


## Public Notice – Resources Committee Online Public Meeting

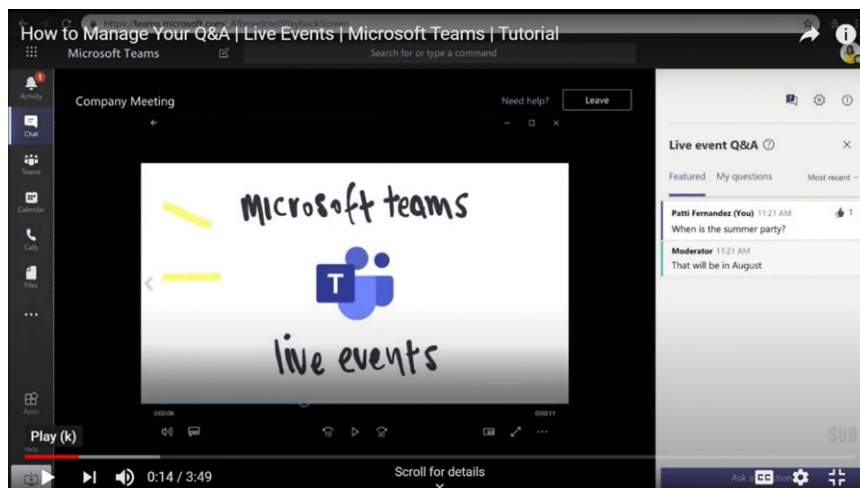
A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on March 5, 2025, at 6:00 pm.**

**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](mailto:info@sd62.bc.ca).



**RESOURCES COMMITTEE**  
**School Board Office**  
**Mar 5, 2025 – 6:00 p.m.**

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**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 February 11, 2025 Board Meeting dated February 25, 2025.
3. **PRESENTATIONS (10 min.)**
4. **BUSINESS**
  - 4.1 25/26 Budget Development Process –David Lee-Bonar (page 7)
  - 4.2 Resource Committee Work Plan – Trustee Lervold (page 10)
5. **ADJOURNMENT**
6. **NEXT MEETING DATE:** March 5, 2025



## Committee Report of Resources Committee Meeting of February 11, 2025 School Board Office

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**Present:** Allison Watson, Trustee (Committee Chair)  
 Russ Chipps, Trustee (Committee Member) Online via MS Teams  
 Christine Lervold, Trustee (Committee Member)  
 Trudy Spillar, Trustee  
 Paul Block, Superintendent  
 Brian Jonker, Secretary-Treasurer  
 Monica Braniff, Deputy Superintendent  
 Ed Berlando, STA  
 Trudy Court, CUPE  
 Tom Davis, SPEAC  
 Jen Nixon, SPVPA  
 Mhairi Bennett, Director, Facilities Online via MS Teams  
 Randy Cobb, Manager, Transportation  
 D'Arcy Deacon, Associate Superintendent  
 David Lee-Bonar, Assistant Secretary-Treasurer  
 Nicole Gestwa, Computer Support Network Analyst

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

*The meeting was called to order at 6:01 pm by the Committee Chair. The Chair requested Trustees not use the chat function but raise your hand and others joining online can contribute. The Chair 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 on remote participation.

### 2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated January 14, 2025, at its Public Board Meeting dated January 28, 2025.

### 3. PRESENTATIONS – no presentations



#### 4. BUSINESS

##### 4.1 School Fees

- a) 2025/26 - Middle School Fees – D’Arcy Deacon
- b) 2025/26 - Secondary School Fees – D’Arcy Deacon
- c) 2025/26 - SD62 ADULT Learning Fee Schedule – D’Arcy Deacon
- d) 2026/27 - International Program Fees – Laura Schwertfeger

Proposed school fees for 2025/26 were presented, highlighting the changes and the rationale behind those changes, as listed in the materials.

