

## **Public Notice – Resources Committee Online Public Meeting**


A public meeting of the Resources Committee for School District 62 (Sooke) will be held on May 14, 2024, at 6:00 pm.

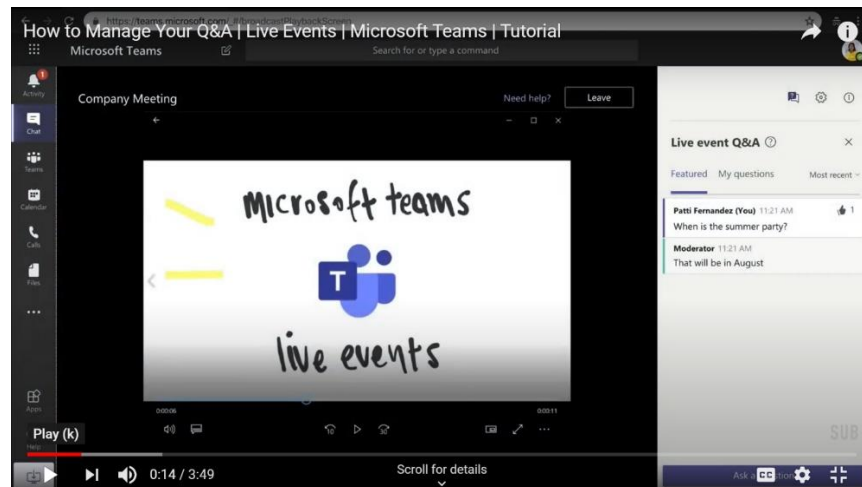
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

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

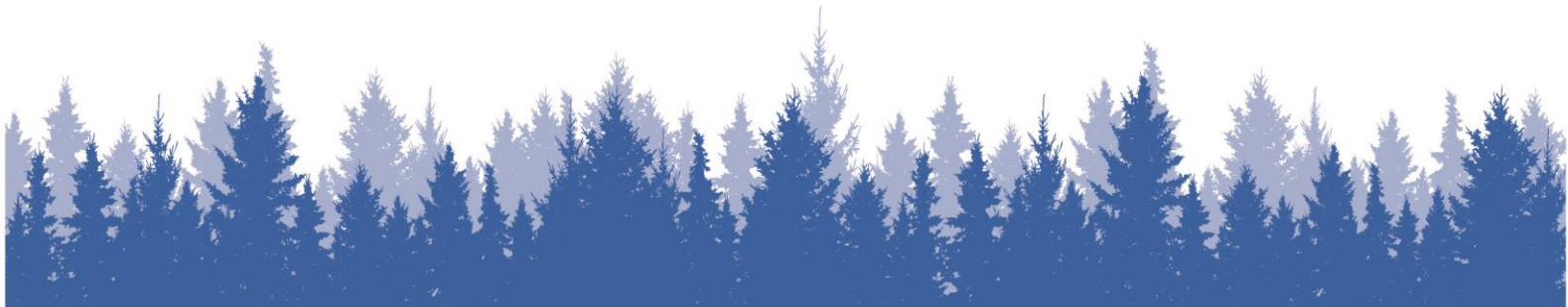
To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

- 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 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).

