

Public Notice – Resources Committee Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) will be held on **November 18, 2025 at 6:00 p.m.**

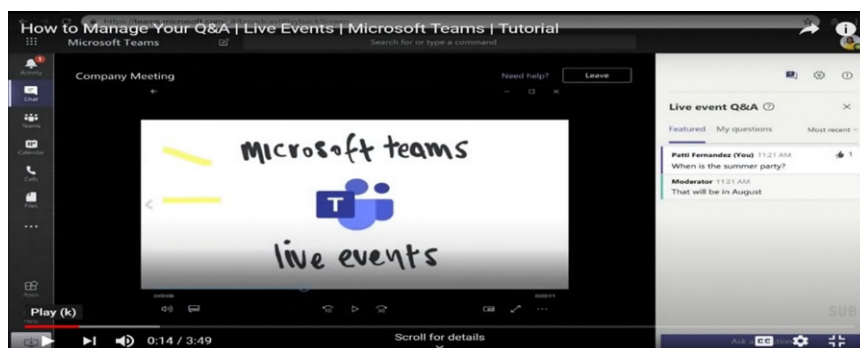
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

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

Click this link for information on how to join a live event in MS Teams:

[How to attend a Live event in Microsoft Teams](#)

- 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:
 - o Select the **Q&A** function on the right side of the screen.
 - o When asking a question using the Q&A function, please identify yourself.
Anonymous questions will not be responded to.
 - o A reminder for Stakeholder groups to use the **Q&A** function.
 - o 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 and how to access it that aren't answered in the link above 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

November 18, 2025 – 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, SCÍÅNEW (Beecher Bay) Nation, and the Nuuchah-nulth: Paaŋčiidŋath (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. (words gifted by the nations SD62 works with)

2. REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated October 17, 2025 at the Board Meeting dated October 28, 2025.

3. PRESENTATIONS (10 min.)

4. BUSINESS

4.1 Quarter 1 Financial Forecast – David Lee-Bonar (page 3)

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Financial Forecast Report as presented at the Resources Committee meeting of November 18, 2025.

4.2 2026/27 Budget Principles, Assertions and Process – Brian Jonker (page 7)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 2026/27 budget principles, assertions and process as outlined at the November 18, 2025, Resources Committee meeting.

4.3 Quarter 2 Minor Capital Update – Mhairi Bennett (page 10)

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 2 Minor Capital Report as presented at the Resources Committee Meeting of November 18, 2025.

5. ADJOURNMENT

Next meeting date: December 9, 2025

Committee Information Note

Resources Committee Meeting

November 18, 2025

Agenda Item 4.1 – Quarter 1 Financial Forecast: Fiscal Year 2025/26

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.
- Given Q1 is early in the fiscal year, representing the period of July 1 – September 30, 2025, both revenue and expenses are just ramping up contributing to variability in the forecasting process.
- This note provides the District's estimate of where we expect to end the year based on the Q1 forecasting process. This estimate will be revised as we work through the financial forecasts after Q2 and Q3, with each quarterly process increasing in certainty.

ANALYSIS:

Q1 Forecasted Year End (June 30, 2026)

- Summaries based on revenues and expenditures by function (**Appendix A**) and expenditure type (**Appendix B**) have been provided for the Committee's review.
- There are significant variances by expenditure type noted in Appendix B that will at least partially be resolved in Q2 when staff have had an opportunity to make budget adjustments in line with anticipated spending.
- Staff have estimated that the District will end the fiscal year (June 30) with a potential accumulated surplus of \$5.589M or 3.00% of total expenses.
- There are several assumptions used in this forecast that may impact the final numbers. Some examples include: the Operating Grant supplement for salary differential, February enrolment count, and May enrolment count will all come on budget.

In Year Risks

- As part of budget development and ongoing fiscal management, a review of the risks identified as part of budget 2025/26 budget development has been undertaken.
 - The enrolment risk has materialized with lower than forecast enrolment resulting in less revenue than anticipated to fund the budgeted expenses.
 - The remaining risks related to the province fully funding collective agreements, geopolitical risks as they relate to tariffs and resulting inflation/escalation and unique geographic funding factors are still relevant with the risk assessment of each also remaining accurate.
 - Given we are reporting on Q1 and there are several risk areas with potentially high impact, staying the course based on the Q1 forecasted financial performance is prudent.

