

Finance and Facilities & Transportation Committee Meeting Report



September 9, 2024 (4:18 p.m. – 5:38 p.m.)

Trustees in Attendance:	Angie Delainey (Chaired Mtg.), Mary Forbes, Anne Kohut.
Public:	
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	Superintendent Lenardon provided an update on the district's enrollment as of September 5, 2024, for the committee. Key point: - 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	Secretary-Treasurer Hooker presented the draft 2023-2024 Financial Statements. Key point: The 23/24 consolidated surplus is \$1.42 M. The operating surplus is expected to show a deficit of (\$1.99 M).	RECOMMENDATIONS: THAT the Board of Education School District No. 27 (Cariboo-Chilcotin) approve the draft 2023/2024 Financial Statements and accompanying documents.

“Learning, Growing, and Belonging Together”

Agenda Item	Notes	Action
	• 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	Superintendent Lenardon provided an update on the Transportation changes that were implemented over the summer of 2024. Key Points: • 1886 registered bus riders, • 300 pending applications for eligible catchment riders, which were received when the 2nd intake was opened, • 166 grandfathered courtesy riders, • 423 applications for new courtesy rider seats, of which • 368 are not yet processed, • 55 placed courtesy riders. 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. Themes of complaints include: • Safety concerns with students walking to bus stops or school • Timelines being too fast • Poor communication • Delays in approvals and release of application process	RECOMMENDATION: <i>To move Transportation Update to Item 4, in the agenda to allow for people who in the gallery and online for only this topic to not have to wait until the end of the meeting.</i> RECOMMENDATION: None. For information only.

Agenda Item	Notes	Action
	- Delays or quality and personalization of responses 5 Members of the community were online, and one member of the media was in the gallery. Questions brought forward were on the number of stops in the Mile 108 area vs, the number of runs, as well as where the cost savings to these perceived cuts, are being put back into the classroom vs back into the district. - ST Hooker provided clarification. Trustees added: This is not what we envisioned. Over-communication is always better than less. Moving forward there will be more communication. We know that district employees are doing the best that they can, and it will be better. These changes are something that the board has wanted to do for many years, but no board in the past has ever wanted to take it on. It was a surprise to learn that districts were not funded for transportation. Concerns can be sent to: Transportation.info@sd27.bc.ca	
5. 2025/26 Minor Capital Plan Submission	Secretary-Treasurer Hooker presented the 2025/26 Minor Capital Plan Submission. Key Points: 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	RECOMMENDATION: <i>To move 2025/26 Minor Capital Plan Submission to Item 5 in the agenda.</i> RECOMMENDATION: THAT the Board moves to accept the minor capital submission for 2025-26.

Agenda Item	Notes	Action
	Minor Capital CC - \$ 335 K	

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
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

Finance and Facilities & Transportation Committee Meeting Report



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

Trustees in Attendance:	Angie Delainey (Chaired Mtg.), Mary Forbes, Anne Kohut, Michael Franklin,
TEAMS:	Linda Martens, Willow Macdonald (4:30 p.m.), Superintendent Cheryl Lenardon, Anita Richardson.
Regrets:	Ciel Patenaude, Wendell Hiltz.
Staff:	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: - how the enrollment decreases were calculated. - Where the district anticipates the highest cost increases.	RECOMMENDATIONS: THAT 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: • Costs of rental requests, • Availability of space for booking, • And equity of space allocation. 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.	None. Information only.

“Learning, Growing, and Belonging Together”

Agenda Item	Notes	Action																																	
4. Transportation Update	Director of Instruction Cameron provided the committee with an update following the Partners meeting held at PSO on October 31, 2024. Community solution-based meetings are being set up with schools through their PACs to discuss concerns and possible changes.	None. Information only.																																	
Proposed Future Meeting Dates																																			
<table><tr><th>MEETING</th><th>DATE</th><th>TIME</th><th>LOCATION</th></tr><tr><td>Finance/Facilities Committee</td><td>December 10, 2024</td><td>4:15 p.m.</td><td>Board Office</td></tr><tr><td>Finance/Facilities Committee</td><td>January 7, 2025</td><td>4:15 p.m.</td><td>Board Office</td></tr><tr><td>Finance/Facilities Committee</td><td>February 11, 2025</td><td>4:15 p.m.</td><td>Board Office</td></tr><tr><td>Finance/Facilities Committee</td><td colspan="3">No Mtg. in March</td></tr><tr><td>Finance/Facilities Committee</td><td>April 15, 2025</td><td>4:15 p.m.</td><td>Board Office</td></tr><tr><td>Finance/Facilities Committee</td><td>May 14, 2025</td><td>4:15 p.m.</td><td>Board Office</td></tr><tr><td>Finance/Facilities Committee</td><td>June 11, 2025</td><td>4:15 p.m.</td><td>Board Office</td></tr></table>				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
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																																

