

Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on April 16, 2024, at 6:00 pm.**

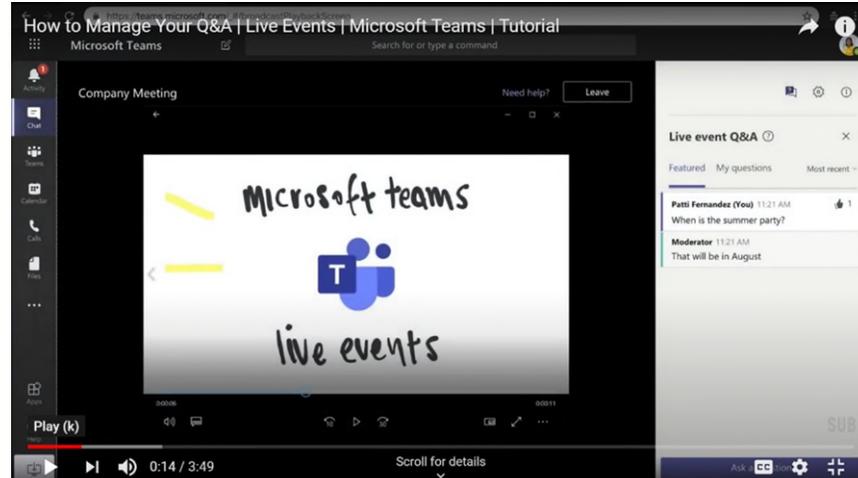
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

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

To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
 - Select the **Q&A** function on the right side of the screen.
 - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
 - A reminder for Stakeholder groups to use the **Q&A** function.
 - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



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.



RESOURCES COMMITTEE
School Board Office
April 16, 2024 – 6:00 p.m.

A G E N D A

1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)

2. REPORT (page 3)

3. PRESENTATIONS (10 min.)

4. BUSINESS

4.1 24/25 Budget Development Process – Harold Cull (page 5)

4.2 24/25 Annual Facilities Grant Project Details – Mhairi Bennett (page 12)

4.3 24/25 Capital Plan Bylaw – Harold Cull (page 15)

Motion Requested: That the Board of Education of School District 62 (Sooke) allow all three readings of the Capital Plan Bylaw 2024/25-CPSD62-01 at its meeting of April 30, 2024.

Motion Requested: That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2024/25-CPSD62-01.

5. ADJOURNMENT

6. NEXT MEETING DATE: May 14, 2024



Committee Report of Resources Committee Meeting of March 6, 2024 via MS Teams

Present: Christine Lervold, Trustee (Committee Chair)
Ebony Logins, Trustee (Committee Member)
Trudy Spiller, Trustee (Committee Member)
Allison Watson, Trustee
Cendra Beaton, Trustee
Paul Block, Superintendent
Harold Cull, Secretary Treasurer
Monica Braniff, Deputy Superintendent
Trudy Court, CUPE
Randy Cobb, Transportation
Nicole Gestwa, IT

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

The meeting was called to order at 6:06 pm by the Committee Chair, who acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)

2. **COMMITTEE REPORT**

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated February 13, 2024, at its Public Board Meeting dated February 27, 2024.

3. **PRESENTATIONS**

4. **BUSINESS**

4.1 Transportation Student Tracking Pilot Project – Randy Cobb

Staff are preparing for a transportation student tracking pilot beginning in May 2024. It will be conducted in the Milnes Landing family of schools. The pilot will consist of adding tablets to each bus which will track students as they enter and exit the bus. The Committee discussed the app to be used by families to track their students and the options available to families if



they choose not to use the app. The Committee asked to see the results of the pilot project including the costs associated prior to full implementation.

4.2 24/25 Budget Development Process – Harold Cull

Staff led the Resources Committee through a presentation which outlined 24/25 budget pressures and mitigation strategies. The Committee discussed the proposed transportation fee models for consideration by the Board and asked for staff to create an additional model that includes a separate fee for in-catchment students and out of catchment students similar to other Districts. The Committee also discussed the need to work with our local municipalities to identify safe walking routes to schools especially in areas where additional sidewalks may be added.

4.3 Energy Sustainability Update – Harold Cull

In 2021, the District completed an Energy and Sustainability Plan focused on enhancing SD62's culture of environmental practices for a strong and sustainable future, as well as maximizing savings through an Energy Management Mode. The District had two major drivers of emissions; buildings and vehicles. While the District continues to work on reducing its emissions it would like to explore options for District Energy Management funding support (including BC Hydro's Shared Energy Coach program and BC Hydro's Full-time Energy Manager program). The Committee discussed the need to update the Energy Sustainability Plan and getting back to regular quarterly reporting once the Energy Specialist position is staffed.

