

Public Notice – Resources Committee Online Public Meeting


A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on September 17, 2024, at 6:00 pm.**

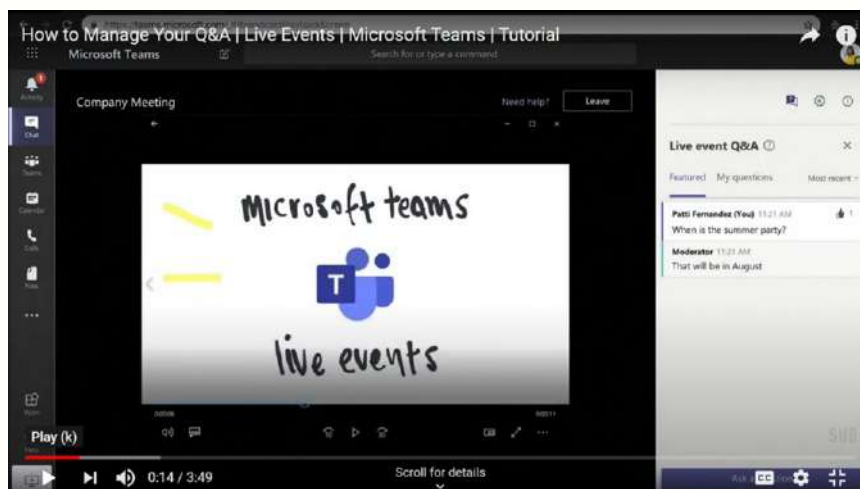
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

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
September 17, 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 Minor Capital Plan Submission – Mike Ross (page 7)
Recommended Motion: That the Board of Education of School District #62 (Sooke) approve the 25/26 Minor Capital Plan submission as presented to the Resources Committee on September 17, 2024.
 - 4.2 Transportation Update – Randy Cobb (page 10)
 - 4.3 North Langford Secondary School Planning Update – Ben Macklin (page 19)
 - 4.4 Initial Enrolment Update – Monica Braniff (page 22)
5. **ADJOURNMENT**
6. **NEXT MEETING DATE:** October 8, 2024



Committee Report of Resources Committee Meeting of June 11, 2024 via MS Teams

Present: Ebony Logins, Trustee (A/Committee Chair)
Trudy Spiller, Trustee
Paul Block, Superintendent
Harold Cull, Secretary Treasurer
Monica Braniff, Deputy Superintendent
Ceilidh Deichmann, SPVPA
Ed Berlando, STA
Trudy Court, CUPE
Tom Davis, SPEAC
Laura Schwertfeger, District Principal, International Student Program
Mhairi Bennett, Director, Facilities
Randy Cobb, Manager, Transportation
Ben Macklin, Manager, Capital Planning
Nicole Gestwa, IT

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

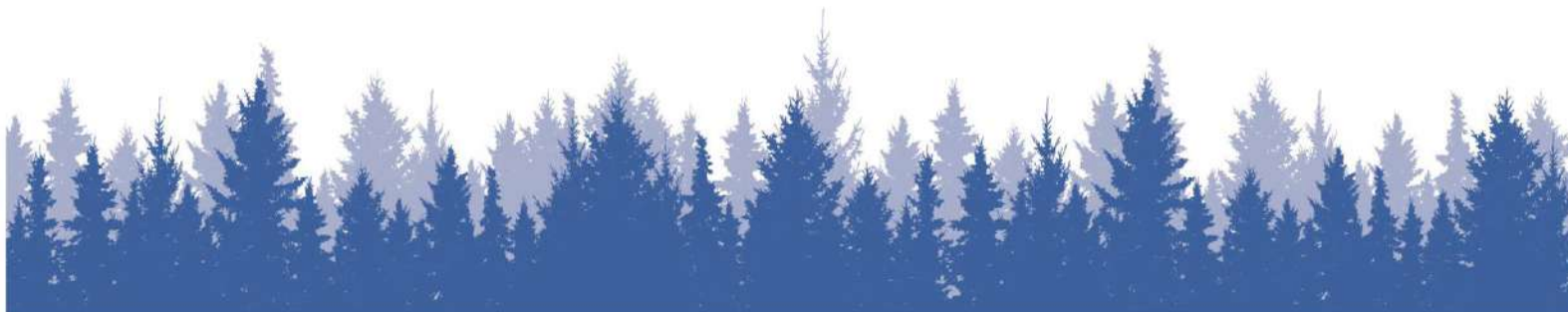
The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated May 14, 2024, at its Public Board Meeting dated May 28, 2024.

