

Public Notice – Resources Committee Online Public Meeting


A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on June 11, 2024, at 6:00 pm.**

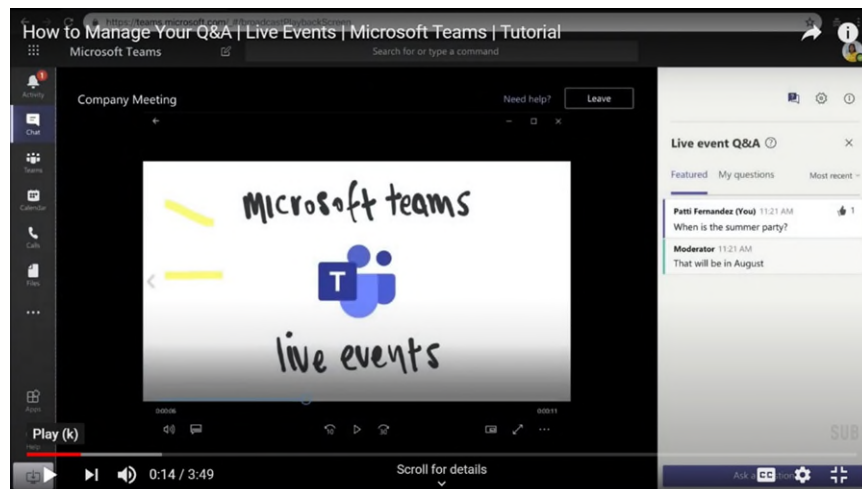
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

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
June 11, 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 International Fees (Online course) – Laura Schwertfeger (page 6)

Recommended Motion: 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.

4.2 25/26 Capital Plan Submission – Mhairi Bennett (page 7)

Recommended Motion: 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.

4.3 Energy Sustainability Plan – Mhairi Bennett (page 10)

4.4 Transportation Fee Model Update – Harold Cull (page 12)

5. ADJOURNMENT

6. NEXT MEETING DATE: September 17, 2024 (TBC)



Committee Report of Resources Committee Meeting of May 14, 2024 via MS Teams

Present: Christine Lervold, Trustee (Committee Chair)
Ebony Logins, Trustee (Committee Member)
Paul Block, Superintendent & CEO
Harold Cull, Secretary Treasurer
Monica Braniff, Deputy Superintendent
Ed Berlando, STA
Trudy Court, CUPE
Tom Davis, SPEAC
Ceilidh Deichmann, SPVPA
Mhairi Bennett, Director, Facilities
Randy Cobb, Manager, Transportation
David Lee-Bonar, Assistant Secretary Treasurer
Nicole Gestwa, IT

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

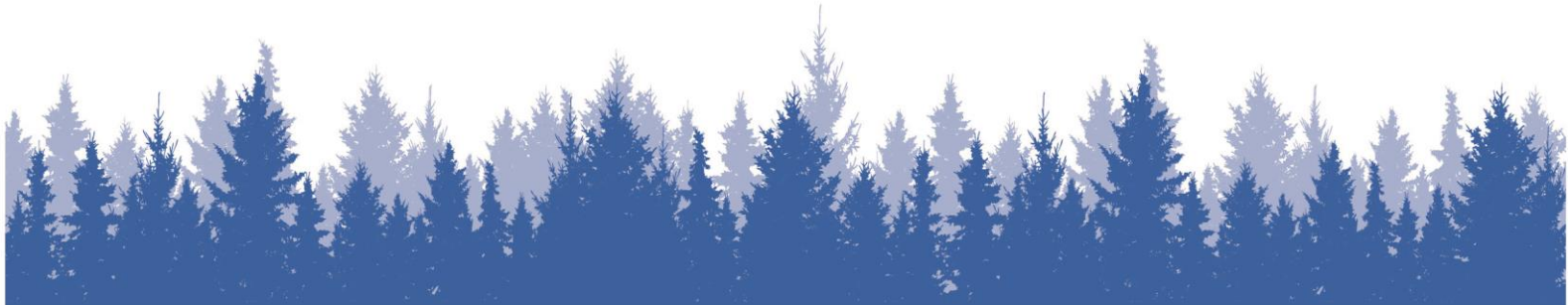
The meeting was called to order at 6:03 pm by the Committee Chair, who acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Scia'new 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)

The Chair provided Trudy Court the opportunity to discuss with the Committee some of the upcoming events to celebrate CUPE 459's 60th anniversary.

