

Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on May 10, 2022 at 6:00 pm.**

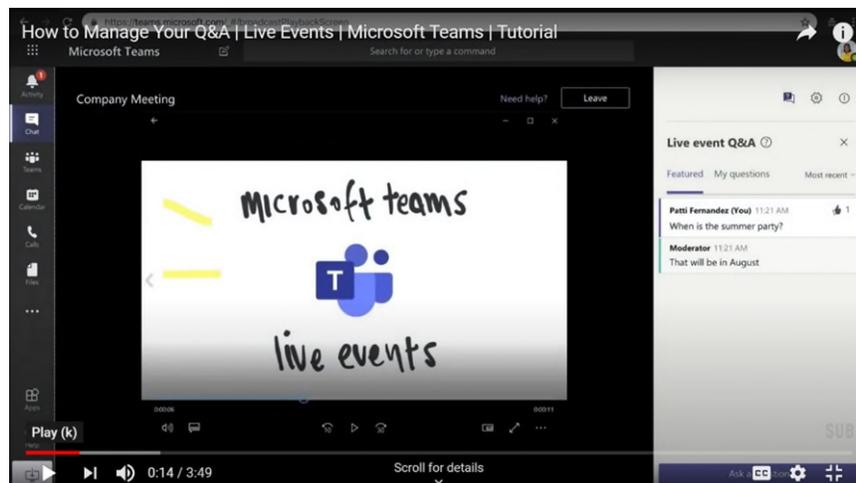
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

To participate in the meeting please click on this link: [ResourcesCommitteeMeeting-May-10-2022](#)

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
Via MS Teams
May 10, 2022 – 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.)

3.1 Healthy Schools, Healthy People: Potential Capital Partnerships – Cindy Andrew (page 5)

4. BUSINESS

4.1 21/22 Quarter 3 Financial Forecast - David Lee-Bonar (page 6)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the one-time increase of the financial reserve to an amount of not greater than 3% as at June 30, 2022.

4.2 23/24 Capital Plan & Long-Range Enrolment Estimate – Windy Beadall/Harold Cull (page 11)

4.3 AFG & Minor Capital Program Summary as at Q4 – Mhairi Nicolson (page 17)

4.4 Transportation's Safe Route Guiding Principles – Randy Cobb/Harold Cull (page 22)

5. ADJOURNMENT

6. NEXT MEETING DATE: June 14, 2022



Committee Report of Resources Committee Meeting via MS Teams April 12, 2022

Present: Bob Beckett, Trustee (Committee Chair)
 Wendy Hobbs, Trustee (Committee Member)
 Bob Phillips, Trustee (Committee Member)
 Scott Stinson, Superintendent & CEO
 Harold Cull, Secretary-Treasurer
 Windy Beadall, District Principal, Capital Construction
 David Lee-Bonar, Assistant Secretary-Treasurer
 Mhairi Nicolson, Manager, Minor Capital Construction
 Randy Cobb, Manager, Transportation
 Pete Godau, Director, Facilities
 Melissa Da Silva, SPEAC
 Ed Berlando, STA
 Trudy Court, CUPE
 Steve Tonnesen, IT
 Christina Kempenaar, DOHS Committee

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:01 pm by the Committee Chair, Bob Beckett 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 March 8 2022 at it's Public Board Meeting dated March 15, 2022.

3. PRESENTATIONS

3.1 A presentation to the Committee from the District Occupational Health and Safety Committee was made by Christina Kempenaar and Trudy Court.

4. BUSINESS

4.1 22/23 Annual Facilities Grant Project Details – Pete Godau/Mhairi Nicolson

As a follow up to last month's Committee meeting, staff briefed the Resources Committee on the Program and School Based AFG Projects that are supported for the 22/23 School Year. The Committee discussed some of the projects on the list and the importance of this work in keeping our staff and students safe.

4.2 22/23 Operating Budget Development Process – Harold Cull/ David Lee Bonar

Harold Cull and David Lee Bonar provided a Summary of the 22/23 Budget Plan to the Resources Committee. It outlined the initial budget shortfall and the proposed budget plan to address the shortfall. The Committee discussed the proposed plan and supported it going forward to the Board for review and discussion at the April 19th Education Committee of the Whole meeting.

4.3 Transportation Policy Update & Safe Routes – Harold Cull/Randy Cobb

Harold Cull and Randy Cobb provided an overview of the stakeholder engagement process that was conducted regarding Policy and Regulation F-100 Transportation. The Committee also discussed the proposed safe route criteria and some of the challenge the District may face in these routes due to inclement weather. The Committee felt that the full Board should debate the proposed safe route criteria prior to approving.

The list of initial criteria discussed was:

- Sidewalks
- Properly lighted routes
- Walking trails
- Separation of vehicle and pedestrian traffic
- Safe pick up and drop off areas withing a 5 minute walk from schools

Recommended Motion: That the Board of Education of School District 62 (Sooke) review and consider the list of criteria to be used in the development of safe routes starting in the 22/23 school year, as presented at the April 2022 Resources Committee meeting.

4.4 23/24 Capital Plan Submission – Harold Cull/Windy Beadall

Harold Cull and Windy Beadall provided an overview of last year’s Capital Plan submission and the current enrolment challenges. The Committee discussed the space challenges facing the District and the need to work with our municipalities to understand the pace and timing of their development approvals. Partnering with other organizations through the Health Schools, Healthy People regional network was also discussed. Raising awareness of our capital plan challenges and opportunities is essential as the District works through the capital plan approval process.

4 **ADJOURNMENT AND NEXT MEETING DATE:** May 10, 2022



Committee Info Note

Resource Committee Meeting

May 10, 2022

Agenda Item: 3.1 Healthy Schools, Healthy People: Potential Capital Partnerships

Background

- As discussed at the April Resources Committee meeting, staff have been working with the Healthy Schools, Healthy People (HSHP) regional network to identify potential partnerships for capital expansion/addition projects
- The HSHP is a multi-sectoral network that was established with the vision of healthy and thriving children, youth and families across the local SD62 area
- One of their top priorities is to expand community infrastructure and space allocation to better support children, youth, and families which fits nicely into the District's capital plan submission to the Ministry of Education (MoE)

Tonight's Presentation

- For tonight's meeting, we have invited a few members of the HSHP table to present and engage in dialogue with the Committee on potential partnerships the Board could consider in June
- Presenting tonight are:
 - Cindy Andrew, Healthy Schools Consultant, Sooke School District
 - Dalcyce Dixon, Executive Director, Boys & Girls Club Services of Greater Victoria
 - Scott Bradford, Executive Director, Thrive Social Services Society

Committee Info Note
Resource Committee Meeting
May 10, 2022
Agenda Item: 4.1 21/22 Quarter 3 Financial Forecast

Background Information

- Attached are the summary documents outlining the estimated year-end financial position of the District based on the quarter 3 forecasting process
- Summaries based on expenditures by **function** and **STOB** (standard object of expenditure) have been provided for the Committee's review as well as the overall forecasted **Savings and Pressures**
- The actual financial information (revenues and expenditures) as at March 31st (Q3) have been used in the preparation of this forecast

Forecasted Year End Position

- The District is forecasting to end the fiscal year with a pressure of approximately **\$.350 m** although staff are cognizant that the Q3 forecast has the potential to understate the actual expenditures
- When this projected deficit is added to the existing financial reserve, the projected year-end reserve is estimated to be **\$3.022 m or 2.29%** of the operating budget
- The difference between the reserve target of 2% and the estimated year end position of 2.29% is \$0.386 m. At Q2 the difference was \$1.173 m
- As per last year's approach, staff are looking to increase the allowable year end reserve to help offset costs to be incurred in the 22/23 school year and beyond

