



**Sooke School District**  
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## Public Notice – Resources Committee Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) will be held on  
**May 12, 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](mailto: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**

**May 12, 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, SCÍĀNEW (Beecher Bay) Nation, and the Nuuchah-nulth: Paaḡčiidḡath (Pacheedaht) Nation. We also recognize that some of our schools are located on the traditional territories of the MÁLEXEŁ (Malahat) Nation, and the Ləkʷəŋən peoples of Songhees and Esquimalt Nations. (words gifted by the nations SD62 works with)*
  
2. **REPORT (page 3)**  
The April 14th Resources Committee report was received by the Board at its April 28, 2026 meeting.
  
3. **PRESENTATIONS (10 min.)**
  
4. **BUSINESS**
  - 4.1 2025/26 Q3 Forecast – David Lee-Bonar (page 6)  
  
**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 – Mhairi Bennett (page 27)  
  
**Recommended Motion:** That the Board of Education of School District 62 (Sooke) approve 2027/28 Capital Plan submission as presented at the Resources Committee meeting of May 12, 2026.
  
  - 4.3 2026/27 Annual Facilities Grant (AFG) Projects Planned – Mhairi Bennett (page 31)
  
5. **ADJOURNMENT**

## **RESOURCES COMMITTEE MEETING REPORT**

**April 14, 2026 – 6:00 p.m.**

**Present:** Christine Lervold, Trustee (Committee Chair)  
Amanda Dowhy, Trustee (Acting Committee Member)  
Paul Block, Superintendent  
Monica Braniff, Deputy Superintendent  
David Lee-Bonar, Assistant Secretary Treasurer  
Fred Hibbs, Executive Director of Human Resources  
Ed Berlando, STA  
Amber Leonard, CUPE  
Dana Savage, CUPE  
Tom Davis, SPEAC  
Ceilidh Deichmann, SPVPA  
Ben Macklin, Manager, Capital Planning  
Evan Wilson, Manager, Energy & Minor Capital  
Beth Kim, Network Analyst, Digital Solutions

**Regrets:** Cendra Beaton, Committee Member  
Russ Chipps, Committee Member  
Brian Jonker, Secretary Treasurer  
Mhairi Bennett, Director of Facilities  
Randy Cobb, Manager, Transportation

### **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.

### **2. COMMITTEE REPORT**

The March 10, 2026, Resources Committee meeting was cancelled due to lack of quorum. The February 10<sup>th</sup> Resources Committee report was received by the Board at its February 24, 2026, meeting.

### **3. PRESENTATIONS**

There were no presentations on the agenda for this meeting.

#### 4. BUSINESS

##### 4.1 Capital Plan Bylaw – Ben Macklin/Evan Wilson

The Manager of Capital Planning and Manager of Energy & Minor Capital reviewed the Capital Plan Submission and subsequent Ministry response.

Ben responded to general questions from committee members about the bus types. Type C busses are the conventional busses that have a nose where the engine is located in front of the windshield. Type C busses seat 40-84 students. Type D busses have a flat front with a larger seating capacity; up to 90 students.

The Committee recommend the following motions go to the Board for consideration at its April 28, 2026 meeting:

Recommended Motion: That the Board of Education of School District 62 (Sooke) allow all three readings of the Capital Plan Bylaw 2026/27-CPSD62-01 at its meeting of April 22, 2026.

Recommended Motion: That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2026/27-CPSD62-01

##### 4.2 Q3/Q4 Minor Capital Update – Evan Wilson/ Ben Macklin

The Manager of Energy & Minor Capital and Manager of Capital Planning provided a financial report on the minor capital projects in progress across the District.

Both Evan and Ben responded to questions from committee members. There were two questions that they were unsure of. The questions and responses to those questions are now captured below:

Annual Facilities Grant: From the 2026/27 AFG, what is the total funding allocation committed to projects in the district?

The AFG allocated over the past 5 years is listed in the table below and publicly available on the [Ministry Capital Archives](#) Website.

	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
AFG Total	\$1,698,722	\$2,080,038	\$2,124,478	\$2,335,205	\$2,574,364

*AFG is prioritizing deferred maintenance and system replacements, there is no allocation in 2026/27 for school or district generated requests, with the exception of emergent maintenance if we have an unanticipated system failure. In lieu of the SABER*

*(School Admin. Based Enhancement Requests) program and funding, we are looking at alternatives to support school initiatives, one consideration is offering a limited amount of facilities labour hours per school to support the smaller requests. We are still working on a proposal for 2026/27 and need feedback from PVP etc. but once we have a solidified plan, we will share with everyone.*

Is there a high-level timeline for district projects that were awarded in minor capital, specifically, John Muir Elementary?

