

## Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on June 13, 2023, at 6:00 pm.**

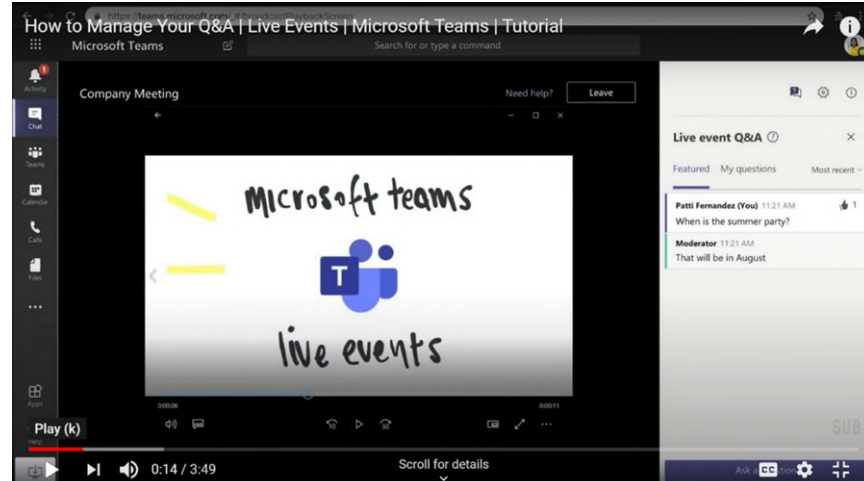
**Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.**

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



**RESOURCES COMMITTEE**  
**School Board Office**  
**June 13, 2023 – 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 4)**

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated May 9, 2023, at its Public Board Meeting dated May 23, 2023.

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

**4. BUSINESS**

4.1 24/25 Capital Plan Submission – Harold Cull (page 7)

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) approve the 24/25 Capital Plan submission as presented to the Resources Committee on June 13, 2023.

4.2 22/23 Operating Surplus Use – Harold Cull (page 10)

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) approve a temporary decrease of the unrestricted operating surplus to an amount of 1% of the operating budget as at June 30, 2023 with any residual surplus to be restricted for portable expenditures.

4.3 Inflation Financial Framework – David Lee-Bonar (page 12)

4.4 23/24 Bus Routes Update – Randy Cobb (page 14)

4.5 Feeding Futures School Food Program – David Strange (page 15)

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) receive the Feeding Futures report as presented at the June 13, 2023 Resources Committee Meeting.



5. **ADJOURNMENT**
6. **NEXT MEETING DATE: TBD**



## Committee Report of Resources Committee Meeting via MS Teams

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**Present:** Ebony Logins, Trustee (Committee Chair)  
Ravi Parmar, Trustee (Committee Member)  
Trudy Spiller, Trustee (Committee Member)  
Russ Chipps, Trustee  
Scott Stinson, Superintendent & CEO  
Harold Cull, Secretary-Treasurer  
Ed Berlando, STA  
Trudy Court, CUPE  
Michelle Brennan, SPEAC  
Paul Block, Deputy Superintendent  
David Lee-Bonar, Assistant Secretary Treasurer  
Windy Beadall, A/Associate Superintendent  
Frances Krusekopf, District Lead Early Learning and Child Care  
Randy Cobb, Transportation Manager  
Annerieke van Hoek, StudioHuB  
Kelly Isford-Saxon, StudioHuB  
Nicole Gestwa, IT

**Regrets:** Celidh Deichmann, SPVPA

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

*The meeting was called to order at 6:02 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 April 11, 2023, at its Public Board Meeting dated April 25, 2023.

**3. PRESENTATIONS**





#### 4. BUSINESS

##### 4.1 Long Range Facilities Plan (LRFP) – Windy Beadall/Pete Godau

SD 62 is in the process of updating the LRFP, which helps inform the annual Capital Plan submission. The last update to the LRFP occurred in 2018. StudioHuB is helping the district with this work and provided an overview of the progress to date to the Resources Committee. The Committee asked several questions to gain a better understanding of that the LRFP will include. It was discussed that the focus of the LRFP will be on:

- New school and expansion of existing sites;
- An updated long-range enrolment forecast; and
- A temporary accommodation plan for portables.

