

## Public Notice – Resources Committee Online Public Meeting

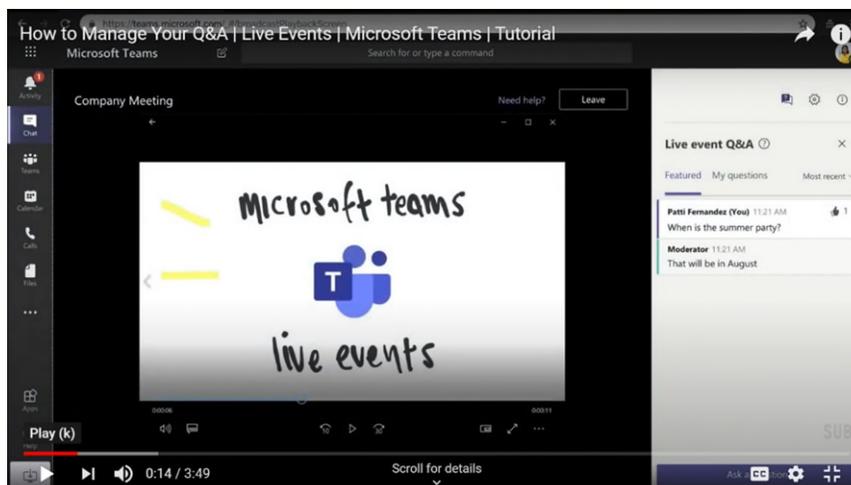
A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on June 10, 2025, at 6:00 pm.**

Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

To participate in the meeting please click on this link: [Follow Link](#)

Click this link for information on how to join a live event in MS Teams: [Attend a Live Event in Microsoft Teams](#)

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
  - Select the **Q&A**  function on the right side of the screen.
  - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
    - A reminder for Stakeholder groups to use the **Q&A** function.
  - Members of the media can direct their questions to the Communications Manager at School District 62 for a response following the meeting.



If you have questions regarding the meeting and how to access it that aren't answered in the link above please email [info@sd62.bc.ca](mailto:info@sd62.bc.ca).



**RESOURCES COMMITTEE**  
**School Board Office**  
**June 10, 2025 – 6:00 p.m.**

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**A G E N D A**

**1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**

*We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)*

**2. REPORT**

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated May 13, 2025 at the Board Meeting dated May 27, 2025.

**3. PRESENTATIONS (10 min.)**

**4. BUSINESS**

4.1 Capital Plan Bylaw 2025/26-CPSD62-02 – Brian Jonker (page 3)

**Motion Requested:** That the Board of Education of School District 62 (Sooke) allow all three readings of the Amended Capital Plan Bylaw 2025/26-CPSD62-02 at its meeting of June 24, 2025.

**Motion Requested:** That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Amended Capital Plan Bylaw 2025/26-CPSD62-02.

4.2 Energy Management Update – Climate Change Accountability Report (page 9)

4.3 Transportation Update - School Bus Registration 2025/26 (page 17)

**5. ADJOURNMENT**

**6. NEXT MEETING DATE:** September 16, 2025





## Committee Information Note

### Resources Committee Meeting

June 10, 2025

#### Agenda Item 4.1 – 2025/26 Amended Capital Plan Bylaw

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#### Background

- We have received an amended response from the Ministry of Education and Child Care to the 2025/26 Capital Plan submission that was approved by the Board at the June 2024 meeting.
- The amendment supports and funds 2 additional new electric buses.
- To be able to purchase the EV buses, the Board must pass the Amended Capital Plan Bylaw (attached)
- As time is of the essence, staff are requesting that the Board conduct all three readings of this amended bylaw at their June 24<sup>th</sup>, 2025, meeting
- To conduct all three readings, the Board must first pass a motion (unanimously) that supports conducting all three readings at the same Board meeting:

**Motion Requested:** That the Board of Education of School District 62 (Sooke) allow all three readings of the Amended Capital Plan Bylaw 2025/26-CPSD62-02 at its meeting of June 24, 2025.

**Motion Requested:** That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Amended Capital Plan Bylaw 2025/26-CPSD62-02.

