

REGULAR BOARD MEETING AGENDA
Tuesday, April 28, 2020
7:00pm

A copy of the Public Board Meeting Agenda is available on the School District website at:
<http://www.comoxvalleyschools.ca>

Alternatively, copies are available on request from Marlene.Leach@sd71.bc.ca.

Public Board Meetings are recorded and live streamed on the School District's YouTube channel.

1. Call to Order

The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

2. Adoption of Agenda

Recommendation:

THAT the Board of Education adopt the April 28, 2020 Regular Public Board Meeting Agenda as presented.

3. Board Meeting Minutes

Pg.3

Recommendation:

THAT the Board of Education adopt the March 31, 2020 Regular Public Board Meeting Minutes as presented.

4. Old Business

None

5. Report on In-Camera Meeting – Tuesday, April 21, 2020

- Personnel
- Other

6. Board Chair's Report

7. Presentations / Delegations

None

8. Education Committee Meeting

No meeting in April

9. Strategic Direction

A. Superintendent

i. COVID-19 Update

B. Assistant Superintendent

None

C. Secretary-Treasurer

i. Briefing Note - Capital Plan Bylaw No. 2020/21 – CPSD71-01

Pg.8

Recommendation:

THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2020/21-CPSD71-01 receive its first reading.

THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2020/21-CPSD71-01 receive its second reading.

THAT the Board unanimously agree to suspend the requirements of the School Act to have the third reading of Capital Bylaw No. 2020/21-CPSD71-01 at a subsequent meeting.

THAT School District No. 71 (Comox Valley) Capital Bylaw No. 2020/21-CPSD71-01 receive its third and final reading.

ii. 2020-21 Budget Information Package

Pg.13

iii. March 31, 2020 – Financial Update

Pg.32

- Operating Fund Projection
- Capital Fund Update

iv. Briefing Note – Capital Project Update

Pg.36

D. Human Resources

i. Retirements and Recognition

Pg.38

Recommendation:

THAT the Board of Education receive the Retirements and Recognition report as information.

10. Board Standing Committee Reports

A. Budget Committee Board Report

No meeting in April

B. Finance Committee Board Report

No meeting in April

C. Facilities Committee Board Report

No meeting in April

D. Policy Committee Board Report

No meeting in April

11. Board Business

A. Motion: Michelle Waite, Trustee - Area B (Lazo North)

Recommendation:

THAT the Board of Education resume the Standing Committee meetings that were suspended until further notice in the motion passed on March 31, 2020:

- *Policy Committee*
- *Community Engagement Committee*
- *Labour Relations Committee*
- *Facilities Committee*
- *Finance Committee*
 - *Sub-committee Budget Committee*
 - *Sub-committee Audit Committee*

12. Board Correspondence

None

13. Public Question Period

14. Adjournment

REGULAR BOARD MEETING MINUTES
Tuesday, March 31, 2019
7:00pm

In Attendance:

Trustees

Ian Hargreaves, Board Chair
Tonia Frawley, Vice Chair
Janice Caton, Trustee
Kat Hawksby, Trustee
Sarah Jane Howe, Trustee
Sheila McDonnell, Trustee
Michelle Waite, Trustee

Staff

Tom Demeo, Superintendent of Schools
Nicole Bittante, Secretary-Treasurer
Geoff Manning, Assistant Superintendent
Candice Hilton, Director of Finance
Ian Heselgrave, Director of Operations
Esther Shatz, Director of Instruction (Student Services)
Allan Douglas, Director of Instructional Services K-12
Mary Lee, Communications Manager
Josh Porter, Director, Information Technology

1. Call to Order

Chair Ian Hargreaves called the meeting to order at 7:02pm and acknowledged that the meeting is being held on the traditional territories of the K'ómoks First Nation.

2. Adoption of Agenda

Recommendation:

THAT the Board of Education adopt March 31, 2020 Regular Public Board Meeting Agenda as AMENDED.

CARRIED

3. Board Meeting Minutes

Recommendation:

THAT the Board of Education adopt the February 25, 2020 Regular Public Board Meeting Minutes as presented.

CARRIED

4. Old Business

None

5. Report on In-Camera Meetings:

A. Tuesday, March 03, 2020

B. Tuesday, March 19, 2020

- Land/Property
- Other

6. Board Chair's Report

7. Presentations / Delegations

None

8. Education Committee Meeting – Tuesday, March 10, 2020

A. **Educational Excellence** - Tonia Frawley, Committee Chair

Recommendation:

THAT the Board of Education receive this Education Committee report as information.

CARRIED

Next Education Committee Meeting:

TOPIC: TBA

DATE: TBA

TIME: TBA

LOCATION: TBA

9. Strategic Direction

A. Superintendent

i. COVID-19 Update

Board Information

B. Assistant Superintendent

None

C. Secretary-Treasurer

i. 2020-21 Capital Plan Response Letter

Board Information

D. Human Resources

i. Retirements and Recognition

Recommendation:

THAT the Board of Education receive this Retirements and Recognition report as information.

CARRIED

10. Board Standing Committee Reports

A. Budget Committee Board Report

No meeting in March

B. Finance Committee Board Report

No meeting in March

C. Facilities Committee Board Report

No meeting in March

D. Policy Committee Board Report

No meeting in March

MOTION:

THAT the Board of Education suspend the following Standing Committee meetings until further notice:

- *Policy Committee*
- *Community Engagement Committee*
- *Labour Relations Committee*
- *Facilities Committee*
- *Finance Committee*
 - *Sub-committee Budget Committee*
 - *Sub-committee Audit Committee*

CARRIED

11. Board Business

- A. Trustee Report: Campagnolo Lecture with Senator Murray Sinclair**
Ian Hargreaves, Trustee (Area C – Puntledge/Black Creek)
Board Information

- B. Trustee Report: British Columbia School Trustees Association (BCSTA) Indigenous Education Committee (IEC) Meeting**
Ian Hargreaves, Trustee (Area C – Puntledge/Black Creek)
Board Information
- C. Trustee Report: British Columbia School Trustees Association (BCSTA) Leadership Development 2020**
Ian Hargreaves, Trustee (Area C – Puntledge/Black Creek)
Board Information
- D. Trustee Report: Vancouver Island School Trustees Association (VISTA) Spring Conference**
Sarah Jane Howe, Trustee (Village of Cumberland)
Board Information
- E. Motion:** Janice Caton, Trustee (City of Courtenay)

Recommendation:

THAT the Board of Education explore the creation of a district student advisory committee.

