




Sooke School District
3143 Jacklin Road, Victoria, BC V9B 5R1
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www.sd62.bc.ca

Public Notice – Resources Committee Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) will be held on
June 9, 2026 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](#)

- Anyone who has the link can attend the online meeting online. Ensure you have the Microsoft Teams app downloaded on your device.
- Members of the public will have the opportunity to ask questions related to agenda items discussed at the meeting:
 - Select the **Q&A**  function at the top of your Teams window.
 - Type in the **Ask a question** text box at the top of the Q&A panel. When asking a question, please identify yourself. **Anonymous questions will not be responded to.**
 - You will be notified that your question was received and will be published after a moderator approves it.
 - 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 or how to access it, 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

June 9, 2026 – 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, SĆIΛNEW (Beecher Bay) Nation, and the Nuuchah-nulth: Paaʔčiidʔath (Pacheedaht) Nation. We also recognize that some of our schools are located on the traditional territories of the MÁLEXEŁ (Malahat) Nation, and the Ləkʷəŋən peoples of Songhees and Esquimalt Nations. (words gifted by the nations SD62 works with)
2. **REPORT (page 3)**
The May Resources Committee report was received by the Board at its May 26, 2026, meeting.
3. **PRESENTATIONS (10 min.)**
4. **BUSINESS**
 - 4.1 Climate Change Accountability Report – Mhairi Bennett (page 5)
 - 4.2 Low Barrier Means Assessment for Transportation Fee Waiver – Mhairi Bennett and Brian Jonker (page 23)

Recommended Motion: That the Board of Education of School District 62 (Sooke) support implementation of the low barrier means assessment for transportation fee waiver eligibility as presented at the June 9, 2026 Resources Committee meeting.
5. **ADJOURNMENT**

NEXT MEETING DATE: September 22, 2026

RESOURCES COMMITTEE MEETING REPORT

May 12, 2026 – 6:00 p.m.

Present: Christine Lervold, Trustee (Committee Chair) (Online via MS Teams)
Cendra Beaton, Trustee (Committee Member) (Online via MS Teams)
Russ Chipps, Trustee (Committee Member) (Online via MS Teams)
Amanda Dowhy, Trustee
Brian Jonker, Secretary Treasurer
David Lee-Bonar, Assistant Secretary Treasurer
Monica Braniff, Deputy Superintendent (Online via MS Teams)
Ed Berlando, STA (Online via MS Teams)
Dana Savage, CUPE
Tom Davis, SPEAC
Beth Kim, Asset Management Analyst, IT Department
Mark Kaercher, SPVPA
Ben Macklin, Manager of Capital Planning

Regrets: Paul Block, Superintendent

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:00 p.m. by the Committee Chair. The Chair acknowledged the traditional territories of the First Nations.

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

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated April 14, 2026, at its Public Board Meeting dated April 28, 2026.

3. PRESENTATIONS

There were no presentations.

4. BUSINESS

4.1 2025/26 Q3 Forecast – David Lee-Bonar

The Committee supported the following motion going forward to the Board at its meeting of May 26, 2026:

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 3 Financial Forecast Report as presented at the Resources Committee meeting of May 12, 2026.

4.2 2027/28 Capital Plan Submission – Ben Macklin

The Committee supported the following motion going forward to the Board at its meeting of May 26, 2026:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve 2027/28 Five Year Capital Plan submission as presented at the Resources Committee meeting of May 12, 2026.

4.3 2026/27 Annual Facilities Grant (AFG) Projects Planned – Ben Macklin/Brian Jonker A summary of the Annual Facilities Projects was presented.

5. ADJOURNMENT

The meeting was adjourned at 7:09 p.m. The next meeting is scheduled for June 9, 2026.



Committee Information Note Resources Committee Meeting

June 9th, 2026

Agenda Item 4.1– Climate Change Accountability Report (CCAR)

BACKGROUND

- The Province requires public sector organizations, including school districts, to annually report greenhouse gas emissions and demonstrate actions taken to reduce emissions under the *Climate Change Accountability Act*.
- Provincial targets require a 50% reduction in building-related emissions and a 40% reduction in fleet emissions by 2030 relative to 2010 baseline levels.
- As one of the fastest-growing school districts in British Columbia, the District continues to add facilities to accommodate growing student enrolment creating a tension between working toward long-term emissions reduction goals and an increasing facilities footprint.

ANALYSIS

2025 Emissions Overview

- Total District greenhouse gas emissions for 2025 were approximately 2,550 tonnes of carbon dioxide equivalent (tCO₂e).
 - District emissions have decreased by approximately 12% since the 2010 baseline despite significant growth in facilities, enrolment, and operations.
 - Building operations remain the largest source of emissions, representing approximately 65% of total emissions, followed by transportation at 25%.
- The District is required to retire carbon offsets for eligible emissions, resulting in a 2025 offset obligation of approximately \$50,000 which is accounted for as part of the annual budget.
- Based on the most recent provincial comparison data, SD62 ranks as the fourth-lowest emitting school district in the province on a per-student basis and performs significantly better than the provincial average and out-performing districts of a similar size.

2025/26 Emission Reduction Initiatives

Key projects completed or advanced during 2025 included:

- Electrical and mechanical upgrades at John Muir Elementary School to support energy-efficient heating and ventilation systems.
- LED lighting retrofits at John Muir Elementary and Saseenos Elementary.
- Replacement of an air-source heat pump at Belmont Secondary School.

