


Public Notice – Resources Committee Online Public Meeting

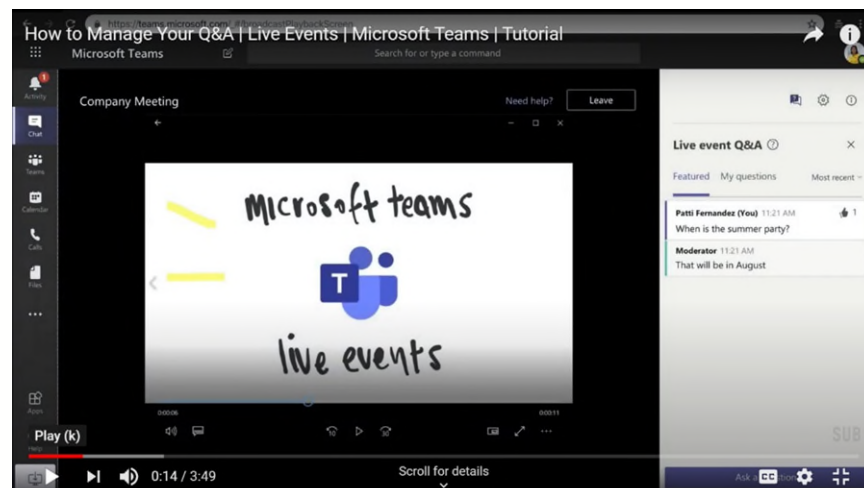
A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on April 8, 2025, at 6:00 pm.**

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](#)

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



RESOURCES COMMITTEE
School Board Office
Apr 8, 2025 – 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)

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated March 5, 2025 Board Meeting dated March 11, 2025.

3. PRESENTATIONS (10 min.)

4. BUSINESS

- 4.1 Resources Committee Work Plan April to June – Brian Jonker (page 5)
- 4.2 Major Capital Response Letter Info Note – Brian Jonker (page 6)
- 4.3 Minor Capital Response Letter Info Note – Brian Jonker/Mhairi Bennett (page 12)

Motion Requested: That the Board of Education of School District 62 (Sooke) allow all three readings of the Capital Plan Bylaw 2025/26-CPSD62-01 at its meeting of April 22, 2025.

Motion Requested: That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2025/26-CPSD62-01.

- 4.4 Budget 2025/26 Update – Brian Jonker (page 23)

5. ADJOURNMENT

6. NEXT MEETING DATE: May 13, 2025



Committee Report of Resources Committee Meeting of March 5, 2025 School Board Office

Present: Christine Lervold, Trustee (Committee Member and Acting Chair)
 Russ Chipps, Trustee (Committee Member) Online via MS Teams
 Amanda Dowhy, Trustee
 Monica Braniff, Deputy Superintendent
 Ed Berlando, STA
 Trudy Court, CUPE
 Tom Davis, SPEAC
 Corrine Kosik, SPVPA
 Nicole Gestwa, Network Analyst, Digital Solutions
 David Lee-Bonar, Assistant Secretary-Treasurer

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:00 pm by the 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)

The Chair provided instruction to Trustees and attendees joining virtually on how to participate.

COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated February 11, 2025, at its Public Board Meeting dated February 25, 2025.

2. PRESENTATIONS – no presentations

3. BUSINESS

4.1 25/26 Budget Development Process –David Lee-Bonar

The Assistant Secretary-Treasurer provided a background on the 2025/26 budget development process. He provided details around enrolment numbers and potential pressures. There is expected to be an additional revenue of \$8.6 million for 2025/26 which includes a 3% growth rate.



Projected expenses were outlined, totalling \$9.1 million, resulting in a projected pressure of \$0.5 million at this time. Guided by the 2025-29 Strategic Plan, and in collaboration with budget engagement groups, the budget priorities will be defined within existing budget areas. The Committee discussed the estimated revenues and expenditures, in addition to the consultation process and timeline required to finalize the budget for submission, per legislated process and timelines. Committee members requested access to presentation slides in advance, as and where feasible. A copy of the Strategic Plan was also requested to be distributed as soon as possible to ensure alignment and timely engagement by partner groups as part of planned budget engagement and consultation process. The Committee also discussed the importance of working collaboratively across all partner groups and agencies. With known deficits and current local, provincial, and global economic pressures, the need for collaborative and innovative solutions and partnerships will be required. The ongoing work and relationship with the Victoria Transit Commission and BC Transit was referenced as an example of the shared advocacy that will be required.