Next Steps

- Next steps include completing the Q2 Forecast (December 31, 2025) at which time more of the variables will be known (CEF recovery, Salary Differential, and staffing).
- The Q2 Forecast will be used to draft the District's Amended Budget for the Board's consideration which must be approved by by-law and submitted to the Ministry of Education and Child Care no later than February 28, 2026.

RECOMMENDATION:

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Financial Forecast Report as presented at the Resources Committee meeting of November 18, 2025.

Prepared by: David Lee-Bonar, Assistant Secretary Treasurer

Appendix A

School District Six Two

Summary of Q1 Forecast by Financial Statement Function

	BUDGET	Q1 FORECAST	VARIANCE	
Revenues				
Provincial Grants				
Ministry of Education and Child Care	176,016,956	174,729,935	1,287,021	\$0.4m pressure in Sept enrolment based funding & \$0.8m pressure in supplemental funding
Other	218,485	204,535	13,950	
Tuition	8,276,500	7,986,546	289,955	International enrolment under budget by 9 FTE (251 vs budget 260 FTE)
Other Revenue	1,817,529	1,788,259	29,270	
Rentals and Leases	589,114	721,829	(132,715)	
Investment Income	853,875	878,241	(24,366)	
Total Revenue	187,772,459	186,309,343	1,463,116	
Expenses				
Instruction	160,440,852	158,362,088	2,078,764	Expense reductions to offset enrolment shortfalls (standard, inclusive education, and ISP)
District Administration	8,592,529	8,336,278	256,251	Indigenous Learning Day savings (\$0.15M) and Finance Dept savings (\$0.12M)
Operations and Maintenance	15,234,535	15,417,893	(183,358)	
Transportation and Housing	4,020,902	3,961,754	59,148	
Total Expense	188,288,818	186,078,013	2,210,805	
Net Revenue (Expense)	(516,359)	231,331	(747,690)	
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	(2,248,094)	(2,279,199)	31,105	\$1.2M for portables & \$0.8M for E-Bus Infrastructure
Local Capital	-	-	-	
Surplus (Deficit), for the year	(2,764,453)	(2,047,869)	(716,584)	
Total Reserve as at June 30 2025	7,637,049	7,637,049	-	
Operating Surplus (Deficit) for the year	(2,764,453)	(2,047,869)	(716,584)	
Total Reserve as at June 30 2026	4,872,596	5,589,180	(716,584)	
Reserve % of Total Expenses as at June 30 2026	2.59%	3.00%		

Appendix B

School District Six Two

Summary of Q1 Forecast by Financial Statement Expenditure Type

	BUDGET	Q1 FORECAST	VARIANCE	
Salaries				
Teachers	67,572,671	66,308,888	1,263,783	Post and fill processes
Principals and Vice Principals	11,422,578	11,078,297	344,281	
Educational Assistants	23,045,513	21,802,012	1,243,501	Lower staffing to offset lower inclusive education enrolment than anticipated
Other Professionals	6,669,961	6,625,433	44,528	
Substitutes	6,220,878	7,781,806	(1,560,928)	TOC budget pressure due to teacher post & fill process
Total Salaries	132,104,163	130,311,056	1,793,107	
Employee Benefits	35,951,304	35,409,827	541,477	
Services and Supplies				
Services	9,283,058	9,533,975	(250,917)	Budget pressure mostly due to software (\$195k)
Professional Development and Travel	1,165,270	1,180,503	(15,233)	
Rentals and Leases	397,976	527,944	(129,968)	Budget pressure mostly due to maintenance vehicle leases (\$75k)
Dues and Fees	188,161	205,792	(17,631)	
Insurance	740,451	698,697	41,754	
Supplies	6,086,291	5,791,832	294,459	Lower Inclusive Education Services Dept supplies (\$250k) to offset lower inclusive education enrolment than anticipated
Utilities	2,346,344	2,413,388	(67,044)	
Bad Debt	25,800	5,000	20,800	
Total Services and Supplies	20,233,351	20,357,131	(123,780)	
Total Operating Expense	188,288,818	186,078,013	2,210,805	
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	2,248,094	2,279,199	(31,105)	\$1.2M for portables & \$0.8M for E-Bus Infrastructure
Local Capital	-	-	-	

Committee Information Note Resources Committee Meeting

November 18, 2025

Agenda Item 4.2 – 2026/27 Budget Principles, Assertions, and Process

BACKGROUND:

- The Board's annual workplan includes approval of the Annual Budget Principles, Assertions, and Process (plan and timelines) in November.
- As a result, staff are requesting the Committee consider the following Budget Principles, Assertions, and Process for the 2026/27 Budget Development Process.