Multi-Year Budget

- The following is the anticipated multi-year budget:

	Q3 FORECAST	BUDGET	BUDGET	NEW SCHOOL BUDGET	BUDGET
	2021/22	2022/23	2023/24	2024/25	2025/26
BUDGETED OPERATING RESERVE, BEG OF YEAR		3,371,116	1,998,367	1,530,489	(1,859,758)
EST. EXCESS OPERATING RESERVE, BEG OF YEAR		(349,515)			
ESTIMATED OPERATING RESERVE, BEG OF YEAR	\$ 4,787,255	\$ 3,021,601	\$ 1,998,367	\$ 1,530,489	\$ (1,859,758)
TOTAL REVENUES	\$ 130,870,975	\$ 136,305,678	\$ 139,637,233	\$ 141,992,082	\$ 144,869,005
TOTAL EXPENSES	\$ 132,215,950	\$ 137,328,912	\$ 140,105,112	\$ 145,382,329	\$ 148,148,447
TANGIBLE CAPITAL ASSETS PURCHASED	\$ 420,678				
SURPLUS (DEFICIT) FOR THE YEAR	\$ (1,765,654)	\$ (1,023,234)	\$ (467,879)	\$ (3,390,247)	\$ (3,279,442)
OPERATING RESERVE / (DEFICIT), END OF YEAR	\$ 3,021,601	\$ 1,998,367	\$ 1,530,489	\$ (1,859,758)	\$ (5,139,201)
RESERVE % OF OPERATING EXPENSE (2.0% target)	2.29%	1.46%	1.09%	-1.28%	-3.47%

- The multi-year budget amounts are based on the following assumptions:
 - Annual inflation factor of 2%
 - Anticipated Program Review cost/savings
 - Possible new school opening in September 2024
 - Potential capital cost sharing agreement for future capital projects
 - Annual enrolment growth between 300-375 FTE based on long range estimates
 - Additional teacher staffing at an estimated 1:24 ratio for modelling purposes

Recommendation

- Board policy (F-333) indicates the Board is to retain a financial reserve of no more than 2%
- As the reserve is estimated to be 2.29%, staff are recommending to carry the full reserve to the 22/23 fiscal year to address future year cost pressures
- As a result, staff are asking the Committee to consider supporting the following motion:

Proposed Motion: That the Board of Education of School District 62 (Sooke) approve the one-time increase of the financial reserve to an amount of not greater than 3% as at June 30, 2022.

2021-22 Q3 OPERATING FORECAST SUMMARY

	A Q3 SAVINGS / (PRESSURE)	B Q2 SAVINGS / (PRESSURE)	C = A-B SAVINGS CHANGE INCR/(DECR)	EXPLANATION FOR CHANGE FROM Q2
SAVINGS FROM BUDGET				
TEACHER SALARY AND BENEFITS	597,962	894,124	(296,162)	FTE USAGE LESS THAN BUDGETED
PVP SAL/BEN	184,091	141,778	42,313	ACTING VP
SBO BUSINESS ADMIN	147,937	44,415	103,521	ENGAGEMENT SURVEY & SERVICES/SUPPLIES
LUNCH TIME SUPERVISORS	129,841	-	129,841	STAFFING RETURNING TO PRE-PANDEMIC LEVELS
FINANCE DEPT	120,970	131,740	(10,770)	VACANCIES / STAFF TURNOVER
SCHOOL CLERICAL FLOATER	96,967	-	96,967	VACANCIES / STAFF TURNOVER
CURRICULUM	73,352	-	73,352	TOC SHORTAGE
WESTSHORE LANGFORD	73,119	-	73,119	HIGHER REVENUES AND SERVICES/SUPPLIES SAVINGS
OP GRANT - FEB ENROLMENT - ONLINE LEARNING & CE	48,380	-	48,380	HIGHER ONLINE LEARNING
ECE PROGRAM	36,118	-	36,118	
INCLUSIVE EDUCATION SERVICES	30,886	75,760	(44,874)	
TRI DISTRICT READING RECOVERY PROGRAM	29,831	-	29,831	NO LONGER DOING PROGRAM
IT DEPT & SOFTWARE/SUPPLIES	28,926	163,211	(134,286)	VACANCIES / STAFF TURNOVER
EDUCATIONAL ADMIN	11,135	48,497	(37,362)	
RENTAL REVENUE	10,063	(50,902)	60,965	WSPR REVENUE RETURNING TO PRE-PANDEMIC LEVELS
MISCELLANEOUS OTHER SAVINGS	109,050	-	109,050	
TOTAL SAVINGS FROM BUDGET	1,728,628	1,448,624	280,004	
PRESSURES FROM BUDGET				
TOC SALARIES AND BENEFITS	(670,106)	(317,788)	(352,319)	DUE TO INCREASED ABSENCES
FY22 ENHANCEMENTS	(427,096)	-	(427,096)	PROGRAM REVIEW DECISIONS
TRANSPORTATION	(273,555)	(192,977)	(80,577)	DRIVER REPLACEMENT SAL/BEN, GAS COSTS
FACILITIES	(192,469)	-	(192,469)	MAINTENANCE STAFFING & SERVICES/SUPPLIES
INTEREST REVENUE	(157,216)	(180,983)	23,767	LOWER CASH BALANCE AND REDUCED INTEREST RATE FROM PRIOR YEAR
EMPLOYEE FUTURE BENEFITS	(100,803)	(39,853)	(60,950)	INTEREST RATE AND STAFFING INCREASES
FY21 ENHANCEMENTS	(69,278)	-	(69,278)	ELECTRIC BUSES
UTILITIES	(68,503)	-	(68,503)	GAS HEAT, WATER
CONTINUING EDUCATION	(47,302)	(73,342)	26,040	INFLATIONARY PRESSURES
DISTRICT LEGAL	(41,597)	(49,601)	8,004	
HR DEPT	(17,735)	(107,757)	90,022	
MISCELLANEOUS REVENUE	(12,481)	(49,031)	36,550	
TOTAL PRESSURES FROM BUDGET	(2,078,142)	(1,011,333)	(1,066,809)	
NET SAVINGS / (PRESSURE) FROM BUDGET	(349,515)	437,291	(786,805)	
TOTAL RESERVE AS AT JUNE 30 2021				
	\$ 4,787,255	\$ 4,787,255		
FY22 BUDGETED DEFICIT				
	\$ (1,416,139)	\$ (1,416,139)		
A	FY22 BUDGETED RESERVE AS AT JUNE 30 2022			
	\$ 3,371,116	\$ 3,371,116		
B	FY22 FORECASTED SAVINGS / (PRESSURE)			
	\$ (349,515)	\$ 437,291		
C = A+B	FORECASTED TOTAL RESERVE AS AT JUNE 30 2022			
	\$ 3,021,601	\$ 3,808,407		
D	FY22 OPERATING EXPENDITURE BUDGET			
	131,777,580	131,777,580		
E = C/D	FORECASTED TOTAL RESERVE % AS AT JUNE 30 2022			
	2.29%	2.89%		
F	2% OF CURRENT FY22 OPERATING EXPENSE BUDGET			
	\$ 2,635,552	\$ 2,635,552	=2% * \$131.7M	
G = C-F	AMOUNT OF ADDITIONAL SPENDING TO REDUCE RESERVE TO 2%			
	\$ 386,050	\$ 1,172,855		
SIGNIFICANT RISKS:				
-CEF	- UTILITIES	- COVID 19		
- TEACHER SAL/BEN	-VACCINATION PROCEDURE	-SALARY DIFFERENTIAL		
- TOC SAL/BEN	- MAY ENROLMENT	- BENEFIT SURPLUS		
- POTENTIAL CAPITAL PROJECT CONTRIBUTIONS		- VACATION ACCRUAL ADJUSTMENTS		