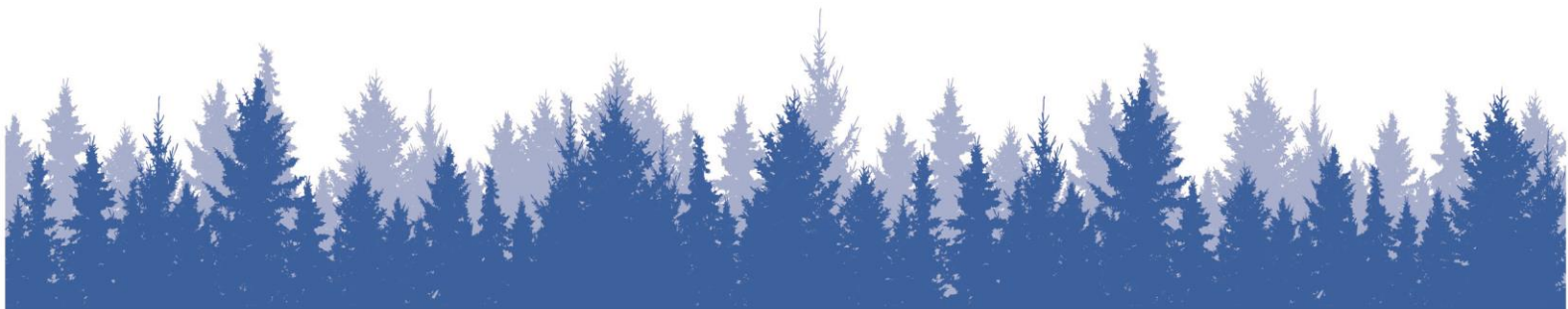


**RESOURCES COMMITTEE**  
**School Board Office**  
**May 14, 2024 – 6:00 p.m.**

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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 (page 3)**
3. **PRESENTATIONS (10 min.)**
4. **BUSINESS**
  - 4.1 **23/24 Quarter 3 Financial Forecast – David Lee Bonar (page 6)**
  - 4.2 **24/25 Bus Registration and Student Tracking Project Update – Randy Cobb (page 9)**
  - 4.3 **24/25 Annual Budget Decision Making Process – Harold Cull (page 11)**
  - 4.4 **25/26 Capital Plan Submission – Mhairi Bennett (page 13)**
5. **ADJOURNMENT**
6. **NEXT MEETING DATE: June 11, 2024**



## Committee Report of Resources Committee Meeting of April 16, 2024

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**Present:** Christine Lervold, Trustee (Committee Chair)  
 Ebony Logins, Trustee (Committee Chair)  
 Trudy Spiller, Trustee  
 Cendra Beaton, Trustee  
 Paul Block, Superintendent  
 Harold Cull, Secretary Treasurer  
 Monica Braniff, Deputy Superintendent  
 Ceilidh Deichmann, PVP  
 Ed Berlando, STA  
 Trudy Court, CUPE  
 Tom Davis, SPEAC  
 Mhairi Bennett, Director, Facilities  
 David Lee-Bonar, Assistant Secretary Treasurer  
 Nicole Gestwa, IT

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

*The meeting was called to order at 6:05 pm 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)*

**2. COMMITTEE REPORT**

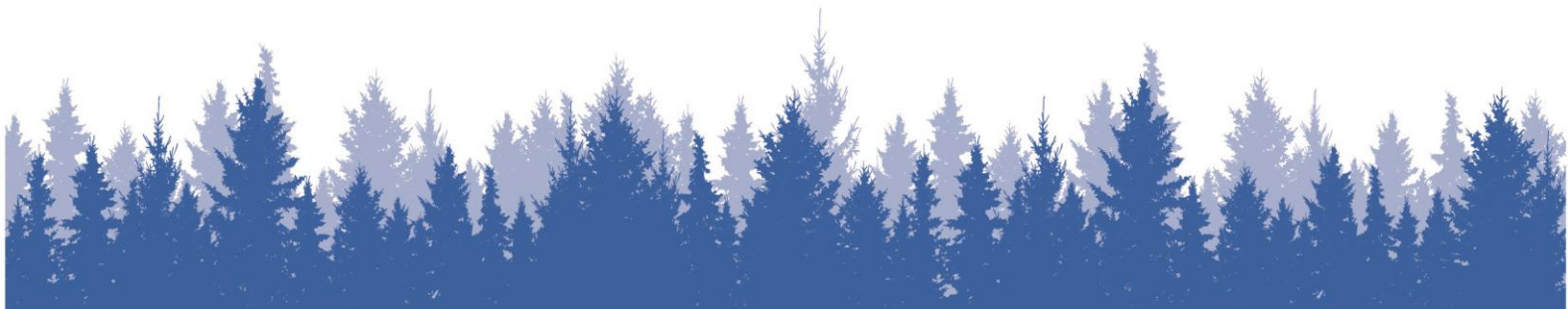
The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated March 6, 2024, at its Public Board Meeting dated March 12, 2024.