4.4 Ethical Decision-Making Framework – Harold Cull

As a follow up to the November Committee meeting, staff presented the draft Ethical Decision-Making Framework that included assessing each option in the decision-making process from an ethical lens that includes the District's values and the following factors:

- Environmental sustainability;
- Systematic racism; and
- Truth and Reconciliation Commission's Calls to Action

The Committee supported the following motion:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the Ethical Decision-Making Framework as presented at the Resources Committee meeting of March 6, 2024.

5. **ADJOURNMENT AND NEXT MEETING DATE:** April 16, 2024



Committee Info Note

Resource Committee Meeting

April 16, 2024

Agenda Item 4.1: 24/25 Budget Development Process Info Note

Background

- The budget development process for the 24/25 school year continues
- As part of the process, staff reached out to the community for input on possible transportation fees and strategic plan priorities
- Here is a summary of the # of response on the strategic plan priorities:

Student – 40

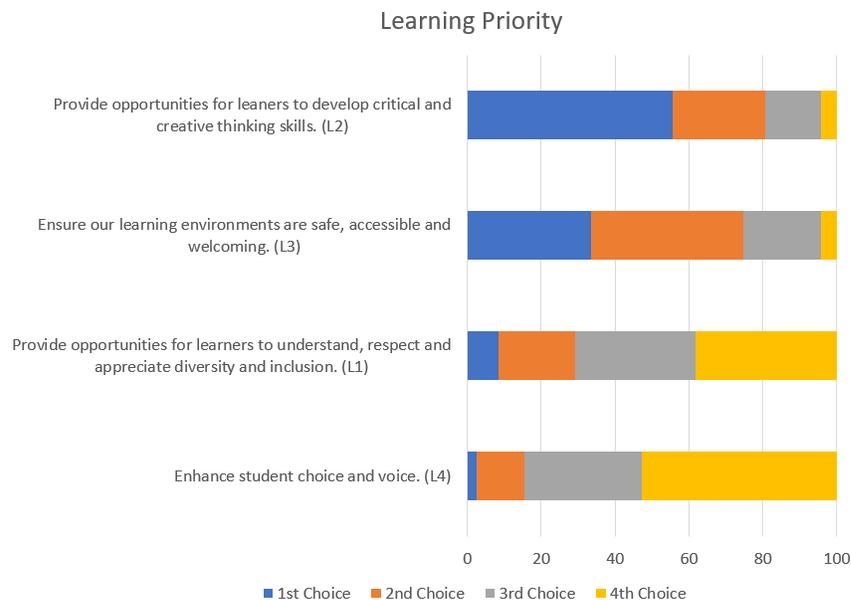
Staff – 83

Parent/Guardian – 852

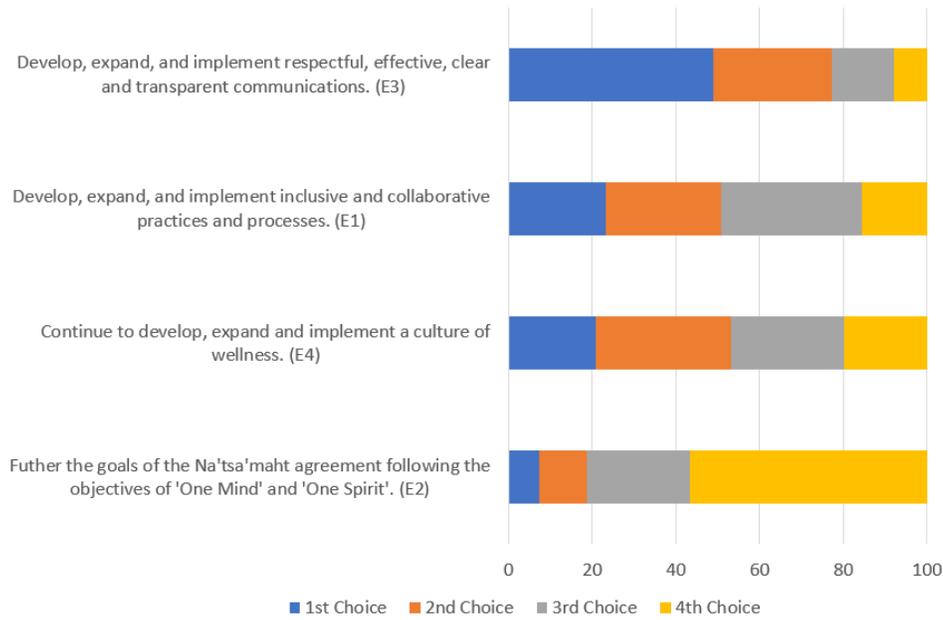
Community Member – 57

Total 912 (some will fall under more than one category and only counted once)

