



FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE MEETING AGENDA

February 14, 2023 – 3:00 p.m.

WELCOME AND ACKNOWLEDGEMENT

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

1. January 10, 2023, Meeting Report
2. Affordability Funds Presentation
3. Amended Budget
4. Columneetza Daycare Project
5. Capital Project Planning for 2023-24
6. Property Consultation Request- City of Williams Lake
7. Draft Calendar
8. Future Meeting Dates:

MEETING	DATE	TIME	LOCATION
Finance/Facilities Committee	March 14, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	April 11, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	May 9, 2023	3:00 p.m.	Board Office
Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office



**FINANCE AND FACILITIES & TRANSPORTATION COMMITTEE
 MEETING REPORT**

January 10, 2023 (3:02 p.m. – 3:27 p.m.)

Trustees in Attendance: Angie Delainey (Chaired Mtg.) Linda Martens, Ciel Patenaude.

TEAMS: Willow Macdonald, Mike Franklin.

Absent:

Staff: Superintendent / Acting ST Chris van der Mark, Directors of Instructions Sean Cameron, Cathy van der Mark, Anita Richardson, Director of Human Resources, Taryn Aumond, Executive Assistant Jodi Symmes

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. November 8, 2022, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. DRAFT Calendar	Director Richardson provided an update on the School District's 2023-2024/2024-2025 School calendar. - Noted was that the 22 nd was a Friday, so many districts will follow this calendar, we suspect.	Recommended that the Board send the DRAFT school calendars for 2023-24 and 2024-25 be for consultation.
3. Columneetza Dorm Project	Superintendent van der Mark provided an update on the Columneetza Dorm project.	None. Information only.
4. Compliance Audit	Superintendent van der Mark provided an update on the SD27 Compliance Audit for 1701 student course claims at Lake City Secondary, Skyline and PSO/Storefront schools. The Board will be updated next month.	None. Information only.
5. Amended Budget	Superintendent van der Mark provided an update on the Amended Budget. Financial Projection report which provides information on financial projections to the end of June 2023 and reports on variances from the 2022/23 Annual Budget approved by the Board on June 28, 2022 and allows the Board to make mid-year adjustments to the budget if necessary.	Recommended that the Board proceed with the first two readings of the amended budget bylaw at the January 24 regular Board Meeting.



Agenda Item	Notes	Action			
6. Proposed Future Meeting Dates					
		MEETING	DATE	TIME	LOCATION
		Finance/Facilities Committee	February 7, 2023	3:00 p.m.	Board Office
		Finance/Facilities Committee	March 14, 2023	3:00 p.m.	Board Office
		Finance/Facilities Committee	April 11, 2023	3:00 p.m.	Board Office
		Finance/Facilities Committee	May 9, 2023	3:00 p.m.	Board Office
		Finance/Facilities Committee	June 13, 2023	3:00 p.m.	Board Office



Briefing Note

TO: Finance and Facilities Committee
FROM: Cheryl Lenardon
DATE: February 14, 2023
RE: Affordability Fund

BACKGROUND

In August, government announced an Affordability Fund to assist families with escalating costs related to inflation. This one-time funding to school districts was intended to assist with supplies, food, clothing, extra-curricular travel, and other potential stressors for families. The funds are not intended to replace existing services or infrastructure.

The senior team met with some PVP to establish priorities and areas of need. Schools were grouped according to need with specified funding levels. The District also partnered with Rotary to help meet the expanded need/costs of the Starfish Backpack program.

Funds allocated to schools:

TIER 1		TIER 2		Secondary							
Marie Sharpe	234	46800	Forest Grove El.	85	8500	One-Fifty Mile House El.	207	15525	PSO	540	27000
One H. Mile House El.*	180	36000	Horsefly	62	6200	Chilcotin Road	206	15450	LCS - Columneetza Campus	788	39400
Cataline	313	42000	Big Lake	40	4000	Horse Lake El.	199	14925	LCS - Williams Lake Campus	831	41550
Nesika*	170	34000	Lac La Hache	29	2900	Mile 108 Elementary	150	11250			\$ 107,950.00
Likely	26	5200	Mountview	184	18400			\$ 57,150.00			
Anahim Lake	36	7200	Tatla Lake	25	2500						
Naghtaneqed	10	2000			\$ 42,500.00						
Dog Creek	5	1000									
Alexis Creek	28	5600									
Skyline	23	4600									
		\$184,400.00									
				TOT	\$ 547,000.00						
					\$ 392,000.00						
					\$ 155,000.00						

To date schools have expended 61% of these funds.

DISCUSSION

Two principals, who each did a very good job establishing systems to ensure access by families for the intended purpose, will share with the Committee what they have done. Maria Telford, 100 Mile Elementary, and Craig Munroe, Columneetza, will present.

RECOMMENDATION

None. Information only.



Briefing Note

TO: Finance and Facilities & Transportation Committee

FROM: Chris van der Mark

DATE: February 14, 2023

RE: Amended Budget

BACKGROUND

Last month, we began the process of the amended budget. The budget was projecting a surplus, largely due to increased enrolment and higher interest rates. We had proceeded with the first two readings of the amended budget bylaw in order to be on track with the February 28 submission date.

We have new/additional financial information that needs to be reflected in the amended budget.

DISCUSSION

Subsequently, two significant changes to the amended budget have been noted.