- If the Board does not pass the amended by-law, the 2 additional buses will not be able to be purchased. The buses are fully funded by the Ministry of Education and Child Care.
- A project is currently underway to upgrade the charging infrastructure at the Amy Rd. facility to support and maximize operational implementation of our EV bus fleet, including these two new buses.

**Respectfully Submitted by:** Brian Jonker, Secretary Treasurer

Attached: Amended Capital Plan Response Letter 2025/26-CPSD62-02  
Amended Capital Bylaw

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**CAPITAL BYLAW NO. 2025/26 – CPSD62-02**  
**AMENDED CAPITAL PLAN 2025/26**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 62 (Sooke) (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 2025/2026 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 **May 15, 2025**, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District 62 (Sooke) Capital Bylaw No. 2025/26 – CPSD62-02.

READ A FIRST TIME THE **24th** DAY OF **June** 2025;  
READ A SECOND TIME THE **24th** DAY OF **June** 2025;  
READ A THIRD TIME, PASSED THE **24th** DAY OF **June** 2025.

***APPLY CORPORATE SEAL***

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District 62 (Sooke) Capital Bylaw No. 2025/26 – CPSD62-02 adopted by the Board the **24th** day of **June** 2025.

\_\_\_\_\_  
Secretary-Treasurer



May 15, 2025

Ref: 23453

To: Secretary-Treasurer and Superintendent  
School District No. 62 (Sooke)

**Capital Plan Bylaw No. 2025/26-CPSD62-02**

**Re: AMENDED Ministry Response to the Annual Five-Year Capital Plan Submission for 2025/26**

This **AMENDED** letter is in response to your School District's 2025/26 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs. This letter also contains important information regarding your upcoming 2026/27 Annual Five-Year Capital Planning submission. The following tables identify major capital projects that are supported to proceed to the next stage of development and minor capital projects that are approved for funding and can proceed to procurement. **Please see the "New projects for BUS" section below for AMENDED information.**

On March 13, 2025, the Province introduced legislation that identifies country of origin requirements for all procurements. What this means is U.S. bidders must be excluded, except in certain circumstances, for all future procurements. The Ministry will have further conversations with school districts as the tariff situation evolves and commit to working closely with you to navigate this challenging situation.

**MAJOR CAPITAL PROJECTS**

Major capital consists of the following program areas:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)

A variety of emergent issues including a significant number of school fires and a challenging fiscal environment have resulted in a limited ability to advance major capital projects. As a result, there are no new major capital projects in your School District that were supported to move forward at this time, as well as some previously supported projects being deferred.

**Status of Projects in Development from Previous Years**

Project #	Project Name	Project Type	Comments
150461	Sooke Elementary	Seismic Mitigation	Project has been deferred. District to consider resubmitting alongside other capital priorities as part of future Five-Year Capital Plan Submission.

150219	North Langford Secondary	New School	Please submit final business case to Ministry as soon as possible.
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As a reminder, Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

The Ministry continues to require school districts to use simplified designs for new schools and/or expansion to existing schools. As projects proceed to Business Case, stakeholder engagement and design phases, please ensure the *Simplified Design Guidelines* are used. The guidelines are attached for reference.

Please contact your [Regional Director or Planning Officer](#) with any questions regarding Major Capital projects.

### **MINOR CAPITAL PROJECTS**

The table below reflects approved minor capital projects for your School District in the following program areas:

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

### **New projects for SEP, FIP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry
Belmont Secondary	SEP - HVAC Upgrades	\$500,000
Edward Milne Community School	SEP - Interior Construction Upgrades	\$750,000
John Muir Elementary	CNCP - Energy Upgrades	\$500,000
Edward Milne Community School	CNCP - Energy Upgrades	\$125,000
Dunsmuir Middle, Journey Middle, Spencer Middle	CNCP - Energy Upgrades	\$100,000
Colwood Elementary, Dunsmuir Middle, Journey Middle, Millstream Elementary, Wishart Elementary	FIP - Kitchen Equipment and Upgrade	\$125,000
Willway Elementary	BEP - Building Envelope Upgrades	TBD

All projects are now to proceed to design, tender and construction, and to be completed by March 31, 2026.