Learning

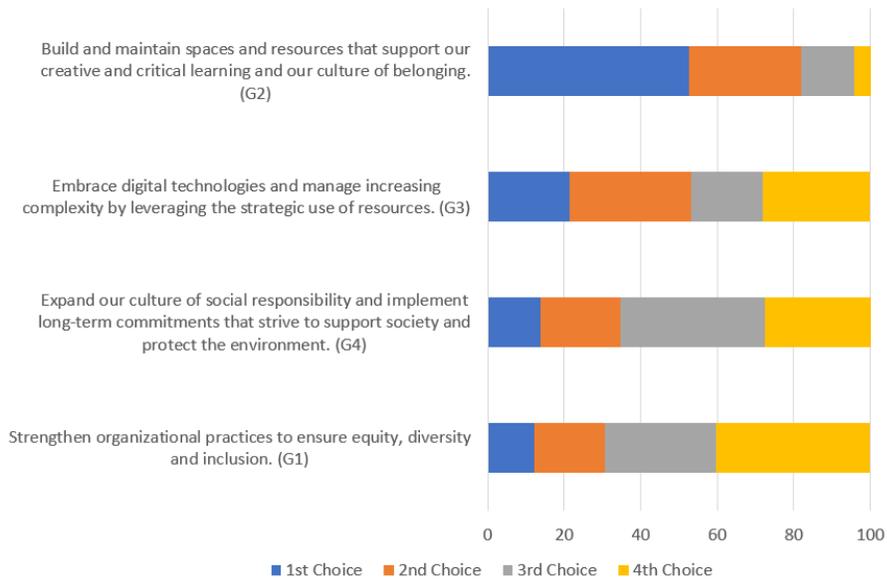


Engagement Priority



Growth

Growth Priority



Summary – Strategic Plan Priorities

- In the development of the recommended plan to address the budget pressures, the Executive have taken into consideration the feedback from the survey
- As expected, the priority areas identified in the survey are consistent with the objectives that receive the most funding

- Therefore, it is difficult to insulate all of the proposed reductions/reallocations to areas that have been identified as priorities but the Executive has tried to minimize the impacts in these identified areas as much as possible

Transportation Fee Survey

- The online survey link opened in early March and closed on April 8th
- There were 1,405 complete responses and 39 partial responses so in total, there were 1,444 useable results
- Of the 1,444 responses, 1,415 or 98% had children in the District with the following grade distribution:

	Count
Kindergarten	160
Grade 1	158
Grade 2	178
Grade 3	167
Grade 4	175
Grade 5	242
Grade 6	246
Grade 7	221
Grade 8	223
Grade 9	208
Grade 10	173
Grade 11	146
Grade 12	71
Total	2368

- Approximately 70% of the responses have students using our transportation system:

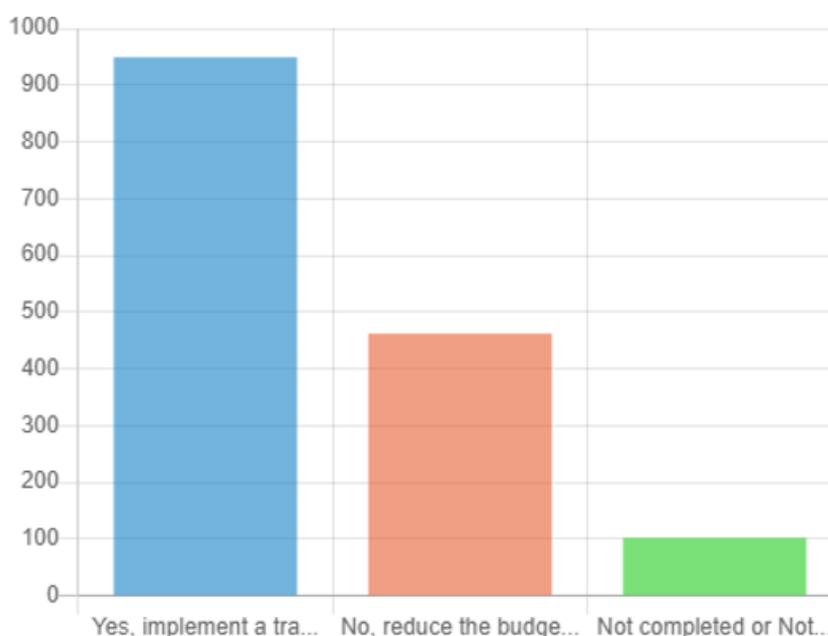
Do your children currently use SD62 school bus transportation?