*All minor capital projects are intended to be delivered within 12 months and fall on the Ministry fiscal year which runs April 1 to March 31. So, both Ministry programs are AFG projects will be completed by March 31, 2027. Due to scope and scale of several projects, we plan to schedule as much over the summer break as possible and will strategically schedule projects that can be done during the school year accordingly. Once we have the summer schedule planned, we will share with everyone.*

#### 4.3 2026/27 Budget Development Update –David Lee Bonar

The Assistant Secretary Treasurer provided an update on the 2026-27 budget development process. Part of that process was the Budget Development Survey which received over 1300 responses, (10%) representing a strong level of engagement. Responses consistently prioritized direct student support for learning, well-being and support for students with complex needs. The student budget survey remains open until April 17<sup>th</sup>.

The Assistant Secretary Treasurer and Superintendent responded to committee members questions regarding the presentation. The Superintendent shared that opportunities for district partners to meet individually with the Superintendent and Secretary Treasurer prior to the ECoW meeting in May will be made available. The ECoW meeting in May will provide further details of the budget development process and the Board's direction on the budget.

## 5. **ADJOURNMENT**

The meeting was adjourned at 6:54 p.m. The next meeting is scheduled for May 12, 2026.



## Committee Information Note Resources Committee Meeting

May 12, 2026

### Agenda Item 4.1 – 2025/26 Quarter 3 Financial Forecast

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#### BACKGROUND:

- The School District’s fiscal year runs July 1, 2025 – June 30, 2026.
- At the end of the first quarter (Q1), second quarter (Q2), and third quarter (Q3) of the fiscal year, staff complete a forecast of where we expect to finish the year financially.
- This note provides the District’s point-in-time estimate of where we expect to end the year based on the Q3 forecasting process.

#### ANALYSIS:

- Staff have prepared a summary of the changes since the Q2 forecast for review (**Appendix A**).
- There is a forecasted pressure of \$1,299,145 from the Amended Budget at this time which, if materialized, would result in a \$3,448,469 unrestricted reserve at fiscal year end, June 30, 2026.
- The forecasted reserve of \$3,448,469 is 1.85% of the total forecasted Operating expenses of \$186.8M.
- There are several assumptions used in this forecast that may impact the final numbers. Some examples include:
  - School Supply Budgets - assumed spend to budget
  - Employee Future Benefits - forecasted to budget
  - Operating Grant May Enrolment Counts - forecasted to budget
  - Classroom Enhancement Fund – assumed District will receive full funding
- Aligned with Budget 2026/27 planning, staff intend to restrict any unrestricted surplus above 2% to further protect funding for out-year risks that materialize, future capital contributions, space mitigation measures and/or to provide stability for our staff and students.
- Staff have updated the draft multi-year financial plan with the 2025/26 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.

#### RECOMMENDATION:

**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.

**Prepared by:**

David Lee-Bonar, Assistant Secretary Treasurer

**Attachments:**

1. Appendix A: Summary of changes for Quarter 3
2. Appendix B: Updated Multi-Year Financial Plan

# APPENDIX A

## 2025-26 Q3 FORECAST CHANGE SUMMARY

			BUDGETED RESERVE AS AT JUNE 30 2026	FORECASTED RESERVE AS AT JUNE 30 2026	FORECASTED RESERVE % FORECASTED EXPENSES	
<b>A</b>	<b>Q2 - FORECASTED SAVINGS FROM BUDGET</b>	\$	<b>1,511,044</b>	\$ 4,747,614	\$ 6,258,658	3.36%
	<b>ADDITIONAL SAVINGS/(PRESSURES) SINCE Q2</b>					
	OPERATING GRANT - FEB (CE, ONLINE, NEWCOMERS)	\$	521,672			
	UTILITIES	\$	133,120			
	INCLUSIVE EDUCATION	\$	131,254			
	FACILITIES	\$	126,124			
	FINANCE DEPARTMENT	\$	117,626			
	STRATEGIC INVESTMENTS					
	SPACE MITIGATION	\$	(1,300,000)			
	ERP TRANSITION	\$	(750,000)			
	DEFERRED MAINTENANCE	\$	(500,000)			
	ECC ENROLMENT AUDIT RISK FORECAST	\$	(400,000)			
	TEACHER/TTOC SALARY & BENEFITS	\$	(567,876)			
	VARIOUS OTHER	\$	(322,108)			
<b>B</b>	<b>SUBTOTAL OF CHANGES SINCE Q2</b>	\$	<b>(2,810,189)</b>			
<b>C = A+B</b>	<b>Q3 FORECASTED SAVINGS/(PRESSURE)</b>	\$	<b>(1,299,145)</b>	\$ 4,747,614	\$ 3,448,469	1.85%

