

Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) will be held on **September 16, 2025 at 6:00 p.m.**

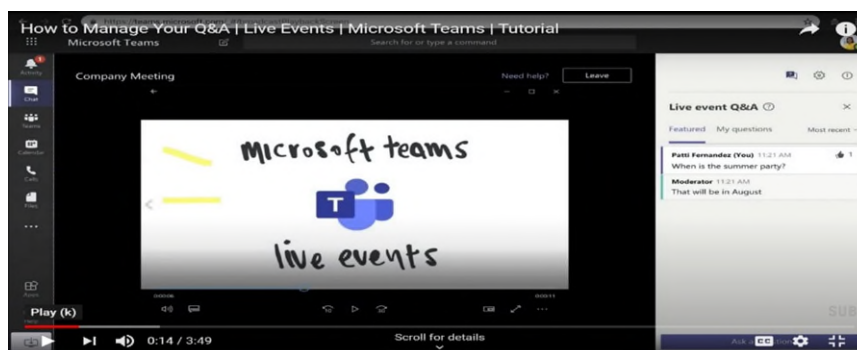
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

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:

[How to 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. See link for upcoming and previous Board and Committee meetings [Public Meetings | Sooke School District \(sd62.bc.ca\)](#) materials.

RESOURCES COMMITTEE

School Board Office

September 16, 2025 – 6:00 p.m.

AGENDA

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

With gratitude and respect, we acknowledge that we live, learn, and work on the traditional territories of the Coast Salish: T'Sou-ke Nation, SCÍΛNEW (Beecher Bay) Nation, and the Nuuchah-nulth: Paaḡčiidḡath (Pacheedaht) Nation. We also recognize that some of our schools are located on the traditional territories of the MÁLEXEŁ (Malahat) Nation, and the Lək'wəŋən peoples of Songhees and Esquimalt Nations. (words gifted by the nations SD62 works with)

2. REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated June 10, 2025 at the Board Meeting dated June 24, 2025.

3. PRESENTATIONS (10 min.)

4. BUSINESS

4.1 Minor Capital Plan Submission – Mhairi Bennett (Page 5)

Recommended Motion: That the Board of Education of School District #62 (Sooke) approve the 2026/27 Minor Capital Plan submission as presented to the Resources Committee on September 16, 2025.

4.2 Transportation Update – Randy Cobb (page 16)

4.3 Initial Enrolment Update – Monica Braniff (page 18)

4.4 Resources Committee Annual Work Plan – Christine Lervold (page 19)

5. ADJOURNMENT

Next meeting date: October 14, 2025

Resources Committee Meeting Report

June 10, 2025

School Board Office

Present: Christine Lervold, Trustee (Committee Chair)
Russ Chipps, Trustee (Committee Member) Online via MS Teams – Joined at 6:11
Trudy Spiller, Trustee, Online via MS Teams
Paul Block, Superintendent
Brian Jonker, Secretary-Treasurer
Monica Braniff, Deputy Superintendent
Ed Berlando, STA
Trudy Court, CUPE
Tom Davis, SPEAC
Corinne Kosik, SPVPA
Mhairi Bennett, Director, Facilities
Randy Cobb, Manager, Transportation
Nicole Gestwa, Network Analyst, Digital Solutions

Regrets: Allison Watson, Trustee (Committee Member)

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:05 p.m. by the Committee Chair, who acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 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)

The Chair provided virtual participation instructions to Trustees and attendees joining online.

The Chair recognized that this is the last meeting of the school year and acknowledged the partner groups for their work and participation as part of the committee process.

2. COMMITTEE REPORT

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



3. PRESENTATIONS – no presentations

4. BUSINESS

4.1 Capital Plan Bylaw 2025/26-CPSD62-02 – Brian Jonker

The Secretary-Treasurer shared that the Ministry of Education and Child Care amended their response to the 2025/26 Capital Plan submission to approve the purchase of two electric busses. To take advantage of this opportunity the amended capital plan bylaw must be approved.

The committee supported the following motions going forward to the Board:

Recommended Motion: 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.

Recommended Motion: 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 – Mhairi Bennett

The Director of Facilities presented the Climate Change Accountability Report to the committee and noted that the 2030 target is baselined to 2010 and does not account for the growth in facilities and student population since that time. In addition, staff are working towards leveraging grants to support an energy specialist to be onboarded and further maximize our use.