Response	Count	Percentage
Yes	1001	69.32%
No	443	30.68%
Grand Total	1444	100.00%

- Approximately two thirds of the respondents supported a transportation fee to help address budget challenges facing the District

Would you support the school district in implementing an annual transportation fee to ease the estimated budget pressure?

Response	Count	Percentage
Yes	949	65.70%
No	457	31.66%
Not Completed/Applicable	38	2.63%
Total	1444	100.00%



Budget Pressure

- With the final numbers still to be determined, staff are estimating that the District's budget is increasing by roughly \$8.3 m or 5.1%
- Even with this growth, there are some budget challenges that need to be addressed as the growth is not large enough to support the pressures facing the District
- As a result, staff will be recommending a budget plan that addresses these pressures by reallocating existing funding to areas that the budget pressures are hitting

Why is the District facing a budget pressure of approximately \$2.8 m as enrolment continues to grow?

- The main reasons for this pressure:

Inflation and Growth

- Two inflationary drivers for the District are **employee benefits** (\$1.800 m) and **utilities** (\$.600 m)
- The estimated increased costs for employee benefits is the product of cost (inflation) and use (growth)
- The higher benefit costs are consistent throughout the province as is the use by employees
- A portion of the increased use can be attributed to the pandemic as staff are requiring increased services as we continue to recover as a society
- Utility costs are also up as a result of price (inflation) and usage (growth/need)
- A strategy used to ensure we meet our social responsibilities as a District is to replace gas/diesel boilers with electric air handling units
- The new units result in better emissions but greater electricity use
- Through this year’s budget development process, the Ministry has confirmed that it is unable to fund Districts for inflation in the upcoming fiscal year
- This has been the consistent practice for several years and was manageable for Districts when inflation rates hovered around 2%
- Recently as inflation rates have been significantly higher, it has become increasingly challenging to address the inflationary impacts on our budget
- Trustees may remember that the inflation issue was addressed during the Resources Committee meeting in September where trustees supported staff looking at revenue options to address inflation
- The following table was provided in September to highlight possible options to consider (without knowing the full context of the budget challenges):

OPTION	WHAT	ESTIMATED NET REVENUE INCREASE \$ IMPACT
International Program	Raise the tuition fee from \$14,250 to \$14,750.	\$125,000
Rental Revenues		
Facility Rentals	Rate increase of 5% (FY23=approx. \$500,000)	\$25,000
Fees for Service		
Re-instate Bus Fees	Re-instate bus fees (\$200) on out-of-catchment riders (approx. 1,200 riders) and raise the per rider fee annually.	\$240,000

- In addition to the growth impacts on benefits noted above, the District will be receiving less funding from the Ministry for our Unique Geographic Factor as summarized below

**TABLE 6
SUPPLEMENT FOR UNIQUE GEOGRAPHIC FACTORS - SUMMARY**

Fiscal Year	Small Community Supplement	Low Enrolment Factor	Rural Factor	Climate Factor	Sparseness Factor	Student Location Factor	Supplemental Student Location Factor	Total Unique Geographic Factors Funding
23/24	425,435	326,071	986,784	156,476	2,740	2,257,103	693,000	4,847,609
24/25	333,154	259,673	1,122,559	178,006	2,033	1,744,785	786,000	4,426,210
Change	(92,281)	(66,398)	135,775	21,530	(707)	(512,318)	93,000	(421,399)

**TABLE 6f
SUPPLEMENT FOR UNIQUE GEOGRAPHIC FACTORS – STUDENT LOCATION FACTOR**

The Student Location Factor provides funding to districts based on standard school enrolment and the school-age population density of communities within that district.