**3. PRESENTATIONS**

**4. BUSINESS**

**4.1 24/25 Budget Development Process – Harold Cull**

The Chair thanked our partner groups for their participation and feedback on the 24/25 budget process. Staff provided an update to the Committee on the process and indicated



that the budget is expected to grow by \$8.473 m although there remain unfunded pressures of approximately \$2.800 m due to inflation and growth.

The Committee discussed several aspects including:

- “ghost” riders and the potential impacts if transportation fees are charged;
- The challenges with surveying the public on a complex issue such as the budget;
- Working with municipalities on carbon offset credits; and
- Transportation fees and service level changes if the fee option is adopted by the Board.

#### 4.2 24/25 Annual Facilities Grant Project Details – Mhairi Bennett

Staff provided an overview of the 24/25 Annual Facilities Grant (AFG) and Minor Capital Program plans. The amount of funding was discussed and the challenges with the funding not increasing based on the amount of schools/buildings in the District.

The Committee discussed the proposed plan and how abatement work is addressed on a project by project basis. The Committee also discussed the importance of accessibility and inclusivity and how these projects are identified and reviewed by the Mino Capital Committee.

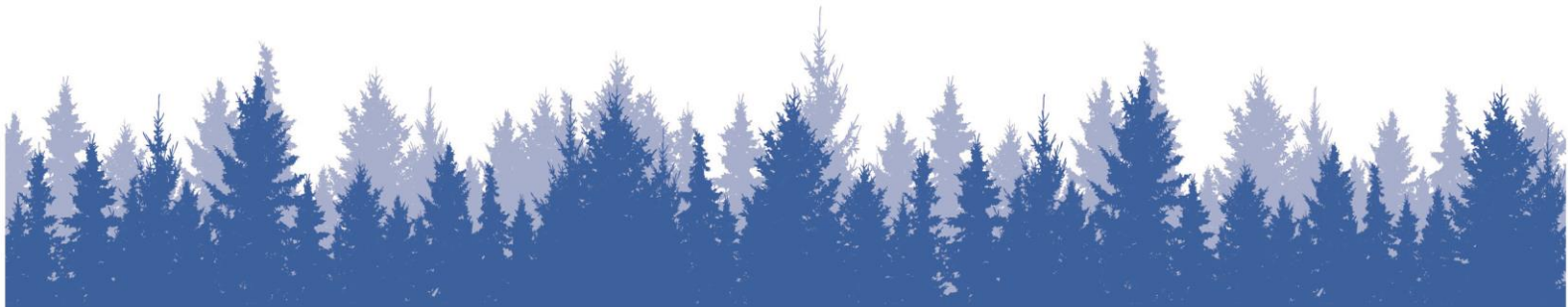
#### 4.3 24/25 Capital Plan Bylaw – Harold Cull

Staff presented the approved 24/25 minor capital projects that were included on the Capital Plan submission approved by the Board and the need to pass the Capital Plan bylaw in order to start these projects.

As a result, the Committee supports the following motions going forward to the Board for consideration:

**Motion Requested: That the Board of Education of School District 62 (Sooke) allow all three readings of the Capital Plan Bylaw 2024/25-CPSD62-01 at its meeting of April 30, 2024.**

