Sooke School District
3143 Jacklin Road, Victoria, BC V9B 5R1
(250) 474-9800
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 **November 17, 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.

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RESOURCES COMMITTEE
School Board Office
November 17, 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, SĆIA̓NEW (Beecher Bay) Nation, and the Nuu-chah-nulth: Paaʔčiidʔatḥ (Pacheedaht) Nation. We also recognize that some of our schools are located on the traditional territories of the MÁLEXEŁ (Malahat) Nation, and the Lək^{w}əŋən peoples of Songhees and Esquimalt Nations. (words gifted by the nations SD62 works with)

2. **REPORT** (page 3)
The September Resources Committee report was received by the Board at its meeting of September 29, 2026.

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

4. **BUSINESS**

   4.1 Resources Committee Terms of Reference – Laurie Szadkowski (page 6)
   4.2 Final September Enrolment Update – Monica Braniff (page 10)
   4.3 Quarter 1 Financial Forecast – David Lee- Bonar (page 11)
   4.4 Minor Capital Update – Mhairi Bennett (page 14)
   4.5 Transportation Update – Randy Cobb (page 16)

5. **ADJOURNMENT**

NEXT MEETING DATE: December 8, 2026

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RESOURCES COMMITTEE MEETING REPORT

September 22, 2026 – 6:00 p.m.

Present: Christine Lervold, Trustee (Committee Chair)
Cendra Beaton, Trustee (Committee Member)
Trudy Spiller, Trustee (Acting Committee Member) (Online via MS Teams)
Caitlin Adsett, STA
Ceilidh Deichmann, SPVPA
Melissa DeSilva, SPEAC
Trudy Court, CUPE
Paul Block, Superintendent (Online via MS Teams)
Monica Braniff, Deputy Superintendent
Brian Jonker, Secretary Treasurer
David Lee-Bonar – Assistant Secretary Treasurer
Mhairi Bennett, Director of Facilities
Randy Cobb, Manager, Transportation
Nicole Gestwa, Network Analyst, IT Department

Regrets: Russ Chipps, Trustee (Committee Member)

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 who acknowledged the traditional territories of the First Nations. The Chair provided virtual participation instructions to Trustees and attendees joining online.

The Chair welcomed the committee back to 2026/2027 school year and acknowledged the efforts of staff over the summer break, ensuring schools were ready to welcome students and families back to school. The chair introduced the committee members and welcomed the new committee members from SPEAC and STA.

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated June 9, 2026, at its Public Board Meeting of June 23,2026.

3. PRESENTATIONS

There were no presentations.

4. BUSINESS

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4.1 Minor Capital Plan Submission – Mhairi Bennett

The Director of Facilities presented the minor capital submission priorities to the committee. The committee asked questions and received answers regarding the minor capital plan submission presented.

The committee supported the following motion to be considered by the Board of Education at its September 29, 2026 meeting.

Recommended Motion: That the Board of Education of School District #62 (Sooke) approve the 2027/28 Minor Capital Plan submission as presented to the Resources Committee on September 22, 2026.

4.2 Minor Capital – Summer Work Update – Mhairi Bennett

The Director of Facilities provided an update on the work complete over the summer highlighting projects completed under SEP, CNCP, FIP, PEN, BEP and AFG.

The committee asked questions and received answers regarding the summer work presented.

4.3 Transportation Update – Randy Cobb

The Director of Transportation provided a point in time transportation update.

The committee asked questions and received answers regarding the transportation update presented.

4.4 Initial Enrolment Update – Monica Braniff

The Deputy Superintendent provided a point in time enrolment update for 2026/27.

The committee asked questions and received answers regarding the enrolment update presented.

4.5 General Ledger Account Structure Update – David Lee-Bonar

The Assistant Secretary Treasurer provided an update to the general ledger account structure.

4.6 Resources Committee Annual Work Plan – Christine Lervold

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The Committee Chair commented on the workplan for committee reference.