- Addition of three zero-emission vehicles to the district fleet.
- Continued use of 100% recycled paper products and efforts to reduce paper consumption.

Climate Risk Management

- The report identifies a climate exposure and resilience assessment as an important future step to support long-term planning and asset management.
- While regional climate risks such as increased temperatures, changing precipitation patterns, and extreme weather events are well understood, there is no funding or operational capacity available to support this work.

Strategic Plan Alignment

- Through ongoing investments in energy-efficient building systems, fleet electrification, greenhouse gas reduction initiatives, and long-term sustainability planning, the District is demonstrating environmental leadership while supporting responsible stewardship of public resources.

2026/27 Emissions Reduction Initiatives

- Electrical upgrades at John Muir Elementary School.
- Installation of electric vehicle charging infrastructure at École John Stubbs Memorial School and Spencer Middle School.
- LED lighting upgrades at Edward Milne Community School and Royal Bay Secondary School.
- HVAC modernization at John Muir, Sangster, and Willway Elementary Schools.
- Integrated energy audits at a few district schools to identify future conservation opportunities.
- Refinement of refrigerant tracking and emissions reporting processes.

NEXT STEPS

- Advance the 2026/27 emissions reduction initiatives.
- Continue to monitor the provincial landscape for updates to the current provincial goals.
- Further understand and report on the budgetary impacts of projects to meet provincially mandated climate goals.

Prepared by: Mhairi Bennett, Director of Facilities

Attachment:

1. SD62 2025 Public Sector Organization Climate Change Accountability Report



School District No. 62 - Sooke Schools 2025 Public Sector Organization Climate Change Accountability Report

May 31, 2026





Land Acknowledgement

With gratitude and respect, we acknowledge that we live, learn, and work on the traditional territories of the Coast Salish: T'Sou-ke Nation, SĆIΛNEW (Beecher Bay) Nation, and the Nuu-chah-nulth: Paałčiidłatł(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.



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Declaration Statement

This PSO Climate Change Accountability Report for the period January 1, 2025, to December 31, 2025, summarizes School District No. 62's greenhouse gas (GHG) emissions profile, total offsets to reach net-zero emissions, actions undertaken in 2025 to minimize GHG emissions and plans to continue reducing emissions in 2026 and beyond.



Executive Summary

Sooke School District's Commitment to Energy Management and Carbon Reduction

SD 62 ("The District") is committed to effectively reducing its energy use and carbon dioxide emissions in a matter that aligns with SD62's vision and guiding principles. Carbon neutrality is also mandated by the provincial government to reduce its greenhouse gas emissions (GHGs) from buildings by 50% and its GHGs from fleet by 40% by 2030 compared to a 2010 baseline. The District aims to reduce its carbon footprint and improve its sustainability performance by continuing to carry out electrical and mechanical upgrades, transition the fleet to zero-emissions vehicles, consider ways to reduce paper consumption, and improve fugitive refrigerant source data tracking.

2025 Greenhouse Gas Emissions, Offsets

The District's emissions come from four categories: stationary sources, mobile sources, fugitive refrigerant sources, and paper sources. In 2025, the largest source were stationary emissions at 1,647 tCO₂e, or 65% of the total emissions at 2,550 tCO₂e. The second largest source were mobile emissions at 627 tCO₂e, or 25% of total emissions. These follow by fugitive emissions at 180 tCO₂e (7%) and paper emissions at 96 tCO₂e (4%). The District's 2025 emissions have decreased by 12% since the 2010 baseline and have increased by 14% compared to 2024. Each year the District must pay the province an offset value of \$25 per tonne for all eligible emissions (biogenic and school bus emissions are omitted). For the 2025 reporting year, the SD 62's offset retirement costs equal \$49,973.

Emissions Reductions Actions

In 2025, the District undertook several GHG emissions reduction projects including, but not limited to:

- Electrical upgrades at John Muir Elementary
- Lighting upgrades at John Muir Elementary and Saseenos Elementary
- An air-source heat pump replacement at Belmont Secondary
- New zero-emissions vehicles added to the District's fleet

Looking toward 2026 and beyond, the District has several projects planned, including but not limited to:

- Building commissioning at John Muir Elementary
- Level 2 electric vehicle chargers at Ecole John Stubbs Memorial and Spencer Middle Schools
- Lighting upgrades at Edward Milne Community School and Royal Bay Secondary School
- Gas furnace replacements at John Muir and Sangster Elementary Schools
- HVAC upgrade replacing old rooftop units at Willway Elementary
- Integrated energy audits at four SD 62 schools
- Purchasing new heavy duty battery electric vehicles



Climate Risk Management

Although broader regional climate risks are well documented, the specific risks facing the District are not currently defined, therefore, conducting a climate resilience assessment or climate exposure screen would be a critical first step for the District.



Overview

About SD 62

The Sooke School District (SD 62) is one of the fastest growing school districts in B.C., with 29 schools across communities in Langford, Colwood, Metchosin, Highlands, Sooke, and Port Renfrew. There are 20 elementary schools, five middle schools, four secondary schools, and one online school. This includes about 135,000 m² of floor area, 2,362 full-time equivalent employees, and 12,950 students. The Sooke School District (“The District”) is guided by pillars of student achievement and well-being and is governed by seven publicly elected school board trustees.