ANALYSIS:

- The tables below show the existing budget principles and assertions used for 2025/26 juxtaposed to the proposed language for 2026/27.

Budget Principles

Budget 2025/26 - Existing		Budget 2026/27 - Proposed		Change
1.	Budget decisions will be based on the refreshed Strategic Plan for 2025-2029;	1.	Budget decisions will be based on the refreshed Strategic Plan for 2025-2029	No Change
2.	Input from the District partners and Leadership Team will help shape 25/26 funding levels; and	2.	Input from the Indigenous Education Counsel, District partners, and the Leadership Team will help shape budget 2026/27	Minor Change
3.	The annual budget process will be informed by the multi-year budget estimates on a 3-year rolling cycle.	3.	The annual budget process will be informed by the 3-year fiscal plan outlook	Minor Change
4.	N/A	4.	The budget planning process will be informed by a budget risk assessment and include mitigation strategies	New

Proposed Budget Assertions

Budget 2025/26 - Existing		Budget 2026/27 - Proposed		Change
1.	The provincial funding formula will remain the same and be based on per FTE funding;	1.	The provincial funding formula will remain the same and be based on per FTE funding;	No Change
2.	Domestic enrolment will continue to grow;	2.	Domestic enrolment growth will begin to slow;	Change
3.	Staff will create multiple data points to consider when developing the domestic enrolment estimates to strengthen the process; and	3.	Staff will consider multiple data points when developing the domestic enrolment estimates to strengthen the process; and	Minor Change
4.	All negotiated / approved salary increases will be funded.	4.	All negotiated / approved salary increases will be funded.	No Change

Proposed Budget Process for 2026/27

- The attached timelines are being suggested to be approved by the Board for the 2026/27 Budget Development process.

RECOMMENDATION:

- Staff would like the Committee to consider supporting the following motion:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed 2026/27 budget principles, assertions and process as outlined at the November 18, 2025, Resources Committee meeting.

Prepared by: Brian Jonker, Secretary Treasurer

School District 62

Proposed Budget Timelines

Fiscal 2026/27

Month	Executive	Resource Committee	Board Meetings
January	Highlight the operating grant recalculation details (if available)	Jan 13 – review the 25/26 recalculated operating grant (if available)	Jan 20 – review the 25/26 recalculated operating grant (if available)
February	Identify 26/27 Priorities based on Strategic Plan	Feb 10 – Review & input on draft Priorities	Feb 24 – Review & input on draft Priorities; Partner Presentations (Feb 17)
March	Draft Budget based on Priorities	Mar 10 – Review & input on draft Priorities	Mar 31 – Review & input on draft Priorities
April	Finalize Budget for presentation	Apr 14 – Review and input on draft Budget	April 28 – 1 st reading of the Budget
May	Tweak Budget (if applicable)	May 12 – Review and input on revised Budget (if applicable)	May 26 – 2 nd and 3 rd readings of the Budget

Notes:

- 1) A Leadership Budget Working Group will complete the initial work to identify priorities and to create the proposed Budget options for review by the Executive, Resources Committee and ultimately, the BoE
- 2) Resource Committee reviews and provides input on draft priorities and the Budget in support of the Board's approval process
- 3) Staff will support the Board in their engagement with the Indigenous Education Council once the timing and process for this work is confirmed.
- 4) Staff will meet with our partners' Executives to discuss Priorities (early February) and the draft Budget (early April)
- 5) An ECOW meeting will be scheduled for April 21st where staff will provide details of the budget with an emphasis on changes from 25/26
- 6) Once approved, timelines should be shared and public encouraged to attend Resource Committee/Board meetings for budget discussions

25-29 Strategic Plan

Priorities

26/27 Annual Budget

Committee Information Note Resources Committee Meeting

November 18, 2025

Agenda Item 4.3 Quarter 2 -Minor Capital Update

PURPOSE: Q2 -Minor Capital Update

BACKGROUND:

- As a reminder, the minor capital program is based on the Province of BC fiscal year which runs April 1 – March 31 making this the Q2 update for the period of July – September 2025.
- 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.

