

### Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on January 12, 2021 at 6:00 pm.**

Requirements that limit the size of public gatherings due to the COVID-19 pandemic mean this meeting will proceed differently than they have in the past. The meeting will be conducted online via MS teams. We encourage members of the public to join the LIVE Event.

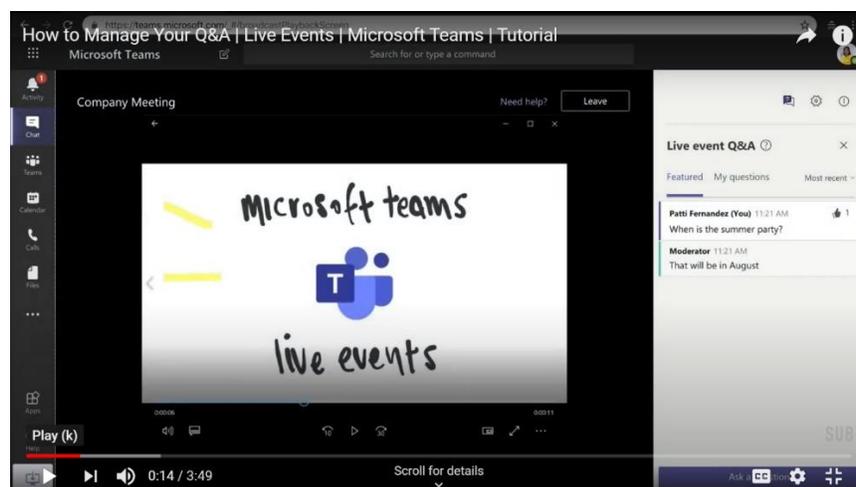
To participate in the meeting please click on this link:

<https://jump.sd62.bc.ca/ResourcesCommitteeMeeting-January-12-2021>

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.



For those who are unable to join the meetings, they will be recorded and audio will be available upon request following the meeting by emailing [kross@sd62.bc.ca](mailto:kross@sd62.bc.ca).

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**  
**Via MS Teams**  
**January 12, 2021 – 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)**

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated December 2, 2020 at it's Public Board Meeting dated December 15, 2020.

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

**4. NEW BUSINESS**

- 4.1 Committee Mandate/Reminders – Bob Beckett/Harold Cull (page 5)
- 4.2 Multi-Year Budgets – Harold Cull (page 11)
- 4.3 21/22 Budget Development Process – Harold Cull (page 14)
- 4.4 Emergency Response vs. Business Continuity – Harold Cull/Farzaan Nusserwanji (page 15)

**5. ADJOURNMENT**

**6. NEXT MEETING DATE:** February 9, 2021



## Committee Report of Resources Committee Meeting via MS Teams December 2, 2020

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**Present:** Bob Beckett, Trustee (Committee Chair)  
 Wendy Hobbs, Trustee (Committee Member)  
 Allison Watson, Trustee (Committee Member)  
 Krista Leakey, SPVPA  
 Amanda Dowhy, SPEAC  
 Ed Berlando, STA  
 Bruce Woodcock, CUPE  
 Scott Stinson, Superintendent & CEO  
 Harold Cull, Secretary Treasurer  
 Nicole Gestwa, IT

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

*The meeting was called to order at 6:01 pm by the Committee Chair, Bob Beckett 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 Chair indicated that Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated November 10, 2020 at it's Public Board Meeting dated November 24, 2020.

### 3. PRESENTATIONS

There were no presentations.

### 4. NEW BUSINESS

#### 4.1 Catchment Review – Scott Stinson

Staff presented the recommendations from the Catchment Review Advisory Committee, the process to date and reminded the Resources Committee that the Board of Education (BoE) will review the recommendations at the Education Committee of the Whole (ECOW) Meeting scheduled for December 8, 2020. The public and District stakeholders will have the opportunity to provide further feedback directly to the BoE at this meeting through a two-minute delegation.

#### 4.2 International & Westshore Fees – Scott Stinson

The International Student Program (ISP) typical summer program will not likely happen this summer due to the pandemic. Therefore, the ISP department is looking at options for students to stay over the summer, or to potentially welcome some other students for an academic summer credit program. As this programming has not been offered before, fees have not been established. Staff reviewed the proposed summer program for international students and are recommending the BoE approve an international student fee of \$1,250 for in-class instruction and \$775 for distance learning instruction for the summer of 2021.