5. ADJOURNMENT

The meeting was adjourned at 7:45 p.m. The next meeting is scheduled for October 13, 2026.

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Board of Education

Committee Terms of Reference

Resources Committee (Standing)

Purpose

The Resources Committee assists the Board in fulfilling its governance and oversight responsibilities pertaining to the budget, capital and corporate services (the business functions of the District).

Procedures

The Resources Committee is intended to be a less formal structure to allow for full participation by trustees, partners and representative groups. As such, Roberts Rules will not be enforced unless the Committee Chair determines so needed.

NATURE OF COMMITTEE	Standing Committee of the Board
MEMBERSHIP	• Committee Chairperson • Trustee Member #1 • Trustee Member #2
EXECUTIVE ASSIGNED (Non-Voting)	Secretary-Treasurer or designate, Superintendent
CHAIRPERSON	Trustee designated by the Chair of the Board of Education
PARTNER AND REPRESENTATIVE GROUPS	Delegations from representative group designates, where established (non-voting): • Canadian Union of Public Employees Local 459 • Sooke Parents Education Advisory Council (SPEAC) • Sooke Principals' and Vice-Principals' Association (SPVPA) • Sooke Teachers' Association (STA) • Students • Indigenous Education Advisory Council (IEC)* *IEC may self-determine a format and process for engagement either within or outside of the Resources Committee structure.
APPOINTMENT	Trustees are appointed by the Chair of the Board of Education aligned to Board Committee Policy – A6
BUDGET	None, unless otherwise assigned by the Board.
SECRETARIAT	Secretary-Treasurer or designate
MEETINGS	Meetings will be scheduled monthly, on the second Tuesday of the month between September and June unless otherwise notified. Agendas with supporting materials will be circulated to the committee a minimum of three (3) days in advance of each meeting.
EXTERNAL PARTICIPANT	No
QUORUM	A minimum of 2 trustees

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Board of Education

Committee Terms of Reference

Deliverables

The Resources Committee supports Board governance to consider and make recommendations on:

- Long-range facilities planning for accommodating enrolment projections.
- Annual Capital Plan submission to the Ministry of Education and Child Care and/or Ministry of Infrastructure (or other Ministry designated for this purpose by the Province).
- District operating, special purpose and capital budgets.
- Aspects of corporate services which are defined as all items that are not directly related to educational programs. (i.e. major/minor capital, maintenance & facilities, transportation, custodial, Information Management and Technology, Finance, Human Resources as appropriate and Child Care etc.)
- Other matters referred to it by the Board by resolution or another standing committee as it relates to financial resources implications and availability or policy implementation.
- Any items recommended by the committee which have education program implications will be referred to the Education Committee for recommendation prior to being presented to the Board for consideration.

Reporting Mechanism

- Aligned with reporting requirements in section 32-36 of the Board Committee Policy-A6, a report of all meetings will be provided to the Board. Recommendations of the Committee will not take effect unless resolved at a duly constituted meeting of the Board of Education.

Policy Reference

- A6 – Board Committees

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Board of Education

Committee Terms of Reference

Appendix B: Appointment of External Participants in Committee Meetings

The process for appointing external participants to work with Board committees is set out below.

1. Eligibility for Participation by Persons who are not Trustees of the Board

i. A person who is not a trustee of the Board may be appointed to and serve as an advisory non-voting external participant in meetings of committees of the Board if they possess relevant expertise, education, credentials and/or experience applicable to the committee mandate and the Board of Education has determined by motion or in the committee's terms of reference to provide for the appointment of an external participant.
ii. Prior to appointment as an external participant in meetings of a committee and serving in an advisory role, the person must have been identified by the Selection Committee and approved by the Board Governance Committee.