4.3 Transportation Update – School Bus Registration 2025/26 – Randy Cobb

The Manager of Transportation provided an update on bus registrations and next steps and continued exploration of alternative systems for registration and payments. Questions were addressed related to the drop in early registrations compared to last year, appreciation for the shared communication with SPEAC and an update on implementation of the student bus card, which has supported ridership as well as parent communication. Implementation of the parent app associated with the cards is being tested for future implementation once all the testing is completed.

5. **ADJOURNMENT AND NEXT MEETING DATE:** September 16, 2025

The meeting was adjourned at 6:51 p.m.



Board Information Note Public Board Meeting

September 16, 2025

Agenda Item 4.1 – 2026/2027 Minor Capital Submission

ISSUE: Endorsement for the Minor Capital Submission to be submitted to the board for approval at their September 23, 2025 meeting.

BACKGROUND / FACTS:

- The district is required to submit a minor capital plan to the Ministry as approved by the Board by September 30th.
- For SEP and CNCP, the district uses an evidence-based approach through a tool called VFA, that calibrates data inputs based on building systems and structures and their maintenance and replacement history, produces a Facilities Condition Index (FCI).
 - The VFA is an industry standard tool and process for large organizations with multiple buildings and is also used by the Provincial Government, Health Sector and Post-Secondary institutions to manage their built infrastructure.
- The major capital plan due date is June 30th annually and includes the Seismic Mitigation, School Expansion, School Replacement, Rural Districts and Building Envelope programs.

MINOE CAPITAL PLAN COMPONENTS:

- The minor capital submission includes the following programs:

Program	Description
School Enhancement Program (SEP)	Intended to help school districts extend the life of their facilities through a wide range of improvement projects
Carbon Neutral Capital Program (CNCP)	Provides specific funding to energy-efficiency projects that lower the school districts carbon emissions.
Bus Acquisition Program (BUS)	Provides specific funding for new buses (growth) and replacement buses (end of life)
Playground Equipment Program (PEP)	Provides specific funding to purchase and install new or replacement playground equipment that is universal in design
Food Infrastructure Program (FIP)	Provides specific funding to support minor upgrades to support the delivery of prepared meals from centralized kitchen facilities to schools
Childcare Conversion/Minor (CC Minor/Equipment)	Provides dedicated funding to support small-scale projects to convert (renovate) an existing K-12 space to create childcare spaces as well as the purchase and installation of fixtures, furniture and equipment required to obtain a license.

NEXT STEPS:

- Attachment 1 articulates staff recommendations for each program listed above, combined making up the district minor capital submission.

Recommended Motion:

That the Board of Education of School District 62 (Sooke) approve the 26/27 Minor Capital Plan submission as presented to the Resources Committee on September 16, 2025.

Prepared by: Mhairi Bennett, Director of Facilities

Attachments:

- SD62 Facilities Three Year Proposal for Minor Capital Submissions (September 2025)
- 2025/2026 Minor Capital Update Slide Deck

Ministry of Education and Child Care - Minor Capital Program
School District Sixty Two Facilities Three Year Proposal for Minor Capital Submissions
September 2025

Program	Abbr.	2025/2026				2026/2027		2027/2028		2028/2029	
		Location/Project	Budget	Supported	Status	Location/Project	Budget	Location/Project	Budget	Location/Project	Budget
Playground Equipment Program	PEP	Sangster Elementary	\$ 195,000	No		Sangster Elementary	\$ 195,000	David Cameron Elementary	\$ 195,000	Willway Elementary	\$195,000.00
Carbon Neutral Capital Program	CNCP	John Muir (Phase 4a)/ Mechanical Upgrade	\$ 500,000	Yes	Nearing Completion	Sangster Elementary HVAC Upgrade	\$ 500,000	Willway (Phase 2) Mechanical Upgrade	\$ 500,000	EMCS Mechanical Upgrade	\$500,000
		EMCS Lighting and Middle School EV Charging	\$ 225,000	Yes	Planning	Dunsmuir - DDC/Lighting Upgrade	\$ 150,000	Crystal View DDC/Lighting Upgrade	\$ 150,000	Colwood - DDC/Lighting Upgrade	\$125,000
		Subtotal	\$ 725,000	n/a	n/a	Subtotal	\$ 650,000	Subtotal	\$ 650,000	Subtotal	\$ 625,000
School Enhancement Program	SEP	Belmont AHU Replacement	\$ 500,000	Yes	In Progress	John Muir Mechanical Upgrade (Phase 5)	\$1,200,000	Willway (Phase 2) Mechanical Upgrade	\$ 1,200,000	EMCS Mechanical Upgrade	\$ 1,200,000
		EMCS Inclusive Washroom Reno.	\$ 750,000	Yes	In Progress						
		Subtotal	\$ 1,250,000	n/a	n/a	Subtotal	\$ 1,200,000	Subtotal	\$ 1,200,000	Subtotal	\$ 1,200,000
Food Infrastructure Program	FIP	Kitchen Equipment Upgrades (Millstream, Saseenos and Colwood)	\$ 125,000	Yes	In Progress	Kitchen Equipment Upgrades (Journey, Wishart)	\$ 125,000	Kitchen Equipment Upgrades (Dunsmuir)	\$ 100,000	TBD Based on Need at Time of Submission	
Bus Acquisition Program	BUS	2 New EV Buses (replacement)	TBD	Yes	In Progress	2 New EV Buses + 1 New EV Accessible Bus	TBD	TBD Based on Need at Time of Submission		TBD Based on Need at Time of Submission	