1. The labour market settlement as part of the public sector bargaining. The funding of **\$1,463,024** was announced in February, and we need to include it.
2. I did not reflect the sale of Poplar Glade, which closed after the 21-22 fiscal end year. 75% of that sale is targeted as MEd restricted capital, which was \$806,243, the other 25% was allocated to Local Capital \$268,748.
3. Other Capital funds such as the Daycare project (and others) are included in the total capital spend of \$5,958,357.

These funds do not significantly change the overall financial picture. We are still projected for an operating surplus of **\$991,794**.

However, the total budget allocation is now significantly higher than \$68,463,528. The new amended total is **\$71,132,050** due to the above explained changes.

Since the new total is not the same as the total provided for the first two readings, we will need to start the bylaw process over.



We will need to either:

Ask for unanimous consent for three readings at the February Board Meeting.

OR

Schedule a special public board meeting prior to the Board meeting to do the first two readings and then do the final reading at the regularly scheduled Board Meeting.

In the previous Finance, Facilities and Transportation meeting we reviewed the initial quarterly Financial Projection report which provided information on financial projections to the end of June 2023 and reports on variances from the 2022/23 Annual Budget approved by the Board on June 28, 2022. This report allows the Board to make mid-year adjustments to budget, if necessary, by either approving additional spending or reducing expenses. The year-to-date report is a financial planning tool that provides more accurate information as each month's expenses are incurred.

It is important to note that the report is developed based on the information known at the time it is created. The numbers will change based on the events that occur up to June 30, 2023.

The Financial Projection report is developed based on the following:

- Revenue anticipated (includes the February 2023 Interim Operating Grant confirmation) and actual expenses incurred to December 31, 2022.
- For consistency and ease of understanding, follows the format of the Ministry of Education's Annual Budget forms.
- 10-month expenses (i.e., teacher salaries) are typically 4/10 or 40% (September to December) of anticipated expenses.
- 12-month expenses (i.e., business administration) are approximately 6/12 or 50% (July to December) of anticipated expenses.
- Some expenses occur on an annual basis such as equipment leases and software licenses. The technology budget for example may contain budget items expensed early in the budget cycle and is therefore not an indication of monthly spending.

Schedule 2:

- Outlines total projected Operating revenue and expenses.
- The district is projecting a surplus of \$991,794 as of June 30, 2023. This amount will fluctuate based on actual revenue received and expenses incurred over the next six (6) months.
- The surplus includes funding that may be internally restricted at the end of the year such as targeted Indigenous Education funding.

“Learning, Growing and Belonging Together”



Schedule 2A:

- Lists all revenue sources.
- Total revenue has increased from the Annual Budget by \$2,927,017 and shows total projected revenue of \$59,606,393
- Based on the September 30 enrolment numbers and the February 2023 Interim Operating Grant summary, the Operating Grant increased by \$1,026,374 from the spring 2022 Estimated Operated Grant.
- EA Recovery amount increased by \$625,392 which lowered our grant offset accordingly.
- With higher interest rates we are seeing an increase in our investment revenue of \$406,350

Schedule 2B:

- Lists all Operating expenses by object – employee salary group, benefits, supplies and services
- Total operating expense is \$58,614,599 which is an increase from the Annual Budget of \$1,935,223
- *The main change to this Schedule 's expenditures is the addition of the labour market settlement of \$1,463,024 that are now included as part of the salary increases within the amended budget.*

Schedule 2C:

- Lists all Operating expenses by program (i.e., Instruction, District Administration, etc.) and object (salary, benefits, supplies)
- The main change to this Schedule 's expenditures is the addition of the labour market settlement of \$1,463,024 that are now included as part of the salary increases within the amended budget.

2022/2023 AMENDED ANNUAL BUDGET BYLAW PROCESS

As the Board of Education is aware, the 2022/23 Amended Annual Budget Bylaw must be approved by the Board and submitted to the Ministry of Education by February 28, 2023. In previous years, the Board has reviewed the Amended Annual Budget Bylaw at the January Board meeting with two readings of the bylaw occurring at the January Board of Education of Public meeting and the third reading occurring at the February Public meeting.

The Financial Projections report will be used as the basis for the development of the Amended Annual Budget Bylaw. With this additional report available for the Board in



January, the formal Amended Budget bylaw will be included in the February 14, 2023, Finance and Facilities & Transportation Committee for review with final readings required by the Board of Education by the end of February.

RECOMMENDATION

If the Board is comfortable with the additional information in the agenda, the Board seek unanimous consent to proceed with three readings of the Amended Budget Bylaw.

THAT School District No. 27 (Cariboo-Chilcotin) Amended Annual Budget Bylaw for fiscal year 2022-2023 in the amount of **\$71,132,050** be read a **first** time this 28th day of February 2023.

THAT School District No. 27 (Cariboo-Chilcotin) Amended Annual Budget Bylaw for fiscal year 2022-2023 in the amount of **\$71,132,050** be read the **second** time this 28th day of February 2023.

THAT School District No. 27 (Cariboo-Chilcotin) Amended Annual Budget Bylaw for fiscal year 2022-2023 in the amount of **\$71,132,050** be read the **third** time this 28th day of February 2023.

Amended Annual Budget

School District No. 27 (Cariboo-Chilcotin)

June 30, 2023

School District No. 27 (Cariboo-Chilcotin)

June 30, 2023

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 27 (CARIBOO-CHILCOTIN) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2022/2023 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 27 (Cariboo-Chilcotin) Amended Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$71,132,050 for the 2022/2023 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2022/2023.