2. Selection Committee

i. A selection committee (the "**Selection Committee**") will identify persons who are not trustees of the Board as potential candidates for appointment as an external participant on a committee.
ii. The Selection Committee shall be composed of:
   a. The superintendent or designate.
   b. A second member of senior management.
   c. The chair of the Board or a trustee of the Board designated by the chair.
iii. The recommendations from the Selection Committee shall be considered by the Board Governance Committee.
iv. The chair of the Board of Education may appoint an external participant to a Board committee from amongst those persons approved by the Board Governance Committee.

3. Term of Appointment

i. A person shall not be appointed as an external participant on a committee for a term longer than three years, unless reappointed by the Board chair on the recommendation of the applicable Committee.

4. Conflict of Interest

i. External participants on committees must disclose any actual or perceived conflict of interest and not participate in any discussion or meeting in which they have such an interest.
ii. A conflict of interest exists when:
   a. An external participant uses their position with the committee to advance their personal interests, or interests of their family or close associates; or
   b. An external participant accepts, directly or indirectly, any compensation, gratuity, gift, reward or benefit from an organization or individual that has dealing with the Board if a reasonable person would perceive this as influencing the external participants performance of their duties with the committee.
   c. An external participant has a pecuniary interest in a matter under consideration could reasonably result in a direct or indirect financial benefit or detriment to the participant, their spouse, family member, business associate, employer, or an organization in which they hold a significant financial interest.

iii. When an external participant becomes aware that they have an actual or perceived conflict of interest with respect to the matter coming before the committee, the external participant must:
   a. Disclose that they have an interest in the matter,
   b. State the general nature of the interest,
   c. Not take part in any discussion of the matter,
   d. Not attempt in any way to influence the voting on any question in respect of the matter before, during or after the meeting, and,
   e. If the meeting is held *in-camera*, leave the meeting until the matter has been addressed.

iv. External participants on committees will, when they are appointed for the first time and at the first meeting in each fiscal year, submit a written declaration to the chair of the committee declaring whether he or she has a conflict of interest.

v. External participants on committees who become aware after their appointment that they have a conflict of interest will immediately disclose the conflict in writing to the members of the committee.

5. Codes of Conduct

i. Any code of conduct of the Board also applies to external participants in relation to their functions, powers and duties as external participants on a Board committee.

6. Remuneration and Compensation

i. A person shall not receive any remuneration for serving as an external participant on a committee.

7. Orientation and Education

i. External participants of a committee will be provided with an orientation to the committee's duties and functions upon appointment.

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Resource Committee Information Note
Resource Committee Meeting
November 17, 2026
Agenda Item 4.2: Updated Enrolment (Actuals)

Background

- Enrolment numbers (actuals) are confirmed through the Ministry's 1701 process.
- The September 2026 enrolment snapshot date was September 29th. These initial numbers were finalized on October 9th. The numbers presented below are accurate to this final submission.

Enrolment Estimates

- At a summary level, FTE counts are:

Description	FTE Preliminary Projections 2026-27	FTE Actual Enrolment 2026-27	FTE INCR/(DECR) from Preliminary
TOTAL Standard (Regular) Enrolment	**13879**	**13675**	**-204**
Continuing Education	55	55	**0**
Alternate Schools	212	213	**1**
Online Learning	142	189	**47**
TOTAL Non-Standard Enrolment	**409**	**457**	**48**
TOTAL	**14288**	**14132**	**-156**
TOTAL Supplemental Enrolment			
English Language Learning	1430	1467	**37**
Adult Education	16	90	**74**
Level 1 inclusive Education	11	11	**0**
Level 2 Inclusive Education	1060	1092	**32**
Level 3 Inclusive Education	570	521	**-49**
Indigenous Education	1293	1273	**-20**

- It should be noted that although the Standard (Regular) FTE enrolment is down from projections and has stabilized in growth, there is an increase in headcount from last year of 207 or 1.55%.

Next Steps

- Financial outcomes are embedded in the Q1 forecast and will ultimately be incorporated into budget for consideration as required by the *School Act*.