##### 4.2 22/23 Quarter 3 Financial Forecast - David Lee-Bonar

Staff provided an update to the Resources Committee on the 22/23 Quarter 3 financial forecast. The District is forecasting a surplus of approximately \$479,059 which would leave an accumulated surplus of \$2.943 m or 2.02% as at June 30, 2023. Staff will provide a recommendation on the use of this surplus at the June Resources Committee meeting.

##### 4.3 23/24 Bus Registration & Safety Committee Update – Randy Cobb

Bus registration was paused on April 30, 2023, allowing staff to begin the development of routes. The Committee discussed the potential options that staff are considering, in the development of the routes for the 23/24 school year, that will maintain compliance with the Board's transportation policy and regulation. The Committee felt a discussion with the full Board was required.

##### 4.4 Child Care Facility Projects – Frances Krusekopf

Staff provided an overview of the New Spaces Fund for Child Care available to Districts. This is a great opportunity for the District to access funding to address the capital needs in relation to childcare. The Committee discussed the potential sites in the District that the Board could consider building childcare centres on.

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

**Recommended Motion: That the Board of Education for School District 62 (Sooke) support, in principle, the application for capital funding under the Child Care BC New Spaces Fund for specific sites yet to be determined.**



4.5 Feeding Futures Program – Scott Stinson

Staff provided an overview of the Feeding Futures Program and the funding being provided to the District over the next three years. The Committee discussed the proposed approach being taken by staff to utilize this funding. The Committee also discussed the need and qualifications for a position to lead this program on behalf of the District.

5. **ADJOURNMENT AND NEXT MEETING DATE:** June 13, 2023



## **Committee Info Note**

### **Resources Committee Meeting**

#### **June 13, 2023**

#### **Agenda Item: 4.1 – 24/25 Capital Plan Submission**

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#### **Background**

- The District is required to submit a 5-year Capital Plan to the Ministry as approved by the Board
- The requirement is that the plan is submitted by June 30<sup>th</sup> for Major Capital and September 30<sup>th</sup> for Minor Capital
- As the last scheduled Board meeting is set for June 27<sup>th</sup>, staff are preparing a plan for the Board's consideration at their June meeting
- Staff would like the input and support of the Resources Committee on the Major Capital projects, prior to making a recommendation to the Board

#### **Capital Plan Components**

The Ministry has approved a seismic mitigation for Port Renfrew and Sooke Elementary in the 2023 Budget.

- the District's Capital Plan submission is broken down into a number of programs:

##### **Major Capital**

- 1) Seismic Mitigation Program (SMP)
- 2) School Expansion Program (EXP)
- 3) School Replacement Program (REP)
- 4) Rural Districts Program (RDP)
- 5) Building Envelope Program (BEP)

##### **Minor Capital**

- 6) School Enhancement Program (SEP)
- 7) Carbon Neutral Program (CNCP)
- 8) Bus Acquisition Program (BUS)
- 9) Playground Equipment Program (PEP)
- 10) Annual Facility Grant (AFG)

**SMP** – the Seismic Program is largely based on the assessment of current seismic risk. A structural engineer has reviewed our District's buildings and staff have prioritize the seismic projects based on this assessment.

**EXP** – due to the accelerated and substantial growth of the District, the Expansion Program is a key part of the Capital Plan submission and will be the focus of the discussions. The acquisition of land and the construction of schools has now been separated for submission purposes. As land issues are dealt by the Board in camera, the public dialogue will be centered around construction.

**REP** – the Replacement Program includes full and partial school replacement. Historically, staff have prioritized replacement projects by the Facility Condition Index (FCI). The list of projects has been fairly consistent from year to year and the expectation is that replacing schools in our District has a low probability given the large number of new spaces required.

**BEP** – the Building Envelope Program is funding for remediation to address known building envelope issues. Schools such as Edward Milne, Willway and David Cameron have been on the list in previous years.