# APPENDIX B

## SD62 MULTI-YEAR FINANCIAL PLAN

		2026/27	2027/28	2028/29
<b>Total Estimated Standard Enrolment Growth (FTE) from Prior Year</b>		<b>225</b>	<b>150</b>	<b>150</b>
	<b>Q3 Forecast</b>	<b>Budget</b>	<b>Estimated</b>	<b>Estimated</b>
	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>
Total Operating Revenue	187,180,054	191,103,543	201,450,343	213,312,373
Total Operating Expenses	186,819,538	190,815,472	202,646,202	215,692,162
Total Operating Tangible Capital Assets Purchased	4,549,097	-	-	-
<b>Total Operating Surplus (Deficit), for the year</b>	<b>(4,188,580)</b>	<b>288,071</b>	<b>(1,195,859)</b>	<b>(2,379,789)</b>
Accumulated Operating Surplus, beginning of year	7,637,049	3,448,469	3,736,540	2,540,681
Total Operating Surplus (Deficit), for the year	(4,188,580)	288,071	(1,195,859)	(2,379,789)
<b>Accumulated Operating Surplus, end of year</b>	<b>3,448,469</b>	<b>3,736,540</b>	<b>2,540,681</b>	<b>160,892</b>
Accumulated Operating Surplus, end of year				
Internally Restricted Operating Surplus	-	-	-	-
Unrestricted Operating Surplus (Contingency)	3,448,469	3,736,540	2,540,681	160,892
<b>Total Accumulated Operating Surplus, end of year</b>	<b>3,448,469</b>	<b>3,736,540</b>	<b>2,540,681</b>	<b>160,892</b>
Contingency as a % of Operating Expenses	1.85%	1.96%	1.25%	0.07%



## Committee Decision Note Resources Committee Meeting

May 12<sup>th</sup>, 2026

### Agenda Item 4.2– 2027/28 5-Year Capital Plan Submission

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#### BACKGROUND / FACTS:

- This District is required to submit a 5-Year Capital Plan to the Ministry, as approved by the Board of Education.
- The submission deadline is June 30<sup>th</sup>.
- The Province has 5 sub-programs within its major capital portfolio, these programs are identified in the table below. Refer to Appendix A for descriptions of Major Capital Programs:

Ministry Major Capital Portfolio Streams	Categories of Funding
1. Expansion (EXP Projects)	<ul style="list-style-type: none"> <li>• Addition</li> <li>• New School</li> <li>• Site Acquisition</li> </ul>
2. Seismic (SMP)	<ul style="list-style-type: none"> <li>• Seismic upgrades</li> </ul>
3. Replacement (REP)	<ul style="list-style-type: none"> <li>• Replacement/Renovation</li> </ul>
4. Building Envelope (BEP)	<ul style="list-style-type: none"> <li>• Building Envelope Remediation</li> </ul>