Prepared By: Monica Braniff, Deputy Superintendent

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Committee Information Note
Resources Committee Meeting

November 17, 2026
Agenda Item 4.1 – 2026/27: Quarter 1 Financial Forecast

BACKGROUND:

- The School District's fiscal year is July 1, 2026 – June 30, 2027.
- 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.
  - Q1: July 1 – September 30
  - Q2: October 1 – December 31
  - Q3: January 1 – March 31
- The Q1 period is not only very early in the fiscal year but also most staff do not return to work from summer break until the end of August. This results in variability in the forecast with only one month of full operations included.
  - The forecast will be revised after Q2 and Q3, with certainty increasing over time.

ANALYSIS:

Q1 Forecasted Year End (June 30, 2027)

- A summary based on revenues and expenditures is provided by function (**Appendix A**).
  - There are several assumptions used in this forecast that may impact the final numbers. Examples include but are not limited to: the Operating Grant supplement for salary differential, February enrolment count, and May enrolment count will all come on budget.
- It is important to note that there is significant uncertainty regarding both the 2026/27 Labour Settlement Funding and the forecasted costs of the District's extended health and dental plans.
- Based on the Q1 forecast, staff currently estimate a fiscal year end (June 30) potential unrestricted accumulated surplus (UAS) of $3.9M or 1.97% of total expenses.

2026/27 Labour Settlement Funding

- The 2025-2029 Provincial Collective Agreement between the BC Public School Employers' Association (BCPSEA) and the BC Teachers' Federation (BCTF) was ratified in mid-March 2026 including 3% annual wage increases and other improvements.
- Aligned with past practice, the Ministry provides labour settlement grant (LSG) funding as a separate grant until the timing aligns for the funding to be rolled into the per pupil rate within the Operating Grant.
  - It is expected that the rolling of the LSG into the 2027/28 Operating Grant will occur with the required preliminary per pupil rate announcement by the Ministry in March 2027.
- As highlighted in the budget development process, there are risks for the district in relation to labour settlement funding.
  - Preliminary labour settlement grant funding for 2026/27 has been published, however the Ministry has also recently confirmed that these amounts will be adjusted.
  - With the unanticipated snap election and change in government, additional precautions should be noted, including that government transition is likely to delay

final labour settlement grant, classroom enhancement fund (CEF) allocations, and operating grant amounts until the end of January as opposed to mid-December and the potential impact of the new government areas of focus.

- Given the risks and the expected late timing of the final funding allocations, staff have forecasted only the cost of collective agreement implementation.

Benefit Surplus

- Employee extended health and dental benefits are provided through Pacific Blue Cross (PBC), with premiums set each year by the HUB International (HUB) actuary.
  - The budget for benefit premiums is set by the rates provided by HUB.
  - HUB's practice, to mitigate risk, is to set conservative premiums.
  - Benefits are a significant and growing cost.
- Staff have begun further analyzing the monthly premium and claims data received from HUB to get a clearer sense of financial implications.
  - As benefit premiums are paid on a ten-month cycle (September to June), we only have one month of data to analyze and use as a basis for Q1 forecasting.
  - Staff are also working to improve processes for budgeting benefit premiums.

Risk Assessment

- As part of budget development and ongoing fiscal management, a review of the risks identified as part of budget 2026/27 budget development has been undertaken.
  - The enrolment risk has materialized with lower than forecasted enrolment resulting in less revenue than anticipated to fund the budgeted expenses.
  - Numerous risks remain including those related to labour settlement funding, classroom enhancement fund (CEF) funding allocations, utilities costs, teachers and TTOC salary and benefits costs, employee future benefits, February and May enrolments and operating grant components.

NEXT STEPS

- Draft the District's Amended Budget for the Board's consideration informed by the Q2 forecast and finalization of grant amounts.
  - The amended budget must be approved by by-law and submitted to the Ministry of Education and Child Care no later than February 28, 2027, unless the timeline is otherwise extended based on the late release of final grant amounts.