MOTION POSTPONED

12. Board Correspondence

- A. Correspondence:** from **Comox District Teachers Association (CDTA) to School District No. 71 – Cumberland Community School Amendment Recommendation**
Ian Hargreaves, Board Chair
Board Information
- B. Correspondence:** from **Comox District Teachers Association (CDTA) to School District No. 71 – Cumberland Community School and SD71 Best Efforts**
Ian Hargreaves, Board Chair
Board Information
- C. Correspondence:** from **Invasive Species Council of BC to School District No. 71 – Aquatic Youth Ambassador**
Ian Hargreaves, Board Chair
Board Information
- D. Correspondence:** from **Royal Canadian Legion Branch 17 to School District No. 71 – 75th Liberation of the Netherlands VE Day**
Ian Hargreaves, Board Chair
Board Information
- E. Correspondence:** from **Royal Canadian Legion Branch 17 to School District No. 71 – Tulips Educational Project**
Ian Hargreaves, Board Chair
Board Information

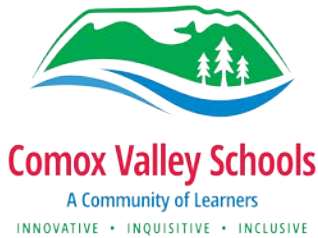
13. Public Question Period

14. Meeting Adjourned – 8:45pm

Certified Correct:

Nicole Bittante, CPA, CA
Secretary-Treasurer

Ian Hargreaves
Board Chair



TO: Board of Education **DATE:** April 28, 2020
FROM: Nicole Bittante, Secretary-Treasurer
RE: **2020-21 Annual Five Year Capital Plan Bylaw**

Purpose

This briefing note is to request approval of the 2020-21 Capital Bylaw by the Board of Education of School District No. 71 (Comox Valley). Three readings are required.

Background

In May 2019, the Board of Education approved the 2020-21 Annual Five-Year Capital Plan and the District submitted it to the Ministry of Education.

On March 5, 2020, the Ministry of Education approved the following capital projects for the 2020-21 school year:

School Enhancement Program

Mark R. Isfeld Secondary – Boiler Replacement
Cumberland Community School – Fire Suppression System

In order to access the funding for the projects included in the 2020-21 Capital Plan, and in accordance with the Ministry of Education requirements regarding Capital Bylaws, the Board of Education must adopt a single Capital Bylaw (see attached).

Recommendation

It is recommended that:

1. The Capital Bylaw No. 2020-21-CPSD71-01 be given three readings; and
2. The Capital Bylaw No. 2020-21-CPSD71-01 be passed and adopted on the 28th day of April, 2020.

Respectfully submitted,

Nicole Bittante

Nicole Bittante
Secretary-Treasurer

**CAPITAL BYLAW NO. 2020-21 – CPSD71-01
CAPITAL PLAN 2020-21**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 71 (Comox Valley) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2020-21 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *March 5, 2020*, is hereby adopted.
- 2. This Capital Bylaw may be cited as *School District No. 71 (Comox Valley) Capital Bylaw No. 2020-21 – CPSD71-01*.

READ A FIRST TIME THE 28th DAY OF *April 2020*;
READ A SECOND TIME THE 28th DAY OF *April 2020*;
READ A THIRD TIME, PASSED THE 28th DAY OF *April 2020*.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 71 (Comox Valley) Capital Bylaw No. 2020-21 – CPSD71-01 adopted by the Board the 28th day of *April 2020*.

Secretary-Treasurer



March 5, 2020

Ref: 218161

To: Secretary-Treasurer and Superintendent
School District No. 71 (Comox Valley)

Capital Plan Bylaw No. 2020/21-CPSD71-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2020/21

This letter is in response to your School District's 2020/21 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2019, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Below you will see the major capital projects supported to proceed with Concept Plans* as well as minor capital projects from the Ministry's 2020/21 annual capital programs that are approved for funding and are able to proceed to procurement.

*Concept Plan approval is a new step required before a Project Definition Report (PDR) will be supported. Your respective Regional Director or Planning Officer will provide you with more information if you have major capital projects supported to proceed to a Concept Plan.

MAJOR CAPITAL PROJECTS (SMP, EXP)

There are no major capital projects supported to proceed to concept plan or business case.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Mark R. Isfeld Secondary	SEP - Mechanical Upgrades - Boiler upgrade	\$420,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Cumberland Community School	SEP - Mechanical Upgrades - Fire Suppression System upgrades	\$990,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

Note: An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2020/21 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw No. provided at the beginning of this document) for its approved 2020/21 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Ravnit Aujla at Ravnit.Aujla@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2020/21 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2021/22 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2020.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

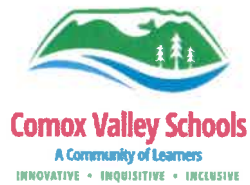
Sincerely,



Joel Palmer, Executive Director
Capital Management Branch

pc: Rachelle Ray, Director, Capital Projects Unit, Capital Management Branch
 Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch
 Ravnit Aujla, Planning Officer, Capital Management Branch
 Damien Crowell, Regional Director, Capital Management Branch
 Alexander Angus, Planning Officer, Capital Management Branch
 Geoff Croshaw, Planning Officer, Capital Management Branch

School District No. 71 (Comox Valley)



2020-21 Annual Budget Information Package

April 2020

Prepared by:

Nicole Bittante, Secretary-Treasurer

Section 1

2020-21 Annual Budget Preliminary Report

2020-21 Annual Budget

Introduction

The Board of Education of School District No. 71 (Comox Valley) is accountable for the public funds that support the school district. One of the Board's responsibilities is the adoption of the District's budget. The budget must conform to legislative requirements set out in the *School Act* and is the financial plan that supports the District's goals.

The Board is currently planning for the next school year, which includes:

- Projecting student enrolment
- Setting priorities for the delivery of student learning
- Projecting the costs of providing the existing services into the next year (salaries, benefits, utilities, inflation, etc.)
- Determining which costs will change
- Projecting revenues (international student fees, rental fees, interest revenue, Ministry grants, etc.)
- Identifying strategies and options to address the net budget position (projected revenues less projected expenditures)
- Reviewing the budget against the Board's strategic priorities
- Finalizing decisions

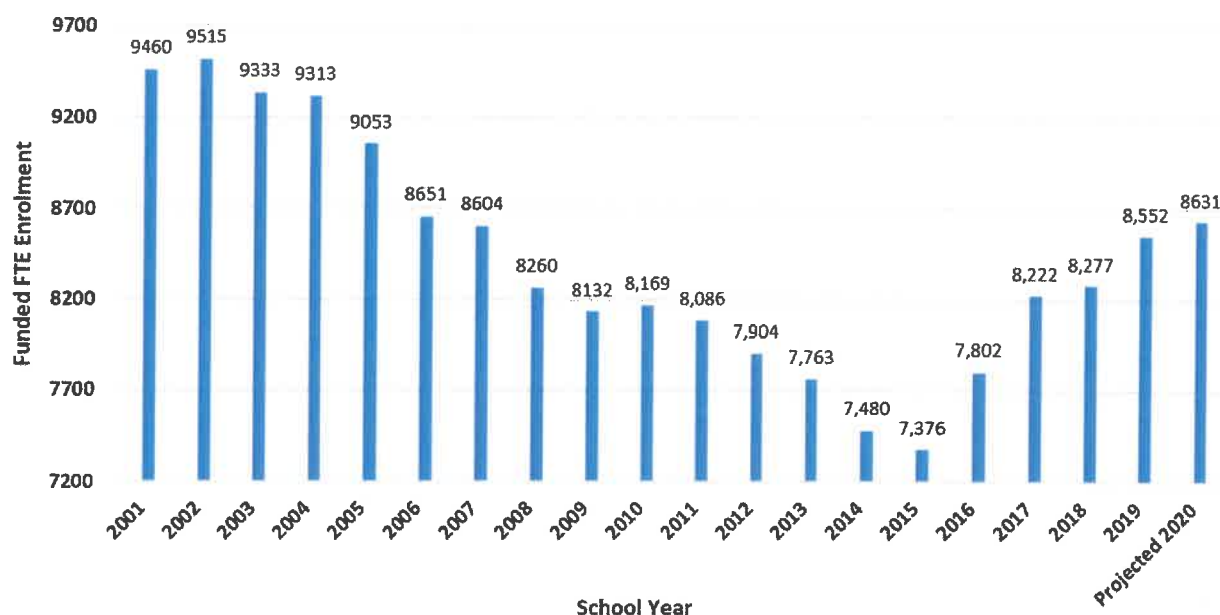
Boards of Education operate on a fiscal year of July 1st to June 30th. For 2020-21, Section 113 of the *School Act* requires Boards to prepare an annual budget and have it adopted by bylaw and submitted to the Ministry of Education by June 30, 2020.