BC Housing will contact you regarding the next steps regarding BEP project development.

### **New projects for BUS**

The table below identifies Bus Acquisition Program (BUS) approved projects with bolded sections identifying additionally approved internal combustion engine and/or electric buses as designated. BUS funding amounts to be confirmed after school districts place their order(s) with bus vendors during the upcoming bus standing offer timeframe which runs from April 2, 2025 to June 2, 2025. Please refer to the attached *School Bus Letter* for additional school bus purchasing details.

<b>New/Existing Bus Fleet #</b>	<b>New/Replacement Bus Type</b>	<b>Amount Funded by Ministry</b>
<b>A8620</b>	<b>ELECTRIC - C 76 with 0 wheelchair space(s)</b>	<b>TBD</b>
<b>A8621</b>	<b>ELECTRIC - C 76 with 0 wheelchair space(s)</b>	<b>TBD</b>

An **AMENDED** Annual Programs Funding Agreement (APFA) accompanies this **AMENDED** Capital Plan Response Letter which outlines specific Ministry and Board-related obligations associated with the approved Minor Capital projects for the 2025/26 fiscal year. Please email a signed/dated copy of the Annual Programs Funding Agreement to the Ministry at [CMB@gov.bc.ca](mailto:CMB@gov.bc.ca)

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (template can be found on the Ministry [website](#)) using the Capital Bylaw Number provided at the beginning of this document, for the supported and/or approved 2025/26 Five-Year Capital Plan projects as identified in this letter. The Capital Bylaw must be adopted by your Board and uploaded onto your School District's online MyCAPS portal in order for the Ministry to issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

Please contact Branch Director [Michael Nyikes](#) with any questions regarding Minor Capital projects.

### **SCHOOL SITE ACQUISITION CHARGE**

As part of the Board's 2025/26 approved capital plan, the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the *Local Government Act*, is accepted by the Ministry.

The Board should adopt a bylaw setting the School Site Acquisition Charges for the School District as s. 575(3) of the *Local Government Act* prescribes. The School Site Acquisition Charge may only come into effect 60 days (including weekends and holidays) after that bylaw is adopted by a Board of Education. At that point, the local government may commence the collection of an applicable per

dwelling unit charge from residential developers on behalf of a Board.

Please contact Regional Director [Travis Tormala](#) with any questions regarding School Site Acquisition Charges.

### **2026/27 ANNUAL FIVE-YEAR CAPITAL PLAN SUBMISSIONS**

Capital Plan Instructions for the 2026/27 Annual Five-Year Capital Plan submission process will be available on the Ministry's capital planning [website](#) in early April.

School districts' capital plan submission deadlines for the 2026/27 fiscal year are:

- **June 30, 2025**
  - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **September 30, 2025**
  - Minor Capital Programs (SEP, CNCP, PEP, BEP, BUS)
- **October 1, 2025**
  - Minor Capital Programs (FIP)

Additionally, the Annual Facility Grant (AFG) project requests for the 2025/26 fiscal year are to be submitted using the MyCAPS portal, on or before **May 16, 2025**. The 2025/26 AFG Allocation Table will be available on the Ministry's capital planning [website](#) in early April.

The Ministry recommends school districts discuss draft versions of their intended capital projects and Annual Facility Grant project requests with minor capital staff in advance of submission deadlines.

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Sincerely,



Damien Crowell, Executive Director  
Education and Child Care Capital Branch  
Ministry of Infrastructure

pc: Geoff Croshaw, Director, Major Capital Projects, Education and Child Care Capital Branch  
Michael Nyikes, Director, Minor Capital Projects, Education and Child Care Capital Branch