3.1 Resource Committee Work Plan – Trustee Lervold

Similar to the work plan that is approved annually for the Board, staff have developed a Resource Committee Work Plan, which lists items to be addressed by month. The purpose of the work plan is to provide committee members with an overview of legislated and/or operational activities to provide time for consultation and/or advance preparation as required. Committee Members shared their gratitude for this structure.

4. **ADJOURNMENT AND NEXT MEETING DATE:** Adjournment at 7:04 pm. Next Meeting is on April 8, 2025.





RESOURCES COMMITTEE WORK PLAN
APRIL to JUNE 2025

APRIL

- Resources Committee Meeting (Apr 8)
- Asset Rehabilitation Planning
 - 2025/26 budget Update
 - Review draft Capital Plan bylaw and recommend three readings at board
 - Education Committee of the Whole (April 29)

MAY

- Resources Committee Meeting (May 13)
- 2025/26 budget, recommend first 1st reading
 - Major Capital Response Letter and by-law
 - 5-year Capital Plan for submission to BC Ministry of Education (TBD)
 - Receive and review Q3 fiscal monitoring report (financial forecast)

JUNE

- Resources Committee Meeting (Jun 10)
- 2025/26 budget, recommend 2nd & 3rd reading
 - International Program Fees for online courses 2025/26
 - Bus registration process update
 - Asset Rehabilitation Planning
 - Work Plan review

ONGOING

- Updates on any major changes in operating forecast or capital projects.



Committee Info Note Resources Committee Meeting

April 8, 2025

Agenda Item: 4.2 – 2025/26 Major Capital Response Letter

Background

- On March 25th, 2025 the District received a formal response from the Ministry of Infrastructure for the 2025/26 Major Capital Plan Submission that was approved by the Board at their June 2024 meeting.
- The response provided did not provide a new major capital support (site acquisitions, expansions, additions and seismic); it included:

Status of Projects in Development from Previous Years

Project #	Project Name	Project Type	Comments
150461	Sooke Elementary	Seismic Mitigation	Project has been deferred. District to consider resubmitting alongside other capital priorities as part of future Five-Year Capital
150219	North Langford Secondary	New School	Please submit final business case to Ministry as soon as possible.

Sooke Elementary

- The Sooke Elementary Seismic project was originally supported in the 2023/24 Major Capital Response Letter.
- The District prepared a Project Definition Report (PDR) which was initially submitted to the Ministry of Education and Child Care in October 2023; it was revised to include additional options and re-submitted in May 2024.
- The final options submitted included: seismic upgrade, replacement at existing capacity and replacement at additional capacity, both with options for prefabricated construction methodology.
- Initial feedback from the Ministry indicated seismic funding could not support the additional capacity request – as a response the District included the expanded capacity request in the 2024/25 Major Capital Plan submission.

- In addition to this expanded capacity request not being supported in the current response letter, the Ministry of Infrastructure has also deferred the Sooke Elementary Seismic project – requesting it be resubmitted in a future Major Capital Plan submission.
- Staff have been engaged with Ministry of Infrastructure staff who have indicated that the district can resubmit the replacement project as part of the 5-year capital plan which will come forward for Board approval in May 2025.

North Langford Secondary

- The North Langford Secondary project was originally supported in the 2024/25 Major Capital Response Letter.
- The District prepared a Project Definition Report (PDR) which was initially submitted to the Ministry of Education and Child Care in December 2024, with costing to follow.
- The PDR includes 3 capacity options, 1200 seats, 1400 seats and 2000 seats.
- With input primarily from a quantity surveyor, incorporating additional knowledge from both Infrastructure BC and other district capital teams, costing for the various options was provided to the Ministry in March 2025.
- Feedback on the PDR has since been received, and district staff are working their way through the comments and requested revisions.
- The goal is to get a signed Certificate of Approval (CoA) with the Ministry of Infrastructure by the end of June 2025.
- If a CoA is not signed by June, costs of ~\$250,000 will not be eligible to expense against the project and will become an operating pressure.