Discussion ensued regarding the level of certification received for students taking the emergency responder courses which was confirmed to include eligibility as dual credit. Further discussion included the reason for the band rental increase which was confirmed to be rental rate changes by suppliers.

Discussion ensued regarding international fees, requesting clarity on increases compared to last year. Questions were asked regarding the medical fee and program fees. Tuition includes the costs to provide service for assessments etc. The medical fee is for private insurance or a combination of private and MSP.

The committee supported the following motion going to the Board:

**Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the District and School Fees for 2025/2026 and the International Program Fees for 2026/2027 school year as presented at the Resources Committee meeting of February 11, 2025.**

##### 4.2 District Fees 2025/26 Community Rental Strategy – Mhairi Bennett

The Director of Facilities provided a cost/revenue comparison, as well as a comparison of other districts’ rental fees. Three different fee options were presented for discussion, with a recommendation for option C.

SPEAC appreciates the options presented and supports option C, stating the District cannot keep subsidizing to the same degree. Trustee Lervold echoed SPEAC’s comments.

Clarity was provided that EMCS rental revenue goes back to the EMCS Society. The Society can increase fees to 5% without needing District approval, all revenue goes back into EMCS Society programming.





The Committee supported the following motion going to the Board for consideration

**Recommended Motion: That the Board of Education of School District 62 (Sooke) approve Option C Revised Rental Fees and Custodial Fees as presented at the Resources Committee Meeting of February 11, 2025.**

4.3 2024/25 - Amended Budget – David Lee-Bonar

The Assistant Secretary-Treasurer reminded the Committee that the re-calculated grants were delayed by the Ministry from December to mid-January. A presentation was shared that reiterated the budget by-law amount of \$233,309,566.

David Lee-Bonar explained that Special Purpose Funds (SPF) account for unspent balances and an increase in the CEF allocations. The capital fund increase is consistent with prior years and anticipated increases in amortization.

Total revenue increases respond to increases to labour settlement funding of \$1.6M from the Province and departmental reallocations in-line with planned spending. The IES Department was used as an example to explain reallocations locally. The operating grant increase was the result of increased enrolment over the number used for projections within the original budget build.

Total expense increases respond to corresponding increases to costs associated with targeted IES department funding and an increase in general teacher staffing, transportation salary and benefits, offset by the pressure resulting from bus fee shortfall.

In total, this results in a reserve balance of \$3.3M at 1.86% of the budgeted operating expenses for the year.

The Committee expressed appreciation for the savings on utilities. Clarity was provided around the bus fee deficit, which is about \$200K.

The Committee supported the following motion going to the Board for consideration.

**Recommended Motion: That the Board of Education of School District #62 (Sooke) give first, second, and third readings to the 24/25 Amended Annual Budget Bylaw specifying a total budget of \$233,309,566.**

4.4 2024/25 - Q2 Forecast David Lee-Bonar

David Lee-Bonar provided an update based on the second quarter of the fiscal year. The forecasted reserve at year end is aligned with Board Policy F-333. Concerns were raised regarding e-bus infrastructure and the need to advocate for more support from the Province.



Questions were addressed around inclusion of the bus fee waiver in calculations and staffing costs at Journey.

4.5 2025/26 - Transportation Fees and timelines – Randy Cobb/Mhairi Bennett

There are no proposed changes to the fee structure for 2025/26 with the school and parent communications timeline presented. Discussion ensued around the use of the tap cards and the data, as well as the opportunity to collect payment earlier from parents.

4.6 2024/25 - Q2 Minor Capital Update – Mhairi Bennett

Mhairi Bennett presented a summary of minor capital projects and their current status.

Information presented including the renaming of the program to Asset Rehabilitation Program administered by the new Ministry of Infrastructure. Comments were made regarding the projects and connections to student learning and outcomes.

The Committee supported the following motion going forward to the Board for consideration.

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) receive the Quarterly Minor Capital Report as presented at the Resources Committee Meeting of February 11, 2025.