## Committee Information Note Resources Committee Meeting June 10, 2025

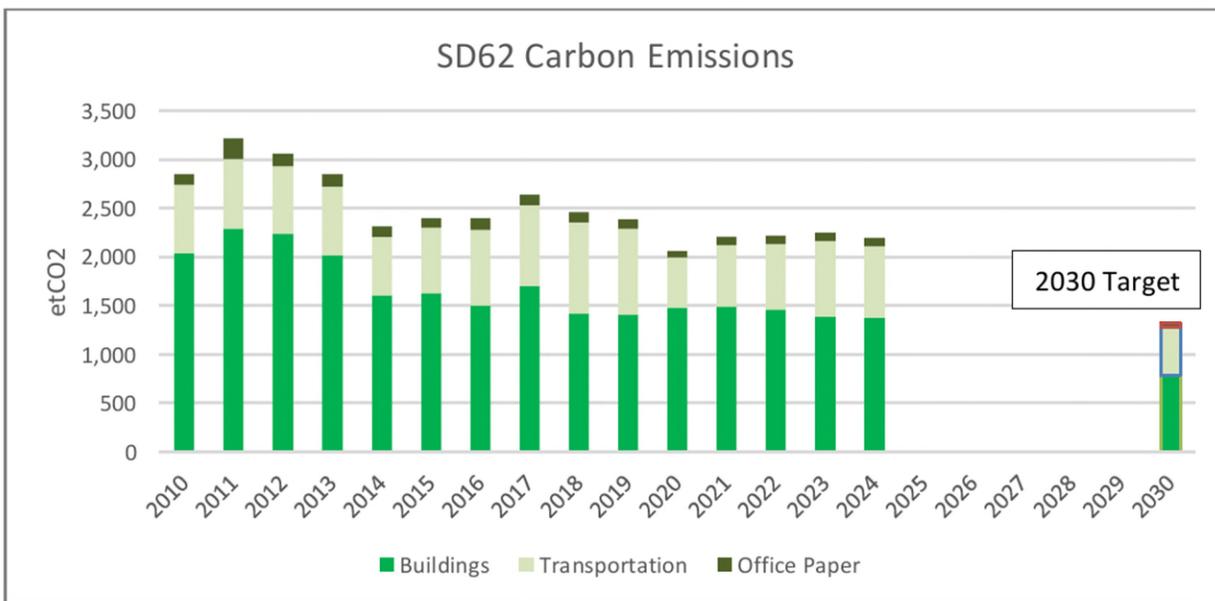
### Agenda Item 4.2 – Climate Change Accountability Report (CCAR) Update

#### Background

- The Climate Change Accountability Act mandates that all BC public sector organizations report annually on their GHG emissions and progress toward carbon neutrality
- The 2024 CCAR details emissions data from January 1, 2024 to December 31, 2024, along with initiatives aimed at reducing the District’s carbon footprint across buildings, transportation, and paper usage
- All BC public section organizations use 2010 as a baseline year for emission comparison
- From 2010 to 2024 our overall GHG emissions have decreased by 23%, this averages 1.6% annually.

#### Analysis

- The graph below shows our historic annual GHG emission trends, including 2024 emissions and the 2030 climate action goal:



- Our 2024 performance compared to the 2010 baseline is provided in table 1 below.



**Table 1: Current versus baseline emission (tCO<sub>2</sub>e) reductions**

Milestone	Facilities	Transportation	Paper	Total
Target Reduction by 2030	59 - 64%	27 - 32%	59 - 64%	
Target GHGs by 2030, tCO <sub>2</sub> e	838 - 736	513 - 478	43 - 38	1,394 - 1,323
SD62 2010 Baseline, tCO <sub>2</sub> e	2043	703	106	2852
SD62 2024, tCO <sub>2</sub> e	1379	738	82	2200
2024, % change from base year	33%	-4%	22%	23%

### 1. Facilities (Largest Emissions Source)

- Continued execution of the Energy and Sustainability Plan (initiated in 2021)
- Completed electrification projects: Willway Elementary Phase 1 heating retrofit, John Muir Elementary Phase 2 heating retrofit and envelope upgrade, LED lighting upgrades at John Muir and Saseenos Elementary
- Planned for 2025: John Muir heating retrofit, Belmont heat pump replacement, EMCS LED lighting upgrade

### 2. Transportation

- The electric bus fleet increased from 13 to 18 in 2024, an addition of 5.
- In 2025, we will receive 2 additional EV buses, for a fleet total of 20.
- The data variance in table 1 above is the result of our current lack of EV bus charging infrastructure which results in only 7 of the 18 EV buses being deployed on a given day meaning in 2024 there are 11 diesel buses operating that would otherwise not be.
  - Cost per km drive. Diesel: \$.87 / EV: \$.11-\$.14
- The EV infrastructure upgrade scheduled for summer 2025 at Amy Rd. location aims to maximize deployment of EV buses for 2025 which will have a significant impact on our transportation related emissions reductions.
- Transition planning is underway for our white fleet which is currently 18% EV, with a target of 20% for 2025.