2. **COMMITTEE REPORT**

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated April 9, 2024, at its Public Board Meeting dated April 23, 2024.

3. **PRESENTATIONS**



4. BUSINESS

4.1 23/24 Quarter 3 Financial Forecast – David Lee Bonar

Staff provided a 23/24 Quarter 3 Financial Forecast update to the Resources Committee. There is a forecasted savings of \$620,473 from the budget at this time which will result in a \$2.473M or 1.5% unrestricted operating surplus at June 30, 2024. Staff also updated the draft multi-year financial plan which included the above noted surplus and the impacts that benefits have on the surplus. Staff will continue to monitor the district's financials until the end of the school year in order to confirm the actual amount of unrestricted operating surplus.

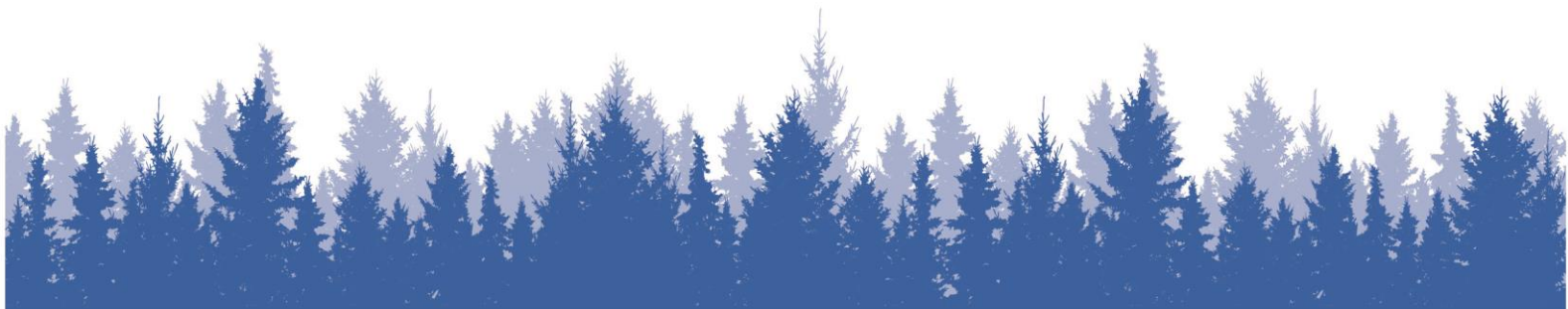
4.2 24/25 Bus Registration and Student Tracking Project Update – Randy Cobb

Bus Registration for the 24/25 school year opened in March and was paused April 30, to establish routes. The registration process will continue after May 1st with rides assigned pending sufficient room on bus routes. So far, 3,800 riders have registered for next school year. Given that the Board passed 1st reading of the 24/25 Annual Budget Bylaw at their April meeting which included a rider fee of \$300/rider and a reduced number of routes, staff will reach out to those registered to confirm that transportation services are still being requested if a route is to be assigned. Routes for the 24/25 year are currently being developed based on the registered riders to date and the pending budget decisions to be made.

As discussed at the September and March Committee meetings, staff are preparing for a transportation student tracking pilot project for implementation in June of this year. The pilot project will be conducted in the Milnes Landing family of schools where approximately 25% of our riders reside and the limited number of schools will allow for a manageable test of the system. The Committee discussed the main dates for the project and remaining schedule of the rollout. This includes installation of the hardware and the training required for drivers and staff. The Committee also discussed some of the expected challenges with the project and the opportunity to resolve these issues during the month of June.

4.3 24/25 Annual Budget Decision Making Process – Harold Cull

The Board of Education approved an Ethical Decision-Making Framework (EDMF) to be used for significant decisions being made at the Board level. A discussion of the practicality of the EDMF was had in relation to the annual budget development process. The Committee discussed the safety and relationship considerations and how best to connect with students on the Board's decision-making processes.



4.4 25/26 Capital Plan Submission – Mhairi Bennett

The District is required to submit a 5-year Capital Plan to the Ministry of Education and Child Care by June 30th for Major Capital and September 30th for Minor Capital. Staff are preparing a plan for the Board's consideration at the June 2024 meeting. The Committee discussed the initial plan of priorities with staff bring back the finalized Major Capital Plan for review and support in June and the Minor Capital Plan in September.