- In addition to the Ministry annual programs, there are several capital projects that are supported and executed at the district level.

ANALYSIS:

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

RECOMMENDATION:

- Staff would like the Committee to consider supporting the following motion:

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 2 Minor Capital Report as presented at the Resources Committee Meeting of November 18, 2025.

Prepared by: Mhairi Bennett, Director of Facilities

Attachments:

- Attachment 1: Q2 Minor Capital Financial Report
- Attachment 2: Minor Capital Q2 Powerpoint Presentation

Attachment 1

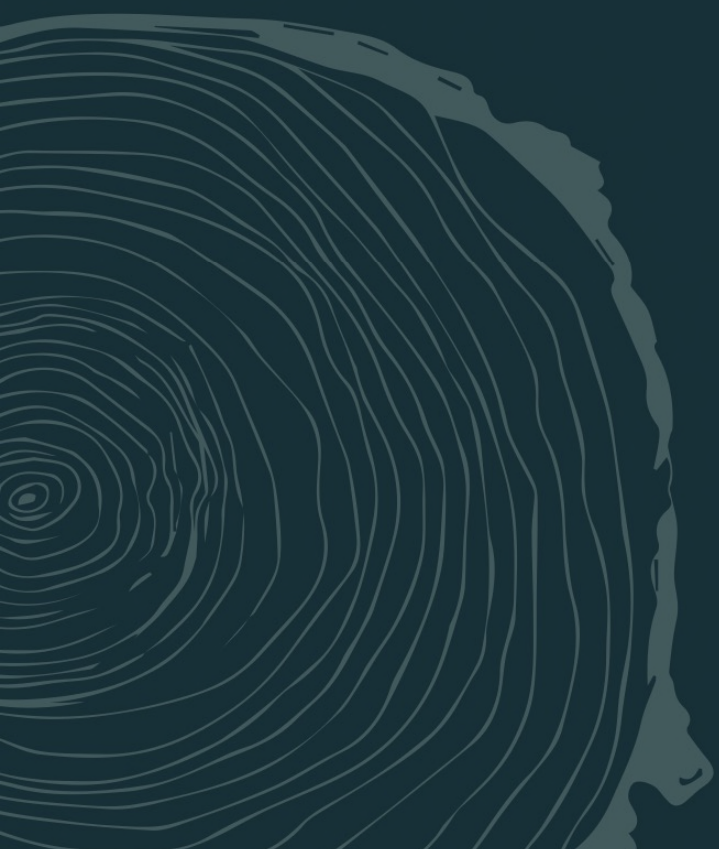
Q2 Minor Capital Financial Report

Resources Committee Nov 18, 2025

Project	Ministry Minor Capital Program	Minor Capital Project Funding	AFG 25/26	Expended	% Complete
EMCS Inclusive Washroom	SEP	\$ 750,000		\$ 250,000	33%
Dunsmuir, Spencer, Journey EV Chargers	CNCP	\$ 100,000			0%
EMCS LED Lighting Upgrade	CNCP	\$ 125,000		\$ 8,000	6%
Kitchens	FIP	\$ 125,000		\$ 110,000	88%
Belmont Heat Pump Replacement	SEP	\$ 500,000		\$ 485,000	76%
John Muir HVAC and Electrification	CNCP	\$ 500,000		\$ 410,000	73%
<i>Belmont Heat Pump Replacement*</i>	AFG		\$ 140,000	\$ -	76%
<i>John Muir HVAC and Electrification*</i>	AFG		\$ 60,000	\$ -	73%
AFG Operating	AFG		\$ 336,877	\$ 150,000	45%
AFG Capital Asset Management Software (Mol)	AFG		\$ 28,670	\$ 28,670	100%
John Muir Parking Lot Expansion	AFG		\$ 670,000	\$ 621,789	93%
Millstream Site Upgrades - Phase 1	AFG		\$ 300,000	\$ 250,959	84%
Exterior Wifi Transportation	AFG		\$ 6,663	\$ 6,663	100%
Saseenos Re-Roofing	AFG		\$ 470,000	\$ 388,781	83%
Savory Interior Painting	AFG		\$ 80,000	\$ 75,244	94%
Poirier Exterior Painting	AFG		\$ 61,584	\$ 61,584	100%
Consulting and Feasibility	AFG		\$ 20,000	\$ 10,000	50%
Emergent System Replacements	AFG		\$ 50,000	\$ 45,000	90%
Capital WO System	AFG		\$ 6,700	\$ 6,700	100%
Saseenos Roof Drain/Rock Pits	AFG		\$ 15,000	\$ 15,000	100%
Energy Optimization	AFG		\$ 30,000	\$ -	0%
Millstream Bottle Filling	AFG		\$ 10,000	\$ 2,500	25%
Westshore Bottle Filling	AFG		\$ 10,000	\$ 2,500	25%
SABER	AFG		\$ 96,000	\$ 11,500	12%
Total Allocated			\$ 2,391,494	\$ 1,676,890	70%
Variance (Pressure)			\$ 1,051		