### MAJOR CAPITAL PROGRAM

- The following is a list of top projects for the District in priority order:

| Capital Program | Project Details        |                |
|-----------------|------------------------|----------------|
|                 | Descriptor             | Location       |
| New School      | New Elementary School  | North Langford |
|                 | New Secondary School   | North Langford |
|                 | New Middle School      | South Langford |
|                 | New Elementary School  | South Colwood  |
|                 | New Elementary School  | Sooke River    |
| Seismic         | John Muir Elementary   | Sooke          |
|                 | Saseenos Elementary    | Sooke          |
|                 | Millstream Elementary  | Langford       |
|                 | Savory Elementary      | Langford       |
| Replacement     | Millstream Elementary  | Langford       |
|                 | Sangster               | Colwood        |
|                 | Spencer Middle         | Langford       |
| Additions       | Ruth King Elementary   | Langford       |
|                 | Spencer Middle         | Langford       |
|                 | David Cameron          | Colwood        |
|                 | Millstream Elementary  | Langford       |
|                 | Edward Milne Secondary | Sooke          |
|                 | Journey Middle         | Sooke          |



|                          |                                                                          |                              |
|--------------------------|--------------------------------------------------------------------------|------------------------------|
| <b>Building Envelope</b> | Edward Milne Secondary<br>David Cameron Elementary<br>Willway Elementary | Sooke<br>Colwood<br>Langford |
|--------------------------|--------------------------------------------------------------------------|------------------------------|

### Seismic Mitigation Program

- Based on the engineering reports, the top projects for the District are:
  - 1) John Muir Elementary – Year 3 (use existing Sooke Elementary as swing space)
  - 2) Saseenos Elementary – Year 3 (use existing Sooke Elementary as swing space)
  - 3) Millstream Elementary – Year 4 (use additional North Langford Elementary seats as swing space)
  - 4) Savory Elementary – Year 5

### Expansion Program & Long-Range Enrolment Data

- In order to develop the capital plan expansion priorities, StudioHub has been contracted to update our Long-Range Facilities Plan (previously completed in 2018), including the long-range enrolment forecast.
- Staff are not sure that the past growth of the District will be reflective of the anticipated future growth of the District – therefore these estimates may be understated
- The District has been advised that growth in Langford is expected to significantly increase as the City focuses on high density in its core
- Based on the existing enrolment estimates, staff feel that new elementary school in North Langford is the number 1 priority with the new secondary school in North Langford as the number 2 priority.

### Next Steps

- Now that the priorities have been drafted, staff would like feedback from the Committee on the proposed priorities prior to going to the Board for approval

### **Proposed Motion:**

**Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the 24/25 Capital Plan submission as presented to the Resources Committee on June 13, 2023.**

**Prepared By:** Harold Cull, Secretary-Treasurer



## Committee Info Note Resource Committee Meeting June 13, 2023

### Agenda Item: 4.2 22/23 Operating Surplus Use Info Note

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#### Background Information

- At the May Resources Committee meeting, staff provided a quarter 3 (Q3) financial forecast to end the 2022/23 fiscal year with an unrestricted operating surplus (contingency) of \$2.944M (2.02% of operating expenses) and committed to bring a recommendation as to the amount of the unrestricted operating surplus to restrict for capital and/or space needs.
- Pursuant to Regulation F-333 (Accumulated Operating Surplus), the District shall maintain an accumulated contingency of 2% of operating expenses.
- Also pursuant to Regulation F-333, the Board can make restrictions for items that are identified by the Board and have defined timelines.

#### Space Pressures

- Staff have noted in the multi-year financial plan that there are significant space pressures in 2024/25 and beyond.
- Given that the only capital expansion project approved at this time is the South Langford Elementary project which isn't scheduled to open until September 2025 (fiscal year 2025/26), staff are estimating the need for additional portables to accommodate the growth in the District.
- In fiscal year 2024/25 alone, it is anticipated that the District will need to purchase 6 additional portables and relocate 4 others within the District to accommodate the projected growth. The total cost is estimated at \$3.3 million.
- As the Ministry does not provide funding for the purchase of portables, staff are requesting the Board to restrict Accumulated Operating Surplus for the purchase of additional portables.