3. PRESENTATIONS

4. BUSINESS

4.1 International Fees (Online course) – Laura Schwertfeger

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. Staff are proposing a fee of \$1,500/course for the 24/25 school year.

The Resources Committee supported the following motion going forward to the Board of Education for consideration:

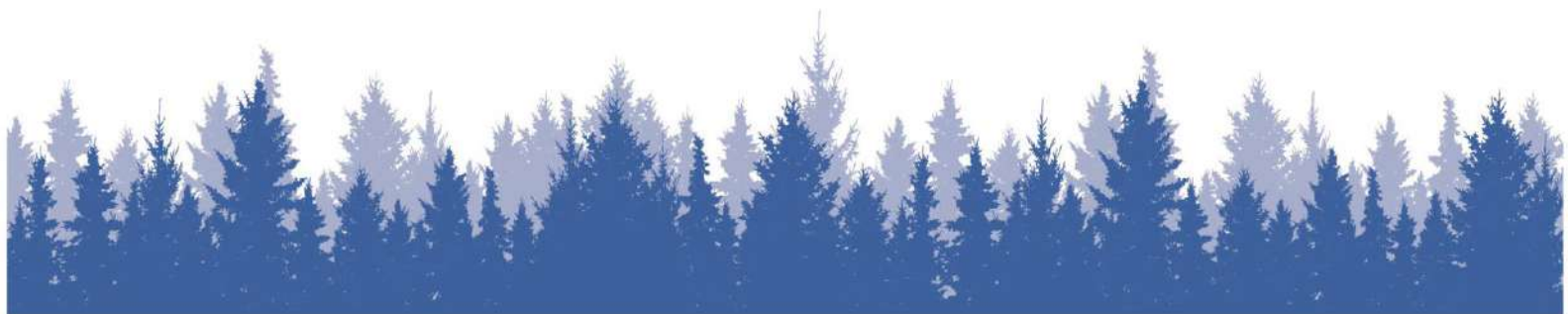
Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the International Program Fee for Online Courses for the 2024/2025 school year as presented at the Resources Committee meeting of June 11, 2024.

4.2 25/26 Capital Plan Submission – Mhairi Bennett

As a follow up discussion to the May Committee meeting, staff presented the 25/26 Capital Plan Submission to the Resources Committee for any input. Ben Macklin was introduced as the Manager, Capital Planning as a key resource in the capital program including the annual capital plan submission and delivery of the projects. The Committee asked several questions regarding the use of internal or external resources to deliver approved projects and the potential timing around the phasing of the EMCS building envelope project.

The following is a summary of the plan (as identified on the presentation included with this report):

Capital Program	Project Details	
	Descriptor	Location
New Schools	New Elementary School	North Langford
	New Elementary School	South Colwood
	New Elementary School	Sooke (River)
	New Middle School	Langford
Additions	Replacement (seismic) at Expanded Capacity	Sooke Elementary
	Prefabricated Addition	Edward Milne Secondary, Sooke



	Replacement at Expanded Capacity	Millstream Elementary, North Langford
	Prefabricated Addition	Dunsmuir Middle, Colwood
	Prefabricated Addition	Spencer Middle, Langford
Site Acquisitions	Millstream Replacement, New Site	North Langford
Seismic	John Muir Elementary	Sooke
	Saseenos Elementary	Sooke
	Millstream Elementary	Langford
	Savory Elementary	Langford

Replacement	Millstream Elementary	North Langford
	Sangster Elementary	Colwood
	Spencer Middle	Langford
Building Envelope	Edward Milne Phase 1	Sooke
	Edward Milne Phase 2	Sooke
	Edward Milne Phase 3	Sooke
	David Cameron Elementary	Colwood
	Willway Elementary	Langford

The Resources Committee supported the following motion going forward to the Board of Education for consideration:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the 25/26 Major Capital Plan submission as presented to the Resources Committee on June 11, 2024.