AFG Project Funding	\$ 2,026,998
AFG Operating Funding	\$ 336,877
AFG CAMS	\$ 28,670
Total AFG	\$ 2,392,545

Project	Funding	Project Budget	Expended	% Complete
Transportation EV Bus Charging Infrastructure	District/Grant	\$ 1,370,000	\$ 980,000	72%
EMCS Gym Floor Refinishing	District	\$ 85,000	\$ 85,000	100%
EMCS Bleacher Replacement	District	\$ 75,000	\$ 75,000	100%



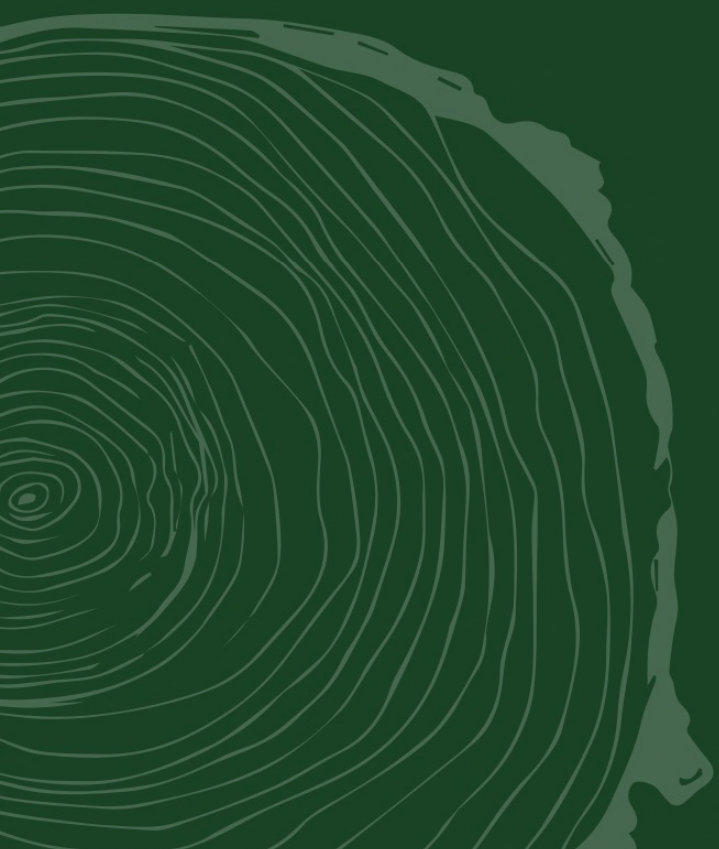
Minor Capital Q2 Update

Resources Committee

November 18th, 2025

Agenda

- **Ministry Minor Capital Annual Programs Update**
- **Annual Facility Grant Update**
- **District Capital Projects Update**
 - Guidelines and Reference Guide



Ministry Minor Capital Annual Programs

EMCS Inclusive Washroom

Funding Source	Budget	Spent	% Complete*
SEP (Ministry Minor Capital Annual Program)	\$750,000	\$250,000	33%



Kitchen Renovations

Funding Source	Budget	Spent	% Complete*
FIP (Ministry Minor Capital Annual Program)	\$125,000 (25/26) + \$35,000 (24/25)	\$141,000	88%
PROJECTS			
Millstream Elementary	\$70,000	\$70,000	100%
Saseenos Elementary	\$60,000	\$60,000	100%
Wishart Elementary	\$20,000	\$3,500	18%
Colwood Elementary	\$7,500	\$7,500	100%