Prepared By: Mhairi Bennett, Director of Facilities



March 25, 2025

Ref: 23223

To: Secretary-Treasurer and Superintendent
School District No. 62 (Sooke)

Capital Plan Bylaw No. 2025/26-CPSD62-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2025/26

This letter is in response to your School District's 2025/26 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs. This letter also contains important information regarding your upcoming 2026/27 Annual Five-Year Capital Planning submission. The following tables identify major capital projects that are supported to proceed to the next stage of development and minor capital projects that are approved for funding and can proceed to procurement.

On March 13, 2025, the Province introduced legislation that identifies country of origin requirements for all procurements. What this means is U.S. bidders must be excluded, except in certain circumstances, for all future procurements. The Ministry will have further conversations with school districts as the tariff situation evolves and commit to working closely with you to navigate this challenging situation.

MAJOR CAPITAL PROJECTS

Major capital consists of the following program areas:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)

A variety of emergent issues including a significant number of school fires and a challenging fiscal environment have resulted in a limited ability to advance major capital projects. As a result, there are no new major capital projects in your School District that were supported to move forward at this time, as well as some previously supported projects being deferred.

Status of Projects in Development from Previous Years

Project #	Project Name	Project Type	Comments
150461	Sooke Elementary	Seismic Mitigation	Project has been deferred. District to consider resubmitting alongside other capital priorities as part of future Five-Year Capital Plan Submission.

150219	North Langford Secondary	New School	Please submit final business case to Ministry as soon as possible.
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As a reminder, Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

The Ministry continues to require school districts to use simplified designs for new schools and/or expansion to existing schools. As projects proceed to Business Case, stakeholder engagement and design phases, please ensure the *Simplified Design Guidelines* are used. The guidelines are attached for reference.

Please contact your [Regional Director or Planning Officer](#) with any questions regarding Major Capital projects.

MINOR CAPITAL PROJECTS

The table below reflects approved minor capital projects for your School District in the following program areas:

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)

New projects for SEP, FIP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry
Belmont Secondary	SEP - HVAC Upgrades	\$500,000
Edward Milne Community School	SEP - Interior Construction Upgrades	\$750,000
John Muir Elementary	CNCP - Energy Upgrades	\$500,000
Edward Milne Community School	CNCP - Energy Upgrades	\$125,000
Dunsmuir Middle, Journey Middle, Spencer Middle	CNCP - Energy Upgrades	\$100,000
Colwood Elementary, Dunsmuir Middle, Journey Middle, Millstream Elementary, Wishart Elementary	FIP - Kitchen Equipment and Upgrade	\$125,000
Willway Elementary	BEP - Building Envelope Upgrades	TBD

All projects are now to proceed to design, tender and construction, and to be completed by March 31, 2026.

BC Housing will contact you regarding the next steps regarding BEP project development.

New projects for BUS

No internal combustion engine buses were approved through the Bus Acquisition Program (BUS) for your School District. Note the approval and funding for electric buses will be identified later through an amended Capital Plan Response Letter (if applicable). Please refer to the attached *School Bus Letter* for additional school bus purchasing details.

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board-related obligations associated with the approved Minor Capital projects for the 2025/26 fiscal year. Please email a signed/dated copy of the Annual Programs Funding Agreement to the Ministry at CMB@gov.bc.ca

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (template can be found on the Ministry [website](#)) using the Capital Bylaw Number provided at the beginning of this document, for the supported and/or approved 2025/26 Five-Year Capital Plan projects as identified in this letter. The Capital Bylaw must be adopted by your Board and uploaded onto your School District's online MyCAPS portal in order for the Ministry to issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

Please contact Branch Director [Michael Nyikes](#) with any questions regarding Minor Capital projects.

SCHOOL SITE ACQUISITION CHARGE

As part of the Board's 2025/26 approved capital plan, the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the *Local Government Act*, is accepted by the Ministry.