School District Six Two

Summary of Q3 Forecast by Financial Statement Function

	AMENDED BUDGET	Q3 FORECAST	VARIANCE	
Revenues				
Provincial Grants			-	
Ministry of Education	121,975,601	122,543,790	(568,189)	February Level 1-3 Special Needs enrolment growth
Municipal Grants Spent on Sites			-	
Tuition	6,712,900	6,606,815	106,085	International Program
Other Revenue	930,565	1,119,649	(189,084)	Mostly due to Careers Program miscellaneous revenues
Rentals and Leases	388,500	404,062	(15,562)	
Investment Income	353,875	196,659	157,216	Lower cash balance and reduced interest rate from prior year
Total Revenue	130,361,441	130,870,975	(509,534)	
Expenses				
Instruction	111,108,643	111,175,656	(67,014)	
District Administration	6,302,625	6,105,976	196,649	Mostly due to Finance Dept vacancies / staff turnover
Operations and Maintenance	11,444,136	11,786,392	(342,256)	Maintenance staffing & services, Grounds supplies
Transportation and Housing	2,750,872	3,147,926	(397,054)	Driver salaries/benefits & supplies (fuel, parts)
Total Expense	131,606,275	132,215,950	(609,675)	
Net Revenue (Expense)	(1,244,834)	(1,344,975)	100,141	
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	(171,305)	(420,678)	249,373	Additional service fleet and e-bus purchases
Surplus (Deficit), for the year	(1,416,139)	(1,765,654)	349,515	
Total Reserve as at June 30 2021	4,787,255	4,787,255	-	
Operating Surplus (Deficit) for the year	(1,416,139)	(1,765,654)	349,515	
Total Reserve as at June 30 2022	3,371,116	3,021,601	349,515	
Reserve % of Total Expenditures as at June 30 2022	2.56%	2.28%		

School District Six Two

Summary of Q3 Forecast by Financial Statement Expenditure Type

	AMENDED BUDGET	Q3 FORECAST	VARIANCE	
SALARIES				
TEACHERS	50,731,418	50,047,291	684,127	FTE usage less than budgeted
PVP	8,648,042	8,471,721	176,321	Acting Vice Principals
EA	10,979,163	11,691,287	(712,124)	Additional EA staffing to address incr. in Feb enrolment
SUPPORT STAFF	12,837,058	12,667,954	169,104	Lunch time supervisors
OTHER PROF	4,726,417	4,778,471	(52,054)	
SUBSTITUTES	5,626,091	5,512,937	113,154	EA replacement staffing shortage
TOTAL SALARIES	93,548,189	93,169,662	378,527	
EMPLOYEE BENEFITS				
	22,822,078	22,912,424	(90,346)	
SERVICES AND SUPPLIES				
SERVICES	6,546,701	6,813,624	(266,923)	Additional recruitment initiatives & various dept services
STUDENT TRANSPORTATION		-	-	
PROFESSIONAL DEVELOPMENT AND TRAVEL	1,116,517	909,515	207,002	Less travel (business, International, etc) due to pandemic
RENTALS AND LEASES	355,391	419,958	(64,567)	
DUES AND FEES	214,991	174,449	40,542	
INSURANCE	514,545	456,244	58,301	
SUPPLIES	4,768,219	5,595,228	(827,009)	Mostly due to Inclusive Ed, Careers, Transportation, Curriculum
UTILITIES	1,693,844	1,762,347	(68,503)	
BAD DEBT	25,800	2,500	23,300	
TOTAL SERVICES AND SUPPLIES	15,236,008	16,133,864	(897,856)	
TOTAL OPERATING EXPENSE	131,606,275	132,215,950	(609,675)	
TANGIBLE CAPITAL ASSETS PURCHASED	171,305	420,678	(249,373)	Electric buses and Facilities fleet upgrades

Committee Info Note Resource Committee Meeting May 10, 2022

Agenda Item: 4.2 23/24 Capital Plan & Long-Range Enrolment Estimate

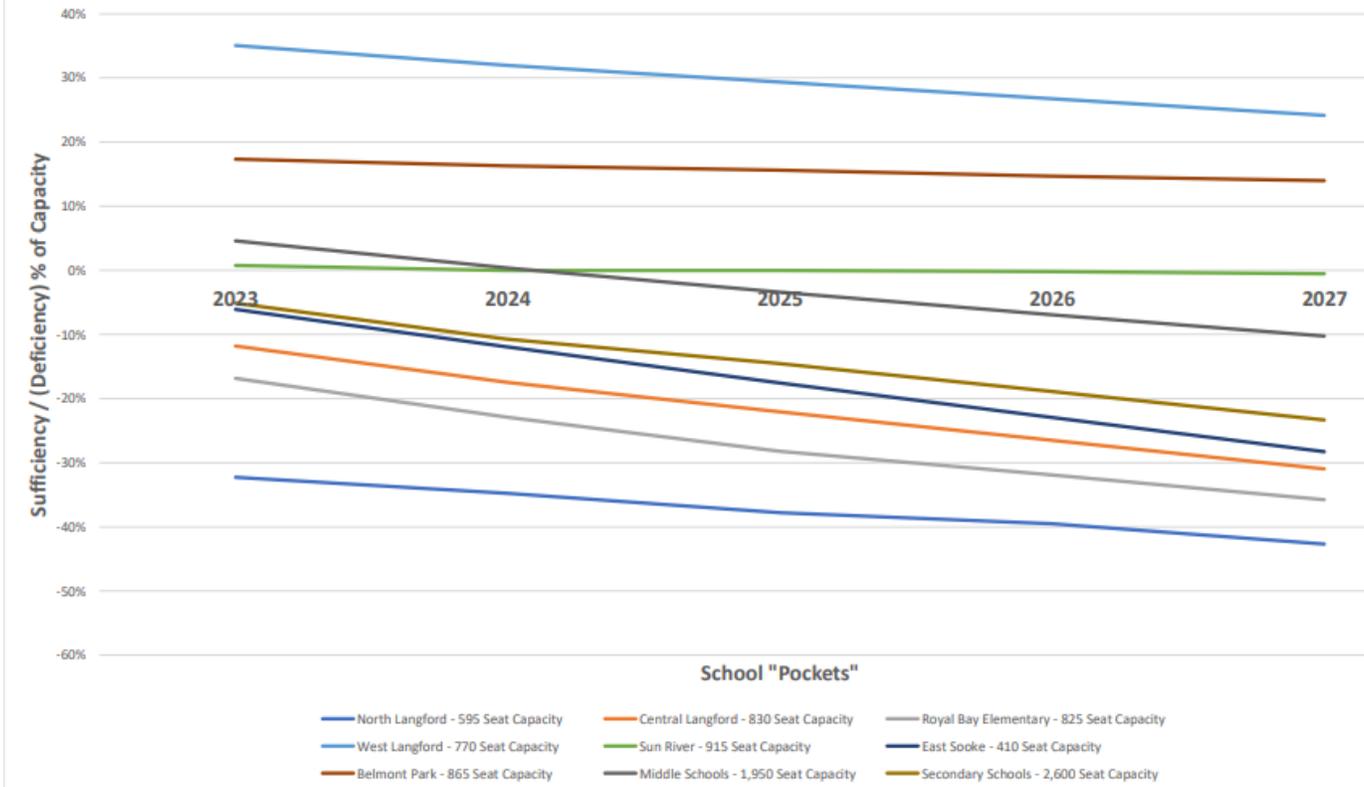
Background

- Staff continue to develop the data required to determine the 23/24 Capital Plan priorities
- Attached are the long-range enrolment estimates by school “pocket” up to 2036 in table and graph format
- These “pockets” have been developed, for modeling purposes, based on:
 - Purchased school sites;
 - Areas to be or currently in development; and
 - Schools that could be expanded to address growth
- This modeling has been created to take a double barrel approach to the Ministry’s Capital Plan program funding envelopes of **Expansion (new schools)** and **Additions (increasing at existing schools)**
- Staff feel submitting a capital plan that requests new schools on purchased sites as well as expanding existing schools will be the most strategic approach to this year’s capital plan