#### **Recommended Motion for the Board of Education:**

That the Board of Education of School District 62 (Sooke) approve the summer 2021 fee of \$1,250/course for in class academic instruction and \$775/course for distributed learning instruction offered by the International Student Program.

#### 4.3 Risk Management Review Mitigation Strategies – Harold Cull

As a follow up to the November Committee meeting, staff highlighted the second step in the review of the Enterprise wide Risk Management (ERM) Plan. Now that the list of risks has been deemed complete, the focus of the discussion was to determine if the corresponding list of mitigation risks is also complete in order to manage the identified risks to an acceptable level.

The Resources Committee is asked to provide any further risks and/or mitigation strategies by the end of December prior to going to the Board.

#### 4.4 Transportation Policy and Regulations Review – Harold Cull

Staff presented the proposed drafts of the Transportation Policy and Regulation (F-100) to the Resources Committee. Highlights included:

- Defined Registration Period.
- Service to Catchment Schools Only.
- Update of and Compliance with Walk Limits.
- Implementation of a Safety Fee.

The Committee asked questions about the safety and late registration fee and asked that more data on the charging of a late fee be provided to the Board for the review and consideration.

### **5. ADJOURNMENT AND NEXT MEETING DATE: January 12, 2021**

## Committee Info Note

### Resources Committee Meeting

#### January 12, 2021

#### Agenda Item: 4.1 – Committee Mandate & Reminders

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- As we start a new calendar year and have new Committee appointments, it is timely to do a quick review of mandate and organization of the Board's Standing Committee Meetings.
- Details are outlined in Policy and Regulation A-340: School Board Committees.
- Standing Committees are ongoing committees that provide an opportunity to deliberate on and seek feedback about issues of ongoing importance to the District in an inclusive and open manner.
- **The Mandate of the Resources Committee:** To meet with the Secretary-Treasurer, other appropriate staff, and district partner groups to review and recommend to the Board direction and actions pertaining to:
  - Building construction, maintenance and district facilities, transportation and custodial services
  - Develop and recommend to the Board long range planning for accommodating the District's needs related to sites and buildings
  - Make recommendations to the Board regarding the annual Capital Budget submission to the Ministry of Education
  - Consider and make recommendations to the Board on the District's operating, special purpose and capital budgets
  - Consider and recommend to the Board new or adjusted bylaws
  - Consider and make recommendations to the Board on the District's business and accounting services
  - Consider, recommend and provide advice and information to the Board related to human resources
  - Other matters referred by the Board.
- Three trustees are appointed to the committee by the Board Chair, inclusive of the Committee Chair.
- Each Partner Group is invited to appoint a representative to the committee (STA, CUPE, SPEAC, SPVPA, Students)
- All committee members are able to participate in the discussion, however only trustees appointed to the committee will make recommendations to the Board.

**School District #62 (Sooke)**

<b>SCHOOL BOARD COMMITTEES</b>	No.: A-340
	Effective: Jan. 13/81 Revised: Apr. 26/83; Dec. 8/98; Apr. 24/18 Reviewed: Dec. 8/14; Jan. 9/18; Mar. 12/18; Mar. 13/18; Dec. 10/19

**SCHOOL BOARD POLICY**

The Board may use standing and ad hoc committees to review relevant issues and present findings to the whole Board in the form of additional information or recommendations for Board action.

The Board understands the effectiveness and efficiency of conducting at least some of its business through the operation of standing and ad hoc committees. The availability of desired expertise on given issues through the committee consultative process is valued.

1. A committee has no authority, except that which it is given, in terms of reference. The recommendation(s) of a committee must be ratified or sanctioned by the Board before the Board can be bound by them.
2. Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of formation.
3. All appointments of trustees to committees will be made by the Chairperson.
4. All committees will function at the direction of the Board. Meetings are facilitated by consensus. The Chair of each committee will report to the Board on the business of the committee at the first regularly scheduled Board meeting following the committee meeting.
5. The Superintendent or Secretary-Treasurer may appoint resource personnel to work with committees, and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Matters related to personnel, real property, individual students, parents and/or guardians, legal opinions respecting the liability or interest of the Board, accident claims and other matters of Board liability will generally be dealt with in a closed (in camera) Committee meeting.