5. ADJOURNMENT AND NEXT MEETING DATE: June 11, 2024





Committee Info Note

Resource Committee Meeting

June 11, 2024

Agenda Item: 4.1 International Fees (Online Course)

Background:

Students in the International Student Program do not take many online courses, as it is more appropriate for them to be in face-to-face learning environments. However, there are times when, due to factors such as timetable conflicts or inability to take a course such as Career Life Education when students are in senior grades, it may be necessary for students to take a course online. Requests are vetted through the International Program Office. As the school district does not receive funding for these students, they are required to pay fees for online courses.

ITEM	COST	NOTES
Online courses starting on or after July 1, 2024 – SD62 international students	\$1,500	<ul style="list-style-type: none"> • Proposed increase from \$850 • Rationale: Clerical and administrative time is needed to support students enrolling in online courses. Currently not built into fee structure. Now that online courses are supported through the Hubs in the secondary schools, students have more access to in-person teacher support. • The cost represents 1/10th of the annual tuition fee for International Students. The annual tuition fee covers 8 courses in a regular timetable. So, the proposed fee would mean that the online courses are still being offered at a slightly reduced rate. This proposed fee is also in line with our neighbouring school district's ISP online fee, SD63. • This fee would be available to students who are already taking a full load of courses and already paying full international student tuition to SD62 • Students must have permission from ISP admin prior to being registered in a DL course

Recommended Motion: 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.

Prepared by: Laura Schwertfeger, District Principal, International Student Program



Committee Info Note

Resources Committee Meeting

June 11, 2024

Agenda Item: 4.2 – 25/26 Capital Plan Submission

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 30th for Major Capital and September 30th for Minor Capital
- As the last scheduled Board meeting is set for June 27th, 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	North Langford
	New Elementary	South Colwood
	New Elementary	Sooke (River)
	New Middle	North Langford
Seismic	John Muir Elementary	Sooke
	Saseenos Elementary	Sooke
	Millstream Elementary	Langford
	Savory Elementary	Langford
Replacement	Millstream Elementary	Langford
	Sangster Elementary	Colwood
	Spencer Middle	Langford
Pre-Fabrications	Edward Milne Community School	Sooke
	Spencer Middle	Langford
	Dunsmuir Middle	Colwood
Building Envelope	Edward Milne Community School	Sooke
	David Cameron Elementary	Colwood
	Willway Elementary	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 25/26 Capital Plan submission as presented to the Resources Committee on June 11, 2024.

Prepared By: Mhairi Bennett, Director, Facilities

Committee Info Note

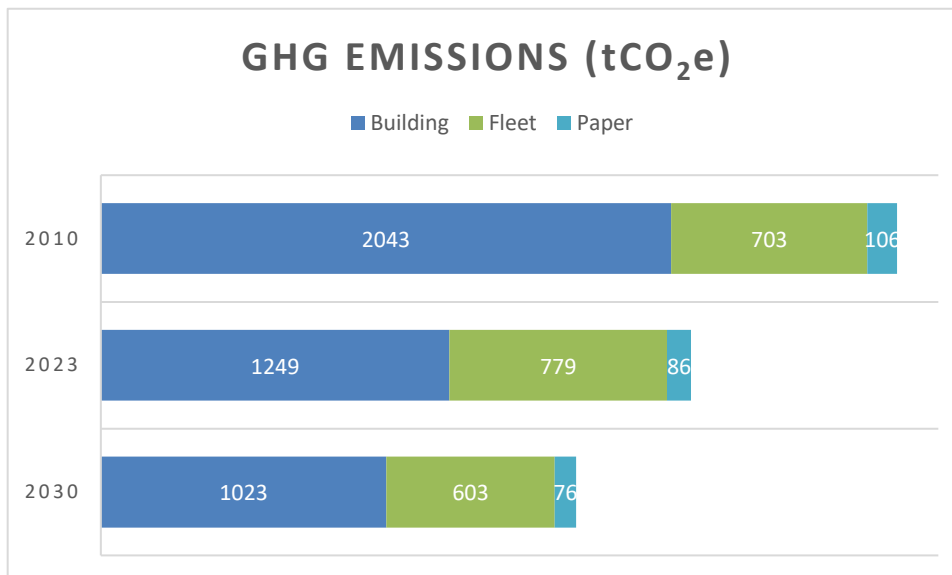
Resource Committee Meeting

June 11, 2024

Agenda Item: 4.3 Energy Management Update

Reporting

- At the Committee meeting, staff will provide a report on energy consumption and Green House Gas (GHG) emissions
- A high-level summary on emissions can be found on the chart below that measures the District’s progress towards the CleanBC 2030 targets set by government
- As you can see from the report, even though we have increased the number of buildings and vehicles, the District has reduced emissions by 26% from the 2010 baseline
- It is also interesting to see that even though we have shifted to electric buses (38%), our fleet emissions are still on the rise due the increase in vehicles