Kitchen Renovations



Millstream: Before



Millstream: After

Kitchen Renovations



Saseenos: Before



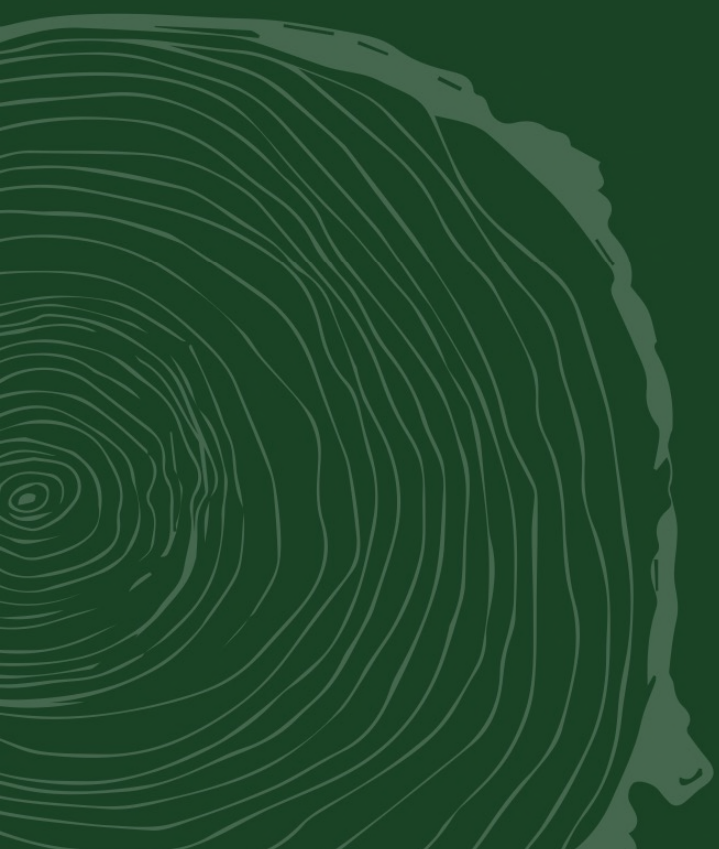
Saseenos: After



Belmont Heat Pump Replacement

Funding Source	Budget	Spent	% Complete*
SEP (Ministry Minor Capital Annual Program)	\$500,000	\$485,000	76%
AFG (Annual Facilities Grant)	\$140,000		





Annual Facility Grant

John Muir Parking Lot

Funding Source	Budget	Spent	% Complete*
AFG (Annual Facility Grant)	\$670,000	\$621,789	93%



Millstream Site Upgrades

Funding Source	Budget	Spent	% Complete*
AFG (Annual Facility Grant)	\$300,000	\$250,959	93%



Saseenos Re-Roofing

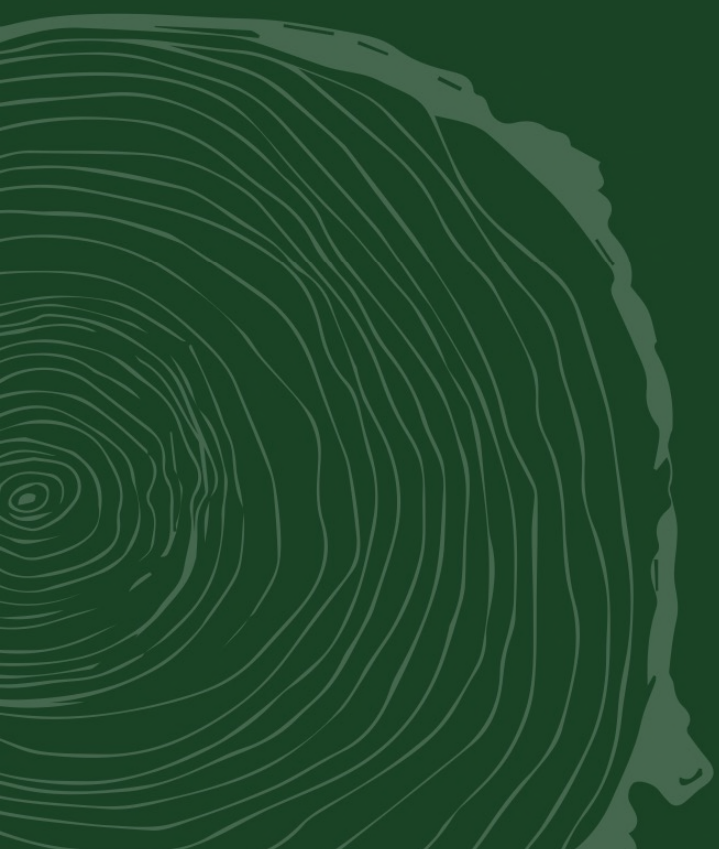
Funding Source	Budget	Spent	% Complete*
AFG (Annual Facility Grant)	\$470,000	\$388,781	83%