Student Enrolment

Student enrolment is the primary factor determining how much funding the District receives from the Ministry of Education, the number of staff to employ, and the number of classroom and schools that are required.

Enrolment in September is projected to be 8,631 FTE, which is an increase of 79 FTE students over the prior year. For the fifth year in a row, the number of school-age students attending School District No. 71 (Comox Valley) schools is continuing to grow.

Funded School Age FTE Enrolment by Year



Changing enrolment affects school district revenue. Revenue changes from enrolment changes are mainly offset by increases or decreases in expenditures as staffing and services and supplies are related to enrolment.

Budgets and staffing are typically conservative in the annual budget to reflect the risk of actual enrolment being lower than projected. As funding is determined and finalized on actual enrolments in September, budgets and staffing are then adjusted in the amended annual budget.

Revenue

Ministry of Education Operating Grant

Approximately 92% of the District’s revenue comes from the Ministry of Education through the Funding Allocation System (FAS). The FAS contains a number of formulae and is based primarily on student enrolment. There are additional allocations for differences in teacher salary costs, geographic factors, and unique student needs such as special needs, Aboriginal students, and English Language Learners.

The Ministry announced the preliminary operating grant for 2020-21 on March 13, 2020 (*see Section 2 –Annual Operating Grant Announcement*). The Ministry has provided additional funds for labour settlements with support staff that take effect during this school year, as well as enrolment growth and increased per pupil FTE rates.

The Funding Model Review resulted in 3 structural changes to the operating grant that affect School District No. 71:

- The Employer Health Tax grant has been rolled into the operating grant block
- The Carbon Tax grant has been rolled into the operating grant block
- The Equity of Opportunity Supplement, a new supplement, is designed to recognize the added services and costs related to students with additional mental health needs, children and youth in care, and those from low income families.

Based on the 2020-21 preliminary operating grant, the district is projected to receive approximately \$2,479,945 in additional revenue in 2020-21 (*see Section 3 – Enrolment and Funding Analysis*).

Approximately \$611,726 of this funding is intended to cover the Employer Health Tax grant, \$60,000 to cover the Carbon Tax grant, and \$357,738 to cover the CUPE support staff labour settlement funding. The Equity of Opportunity Supplement is \$391,545. The remaining \$1,058,936 is intended to fund enrolment growth.

Other Ministry of Education Grants

Other Ministry of Education Grants has decreased by \$1,029,464 due to the Employer Health Tax grant, Carbon Tax grant, and CUPE support staff labour settlement funding being rolled into the operating grant.

International Student Program

The international program contributes to the operations of the district each year through tuition revenues received from international students. In the 2019-20 year, the contribution was budgeted to be approximately \$390,000.

For 2020-21, the budgeted contribution is expected to be nil, due to COVID-19. This results in a reduction in the operating revenues of the district by approximately \$390,000.

Investment Income

Excess cash in the district is invested in the Province of British Columbia's Central Deposit Program. Current interest rates have dropped significantly due to COVID-19; it is unknown at this time as to the impact interest rates will have in the upcoming year. To be conservative, the budget for interest revenue should be decreased in 2020-21 by \$100,000.

The overall increase in projected revenues for 2020-21 is approximately \$960,481.

Cost Pressures

There are a number of cost pressures related to maintaining the ongoing level of programs and services in the district that are out of the district's control. Cost pressures that will impact the school district in the 2020-21 school year include the following:

Staffing Increases

An additional 4.0 FTE teachers has been added in the operating fund and 0.2 FTE Principal Administration time has been added. The estimated cost of the increase is approximately \$400,000.

Note: 5.0 FTE teachers have been added through the Classroom Enhancement Fund due to class size and composition.

Negotiated Wage and Salary Increases - Funded

CUPE – Support Staff

The support staff collective agreement was renewed on July 1, 2019. CUPE employees are entitled to a 2.0% salary increase effective July 1, 2020. The estimated cost of the increase is approximately \$330,000. These costs are funded by the Ministry through the Labour Settlement Funding for support staff (included in the preliminary operating grant).

The Provincial Framework Agreement (PFA) for Support Staff includes an allocation of new money that was bargained locally – the “Service Improvement Allocation”. Districts were informed last week that the Service Improvement Allocation is included in the operating grant, and as such, the related costs are included in the preliminary budget. The amount of the Service Improvement Allocation is \$112,000.

Teachers

On March 26, 2020, a tentative agreement was reached between BCPSEA and the BCTF. The agreement has not yet been ratified by members, or by Boards of Education.

There will be some associated costs with the new agreement; however, these costs will be funded by the Ministry through Labour Settlement Funding. As the tentative agreement has not yet been ratified, the costs have not been included in this report.

Negotiated Salary Increases – Not Funded

It is estimated that increases of up to 2% will be approved for non-unionized staff (PVP and exempt staff) for 2020-21. The preliminary estimated cost is \$115,000.

Trustee remuneration is estimated to increase by 2% on July 1, 2020. The estimated cost is \$2,400.

Benefit Plan Increases

Costs for benefit plans typically increase each year from increased usage and cost increases of existing plans. Based on information received from benefit plan carriers:

Estimated cost increases to maintain existing plans for teachers in 2020-21 is \$202,264.

Estimated cost increases to maintain existing plans for CUPE support staff in 2020-21 is \$130,000.

Estimated cost increases to maintain existing plans for PVP/exempt staff in 2020-21 is \$20,000.

The estimated costs have been reduced slightly to account for benefit premium holidays that the district will access in 2020-21.

Pension Plan Premiums

There are no known changes to Teacher Pension Plan premiums or Municipal Pension Plan premiums at this time.

Other Employer Benefit Premiums

CPP premiums will increase in 2020-21 due to changes in the employer contribution rates. Further work performed on the actual salary costs for the district results in an estimated increase in 2020-21 is approximately \$86,923.

There are no known changes to EI premiums at this time. A small cost will be associated with an increase in support staff wages. The costs will be approximately \$13,077.

There are no known changes to the district's WCB premium rate at this time. A small cost will be associated with an increase in support staff wages. The costs will be approximately \$10,000.

Utility Costs

BC Hydro announced an interim rate decrease of approximately 1% on April 1, 2020. This will result in a decrease in hydro costs in 2020-21 of approximately \$10,000.

There have not been any changes in natural gas rates at this time.

Indigenous Education

The increase in per pupil rates for targeted indigenous funding will require an additional \$98,350 to be spent on indigenous programs and services.

Transportation Contract

The district's contractual obligations were reviewed, and the annual increase of 2.5% to the contract with First Student will result in an additional cost of \$48,707 in 2020-21.

Extra-curricular Transportation

In 2019-20, the district received an endowment contribution to support travel for students to provincial or national sport competitions. The use of these funds will reduce the amount budgeted in the operating fund by approximately \$20,000.