**Policy References:**

Bylaw 1: Board Governance Bylaw  
A-340: School Board Committees  
F-335: Audit Committee

**School District #62 (Sooke)**

<b>SCHOOL BOARD COMMITTEES</b>	No.: A-340
	Effective: Jan. 13/81 Revised: 26/04/83; 13/12/85; 24/03/87; 24/11/92; 23/05/95; 13/05/97; 08/12/98; Jan. 19/15; Apr. 24/18; Dec. 10/19 Reviewed: Dec. 8/14; Jan. 19/15; Jan. 9/18; Mar. 12/18; Mar. 13/18; Dec. 10/19

**ADMINISTRATIVE REGULATIONS**

## 1. General

- 1.1 The Board may establish such committees as it considers desirable.
- 1.2 Standing Committees exist to provide an opportunity to deliberate on issues of ongoing importance to the District in an open and inclusive manner.
- 1.3 Meetings may be in public, or where warranted in-camera.
- 1.4 A standing committee will consider matters referred to it by the Board, and may consider items suggested by staff, trustees, committee representatives or members of the community.

1.5 **Standing Committees:**

The Board will establish the following standing committees to conduct its business:

1.5.1 **Audit (Financial Statements Review Committee)**

Mandate: The Audit Committee will assist the Board in fulfilling its governance and oversight responsibilities and may consider matters pertaining to:

- Financial reporting;
- Internal control, information systems and risk management;
- External audit; and
- Internal audit.

1.5.1.1 **Contact:** Secretary-Treasurer

1.5.1.2 **Operations:**

- The Audit Committee shall be chaired by a trustee.
- The committee will meet as necessary during the school year.
- Reports and recommendations from this committee shall be prepared for the subsequent regular meeting of the Board of Education.

1.5.2 **Education – Policy Committee**

Mandate: To meet with the Superintendent, other appropriate staff, and district partner groups to review and recommend to the Board direction and actions pertaining to:

- Provision of educational programs for students, including curriculum, instruction and assessment;
- Student learning, including student support services;
- Learning resources;
- Research on teaching and learning;
- Showcase district programs and effective teaching practices;

- achievement accountability;
- periodically and systematically review Board policies with the intent of ensuring that policies remain useful, current and understandable;
- Present recommendations for new and revised policy for Board approval; and,
- other matters referred to it by the Board.

1.5.2.1 **Contact:** Superintendent.

1.5.2.2 **Operations**

- The Education-Policy committee shall be chaired by a trustee.
- It will ordinarily meet on the first Tuesday of every month from September to June.
- Reports and recommendations from this committee shall be prepared for the subsequent regular meeting of the Board of Education.

### 1.5.3 **Resources Committee**

**Mandate:** To meet with the Secretary-Treasurer, other appropriate staff, and district partner groups to review and recommend to the Board direction and actions pertaining to:

- Building construction, maintenance and district facilities, transportation and custodial services;
- Develop and recommend to the Board long range planning for accommodating the District's needs related to sites and buildings;
- Make recommendations to the Board regarding the annual Capital Budget submission to the Ministry of Education;
- Consider and make recommendations to the Board on the District's operating, special purpose and capital budgets;
- Consider and recommend to the Board new or adjusted bylaws;
- Consider and make recommendations to the Board on the District's business and accounting services;
- Consider, recommend and provide advice and information to the Board related to human resources; and,
- other matters referred by the Board.

1.5.3.1 **Contact:** Secretary-Treasurer.

1.5.3.2 **Operations:**

- The Resources committee shall be chaired by a trustee.
- It will ordinarily meet on the second Tuesday of every month from September to June.
- Reports and recommendations from this committee shall be prepared for the subsequent regular meeting of the Board of Education.

## 1.6 **Membership:**

1.6.1 In December of each year, the Chairperson of the Board shall appoint three Trustees to the Education-Policy committee, three trustees to the Resources committee, and two trustees to the Audit committee, after consultation with Trustees. If an appointed Trustee is absent from a committee meeting, the Board Chairperson may act as an alternate committee member or appoint another trustee.