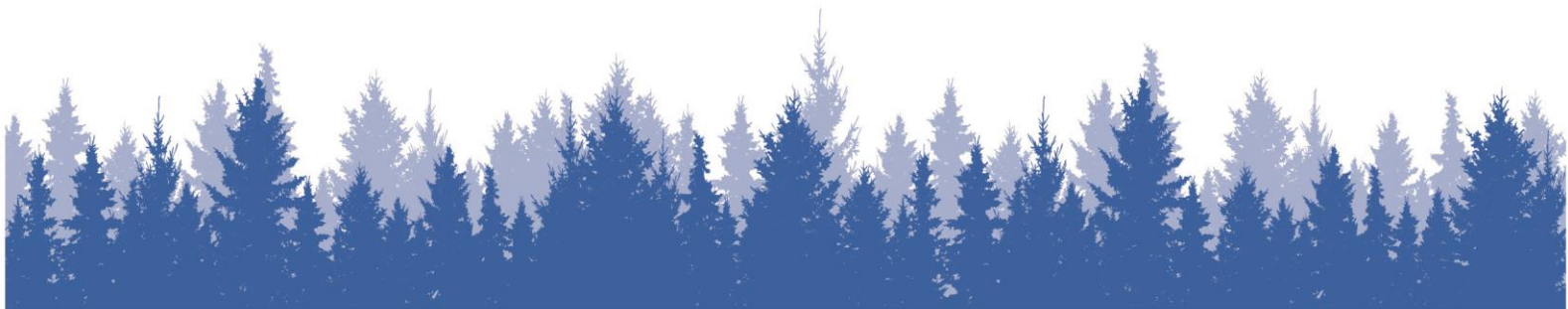
**Motion Requested: That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2024/25-CPSD62-01.**





3143 Jacklin Road, Victoria, BC V9B 5R1  
sd62.bc.ca | 250.474.9800

**5. ADJOURNMENT AND NEXT MEETING DATE: May 14, 2024**





## Committee Info Note

### Resources Committee Meeting

#### May 14, 2024

### Agenda Item 4.1: 23/24 Quarter 3 Financial Forecast

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#### Background

- Meeting with budget managers and departments, Finance Dept staff completed the financial forecast for the current school/fiscal year with actual revenues and expenditures as at March 31<sup>st</sup>, 2024.
- Despite there being less than 3 months remaining in the fiscal, there are still several unknowns that have resulted in several assumptions in the forecast:
  - School Supply Budgets - assumed they will spend to budget
  - Operating Grant May Enrolment Counts - forecasted close to budget
  - Teacher staffing – assumed same salaries/benefits for rest of the year as the last April pay
  - TTOC staffing – usage for rest of the year is consistent with the mid-April pay
  - EA staffing – usage for the rest of the year is consistent with the mid-April pay
  - Utilities – usage for the rest of the year is consistent with last year over the same period
- Due to these assumptions and other factors, the Q3 forecast may understate the actual year end contingency.
- The following is the District’s best estimate of where we expect to end the year at this time.

#### Q3 Update

- Staff have prepared a summary of the changes since the Q2 forecast for review (**Appendix A**).
- There is a forecasted savings of \$620,473 from budget at this time which would result in a \$2.473M or 1.5% unrestricted operating surplus as at June 30, 2024.
- Staff have updated the draft multi-year financial plan with the 2023/24 Q3 forecast (**Appendix B**).

#### Next Steps

- Staff will continue to monitor the financials until the end of the fiscal year to confirm the actual amount of the unrestricted operating surplus

**Prepared By:** David Lee-Bonar, Assistant Secretary-Treasurer

# APPENDIX A

## 2023-24 CHANGE SUMMARY FROM Q2

			BUDGETED RESERVE AS AT JUNE 30 2024	FORECASTED RESERVE AS AT JUNE 30 2024	FORECASTED RESERVE % BUDGETED EXPENSES
<b>A</b>	<b>Q2 - FORECASTED PRESSURE FROM BUDGET</b>	\$ (240,092)	\$ 1,852,761	\$ 1,612,669	0.97%
	<b>ADDITIONAL SAVINGS/(PRESSURES) SINCE Q2</b>				
	TEACHER SAL/BEN	\$ (25,113)			
	TOC SAL/BEN	\$ (225,450)			
	OPERATING GRANT - FEB & MAY ENROLMENT	\$ 355,357			
	INTEREST REVENUE	\$ 323,919			
	INTERNATIONAL	\$ 84,386			
	UTILITIES	\$ 165,053			
	EMPLOYEE FUTURE BENEFITS	\$ 184,767			
	VARIOUS OTHER	\$ (2,354)			
<b>B</b>	<b>SUBTOTAL OF CHANGES SINCE Q2</b>	\$ 860,566			
<b>C = A+B</b>	<b>Q3 FORECASTED SAVINGS FROM BUDGET</b>	\$ 620,473	\$ 1,852,761	\$ 2,473,234	1.50%