4.3 Energy Sustainability Plan – Mhairi Bennett

Staff provided a report to the Resources Committee on energy consumption and Green House Gas (GHG) emissions. The District will continue to look at ways of reducing emissions to accomplish the 2030 targets. The Committee heard that the District is on track to meet the 2030 target reduction of 40% from the 2010 baseline and that annual reporting will be provided to the Board to provide assurance that the targets will be met. Staff committed to include a copy of the presentation with the Committee report so all trustees would be able to see the information provided to the Committee.

4.4 Transportation Fee Model Update – Harold Cull

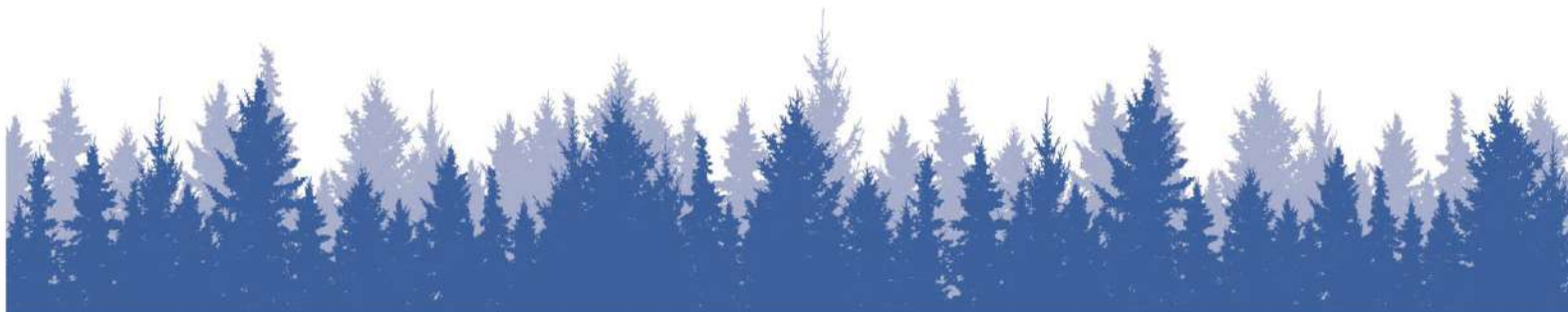
As part of the 24/25 budget development process, the Board passed the Annual Budget Bylaw with two transportation impacts included:

- 1) Transportation Fee of \$300/rider.
- 2) Reduced routes to better serve younger students and/or rural routes per Board policy/regulation.

Staff provided an update to the Committee on the plans to operationalize the decisions of the Board noted above. The Committee discussed the need for the District to work closely with BC Transit based on the projects identified in their presentation to the community last week. The Committee also discussed the need to provide clarification to families on the changes to the transportation service delivery levels (routes) and reinstated transportation fee model. Staff confirmed that formal messaging will be going out to impacted families beginning on June 12.

The Committee also raised concerns with the timing of the payment schedule and the potential impacts that it could have on families. Staff noted these concerns and will address them in the revised fee model that is communicated to families.

5. **ADJOURNMENT AND NEXT MEETING DATE:** September 17, 2024





Committee Info Note

Resources Committee Meeting

September 17, 2024

Agenda Item: 4.1 – Minor Capital Plan Submission

Background

- The District is required to submit a 5-year Capital Plan to the Ministry as approved by the Board
- The Major Capital Plan **was** submitted by June 30th and the deadline for the Minor Capital Program is September 30th
- Staff would like the support of the Resources Committee on the recommended Minor Capital projects as attached, prior to making a recommendation to the Board

Capital Plan Components

- 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 Capital Program (CNCP)
- 8) Bus Acquisition Program (BUS)
- 9) Playground Equipment Program (PEP)
- 10) Food Infrastructure Program (FIP)
- 11) Childcare Conversion/Minor (CC Minor/Equipment)

SEP – the School Enhancement Program is part of the minor capital program and is intended to improve the safety, facility condition, efficiency and functionality of existing buildings.