NGN Recovery

The Ministry has confirmed that the NGN recovery for the upcoming year will be \$53,000 less than the prior year.

One-Time Costs

In 2019-20, the district had budgeted to cover one-time expenditures that will not be required in the 2020-21 school year. These included additional one-time funds for schools, the purchase of an 18-passenger activity bus, and technology funds for departments.

The total one-time costs that can be returned to the 2020-21 budget are approximately \$535,000.

The overall increase in projected costs for 2020-21 is approximately \$960,481.

Preliminary Budget Position

After considering all the cost pressures and potential savings that are related to maintaining the ongoing level of programs and services in the district, the preliminary budget position for 2020-21 is a balanced budget (*See section 4 – Preliminary Budget Position*).

Next Steps

The Board is required to approve an Annual Budget on or before June 30, 2020 for the 2020-21 school year.

The budget development process and timelines have been developed to facilitate a consultation process that will ensure timely decisions are made in order to adopt a balanced budget in May and allow for implementation of the budget for the 2020-21 school year. The process allows the Human Resources Department time to process any staffing changes in compliance with collective agreements and allows schools and departments to prepare for the following year.

Throughout the consultation process, stakeholders and the public will be provided with opportunities to provide input and suggestions to the Board and to provide feedback on information presented.

Please note that the district will continue to evaluate all potential revenue changes and cost pressures over the next few weeks. The preliminary budget position will change as new information is obtained. Any changes will be communicated to the Budget Committee and to the Board.

At a Board Committee of the Whole meeting on May 12, 2020, the Board will receive a recommended budget plan from the senior management team for review and discussion. The plan will be based on all of the input received from staff, partner groups and the public, and will be consistent with the Board's Budget Guiding Principles.

The 2020-21 Annual Budget and Bylaw will be prepared in the required format and will be presented for adoption at the Board Meeting on May 26, 2020.

Section 2

Annual Operating Grant Announcement

Date: March 13, 2020

Title: Estimated Operating Grants for 2020/21

For your information, the 2020/21 preliminary operating grants have been completed for all 60 boards of education. Total district allocations are based on estimated 2020/21 enrolments provided by boards of education and generate a provincial preliminary total of \$5.536 billion.

Detailed information on the Funding Allocation System is included in the Operating Grants Manual, which is available on the Ministry of Education's website at: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/resource-management/k-12-funding-and-allocation/operating-grants/k12funding-20-21>.

The total 2020/21 operating grant of \$5.536 billion includes additional funding for labour settlements with support staff that take effect during this school year, as well as funding enrolment growth at the published per student rates. As a result, the following adjustments are being made to the operating grant formula:

Funding Supplement	2019/20 Rate	2020/21 Rate	Change
Basic Allocation	\$7,468	\$7,560	\$92
Special Needs – Level 1	\$42,400	\$43,000	\$600
Special Needs – Level 2	\$20,200	\$20,400	\$200
Special Needs – Level 3	\$10,250	\$10,300	\$50
English Language Learning	\$1,495	\$1,520	\$25
Aboriginal Education	\$1,450	\$1,500	\$50
Adult Education	\$4,773	\$4,823	\$50
Student Location Factor (elementary)	\$266.46	\$270.93	\$4.47
Student Location Factor (secondary)	\$355.28	\$361.24	\$5.96
Small Community Supplement	Provincial total increased by \$14.3 million		
Low Enrolment Factor	Provincial total increased by \$4.8 million		
Climate Factor	Provincial total increased by \$2.7 million		

In addition to the above rate changes, the following changes are occurring in 2020/21 to the operating grant formula:

- The Employer Health Tax has been rolled into the operating grant block and distributed throughout the formula as part of the rate increases noted above.
- The Carbon Tax Reimbursement has been moved into the Climate Factor, under the Supplement for Unique Geographic Factors.
- The Rural Education Enhancement Fund has been discontinued. This funding has been added to the Small Community Supplement under the Supplement for Unique Geographic Factors. In addition, the eligibility criteria for secondary schools has been decreased from 25 kilometres from the next nearest secondary school to 20 kilometres.
- A new supplement, the Equity of Opportunity Supplement, totals \$23 million and recognises supports provided to students with additional mental health needs, children and youth in care, and those from low income families. This supplement replaces the Supplement for Vulnerable Students and part of the Curriculum and Learning Support Fund.

Consistent with the approach used in recent years, there is no holdback for unanticipated enrolment growth in 2020/21. However, if actual enrolment exceeds district estimates, government will manage any financial impacts on the operating grant through a separate process.

The operating grant allocation will be recalculated in the autumn of 2020, after September 30, 2020 enrolment is confirmed. The operating grant allocation will again be adjusted subsequent to the February and May 2021 continuing education and Distributed Learning enrolment counts. Funding will also be adjusted in February 2021 for any growth in special needs enrolment, and for new refugee enrolment.

The Classroom Enhancement Fund continues to be provided to fund boards' efforts to implement the Memorandum of Agreement with the BC Teachers' Federation on class size, composition and non-enrolling teachers.

The Curriculum and Learning Support Fund (formerly the Supplement for the Education Plan) is provided to assist boards with implementing the new provincial curriculum. A letter with additional detail regarding the Ministry of Education's expectations will be sent shortly to Superintendents. This supplement is being provided outside of the Funding Protection calculation, which ensures that all districts receive the additional amount.

As you are aware, all districts are subject to compliance audits and potential recoveries for funding claims not in compliance with Ministry policies and directives. School districts should be aware that audit adjustments will be included in the calculations of Funding Protection and the Supplement for Enrolment Decline when they are recalculated in autumn 2020, which may affect the allocations under these supplements for some boards of education.

Boards of education that are eligible for Funding Protection should also be aware that labour settlement funding is excluded from the Funding Protection calculation. As a result, labour settlement funding is being provided in addition to Funding Protection; however, the amount of labour settlement funding is not protected under Funding Protection and may change depending on how enrolment changes compared to district estimates.

The 2020/21 Annual Budget must be submitted to the Minister on, or before June 30, 2020. Annual Budget Instructions and templates will be posted on the Ministry website at: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/resource-management/school-district-financial-reporting/budget-reporting>

The Estimator, a tool to assist boards in determining funding projections, is being updated for 2020/21. As in previous iterations, the updated Estimator will incorporate the next three years of funding projections into one program. The Estimator will be available to districts upon request by sending an e-mail to Michael.Lebrun@gov.bc.ca.

If you have any further questions about the 2020/21 funding allocations, please contact Jonathan Foweraker, Director, Funding and Allocation at Jonathan.Foweraker@gov.bc.ca or Michael Lebrun at the e-mail address noted above.

