 students for after-school care. We are currently providing this space temporarily in an unused classroom at Chilcotin Road until the portable is complete.

RECOMMENDATION

None. For information only.

BRIEFING NOTE



TO: Finance, Facilities & Transportation

FROM: Grant Gustafson, Director of Instruction

DATE: April 8, 2025

RE: Item #7 - Lake City Secondary Cultural Classroom Update

BACKGROUND

FNEC approved funding to explore the development and construction of an outdoor cultural classroom at the Lake City Secondary property. A preliminary design was developed working with Chernoff Thompson Architects.

INFORMATION

It is the purpose of the presentation to provide updates about the progress of the project.

RECOMMENDATION

None. For information only.

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TO: Finance, Facilities and Transportation Committee

FROM: Sean Cameron, Director of Instruction
Ben Bennison, Manager of Transportation

DATE: April 8, 2025

RE: Item #8 - Transportation Updates and Bus Registration

INFORMATION

On March 3, 2025, the bus registration window for the 2025-2026 school year opened. This registration window will be open until April 30 and is only for students defined as eligible riders based on school catchment and walk limits. Registrations gathered during this time will provide the student data to guide route designs and adjustments for the coming school year. These students will also be first placed during student seat assignments.

The registration process is completely online this year, with automated parent and caregivers' responses confirming receipt of registration. As of April 3rd, registrations for 1,115 students have been received and responded to.

The seat assignment and rider confirmation process for the 2025-2026 school year started on April 4, 2025, and is utilizing an automated notification solution so parents and caregivers are notified on the same day. The notification email includes route number and stop locations for pickup and drop off.

Registration Timeline 2025-2026

- Wave 1 (March 1 – April 30): Core data set to adjust routes for the 2025-26 school year. First placement of student seats. All parents and caregivers will be provided with an update on seat assignment by June 30 or earlier.
- Wave 2 (May 1 – July 6): Data to guide final adjustments to routes. Second window of seat placement. Seats are only assigned to wave 2 after all students in the first wave are placed. Parents and caregivers will be notified by the end of August.
- Wave 3 (July 6 – Sep 30): Data collected during this time will not be used to adjust routes, and seats will be assigned based on existing space. Courtesy riders can submit registrations during this time but will not be processed until Aug-Sep. Courtesy rider applications will be processed by the end of October, with all parents and caregivers notified. Confirmation may occur earlier if the route has space for all eligible riders.

RECOMMENDATION

None. For information only.

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