5. **ADJOURNMENT AND NEXT MEETING DATE:** March 5, 2025

Before adjourning, the Chair reminded members and attendees that we will bring forward a work plan for the committee at the next meeting . Meeting adjourned at 7:45 pm.





## Committee Info Note Resource Committee Meeting

March 5, 2025

### Agenda Item: 4.1 25/26 Budget Development Process

#### Background

- The budget development for the 2025/26 school year is underway.
- An initial estimate of enrolment and potential pressures have been identified and incorporated into the budget model to inform the budget development process.
- These estimates will continue to be refined leading up to the Education Committee of the Whole (ECOW) meeting planned for April 15, 2025, at which time staff will present a proposed budget to the board for consideration.

#### Enrolment

- Using the Baragar estimates, the long-range facilities planning estimates, local knowledge, Ministry projections, and statistical modelling, staff are estimating an additional 403 FTEs in K-12 standard enrolment starting in September 2025.
- This would bring our total K-12 standard enrolment to 13,700 FTE – an increase of 3% from the September 2024 amount of 13,297 FTE.
- The following table reflects some highlights from the September 2025 enrolment estimates provided to the Ministry in February:

	<b>E</b> FTE AMENDED BUDGET 2024-25	<b>F</b> FTE PRELIMINARY BUDGET 2025-26	<b>G = F-E</b> FTE BUDGET INCR / (DECR) FROM PY
<b>September Enrolment</b>			
<b>TOTAL Standard (Regular) Schools</b>	13,296.8125	13,700.0000	403.1875
Continuing Education	33.0625	40.0000	6.9375
Alternate Schools	233.0000	233.0000	-
Online Learning	131.3125	130.0000	(1.3125)
Home Schooling	41.0000	41.0000	-
Course Challenges	5.0000	5.0000	-
<b>TOTAL NON-STANDARD ENROLMENT</b>	<b>443.3750</b>	<b>449.0000</b>	<b>5.6250</b>
Level 1 Special Needs	11.0000	11.0000	-
Level 2 Special Needs	864.0000	980.0000	116.0000
Level 3 Special Needs	586.0000	687.0000	101.0000
<b>TOTAL SPECIAL NEEDS</b>	<b>1,461.0000</b>	<b>1,678.0000</b>	<b>217.0000</b>
English Language Learning	1,480.0000	1,501.0000	21.0000
Indigenous Education	1,286.0000	1,250.0000	(36.0000)
Adult Education	9.1875	13.0000	3.8125

## Initial Budget Model Estimate

- Although the budget instructions have yet to be provided by the Ministry, staff have started estimating the impacts on next year's budget based on information available now.

### Enrolment Revenue

- The estimated revenue generated from the projected enrolment increase, based on the existing funding formula, is \$7.7 million.
- The \$7.7 million increase stems from the K-12 standard enrolment increase (\$3.6 million) and the Special Needs enrolment increase (\$4.2 million), offset by declining enrolment in other areas (\$0.1 million).
- Staff are estimating to have total additional revenue of \$8.6 million for the 2025/26 school year from the \$7.7 million identified above plus the \$0.885 million carried forward from 2024/25.
  - The \$0.885 million in 2025/25 carry forward is the result of one-time expenditures in 2024/25 (such as portables) that are not anticipated to be required structurally going forward.
- This amount does not include any negotiated salary increase funding that will be determined and provided during the year nor does it include any other supplemental funding changes that will be finalized by the Ministry in mid-March.

### Expenditures

- Staff continue to identify the direct and indirect costs for the 2025/26 year and are estimating additional costs of approximately \$9.1 million.