READ A FIRST TIME THE _____ DAY OF _____, 2023;

READ A SECOND TIME THE _____ DAY OF _____, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2023;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 27 (Cariboo-Chilcotin) Amended Annual Budget Bylaw 2022/2023, adopted by the Board the _____ DAY OF _____, 2023.

Secretary Treasurer

School District No. 27 (Cariboo-Chilcotin)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	4,719,875	4,628,500
Adult	9,625	9,625
Other	-	-
Total Ministry Operating Grant Funded FTE's	4,729,500	4,638,125
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	62,710,531	59,985,007
Other	172,853	227,000
Federal Grants		18,700
Tuition	14,000	
Other Revenue	4,061,534	3,681,953
Rentals and Leases	99,000	102,400
Investment Income	525,300	118,950
Gain (Loss) on Disposal of Tangible Capital Assets	30,707	
Amortization of Deferred Capital Revenue	2,930,058	2,688,000
Total Revenue	70,543,983	66,822,010
Expenses		
Instruction	49,637,402	47,612,430
District Administration	2,696,850	2,574,261
Operations and Maintenance	12,311,245	11,259,403
Transportation and Housing	5,897,759	5,897,916
Debt Services	12,000	
Total Expense	70,555,256	67,344,010
Budgeted Surplus (Deficit), for the year	(11,273)	(522,000)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(11,273)	(522,000)
Budgeted Surplus (Deficit), for the year	(11,273)	(522,000)

School District No. 27 (Cariboo-Chilcotin)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	58,614,599	56,679,376
Operating - Tangible Capital Assets Purchased	576,794	
Special Purpose Funds - Total Expense	7,976,825	7,454,634
Capital Fund - Total Expense	3,963,832	3,210,000
Total Budget Bylaw Amount	71,132,050	67,344,010

Approved by the Board

Signature of the Chairperson of the Board _____ Date _____

Signature of the Superintendent _____ Date _____

Signature of the Secretary/Treasurer _____ Date _____

DRAFT

School District No. 27 (Cariboo-Chilcotin)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(11,273)</u>	<u>(522,000)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(576,794)	
From Deferred Capital Revenue	(5,958,357)	
From Leases	(721,000)	
Total Acquisition of Tangible Capital Assets	<u>(7,256,151)</u>	-
Amortization of Tangible Capital Assets	3,951,832	3,210,000
Net carrying value of Tangible Capital Assets disposed of	238,040	
Total Effect of change in Tangible Capital Assets	<u>(3,066,279)</u>	<u>3,210,000</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(3,077,552)</u></u>	<u><u>2,688,000</u></u>

School District No. 27 (Cariboo-Chilcotin)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2023

	Operating Fund	Special Purpose Fund	Capital Fund	2023 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	6,782,513	15,000	20,230,485	27,027,998
Changes for the year				
Net Revenue (Expense) for the year	991,794		(1,003,067)	(11,273)
Interfund Transfers				
Tangible Capital Assets Purchased	(576,794)		576,794	-
Other	(415,000)		415,000	-
Net Changes for the year	-	-	(11,273)	(11,273)
Budgeted Accumulated Surplus (Deficit), end of year	6,782,513	15,000	20,219,212	27,016,725

School District No. 27 (Cariboo-Chilcotin)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	55,786,859	53,686,373
Other	20,000	20,000
Tuition	14,000	
Other Revenue	3,161,534	2,751,953
Rentals and Leases	99,000	102,400
Investment Income	525,000	118,650
Total Revenue	59,606,393	56,679,376
Expenses		
Instruction	42,152,294	40,540,251
District Administration	2,696,850	2,574,261
Operations and Maintenance	8,802,145	8,657,596
Transportation and Housing	4,963,310	4,907,268
Total Expense	58,614,599	56,679,376
Net Revenue (Expense)	991,794	-
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(576,794)	
Local Capital	-	
Other	(415,000)	
Total Net Transfers	(991,794)	-
Budgeted Surplus (Deficit), for the year	-	-

School District No. 27 (Cariboo-Chilcotin)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	55,699,652	54,673,278
ISC/LEA Recovery	(2,825,534)	(2,435,953)
Other Ministry of Education and Child Care Grants		
Pay Equity	665,837	665,837
Funding for Graduated Adults		-
Student Transportation Fund	739,024	739,024
FSA Scorer Grant	8,187	8,187
Early Learning Framework (ELF) Implementation	669	
NGN-PLNET- Nemiah Valley	36,000	36,000
Labour Settlement Funding	1,463,024	
Total Provincial Grants - Ministry of Education and Child Care	55,786,859	53,686,373
Provincial Grants - Other	20,000	20,000
Tuition		
International and Out of Province Students	14,000	
Total Tuition	14,000	-
Other Revenues		
Funding from First Nations	2,825,534	2,435,953
Miscellaneous		
Other Revenues	196,500	196,500
Trades TRU	75,000	75,000
HRDC- Summer Students	24,500	24,500
Miscellaneous	40,000	20,000
Total Other Revenue	3,161,534	2,751,953
Rentals and Leases	99,000	102,400
Investment Income	525,000	118,650
Total Operating Revenue	59,606,393	56,679,376