The Board should adopt a bylaw setting the School Site Acquisition Charges for the School District as s. 575(3) of the *Local Government Act* prescribes. The School Site Acquisition Charge may only come into effect 60 days (including weekends and holidays) after that bylaw is adopted by a Board of Education. At that point, the local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a Board.

Please contact Regional Director [Travis Tormala](#) with any questions regarding School Site Acquisition Charges.

2026/27 ANNUAL FIVE-YEAR CAPITAL PLAN SUBMISSIONS

Capital Plan Instructions for the 2026/27 Annual Five-Year Capital Plan submission process will be available on the Ministry's capital planning [website](#) in early April.

School districts' capital plan submission deadlines for the 2026/27 fiscal year are:

- **June 30, 2025**

- Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **September 30, 2025**
 - Minor Capital Programs (SEP, CNCP, PEP, BEP, BUS)
- **October 1, 2025**
 - Minor Capital Programs (FIP)

Additionally, the Annual Facility Grant (AFG) project requests for the 2025/26 fiscal year are to be submitted using the MyCAPS portal, on or before **May 16, 2025**. The 2025/26 AFG Allocation Table will be available on the Ministry's capital planning [website](#) in early April.

The Ministry recommends school districts discuss draft versions of their intended capital projects and Annual Facility Grant project requests with minor capital staff in advance of submission deadlines.

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Sincerely,



Damien Crowell, Executive Director
Education and Child Care Capital Branch
Ministry of Infrastructure

pc: Geoff Croshaw, Director, Major Capital Projects, Education and Child Care Capital Branch
Michael Nyikes, Director, Minor Capital Projects, Education and Child Care Capital Branch



Committee Info Note Resource Committee Meeting

April 8, 2025

Agenda Item: 4.3 – 2025/26 Minor Capital Response Letter & the Asset Rehabilitation (Annual Facilities) Grant

Minor Capital (Background)

- On March 25th, 2025 the District received a formal response from the Ministry of Infrastructure for the 2025/26 Minor Capital Plan Submission that was approved by the Board at their September 2024 meeting.
- Support for projects totaling \$2.1 million (a \$90,000 increase over 2024/25) was provided under the School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP) and Food Infrastructure Program (FIP).
- Building Envelope Program (BEP) funding is in addition to values noted above and budget will be determined as scope and schedule are developed in coordination with BC Housing.

Facility Name	Program Project Description	Amount Funded by Ministry
Belmont Secondary	SEP - HVAC Upgrades	\$500,000
Edward Milne Community School	SEP - Interior Construction Upgrades	\$750,000
John Muir Elementary	CNCP - Energy Upgrades	\$500,000
Edward Milne Community School	CNCP - Energy Upgrades	\$125,000
Dunsmuir Middle, Journey Middle, Spencer Middle	CNCP - Energy Upgrades	\$100,000
Colwood Elementary, Dunsmuir Middle, Journey Middle, Millstream Elementary, Wishart Elementary	FIP - Kitchen and Equipment Upgrades	\$125,000
Willway Elementary	BEP - Building Envelope Upgrades	TBD

- No Playground Equipment Program (PEP) projects were supported for the 2025/26 cycle.
- Minor Capital Child Care project requests and Bus Acquisition requests will be responded to separately at a future date.
- Minor capital and asset rehabilitation projects are prioritized using a Capital Asset Management System (CAMS) where recommendations are made based on the Facility Condition Index (FCI) and the anticipated end of useful life for critical building systems.

Asset Rehabilitation (Annual Facilities Grant Background)

- The Annual Facilities Grant (AFG) is funding received from the Ministry of Infrastructure to fund capital asset rehabilitation projects
- The AFG funding is used to maintain facility assets through their anticipated economic life and to prevent premature deterioration
- The AFG funding allocation for 2025/26 is \$2.026M (a \$210,000 increase over the 2024/25 allocation)
- 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 25/26

- The proposed AFG project plan is included below for April 1, 2025 to March 31, 2026 for the Committee's review:

Project Description	Site	Cost Estimate
Capital Asset Management System (CAMS)	N/A	\$ 30,000
Accessibility Upgrades	TBD	\$ 25,000
Emergent Infrastructure Projects	TBD	\$ 91,000
SABER (School Admin. Based Enhancement Requests)	All	\$ 100,000
Portable Remediation	Dunsmuir	\$ 50,000
Interior Painting	Millstream	\$ 90,000
	Savory	\$ 90,000
Exterior Painting	Crystal View	\$ 100,000
	OR Poirier	
Site Upgrades/Remediation	Millstream	\$ 300,000
Parking Lot Safety Enhancements	John Muir	\$ 550,000
Roofing Replacement	Saseenos	\$ 600,000
Total		\$ 2,026,000

- These projects improve site safety and extend building lifecycles to support continuity of district standards for clean, safe and conditioned learning environments.