# Appendix B

## Q3 Forecast - 3 Year Outlook

		2024/25	2025/26	2026/27	
TOTAL ESTIMATED ENROL GROWTH (FTE) FROM PRIOR YEAR		165.00	306.00	415.00	
			<b>NEW SCHOOL</b>		
	<b>Q3 FORECAST</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>ESTIMATED</b>	
	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	
<b>A</b>	ESTIMATED OPERATING RESERVE, BEG OF YEAR	\$ 5,228,849	\$ 2,473,234	\$ 2,473,234	\$ 2,473,234
	TOTAL REVENUES	\$ 164,210,846	\$ 173,590,693	\$ 180,835,898	\$ 190,301,103
	TOTAL EXPENSES	\$ 165,235,922	\$ 173,240,693	\$ 180,835,898	\$ 190,301,103
	TANGIBLE CAPITAL ASSETS PURCHASED	\$ 1,730,539	\$ 350,000		
<b>B</b>	SURPLUS (DEFICIT) FOR THE YEAR	\$ (2,755,615)	\$ -	\$ -	\$ -
<b>C = A+B</b>	OPERATING RESERVE / (DEFICIT), END OF YEAR	\$ 2,473,234	\$ 2,473,234	\$ 2,473,234	\$ 2,473,234
	RESERVE % OF OPERATING EXPENSE (2.0% target)	1.50%	1.43%	1.37%	1.30%





## **Committee Info Note**

### **Resource Committee Meeting**

**May 14, 2024**

#### **Agenda Item: 4.2 Bus Registration & Student Tracking Project**

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##### **Bus Registration**

- Registration for the 24/25 school year opened in early March and is “paused” at April 30<sup>th</sup> so routes can be established
- The process continues after May 1<sup>st</sup> but eligible riders are only provided routes pending sufficient room
- Currently, there are approximately 3,800 riders that have registered for routes next school year
- This amount is up slightly from last year and again represents a greater amount of eventual riders than years past
- Given that the Board passed 1<sup>st</sup> reading of the 24/25 Annual Budget Bylaw at their April meeting which included a rider fee of \$300/rider and a reduced number of routes, staff will reach out to those registered to confirm that transportation services are still being requested if a route is to be assigned
- September will be a challenging start-up from a transportation perspective with less routes available as a result of the budget development process
- Staff will also monitor the number, if any, of students requiring transportation services given that their catchment school is at capacity

##### **Student Tracking Project**

- As discussed at the September and March Committee meetings, staff are preparing for a transportation student tracking pilot project for implementation in June of this year
- The pilot project will be conducted in the Milnes Landing family of schools where approximately 25% of our riders reside and the limited number of schools will allow for a manageable test of the system
- The structure of routes in the Belmont and Royal Bay families are a little more complex given the number of out of catchment riders

- The [tracking component is an add on to the existing Traversa operating system](#) that the District has used over the last several years
- The intent is to learn from the pilot project prior to implementing a District wide program starting in September 2024

### **Pilot Project Update**

- The hardware for each bus will be installed on May 17<sup>th</sup>
- Training has been delivered to Management and office staff on May 1<sup>st</sup> and 2<sup>nd</sup> with drivers scheduled for May 29<sup>th</sup>
- The District has been advised that bus cards may be delayed in delivery
- If the cards are not available for the June 3<sup>rd</sup> start up date, drivers will manually enter a sample of riders into the system to begin the process
- Once the cards are received, they will be distributed at the school level
- From a privacy perspective, there will be no personal information included on the face of the cards and only the Traversa system will be able to access the information
- In any event during the pilot project, current eligible riders will not be denied service during the month of June