This report provides a comprehensive overview of SD62’s GHG emissions for the 2025 calendar year. It also summarizes the initiatives undertaken in 2025 to reduce emissions and manage climate risks, along with planned projects for 2026 and beyond.

SD 62’s Commitment to Energy Management and Carbon Reduction

The District is committed to reducing its carbon footprint and advancing sustainability through responsible energy management and environmental stewardship. The District prioritizes fossil fuel reduction while maintaining a safe and comfortable learning environment for all students and employees.

Greenhouse Gas Emissions Overview

This section provides an overview of SD 62's 2025 greenhouse gas (GHG) emissions, including both biogenic and non-biogenic sources. It presents a breakdown of emissions by source, compares current emissions with the District's historical trends and reduction targets, and benchmarks performance against other school districts. The section also outlines the actions SD 62 has taken to date and the measures planned to further reduce emissions.

2025 Emissions

SD 62's 2025 GHG emissions from all sources totalled 2,550 tCO₂e.

Facilities (Stationary)



The largest source of emissions, was from district facilities, also known as stationary emissions. These accounted for 1,647 tCO₂e or approximately 65% percent of SD 62's total emissions in 2025. Emissions in this category are related to the use of natural gas for building heating, ventilation, and kitchen appliances, and electricity for building cooling, fans, lighting, elevators, plug loads and servers.

Transportation (Mobile)



Transportation emissions (also known as mobile emissions) accounted for 627 tCO₂e (25%) of SD 62's total emissions in 2025. SD 62 currently has 30 battery electric vehicles, four natural gas/propane vehicles, 31 gasoline vehicles, and 35 diesel vehicles.

Fugitive Refrigerant Emissions



Fugitive refrigerant emissions accounted for an estimated 180 tCO₂e or 7% of total emissions in 2025. This is the first year SD 62 reported on fugitive refrigerant emissions as this is new reporting requirement for public sector organizations.

Paper



Paper consumption accounted for 96 tCO₂e or approximately 4% of SD 62's total emissions in 2025. This represents the smallest source of SD 62's total emissions.

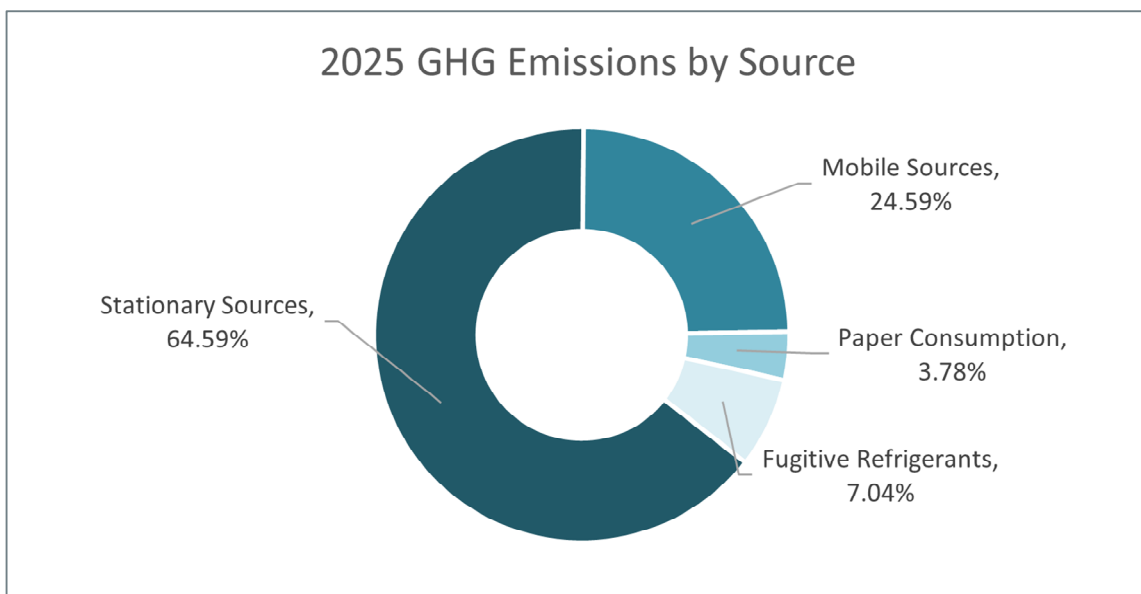


Figure 1. Breakdown of SD 62's 2025 GHG Emissions by Source

Progress Towards Targets

The District has several emissions reduction targets as set out in the 2021 School District 62 Energy Sustainability Plan and provincial target requirements under the Climate Change Accountability Act. The following table shows the District's 2025 emissions compared to their 2030 targets. The District's total GHG emissions have decreased 12% compared to 2010 levels and increased 14% compared to 2024 levels. As a rapidly growing district experiencing increased enrollment, expanded facilities, and rising operational demands, maintaining downward emissions trends while meeting future reduction targets presents an ongoing challenge. To meeting its 2030 targets the District will need to reduce annual emissions by an additional 809 tCO₂e. This and the following data is inclusive of biogenic emissions sources for stationary energy and mobile energy sources.