CNCP – the Carbon Neutral Capital Program is designed specifically for energy efficiency projects. The District's Energy Specialist will review the list of potential projects and provide a recommendation to the Committee/Board for consideration.

BUS – Bus Acquisition Program has allowed the District to acquire new buses and reduce the average age of the fleet. The Transportation Department will review mileage and age of our vehicles and will submit a list based on MoECC’s criteria.

PEP – the Playground Equipment Program is specific funding to purchase and install new or replacement playground equipment. Funding has been provided for playgrounds at Poirier (18/19), Savory (19/20), Colwood (21/22) and Dunsmuir (23/24)

FIP – Food Infrastructure Program is specific funding to support minor upgrades to support the delivery of prepared meals from centralized kitchen facilities to schools.

CC (Minor) – Childcare Conversion (Minor) is dedicated funding to support small-scale projects to convert (renovate) an existing K-12 space to create for childcare spaces as well as the purchase and installation of fixtures, furniture and equipment required to obtain a license.

Next Steps

- Attached is a list of proposed projects for the next 3 years for the Board’s consideration – staff are seeking support for the 25/26 projects only with the understanding that the future year requests may change pending Ministry approvals
- Staff will be able to speak to each proposed project for government’s 25/26 fiscal year (April 1/25 to March 31/26) at the Committee meeting
- 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

Recommended Motion:

That the Board of Education of School District 62 (Sooke) approve the 25/26 Minor Capital Plan submission as presented to the Resources Committee on September 17, 2024.

Prepared By: Mhairi Bennett, Director Facilities

**Ministry of Education and Child Care - Minor Capital Program
School District Sixty Two Facilities Three Year Proposal for Minor Capital Submissions
September 2024**

Program	Abbr.	2024/2025				2025/2026		2026/2027		2027/2028	
		Location/Project	Budget	Supported	Status	Location/Project	Budget	Location/Project	Budget	Location/Project	Budget
Playground Equipment Program	PEP	John Muir Elementary	\$ 165,000	Yes	In Progress	Millstream Elementary	\$ 195,000	Sangster Elementary	\$ 195,000	David Cameron Elementary	\$ 195,000
Carbon Neutral Capital Program	CNCP	John Muir (Phase 3)/ Mechanical Upgrade	\$ 500,000	Yes	In Progress	John Muir (Phase 4a)/ Mechanical Upgrade	\$ 500,000	John Muir (Phase 4b)/ Mechanical Upgrade	\$ 300,000	Sangster Elementary (Phase 1)/ Mechanical Upgrade	\$ 500,000
						LED Lighting Upgrade/ Various Sites	\$ 25,000	EV Charging Infrastructure/ Various Sites	\$ 100,000	DDC Maintenance/Upgrades/ Various Sites	\$ 50,000
School Enhancement Program	SEP	Willway Elementary (Phase 1)/ Mechanical Upgrade	\$ 850,000	Yes	Complete	Belmont AHU Replacement	\$ 500,000	Saseenos Roof Replacement	\$ 300,000	Willway (Phase 3) Mechanical Upgrade	\$ 500,000
		Crystal View/ Roofing Replacement	\$ 450,000	Yes	Complete	EMCS Inclusive Washroom Reno.	\$ 700,000	Willway (Phase 2) Mechanical Upgrade	\$ 950,000	School Board Office Roof Replacement	\$ 750,000
		Subtotal	\$ 1,300,000	n/a	n/a	Subtotal	\$ 1,200,000	Subtotal	\$ 1,250,000	Subtotal	\$ 1,250,000
Food Infrastructure Program	FIP				Kitchen Equipment Upgrades (Dunsmuir, Journey, Wishart, Colwood and Millstream)	\$ 100,000	TBD		TBD		
Childcare Conversion Minor	CCM	n/a	n/a	n/a	n/a	Poirier - 24 OSC seats (gym)	\$ 75,000	Sangster - 24 OSC seats (gym/storage)	\$ 95,000	Millstream - add. seats to existing program	\$ 15,000
						John Stubbs - 24 OSC seats (gym)	\$ 75,000	Lakewood - add. seats to existing program	\$ 15,000		
						Savory - 24 OSC seats (gym)	\$ 75,000	Ruth King - add. seats to existing program	\$ 75,000		
						Subtotal	\$ 225,000	Subtotal	\$ 185,000	Subtotal	\$ 15,000