Prepared by: David Lee-Bonar, Assistant Secretary Treasurer

Appendix A
School District 62
Summary of Q1 Forecast by Financial Statement Function

	BUDGET	Q1 FORECAST	VARIANCE	VARIANCE COMMENT
Revenues				
Provincial Grants				
Ministry of Education and Child Care	184,528,590	183,359,375	1,169,215	K-12: -$1.8m, Online Learning: +$340k, IES: +$170k, ELL: +$70k
Other	166,500	166,500	-	
Municipal Grants Spent on Sites			-	
Tuition	8,758,703	8,087,162	671,541	International enrolment less than budgeted (~9 FTE)
Other Revenue	2,092,515	2,364,357	(271,842)	$0.3m due to Childcare revenue higher than budgeted
Rentals and Leases	589,114	639,370	(50,256)	
Investment Income	889,286	771,552	117,734	
Total Revenue	**197,024,708**	**195,388,315**	**1,636,393**	
Expenses				
Instruction	165,906,897	164,503,400	1,403,497	$1.1m TEAC/TOC, $0.5m Int'l, offset by $0.3m Childcare increase
District Administration	10,615,489	10,572,883	42,606	
Operations and Maintenance	19,308,778	19,425,530	(116,752)	
Transportation and Housing	4,058,600	4,046,989	11,611	
Total Expense	**199,889,764**	**198,548,802**	**1,340,962**	
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	(3,716,203)	(3,843,071)	126,868	$120k IES Dept equipment
Local Capital	-	-	-	
Surplus (Deficit), for the year	**(6,581,259)**	**(7,003,558)**	**422,299**	
Total Reserve as at June 30 2026	10,910,604	10,910,604	-	
Operating Surplus (Deficit) for the year	(6,581,259)	(7,003,558)	422,299	
Total Reserve as at June 30 2027	4,329,345	3,907,046	422,299	
Reserve % of Total Expenses as at June 30 2027	2.17%	1.97%		

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Committee Information Note
Resources Committee Meeting

November 17, 2026

Agenda Item 4.4 – Minor Capital Update

TOPIC: Minor capital projects November financial update (Q2.5)

BACKGROUND:

- As a reminder, the minor capital program is based on the Province of BC fiscal year which runs April 1 to March 31 making this the Q2.5 update for the period of April 1 to November 3, 2026.
- Ministry minor capital annual programs are outlined below:

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

ANALYSIS:

- Attachment 1 provides the Q2.5 financial update for minor capital projects. It's important to note the % complete provide the financial % and does not reflect the % of construction.

Prepared by: Mhairi Bennett, Director of Facilities

Attachments:

1. Minor Capital Financial Update as of Nov 03, 2026

Attachment 1

SCHOOL DISTRICT 62 SOOKE
CAPITAL PROJECT UPDATE
AS AT NOV 3 2026

ATRIEVE PROJECT #	PROJECT DESCRIPTION	COA PROJECT #	COA EXPIRY DATE	H = F + G TOTAL FUNDING	M = K + L TOTAL EXPENDITURES TO DATE	N = M / H % COMPLETION
0000	AFG FY27	062-503982	Mar 31 2027	$ 2,604,583	$ 2,141,574	82.2%
2015	BEP - WILLWAY REMEDIATION DESIGN	062-503520	Mar 31 2028	$ 71,500	$ 11,292	15.8%
2017	FY27 SEP HVAC WILLWAY	062-503621	Mar 31 2027	$ 800,000	$ 608,823	76.1%
2018	FY27 SEP HVAC JMUIR	062-503657	Mar 31 2027	$ 1,200,000	$ 529,292	44.1%
2019	FY27 CNCP HVAC SANGSTER	062-503575	Mar 31 2027	$ 500,000	$ 411,095	82.2%
2020	FY27 FIP JMUIR-DUNS	062-503649	Mar 31 2027	$ 125,000	$ 83,424	66.7%
2021	FY27 PEP PLAYGRND SANGSTER	062-503589	Mar 31 2027	$ 200,000	$ 196,501	98.3%
2022	FY27 SASG CHILDCARE SOOKE	062-504078	Mar 31 2027	$ 144,000	$ 5,505	3.8%
2023	FY27 SASG CHILDCARE RUTH KING	062-504079	Mar 31 2027	$ 72,000	$ -	0.0%
TOTAL				$ 5,812,321	$ 4,082,742	70.2%