Deficient Seats

- Over the last several capital plan submissions, the District has used the deficient seat model at individual schools/groups of schools to reflect the need for additional seats
- The following graph reflects the deficient seats by school pocket estimated over the next 5 years to coincide with the length of the capital plan submission
- These estimates are based on the long-range enrolment estimates that have been created internally based on historical growth patterns
- The District will be looking to update these estimates after discussing development plans with our municipalities

SD62 - Summary of Deficient Seat Capacity % by School "Pockets"



Initial Thoughts of Priorities

- From a strictly deficient seat/capacity % perspective, it appears the priorities are starting to shake out as:
 - Expansion Priority #1a – North Langford Elementary
 - Expansion Priority #1b – South Colwood Elementary
 - Addition Priority #1 – Central Langford additions (RK/DC/Savory)
 - Addition Priority #2 – East Sooke additions (HH/Saseenos)
 - Expansion Priority #2 – North Langford Secondary
- Further discussion is required on each of these priorities and options before a recommendation will be created and presented to the Board, through the Resources Committee, in June
- As the ratings have not changed, staff feel the existing seismic priorities (Port Renfrew, Sooke, Millstream, John Muir and Saseenos) will remain consistent
- The District was disappointed that the Port Renfrew project did not receive support this year but the Board and staff are committed to continue the work with the Pacheedaht First Nation (PFN) to create a K-12 campus in Port Renfrew to meet the educational needs of the community
- The District has worked closely with the PFN to define these needs and have completed a Project Definition Report (PDR) ready for submission once the project is supported

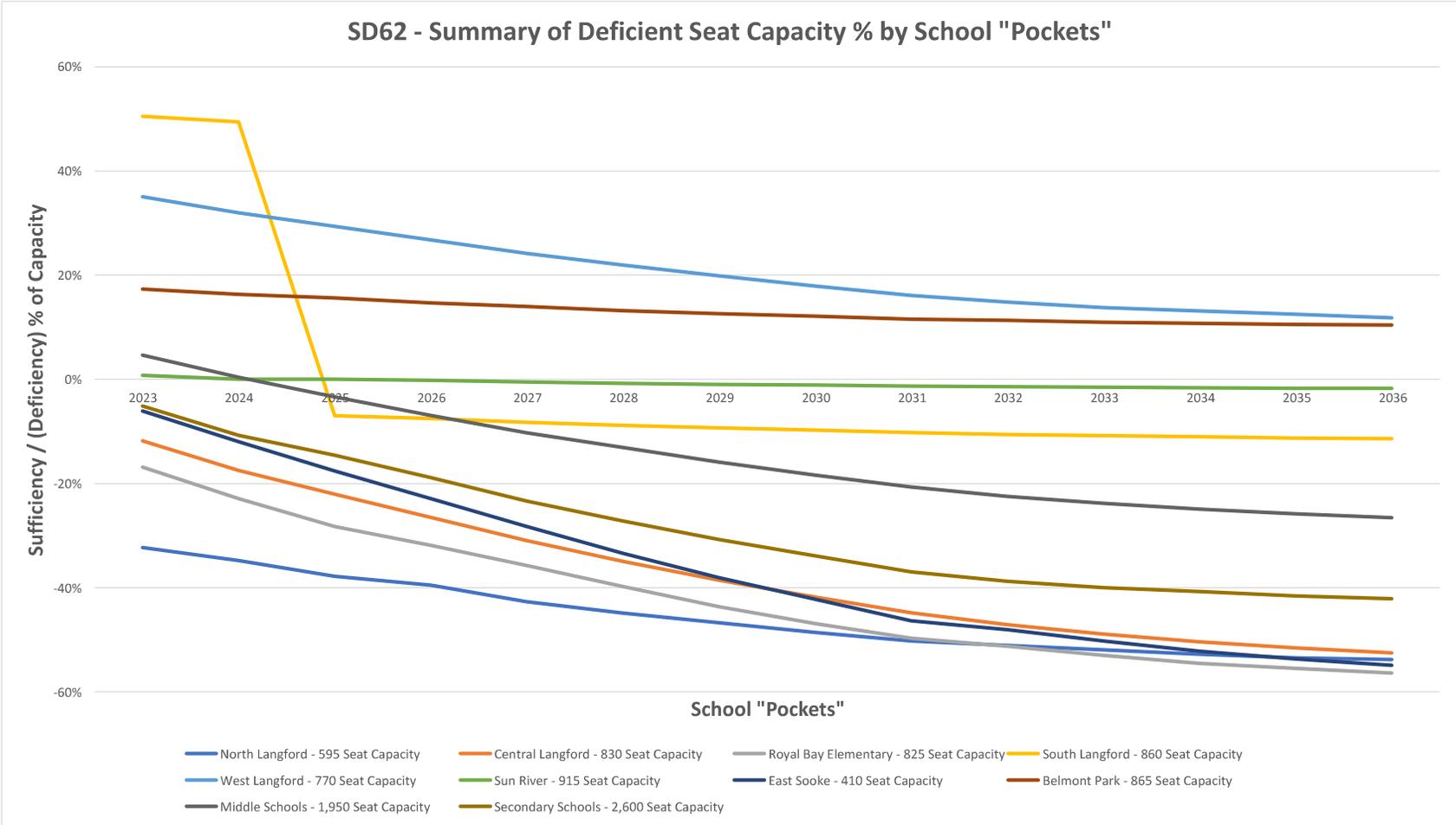
- Staff have been considering a few options to present to the Ministry for their consideration to accelerate the creating of new seats to address our enrolment growth
- Although grateful for the \$155 million the Ministry has provided over the last 6 years for 2,300 new seats, the District has grown by 2,400 new students thereby falling further behind the speed of the approvals
- The current pace of approvals and growth do not align and therefore the District feels other strategies/options need to be considered
- Initial discussions have led to proposing the following options for the Ministry to consider as part of the capital plan submission:
 - Multi-level buildings to maximize capacity on limited sites
 - Modified repeat school designs to shorten design/construction period
 - Design/tender/construct multiple schools concurrently for economies of scale purposes
 - Use of guiding principles for construction to provide clear direction in design work