	\$ (in millions)
<b>Expenses</b>	
Teacher / TTOC staffing	2.9
Special needs supports	4.2
Enrolment growth services and supplies	0.2
SĆIĀNEW STEĪĪTĪKEĪ Elementary	0.8
Inflationary pressures	1.0
<b>Total Expenses</b>	<b>9.1</b>

- Teacher staffing (\$2.9 million)
  - As in previous years, for budget modelling purposes, staff use a ratio of 24:1 for students to teachers.
  - This amount is carried in the model until the teacher staffing process starts and we get closer to Release 1 when the actual amounts are known.
  - Based on the estimated ratio, the District will be looking at adding approximately 16.80 teacher FTEs for a total cost of \$2.9 million which includes the costs for TTOC salaries and benefits.



- Special Needs Supports (\$4.2 million)
  - The \$4.2 million in additional supplemental special needs revenue is to support the needs of those students within the District.
- Enrolment Growth Costs (\$.2 million)
  - In addition to the direct staffing costs, there are approximately \$0.2 million in non-discretionary cost increases associated with the increased enrolment such as school supplies and ministry services (for example: MYED, legal, and insurance).
- SCIANEW STELITKEŁ (\$0.8 million)
  - The new SCIANEW STELITKEŁ Elementary will be opening in the fall at an estimated \$0.8 million in additional operating costs. Costs include salary and benefits for PVP, clerical, and custodial.
- Inflation (\$1 million)
  - With the possibility of new tariffs being imposed there is significant uncertainty surrounding the inflationary impact to the District in the coming year, but at this time we are estimating \$1.0 million in additional costs largely due to benefit cost increases.

**Pressure**

- With estimated additional revenues of \$8.6 million and additional expenses of \$9.1 million, staff are estimating a pressure of \$0.5 million at this time.

		\$ (in millions)
<b>A</b>	Total Revenues	8.6
<b>B</b>	Total Expenses	9.1
<b>C = A-B</b>	Net pressure	(0.5)

**Budget Priorities**

- The Board approved the new Strategic Plan at the February 2025 public meeting and staff have begun the work to identify budget priorities to align investment with its objectives. This work will be informed by the leadership budget working group and the operational plans under development.
- Given the fluid nature of budget development at this point, given we do not yet have all the information, staff are working on a reallocation approach from within existing budget areas to prioritize strategic plan investments and offset pressures, if any.
- To date, engagement on the budget development process has included the following:
  - Indigenous Education Council Input
  - Public partner group budget presentations
  - Leadership Team
  - Resources Committee



## **RESOURCES COMMITTEE WORK PLAN**

### **MARCH to JUNE 2025**

#### **MARCH**

##### Resources Committee Meeting (Mar 5)

- 2025/26 Budget Development Process
- Spring Break (March 17-28)
- Work Plan review

#### **APRIL**

##### Resources Committee Meeting (Apr 8)

- 2025/26 budget, recommend first 1<sup>st</sup> reading
- Asset Rehabilitation Planning
- 2025/26 budget Update
- Bus registration process update
- Review draft Capital Plan bylaw and recommend three readings at board
- Education Committee of the Whole (April 15)

#### **MAY**

##### Resources Committee Meeting (May 13)

- 2025/26 budget, recommend 2<sup>nd</sup> and 3<sup>rd</sup> reading
- 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 approval
- Review fiscal monitoring report (year-end estimates)
- International Program Fees for online courses 2025/26
- Asset Rehabilitation Planning
- Work Plan review

#### **ONGOING**

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

Resources Committee - Motions Last Year, March to June 2024	
April 8, 2024	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.
April 8, 2024	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. That the Board of Education of School District 62 (Sooke) give first reading of the 2025/26 Annual Budget by-law
May 13, 2024	That the Board of Education of School District 62 (Sooke) give second and third readings of the 2025/26 Annual Budget by-law
June 10, 2024	That the Board of Education of School District 62 (Sooke) approve the International Program Fee for Online Courses for the 2024/2025 school year as presented at the Resources Committee meeting of June 11, 2024.
Jun 10, 2024	That the Board of Education of School District 62 (Sooke) approve the 25/26 Capital Plan submission as presented to the Resources Committee on June 11, 2024.