#### ANALYSIS:

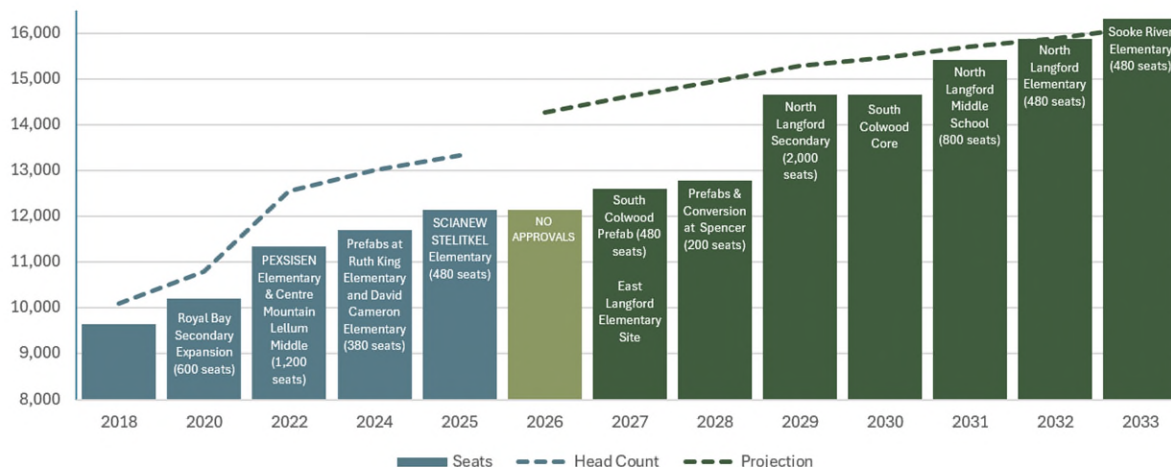
- The District's proposed capital plan balances current needs and forecasted future needs informed by student enrolment forecasts balancing requests to each of the streams within the major capital portfolio.
- To develop the Major Capital Plan, district staff have incorporated enrolment projections from the long-range facilities plan with municipal, Baragar and local school input to update the enrolment forecast.
- Our major capital plan leverages opportunities for the Ministry to consider funding projects from multiple streams to maximize impact and meet our current and future needs.
- The following list is colour coded to show projects that link together maximizing efficiency and the identified priorities for the District, based on enrolment projections and existing capacity for each capital program category:

**PROPOSED PLAN:** (colours indicate related requests)

Capital Program	1 <sup>ST</sup> Priority	2 <sup>nd</sup> Priority	3 <sup>rd</sup> Priority	4 <sup>th</sup> Priority	5 <sup>th</sup> Priority	6 <sup>th</sup> Priority
<b>Addition</b>	20 Classroom prefab at SCE site, to support Secondary overflow and convert to permanent Elementary	8 Classroom prefab addition at Dunsmuir Middle to support enrolment growth	6 Classroom prefab at Spencer Middle to support enrolment growth	2 Classroom conversion at Spencer Middle to support enrolment growth	Sooke Elementary increase capacity – request in conjunction with seismic replacement request	8 Classroom prefab addition at EMCS to support enrolment growth
<b>New School</b>	NLM North Langford Middle School (750 capacity)	NLE North Langford Elementary School (480 capacity)	SCE South Colwood Elementary School (480 Capacity) Core	Sooke River Elementary School (480 Capacity)		
<b>Replace/ Renovation</b>	Sooke Elementary (Full Replacement at increased capacity)	Millstream Elementary (Full Replacement at increased capacity)	Sangster Elementary (Full replacement at increased capacity)			
<b>Seismic</b>	Sooke Elementary Seismic Replacement	John Muir Elementary Seismic Upgrade	Millstream Elementary Seismic Replacement	Savory Elementary Seismic Upgrade		
<b>Site Acquisition</b>	Speedway Site (North Langford)					

**RATIONALE/GROWTH:**

Head Count vs. Seats



**RECOMMENDATION:**

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

Prepared by: Mhairi Bennett, Director of Facilities

Attachment: Appendix A: Major Capital Program Descriptions



## Appendix A

### Major Capital Program Descriptions

**EXP** (includes Addition, New School and Site Acquisition) – 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.

**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.

**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. Although it is listed under the Ministry Major Capital Programs, the submission is included in the Minor Capital process.



## Committee Information Note Resources Committee Meeting

**May 12<sup>th</sup>, 2026**

### Agenda Item 4.3– Annual Facility Grant

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**PURPOSE:** To provide the Board of Education with information regarding the Ministry of Education and Child Care’s Annual Facility Grant (AFG) program and our plan for 2026/27.

#### **BACKGROUND**

- The Annual Facility Grant (AFG) is annual capital funding provided by the Ministry of Education and Child Care to support end of life system replacements for school district facilities.
- AFG is part of the Asset Rehabilitation and Maintenance suite of funding programs, previously known as Minor Capital.
- The program is intended to assist districts in preserving and extending the service life of educational facilities and infrastructure through planned preventative and renewal work.
- The funding is intended to support proactive asset management and reduce the long-term impacts of deferred maintenance across district facilities.
- Unlike the District’s operational budget cycle, the AFG program operates on the Ministry’s fiscal year, running from April 1 to March 31 annually.
- The District utilizes AFG funding to address priority infrastructure renewal needs identified through facility condition assessments, operational requirements, safety considerations, and long-term capital planning.
- The District’s AFG funding grant increased just over \$.200M for 2026/27 to \$2.574M. The 2025/26 funding totaled \$2.364M.