Committee Discussion

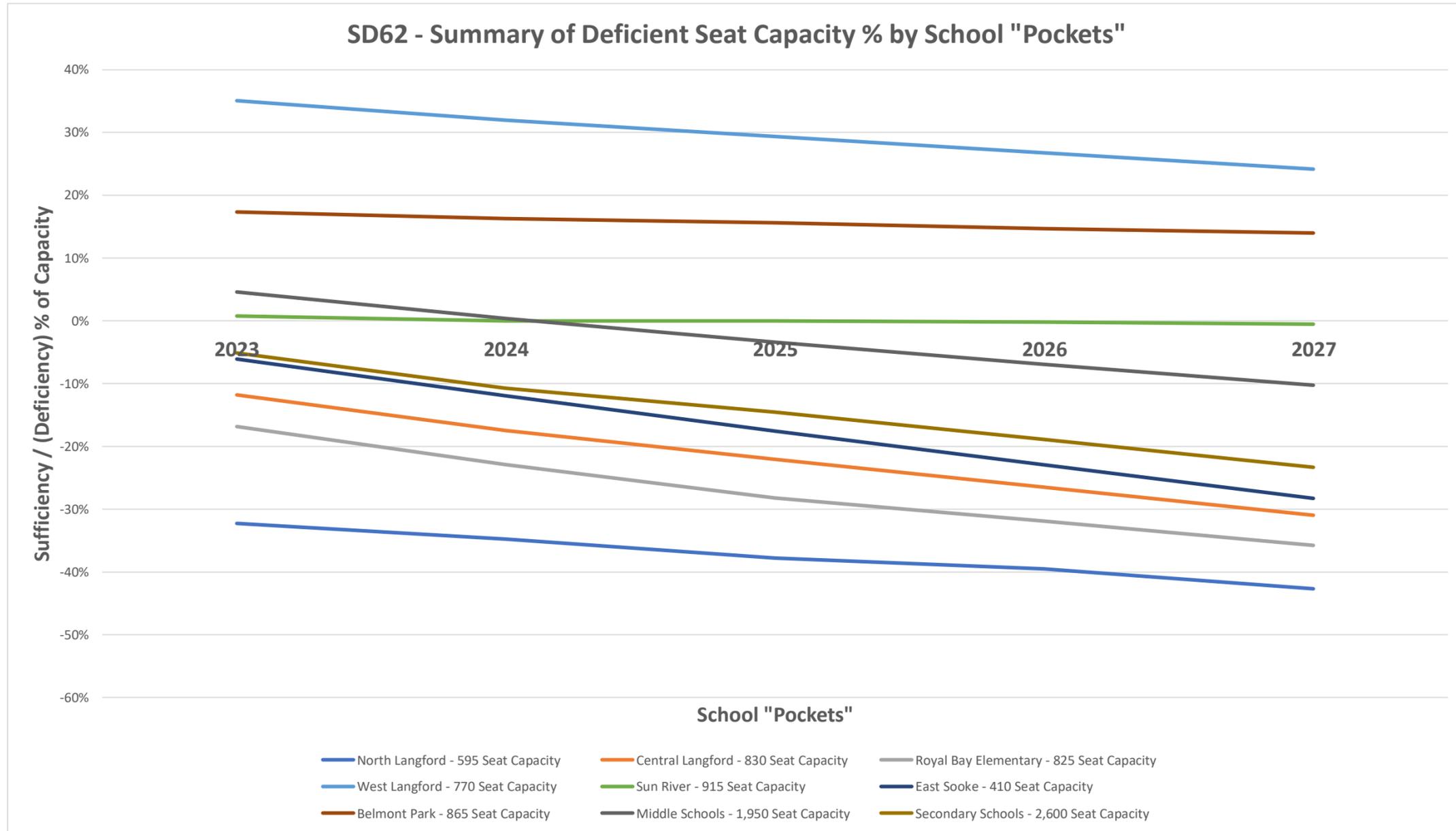
- Staff would like to engage the Committee in discussing:
 - 1) The initial priorities identified;
 - 2) Other options to consider; and
 - 3) Strategies to present to the Ministry