*Bus Acquisition Program: SD62 is requesting two new 76 seat electric buses to replace two 80 seat diesel buses

Committee Info Note

Resources Committee Meeting

September 17, 2024

Agenda Item: 4.2 – Transportation Update

Background

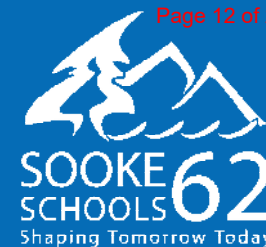
- As we are a couple of weeks into the new school year, staff would like to provide the Committee with a transportation update highlighting a few key data points
- There has been much work completed by the transportation and district staff as bus registration opened early last spring
- Below is a summary table to key data points to give trustees a sense of how we are starting off the year from a transportation perspective

Data Points	22/23	23/24	24/25
# of registration requests – on time	3,094	3,751	3,257
# of registration requests - late	1,488	1,018	809
# of total registration requests	4,582	4,769	4,066
# of assigned riders	4,269	4,289	2,696*
# of in-eligible riders		142	903
# of non-assigned riders	313 (6.8%)	338 (7%)	467
# of standard routes	35	35	31
# of accessible routes	4	4	4
# of overflow routes	Used existing routes	2	Nil
# of total buses	45	50 (by December)	47 (by December)
# of electric buses	6	13 (by December)	18 (by December)
# of total drivers	44	48	44
# of regular drivers	39	41	35
# of on-call drivers	5	7+	9
# of KMs driven daily	~3,900	~4,100	~3,500

Themes of Current Issues

- opening registration in March allows time for families to make their transportation decisions early and time for staff to properly plan the necessary resources
- on time registrations received route confirmation by July 31 whereas late registrations, received up to the start of school, will receive confirmation if service will be provided by mid-September
- currently, we do not have any overflow routes as our existing routes are absorbing these students
- common five-day bell schedules at middle school and coordination of bell schedules with neighbouring schools helps with route efficiency – early dismissal on Friday (secondary) still cause challenges
- as part of the budget process, a total of 6 routes were reduced from last year based on proximity to the school, availability of walk routes with sidewalks/trails/crosswalks/lighting
- Now that fees are charged, the estimated percent of ridership of registered riders on each bus has increased from ~60% to ~90% resulting in less riders being assigned to each route in order to avoid overload situations

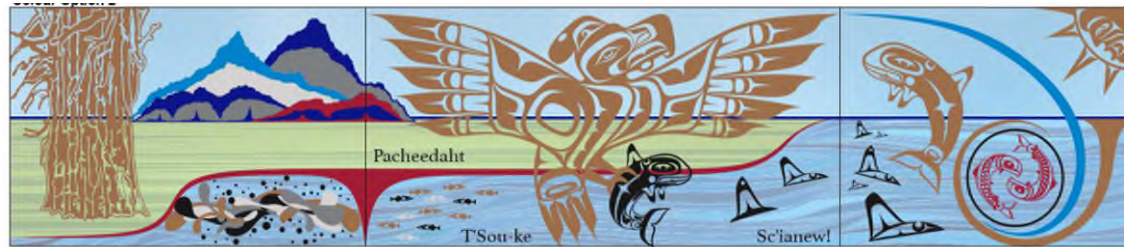
Prepared by: Randy Cobb, Transportation Manager



Victoria Regional Transit Commission Meeting

September 10, 2024

We acknowledge the traditional territories of the Coast Salish: T'Sou-ke Nation and Sc'ianew Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.