### 3. Office Paper

- Promotion of digital alternatives continues
- Increased procurement of recycled-content paper (30-100%)

### Next Steps

- Continued prioritization of electrification initiatives.
- We are in the process of acquiring an energy manager, in partnership with BC Hydro, to leverage our current investments and achieve further emissions reductions.

**Respectfully Submitted by:** Mhairi Bennett, Director of Facilities

Attached: 2024 CCAR Report

2024

Public Sector Organization

Climate Change

Accountability Report

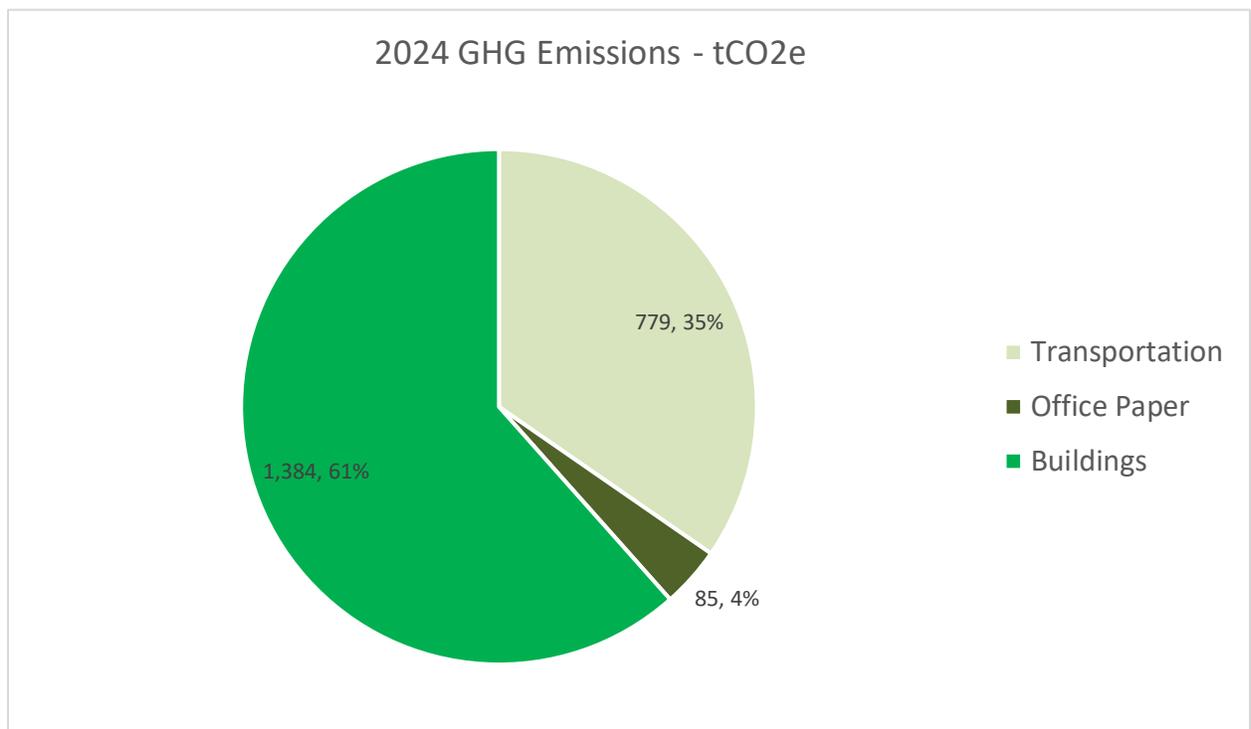


## DECLARATION

This PSO Climate Change Accountability Report for the period January 1, 2024 to December 31, 2024 summarizes our greenhouse gas (GHG) emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2024 to reduce our GHG emissions, and our plans to continue reducing emissions in 2025 and beyond.