**Recommendation**

- To protect the District financially from extraordinary circumstances which could negatively impact the education of students, staff are recommending a balanced approach where the District maintains a 1% contingency (\$1.6 million) for 2023/24 and any residual surplus to be restricted for space mitigation costs such as portables.
- If the District were to finish the fiscal year as forecasted at Q3 with \$2.9M in accumulated surplus, this would result in \$1.6 million remaining in contingency and \$1.3 million being restricted for space mitigation costs. With \$1.3 million restricted now for space mitigation costs, there is still an anticipated need for a further \$2.0 million (5 portables and 150 seats) to address the total estimated \$3.3 million cost for portables needed in 2024/25.
- Staff are continuing to monitor the District's financials for 2022/23 with an eye for further savings. Any additional surplus restricted for space mitigation costs will reduce the 150-seat gap and ensure that there are enough spaces to accommodate the anticipated 2024/25 space needs of the District.
- Staff are looking for the Committee to support the following motion going to the Board of Education:

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) approve a temporary decrease of the unrestricted operating surplus to an amount of 1% of the operating budget as at June 30, 2023 with any residual surplus to be restricted for space mitigation costs.

Prepared by: **David Lee-Bonar**  
**Assistant Secretary Treasurer**



## Committee Info Note Resource Committee Meeting June 13, 2023

### Agenda Item: 4.3 Inflation Financial Framework Info Note

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#### **Background Information**

- As part of the District's Operational Plan for 2022-23, staff have been asked to look at the impact inflation has on our financial framework and to provide possible mitigation strategies for the Board's consideration in the 2024-25 budget development process.

#### **Inflation Explained**

- Inflation is an increase in the general price level of goods and services in an economy. The common measure of inflation is the inflation rate, the percentage change in a general price index.
- The consumer price index (CPI) is the general price index commonly used in Canada and is made up of goods and services that Canadians typically buy, such as food, housing, transportation, and other items.
- The Bank of Canada aims to keep inflation at the 2 per cent midpoint of an inflation-control target range of 1 to 3 per cent. The inflation target is expressed as the year-over-year increase in the total CPI.

#### **Funding**

- Through increases to the funding allocation amounts in the District's Operating Grant, the provincial government funds collective agreement general wage increases.
- Exempt staff wage increases have generally not been funded by the province and they have yet to announce a decision as to whether they will fund any exempt staff increases for fiscal year 2023-24.
- The province also does not fund any increases to costs of goods and services from our District suppliers.

#### **Purchasing Power**

- These unfunded inflationary costs correspond to a reduction in the purchasing power of the District – the amount of goods and services that can be purchased with each dollar of the province's funding is

reduced. Likewise, the amount of goods and services in support of the education of the students in the District is reduced.

- Due to pandemic and supply chain issues, the District has seen a significant decrease in its purchasing power in 2022 as the CPI rose 6.8% on an annual average basis for the year.
- The purchasing power is expected to continue to decrease in 2023-24 as the CPI rose 4.4% year over year in April 2023, following a 4.3% increase in March.
- Since each year's inflation occurs on top of the previous year's inflation, there is a compounding effect in which the purchasing power is reduced each year unless an offsetting compounding revenue source or expense reduction is found.

### **Financial Impact**

- The District had \$130.2M in total Operating Fund expenses in 2021/22 of which 88% was spent on salaries and benefits and the other 12% (\$15 million) was spent on services and supplies that are subject to inflationary pressures not funded by the province.
- A 1% year-over-year increase to the prices of the services and supplies amounts to a \$150,000 decrease in the purchasing power of the District. The Bank of Canada's target of 2% amounts to a \$300,000 decrease and the 6.8% inflation that occurred across Canada in 2022 is a \$1 million decrease. These estimates do not account for any unfunded salary and benefit increases for exempt staff.

### **Financial Framework**

- A financial framework is a system, including policies, procedures, and regulations that guide and support the structure and operations of the District's financial matters. A recent example of the District's financial framework was when the Board approved the 2023-24 budget principles, assertions and process.
- Determining guiding principles and the process to address the inflation's financial impacts and reduction in purchasing power will be an important tool in ensuring the financial health and financial sustainability of the District's services.