Sincerely,

Reg Bawa
Assistant Deputy Minister

Estimated Operating Grants - 2020/21 School Year
School District 71 Comox Valley

September 2020 Enrollment Count			
School-Age Enrollment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	7,673,0000	\$7,560	\$58,007,880
Continuing Education	0.0000	\$7,560	\$0
Alternate Schools	168.0000	\$7,560	\$1,270,080
Distributed Learning	790.0000	\$6,100	\$4,819,000
Home Schooling	15	\$250	\$3,750
Course Challenges	4	\$236	\$944
Total Enrollment-Based Funding (September)	8,631.0000		\$64,101,654

Total Enrol. Change			
	Funding Level	Funding	Total Supplement
1% to 4% Enrollment Decline	79.1250	\$3,780	\$0
4%+ Enrollment Decline		\$5,670	\$0
Significant Cumulative Decline (7%+)	373.8437	\$3,780	\$0
Supplement for Enrollment Decline			\$0

Enrollment			
	Funding Level	Funding	Total Supplement
Level 1 Special Needs	13	\$43,000	\$559,000
Level 2 Special Needs	325	\$20,400	\$6,630,000
Level 3 Special Needs	78	\$10,300	\$803,400
English Language Learning	120	\$1,520	\$182,400
Indigenous Education	1,387	\$1,500	\$2,080,500
Adult Education	15,0000	\$4,823	\$72,345
Equity of Opportunity Supplement			\$391,545
Supplement for Unique Student Needs			\$10,719,190

Variance from Provincial Average			
	Funding Level	Funding	Total Supplement
Variance from Provincial Average	\$1,871		\$898,703
Estimated Number of Educators	480.333		
FTE Distribution	8,646.0000	\$180.33	\$1,559,133
Supplement for Salary Differential			\$2,457,836

Supplement for Unique Geographic Factors			
	Funding Level	Funding	Total Supplement
Funding Protection			\$0
Supplement for the Education Plan			\$76,967
September 2020 Enrollment Count, Total			\$82,871,051

July 2020 Enrollment Count			
	Enrollment	Funding Level	Total Supplement
Summer Learning Grade 1-7	0	\$215	\$0
Summer Learning Grade 8-9	0	\$215	\$0
Summer Learning Grade 10-12	0	\$430	\$0
Supplemental Summer Learning Funding			\$0
Cross-Enrollment, Grade 8 and 9	58	\$0	\$24,940
Summer Learning, Total			\$24,940

February 2021 Enrollment Count			
	Enrollment	Funding Level	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$7,560	\$0
Adult FTE - Continuing Education	0.0000	\$4,823	\$0
K-Gr 9 School-Age FTE - Distributed Learning	40.0000	\$3,050	\$122,000
Gr 10-12 School-Age FTE - Distributed Learning	170.0000	\$6,100	\$1,037,000
Adult FTE - Distributed Learning	10.0000	\$4,823	\$48,230
Level 1 Special Needs Enrollment Growth	2	\$21,500	\$43,000
Level 2 Special Needs Enrollment Growth	28	\$10,200	\$285,600
Level 3 Special Needs Enrollment Growth	15	\$5,150	\$77,250
Newcomer Refugees	0.0000	\$3,780	\$0
ELL Supplement - Newcomer Refugees	0	\$760	\$0
February 2021 Enrollment Count, Total			\$1,613,080

May 2021 Enrollment Count			
	Enrollment	Funding Level	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$7,560	\$0
Adult FTE - Continuing Education	0.0000	\$4,823	\$0
K-Gr 9 School-Age FTE - Distributed Learning	10.0000	\$2,033	\$20,330
Gr 10-12 School-Age FTE - Distributed Learning	130.0000	\$6,100	\$793,000
Adult FTE - Distributed Learning	7.0000	\$4,823	\$33,761
May 2021 Enrollment Count, Total			\$847,091

2020/21 Full-Year Estimated Total	
	\$85,356,162
Estimated 2020/21 Operating Grant from Indigenous Services Canada	\$129,083
Estimated 2020/21 Operating Grant from Ministry of Education	\$85,227,079