Table 1: 2025 Emissions Sources (Including Biogenic) Compared to 2030 Targets and 2010 Baseline

	Facilities (Stationary)	Transportation (Mobile)	Paper	Fugitive Refrigerants	All Sources
Target Reduction by 2030 compared to 2010 baseline	50	40	No target identified.	No target identified.	40
2010 Baseline Year Values, tCO ₂ e	2,046	750	106	No 2010 baseline value.	2,902
2025 Emissions Totals, tCO ₂ e	1,647	627	96	180	2,550
% change since 2010	-12	-16	-9	n/a	-12



In Figure 2, the total annual greenhouse gas emissions are compared with the heating degree days (HDDs) from 2010 to 2025. The graph shows that greenhouse gases decreased from 2011 to 2014 as HDDs decreased. The emissions plateaued similar to HDDs from 2015 to 2016. From 2016 to 2018, the emissions followed a similar trend as HDDs. Energy efficiency measures in 2019 likely helped keep emissions down despite the slight increase in HDDs. From 2020 to 2021, the COVID-19 pandemic struck, reducing onsite activity, especially for mobile emissions sources. From 2021 to 2024, total emissions remained relatively similar despite HDDs declining. In 2025, a prominent rise in emissions is observed which is due to the inclusion of refrigerant emissions for the first time in the District’s inventory. Some of these variations observed may also be due to changes in floor area within the District.

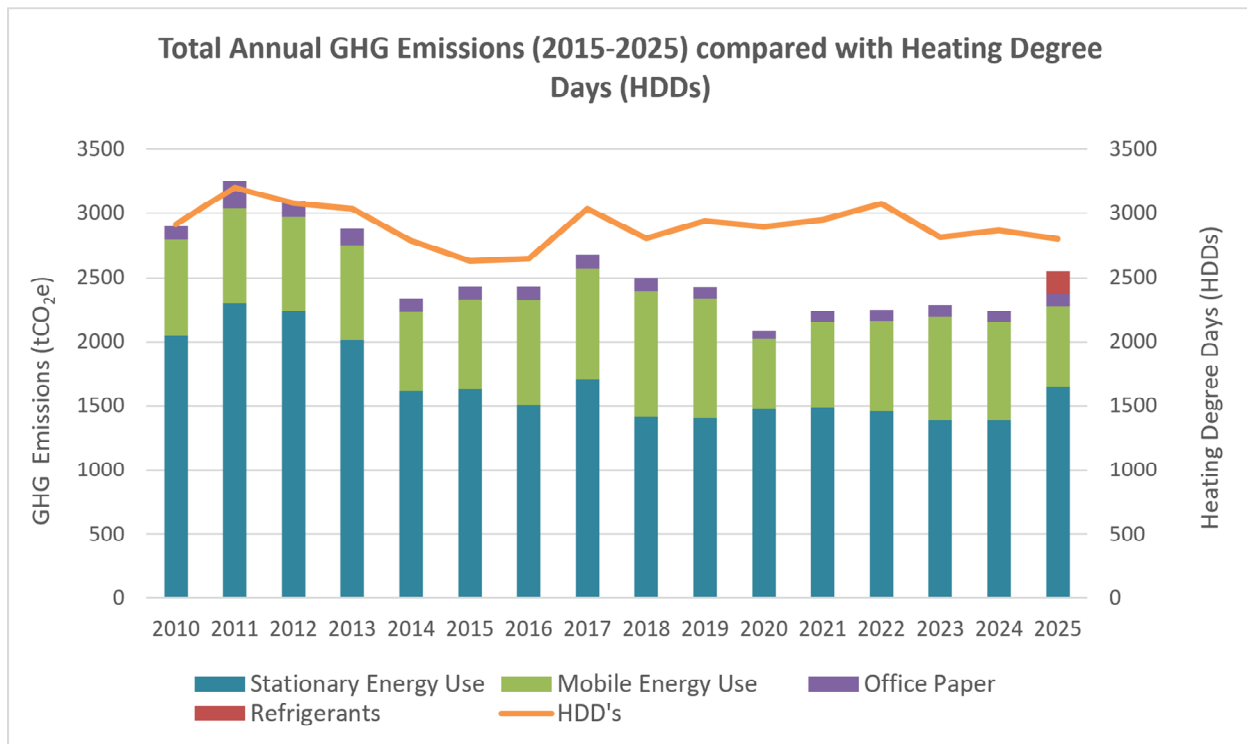


Figure 2. Total Annual GHG Emissions compared with Heating Degree Days from 2015-2025



How Do We Compare?

As of 2024, the Sooke School District was the fourth lowest emitter in the province in terms of GHG emissions per student (Figure 3). Its GHG emissions were 65% below the provincial average. Between 2010 –2024, the District achieved better than average emissions reductions (Figure 4) resulting in a 30% decrease in weather-normalized emissions compared to a provincial average emissions reduction of 22%.