BELOW PROVIDED FOR INFORMATION ONLY

Annual Facility Grant 2025/2026

Site Upgrades Program	John Muir Parking Lot
Painting Program	Millstream Site Drainage
	Savory Painting (interior)
	Poirier Painting (exterior)
Roofing Program	Saseenos Roofing

Annual Facility Grant Draft 2026/2027

Site Upgrades Program	Millstream Site Cont.
Painting Program	Saseenos Field Upgrade
	Millstream (interior)
	Crystal View (exterior)
Roofing Program	David Cameron Roofing

That the Board of Education of School District 62 (Sooke) approve the 26/27 Minor Capital Plan submission as presented to the Resources Committee on September 16, 2025.

Childcare Minor

Staff are continuing to map out minor capital childcare conversion projects, as per Ministry instructions, these requests will not require a board resolution



2025/2026 Minor Capital Project Update

September 16th, 2025

Fiscal April 1st, 2025 to March 31st, 2026

Projects

EMCS Inclusive Washroom (SEP)

Saseenos Kitchen Upgrade (FIP)

John Muir Parking Lot Upgrade (AFG)

Poirier Exterior Painting (AFG)

Millstream Site Drainage Improvements (AFG)

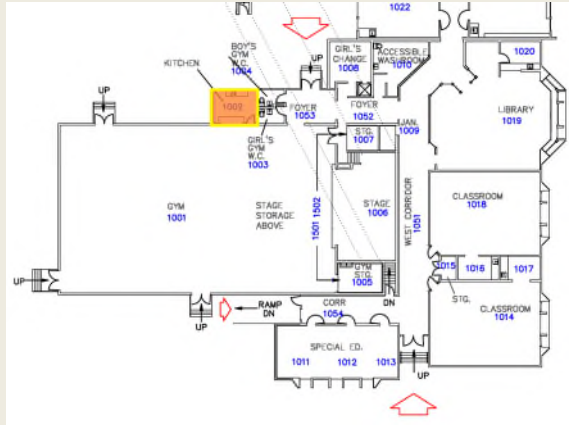
Existing



EMCS Inclusive Washroom

Proposed





Before



After



Saseenos Kitchen



John Muir Parking Lot

Poirier Exterior Painting





Millstream Site Drainage Improvements

Thank You!

Committee Information Note

Resources Committee Meeting

Sep 16, 2025

Agenda Item 4.2 – Transportation Update

SUMMARY: School District 62 requires annual registration for all students requesting school bus transportation to ensure compliance with legislative requirements and to maintain accurate up to date bus lists.

STATUS UPDATE:

Table 1 below includes the current state of registrations compared to previous years.