School District No. 27 (Cariboo-Chilcotin)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Salaries		
Teachers	20,387,947	20,736,309
Principals and Vice Principals	5,411,646	4,555,526
Educational Assistants	3,860,753	3,235,361
Support Staff	8,508,480	7,339,838
Other Professionals	2,189,550	2,493,543
Substitutes	1,399,384	1,580,650
Total Salaries	41,757,760	39,941,227
Employee Benefits	8,807,070	8,765,700
Total Salaries and Benefits	50,564,830	48,706,927
Services and Supplies		
Services	1,803,000	1,808,769
Student Transportation	155,000	155,000
Professional Development and Travel	641,000	645,000
Rentals and Leases	30,000	30,000
Dues and Fees	104,000	80,000
Insurance	215,000	205,000
Interest	-	-
Supplies	3,650,297	3,602,680
Utilities	1,451,472	1,446,000
Total Services and Supplies	8,049,769	7,972,449
Total Operating Expense	58,614,599	56,679,376

School District No. 27 (Cariboo-Chilcotin)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	16,253,982	1,296,149	231,652	344,275		1,380,801	19,506,859
1.03 Career Programs				84,697	22,336		107,033
1.07 Library Services	472,035		152,944	1,583			626,562
1.08 Counselling	641,515						641,515
1.10 Special Education	2,292,610		2,592,306	167,980	88,941		5,141,837
1.30 English Language Learning	104,510	11,862	315				116,687
1.31 Indigenous Education	612,969	161,567	883,536	47,007			1,705,079
1.41 School Administration		3,402,520		1,199,535		6,096	4,608,151
1.62 International and Out of Province Students	10,326						10,326
1.64 Other				20,615	181,925	12,487	215,027
Total Function 1	20,387,947	4,872,098	3,860,753	1,865,692	293,202	1,399,384	32,679,076
4 District Administration							
4.11 Educational Administration		539,548		53,026	457,939		1,050,513
4.40 School District Governance					162,913		162,913
4.41 Business Administration				201,598	421,131		622,729
Total Function 4	-	539,548	-	254,624	1,041,983	-	1,836,155
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration					329,241		329,241
5.50 Maintenance Operations				3,526,812	155,606		3,682,418
5.52 Maintenance of Grounds				99,138	241,462		340,600
5.56 Utilities							-
Total Function 5	-	-	-	3,625,950	726,309	-	4,352,259
7 Transportation and Housing							
7.41 Transportation and Housing Administration				-	118,764		118,764
7.70 Student Transportation				2,762,214	9,292		2,771,506
7.73 Housing							-
Total Function 7	-	-	-	2,762,214	128,056	-	2,890,270
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	20,387,947	5,411,646	3,860,753	8,508,480	2,189,550	1,399,384	41,757,760

School District No. 27 (Cariboo-Chilcotin)

Amended Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	19,506,859	4,195,909	23,702,768	982,053	24,684,821	23,423,580
1.03 Career Programs	107,033	25,997	133,030	106,658	239,688	388,361
1.07 Library Services	626,562	140,001	766,563	119,685	886,248	1,016,746
1.08 Counselling	641,515	148,361	789,876		789,876	974,113
1.10 Special Education	5,141,837	1,187,686	6,329,523	33,408	6,362,931	6,341,945
1.30 English Language Learning	116,687	27,404	144,091		144,091	237,033
1.31 Indigenous Education	1,705,079	384,848	2,089,927	622,580	2,712,507	2,663,645
1.41 School Administration	4,608,151	1,016,728	5,624,879	389,073	6,013,952	5,376,028
1.62 International and Out of Province Students	10,326	2,237	12,563	1,800	14,363	20,000
1.64 Other	215,027	40,397	255,424	48,393	303,817	98,800
Total Function 1	32,679,076	7,169,568	39,848,644	2,303,650	42,152,294	40,540,251
4 District Administration						
4.11 Educational Administration	1,050,513	234,128	1,284,641	111,078	1,395,719	989,719
4.40 School District Governance	162,913		162,913	150,676	313,589	268,500
4.41 Business Administration	622,729	112,481	735,210	252,332	987,542	1,316,042
Total Function 4	1,836,155	346,609	2,182,764	514,086	2,696,850	2,574,261
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	329,241	80,877	410,118	266,946	677,064	592,564
5.50 Maintenance Operations	3,682,418	669,335	4,351,753	1,852,534	6,204,287	6,123,690
5.52 Maintenance of Grounds	340,600	41,656	382,256	87,066	469,322	495,342
5.56 Utilities	-		-	1,451,472	1,451,472	1,446,000
Total Function 5	4,352,259	791,868	5,144,127	3,658,018	8,802,145	8,657,596
7 Transportation and Housing						
7.41 Transportation and Housing Administration	118,764	25,512	144,276	61,892	206,168	279,956
7.70 Student Transportation	2,771,506	473,513	3,245,019	1,403,123	4,648,142	4,552,312
7.73 Housing	-		-	109,000	109,000	75,000
Total Function 7	2,890,270	499,025	3,389,295	1,574,015	4,963,310	4,907,268
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	41,757,760	8,807,070	50,564,830	8,049,769	58,614,599	56,679,376

School District No. 27 (Cariboo-Chilcotin)