### **Proposed Approach**

- For consideration in the 2024-25 budget development process starting in early 2024, staff are proposing to discuss the Inflation Financial Framework with the Committee further on the following dates:

| DATE                 | WHAT                                                           |
|----------------------|----------------------------------------------------------------|
| September 12, 2023   | Possible solutions for the Committee's consideration and input |
| Oct 2023 to Dec 2023 | A continued discussion on possible solutions                   |

Prepared by: **David Lee-Bonar**  
**Assistant Secretary Treasurer**



# Committee Info Note

## Resources Committee Meeting

### June 13, 2023

### Agenda Item: 4.4 – 23/24 Bus Routes Update

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#### Bus Registration Update

- As per Board policy, bus registration for the 23/24 school year was paused on April 30<sup>th</sup> for staff to begin the development of routes
- This process has been in place for several years, and with increased communication from the district the number of on time registrations is improving
- At present there are approximately 3800 registered students being assigned to routes.
- The goal of having families receive their bus assignments before the end of June looks reasonable.
- There are approximately 200 late registrations to date that will be assigned to routes during the summer depending on space.
- Two routes will be required to accommodate the overflow of students.
- The 30/30-minute wait time goal is being maintained at the Elementary School level.
- 45/45-minute wait time will be used on occasion at the Middle and High School level, but the priority is for students travelling a further distance, to have shorter wait times at all schools.
- A total of 41 routes are planned for next year

**Prepared By:** Randy Cobb, Transportation Manager



## Committee Info Note Resources Committee Meeting

June 13, 2023

### Agenda Item: 4.5 – Feeding Futures School Food Program

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#### Background

The Ministry of Education and Child Care has allocated a Feeding Futures grant totaling \$1, 565, 710 to support school nutrition programs in the Sooke School District. Funding is to be focused on supporting student nutrition and districts are required to complete and submit capital and program plans by July 2023. The district goal is to operationalize this funding to support students in SD62 by providing nutritious meals in a universal manner to ensure that hunger is not a barrier to learning. District staff are in process of finalizing the plan for the Sooke School District in accordance with the following key considerations:

The plan should:

- Be universal and non-stigmatizing
- Meet the criteria of the Ministry funding agreement
- Encourage autonomy and choice by allowing families to opt in or not
- Encourage independence and sustainability by providing opportunities for families to contribute what they can
- Build on the success of Setting the Table pilot project and strengthens current relationships
- Be informed through consultation with Indigenous community partners

#### Proposed Sooke School District Feeding Futures Plan

**2023-24**

For the 2023-24 school year:

- Continue with initiatives previously funded out of Community Link including school lunches currently provided By Truffles, food program support for Port Renfrew Elementary and Pacheedaht students attending Journey and EMCS, and Garden Educator support for secondary schools
- Expand on the Setting the Table pilot project by increasing the number of daily breakfasts/lunches from 200 to 800 and increase by 10 the number of schools served. To facilitate this the district will be engaging in an RFP process to identify a third-party vendor as soon as possible to ensure a September start up.
- Provide additional school-based staff to support food program distribution

- Continue to provide schools and departments with grants and access to local food rescue programs for additional food supports and emergency food gift cards for vulnerable families.

**NOTE:** As this plan is primarily operational and not educational in nature no additional exempt or educational staff are required. Oversight and implementation of the food delivery service will be the responsibility of the contracted vendor in collaboration with existing district leadership.

## 2024-25

For the 2024-25 school year:

- Continue food program support for Port Renfrew Elementary and Pacheedaht students attending Journey and EMCS, and Garden Educator support for secondary schools.
- Expand food service delivery to include remaining schools in the district. This will see the district in partnership with a third-party vendor providing over daily 1000 breakfast/lunches.

## Additional Information

- The NIE Council was consulted in the creation of this plan
- Previously consultation regarding the Student and Family Affordability Fund was considered in the creation of this plan
- School selection for inclusion in 2023-24 will be based on school Vulnerability Index scores as well as local knowledge provided by school-based leadership. School based teams and school partner groups
- The Sooke School District is significantly ahead of other districts in this work. Our strong community partners and decision to use SFAF funds to establish the Setting the Table food delivery pilot has the district positioned to begin food program delivery September 2023. Many other districts will still be in their consultation and planning phases.

## Motion Recommended:

That the Board of Education of School District 62 (Sooke) receive the Feeding Futures report as presented at the June 13, 2023 Resources Committee Meeting.

**Prepared by:** David Strange, Associate Superintendent