Data Points	23/24	24/25	25/26
# of registration requests – on time	3,751	3,769	2,849
# of registration requests - late	1,018	1,061	793
# of total registration requests	4,769	4,830	3,642
# of assigned riders	4,289	2,945	2,703
# of in-eligible riders	142	1764	530
# of non-assigned riders	338	121	409
# of standard routes	35	31	30
# of accessible routes	4	4	4
# of overflow routes	2	1	1
# of total buses	50	50	50
# of electric buses	13	18	20
# of total drivers	48	45	44
# of regular drivers	41	36	35
# of on-call drivers	7	9	9
# of KMs driven daily	~4,100	~3,500	~3,500

COMMUNICATION PLAN:

Table 2 below includes the annual communications plan:

Distribution Date	Correspondence	Purpose	Status
Late February	Bus Registration Notice	Ensure all district families understand the process to register for busing	Complete
Mid April	Bus Registration Reminder	Remind families of registration window	Complete
Mid May	Ineligible Notice	As registrations are reviewed inform ineligible registrations	Complete
Mid June	Bus Pass Update	Let registered riders know what to do with bus passes at year end	Complete
Late July	Bus Schedule	Inform eligible on time registrations of their bus schedule	Complete
Late August	Fee Invoices	Notice to registered riders of invoice in School Cash Online account	Complete
Early September	Late Registrations - Route Availability	Assigning routes to late registrants on a first come first served basis; based on available seats	Complete
September 8th	Fee Reminder	Fee Reminder	Complete
September 15th	FIRST PAYMENT DUE		
September 16th	Non Payment Notice	Non Payment Notice	
October 8th	Fee Reminder	Fee Reminder	
October 15th	SECONDARY PAYMENT DUE		
October 16th	Non Payment Notice	Non Payment Notice	
November 7th	Fee Reminder	Fee Reminder	
November 15th	THIRD/FINAL PAYMENT DUE		
November 16th	Service Disconnection	Service Disconnection	

NEXT STEPS:

- Invoices have been loaded into School Cash Online
- Late registrations are being considered where space is available based on the registration time stamp
- Communication will continue about the **Transportation Fee and Payment Guide** as the first installment of fees are due September 15, 2025.

Prepared by: Randy Cobb, Transportation Manager

Committee Information Note Resources Committee Meeting

September 16, 2025

Agenda Item 4.3 – Initial Enrolment Update

ISSUE: Enrolment estimates provided to give the Committee an initial assessment of the direction that enrolment is heading compared to projections.

BACKGROUND:

- Estimates will be refined leading up to the district submission to the Ministry 1701 process.
- Initial reports are based on FTE for Standard (Regular) Enrolment only, no International, Continuing Education or Online Education.

ANALYSIS:

- The 25/26 projections that were submitted to the Ministry in February 2025 were an estimated K-12 Standard Enrolment FTE of **13,700**.
- Based on initial reporting from the schools, the District is estimating a total K-12 Standard Schools FTE amount of **13,599**
- The breakdown of this amount by level is reflected in the following table:

Summary of FTE at Each School Level						Increase	
Level	21/22	22/23	23/24	24/25	25/26 Projected	#	%
Elementary	5,766	5,847	5,959	6,083	6,134	51	0.84%
Middle	2,375	2,717	2,827	2,974	3,111	137	4.61%
Secondary	3,523	3,714	3,962	4,241	4,354	113	2.66%
Total	11,664	12,278	12,748	13,298	13,599	301	2.26%

Note: September count only

Prepared by: Monica Braniff, Deputy Superintendent



RESOURCES COMMITTEE ANNUAL WORK PLAN

SEPTEMBER 2025 to JUNE 2026

SEPTEMBER

Resources Committee Meeting (Sep 16)

- Minor Capital Plan Submission (due Sep 30)
- Transportation Update
- Initial Enrolment Update
- Work Plan Review

OCTOBER

Resources Committee Meeting (Oct 14)

- Child Care Update
- Updated Enrolment Update & Financial Impact

NOVEMBER

Resources Committee Meeting (Nov 18)

- Quarter 1 Financial Forecast
- Quarter 1 Minor Capital Update

DECEMBER

Resources Committee Meeting (Dec 9)

- Budget Principles Assertions and Process
- Capital Asset Management Strategy
- Transportation Update

JANUARY

Resources Committee Meeting (Jan 13)

- Energy Management Update
- Amended Budget Update (if required)
- Academy Fee Review for Board Approval

FEBRUARY

Resources Committee Meeting (Feb 10)

- Review of School Fees for Board Approval
- Review of District Community Rental Strategy for Board Approval
- Amended Budget (if required)
- Q2 Forecast
- Review Transportation Fees for upcoming year
- Q2 Minor Capital Update

MARCH

Resources Committee Meeting (Mar 10)

- 2026/27 Budget Development Process
- Spring Break (March 16-27)

APRIL

Resources Committee Meeting (Apr 14)