Finance and Facilities & Transportation Committee Meeting Report



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

Trustees in Attendance:	Michael Franklin (Chaired Mtg.), Mary Forbes, Anne Kohut.
TEAMS:	Angie Delaine, Linda Martens, Willow Macdonald.
Regrets:	Anita Richardson.
Staff:	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. - Concerns were raised by IUOE that were not responded to in this forum.	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.	Recommendation: <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.

“Learning, Growing, and Belonging Together”

Agenda Item	Notes	Action																													
6. Columneetza Childcare Project	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. Chilcotin Cariboo Regional Hospital District and CRD staff requested that a letter regarding a funding contribution be submitted to the CCRHD. 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.	None. Information only.																													
Proposed Future Meeting Dates																															
<table><tr><th>MEETING</th><th>DATE</th><th>TIME</th><th>LOCATION</th></tr><tr><td>Finance/Facilities Committee</td><td>January 7, 2025</td><td>4:15 p.m.</td><td>Board Office</td></tr><tr><td>Finance/Facilities Committee</td><td>February 11, 2025</td><td>4:15 p.m.</td><td>Board Office</td></tr><tr><td>Finance/Facilities Committee</td><td colspan="3">No Mtg. in March</td></tr><tr><td>Finance/Facilities Committee</td><td>April 15, 2025</td><td>4:15 p.m.</td><td>Board Office</td></tr><tr><td>Finance/Facilities Committee</td><td>May 14, 2025</td><td>4:15 p.m.</td><td>Board Office</td></tr><tr><td>Finance/Facilities Committee</td><td>June 11, 2025</td><td>4:15 p.m.</td><td>Board Office</td></tr></table>				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	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
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	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																												

Finance and Facilities & Transportation Committee Meeting Report



February 11, 2025 (4:15 p.m. – 4:35 p.m.)

Trustees in Attendance:	Angie Delainey(Chaired Mtg., Michael Franklin, Anne Kohut.
TEAMS:	Linda Martens, Willow Macdonald, Mary Forbes.
Regrets:	Brenda Hooker.
Staff:	Superintendent Cheryl Lenardon, Director of Education - Sean Cameron, Wendell Hiltz, Grant Gustafson, Director of Human Resources - Taryn Aumond, Director of Operation - Marcus Loewen, Manager Paul Wallin, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. December 10, 2024, Committee Report	The committee reviewed the report and recommended no changes.	None.
2. 2024/2025 Fiscal Cycle and Ministry Funding Update	Manager of Finance Paul Wallin supplied the committee with information on the 2024/2025 Fiscal Cycle and Ministry Funding Update that the district received on January 28, 2025.	None. Information only.
3. Property Update	Superintendent Lenardon reviewed an update with the committee on the Wildwood Elementary School Property, bringing forward historical information on the property related to the district's inability to sell the site.	None. Information only.
4. Building System Upgrades	Director of Operations Marc Loewen gave the committee a status update on several ongoing building system upgrades. - Trustees thanked staff for bringing the update forward after listening to the speakers at the 2025 NIB regarding the Forest Fires and their impact on the communities surrounding Fort St. John	None. Information only.

“Learning, Growing, and Belonging Together”

Agenda Item	Notes	Action		
Proposed 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

Finance and Facilities & Transportation Committee Meeting Report



May 13, 2025 (4:15 p.m. – 5:12 p.m.)