SOOKE SCHOOLS 62
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Committee Information Note
Resources Committee Meeting

November 17, 2026

Agenda Item 4.5 – Transportation Update

BACKGROUND:

- School districts require annual registration for all students requesting school bus transportation to ensure compliance with legislative requirements and to maintain accurate up to date passenger lists.
- School District 62 introduced transportation fees in 2024/25 in response to budget pressures which also included route reductions.
- For the 2026/27 school year, the District implemented an online fee waiver application and audit process to support consistency and accountability in the administration of fee waivers.

ANALYSIS:

- Transportation services continue to operate at or near system capacity. Growth throughout the Westshore and ongoing traffic congestion continue to impact route efficiency and schedule reliability. Staff continue to monitor route performance and adjust where possible to support on-time service.
- The transportation department continues to experience challenges recruiting and retaining qualified drivers. Recruitment efforts remain ongoing, with staff exploring additional strategies to improve workforce sustainability and maintain service levels.
- Table 1 provides an updated summary of transportation services for 2026/27:

	2024/25 Full Year	**2025/26 Full Year**	**2026/27 Sept**	**2026/27 Nov**
# of registration requests – on time	3,769	2,849	2,622	2,622
# of registration requests - late	1,061	793	615	729
# of total registration requests	**4,830**	**3,642**	**3,237**	**3,351**
# of assigned riders	**2,945**	**2,703**	**2,716**	**2,771**
# of in-eligible riders	1764	530	253	481
# of non-assigned riders	121	409	268	99
# of fee waivers (Sept – Sept) *	660	691	510	527
Year over Year % chg: waivers		*4.7%*	*-26.2%*	*-23.7*
Waivers as a % of assigned riders	*22%*	*26%*	*19%*	*19%*
# of standard routes	31	30	30	30
# of accessible routes	4	5	7	6
# of overflow routes	1	1	1	1

# of total buses	50	50	50	50
# of electric buses	18	20	22	22
# of total drivers	45	44	44	43
# of regular drivers	36	36	38	37
# of on-call drivers	9	8	6	6
# of KMs driven daily	**~3,500**	**~3,500**	**~3,750**	**~3,650**

Transportation Fee Collection

- The transportation fee collection process is nearing completion, with the final installment due November 20, 2026.
- Staff have continued communication with families regarding outstanding balances.
- To date, there has been an increase in fee payment compliance with payments up over $70,000 when compared to the same time period last year.
    - Transportation fee revenue collected: $528,999.34
    - Outstanding transportation fees: $250,194.40

Fee Waiver Review

- The District is in the process of administrating the first transportation fee waiver review or "audit".
    - The review intends to confirm eligibility.
- Key review metrics will include the number of fee waivers reviewed, number confirmed as eligible, number requiring follow-up documentation and number determined ineligible:

Service Level Sustainability

- The transportation system continues to operate within available resources; however, increasing traffic congestion, growth-related demand, and staffing pressures continue to affect long-term sustainability. Staff are continuing to monitor trends and gather data to support future discussions regarding transportation service levels and operational requirements.

NEXT STEPS:

- Complete transportation fee collection activities for the 2026/27 school year.
- Continue monitoring registration trends and route utilization.
- Continue driver recruitment and retention initiatives.
- Administer the review of fee waivers and identify opportunities for continuous improvement.
- Review sustainability of the transportation system and present information for further consideration.