2010 Baseline: 2,852

**2023 Actual: 2,114
(26% reduction)**

**2030 Target: 1,702
(40% reduction)**

- Staff will also discuss the inverse relationship between electrical energy consumption and GHG emissions which is consistent with discussions during the budget process around increased utility costs

Next Steps

- Given the report out on emissions noted above, the District will continue to look at ways of reducing emissions to make the 2030 targets (a further reduction of 14% or 412 tCO₂e)
- This will be done through investigating additional opportunities to reduce GHG emissions and then prioritizing opportunities by balancing GHG emission reductions and implementation costs
- We will use these opportunities to develop a 5-year project plan to meet CleanBC 2030 targets through funding from the Major and Minor Capital submissions approved by the Board in June and September of each year (as discussed in 4.2)
- To ensure we have the expertise required to get the District to these important targets, we will be hiring an Energy Specialist to support this ongoing scope of work
- During the course of the discussion, staff will provide additional details on the projects completed to date and those that have been initially planned to give the Committee assurance that we will continue to reduce emissions and deliver on the Board's social responsibility objectives found in the Strategic Plan

Prepared by: Mhairi Bennett, Director, Facilities



Committee Info Note

Resources Committee Meeting

June 11, 2024

Agenda Item: 4.4 – Transportation Fee Model Update

Background

- As part of the 24/25 budget development process, the Board passed the Annual Budget Bylaw with two transportation impacts included:
 - 1) Transportation Fee of \$300/rider
 - 2) Reduced routes to better serve younger students and/or rural routes per Board policy/regulation
- The anticipated revenue impacts of the fee are expected to be approximately \$792,000 and savings from the reduced routes are estimated to be \$326,000
- It is anticipated that the route reductions may impact families in our middle and secondary schools
- To minimize these impacts, several trustees and staff attended a recent Transit Town Hall meeting where BC Transit presented on many of their upcoming initiatives and projects planned for our communities
- Staff will continue to work with BC Transit to align bell schedules and BC Transit routes to provide additional options for families to consider
- The District will also continue to work with our local municipalities to create safe routes to schools

Fees

- Staff will be relying heavily on previous practices when collecting the Transportation Fees in the 24/25 school year
- These practices include:
 - Reduced family rates for 3 or more riders from/to one location
 - Fee waiver process administered at the school level
 - Utilizing the Cash-on-Line (CoL) system for easy payment
- Part of the challenge will stem from the fact that the registration process for next year has begun and staff noted the possibility of a fee being charged at the time the registration period opened

- With fewer routes next year, Transportation staff are updating the 24/25 routes and will provide confirmation to families of riders that have been assigned a route or have been waitlisted by June 30
- Using CoL, the transportation fee will be added to each approved rider by August 23, 2024, which is the time CoL is updated after the annual roll over of information in MyED
- To allow for an installment plan, three separate fees of \$100 will be added to each approved rider allowing families to make three separate installment payments or all 3 payments at once
- The deadline for each payment will be: September 16, October 1 and October 15 with services being terminated for non-payment by November 1
- Given the number of waitlisted riders on each route, it will be important to ensure compliance with these payment deadlines so that other riders are provided services
- The Rider Safety Fee of \$25/rider will remain unchanged for the 24/25 school year and will also be added to each approved rider's CoL account
- A Family Rate (3 or more riders) will be offered at \$750 which equates to a 50% savings on the 3rd rider and no fee for any additional riders
- If families can't afford the full payment required, conversations with their school on partial payments or waiver of fees can be had
- A system wide communication will go out to registered riders after the Resources Committee Meeting advising of:
 - assigned routes or wait listing;
 - fee schedule; and
 - payment process/timelines
- Staff will be looking to engage the Committee in the roll out details noted above prior to finalizing the communication to families

Prepared By: Harold Cull, Secretary Treasurer