Requested Motions

- In order to begin delivering the minor capital projects valued at \$2.1 million, 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 22nd 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 2025/26-CPSD62-01 at its meeting of April 22, 2025.

Motion Requested: That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2025/26-CPSD62-01.

Prepared by: Mhairi Bennett, Director of Facilities

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 15th day of March 2025, is in effect for the 2025/26 fiscal year period of April 1, 2025 to March 31, 2026.

BETWEEN: His Majesty the King in Right of the Province of British Columbia,
represented by the Minister of Infrastructure (the "Ministry")

OF THE FIRST PART

AND: the Board of Education of School District No. 62 (Sooke) (the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Infrastructure, and includes the respective Ministry Deputy Minister and/or any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Infrastructure of the Province of British Columbia;

2025/26 Annual Programs Funding Agreement for School District No. 62 (Sooke)

"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. SCHEDULES

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Minor Capital Projects between the Ministry and School Districts

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry
Belmont Secondary	SEP - HVAC Upgrades	\$500,000
Edward Milne Community School	SEP - Interior Construction Upgrades	\$750,000
John Muir Elementary	CNCP - Energy Upgrades	\$500,000
Edward Milne Community School	CNCP - Energy Upgrades	\$125,000
Dunsmuir Middle, Journey Middle, Spencer Middle	CNCP - Energy Upgrades	\$100,000
Colwood Elementary, Dunsmuir Middle, Journey Middle, Millstream Elementary, Wishart Elementary	FIP - Kitchen and Equipment Upgrades	\$125,000
Willway Elementary	BEP - Building Envelope Upgrades	TBD

No internal combustion engine buses were approved through the Bus Acquisition Program (BUS) for your School District. Note the approval and funding for electric buses will be

2025/26 Annual Programs Funding Agreement for School District No. 62 (Sooke)

identified later through an amended Capital Plan Response Letter (if applicable). Please refer to the attached *School Bus Letter* for additional school bus purchasing details.

Please contact Branch Director [Michael Nyikes](#) with any questions regarding Minor Capital Projects.

3.02 The Ministry may consider, under special circumstances, providing more than the amount listed above.

3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.

3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project(s) in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:

- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
- b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
- c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.

3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:

- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
- b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

4.01 The Board will:

- a) carry out the Project in a manner that ensures:

2025/26 Annual Programs Funding Agreement for School District No. 62 (Sooke)

- i) drawing against funds available under a Certificate of Approval on a regular basis throughout the fiscal year (monthly if possible) as reimbursement for Eligible Expenditure(s) as incurred by the Board;
 - ii) delivery within budget;
 - iii) completion by March 31, 2026;
 - iv) scope details are fully met upon completion;
 - v) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
 - b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
 - c) procure the Project in accordance with the Capital Asset Management Framework;
 - d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
 - e) ensure all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry and School Districts" (provided as Schedule A). This protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.
- 4.02 Provide written notice to the Ministry immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).
- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the bus standing offer as defined and made available through the Ministry (if applicable).

2025/26 Annual Programs Funding Agreement for School District No. 62 (Sooke)

- 4.07 Enter into a tripartite agreement with the Ministry and BC Housing for all Building Envelope Program (BEP) projects and agree to carry out the projects in collaboration with BC Housing as defined in the tripartite agreement (if applicable).

5. EVENT OF FORCE MAJEURE

5.01 In the Event of Force Majeure:

- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
- b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
- c) the course of action must be agreed to by the Ministry and the Board.
- d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
- e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

6. PUBLIC ANNOUNCEMENTS

- 6.01 Any public announcement relating to the Project will be in accordance with the “Communications Protocol Agreement on Minor Capital Projects between the Ministry and School Districts” (provided as Schedule A).