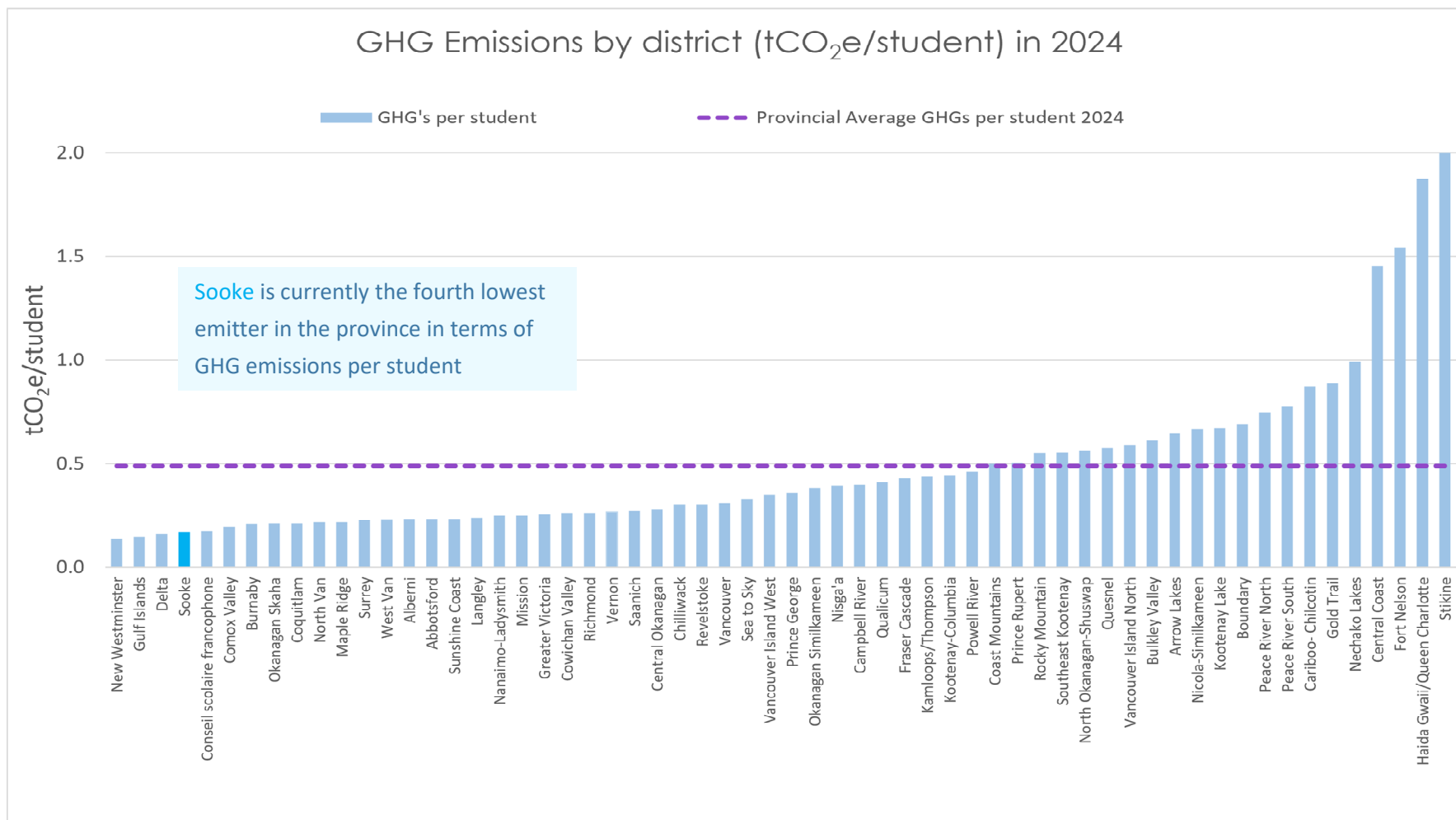


Figure 3. SD 62's 2024 GHG Emissions in tCO₂e per student compared to other districts in British Columbia

Data Sources: This graph was generated using data from CleanBC's 2024 Carbon Neutral Government Year in Review Summary and BC Schools - Student Enrolment and FTEs Report