**School District #62
Summary of Deficient Seats by School "Pockets"**

School Name	Nominal Capacity	Operational Capacity	Actuals 2021	Original Projection 2022	Revised Projection 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
NORTH LANGFORD																			
Lakewood Elementary	380	352	459	505	468	472	474	475	480	483	485	487	489	490	491	492	493	493	494
Millstream Elementary	215	199	305	347	319	330	346	355	369	379	388	397	405	409	413	417	420	422	424
TOTAL	595	551	764	852	787	802	820	830	849	862	873	884	894	899	904	909	913	915	918
Deficient seats			-169	-257	-192	-207	-225	-235	-254	-267	-278	-289	-299	-304	-309	-314	-318	-320	-323
					132.27%	134.79%	137.82%	139.50%	142.69%	144.87%	146.72%	148.57%	150.25%	151.09%	151.93%	152.77%	153.45%	153.78%	154.29%
CENTRAL LANGFORD																			
David Cameron Elementary	325	356	406	365	372	385	394	404	413	422	429	435	441	446	450	453	455	457	459
Ruth King Elementary	315	291	369	305	314	339	356	375	395	412	428	442	456	467	475	481	487	492	496
Savory Elementary	190	176	234	249	242	251	263	271	279	286	293	300	305	308	311	314	316	317	318
TOTAL	830	823	1009	919	928	975	1013	1050	1087	1120	1150	1177	1202	1221	1236	1248	1258	1266	1273
Deficient Seats			-179	-89	-98	-145	-183	-220	-257	-290	-320	-347	-372	-391	-406	-418	-428	-436	-443
					111.81%	117.47%	122.05%	126.51%	130.96%	134.94%	138.55%	141.81%	144.82%	147.11%	148.92%	150.36%	151.57%	152.53%	153.37%
ROYAL BAY ELEMENTARY																			
Colwood Elementary	215	199	202	237	229	243	248	253	260	266	272	276	280	284	286	288	290	292	293
Wishart Elementary	390	360	458	486	487	522	561	584	606	633	658	680	698	707	719	729	735	740	744
Sangster Elementary	220	203	248	274	248	249	249	251	254	254	255	256	257	257	257	258	258	258	258
TOTAL	825	961	908	997	964	1014	1058	1088	1120	1153	1185	1212	1235	1248	1262	1275	1283	1290	1295
Deficient Seats			-83	-172	-139	-189	-233	-263	-295	-328	-360	-387	-410	-423	-437	-450	-458	-465	-470
					116.85%	122.91%	128.24%	131.88%	135.76%	139.76%	143.64%	146.91%	149.70%	151.27%	152.97%	154.55%	155.52%	156.36%	156.97%
SOUTH LANGFORD																			
Happy Valley Elementary	380	352	447	424	426	435	440	445	451	456	460	464	468	471	473	475	477	478	479
South Langford Elementary	480						480	480	480	480	480	480	480	480	480	480	480	480	480
TOTAL	860	352	447	424	426	435	920	925	931	936	940	944	948	951	953	955	957	958	959
Deficient Seats			-67	-44	-46	-55	-60	-65	-71	-76	-80	-84	-88	-91	-93	-95	-97	-98	-99
					49.53%	50.58%	106.98%	107.56%	108.26%	108.84%	109.30%	109.77%	110.23%	110.58%	110.81%	111.05%	111.28%	111.40%	111.51%
WEST LANGFORD																			
Pexsisen Elementary School	500	452		273	290	301	311	319	327	334	341	347	353	357	360	362	364	366	367
Willway Elementary	270	249	227	199	210	223	233	245	257	267	276	285	293	299	304	307	310	313	315
TOTAL	770	701	227	472	500	524	544	564	584	601	617	632	646	656	664	669	674	679	682
Deficient Seats			543	298	270	246	226	206	186	169	153	138	124	114	106	101	96	91	88
					64.94%	68.05%	70.65%	73.25%	75.84%	78.05%	80.13%	82.08%	83.90%	85.19%	86.23%	86.88%	87.53%	88.18%	88.57%
SUN RIVER																			
Ecole Poirier Elementary	410	373	404	363	400	404	407	411	415	416	418	420	422	423	424	425	426	426	427
John Muir Elementary	215	196	227	217	227	234	238	242	244	247	250	252	254	255	256	257	258	258	259
Sooke Elementary	290	264	280	334	281	277	270	264	261	259	256	253	251	250	249	248	247	247	247
TOTAL	915	833	911	914	908	915	915	917	920	922	924	925	927	928	929	930	931	931	933
Deficient Seats			4	1	7	0	0	-2	-5	-7	-9	-10	-12	-13	-14	-15	-16	-16	-18
					99.23%	100.00%	100.00%	100.22%	100.55%	100.77%	100.98%	101.09%	101.31%	101.42%	101.53%	101.64%	101.75%	101.75%	101.97%
East Sooke																			
Hans Helgesen Elementary	215	199	206	228	216	219	224	228	233	237	240	243	246	247	248	249	250	251	251
Saseenos Elementary	195	177	199	207	219	240	258	276	293	310	326	340	354	360	368	375	380	384	387
TOTAL	410	376	405	435	435	459	482	504	526	547	566	583	600	607	616	624	630	635	638
Deficient Seats			5	-25	-25	-49	-72	-94	-116	-137	-156	-173	-190	-197	-206	-214	-220	-225	-228
					106.10%	111.95%	117.56%	122.93%	128.29%	133.41%	138.05%	142.20%	146.34%	148.05%	150.24%	152.20%	153.66%	154.88%	155.61%
Belmont Park																			
John Stubbs Elementary	555	498	514	524	530	534	539	544	547	552	555	558	561	562	564	565	566	567	567
Crystal View Elementary	310	287	272	151	185	190	191	194	197	199	201	202	204	205	206	207	208	208	208
TOTAL	865	785	786	675	715	724	730	738	744	751	756	760	765	767	770	772	774	775	775
Deficient Seats			79	190	150	141	135	127	121	114	109	105	100	98	95	93	91	90	90
					78.02%	82.66%	83.70%	84.39%	85.32%	86.01%	86.82%	87.40%	87.86%	88.44%	88.67%	89.02%	89.25%	89.48%	89.60%
MIDDLE SCHOOLS																			
Dunsmuir Middle School	600	600	926	637	677	709	736	763	788	809	830	849	866	879	889	897	904	909	913
Centre Mountain Lellum Middle School	700	700		565	572	599	622	644	665	683	701	717	732	743	752	759	765	770	773
Spencer Middle School	650	650	878	669	611	635	658	678	697	713	729	743	756	766	774	780	785	789	792
TOTAL	1950	1950	1804	1871	1860	1943	2016	2085	2150	2205	2260	2309	2354	2388	2415	2436	2454	2468	2478
Deficient Seats			146	79	90	7	-66	-135	-200	-255	-310	-359	-404	-438	-465	-486	-504	-518	-528
23 portables - space needs			29	26	27	23	20	18	15	13	11	9	7	5	4	4	3	2	2
					95.38%	99.64%	103.38%	106.92%	110.26%	113.08%	115.90%	118.41%	120.72%	122.46%	123.85%	124.92%	125.85%	126.56%	127.08%
SECONDARY SCHOOLS																			
Belmont Secondary	1200	1200	1368	1467	1379	1427	1449	1476	1506	1531	1554	1572	1590	1605	1615	1623	1630	1636	1640
Royal Bay Secondary	1400	1400	1302	1107	1354	1452	1529	1615	1701	1776	1845	1909	1971	2003	2024	2036	2051	2059	2059
TOTAL	2600	2600	2670	2573	2733	2879	2978	3091	3207	3307	3399	3481	3561	3608	3639	3659	3681	3695	3699
Deficient Seats			-70	27	-133	-279	-378	-491	-607	-707	-799	-881	-961	-1008	-1039	-1059	-1081	-1095	-1099
					105.12%	110.73%	114.54%	118.88%	123.35%	127.19%	130.73%	133.88%	136.96%	138.77%	139.96%	140.73%	141.58%	142.12%	142.27%
District Total - Deficient Seats			209	8	(116)	(530)	(856)	(1,172)	(1,498)	(1,784)	(2,050)	(2,287)	(2,512)	(2,653)	(2,768)	(2,857)	(2,935)	(2,992)	(3,030)
District Total - Capacity %					101.14%	105.23%	108.06%	111.04%	114.11%	116.80%	119.30%	121.53%	123.65%	124.98%	126.06%	126.90%	127.64%	128.17%	128.53%



	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
North Langford - 595 Seat Capacity	-32%	-35%	-38%	-39%	-43%	-45%	-47%	-49%	-50%	-51%	-52%	-53%	-53%	-54%
Central Langford - 830 Seat Capacity	-12%	-17%	-22%	-27%	-31%	-35%	-39%	-42%	-45%	-47%	-49%	-50%	-52%	-53%
Royal Bay Elementary - 825 Seat Capacity	-17%	-23%	-28%	-32%	-36%	-40%	-44%	-47%	-50%	-51%	-53%	-55%	-56%	-56%
South Langford - 860 Seat Capacity	50%	49%	-7%	-8%	-8%	-9%	-9%	-10%	-10%	-11%	-11%	-11%	-11%	-11%
West Langford - 770 Seat Capacity	35%	32%	29%	27%	24%	22%	20%	18%	16%	15%	14%	13%	12%	12%
Sun River - 915 Seat Capacity	1%	0%	0%	0%	-1%	-1%	-1%	-1%	-1%	-1%	-2%	-2%	-2%	-2%
East Sooke - 410 Seat Capacity	-6%	-12%	-18%	-23%	-28%	-33%	-38%	-42%	-46%	-48%	-50%	-52%	-54%	-55%
Belmont Park - 865 Seat Capacity	17%	16%	16%	15%	14%	13%	13%	12%	12%	11%	11%	11%	11%	10%
Middle Schools - 1,950 Seat Capacity	5%	0%	-3%	-7%	-10%	-13%	-16%	-18%	-21%	-22%	-24%	-25%	-26%	-27%
Secondary Schools - 2,600 Seat Capacity	-5%	-11%	-15%	-19%	-23%	-27%	-31%	-34%	-37%	-39%	-40%	-41%	-42%	-42%



	2023	2024	2025	2026	2027
North Langford - 595 Seat Capacity	-32%	-35%	-38%	-39%	-43%
Central Langford - 830 Seat Capacity	-12%	-17%	-22%	-27%	-31%
Royal Bay Elementary - 825 Seat Capacity	-17%	-23%	-28%	-32%	-36%
West Langford - 770 Seat Capacity	35%	32%	29%	27%	24%
Sun River - 915 Seat Capacity	1%	0%	0%	0%	-1%
East Sooke - 410 Seat Capacity	-6%	-12%	-18%	-23%	-28%
Belmont Park - 865 Seat Capacity	17%	16%	16%	15%	14%
Middle Schools - 1,950 Seat Capacity	5%	0%	-3%	-7%	-10%
Secondary Schools - 2,600 Seat Capacity	-5%	-11%	-15%	-19%	-23%

NOTE - the South Langford pocket has been excluded from the chart above under the assumption that the Ministry will approve an additional capital project to address the capacity deficiency in this pocket.