Amended Annual Budget - Special Purpose Revenue and Expense
 Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	6,923,672	6,298,634
Other	152,853	207,000
Federal Grants		18,700
Other Revenue	900,000	930,000
Rentals and Leases		-
Investment Income	300	300
Income (Loss) from Investments in Government Business Enterprises		-
Total Revenue	7,976,825	7,454,634
Expenses		
Instruction	7,485,108	7,072,179
District Administration	-	-
Operations and Maintenance	421,069	311,807
Transportation and Housing	70,648	70,648
Debt Services	-	-
District Entered	-	-
Total Expense	7,976,825	7,454,634
Net Revenue (Expense), before Endowment Contributions	-	-
Endowment Contributions	-	-
Net Revenue (Expense)	-	-
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased		-
Tangible Capital Assets - Work in Progress		-
Other		-
Total Net Transfers	-	-
Budgeted Surplus (Deficit), for the year	-	-

School District No. 27 (Cariboo-Chilcotin)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2023

	Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	39,359	22,790	5,864	3,622	940,202	8,712	87,014	82,191
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	311,807	186,094					224,000	41,650	132,696
Other						600,000			
Investment Income					300				
	311,807	186,094	-	-	300	600,000	224,000	41,650	132,696
Less: Allocated to Revenue									
Recovered	311,807	225,453	-	-	300	900,000	165,512	51,450	132,696
Deferred Revenue, end of year	-	-	22,790	5,864	3,622	640,202	67,200	77,214	82,191
Revenues									
Provincial Grants - Ministry of Education and Child Care	311,807	225,453					165,512	51,450	132,696
Provincial Grants - Other									
Other Revenue						900,000			
Investment Income					300				
	311,807	225,453	-	-	300	900,000	165,512	51,450	132,696
Expenses									
Salaries									
Teachers									108,000
Principals and Vice Principals									
Educational Assistants		180,000					130,000		
Support Staff									
Other Professionals									
Substitutes									
	-	180,000	-	-	-	-	130,000	-	108,000
Employee Benefits		45,453					28,512		24,696
Services and Supplies	311,807				300	900,000	7,000	51,450	
	311,807	225,453	-	-	300	900,000	165,512	51,450	132,696
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 27 (Cariboo-Chilcotin)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant	Federal Safe Return to Class / Ventilation Fund
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	195,619	6,046	206,876	-	166,939	213,710	13,612	108,105	1,157
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	683,828	568,263	3,412,651	39,060	43,091	55,000	11,250		
Other									
Investment Income									
	683,828	568,263	3,412,651	39,060	43,091	55,000	11,250	-	-
Less: Allocated to Revenue	805,828	568,263	3,412,651	39,060	80,878	70,000	11,250	108,105	1,157
Recovered		6,046	206,876						
Deferred Revenue, end of year	73,619	-	-	-	129,152	198,710	13,612	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	805,828	568,263	3,412,651	39,060	80,878	70,000	11,250	108,105	1,157
Provincial Grants - Other									
Other Revenue									
Investment Income									
	805,828	568,263	3,412,651	39,060	80,878	70,000	11,250	108,105	1,157
Expenses									
Salaries									
Teachers			2,848,521						
Principals and Vice Principals									
Educational Assistants	570,000	335,124							
Support Staff		46,985			46,500				
Other Professionals		78,564				40,000			
Substitutes	2,000			32,016			8,775		
	572,000	460,673	2,848,521	32,016	46,500	40,000	8,775	-	-
Employee Benefits	144,000	107,590	564,130	7,044	10,230	10,000	2,475		
Services and Supplies	89,828				24,148	20,000		108,105	1,157
	805,828	568,263	3,412,651	39,060	80,878	70,000	11,250	108,105	1,157
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 27 (Cariboo-Chilcotin)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	Student & Family Affordability	ECL Early Care & Learning	CC WRAP	Health Promoting School Card	Artists in Schools	Nenqayni PRP	TOTAL
	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		-	127,601	56,601	1,252	47,314	2,334,586
Add: Restricted Grants							
Provincial Grants - Ministry of Education and Child Care	547,562	40,000				333,900	6,630,852
Other							600,000
Investment Income							300
	547,562	40,000	-	-	-	333,900	7,231,152
Less: Allocated to Revenue	547,562	40,000	127,601	24,000	1,252	352,000	7,976,825
Recovered							212,922
Deferred Revenue, end of year	-	-	-	32,601	-	29,214	1,375,991
Revenues							
Provincial Grants - Ministry of Education and Child Care	547,562	40,000				352,000	6,923,672
Provincial Grants - Other			127,601	24,000	1,252		152,853
Other Revenue							900,000
Investment Income							300
	547,562	40,000	127,601	24,000	1,252	352,000	7,976,825
Expenses							
Salaries							
Teachers			50,000	19,000		177,000	3,202,521
Principals and Vice Principals						26,000	26,000
Educational Assistants			30,000			63,000	1,308,124
Support Staff							93,485
Other Professionals							118,564
Substitutes							42,791
	-	-	80,000	19,000	-	266,000	4,791,485
Employee Benefits			18,000	5,000		55,000	1,022,130
Services and Supplies	547,562	40,000	29,601		1,252	31,000	2,163,210
	547,562	40,000	127,601	24,000	1,252	352,000	7,976,825
Net Revenue (Expense)	-	-	-	-	-	-	-

School District No. 27 (Cariboo-Chilcotin)