**Prepared by:** Randy Cobb, Manager, Transportation



## Committee Info Note

### Resources Committee Meeting

#### May 14, 2024

### Agenda Item: 4.3 24/25 Annual Budget Decision Making Process

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#### Background

- At their March meeting, the Board approved an Ethical Decision-Making Framework (EDMF) to be used for significant decisions being made at the Board level
- As the District works through the final stages of the annual budget development process, staff would like to compare the EDMF with the budget development process to:
  - Determine if the spirit and intent of the EDMF was followed; and
  - Review the application of the EDMF using a real situation
- **It is not the intent to review or debate the budget decisions being considered but rather begin to assess the practicality of the EDMF**

#### Recap

- The EDMF was based on the District's Strategic Plan values and the following key issues:
  - ✓ Environmental sustainability;
  - ✓ Systematic racism; and
  - ✓ Truth and Reconciliation Commission's Calls to Action



#### Steps in the Ethical Decision-Making Framework

- The Board adopted the following six step framework while making District wide decisions:
  - 1) Collect relevant information and clearly identify the problem to be addressed – **what is the problem?**

- 2) Identify the relevant partners/stakeholders – who is impacted and/or should be involved in the decision making?
- 3) Identify feasible options and potential consequences – what are the options and impacts associated with each option?
- 4) Assess each option from a District values and identified ethics perspective – what are the relevant values and ethics that will guide the decision-making process?**
- 5) Select the option that best provides a solution to the problem identified in Step 1 using the values and ethical lens identified in Step 4 – what is the best option, all things considered?
- 6) Confirm/announce decision and take action – what needs to be done and who needs to know about the decision?

### Initial Thoughts on the Process

- With a focus on step 4 of the above noted process, staff would like the Committee to discuss their thoughts on how well the decision-making process on the budget aligns with the EDMF
- To begin the discussion, staff have created the following table to start/support the discussion

Ethical Area	Correlation to the Issue (H-M-L)	Considerations	Comments
Environmental	Low	Bigger impact on capital budget with consideration given on the number of routes and emissions	Funding for environmental work retained/less routes
Systematic Racism	High	Finite funding amplifies importance of the spend	Funding for DEI retained
TRC's Calls to Action	Medium	Earlier consultations with NIE Council	Dedicated work may not require additional funding
Relationships	High	Process grounded in internal & external relationships	Partner input used extensively
Choice	Medium	Creates challenges when looking at budget reallocations when compared to "core" services	Programs of choice retained
Respect	High	Consistent impact with relationships above	Respectful discussions throughout especially @ ECoW
Integrity	High	Important the process is viewed with high integrity	Relationships, respect, integrity and trust all tied together
Trust	High	Important the process is viewed with high trust	High focus on transparency to increase trust in the process
Safety	Medium	Create space for both physical and emotional safety to express thoughts and ideas	Safe routes essential when looking at route reductions
Diversity	High	Finite funding amplifies importance of the spend	Funding for DEI retained
Equity	High	Finite funding amplifies importance of the spend	Funding for DEI retained

- This list is not meant to be exhaustive but rather a starting point for discussion on how each area is considered as the decision-making process unfolds

**Prepared By:** Harold Cull, Secretary-Treasurer



## Committee Info Note

### Resources Committee Meeting

#### May 14, 2024

#### Agenda Item: 4.4 – 25/26 Capital Plan Submission

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#### **Background**

- The District is required to submit a 5-year Capital Plan to the Ministry as approved by the Board
- The requirement is that the plan is submitted by June 30<sup>th</sup> for Major Capital and September 30<sup>th</sup> for Minor Capital
- As the last scheduled Board meeting is set for June 25<sup>th</sup>, staff are preparing a plan for the Board's consideration at their June meeting
- Staff would like the input and support of the Resources Committee on the Major Capital projects, prior to making a recommendation to the Board

#### **Capital Plan Components**

The Ministry has approved a seismic mitigation for Port Renfrew and Sooke Elementary in the 24/25 Budget; as well as two 8 classroom prefabricated additions at both David Cameron Elementary and Ruth King Elementary, in an out of cycle funding approval in September 2023.