7. NOTICE

- 7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

- a) if to the Board:
 School District No. 62 (Sooke)
 3143 Jacklin Rd, Victoria, BC, V8M 2A5
 Attention: Brian Jonker, Secretary-Treasurer
 Email: bjonker@sd62.bc.ca
- b) if to the Ministry:
 Ministry of Infrastructure

2025/26 Annual Programs Funding Agreement for School District No. 62 (Sooke)

PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
 Attention: Education & Child Care Capital Branch (Minor Capital Projects)
 Email: CMB@gov.bc.ca

- 7.02 Any such notice or communication will be considered to have been received:
- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;
 - b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
 - i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
 - ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.
- 7.03 Delivery by mail will not be considered timely notice under this Agreement.
- 7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

2025/26 Annual Programs Funding Agreement for School District No. 62 (Sooke)

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of His Majesty the King)
 in Right of the Province of British Columbia)
 by a duly authorized designate of the)
 Minister of Infrastructure)

 Authorized Signatory (For the Minister of Infrastructure)

 Name (Print)

 Title

 Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board**)
of Education of School District)
No. 62 (Sooke) by its duly)
 authorized signatories)

 Signatory (Secretary Treasurer)

 Name (Print)

 Date Signed (Month/Day/Year)

2025/26 Annual Programs Funding Agreement for School District No. 62 (Sooke)

SCHEDULE A

**COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS
BETWEEN THE MINISTRY OF INFRASTRUCTURE (INF) AND SCHOOL DISTRICTS**

News Release

Upon issuance of Capital Plan approvals and funding agreements to school districts, INF will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

Signage

Significant, high-profile minor capital construction projects and/or initiatives approved in the INF Capital Plan **may** be requested to be identified by signage prominently displayed at the site. INF will notify a school district(s) if this is the case.

If requested, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
1. GCPE will have their graphics department create a construction sign;
2. GCPE graphics department will create and send the approved file to Kings Printer for print production;
3. Kings Printer will notify GCPE when the sign is ready;
4. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
5. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
6. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

Official Ceremonies

INF will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

Plaques

INF **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by INF. Cost of the plaque is to be funded from the approved project budget.



Committee Info Note

Resource Committee Meeting

April 8, 2025

Agenda Item 4.4 Budget 2025/26 Update

Background

- The budget development process for the 2025/26 school year continues.
- Staff continue to work to identify the budget priorities to align investments with the objectives of the new Strategic Plan.
- Staff will present a proposed budget to the Board for consideration at the Education Committee of the Whole (ECOW) meeting planned for April 29, 2025.
- Since the last budget update at the Committee meeting in March, the Ministry has released the annual budget instructions along with the 2025/26 Estimated Operating Grant allocations allowing for continued development of the budget 2025/26 with revised inputs.

Operating Grant Update

- The Estimated Operating Grant for 2025/26 is \$10.403 million more than the 2024/25 Amended Budget and a \$2.7 million increase from original budget projections provided in March. (See Appendix A for details).
 - At the Resources Committee meeting in March, staff were estimating a \$7.7 million increase.
- The following is a summary of the \$2.7 million increase over what was anticipated in March:
 - The per pupil amount increased from \$8,915 to \$9,015 accounting for \$1.8 million of the increase
 - The Ministry rolled the current 2024/25 Labour Settlement Grant into the 2025/26 Operating Grant.
 - There were \$.830 million of increases to the supplements with the most significant increase to the Unique Geographic Factors totaling \$.675 million.
 - The increase of \$.675 million in Unique Geographic Factors largely stems from the \$.464 million increase to the Elementary Student Location Factor.
 - Staff have followed up with the Ministry to receive clarification on the causes of the historical variability in the different Unique Geographic Factors categories.
 - There were increases of \$.037 million to the targeted amounts for Indigenous Education and Indigenous Education Councils.