Prepared by: Mhairi Bennett, Director of Facilities & Randy Cobb, Manager of Transportation

Attachments:

1. Communication Plan

Attachment 1: Communication Plan

Target Timing	Correspondence	Purpose	Status
Late February	Bus Registration Notice	Communicate the process to register for busing	**Complete**
Mid April	Bus Registration Reminder	Remind families of registration window	**Complete**
Mid May	Ineligible Notice	As registrations are reviewed inform ineligible registrations	**Complete**
Mid June	Bus Pass Update	Let registered riders know what to do with bus passes at year end	**Complete**
Late July	Bus Schedule	Inform eligible on time registrations of their bus schedule	**Complete**
Late July	Fee Waiver	Online fee waiver instructions included in bus schedule email	**Complete**
Late August	Fee Invoices	Notice to registered riders of invoice in School Cash Online account	**Complete**
Early September	Late Registrations	Assigning routes to late registrants based on available seats; fee waiver incl	**Ongoing**
September 14th	Fee Reminder	Fee Reminder	**Complete**
September 20th	**FIRST PAYMENT DUE**		
September 24th	Non-Payment Notice	Non-Payment Notice	**Complete**
Early October	Audit Notice	Notification of Audit Selection (Delayed until Mid-November)	Pending
October 14th	Fee Reminder	Fee Reminder	**Complete**
October 16th	Audit Results	Notification of Audit Results for Selected Waivers (Delayed based on Notice Delay)	Pending
October 20th	**SECONDARY PAYMENT DUE**		
October 24th	Non-Payment Notice	Non-Payment Notice	**Complete**
November 13th	Fee Reminder	Fee Reminder	**Complete**
November 20th	**THIRD/FINAL PAYMENT DUE**		
November 27th	Service Discontinuation	Service Discontinuation	

Note: Fee waiver audits will continue as late fee waiver requests are received.

RESOURCES COMMITTEE ANNUAL WORK PLAN

2026-2027 School Year (Living document)

SEPTEMBER (22nd)

- Minor Capital Plan Submission 2026/27 – recommendation to Board for all three readings
- Minor and Asset Rehabilitation (Summer projects update)
- Transportation Update
- September Enrolment Update
- Resources Committee Annual Work Plan

OCTOBER (13th)

- Enrolment Update
- Childcare Update
- Q1/Q2 Minor Capital Financial Update

NOVEMBER (17th)

- Quarter 1 Financial Forecast – recommendation to Board for approval
- Transportation Update
- Enrolment Update – Final
- Minor Capital Update

DECEMBER (8th)

- Capital Asset Management Strategy Update
- 2027/28 Budget Principles, Assertions and Processes – recommendation to Board for approval

JANUARY (12th)

- Energy Management Update
- Long-Range Facilities Plan (2028) – recommendation to the Board to receive plan (in years required)

FEBRUARY (9th)

- Amended Budget 2026/27
- 2026/27 Q2 Forecast
- Fees:
    - Academy Fees (2027/28)
    - School Fees (2027/28)
    - International Fees (2028/29)
    - Transportation Fees (2027/28)
    - Board Operated Child Care Fees (2027/28)
- 2026/27 Community Rental Strategy
- 2027/28 Budget Development Update

MARCH (9th)

- 2026/27 Budget Development Process - Update
- Q3/Q4 Minor Capital Update
- Annual Facilities Grant (AFG) planning
- 2026/27 Operational Plan
- Spring Break (March 15-30, 2026)

APRIL (13th)

- Capital Plan Bylaw - recommendation to Board for all three readings
- Major/Minor Capital Update - Response Letter(s)

MAY (11th)

- 2026/27 Q3 Financial Forecast
- 5-year Capital Plan - recommendation to Board for all three readings
- Transportation Update - registration update

JUNE (8th)

- Review fiscal monitoring report (year-end estimates)
- Climate Change Accountability Report

ONGOING

- Workplan amendments and review