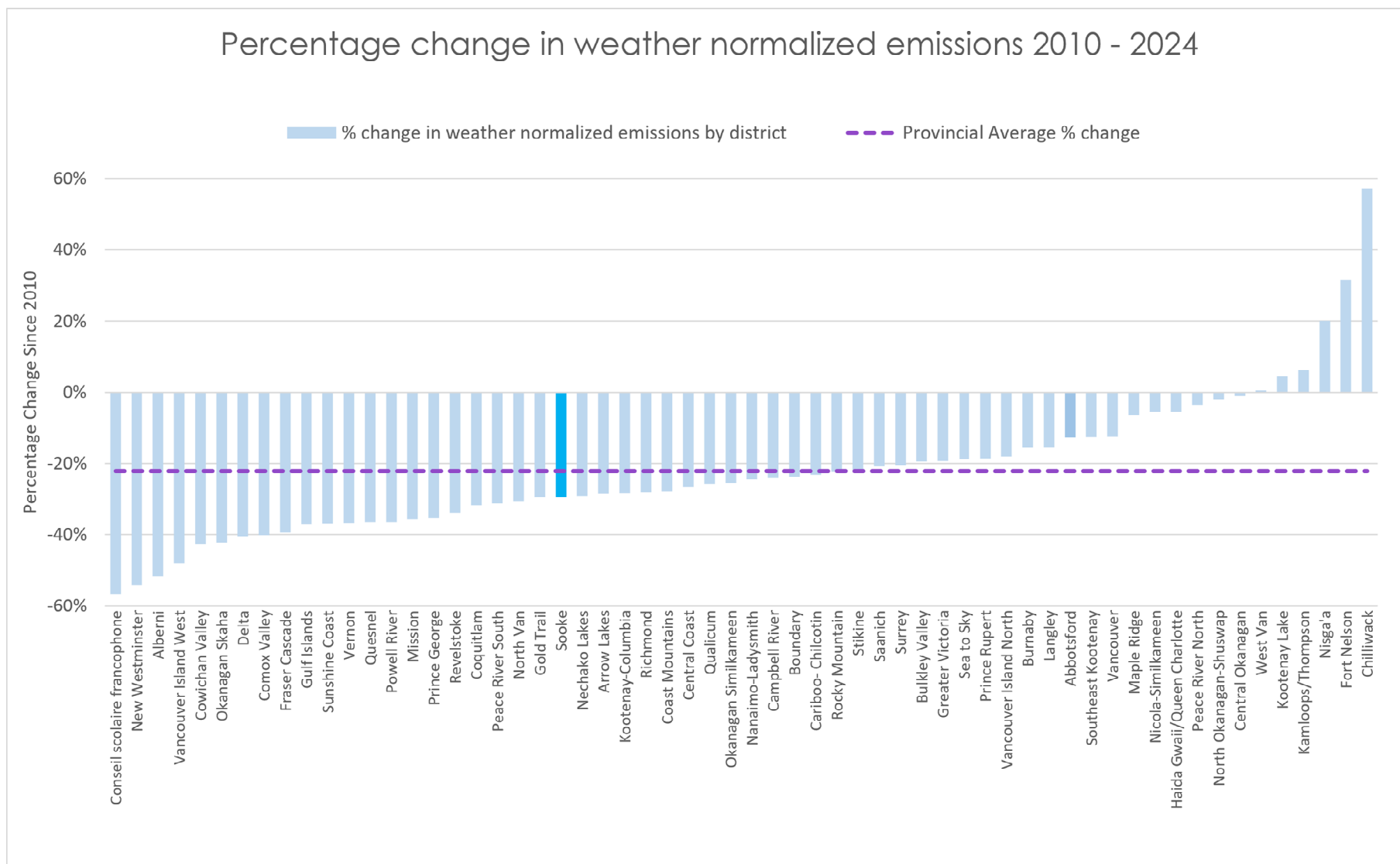




Figure 4. 2024 GHG percentage change in weather normalized GHG emissions per student


Data Sources: This graph was generated using data from CleanBC's 2024 Carbon Neutral Government Year in Review: Summary, and an in-house weather database

Summary of 2025 Greenhouse Gas Emission Reduction Actions

As part of SD 62's commitment to reducing its energy consumption and associated emissions, measures are prioritized and selected based on feasibility, resource availability and impacts achieved.

 Stationary Sources	
Electrical	
<ul style="list-style-type: none"> Phase 4 electrical upgrade at John Muir Elementary – Removed old roof top units and replaced it with unit ventilators Phase 4a electrical upgrade at John Muir Elementary – A full BC Hydro upgrade to add more electrical capacity for heat ventilators and roof top units Lighting upgrade at John Muir Elementary – From Fluorescent to LED Lighting upgrade at Saseenos Elementary – From Fluorescent to LED 	
Mechanical	
<ul style="list-style-type: none"> An air source heat pump replaced with a failed heat pump at Belmont Secondary 	


 Mobile	
Electric Vehicles	
<ul style="list-style-type: none"> Added three light-duty zero-emission vehicles to the fleet 	


 Paper Consumption	
Paper Sourcing	
<ul style="list-style-type: none"> Continued sourcing 100% recycled paper and consider ways to reduce consumption 	




Summary of Future Greenhouse Gas Emission Reduction Actions

Projects planned for 2026 and beyond build on the work, learning and success of projects to date. These projects are described in the tables below.

 Stationary Sources
Electrical
<ul style="list-style-type: none"> • Phase 4A building commissioning at John Muir Elementary • Two Level 2 electric vehicle chargers installed at Ecole John Stubbs Memorial • Two Level 2 electric vehicle chargers installed at Spencer Middle School • Lighting upgrade at Edward Milne Community School – Fluorescent to LED • Lighting upgrade at Royal Bay Secondary School – Fluorescent to LED
Mechanical
<ul style="list-style-type: none"> • Phase 5 Upgrade at John Muir Elementary – Two roof top units, four unit ventilators, and exhaust fans will be installed, replacing gas furnaces • HVAC upgrade at Sangster Elementary – Furnace upgraded to four roof top units • HVAC upgrade at Willway Elementary – Six unit ventilators, four rooftop units replacing old roof top units • Integrated energy audits for Edward Milne Community, Journey Middle, Lakewood Elementary, and Wishart Elementary Schools

 Mobile
Electric Vehicles
<ul style="list-style-type: none"> • Purchasing two heavy-duty battery electric vehicles

 Paper Consumption
Paper Sourcing
<ul style="list-style-type: none"> • Continue sourcing 100% recycled paper and consider ways to reduce consumption

 Fugitive Refrigerants
Data Collection and Analysis
<ul style="list-style-type: none"> • Refine refrigerant inventory



2025 GHG Emissions and Offset Summary Table

By the Carbon Neutral Government Regulation, SD 62 recorded activities generating direct and indirect greenhouse gas emissions. In 2025, SD 62 realized direct and indirect greenhouse gas emissions measured in tonnes per carbon dioxide equivalent (tCO₂e) in the categories of stationary fuel combustion, mobile fuel combustion, office paper, and refrigerants.