Summary

- With the Ministry rolling the 2024/25 Labour Settlement Funding into the per pupil amount, there is an offsetting reduction with the removal of the Labour Settlement Funding Grant from 2024/25. In addition, as the \$.037 million in target funds is not available for general allocation in the system, this amount is also removed from available revenue.
- As represented in the table below, the updated 2025/26 Operating Grant allocations result in an anticipated increase of \$1.0 million in revenues for inclusion in the 2025/26 budget model:

Total Operating Grant Increase	\$ 2,694,894
Less:	
Elimination of FY25 Labour Settlement Grant	\$ (1,601,293)
Targeted Funds Increases	\$ (36,773)
Net Additional Revenues	\$ 1,056,828

Prepared by: David Lee-Bonar, Assistant Secretary Treasurer

Appendix A
25/26 Estimated Operating Grant Changes from 2024/25

	E FTE AMENDED BUDGET 2024-25	F FTE PRELIMINARY BUDGET 2025-26	G = F-E FTE BUDGET INCR / (DECR) FROM PY	H \$ AMENDED BUDGET 2024-25	I \$ PRELIMINARY BUDGET 2025-26	J = I-H \$ BUDGET (INCR) / DECR FROM PY
TOTAL Standard (Regular) Schools	13,296.8125	13,700.0000	403.1875	\$ (118,541,083)	\$ (123,505,500)	\$ (4,964,417)
Continuing Education	33.0625	40.0000	6.9375	\$ (294,752)	\$ (360,600)	\$ (65,848)
Alternate Schools	233.0000	233.0000	-	\$ (2,077,195)	\$ (2,100,495)	\$ (23,300)
Online Learning	131.3125	130.0000	(1.3125)	\$ (945,450)	\$ (946,400)	\$ (950)
Home Schooling	41.0000	41.0000	-	\$ (10,250)	\$ (10,250)	\$ -
Course Challenges	5.0000	5.0000	-	\$ (1,395)	\$ (1,410)	\$ (15)
TOTAL NON-STANDARD ENROLMENT	443.3750	449.0000	5.6250	\$ (3,329,042)	\$ (3,419,155)	\$ (90,113)
Level 1 Special Needs	11.0000	11.0000	-	\$ (558,030)	\$ (564,300)	\$ (6,270)
Level 2 Special Needs	864.0000	980.0000	116.0000	\$ (20,796,480)	\$ (23,853,200)	\$ (3,056,720)
Level 3 Special Needs	586.0000	687.0000	101.0000	\$ (7,125,760)	\$ (8,450,100)	\$ (1,324,340)
TOTAL SPECIAL NEEDS	1,461.0000	1,678.0000	217.0000	\$ (28,480,270)	\$ (32,867,600)	\$ (4,387,330)
English Language Learning	1,480.0000	1,501.0000	21.0000	\$ (2,656,600)	\$ (2,724,315)	\$ (67,715)
Indigenous Education	1,286.0000	1,250.0000	(36.0000)	\$ (2,276,220)	\$ (2,237,500)	\$ 38,720
Adult Education	9.1875	13.0000	3.8125	\$ (52,277)	\$ (74,815)	\$ (22,538)
Supplement for Equity of Opportunity				\$ (458,142)	\$ (532,942)	\$ (74,800)
Supplement for Salary Differential				\$ (2,524,421)	\$ (2,600,434)	\$ (76,013)
Supplement for Unique Geographic Factors				\$ (4,426,210)	\$ (5,101,041)	\$ (674,831)
Supplement for Curriculum & Learning Support				\$ (118,086)	\$ (123,248)	\$ (5,162)
TOTAL SEPTEMBER	17,976.3750	18,591.0000	614.6250	\$ (162,862,351)	\$ (173,186,550)	\$ (10,324,199)
TOTAL JULY	-	-	-	\$ -	\$ -	\$ -
TOTAL FEBRUARY	189.0000	202.0000	13.0000	\$ (1,419,659)	\$ (1,554,125)	\$ (134,466)
TOTAL MAY	61.0000	52.0000	(9.0000)	\$ (463,070)	\$ (395,645)	\$ 67,425
Indigenous Education Councils	-	-	-	\$ (98,549)	\$ (110,322)	\$ (11,773)
GRAND TOTAL	18,226.3750	18,845.0000	618.6250	\$ (164,843,629)	\$ (175,246,642)	\$ (10,403,013)