- 1.6.2 The Chairperson of the Board shall also designate the Chairperson of each standing committee.
- 1.6.2.1 In addition to ensuring the proper functioning of committee meetings, the Committee Chair shall also be responsible for setting the committee agenda, in collaboration with the Board Chair and designated staff contact, and reporting the proceedings of the committee meeting back to the Board of Education.
- 1.6.3 The Superintendent or designate and the Chairperson of the Board shall be ex officio members of all standing committees. In addition, members of the district's staff may be invited to assist a committee with its business.
- 1.6.4 The Chairperson of the Board may be named as a regular member of any standing committee, but shall not serve as Chairperson of the standing committee.
- 1.6.5 Any trustee not assigned as a committee member may attend any committee meeting as a guest in order to participate in discussion or debate, but may not vote.
- 1.6.6 Only Trustees, District Staff and invitees may attend in-camera sessions.
- 1.6.7 Where there are public sessions of a standing committee, the following groups will be invited to appoint a representative:
- Sooke Teachers' Association (STA);
  - CUPE Local 459;
  - Sooke Principals and Vice-Principals Association (SPVPA);
  - Sooke Parent Education Advisory Council (SPEAC); and
  - Student representatives.
- 1.7 **Committee Procedures:**
- 1.7.1 No committee shall make recommendations when fewer than two appointed Trustee committee members are present.
- 1.7.2 All committee members and attendees (including members of the public) are able to participate fully in discussion, however, only Trustees appointed to the committee will vote on recommendations to the Board.
- 1.7.3 Standing committees will function in a formal manner under Robert's Rules of Order, permitting the kind of free-flowing discussion anticipated for committee of the whole work.
- 1.7.4 Written notice of committee meetings and agendas shall be available for all Trustees, representative members, and the public at least three days prior to committee meeting dates.
- 1.7.5 Agenda preparation:
- 1.7.5.1 Agenda preparation shall be the responsibility of the committee's Chairperson, supported by staff assigned to assist that committee.
- 1.7.5.2 Preference on the agenda will be items referred by the Board through formal motion.
- 1.7.5.3 District staff may bring items forward to standing committee meetings for consideration and recommendation to the Board of Education.
- 1.7.5.4 Individual trustees may advance an item to a Board Standing Committee through:
- 1.7.5.4.1 Formal motion of the Board, or
- 1.7.5.4.2 Individual trustees may request that the Committee Chair add the item to the agenda after first discussing the item with the Superintendent or Secretary-Treasurer.

1.7.6 Committee Reports:

- 1.7.6.1 Committee reports shall be the responsibility of the committee's chairperson, supported by staff assigned to assist that committee.
  - 1.7.6.2 Standing committees shall report on the activities and recommendations of the committee at subsequent regular Board of Education meetings.
  - 1.7.6.3 Committee recommendations for Board consideration shall be written in the form of Board motions for debate. Each recommendation will be dealt with individually.
  - 1.7.6.4 Each committee chairperson, at the completion of their report, will move that the report be accepted by the Board.
- 1.7.7 Any matters considered by a committee of the Board which have financial implications are to be referred to the Resources Committee for comment before the originating committee brings the matter to the Board.
- 1.7.8 District staff will support the committee chairperson by acting as secretary in order to complete committee reports for the committee chairperson's approval.

1.8 **Special or Ad Hoc Committees:**

- 1.8.1 The Board may establish special or ad hoc committees to study, investigate or report on specific matters.
- 1.8.2 The Board shall determine a period within which a special committee shall present a report to the Board.
- 1.8.3 The purpose and terms of reference of a special or ad hoc committee shall be defined in writing and approved by the Board before members of the committee are named, except when the Board asks the committee to recommend its own terms of reference for Board approval. The recommendations of a special or ad hoc committee shall be confined to its terms of reference.
- 1.8.4 Membership on a special or ad hoc committee shall be limited in number to a minority of Trustees holding office at the time of the committee's appointment, and to members of the Board's staff appointed to the committee by the chairperson of the Board, in consultation with the Superintendent. In addition, the Board may appoint members of the community who, in the Board's judgement, may assist the committee in its work.
- 1.8.5 The Chairperson of the Board shall name the chairperson of the special or ad hoc committee. The committee chairperson shall preside at all special or ad hoc committee meetings.
- 1.8.6 Dates, times and places for meetings will be determined by members of the committee. Notice of meeting and agenda will be given to members at least three days prior to the meeting.
- 1.8.7 A report of the items discussed and recommendations made by the committee will be kept and will be made available to committee members and to the Board.