Amended Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2023

	2023 Amended Annual Budget			2023 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Gain (Loss) on Disposal of Tangible Capital Assets	30,707		30,707	
Amortization of Deferred Capital Revenue	2,930,058		2,930,058	2,688,000
Total Revenue	2,960,765	-	2,960,765	2,688,000
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,088,031		3,088,031	2,290,000
Transportation and Housing	863,801		863,801	920,000
Debt Services				
Capital Lease Interest		12,000	12,000	
Total Expense	3,951,832	12,000	3,963,832	3,210,000
Net Revenue (Expense)	(991,067)	(12,000)	(1,003,067)	(522,000)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	576,794		576,794	
Local Capital			-	-
Capital Lease Payment		415,000	415,000	
Total Net Transfers	576,794	415,000	991,794	-
Other Adjustments to Fund Balances				
District Portion of Proceeds on Disposal	(268,748)	268,748	-	
Principal Payment				
Capital Lease	403,000	(403,000)	-	
Total Other Adjustments to Fund Balances	134,252	(134,252)	-	
Budgeted Surplus (Deficit), for the year	(280,021)	268,748	(11,273)	(522,000)



Briefing Note

TO: Finance and Facilities & Transportation Committee

FROM: Chris van der Mark/Patrick McCarron

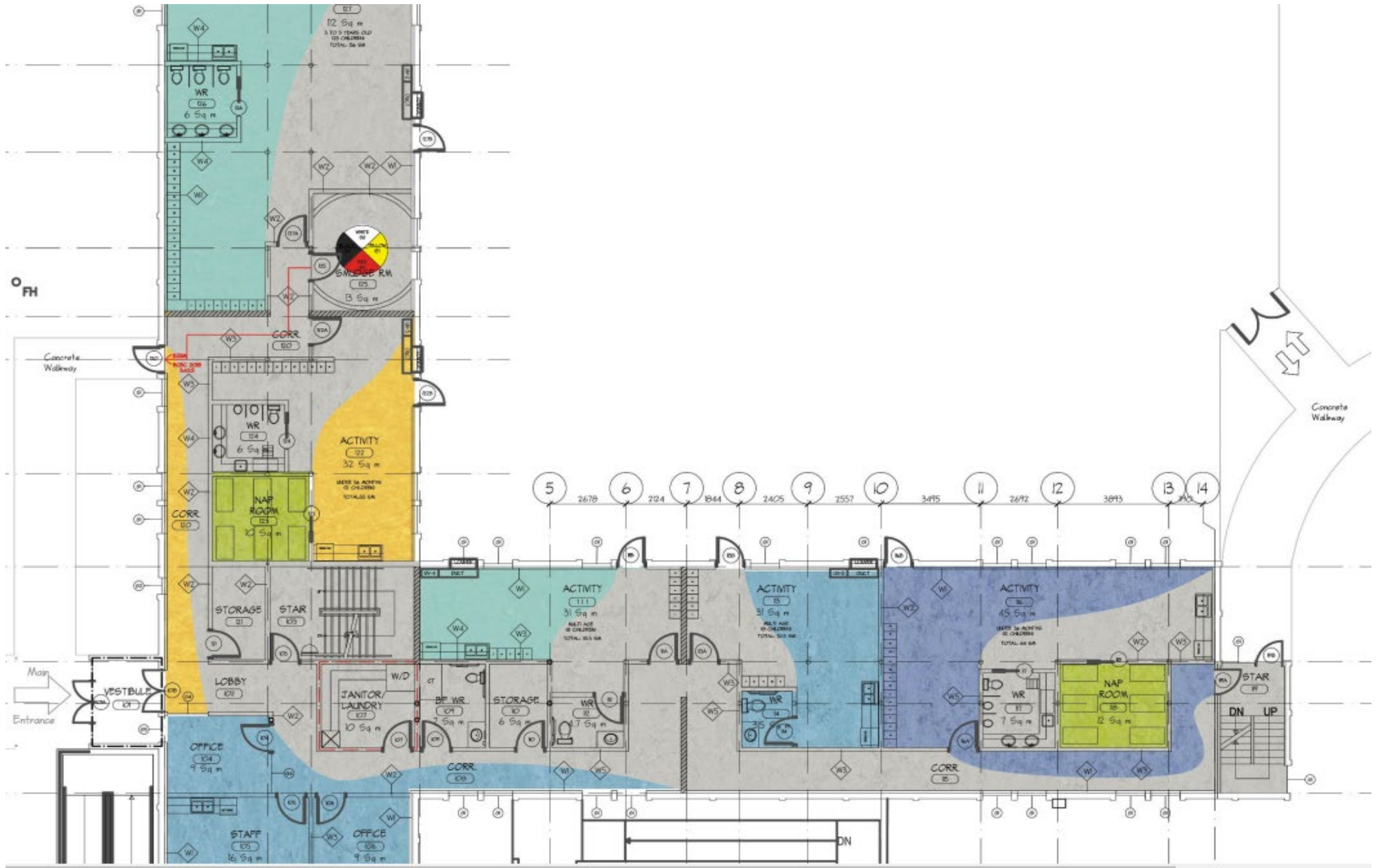
DATE: February 14, 2023

RE: Columneetza Daycare Project

BACKGROUND

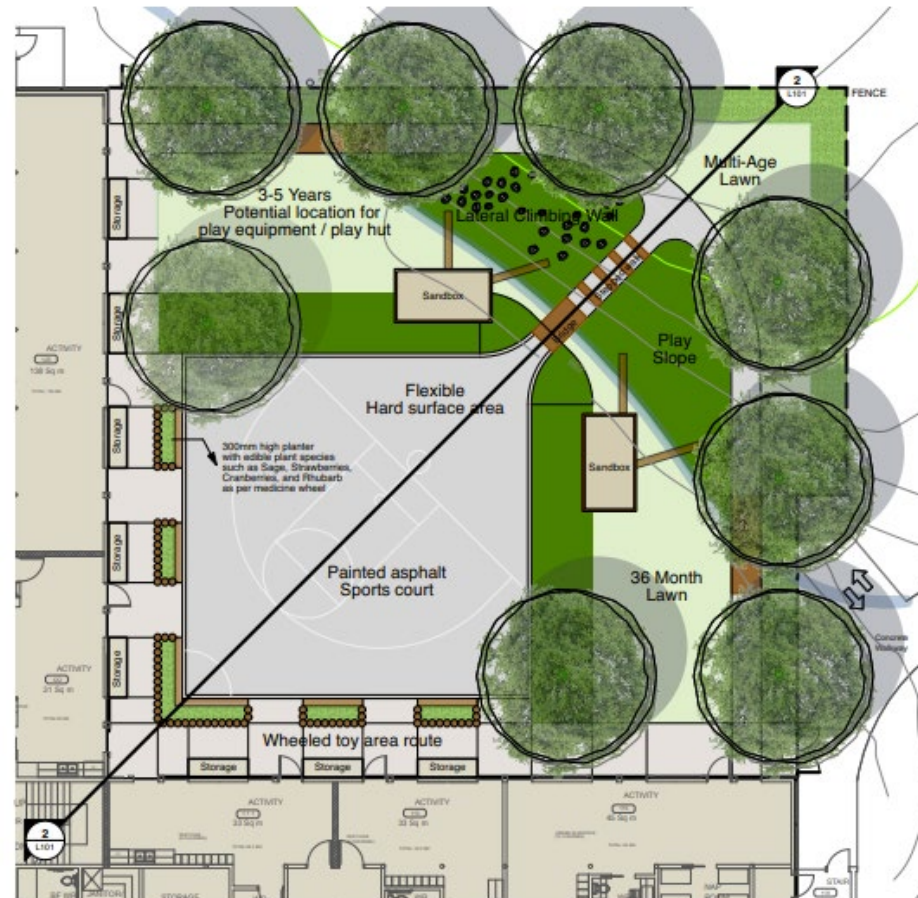
The stakeholder group, led by Mr. McCarron, continues to meet regularly to review design possibilities. At the last session, the team was joined by David Archie from WLFN to help the design envision cultural components for consideration. Most recent design renderings are below for information.

The team will continue to meet and update appropriately as we finalize design and associated costs prior to construction.





“Learning, Growing and Belonging Together”



RECOMMENDATION

None. Information only.

“Learning, Growing and Belonging Together”



Briefing Note

TO: Finance and Facilities & Transportation Committee

FROM: Chris van der Mark/Patrick McCarron

DATE: February 14, 2023

RE: Capital Funding Projects 2023-24

BACKGROUND

Each year, the district submits minor and major capital requests to the Ministry that require additional funding beyond the Annual Facilities Grant (AFG). Major Capital requests are typically for a new school build (Marie Sharpe). Minor Capital typically involves newer school buses, HVAC, energy savings projects, playgrounds, and roofing.