SD 62 2025 GHG Emissions and Offsets	
GHG Emissions created in Calendar Year 2025	
Total BioCO ₂ (tCO ₂ e)	69.4
Total Emissions (tCO ₂ e)	2,480.78
Total Offsets (tCO ₂ e)	2,001 ¹
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	1.85
Grand Total Offsets for the 2025 Reporting Year	
Grand Total Offsets (tCO ₂ e) to be Retired for 2025 Reporting Year	1,998.93
Offset Investment (\$25 per tCO ₂ e)	\$49,973

Retirement of Offsets

In accordance with the requirements of the Climate Change Accountability Act and the Carbon Neutral Government Regulation, Sooke School District (SD 62) is responsible for arranging for the retirement of the offsets obligation reported above for the 2025 calendar year, together with any adjustments reported for past calendar years (if applicable). SD 62 hereby agrees that, in exchange for the Ministry of Energy and Climate Solutions (the Ministry) ensuring that these offsets are retired on SD 62's behalf, SD 62 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.

¹ Please note, this offset value is exclusive of the 480 tCO₂e from school buses in SD 62's fleet.



Climate Risk Management

The broader region where SD 62 is located will increasingly feel the impacts of climate change, including but not limited to hotter summer temperatures; less rain and more dry days in summer months; more precipitation in the fall, winter, and spring; less snowfall in the colder months; and extreme rainfall events become wetter². Although broader regional climate risks are well documented, the specific risks facing the District are not currently defined. Conducting a climate exposure screen or climate resilience assessments would be a critical first step in supporting informed long-term climate risk management and planning. There is currently no allocated operational or capital budget at the District level for climate risk management actions.

Executive Sign-off

May 29, 2026

Signature

Date

Brian Jonker

Secretary Treasurer

Name (please print)

Title

Please scan and email the completed form to Carbon.Neutral@gov.bc.ca

² Climate Projections for the Capital Regional District, 2024:
<https://www.crd.ca/media/file/climateprojectionscapitalregion2024>

Committee Information Note Resources Committee Meeting

June 9, 2026

Agenda Item 4.2 - Transportation Fee Waiver

TOPIC: Implementation of a low barrier means assessment for the transportation fee waiver.

BACKGROUND:

- At its February 24, 2026, meeting, the Board resolved motion #92 as follows:

“That the Board of Education of School District 62 (Sooke) direct staff to explore a low barrier means assessment for families requesting fee waivers.”

- School districts in BC are not required to provide transportation (busing), Boards of Education may choose to provide busing and to charge fees to recover the related costs.
- The district implemented transportation fees in 2024/25 to address budgetary challenges. Along with the fees, a “no barrier” fee waiver process was implemented.
- With the benefit of two years of data, it has become evident that the number of fee waivers as a percent of ridership is high. Approximately 28% of riders (780) are riding with a fee waiver.
- Even with the implementation of transportation fees, the district offsets \$2.59M in costs to provide transportation services annually from its operating budget including approximately \$.250M in fee waivers.

Total Cost to Provide Transportation Services	\$3,600,000	100%
Less: Transportation Fee Revenue	\$650,000	18%
Less: Provincial Transportation Grant	\$360,000	10%
= District Operating Funds Required*	\$2,590,000	72%

*Of the district operating funds required, approximately \$.250 million is fee waivers.

ANALYSIS:

- The objectives of implementing the low barrier means assessment as part of the transportation fee waiver process is two-fold:
 - Provide an accountability mechanism to ensure that families with fees waived have a basis of eligibility rather than just opposition to paying the established fees.
 - Over time, bring the number of riders with waived fees in better alignment with expectations based on data, with a goal of moving from 30% to 10% of riders on a fee wavier.
- In setting the goal of 15% of riders with waived fees, staff used the Social Economic Status (SES) data from the Ministry of Education and Child Care which identifies, by postal code, the percentage of households in our school district considered low income in relation to the statistic Canada low-income cut-off with consideration of the passage of time reflect the passage of time since the 2021 census. (See attachment 1).



- In defining “Low Barrier” staff used the working description as follows:
 - Not requiring applicants to provide a significant amount of information, minimizing the collection of sensitive personal or financial information, leveraging technology to centralize administration of waivers including both submission and processing and using audit processes rather than requiring upfront proof documentation from applicants.
- In developing the low barrier means assessment, staff:
 - Reviewed models from other districts in BC. These include SD22 Vernon and SD23 Kelowna.
 - These districts use the Statistics Canada low-income cut-off and require submission of applicants CRA tax assessment information to validate eligibility.
 - Explored several different options that would support a low barrier fee waiver process including identifying a variety of provincial and federal programs that could be used as a benchmark to identify families participating in supports that could be considered “proof” of need.
- Staff have developed a draft fee waiver form (see attachment 2) that embeds a low barrier means assessment and will rely primarily on a selective audit program to validate eligibility.
- It is important to note that given the simplicity of the form and centralizing administration along with electronic submission, staff believe that there could be an initial increase in fee waiver applications beyond current levels.
- The fee waiver audit program will be implemented concurrently, with a target of 15%-20% of applications being audited. The audit process will require selected applicants to provide proof of eligibility based on the information provided on the applications form.
- Should the audit program and results of implementation of the low barrier means assessment as proposed not translate to achieving the goals, future year means assessments will be adjusted to require proof of eligibility on application.

NEXT STEPS:

- That the Resources Committee endorse the following motion for consideration by the Board at its June 23, 2026 meeting:

Recommended Motion: That the Board of Education of School District 62 (Sooke) support implementation of the low barrier means assessment for transportation fee waiver eligibility as presented at the June 9, 2026 Resources Committee meeting.