The Student Location Factor is calculated as follows:

- The community clusters as determined in the Small Community Supplement calculation are used
- The school-age population density according to the 2011 Census, Statistics Canada is identified for each community cluster
- The number of school-age FTE enrolled in standard schools from the previous school year is weighted according to the cluster’s school-age population density:

School-Age Population Density		Regional Centre or a District not eligible for Rural Factor (1)	Eligible for Small Community Supplement (2)	Neither (1) nor (2)	Both (1) and (2)
Greater or Equal to	Less Than				
0	18	1.5	4	4	4
18	50	0.5	1	1	1
50	85	0.25	1	0.5	0.5
85	200	0.05	1	0.1	0.1
200	1,000	0.02	0.5	0.04	0.04

- Exceptions to the above table are applied:
 - Where elementary enrolment for a community cluster exceeds the elementary-age population for that community according to the 2011 Census and the community is not a Regional Centre or the district is not eligible for the Rural Factor, the weighting is doubled. This exception does not apply to school districts that are not eligible for the Rural Factor.
 - For communities where there is no secondary enrolment, the nearest community with secondary enrolment has been identified, along with all other neighbouring communities without secondary enrolment. In such cases, the weighting for the community with secondary enrolment is modified by the proportional weightings of the non-secondary clusters based on enrolment.
- For every weighted elementary FTE, \$292.86 is provided and for every weighted secondary FTE, \$390.48 is provided.
- A district base amount of \$50,000 is provided to every district with fewer than 500 FTE enrolled in standard schools during the previous school year.

- Trying to interpret the funding formula is sometimes difficult but staff feel that the changes in this portion of funding is because that our urban schools are growing and we are adding more schools which is having a negative impact on our levels of funding provided by the Ministry

- There are several factors (positive and negative) that impact the District's budget but at a high level, the estimated budget pressure can be summarized as:

Increased benefit costs	\$1.800 m
Increased Utility costs	\$.600 m
Reduction in Unique Geographic funding	\$.400 m
Total Estimated Budget Pressure	\$2.800 m or 1.75%

Executive's Recommended Plan

- Based on the estimated pressure of \$2.800 m or 1.75% of the operating budget, the Executive have taken input from the following groups when coming up with a recommended plan to address the pressure:
 - Na'tsa'maht Education Council
 - Public partner groups through 2 surveys
 - Employee and parent partner groups
 - Leadership Team
 - Resources Committee
- With their recommendations, the Executive has strived to maintain as many resources as possible in the classroom, then the school, departments and finally the Board Office
- The plan is also based on a balanced approach between revenues and expenditures
- For the expenditure reallocation options, a balanced approach between employee groups has also been suggested taking the view to minimize the impacts on classroom delivery of services
- A summary of the plan will be presented by staff to the Resources Committee with the details provided at ECoW on April 23rd

Committee Input

- Staff will be delivering a presentation providing greater context on the budget process
- Prior to going to the Board with the proposed plan, staff would like the Committee's feedback on:

Does the proposed approach make sense to the Committee or are there other considerations staff could consider making changes to in order to address the pressure?

Prepared by: Harold Cull, Secretary-Treasurer

Committee Info Note Resource Committee Meeting April 16, 2024

Agenda Item: 4.2 – 24/25 Annual Facilities Grant Project Details

Background

- The Annual Facilities Grant (AFG) is funding received from the Ministry of Education to fund minor capital projects
- The AFG funding is used to maintain facility assets through their anticipated economic life and to prevent premature deterioration
- The District is receiving \$2.1M in AFG for 24/25 which is consistent with the 23/24 amount
- The amount is calculated using a formula based on student enrolment and average age of facilities, with an adjustment made for unique geographic factors.
- The AFG year corresponds to government's fiscal year (April 1 to March 31)
- The AFG fund is divided into 9 categories of eligible expenditures:
 1. **Accessibility upgrades** (improvements related to access for persons with mobility issues or physical disabilities);
 2. **Asbestos Abatement** (mitigation and/or remediation of asbestos affected areas);
 3. **Electrical upgrades** (improvements or replacements of power supply and distribution systems, fire protection systems, and technological infrastructure upgrades to accommodate computer and telecommunications networks);
 4. **Exterior Wall System upgrades** (improvements to protect the fabric of the building, including exterior painting, window and door replacement, building envelope repair and replacement, structural and non-structural seismic mitigation);
 5. **HVAC upgrades** (improvements, replacements or provision of heating, ventilation, and air conditioning systems);
 6. **Interior Construction upgrades** (improvements of school facilities related to flooring, wall partitions, non-structural upgrades, and the provision of educational programming);

7. **Plumbing upgrades** (improvements, replacements or provision of washroom and plumbing systems, and safe drinking water);
8. **Roofing upgrades** (scheduled roof replacements and major roof repairs);
9. **Site upgrades** (site improvements including positive site drainage; repairs to sidewalks, parking lots, site access/egress, paved work areas, paved play areas, and play fields; repairs, upgrading or replacement of playground equipment; perimeter safety fencing; contaminated soil remediation; underground storage tanks removal; sewer or water services; underground irrigation systems; traffic safety).