Today's Agenda

- 1) Purpose of Presentation
- 2) Partnership Ideas
- 3) The Ask





Purpose of the Presentation



To ask the question:

How can we work better, together to improve transit service/access for the youth in the Westshore and Sooke regions?

Potential Partnerships



- Coordinate bell times & routes
- Shift bell times outside peak hours

Bell Schedules



- Additional service hours to address growth in our schools
- Increase safety of stops & routes

Service Levels



- Alignment of routes in a HUB (BC Transit) and SPOKE (SD62) model
- Link routes to future RapidBus service

Route Alignment



- If route alignment, schedules and additional service levels can be achieved, seek centrally funded passes.

U Pass





The Ask

SD 62 would like to see:

- A deeper consultive and collaborative relationship with BC Transit that will enhance service to students and community
- Increased student access to public transportation in alignment with our collective goal of environmentally-sustainable modes of transportation
- Opportunity for all students to learn a critical life skill in accessing BC Transit

Hych'ka!



Committee Info Note

Resources Committee Meeting

September 17, 2024

Agenda Item: 4.3 – North Langford Secondary PDR Update

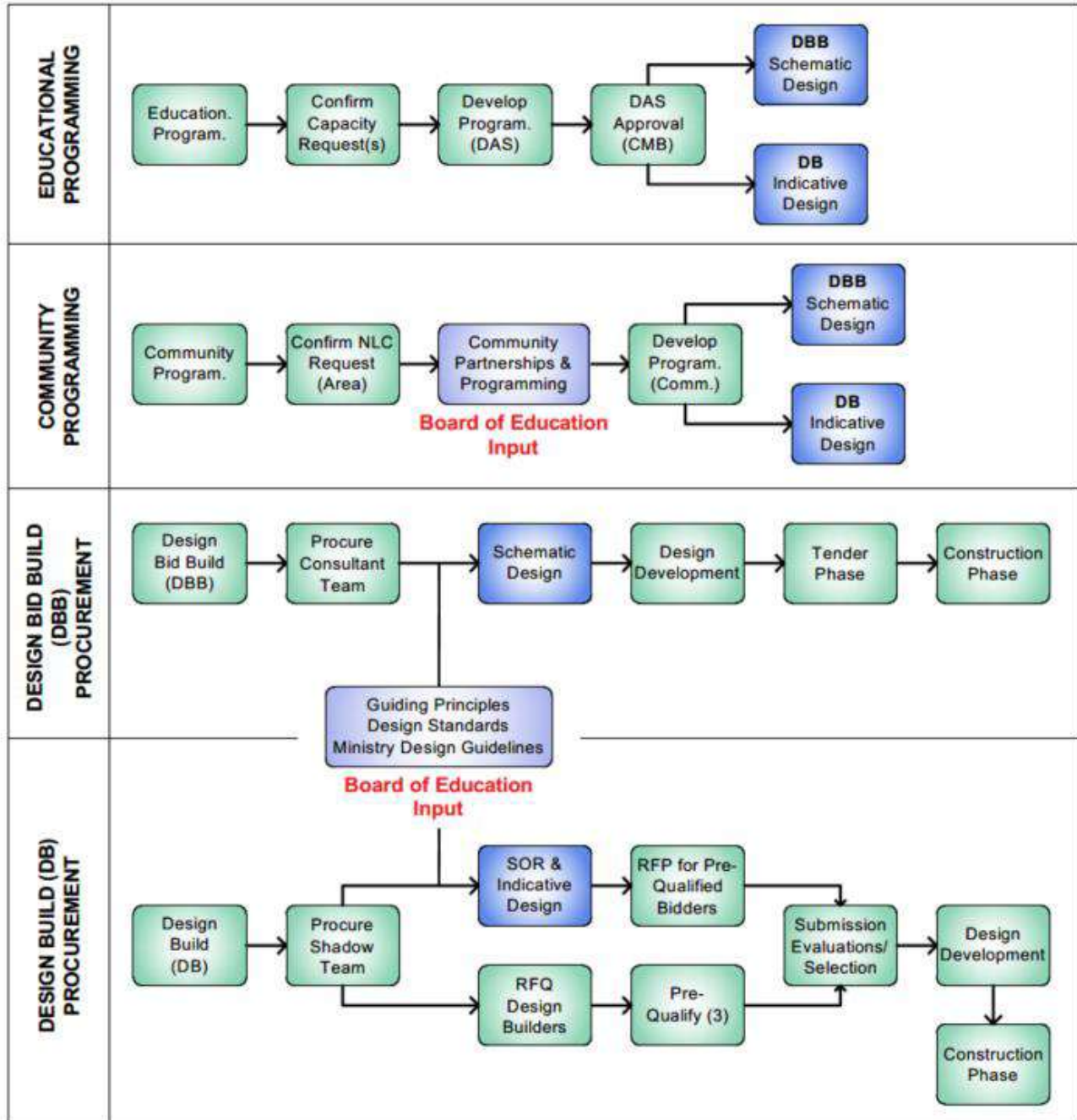
Background

- In March 2024 the District was supported by the Ministry of Education and Childcare (MoECC) to develop a Project Definition Report (PDR) for a new secondary school located in North Langford

Project Definition Report Information

- The PDR is a business case developed by the District to present to the Ministry analyzing options for a new secondary school
- The scope includes the development of multiple options related to capacity, childcare, Neighbourhood Learning Centre, mass timber, GHG emission reduction and procurement options
- The document also requires a high-level site layout to confirm required components are feasible on the proposed site
- The business case also provides high-level massing and space planning to confirm the likely number of storeys required for each proposed option
- The PDR requires the District to confirm their preferred option; this does not guarantee that the preferred option is the one which will be supported by central government