As we begin planning for next year, we will soon receive funding for last year's requests and be required to pass the annual bylaw to accept the funding for approved projects.

Similar to last year, the submission deadline dates are as follows:

- AFG – May 31st
- Major Capital – July 31, 2022
- Minor Capital (SEP, CNCP, PEP, Bus) – September 30, 2022

Below are some of the projects the maintenance team has begun to prioritize. Again, this highlights much of the work that needs to be done to update our facilities.

School Replacement Projects

Priority	Description
1	Marie Sharpe Replacement

Rural Community Demolition Request Program

Rural Districts Program funding is provided for the full or partial demolition of vacant board-owned buildings.

Priority	Description
1	McLeese Lake Elementary
2	Bridge Lake Elementary



School Enhancement Projects

School Enhancement Program funding is provided for projects that contribute to the safety and function of the school and that extend the life of the existing asset.

Priority	School	Description
1	Columnnetza	HVAC upgrade
2	Peter Skene Ogden	Roofing
3	Lake City Senior Secondary	Roofing
4	100 Mile House elementary	Roofing
5	Lake City	Washroom upgrade

Carbon Neutral Capital Program

Projects Carbon Neutral Capital Program funding is provided for energy efficiency projects that lower the school district's carbon emissions.

Priority	School	Description
1	Marie Sharpe	Boiler upgrade
2	Tatla Lake	Boiler upgrade
3	100 Mile Elementary	Boiler / DDC upgrade
4	108 Elementary	Boiler upgrade

Playground Equipment Program

Playground Equipment Program funding is provided for new or replacement playground equipment. The requests are listed based on condition assessments completed by SD27 Grounds staff.

Priority	School	Description
1	Marie Sharpe	Replace burnt playground
2	Lac La Hache	Replace old structure
3	Mile 108	Replace old structure
4	Likely	Add to playground

School Bus Replacements are applied for based on the following Ministry criteria:

- Conventional buses that are 12 years old or have more than 325,000km.
- Rear engine buses that are 15 years old or have more than 425,000km.