## Committee Info Note

### Resources Committee Meeting

#### January 12, 2021

#### Agenda Item: 4.2 – Multi-Year Budgets

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#### **Background**

- Extending the financial planning window from an annual basis to multi-year has been recommended through the Ministry’s Financial Health Working Group as well as the District’s internal audit process
  
- Staff also took this approach on the onset of the pandemic by looking at the District’s finances over a 15 month period (March 2020 to June 30, 2021) rather than just managing to the end of the 19/20 fiscal year (June 30, 2020)
  
- Attached is the first iteration of a multi-year budget for the District covering fiscal years 21/22 through to the end of the 23/24 fiscal year
  
- It has been prepared on assumptions that will be confirmed and/or changed as the information becomes known

#### **Revenue Assumptions**

- The increase in anticipated revenue is largely driven by the projected enrolment increase as outlined on our long-range enrolment forecasts:

FISCAL YEAR	CHANGE PRIOR YEAR INCR / (DECR)
2021-2022	375.09
2022-2023	381.31
2023-2024	375.28
2024-2025	298.65

- The other factor for the increase is the labour settlement amounts for our unionized staff
  
- The International Student program increase is to reinstate the program to 280 FTEs with all other revenue amounts remaining the same for the 3-year period

- The estimated increase in **Base Expenditures** reflect labour settlement amounts for staff salaries & benefits
- **Direct Staffing for Growth** includes teachers (24:1), TOCs, Bus Drivers, school based staff and FTE driven costs such as supplies
- **New School Requirements** includes the anticipated costs to open Pexsisen and Lellum in September of 2022 (PVP, clerical, custodial, supervisors and utilities)
- **International Student Program** reflect the costs to reinstate the program to 280 FTEs
- **Indirect Staffing/Infrastructure for Growth** is a placeholder for the required amounts to address the growth (will be increased/decreased based on annual budget decisions)
- The remaining expenditure lines (**Capital Asset Replacement, Minor Capital Project Funding and Temporary Accommodations**) are areas where funding has been identified ad required with amounts and uses to be determined through the annual budget development process

## **Next Steps**

- The table will continually be updated and a version with be included in the next Strategic Plan and labeled as the **Resource Summary** required to deliver the activities of the Strategic Plan
- The document will also be used to financially plan over the next three years on a rolling basis
- This extended planning horizon will allow the District to align our long range goals with the necessary resources required to accomplish these goals

## **Committee Input**

- Is the draft multi-year budget complete or is it missing something significant? Are there changes to the assumptions we should make to the next iteration?

Winter 2020

Budget Line	Fiscal Year			
	20/21	21/22	22/23	23/24
<b>Estimated Enrolment Growth by FTE</b>		<b>375.091</b>	<b>381.310</b>	<b>375.276</b>
<b>Financial Operating Reserve - Opening Balance</b>	<b>4.796</b>	<b>2.602</b>	<b>2.781</b>	<b>2.066</b>
<b>Revenues</b>				
Operating Grant	110.357	118.424	123.183	127.935
Other Provincial Grants	4.732	1.341	1.341	1.341
International Tuition	1.473	4.320	4.320	4.320
Continuing Education Tuition	0.110	0.110	0.110	0.110
Rental & Leases	0.389	0.389	0.389	0.389
Investment Income	0.254	0.354	0.354	0.354
Miscellaneous Revenue	0.421	0.421	0.421	0.421
<b>Total Revenues</b>	<b>117.736</b>	<b>125.359</b>	<b>130.118</b>	<b>134.870</b>
<b>Expenditures</b>				
Base Expenditures	118.033	120.473	122.750	125.114
Direct Staffing for Growth/(Decline)	0.000	1.881	3.790	5.671
New School Requirements	0.000	0.000	1.464	1.464
International Program	1.897	2.650	2.650	2.650
Indirect Staffing/Infrastructure for Growth/(Decline)	0.000	0.175	0.180	0.185
Capital Asset Replacement	0.000	0.000	0.000	0.000
Minor Capital Project Funding	0.000	0.000	0.000	0.000
Temporary Accommodations	0.000	0.000	0.000	0.000
<b>Total Expenditures</b>	<b>119.930</b>	<b>125.179</b>	<b>130.833</b>	<b>135.084</b>
<b>Budgeted Surplus/(Deficit) for the year</b>	<b>-2.195</b>	<b>0.179</b>	<b>-0.715</b>	<b>-0.214</b>
<b>Financial Operating Reserve - Closing Balance</b>	<b>2.602</b>	<b>2.781</b>	<b>2.066</b>	<b>1.852</b>
Operating Reserve %	2.17%	2.22%	1.58%	1.37%
<b>\$ AMOUNT TO SPEND TO GET TO 2% THRESHOLD</b>		<b>0.277</b>	<b>-0.551</b>	<b>-0.850</b>