- Development of the online fee waiver form and associated operational processes and procedures.
- Communications plan development for implementation in July 2026.

Prepared by: Mhairi Bennett, Director of Facilities and Brian Jonker, Secretary Treasurer

Attachments:

1. Socio-Economic Status (SES) Data Summary
2. Fee Waiver Application with Low Barrier Means Assessment



Attachment 1: Socio-Economic Status (SES) Data Summary

- The SES index provides an overall measure of the resources typically available to households within a given postal code. All inputs are drawn from 2021 Census data.
- The SES_INDEX uses the following sub-indexes in its overall analysis:
 - EDUCATION_INDEX
 - OCCUPATION_INDEX
 - ECONOMIC_INDEX
 - FAMILY_INDEX
 - COMMUNITY_INDEX
- An SES score of -1 represents one standard deviation below the provincial mean
- The data includes almost 2000 postal code areas that together represent the Sooke School District boundaries.
- Areas with $SES \leq -1$ have fewer resources than approximately 84% of all postal areas in BC

Median Family Income

- 10% of students live in postal code areas where the median family income is \$80,000 or less
- 30% of students live in postal code areas where the median family income is \$90,000 or less

Socio-Economic Status (SES)

- 10% of students live in postal code areas where the SES index is -0.9 or lower
- 30% of students live in postal code areas where the SES index is -0.5 or lower

Provincial Values (Public school population)

- Public students in postal code areas with $SES \leq -1.0$ have fewer resources than approximately 83% of all other BC public school students in BC
- Public students in postal code areas with $SES \leq -0.9$ have fewer resources than approximately 81% of all other BC public school students in BC
- Public students in postal code areas with $SES \leq -0.5$ have fewer resources than approximately 68% of all other BC public school students in BC

ATTACHMENT 2 – LOW BARRIER MEANS ASSESSMENT: TRANSPORTATION FEE WAIVER FORM



Transportation Fee Waiver Request Form
MUST BE SUBMITTED ANNUALLY

Parent/ Legal Guardian Information

First Name: _____ Last Name: _____

Street Address: _____ City: _____

Province: ____ Postal Code: _____

Contact Number: _____ Email Address: _____

Enter information for the students you are applying for in the 2026/27 school year.

First Name	Last Name	School	Grade	Student Number (Pupil ID)

Declaration/Attestation

I confirm that the information provided in this application is accurate and complete.

I understand that:

- This fee waiver applies only to the 2026/27 school year.
- Providing false or misleading information may result in the fee waiver being cancelled.
- The school district may conduct random audits of applications. If selected, I/we will be required to provide supporting documentation.
- Failure to provide requested supporting documentation may result in the fee waiver being revoked, and transportation fees due within 21 days.
- Failure to pay these fees may result in the suspension of transportation services for the student(s).

Signatures

Parent/Guardian Signature: _____ Date: _____

Fee Waiver Eligibility

Please check one or more of the following that apply to your household.

A. Household receives support from one or more of these programs (select all that apply):

- BC Income Assistance (Ministry of Social Development and Poverty Reduction)
- BC Disability Assistance (Persons with Disabilities – PWD designation)
- BC Housing – Rental Assistance Program (RAP)
- Interim Federal Health Program (IFHP) coverage for refugee claimants / protected persons
- Other government income-tested benefit (specify): _____

AND/OR

B. Household income is below national low-income thresholds:

- Our total family income* is below the [Statistics Canada Low Income Cut Off](#) for our household size, adjusted for inflation.

Number of People Residing in Household	Low Income Cut-Off for Waived Fees Eligibility	Number of People Residing in Household	Low Income Cut-Off for Waived Fees Eligibility
2 persons	\$35,457	5 persons	\$60,024
3 persons	\$43,590	6 persons	\$67,700
4 persons	\$52,924	7 or more persons	\$75,373

If you do not meet the above criteria but are experiencing financial hardship, please briefly describe your situation:

*Total family income: Total family income means the total income from all sources for all adults in the household, before taxes are deducted, for the most recent tax year, as shown on your Canada Revenue Agency Notice of Assessment (Line 15000). For parents/guardians who live in separate households, total family income is the combined total income of each parent/guardian.

Privacy Collection Notice / FOIPPA Statement

Personal information collected through the Transportation Fee Waiver Online Form is collected by School District No. 62 (Sooke) under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of administering and processing Transportation Fee Waiver Requests, validating eligibility, supporting operational decision-making, communicating with applicants, and maintaining records related to District transportation services.

Information collected may include parent or guardian contact information, student information, financial information, supporting documentation, and other information necessary to evaluate and process the request.

Information submitted through this form will be securely stored within approved School District No. 62 Microsoft 365 and SharePoint Online environments hosted in Canada and accessed only by authorized District staff and approved service providers supporting the administration of the process.

Personal information will only be used, disclosed, retained, and disposed of in accordance with FOIPPA, School District No. 62 policies, records retention requirements, and applicable privacy and security standards.

Questions regarding the collection, use, or disclosure of personal information related to this process may be directed to:

Records Manager / Privacy Office
School District No. 62 (Sooke)
3143 Jacklin Road
Victoria, BC V9B 5R1
Email: foippa@sd62.bc.ca
Phone: 250-474-9800