Section 3

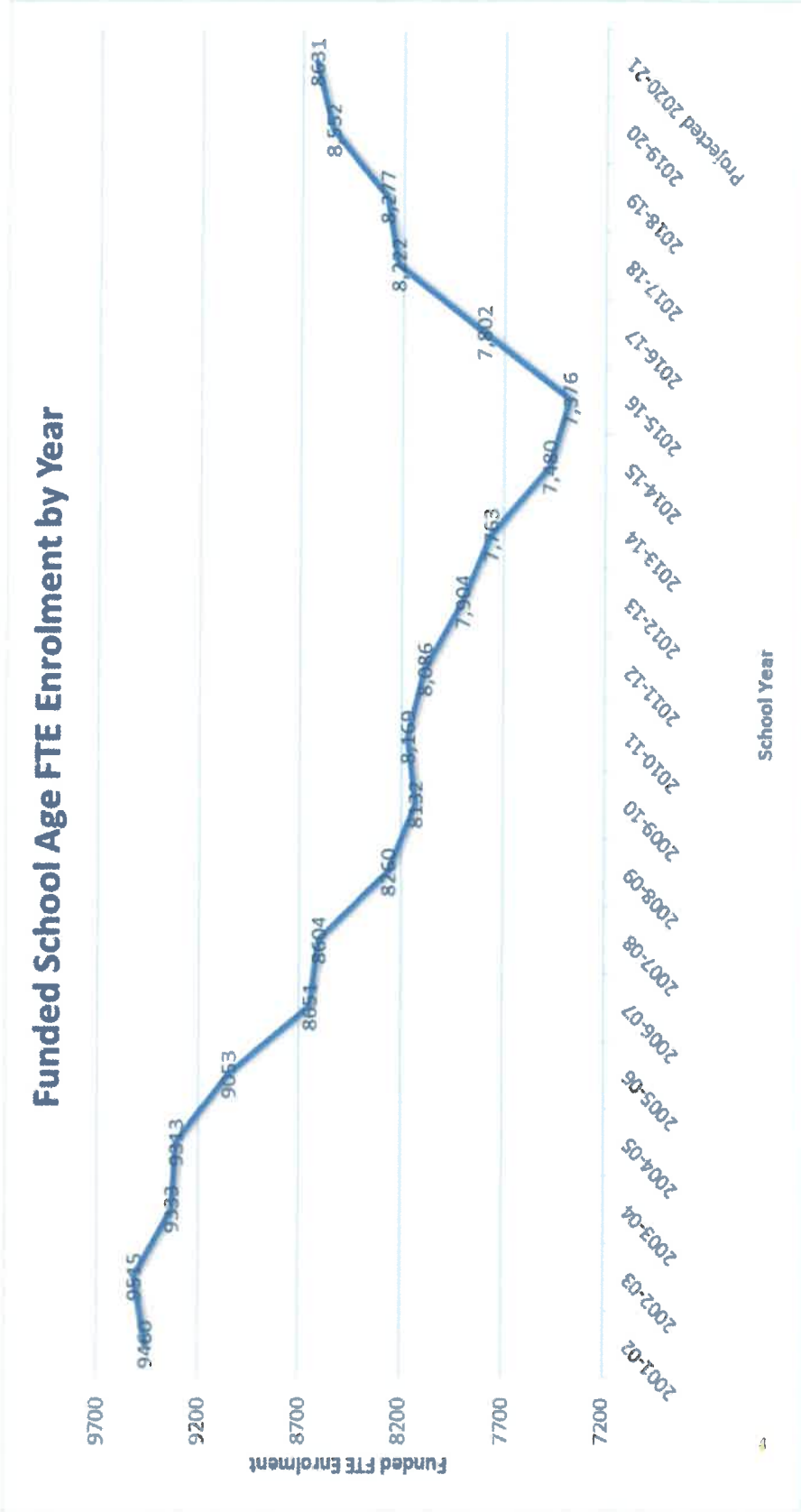
Enrolment and Funding Analysis

School District No. 71 (Comox Valley) Enrollment - History and Projections

SEPTEMBER	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Projected			
	2019-20	2020-21	2021-22	2022-23	Current								
<i>Regular Enrollment</i>													
Airport Elementary	215	213	167	159	142	135	136	139	136	134	135	145	142
Arden Elementary	268	278	285	310	305	313	338	315	299	300	294	280	266
Aspen Park Elementary	312	295	270	258	268	297	341	341	339	329	329	320	314
Brooklyn Elementary	341	367	340	331	336	334	336	329	355	351	345	341	335
Courtenay Elementary	199	201	207	186	181	187	179	172	180	185	200	195	201
Cumberland Community School	413	428	412	398	396	411	435	476	498	547	571	628	675
Denman Island Community School	41	33	28	35	29	34	40	50	46	49	53	50	54
Ecole Puntledge Park Elementary	462	478	452	463	455	453	484	462	481	507	510	530	534
Ecole Robb Road Elementary	438	485	496	494	452	455	497	471	470	473	473	461	472
Georges P. Vanier Secondary	1,382	1,343	1,245	1,182	1,026	980	907	978	956	1,000	1,015	1,017	1,019
Highland Secondary	790	763	707	702	665	625	598	572	554	571	580	590	591
Hornby Island Community School	40	37	36	30	30	33	40	43	45	36	33	43	44
Huband Park Elementary	354	321	314	308	316	317	338	317	378	397	390	405	424
Lake Trail Middle School	264	260	240	256	264	246	237	317	313	368	400	421	433
Mark R. Isfeld Secondary	959	904	916	924	890	896	944	966	923	883	910	935	932
Miracle Beach Elementary	225	238	215	207	204	203	204	234	242	251	260	259	261
Queensh Elementary	351	347	384	398	378	399	409	439	416	427	425	434	448
Royston Elementary	185	167	155	171	188	193	214	225	246	267	283	325	338
Valley View Elementary	410	409	389	364	372	379	360	354	359	347	335	326	322
Total Regular Enrollment	7,649	7,567	7,258	7,176	6,887	6,890	7,037	7,262	7,236	7,422	7,541	7,705	7,805
Continuing Education	0	0	0	0	0	0	0	0	0	0	0	0	0
Alternate Programs	162	154	281	249	248	239	231	247	286	317	300	310	312
Distributed Learning	358	365	365	338	345	247	534	713	755	813	790	790	790
Total for Enrollment Based Funding	8,169	8,086	7,904	7,763	7,480	7,376	7,802	8,222	8,277	8,552	8,631	8,805	8,907
<i>Other Enrollment (September)</i>													
Special Needs - Level 1	18	16	16	15	12	10	10	6	8	11	13	13	13
Special Needs - Level 2	332	339	340	338	316	307	298	344	337	342	325	330	335
Special Needs - Level 3	108	92	85	92	76	73	81	66	59	66	78	70	70
English as a Second Language	82	77	73	63	75	85	91	88	118	108	120	128	139
Aboriginal Education	953	999	1007	1067	1071	1099	1172	1277	1324	1367	1387	1407	1427
Adult Education	48	31	26	25	18	8	11	15	11	19	15	15	15

Note: The 2010-11 to 2019-20 columns are from the September 30th counts.
The 2020-21 column reflects district projections for the upcoming school year.
The 2021-2023 columns are projections provided by Baragar.

School District No. 71 (Comox Valley) Enrolment History



SCHOOL DISTRICT NO. 71 (Comox Valley)
Ministry of Education Operating Grant - Preliminary - for the 2020-21 Year

	2019-20 Amended Budget (based on actual Sept enrolment)			2020-21 Preliminary Budget (based on projected Sept enrolment)		
	FTE	Grant	Total	FTE	Grant	Total
Enrolment Based Funding						
Standard schools	7555.688	7,468	56,425,874	7673.000	7,560	58,007,880
Continuing education	0.000	7,468	0	0.000	7,560	0
Alternate schools	183.000	7,468	1,366,644	168.000	7,560	1,270,080
Distributed learning	813.188	6,100	4,960,444	790.000	6,100	4,819,000
	<u>8551.875</u>			<u>8631.000</u>		
Home Schooling	15.000	250	3,750	15.000	250	3,750
Course Challenges	4.000	233	932	4.000	236	944
Total September Enrolment Based Funding			\$62,757,644			\$ 64,101,654
Unique Student Needs						
English as a second language	108.000	1,495	161,460	120.000	1,520	182,400
Aboriginal education	1367.000	1,450	1,982,150	1387.000	1,500	2,080,500
Special education - level 1	11.000	42,400	466,400	13.000	43,000	559,000
Special education - level 2	342.000	20,200	6,908,400	325.000	20,400	6,630,000
Special education - level 3	66.000	10,250	676,500	78.000	10,300	803,400
Adult education	19.000	4,773	90,687	15.000	4,823	72,345
Equity of Opportunity Supplement						391,545
			<u>10,285,597</u>			<u>10,719,190</u>
Salary differential			2,436,481			2,457,836
Unique geographic factors			5,150,214			5,515,404
Subtotal September Operating Grant			80,629,936			82,794,084
BC Education Plan Supplement			165,548			76,967
Total September Operating Grant			\$ 80,795,484			\$ 82,871,051
Summer learning			24,940			24,940
Estimated enrolment based funding - February			1,257,230			1,613,080
Estimated enrolment based funding - May			798,563			847,091
Total Aggregate Funding Announced			\$82,876,217			\$ 85,356,162
						<u><u>\$ 2,479,945</u></u>

Section 4

Preliminary Budget Position

(as of April 28, 2020)

School District No. 71 (Comox Valley)
2020-21 Preliminary Budget Position (as of April 20, 2020)

		Preliminary Budget Changes 2020-21
REVENUE INCREASES (DECREASES)		
Ministry - Operating Grant		
Enrolment Change	Projected increase in overall enrolment	1,058,938
Labour Settlement Funding	Extra funding to offset increase in CUPE wages	357,738
Employer Health Tax Grant	Moved into operating grant	611,726
Carbon Tax Grant	Moved into operating grant	60,000
Equity of Opportunity Supplement	New grant	391,545
Other Revenue Changes		
Employer Health Tax Grant	Moved into operating grant	-611,726
Carbon Tax Grant	Moved into operating grant	-60,000
Labour Settlement Funding	Moved into operating grant	-357,738
International Program	Reduction in contribution to district	-390,000
Investment Income	Reduction in rates	-100,000
TOTAL REVENUE INCREASES (DECREASES)		\$ 960,481
COST INCREASES (DECREASES) - Required		
Teacher Staffing	Increase 4.062 FTE due to enrolment growth	389,760
PVP Admin time	Increase 0.2 FTE Admin time	20,000
Negotiated CUPE contractual increases	2% general wage increase and service improvement allocation of \$112,000	442,000
PVP/Exempt Staff Salary Increases	Increase to maximum grid rates of 2%	115,000
Trustee Remuneration	2% - per CPI	2,400
Teacher Benefit Premiums	Benefit premium increases resulting from increased usage and cost of existing plans	202,264
CUPE Benefit Premiums	Benefit premium increases resulting from increased usage and cost of existing plans	130,000
PVP/Exempt Staff Benefit Premiums	Benefit premium increases resulting from increased usage and cost of existing plans	20,000
CPP and EI premiums	Changes to employer contribution rates/increase in salaries	100,000
WCB premiums	Changes to employer contribution rates	10,000
Utility costs	Hydro - decrease 1%	-10,000
Indigenous Education	Targeted funding - increase in programs and services	98,350
Transportation Contract	2.5% annual increase	48,707
Extra-curricular Transportation	Reduction due to endowment contribution	-20,000
NGN Recoveries	Reduction per Ministry	-53,000
One Time Expenses	One time expenses in 2019-20 not required in 2020-21	-535,000
Total Required Cost Changes		960,481
COST INCREASES (DECREASES) - Other		
N/A		
Total Other Cost Changes		0
TOTAL COST INCREASES (DECREASES)		\$ 960,481
BUDGET CHANGE REQUIRED FOR ALL COST INCREASES		\$ -