## OVERVIEW

SD62 emitted 2,200 tCO<sub>2</sub>e in 2024, across buildings, transportation, and paper consumption. The following graphic shows the breakdown per type for the 2024 year. To achieve carbon neutrality, SD62 paid \$48,400 + GST in carbon offsets.

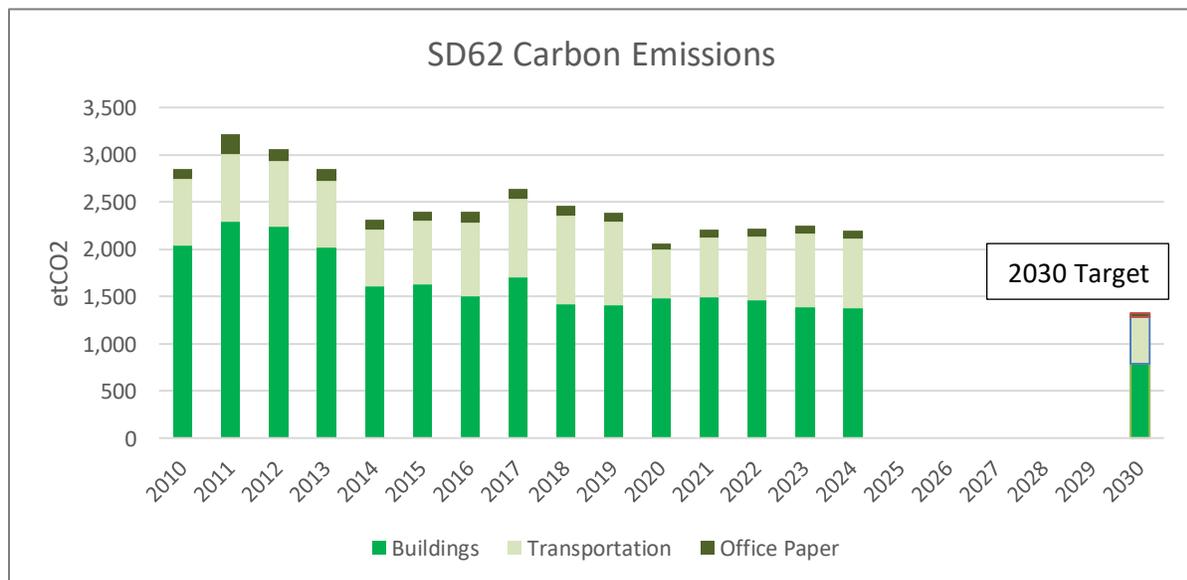


## EMISSION REDUCTIONS: ACTIONS & PLANS

In 2021, SD62 created an Energy and Sustainability Plan. The plan describes strategies, goals, roadmaps, and recommendations to achieve future energy savings and greenhouse gas emission reductions. GHG reduction targets for BC's education sector are summarized below, along with SD62's 2010 Baseline and 2024 current performance.

Milestone	Facilities	Transportation	Paper	Total
Target Reduction by 2030	59 - 64%	27 - 32%	59 - 64%	
Target GHGs by 2030, tCO <sub>2</sub> e	838 - 736	513 - 478	43 - 38	1,394 - 1,323
SD62 2010 Baseline, tCO <sub>2</sub> e	2043	703	106	2852
SD62 2024, tCO <sub>2</sub> e	1379	738	82	2200
2024, % change from base year	33%	-4%	22%	23%

The following chart shows SD62's historic annual GHG emission trends including the 2030 climate action goal. Overall reductions for 2024 with respect to the 2010 baseline are 23%. This reduction spans the categories by 33%, -4%, and 22% for buildings, transportation, and paper respectively. The illustration shows that despite the increase in student population and facilities, SD62 continues to reduce their carbon footprint.



## BUILDINGS

Buildings constitute SD62's largest GHG emissions, and therefore require the largest capital investment to achieve desired reductions. SD62 continues its success in securing ministry funding through the School Enhancement Program and Carbon Neutral Capital Program.