Committee Info Note
Resources Committee Meeting
May 10, 2022
Agenda Item: 4.3 – AFG and Minor Capital Program Summary

Background

- As part of their annual work plan, the Board (BoE) will be receiving quarterly updates from staff on key measures in the following areas:

- Strategic Plan
- FESL (where applicable)
- Na'tsa'maht agreement
- Financial Forecast
- Enrolment report
- Minor & Major Capital Work

- Staff have attached to summary documents outlining the work completed on:
 - Minor Capital projects (MoE, District, grant and PAC funded)
 - Annual Facilities Grant
- The AFG funding is provided by the Ministry on their fiscal year (April to March) and therefore we are reporting out on government's 4th quarter while it is the school district's 3rd quarter
- Meaning tonight's update will be for the period of April 1 to March 31, 2022

**School District Six Two (Sooke)
Summary of Annual Facilities Grant
April 1, 2021 to March 31, 2022**

April 1, 2021 to March 31, 2022

Programs	Location	Description	Budget	YTD	% Complete	Notes
Roofing	SBO	Roofing (Sections TBD)	\$110,000	\$-	0.00%	Cancelled - to accommodate additional roofing sections at Sooke
Roofing	Sooke Elementary	Roofing (Sections TBD)	\$220,000	\$390,000	100.00%	Complete
Exterior Painting	Poirier	Exterior Painting cinder blocks	\$10,000	\$-	0.00%	ROLL OVER
Exterior Painting	Sooke Elementary	Exterior Painting	\$65,000	\$45,000	100.00%	Complete
Mechanical Upgrades	TBD	Mechanical Upgrades	\$75,000	\$-	0.00%	Cancelled
Mechanical Upgrades	Various	ELM Upgrades and maintenance	\$75,000	\$56,250	75.00%	Annual Upgrades
Electrical Upgrades	EMCS	CAT 6 wiring upgrade	\$100,000	\$106,000	100.00%	Complete
Electrical Upgrades	Saseenos	Fire Alarm upgrade	\$12,500	\$-	0.00%	Cancelled - to accommodate Savory failing alarm system
Electrical Upgrades	Sooke Elementary	Fire Alarm upgrade	\$12,500	\$-	0.00%	Cancelled - to accommodate Savory failing alarm system
Electrical Upgrades	Spencer Middle	Lighting upgrade (inner circle)	\$25,000	\$-	0.00%	ROLL OVER
Flooring	Journey Middle	Flooring Upgrades main office, stair landings, rm. 1130	\$40,000	\$21,000	100.00%	Complete
Flooring	Saseenos	Flooring Upgrades 1041, 1042, hallway and library	\$70,000	\$73,000	100.00%	Complete
Flooring	Savory Elementary	Flooring Upgrades 1022, 1023, library and support rm.	\$35,000	\$32,000	100.00%	Complete
Flooring	Sooke Elementary	Flooring Upgrades 1002, 1003, 1044	\$35,000	\$30,000	100.00%	Complete
Drainage	Sangster	Exterior drainage upgrade	\$40,000	\$36,000	100.00%	Complete
Drainage	Spencer Middle	Field Upgrade	\$50,000	\$57,000	100.00%	Complete
Door Replacement	Millstream	FOB Access 2 sets of doors (gym access)	\$22,000	\$20,000	100.00%	Complete
Door Replacement	Sangster	FOB Access 2 sets of doors (annex access)	\$22,000	\$20,000	100.00%	Complete
Door Replacement	Sooke Elementary	Exterior door replacement (1 double and 4 single)	\$30,000	\$40,000	100.00%	Complete
Programs Total			\$1,049,000	\$926,250	88.30%	

Location	Project Description	Budget	YTD	% Complete	Notes
Belmont	Bus loop area landscaping/ clean-up	\$8,000	\$-	0.00%	ROLL OVER
Colwood	Pea gravel removal and site prep	\$35,000	\$38,000	100.00%	Completa
Colwood	Pathway from new crosswalk to school	\$12,000	\$9,000	100.00%	Complete
Crystal View	Outdoor Classroom	\$6,000	\$5,500	100.00%	Complete
David Cameron	Installation of PAC funded items	\$6,000	\$6,000	100.00%	Complete
EMCS	Vented cabinet and eye wash for science lab	\$2,500	\$500	100.00%	Complete
EMCS	Venting for range in room 1167 Skills for Life	\$3,500	\$3,500	100.00%	Complete
EMCS	Makers space audit/ safety plan	\$10,000	\$4,000	100.00%	Complete
Facilities Office	Additional office for Facilities	\$85,000	\$16,000	50.00%	ROLL OVER
Hans Helgesen	Forest access pathway	\$15,000	\$-	0.00%	Cancelled
Hans Helgesen	Small portion of fencing beside parking	\$3,000	\$-	0.00%	Complete
Happy Valley	Ground treatment for kindergarten area	\$15,000	\$15,000	100.00%	Complete
Happy Valley	Nature Play	\$10,000	\$-	0.00%	ROLL OVER
John Muir	Parking lot study - planning	\$6,000	\$6,500	100.00%	Complete
John Stubbs	Safety under the bridge, clean up area	\$8,000	\$5,000	10.00%	ON HOLD - feasibility
Journey	Replace broken pavers with asphalt on pathway	\$21,500	\$28,000	100.00%	Complete
Lakewood	Ground treatment replacements	\$40,000	\$-	0.00%	Cancelled
Millstream	Replace gymnasium ceiling and upgrade lighting	\$78,000	\$95,000	100.00%	Complete
Ruth King	Garden Fencing	\$14,000	\$13,500	100.00%	Complete
Ruth King	Kitchen Refresh	\$20,000	\$25,000	100.00%	Complete
Ruth King	Gates for play areas (3)	\$2,400	\$2,400	100.00%	Complete
Ruth King	Nature Play	\$10,000	\$6,000	100.00%	Complete
Sangster	Repurpose 1017 / Chromebook Relocation	\$5,000	\$2,000	100.00%	Complete
Saseenos	Nature Play	\$10,000	\$10,000	100.00%	Complete
Saseenos	Hockey court	\$12,000	\$26,000	100.00%	Complete
SBO	Half doors at entries to HR and Finance	\$7,000	\$-	0.00%	ROLL OVER
SBO	Balcony and door removal with window install	\$20,000	\$12,000	100.00%	Complete
Sooke Elementary	Outdoor Classroom (Under the Cedars)	\$6,000	\$4,000	100.00%	Complete
Sooke Elementary	Ramp access for playground	\$6,500	\$6,500	100.00%	Complete
Spencer Middle	Install vent for range in Skills for Life classroom	\$3,500	\$3,000	100.00%	Complete
Various	Gender neutral washroom planning	\$10,000	\$10,000	100.00%	Complete
Various	Engineered wood fibre playground top ups	\$60,666	\$60,000	100.00%	Complete
Westshore Colwood	Clean and paint stairs treads for visibility	\$2,000	\$2,200	100.00%	Complete
Westshore Colwood	Air quality for room 1046, dampers and CO2 sensor	\$5,000	\$-	0.00%	Resolved
Westshore Colwood	Move shed to align along fence line	\$2,000	\$-	0.00%	Cancelled
Willway	Nature Play	\$10,000	\$-	0.00%	ROLL OVER
Willway	Outdoor Classroom	\$6,000	\$-	0.00%	ROLL OVER
Willway	Replace first aid pocket door with swing door	\$5,000	\$5,000	100.00%	Complete
Project Totals		\$581,566	\$419,600	72.15%	
Total AFG (Programs and Projects)		\$1,630,566	\$1,345,850	82.54%	