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
OPERATING FUND - YEAR END PROJECTION
As at March 31, 2020

	2019-20 AMENDED ANNUAL BUDGET	2019-20 ACTUAL to March 31st	2019-20 PROJECTION to June 30th	2019-20 PROJECTED for the year	VARIANCE from budget	
OPERATING FUND						
REVENUE						
Provincial Grants						
Ministry of Education	84,891,868	59,326,374	26,165,494	85,491,868	(600,000)	
Other						
Tuition	2,770,000	3,059,521	-289,521	2,770,000	-	
Other Revenue	559,083	713,430	50,000	763,430	(204,347)	1
Rentals and Leases	150,000	107,853	0	107,853	42,147	2
Investment Income	375,000	297,059	-40,000	257,059	117,941	3
TOTAL OPERATING REVENUE	88,745,951	63,504,238	25,885,973	89,390,211	(644,260)	
EXPENSES						
Salaries						
Teachers	34,855,588	24,472,213	10,408,435	34,880,648	(25,060)	
Principals/Vice-Principals	5,113,767	3,780,774	1,241,970	5,022,744	91,023	
Educational Assistants	5,665,398	3,892,994	1,668,426	5,561,420	103,978	
Support Staff	8,239,656	5,715,778	2,126,181	7,841,959	397,697	
Other Professionals	2,877,843	2,204,897	734,966	2,939,863	(62,020)	
Substitutes	2,575,177	1,795,349	(167,000)	1,628,349	946,828	4
Total Salaries	59,327,429	41,862,005	16,012,978	57,874,983	1,452,446	
Employee Benefits	14,472,584	9,693,603	4,399,401	14,093,004	379,580	5
Total Salaries and Benefits	73,800,013	51,555,608	20,412,379	71,967,987	1,832,026	
Services and Supplies						
Services	2,792,207	1,816,670	608,573	2,425,243	366,964	6
Student Transportation	2,035,255	1,211,660	450,000	1,661,660	373,595	7
ProD and Travel	717,500	424,108	50,000	474,108	243,392	8
Dues and Fees	72,900	55,551	17,349	72,900	-	
Insurance	202,300	185,698	16,602	202,300	-	
Supplies	5,881,328	3,486,958	1,800,304	5,287,262	594,066	9
Utilities	1,931,000	1,188,171	620,000	1,808,171	122,829	10
Total Services and Supplies	13,632,490	8,368,816	3,562,827	11,931,643	1,700,847	
TOTAL OPERATING EXPENSES	87,432,503	59,924,424	23,975,207	83,899,631	3,532,872	
Surplus Appropriation	3,641,924	3641924		3,641,924	-	
Transfer to Local Capital	(4,700,372)	(4,700,372)		(4,700,372)	-	
Tangible Capital Assets Purchased	(255,000)		(600,000)	(600,000)	(345,000)	
OPERATING SURPLUS (DEFICIT)	\$ -	\$ 2,521,366	\$ 1,310,766	\$ 3,832,132	\$ 3,832,132	11

Variances from budget greater than 5% are explained on following page.

Results may vary from actual.
Each successive projection will be more reliable as the period being projected becomes shorter and there is more time spent understanding the underlying reasons for emerging trends.
For discussion purposes only.

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
OPERATING FUND - YEAR END PROJECTION
As at March 31, 2020

- 1 Fortis BC Rebates have been received relating to the 2019/20 Annual Capital Plan Boiler/Mechanical Upgrades. These rebates were not known at the time that the amended budget was finalized and amounted to \$111,456. Industry Training Authority (ITA) funding is exceeding the funding included in the amended budget.
- 2 Facilities rentals to the end of the school year have been cancelled as a result of the COVID-19 pandemic emergency measures.
- 3 Decrease in investment income is due to the sharp interest rate decrease made by banks in response to the COVID-19 pandemic.
- 4 Substitute salary costs are less than what was budgeted for due to the COVID-19 pandemic. Salary costs for TTOC and On-Call Support staff were essentially eliminated after Spring Break as per the Ministry recommendations.
- 5 Employee Benefit costs are naturally reduced in relation to the salaries underspent.
- 6 Services accounts are typically assumed to be fully spent during the year; however, the trend in the past has been that approximately 97% of the budgets are spent, leaving surpluses in school and district service accounts. In addition 2019/20 ISP Homestay payments to families have been reduced due to the COVID-19 pandemic as many students have returned home.
- 7 Transportation costs will be reduced for the final quarter of the school year as due to the COVID-19 pandemic.
- 8 Costs associated with Professional Development and Travel have been reduced due to the COVID-19 pandemic as out of District conferences have been cancelled.
- 9 Supply accounts are typically assumed to be fully spent during the year; however, the trend in the past has been that approximately 97% of the budgets are spent, leaving surpluses in school and district supply accounts. As a result of the COVID-19 pandemic, there will be additional underspend for the final quarter of the year.
- 10 Next Generation Network estimated recoveries charged to the district by the Province have come in \$53,098 less than what was budgeted.
- 11 Projected accumulated operating surplus at March 31, 2020 is approximately \$3,832,132, which is approximately 4% of the total operating budget.

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
CAPITAL FUND UPDATE - March 31st

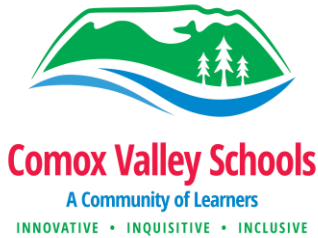
CAPITAL FUND		BUDGET	EXPENDITURES to March 31st	Variance \$	Variance %
Capital Assets	Local Capital	\$ 5,599,138	\$ 1,519,853	\$ 4,079,285	27%
	Bylaw Capital	\$ 36,249,567	\$ 12,051,747	\$ 24,197,820	33%