RECOMMENDATION

None. Information only.



Briefing Note

TO: Finance and Facilities & Transportation Committee
FROM: Chris van der Mark
DATE: February 14, 2023
RE: Property Consultation Request- City of Williams Lake

BACKGROUND

The City of Williams Lake has sought any input from the SD regarding a re-zoning application of 1.4 acres for the purpose of a single-family dwelling at [575 Wotzke Drive](#).

DISCUSSION

As part of the consultation, the City is asking:

- a. The actual and anticipated needs for school facilities and support services in the school district(s);
- b. The size, number and location of sites anticipated to be required for the school facilities referred to paragraph (a)
- c. The type of school anticipated to be required on the sites referred to in paragraph (b);
- d. When the existing and proposed school facilities relate to existing or proposed community facilities in the area;
- e. How the existing and proposed school facilities relate to the existing or proposed facilities in the area.

The proposed single-family dwelling will have little, if any, impact on present or future facilities.

Nearby schools are Mountview and Chilcotin Rd. While both run at near capacity, the addition of a single-family dwelling would not impact current or future planning.

RECOMMENDATION

None. Provided for information.



Briefing Note

TO: Finance and Facilities & Transportation Committee

FROM: Chris van der Mark / Anita Richardson

DATE: February 14, 2023

RE: Calendar

BACKGROUND

Each year, school districts must approve the school year for at least the upcoming year, ensuring they are compliant with the minimum hours of instruction as required by the *School Act*.

Boards must approve a calendar by March 31st.

The calendar sets the “book ends” and days of instruction. Professional Development days are set in consultation with the local teachers’ union (red). These are only in as place holders as of the drafting of this calendar.

DISCUSSION

We have received 19 responses on the 2-year calendar(s). It should be noted that the school calendar is designed to:

- Maximize opportunities for learning
- Minimize disruptions (stop - starts)
- Consider impact on workforce
 - “impact” is considerably different depending on if you are a salary employee or hourly employee

With regards to the 2023-24 calendar:

- 6 requests to NOT attach Spring Break to Easter.

Rationale for attaching Spring Break to Easter is that it makes for a very uneven return from Spring Break. Spring Break is actually extended by a day as you return after Easter Monday.

- 2 requests to connected to instructional time and/or extending the length of day and reduce days in session.



This is always more complex than it looks. Instructional time, while there are ministry minimums, we also have contractual factors that limit length of day and when things can occur. Not unsolvable, but complicated.

With regards to the 2024-25 calendar:

- Almost all respondents commented on the administrative day falling on June 30th, a Monday.

As noted above, the later administrative day was seen as just that. It also stretched the days available for our hourly staff to work. It also allowed for students to break as they normally would, on a Friday.

While this is the last day of June, it is a reasonable request that the administrative day be the last Friday of June, the 27th. This would make the last day in session for students Thursday, the 26th. Most districts will choose the 27th as the administrative day. It would not be necessary to bring staff in for the Monday if instructional minutes are met, and they are. This change will be made. Thank you for raising it.

Other comments:

- 4 requests to bring back Fall Break.

As discussed, 3 years ago, there is no educational rationale for a Fall Break. Moreover, we know that such a break actively creates hardships for families and increases dysregulation in our schools. It also creates hardship for hourly workers who lose out on a week's pay.

- Some requests for there to be "choices" sent out.

We do this if we are proposing a deviation from the norm or standard practice. For example, last year, we sent out a choice when the suggestion was made regarding the later start to Christmas Break. It was not in the initial option.

- 2 comments with regards to the placements of non-instructional days.

With the exception of the District Planning Day (September), the other 5 days are planned in collaboration with the CCTA. There are some limitations as we align with provincial days in October and local events in April.

RECOMMENDATION

THAT the DRAFT school calendars for 2023-24 and 2024-25 be sent out for consultation.

"Learning, Growing and Belonging Together"

STANDARD SCHOOL CALENDAR 2023-2024

School District #27
(Cariboo-Chilcotin)



September 23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

KEY

- Parent Teacher Interviews
(Day shortened by 1 hour)
- Statutory Holidays*
- Vacation Days
- Pro-D Days
(Sept. 3 - District Planning Day)
- Administration Day
- Last day of classes

*Easter Monday/Boxing day are not Statutory Holidays but are recognized as such within the collective agreement

Minimum Hours of Instruction

(as required by School Act)

Kindergarten	853 hours/year
Grades 1 - 7	878 hours/year
Grades 8 - 12	952 hours/year

DRAFT

STANDARD SCHOOL CALENDAR 2024-2025

School District #27
(Cariboo-Chilcotin)



September 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					







April 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DRAFT

KEY

-  **Parent Teacher Interviews**
(Day shortened by 1 hour)
-  **Statutory Holidays***
-  **Vacation Days**
-  **Pro-D Days**
(Sept. 3 - District Planning Day)
-  **Administration Day**
-  **Last day of classes**

*Easter Monday/Boxing day are not Statutory Holidays but are recognized as such within the collective agreement

Minimum Hours of Instruction
(as required by School Act)

Kindergarten	853 hours/year
Grades 1 - 7	878 hours/year
Grades 8 - 12	952 hours/year