#### **ANALYSIS**

The District continues to experience increasing pressures related to aging infrastructure, building system renewals, and deferred maintenance across its facility portfolio. The Annual Facility Grant remains a critical funding source in supporting the District’s ability to maintain safe, functional, and reliable learning and working environments for students and staff.

AFG funding is strategically allocated toward projects that:

- address health and safety risks;
- maintain core building functionality and operational reliability;
- reduce the risk of service disruptions and emergency failures;
- improve accessibility and inclusivity within district facilities;
- support energy efficiency and sustainability objectives; and
- extend the useful life of existing district assets.

Due to the scale and age of the District's facilities portfolio, annual infrastructure renewal requirements continue to exceed available funding. As a result, staff utilize a risk-based prioritization approach to identify projects that address the most critical operational and facility needs while balancing long-term asset management objectives.

- Appendix 1 outlines proposed projects and planned funding allocations for the 2026/2027 Ministry fiscal year.
- Planned projects may be adjusted throughout the year in response to emergent operational requirements, procurement outcomes, or unforeseen infrastructure failures.

#### **NEXT STEPS**

- Planned projects for 2026/2027 will proceed in accordance with procurement requirements, operational scheduling considerations, and available funding.
- Staff will continue to align AFG expenditures with the District's long-term asset management strategies and infrastructure renewal priorities.

#### **Attachments:**

1. 2026/27 AFG Projects and Funding Allocations

Prepared by: Mhairi Bennett, Director of Facilities

Project	Ministry Minor Capital Program	Minor Capital Project Funding	AFG 26/27	Expended	% Complete
Willway Elementary HVAC Upgrade	SEP	\$ 800,000			
John Muir Elementary HVAC Upgrade	SEP	\$ 1,200,000			
Sangster Elementary HVAC Upgrade	CNCP	\$ 500,000			
Kitchens	FIP	\$ 125,000			
Sangster Elementary Playground Replacement	PEP	\$ 200,000			
	<b>SUBTOTAL</b>	<b>\$ 2,825,000</b>			
Saseenos Field Remediation (Partial Funding)	AFG		\$ 90,000		
Willway Sewer Connection	AFG		\$ 600,000		
EMCS Carpet Replacement (H/S)	AFG		\$ 35,000		
Royal Bay Secondary Glazing Treatment (H/S)	AFG		\$ 75,000		
John Muir Septic Upgrade/Lids and Pumps (H/S)	AFG		\$ 75,000		
David Cameron Roofing	AFG		\$ 640,000		
Portable Deck Rebuilds	AFG		\$ 40,000		
Energy Management/Incentives	AFG		\$ 20,000		
Consulting and Feasibility	AFG		\$ 20,000		
Project Contingency/Emergent Maintenance	AFG		\$ 50,000		
Elementary Outdoor Sensory Pathways/4 square	AFG		\$ 32,000		
Poirier PA System Replacement	AFG		\$ 30,000		
Spencer Fire Alarm System Replacement	AFG		\$ 50,000		
Willway Perimeter Drains Upgrade	AFG		\$ 25,000		
EMCS Overall Bldg Investigation and Remediation PI	AFG		\$ 20,000		
Millstream Interior Painting (H/S)	AFG		\$ 215,000		
John Stubbs Boiler Room Vestibule	AFG		\$ 50,000		
Wishart Lift Replacement	AFG		\$ 80,000		
Royal Bay Secondary Theatre Facilities Lighting	AFG		\$ 62,288		

**Additional Projects**

Total Allocated	\$ 2,209,288
Variance (Pressure)	\$ 10,000

<b>AFG Project Funding</b>	\$ 2,219,288
<b>AFG Operating Funding</b>	\$ 316,406
<b>AFG CAMS</b>	\$ 28,670
<b>Capital WO System (in project funding)</b>	\$ 10,000
<b>Total AFG</b>	\$ 2,574,364

Other Projects	Funding Source	Budget	Expended	% Complete
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Saseenos Field Remediation	District	\$ 910,000		
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