- the District's Capital Plan submission is broken down into a number of programs:

#### **Major Capital**

- 1) Seismic Mitigation Program (SMP)
- 2) School Expansion Program (EXP)
- 3) School Replacement Program (REP)
- 4) Rural Districts Program (RDP)
- 5) Building Envelope Program (BEP)

#### **Minor Capital**

- 6) School Enhancement Program (SEP)
- 7) Carbon Neutral Program (CNCP)
- 8) Bus Acquisition Program (BUS)
- 9) Playground Equipment Program (PEP)
- 10) Annual Facility Grant (AFG)

**SMP** – the Seismic Program is largely based on the assessment of current seismic risk. A structural engineer has reviewed our District’s buildings and staff have prioritize the seismic projects based on this assessment.

**EXP** – due to the accelerated and substantial growth of the District, the Expansion Program is a key part of the Capital Plan submission and will be the focus of the discussions. The acquisition of land and the construction of schools has now been separated for submission purposes. As land issues are dealt by the Board in camera, the public dialogue will be centered around construction.

**REP** – the Replacement Program includes full and partial school replacement. Historically, staff have prioritized replacement projects by the Facility Condition Index (FCI). The list of projects has been fairly consistent from year to year and the expectation is that replacing schools in our District has a low probability given the large number of new spaces required.

**BEP** – the Building Envelope Program is funding for remediation to address known building envelope issues. Schools such as Edward Milne, Willway and David Cameron have been on the list in previous years.

### **MAJOR CAPITAL PROGRAM**

- The following is a list of top projects for the District in priority order:

<b>Capital Program</b>	<b>Project Details</b>	
	<b>Descriptor</b>	<b>Location</b>
<b>New School</b>	New Elementary School New Elementary School New Secondary School New Elementary School New Middle School	North Langford South Colwood Westshore Sooke (River) North Langford
<b>Seismic</b>	John Muir Elementary Saseenos Elementary Millstream Elementary Savory Elementary	Sooke Sooke Langford Langford
<b>Replacement</b>	Millstream Elementary Sangster Spencer Middle	Langford Colwood Langford
<b>Additions</b>	Edward Milne Secondary Spencer Middle	Sooke Langford

<b>Building Envelope</b>	Edward Milne Secondary David Cameron Elementary Willway Elementary	Sooke Colwood Langford

### Seismic Mitigation Program

- Based on the engineering reports, the top projects for the District are:
  - 1) John Muir Elementary – Year 1 (Sooke Elementary potential for temporary swing space)
  - 2) Saseenos Elementary – Year 2 (Sooke Elementary potential for temporary swing space)
  - 3) Millstream Elementary – Year 3 (use additional North Langford Elementary seats as swing space)
  - 4) Savory Elementary – Year 4

### Expansion Program & Long-Range Enrolment Data

- In order to develop the capital plan expansion priorities, StudioHub Architects completed an update to our Long-Range Facilities Plan (Fall 2023), including the long-range enrolment forecast.
- Continued densification in both Langford and Colwood is expected, based on their Official Community Plans, as well as recent rezoning applications. Growth is also anticipated in Sooke, but at a slower rate than the Langford/Colwood zone.
- Based on the existing enrolment estimates, staff feel the new elementary school in North Langford is number 1 priority, quickly followed by the new elementary school in South Colwood as number 2 priority.

### Next Steps

- Now that the priorities have been drafted, staff would like feedback from the Committee on the proposed priorities prior to going to the Board for approval in June.

**Prepared By:** Mhairi Bennett, Director of Facilities