**School District Six Two (Sooke)
Minor Capital Program Summary
April 1, 2021 to March 31, 2022**

**April 1st, 2021 to March 31, 2022
Project Update**

MoE & District Funded Projects	Budget	% of Minor Capital Budget	YTD	% Complete	Notes
EMCS Theatre Seating	\$35,000	0.69%	\$15,000	90.00%	New projector to be installed
Major Capital (WLEMS Millwork)	\$300,000	5.89%	\$200,000	75.00%	Scheduled completion May 2022
Space Invaders	\$20,000	0.39%	\$-00	0.00%	No room conversions funding
Hans Helgesen Envelope	\$1,500,000	29.43%	\$1,000,000	80.00%	Scheduled completion April June 2022
David Cameron Boiler Upgrade	\$350,000	6.87%	\$352,000	100.00%	Complete
Specialized Capital Funding not used for Grants	\$140,000	2.75%	\$140,000	100.00%	Various/ongoing
Hans Helgesen Roof Replacement (SEP)	\$1,000,000	19.62%	\$998,000	100.00%	Complete
Spencer Mechanical Upgrade (SEP)	\$1,000,000	19.62%	\$1,000,000	100.00%	Scheduled completion Feb 2022
Total - Moe & District Funded Projects	\$4,345,000	85.26%	\$3,705,000	85.27%	
Grants					
Annual Playground Program (PEP)	\$165,000	3.24%	\$165,000	100.00%	Complete
Colwood Outdoor Leaning	\$6,100	0.12%	\$-00	100.00%	Complete
RBSS Welders	\$80,000	1.57%	\$75,000	100.00%	Complete
Total - Grants	\$251,100	4.93%	\$240,000	95.58%	
PAC					
School PAC Funds Elementary	\$200,000	3.92%	\$45,000	100.00%	Other projects TBD 21-22
District Gaming Funds (with Specialized Capital for Labour)	\$300,000	5.89%	\$28,000	100.00%	Other projects TBD 21-22
Total - PAC	\$500,000	9.81%	\$73,000	14.60%	
Total Minor Capital Program	\$5,096,100	75.76%	\$4,018,000	78.84%	

Additional Emergent Projects (Apr. 2021 to March. 2021)

	YTD	% Complete	Notes
	\$ 500	100.00%	EMCS Polycorrosive cabinet install
	\$ 5,000	100.00%	Colwood accessible crosswalk installation
	\$ 1,200	100.00%	Millstream roof top climbing deterrent
	\$ 1,200	100.00%	EMCS security camera (wiring installation)
	\$ 1,000	100.00%	Ruth King hose bibb for garden
	\$ 2,500	100.00%	EMCS self storage compressed air tanks
	\$ 22,000	100.00%	Savory fire alarm system upgrade
	\$ 3,000	100.00%	EMCS outside theatre lighting (flies)
	\$ 25,000	100.00%	Dunsmuir portable walkway replacement (non-slip/drainage)
	\$ 8,000	100.00%	John Muir gymnasium acoustic upgrade
	\$ 18,000	100.00%	Spencer Change Room Partitions
	\$ 500	100.00%	Dunsmuir dedicated circuit for Salto
	\$ 60,000	100.00%	Dunsmuir cable upgrade and patch panel clean up
	\$ 1,400	100.00%	Various, Ready, Step, Roll installs
	\$ 1,700	50.00%	Facilities front desk wiring
	\$ 4,000	100.00%	Various gender neutral washroom signage
	\$ 2,000	100.00%	Ruth King additional security camera
	\$ 6,000	100.00%	Poirier nature playground repairs
	\$ 600	100.00%	Sooke Elementary 2 playground boards
	\$ 1,500	100.00%	Sooke Elementary obstacle course installation
	\$ 4,000	100.00%	Poirier climbing structure installation
	\$ 6,500	100.00%	Sangster flooring 1017/1018
	\$ 4,500	100.00%	Wishart neighbour fence repair
	\$ 2,500	100.00%	EMCS outside theater lighting replacement
	\$ 1,300	100.00%	EMCS eye wash station flooring repairs
	\$ 60,000	100.00%	Spencer Cat6 Cable upgrade
	\$ 13,000	100.00%	Port Renfrew shed relocation (neighbour development)
	\$ 15,000	100.00%	Sangster modular envelope repair
	\$ 6,000	100.00%	Additional fencing at Willway (bolter)
	\$ 15,000	100.00%	Facilities Grounds office construction
	\$ 8,000	100.00%	Spencer Room 1044 refresh
	\$ 5,000	100.00%	RBSS Wireless access point relocation(s)
Total	\$ 305,900		

Total Spent \$ 1,651,750

School District Sixty Two (Sooke)
Annual Facility Grant 21/22
Year End Summary

Category	PROJECTED			ACTUAL			Variance	% complete
	Budget	% of budget	# of projects	Budget	% of budget	# of projects		
Programs	\$ 1,049,000	65%	19	\$ 926,000	57%	12	\$ 123,000	63%
Projects	\$ 582,000	35%	37	\$ 420,000	24%	27	\$ 162,000	73%
Emergent Projects	\$ -	0%	0	\$ 306,000	19%	32	\$ (306,000)	n/a
Total	\$ 1,631,000			\$ 1,652,000			\$ (21,000)	

In 21/22 and 22/23 AFG supported a large number of school based requests (health and safety, inclusiveness, interior upgrades, etc.). Moving into the 23/24 and 24/25 capital years, AFG allocation should focus on infrastructure upgrade projects to ensure our Facility Condition Index values remains at an acceptable ratio, which requires shifting more projects into the program section and supporting fewer annual school based requests.

In 21/22 we allocated 65% of the budget to program work, and 35% to projects. In 22/23, 35% is allocated to programs and 65% to projects. Moving into the 23/24 and 24/25 capital years, we are targeting 85% for programs and 15% for (requested) projects.

Part of this shift includes new measures for accountability. We will be starting to report annually on our FCI values, to ensure our programs support our school and site infrastructure needs. We will also be reporting quarterly with budget and schedule data, providing an insight into our efficiency.

Committee Info Note Resource Committee Meeting May 10, 2022

Agenda Item: 4.4 Transportation's Safe Route Guiding Principles

Background

- At the last Committee meeting, staff provided a select list of criteria to be used when developing safe routes to school
- These criteria included:
 - Sidewalks;
 - Well lit pathways;
 - Trails;
 - Clear separation of drivers from pedestrians; and
 - Drop off sites within walking distance (>5 mins) from schools
- The Committee wasn't comfortable recommending these criteria to be approved by the Board without a deeper discussion
- At the April Board meeting, staff were directed to create a list of guiding principles that could be used to identify safe options during the creating of the transportation routes for the 22/23 school year

Proposed Principles

- Based on the direction received, staff have developed the following initial principles to start the discussion:

Transportation services will not be provided in areas where there are:

- 1) Safe and accessible pathways (sidewalks and trails, accessible to all) for students of all ages and abilities to safely walk, ride or roll to school;
- 2) Pathways that are well lit and functionally safe for students to travel to schools in the morning and to home in the evening throughout the school year;
- 3) Distinct separation of vehicle and pedestrian traffic that creates safe access to our schools;
- 4) Close drop off sites that are within a five-minute walk to our schools;
- 5) Viable and direct public transit options for age acceptable students;

Committee Discussion

- Staff would like to engage the Committee in discussing:
 - 1) The initial principles identified;
 - 2) Other options to consider; and
 - 3) Approach to present to the Board for their consideration