The following chart illustrates some of the variations in process based on procurement method:



Project Definition Report Status

- A team of consultants, including architectural, mechanical, electrical, civil, structural and geotechnical, has been engaged to help develop the PDR for MoECC consideration
- Consultants are currently completing their investigative reports that will inform the options and details within the PDR
- The District is seeking Ministry funding for a Neighbourhood Learning Centre which, if approved, will be used for youth and family social services
- Application for New Spaces Funding to create child care spaces will be submitted after Ministry approval of the PDR
- The initial draft of the PDR is slated to be completed by the end of September, with the final PDR submitted by November 30th, 2024

Prepared By: Ben Macklin, Manager of Capital Planning



Committee Info Note

Resources Committee Meeting

September 17, 2024

Agenda Item: 4.4 – Initial Enrolment

Please note these enrolment estimates are based on initial enrolment counts and are provided to give the Committee an initial assessment of the direction that enrolment is heading compared to budget. These estimates will be refined leading up to the District's submission to the Ministry in the first week of October.

Background

- The 24/25 budget is based on an estimated amount of K-12 Standard (Regular) School FTE of **13,065**
- Based on initial reporting from the schools (FTEs for elementary and middle with secondary reporting head count and a factor of 6.25% added to estimate FTEs), the District is estimating a total K-12 Standard (Regular) Schools FTE amount of **~13,250**
- The breakdown of this amount by level is reflected on the following table

Summary of FTEs at each School Level

Level	20/21	21/22	22/23	23/24	24/25 Projected	Increase	
						#	%
Elementary	5,181	5,766	5,847	5,959	6,071	112	1.88%
Middle	2,521	2,375	2,717	2,827	2,969	142	5.02%
Secondary	3,228	3,523	3,714	3,962	4,210	248	6.26%
Total	10,930	11,664	12,278	12,748	13,250	502	3.94%

Note: September count only

Prepared by: Monica Braniff, Deputy Superintendent