### 2024 completed projects

Site	Upgrade
Willway Elementary	Electrification of heating system with an Air Source Heat Pump. Phase 1 of 3.
John Muir Elementary	Electrification of heating system by upgrading natural gas furnaces to Air Source Heat Pump and electric unit ventilators, including envelope upgrade. Phase 2 of 3.
John Muir Elementary	LED Upgrade – Facility wide
Saseenos Elementary School	LED Upgrade – Facility wide

### 2025 planned projects

Site	Upgrade
Willway Elementary	Electrification of heating system with an Air Source Heat Pump. Phase 2 of 3.
John Muir Elementary	Electrification of heating system by upgrading natural gas furnaces to Air Source Heat Pump and electric unit ventilators, including envelope upgrade. Phase 2 of 3.

### Future planned projects

Sites	Upgrade
Savory Elementary School Wishart Elementary Crystal View Elementary Happy Valley Elementary Ruth King Elementary	Heating plant retrofits
Millstream Elementary Sangster Elementary Saseenos Elementary Edward Milne Secondary	Unit ventilator replacement Electrification Natural gas furnace to air source heat pump

**FLEET**

2024 saw an expansion of SD62's yellow fleet with the addition of five electric buses. Further EV buses have been approved for 2025. Planning for a white fleet EV transition is also underway.

**PAPER**

A reduction in paper consumption will be advocated by an ongoing "digital" vs printing campaign. The purchase of 30%-100% recycled content paper is also continuing to increase.

## SUMMARY TABLE

### SD62 2024 GHG Emissions and Offsets Summary

#### GHG emissions for the period January 1 - December 31, 2024

Total BioCO <sub>2</sub>	37
Total Emissions (tCO <sub>2</sub> e)	2,236
Total Offsets (tCO <sub>2</sub> e)	1,801

#### Adjustments to Offset Required GHG Emissions Reported in Prior Years

Total Offsets Adjustment (tCO <sub>2</sub> e)	135
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#### Grand Total Offsets for the 2024 Reporting Year

Grand Total Offsets to be Retired for 2024 Reporting Year (tCO <sub>2</sub> e)	1,936
Offset Investment (\$25 per tCO <sub>2</sub> e)	\$ 48,400

### RETIREMENT OF OFFSETS

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, School District #62 (Sooke) (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2024 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (the Ministry) ensuring that these offsets are retired on the Organization's behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

### EXECUTIVE SIGN-OFF

_____ Signature	_____ Date
_____ Name (Please print)	_____ Title



## Committee Information Note Resources Committee Meeting June 10, 2025

### Agenda Item 4.3 – Transportation Registration Update

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#### Background

- School District 62 requires annual registration for all students requiring school bus transportation to ensure compliance with legislative requirements and to maintain accurate and up-to-date bus lists.
- The bus registration window occurred from March 1, 2025 to April 30, 2025. We currently have 2,849 registered riders, in comparison last year at this time we had 3,769 riders.
  - Registrations submitted after April 30<sup>th</sup>, 2025, including those for new students, are processed on a first-come, first-served basis for eligible riders on existing routes.
- Families of eligible students who registered by the April 30 deadline will receive route information in mid-to-late July or a notification that their child is ineligible for transportation.
- Families who register after May 1, 2025, will be notified of their route information in September, subject to seat availability on existing routes.
- A revised fee waiver process has been implemented for 2025/26 to ensure that there is a consistent approach to implementation and documentation is on file.

#### Analysis

- Table 1 below includes the current state of registrations compared to last year.

	2024/2025	2025/2026
<b>On-time Registrations</b>	3,769	<b>2,849</b>
<b>Late Registrations</b>	1,047	<b>74 YTD</b>
<b>Total Riders</b>	2,878	<b>TBD</b>
<b># of Waivers</b>	660 (17.5%)	<b>341 YTD (12%) YTD</b>

#### Next Steps

- Transportation staff will develop bus assignments and routes based on registrations received by April 30.
- Families of eligible students will receive route information in mid-to-late July. Late registrants will be notified after September, depending on seat availability.
- Communication will continue, about the **Transportation Fees and Payment Guide** as the first installment of fees is due September 15, 2025.
- Staff are continuing to explore alternate registration and payment systems.

**Respectfully Submitted by:** Mhairi Bennett, Director of Facilities

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