Painting Projects

Funding Source	Budget	Spent	% Complete*
AFG (Annual Facility Grant)			
Poirier Elementary	\$61,584	\$61,584	100%
Savory Elementary	\$80,000	\$75,244	94%





District Capital Projects

Transportation EV Infrastructure

Funding Source	Budget	Spent	% Complete*
District/Grants	\$1,370,000	\$980,000	72%



EMCS Gym

Funding Source	Budget	Spent	% Complete*
District			
EMCS Gym Floor Refinishing	\$85,000	\$85,000	100%
EMCS Bleacher Replacement	\$75,000	\$75,000	100%



District Capital Guidelines & Reference Guide

1.1. FULL PLAYGROUND STRUCTURE



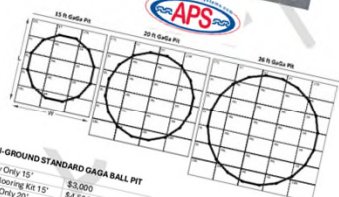

TRILLIUM S25-06	
Supply Only	\$23,300
Shipping	\$2,700
Installation Cost	\$7,800
Contingency	\$6,500
*Excavation, site preparation, fall protection, fencing, removal of existing playground structures not included	



SYNERGY SY-3498	
Supply Only	\$23,500
Shipping	\$10,853
Installation Cost	\$8,000
Contingency	\$7,700
*Excavation, site preparation, fall protection, fencing, removal of existing playground structures not included	

1.3. GAGA BALL PIT





APS IN-GROUND STANDARD GAGA BALL PIT	
Supply Only 15'	\$3,000
Gaga Flooring Kit 15'	\$4,500
Supply Only 20'	\$4,500
Gaga Flooring Kit 20'	\$5,500
Supply Only 26'	\$5,000
Gaga Flooring Kit 26'	\$6,500
Installation Cost	\$3,500
Contingency	\$1,500
*Excavation, site preparation not included	

1.5. BUDDY BENCH

The Buddy Bench is a popular item on school playgrounds. The idea is simple. When a child feels lonely, they can sit on the Buddy Bench. This signals to other kids that they are feeling isolated. Ideally, another child will notice them, sit beside them, talk to them and invite them to play.

HDPE Panel Colours

Polyester Powder Colours
Formulated for maximum UV stability, fade resistance, & gloss retention.



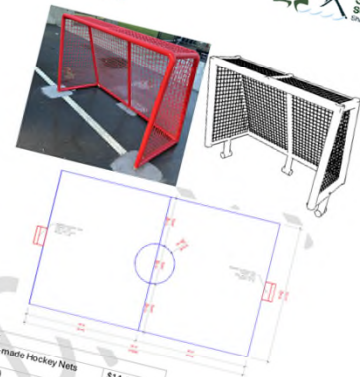





Backless Buddy Bench (PK-1495)	
Supply-Only	\$1,400
Shipping	\$500
Installation	\$2,700
Contingency	\$500

Rainbow Buddy Bench	
Supply-Only	\$3,000
Shipping	\$500
Installation	\$2,700
Contingency	\$500

1.6. HOCKEY COURT



Hockey Court	
Pair of Custom-made Hockey Nets	
Supply-Only	\$1,000
Installation (pair)	\$3,500
Paint border and center lines for the hockey court	\$600
6 ft x 6 ft pressure treated timbers, pinned around the hockey court	\$12,000
Contingency	\$2,500

*Hockey nets are custom-fabricated to standard dimensions (72" W x 48" H x 34" D), featuring a steel mesh back, 1-1/2" SCH 40 pipe posts, and a durable powder-coated finish.

*Hockey court measurements (60ft x 36ft) include white traffic marking paint.

\$6,022,545

Ministry (Minor) and District Capital 25/26 (to date)

25+ Projects

Number of Planned and Completed Projects

70%

Current Completion Rate*



Thank You!