**ASSUMPTIONS**

- Enrolment growth per the long range plan estimates
- Existing funding model
- International program enrolment back to pre-COVID level of 280 FTE in FY22 and no growth in FY23 & FY24

## **Committee Info Note**

### **Resources Committee Meeting**

#### **January 12, 2021**

#### **Agenda Item: 4.3 – 2021/22 Budget Development Process**

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- Attached is a summary of the proposed budget development timelines with anticipated roles for the:
  - ✓ Board of Education
  - ✓ Resource Committee
  - ✓ Leadership Team
  - ✓ Executive
  
- It is proposed that this year’s development process will continue to be based on work completed by the Leadership Team and then will flow through the Resource Committee for input and feedback prior to going to the Board for review and approval
  
- Staff are cognizant that the provincial funding formula may change and will need to be considered as we build the 2021/22 budget although any changes are not expected to impact the process (**assumption is that any changes to the formula would have been communicated by now**)
  
- The other factor in the budget development process is that the District will be developing the next Strategic Plan concurrently
  
- Staff feel that given that there will not be a lot of additional discretionary funding (see multi-year budget document) and that these complementing processes will be happening concurrently, there will not be a lot of changes to the 21/22 budget
  
- Staff are recommending to use this spring to develop the next Strategic Plan and to develop a thorough program and department review process to ensure the 22/23 budget is closely aligned to the revised Strategic Plan for 2021-2025

#### **Board of Education**

- Similar to previous years, the Board will be asked to review and approve the Executive’s proposed budget plan on April 27<sup>th</sup> and May 25<sup>th</sup>
  
- If additional development time is required, staff may ask the Board to consider hosting a Special Board meeting on May 11<sup>th</sup> to conduct the 1<sup>st</sup> reading of the budget

- It is being proposed that the District's direct stakeholders will be invited to provide their budget priorities to the Board in separate and in-camera meetings on the 22<sup>th</sup> of February
- Staff are also offering to meet separately with the Executives of our direct stakeholders to provide greater context and details behind the 21/22 Operational Plan and the proposed budget flowing from that plan
- These meetings can be scheduled in early February to review the Operational Plan and then early April to review the proposed budget
- This extra step in the process is intended to provide greater depth of discussion with our stakeholder groups and increased touch points in the process

### **Resource Committee**

- The Committee will have the opportunity to review and provide input into the budget process, timelines and priorities as outlined in the Strategic Plan
- Committee members will be updated on a regular basis (monthly meetings) and will see and consider the different iterations of the budget as it is developed
- Given the responsibilities of the Resource Committee and participation of our stakeholder groups, it is felt that this Committee can provide a deeper role and input into the development process

### **Leadership Team**

- The Leadership Team (Principals, Vice Principals, Directors, Managers and Executive) will also provide input into the process and identification of priorities by creating the 21/22 Operational Plan
- Once the activities have been identified on the Operational Plan, the Leadership Team will then begin to cost and prioritize the actions listed on the plan

### **Executive**

- As in previous years, the Executive will work with the different groups noted above to develop a financial plan to fund the work identified in the Operational Plan
- It is anticipated that this year's process will provide greater certainty in the link between the District's **Strategic Plan** to the **Operational Plan** to the **Annual Budget**

- Staff would like the Committee members to consider supporting the following recommendation for the Board to consider and debate at their January 26<sup>th</sup> meeting:

**Recommended Motion:** That the Board of Education of School District #62 (Sooke) approve the proposed 21/22 budget development process as outlined at the January 12<sup>th</sup> Resource Committee meeting.