LOCAL CAPITAL	BUDGET	EXPENDITURES to March 31st	Variance \$	Variance %	Notes
Lake Trail Seismic - Board Contribution	1,000,000	-	1,000,000	0%	
Lake Trail Playground Equipment	15,289	15,312	(23)	100%	
Portables	519,711	519,711	-	100%	Purchased
Vehicle/Fleet Replacement	220,000	57,000	163,000	26%	Ongoing replacements
Extra Curricular Van	109,127	109,127	-	100%	Purchased
Photocopier Fleet Replacement	50,000	48,347	1,653	97%	Ongoing replacements
Printer Fleet Replacement	35,000	6,771	28,229	19%	Ongoing replacements
Trades Equipment	94,703	42,187	52,516	45%	Ongoing replacements
Custodial Equipment	15,000	14,899	101	99%	Ongoing replacements
Facility Reserve	2,400,000	-	2,400,000	0%	Board Surplus Spending Plan
Grounds Upgrades	80,000	-	80,000	0%	Board Surplus Spending Plan
Accessibility	30,000	-	30,000	0%	Board Surplus Spending Plan
Lighting	20,000	923	19,077	5%	Board Surplus Spending Plan
Flooring	20,000	-	20,000	0%	Board Surplus Spending Plan
Music/Fine Arts	50,000	-	50,000	0%	Board Surplus Spending Plan
Commercial Dishwashers	30,000	-	30,000	0%	Board Surplus Spending Plan
VOIP Systems	150,372	7,423	142,949	5%	Board Surplus Spending Plan
Furniture & Equipment	200,000	-	200,000	0%	Board Surplus Spending Plan
21st Century Learning Equipment Initiatives	100,000	81,245	18,755	81%	
Land Swap - Prepaid Rent	265,000	-	265,000	0%	Reserve
Land Swap - Proceeds	600,000	-	600,000	0%	Reserve
Board Office Reno	765,598	-	765,598	0%	Reserve
Future Information Technology	1,405,724	594,752	810,972	42%	Reserve
Hornby Island School Renewal Fund Contribution	90,000	-	90,000	0%	Reserve
ST Contingency Reserve Fund	563,986	22,157	541,829	4%	Reserve
TOTALS	\$ 8,829,510	\$ 1,519,853	\$ 7,309,657		

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

CAPITAL FUND UPDATE - March 31st

BYLAW CAPITAL PROJECTS	BUDGET	EXPENDITURES to March 31st	Variance \$	Variance %	Notes
Annual Facilities Grant	1,372,146	1,372,146	-	100%	Complete
Lake Trail Seismic Upgrade	24,597,381	5,692,421	18,904,960	23%	Ongoing
Hornby Island Elementary Fire	2,000,000	3,131,252	(1,131,252)	157%	Overspend to be recovered in school replacement funding from Ministry
Hornby Island Replacement	5,799,020	71,178	5,727,842	1%	Ongoing
Airport Elementary Playground Equipment	105,000	87,259	17,741	83%	2019/20 Annual Capital Playground Equipment Funding Agreement
Highland Boiler Replacement	158,000	252,425	(94,425)	160%	2019/20 Annual Capital Programs Funding Agreement, Fortis Rebate \$21,546
Mark Isfeld Boiler/Mechanical Upgrades	540,000	628,492	(88,492)	116%	2019/20 Annual Capital Programs Funding Agreement, Fortis Rebate \$54,000
Mark Isfeld Flooring Upgrades	203,500	208,901	(5,401)	103%	2019/20 Annual Capital Programs Funding Agreement
Cumberland Community School Mechanical Upgrades	482,000	234,080	247,920	49%	2019/20 Annual Capital Programs Funding Agreement, Fortis Rebate \$21,546
Ecole Puntledge Elementary Boiler Replacement	-	303,074	(303,074)	-	2019/20 Annual Capital Programs Funding Agreement, Fortis Rebate \$14,364
Denman Preschool	992,520	70,519	922,001	7%	Ongoing
TOTALS	\$ 36,249,567	\$ 12,051,747	\$ 24,197,820		



TO: Board of Education **DATE:** April 28th, 2020
FROM: Ian Heselgrave, Director of Operations
RE: **Capital Projects Update – April 2020**

Purpose

To update the Board of Education on capital projects as at April 2020.

Update on Capital Projects

Lake Trail Middle School – Seismic Upgrade

The Construction Management firm for this project is Heatherbrae Builders Ltd. The construction work is focused on two main work areas: the South addition on Lake Trail road (mainly the admin and elective areas of the school) and the North Addition behind the gym (mainly classrooms). The project continues at a good pace and remains on schedule and budget. The project is largely unaffected by COVID-19 as most of the work is outside and there are ample supplies on hand.

Hornby Island School Replacement

The Construction Management firm for this project is AFC Construction Ltd. Following extensive community and stakeholder consultations through an Education Design Committee an excellent schematic design for the school was developed. For the past two months the schematic design concepts have been converted into detailed design drawings. Those drawings were just completed and sent to the Quantity Surveyor for a cost report. If the cost report demonstrates that the project falls within the Ministry budget as designed the excavation and foundation will proceed in May and June. If the project is over budget a value engineering exercise will follow to drive the project down to the budget available.

Denman Island Child Care Facility

The District applied for and has received almost \$1 million in funding through the new Childcare BC New Spaces Fund to construct a new childcare facility on Denman Island.

Funding will allow for the creation of 20 additional childcare spaces for children ages 12 months to 5 years and alleviate the increasing demand on the Denman Island Preschool Society (Blackberry Lane Children’s Centre), the island’s only official childcare centre operating out of the Community Hall.

The tender results for the project were disappointing. All bids were over the available budget and the SD engaged the low bid proponent to work with the project team on a cost saving exercise (value

engineering) to realize the required \$200,000 in savings. Unfortunately, despite multiple changes to the project and many attempts at simplifying the project and reducing costs we have not been able to bridge the cost gap with the contractor we have been working with.

Now that we are in the middle of the pandemic the construction industry is very concerned about the risks they face when entering a contract due to labour and supply chain uncertainty. I believe this is at the heart of why we cannot achieve the necessary cost savings at this time. I have advised MCFD that we have stopped attempting to move the project forward for the next three months. My plan will be to re-tender the project in the late summer of 2020. With all of the modifications that have been made to the building plans over the past three months I firmly believe that a freshly issued tender package in the summer of 2020 will generate good interest and competitive pricing allowing the project to move forward within budget.

Cumberland Community School (Beaufort Building) Fire Sprinkler Upgrade

The District applied for and has received almost \$1 million in funding through the Ministry minor capital program to install a fire sprinkler system at Cumberland Community School. The project is presently posted to BC Bid and closes on May 1st 2020. There was significant contractor interest at the mandatory site visit last weekend.

Mark Isfeld Secondary mechanical upgrade phase 2

The District applied for and has received almost \$400,000 in funding through the Ministry minor capital program to upgrade the ducting at Mark Isfeld Secondary School. The project is presently posted to BC Bid and closes on April 28th 2020. There was significant contractor interest at the site visit last week.

Recommendation

It is recommended that this briefing note be received by the Board of Education as information.

Respectfully submitted,

Ian Heselgrave

Ian Heselgrave
Director of Operations

BRIEFING NOTE

TO: Board of Education

DATE: April 28, 2020

RE: Human Resources - Retirements and Recognition

Retirements

Alison Windecker, Teacher, Cumberland Community School, will retire effective June 30, 2020 after 27 years of service with the district.

Bonnie Green, Educational Assistant – Interpreter, Student Services, will retire effective (updated) June 30, 2020 after 2 years of service with the district.

Linda Doerksen, Educational Assistant – Lifeskills, Mark R. Isfeld Secondary School, will retire effective June 30, 2020 after 14 years of service with the district.

R. Edward Walker, Teacher, G.P. Vanier Secondary School, will retire effective June 26, 2020 after 27 years of service with the district.

Sherrill Beek, Sr. Administrative Assistant, Royston Elementary School, will retire effective July 31, 2020 after 17 years of service with the district.

Susan Carr-Hilton, Teacher, G.P. Vanier Secondary School, will retire effective June 30, 2020 after 30 years of service with the district.