- 2026/27 budget, recommend first 1st reading
- Asset Rehabilitation Planning
- Bus registration process update
- Review draft Capital Plan bylaw and recommend three readings at board
- Education Committee of the Whole (April 21)

MAY

Resources Committee Meeting (May 12)

- 2025/26 Q3 Forecast
- 2027/28 Capital Plan Submission
- 2025/26 budget, recommend 2nd and 3rd reading
- Budget Survey Summary and By-Law
- 5-year Capital Plan for submission to BC Ministry of Education (TBD)
- Receive and review Q3 fiscal monitoring report (financial forecast)

JUNE

Resources Committee Meeting (Jun 9)

- 2025/26 budget approval
- Capital Plan By-Law (if required)
- Energy Management Update – Climate Change Accountability Report
- Transportation Update
- Review fiscal monitoring report (year-end estimates)
- International Program Fees for online courses 2025/26
- Asset Rehabilitation Planning
- Work Plan review

ONGOING

- Updates on any major changes in operating forecast or capital projects.
- Updates on any catchment changes
- Project Updates
- Changes or Updates to Community Rental Strategy
- Ethical Decision Making Framework

Resources Committee – Recommended Motions Last Year, September 2024 to June 2025	
Sep 17, 2024	<u>Recommended Motion:</u> That the Board of Education of School District 62 (Sooke) approve the 25/26 Minor Capital Plan submission as presented to the Resources Committee on September 17, 2024.
Nov 12, 2024	<u>Recommended Motion:</u> That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Financial Forecast Report as presented at the Resources Committee meeting of November 12, 2024.
Nov 12, 2024	<u>Recommended Motion:</u> That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Minor Capital Report as presented at the Resources Committee Meeting of November 12, 2024.
Nov 12, 2024	<u>Recommended Motion:</u> That the Board of Education of School District 62 (Sooke) approve the Sustainable Rental Strategy as presented at the Resources Committee Meeting of November 12, 2024.
Dec 10, 2024	<u>Recommended Motion:</u> That the Board of Education of School District 62 (Sooke) approve the proposed 25/26 budget principles, assertions and process as outlined at the December 10, 2024 Resources Committee meeting.
Jan 14, 2025	<u>Recommended Motion:</u> That the Board of Education of School District 62 (Sooke) allow all three reading of the 2024/25 Amended Budget Bylaw at its meeting of February 25, 2025.
Jan 14, 2025	<u>Recommended Motion:</u> That the Board of Education of School District 62 (Sooke) approve the proposed Academy Fees for the 2025-26 school year as presented at the Resources committee Meeting of January 14, 2025.
Feb 11, 2025	<u>Recommended Motion:</u> That the Board of Education of School District 62 (Sooke) approve the District and School Fees for 2025/2026 and the International Program Fees for 2026/2027 school year as presented at the Resources Committee meeting of February 11, 2025.
Feb 11, 2025	<u>Recommended Motion:</u> That the Board of Education of School District 62 (Sooke) approve Option C Revised Rental Fees and Custodial Fees as presented at the Resources Committee Meeting of February 11, 2025.
Feb 11, 2025	<u>Recommended Motion:</u> That the Board of Education of School District #62 (Sooke) give first, second, and third readings to the 24/25 Amended Annual Budget Bylaw specifying a total budget of \$233,309,566.

Feb 11, 2025	<u>Recommended Motion</u> : That the Board of Education of School District 62 (Sooke) receive the Quarterly Minor Capital Report as presented at the Resources Committee Meeting of February 11, 2025.
Apr 8, 2025	<u>Motion Requested</u> : That the Board of Education of School District 62 (Sooke) allow all three readings of the Capital Plan Bylaw 2025/26-CPSD62-01 at its meeting of April 22, 2025.
Apr 8, 2025	<u>Motion Requested</u> : That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2025/26-CPSD62-01.
May 13, 2025	<u>Recommended Motion</u> : That the Board of Education of School District 62 (Sooke) approve 2026/27 Capital Plan submission as presented to the Resources Committee on May 13, 2025.
May 13, 2025	<u>Recommended Motion</u> : That the Board of Education of School District 62 (Sooke) give first reading to the 2025/26 Annual Budget Bylaw, specifying a total of \$239,357,761.
Jun 10, 2025	<u>Recommended Motion</u> : 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.
Jun 10, 2025	<u>Recommended Motion</u> : 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.