Trustees in Attendance:	Angie Delainey (Chaired Mtg.), Michael Franklin, Anne Kohut,
TEAMS:	Willow Macdonald, Mary Forbes.
Regrets:	Linda Martens
Staff:	Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, Wendell Hiltz, Grant Gustafson, Director of Human Resources Taryn Aumond, Director of Operations Marcus Loewen, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action									
Acknowledgment of Traditional Territory											
1. April 8, 2025, Report for review	The committee reviewed the report and recommended no changes.	None.									
2. Budget Feedback	Superintendent/Acting ST Lenardon reviewed the budget feedback received from principals, teachers, support staff, and parents at the virtual meeting held April 29, 2025.	None. Information only.									
3. Transportation Update: Bus Route 20	Director of Operations Marc Loewen updated the committee on the Transportation Bus Route #20 and changes proposed for the 2025/26 school year. Affected families will be invited to a meeting to discuss.	None. Information only.									
4. BCTEA transportation plans	Director of Instruction, Grant Gustafson, gave a presentation on The <i>BC Tripartite Education Agreement: Supporting First Nation Student Success</i> (2018) (“BCTEA”).	None. Information only.									
5. Approval of School Fees	Superintendent/Acting ST Lenardon brought forward the 2025/26 School Fees for the committee to review and recommend to the Board.	RECOMMENDATION: <i>THAT the Board approves the publication of the school fee schedule for the 2025-2026 school year.</i>									
6. Carbon Neutral Government program requirements	Director of Operations Marc Loewen presented the annual Carbon Neutral Government program results for the committee's review.	None. For information only.									
Proposed Future Meeting Dates											
<table><tr><th>MEETING</th><th>DATE</th><th>TIME</th><th>LOCATION</th></tr><tr><td>Finance/Facilities Committee</td><td>June 10, 2025</td><td>4:15 p.m.</td><td>Board Office</td></tr></table>				MEETING	DATE	TIME	LOCATION	Finance/Facilities Committee	June 10, 2025	4:15 p.m.	Board Office
MEETING	DATE	TIME	LOCATION								
Finance/Facilities Committee	June 10, 2025	4:15 p.m.	Board Office								

"Learning, Growing, and Belonging Together"

Agenda Item	Notes	Action
Also attending were representatives for: DPAC: Jessica Potvin (TEAMS) IUOE: Sue Sim (TEAMS)		

Finance and Facilities & Transportation Committee Meeting Report

June 10, 2025 (4:15 p.m. – 5:09 p.m.)

Trustees in Attendance:	Angie Delainey (Chaired Mtg.), Michael Franklin, Anne Kohut (4:23).
TEAMS:	Willow Macdonald, Linda Martens.
Regrets:	Mary Forbes
Staff:	Superintendent Cheryl Lenardon, Directors of Instruction Sean Cameron, Wendell Hiltz, Grant Gustafson, Director of Human Resources Taryn Aumond, Director of Operations Marcus Loewen, Manager of Finance Paul Wallin, Matt Able, Executive Assistant Jodi Symmes.

Agenda Item	Notes	Action
Acknowledgment of Traditional Territory		
1. May 13, 2025, Report	No report to review	
2. Annual Budget Consultation Feedback	Superintendent/Acting ST Lenardon reviewed the updated budget feedback received from principals, teachers, support staff, and parents at the virtual meetings held since April 2025.	None. Information only.
3. 2025-26 Annual Budget	Superintendent/Acting ST Lenardon introduced Finance Manager Paul Wallin, who reviewed the budget information and answered questions that arose related to the 2025-2026 Annual Budget.	RECOMMENDATION: <i>THAT the Board of Education School District No. 27 (Cariboo-Chilcotin) approve the Annual Budget Bylaw for fiscal year 2025-2026 for the amount of \$79,929,843 to be read for the First and Second time at the 19th day of June 2025, Special Public Board meeting, and the Third reading take place on the 23rd day of June 2025.</i>
4. Major Capital Plan Submission 2026/27	Director of Operations Marc Loewen presented the Major Capital Plan request, which will be submitted to the ministry for SD27's 2026-2027. No response is expected for any of these requests until early 2027, except for AFG, for which we expect to hear by late fall 2025.	RECOMMENDATION: <i>THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approves the proposed Five-Year Major Capital Plan to be submitted for 2026/2027 to the Ministry of Education and Child Care.</i>

“Learning, Growing, and Belonging Together”

Agenda Item	Notes	Action								
5. Trustee Remuneration	Superintendent/Acting ST Lenardon brought forward the 2025/26 Trustee Remuneration information is provided for the committee review.	None. Information only.								
Proposed Future Meeting Dates:										
<table><tr><th>MEETING</th><th>DATE</th><th>TIME</th><th>LOCATION</th></tr><tr><td colspan="4">See you in September!</td></tr></table>			MEETING	DATE	TIME	LOCATION	See you in September!			
MEETING	DATE	TIME	LOCATION							
See you in September!										
Also attending were representatives for: <i>DPAC:</i> <i>IUOE: Sue Sims, Ryan Lord (TEAMS)</i>										