## School District Six Two Proposed Budget Timelines Fiscal 2021/22

Month	Executive	Leadership Team	Resource Committee	Board Meetings
January	Develop Budget process and timelines	Jan 7 – Review the 21/22 budget development process	Jan 12 – Review and input on process & timelines	Jan 26 – Approve Budget process and timelines
February	Develop 21/22 Operational Plan	Feb 4 – Provide input into the Operational Plan	Feb 9 – Review & input on draft Operational Plan	Feb 23 – Review & input on draft Operational Plan; <b>Stakeholder Presentations (Feb 22)</b>
March	Draft Budget based on Operational Plan	Mar 4 – Review and prioritize activities on the Operational Plan	Mar 3 – Review & input on draft Operational Plan priorities	Mar 9 – Review & input on draft Operational Plan priorities
April	Finalize Budget for presentation	Apr 8 – Review and input on draft Budget	Apr 13 – Review and input on draft Budget	April 27 – 1 <sup>st</sup> reading of the Budget
May	Tweak Budget (if applicable)	May 6 - Review revised Budget (if applicable)	May 11 – Review and input on revised Budget (if applicable)	May 25 – 2 <sup>nd</sup> and 3 <sup>rd</sup> readings of the Budget

### Notes:

- 1) Executive and Leadership Team work in unison to identify priorities and to create/review the Budget
- 2) Resource Committee reviews and provides input on draft priorities and the Budget in support of the Board's approval process
- 3) Staff are available to meet with stakeholders' Executives to discuss Operational Plan (early February) and the draft Budget (early April)
- 4) The work of the Leadership Team/Resource Committee replaces the previously defined Budget Management Team (BMT)
- 5) Once approved, timelines should be shared, and public encouraged to attend Resource Committee/Board meetings for budget discussions

**18-21 Strategic Plan**

**21/22 Operational Plan**

**21/22 Annual Budget**

## Committee Info Note Resources Committee Meeting January 12, 2021

### Agenda Item: 4.4 – Emergency Response vs. Business Continuity

#### Background

- As part of the District’s Enterprise Wide Risk Management (ERM) Plan, we have identified both Emergency Response (through Student and Staff Safety) and Business Continuity as risks facing the District
- As a result, staff have begun creating and/or implementing mitigation strategies to manage each risk down to a tolerable level ([completion of the light blue area below](#))

Risk Item	Risk Description	Potential Risk Drivers	Current Mitigation/Compensating Controls
<b>Student and staff safety</b>	The risk that incidents related to the safety of students and staff within SD62’s care, including violence, threats and emergency preparedness, require significant resources to prevent and manage.	<ul style="list-style-type: none"> <li>• Ageing facilities</li> <li>• Lack of employee awareness around health and safety policies/procedures/controls</li> <li>• Lack of staff training around health and safety</li> <li>• Inadequate understanding of external health and safety requirements</li> <li>• Lack of effective communication and coordination around health and safety and risk management issues</li> </ul>	<ul style="list-style-type: none"> <li>• Increased focus on health and safety through a number of District-wide initiatives</li> <li>• Good relationship with the local Police</li> <li>• Regular lock-down drills</li> <li>• Good communication procedures</li> </ul>
<b>Business continuity</b>	The risk that SD62 may not be able to provide sufficient appropriate educational continuity or emergency response to manage plausible events (e.g., hazards, catastrophes, pandemics) while managing the cost of continuity planning.	<ul style="list-style-type: none"> <li>• Ageing facilities and lack of funding for initiatives such as continuity planning</li> <li>• Lack of staff training around continuity planning</li> </ul>	

- Staff would like to provide a brief update on the work done to date and engage the Committee in discussion on future work

#### Emergency Response

**Emergency response** includes any immediate and systematic response to an unexpected or dangerous occurrence. The goal of an emergency response procedure is to mitigate the impact of the event on people and the environment.

- Work has been completed by District staff over the last several years and has focused on the steps required after an emergency occurs during school hours

- Staff will provide a detail presentation of work completed to date to the Committee at the February meeting and we'll look for feedback on whether further work is required
- This stage is typically the first 48 hours after the emergency event occurs

## **Business Continuity**

**Business continuity planning** is the process of creating systems of prevention and recovery to deal with potential threats to a company. In addition to prevention, the goal is to enable ongoing operations before and during execution of disaster recovery.

- Staff have taken the initial steps to define our needs for a Business Continuity Plan (BCP) that will ensure the District is able to continue to operate after the emergency event has been initially responded to
- We have taken an inventory of our existing systems and processes and categorized them as Mission Critical or Business Required and acceptable recovery times
- We are now looking for external assistance to take this base information and to create a Business Continuity Plan based on the attached Ministry guidelines
- Staff would like to engage the Committee in discussion and get feedback on the proposed approach