Proposed AFG Plan for 24/25

- The proposed AFG spending plan for April 1, 2024 to March 31, 2025 is attached for the Committee's review
- It is broken down between Programs (preventative maintenance and system upgrades) and Projects (school and facility requested)
- Combined, these programs and projects maintain facility assets to ensure clean and safe learning environments that support student success today and into the future

Prepared by: Mhairi Bennett, Director of Facilities

School District Six Two (Sooke)
Summary of Annual Facilities Grant and Minor Capital Program Page 14 of 17
April 1, 2024 to March 31, 2025

AFG	24/25 Budget
Programs	
Roofing	400,000
Painting (Exterior and Interior)	350,000
Mechanical Upgrades	200,000
Flooring	100,000
Electrical Upgrades	175,000
Drainage/Site	400,000
Septic Upgrades	100,000
Accessibility Upgrades	100,000
Subtotal - Programs	1,825,000
Projects	
Health and Safety (school requested)	150,000
Facilities Upgrades (facilities requests)	95,000
Subtotal - Projects	245,000
Ministry CAMS (VFA Software License)	30,000
Total - AFG	2,100,000

MoE & District Funded Projects	24/25 Budget
CNCP John Muir Mechanical Phase 3	500,000
CNCP John Muir LED Lighting Upgrade	18,000
SEP Willway Mechanical Upgrade Phase 1	850,000
SEP Crystal View Roof Replacement	450,000
Total - Moe & District Funded Projects	1,818,000

Grants	24/25 Budget
Transportation Bus EV Chargers	1,050,000
EMCS Welding Grant	TBC
Total - Grants	1,050,000

PAC	24/25 Budget
To be determined	
Total - PAC	

Total Minor Capital Program **2,868,000**

Total AFG and Minor Capital Program **4,968,000**



Committee Info Note

Resource Committee Meeting

April 16, 2024

Agenda Item 4.3: 24/25 Capital Plan Bylaw Info Note

Background

- As part of the capital planning process, the Board is required to pass a Capital Plan Bylaw based on their 24/25 Capital Plan submission that was approved by the Board at their June 2023 meeting
- Trustees and our partner groups may recall that the Board has passed several Capital Plan Bylaws for the 23/24 years as projects and funding were approved by the Ministry
- The current level of minor capital approvals from the Ministry can be summarized as follows:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Willway Elementary	SEP - HVAC Upgrades	\$850,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Crystal View Elementary	SEP - Roofing Upgrades	\$450,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
John Muir Elementary	CNCP - Energy Upgrades	\$500,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
John Muir Elementary	CNCP - Energy Upgrades	\$18,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
John Muir Elementary	PEP - Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

- In order to be in a position to begin delivering these projects, the Board must pass the Capital Plan Bylaw (attached)
- As time is of the essence, staff are requesting that the Board conduct all three readings of this bylaw at their April 30th meeting
- In order to conduct all three readings, the Board must also pass a motion (unanimously) that supports conducting all three readings at the same meeting:

Motion Requested: That the Board of Education of School District 62 (Sooke) allow all three readings of the Capital Plan Bylaw 2024/25-CPSD62-01 at its meeting of April 30, 2024.

Motion Requested: That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2024/25-CPSD62-01.

Prepared by: Harold Cull, Secretary-Treasurer

**CAPITAL BYLAW NO. 2024/25 – CPSD62-01
CAPITAL PLAN 2024/25**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 62 (Sooke) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2024/2025 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 15, 2024, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District 62 (Sooke) Capital Bylaw No. 2024/25 – CPSD62-01.

READ A FIRST TIME THE 30th DAY OF April 2024;
READ A SECOND TIME THE 30th DAY OF April 2024;
READ A THIRD TIME, PASSED THE 30th DAY OF April 2024.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District 62 (Sooke) Capital Bylaw No. 2024/25 – CPSD62-01 adopted by the Board the 30th day of April 2024.

Secretary-Treasurer