

## Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on April 11, 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.**

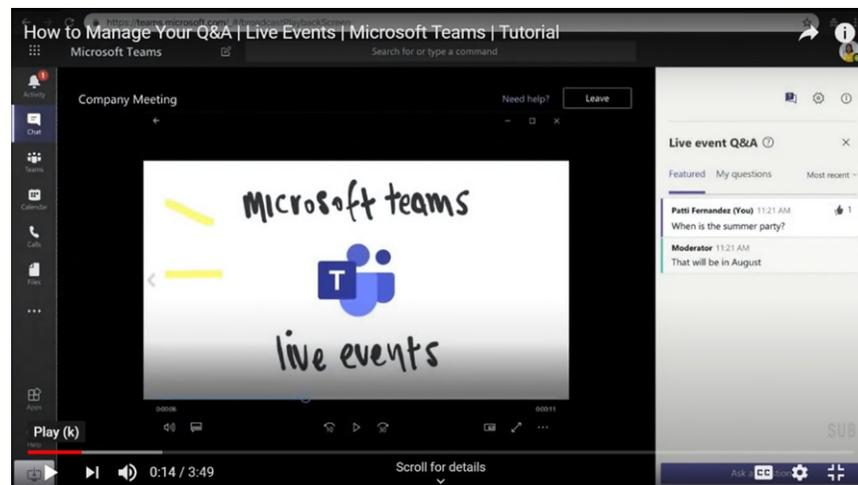
To participate in the meeting please click on this link:

[Resources Committee Meeting | Sooke School District \(sd62.bc.ca\)](https://sd62.bc.ca/resources-committee-meeting)

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**  
**April 11, 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 3)
3. **PRESENTATIONS** (10 min.)
4. **BUSINESS**
  - 4.1 23/24 Operating Budget Development Process – Harold Cull (page 5)
  - 4.2 23/24 Annual Facilities Grant Project Details – Pete Godau (page 8)
  - 4.3 23/24 Capital Plan Bylaw – Harold Cull (page 11)  
Motion Requested: That the Board of Education of School District 62 (Sooke) allow all three readings of the Capital Plan Bylaw 2023/24-CPSD62-01 at its meeting of April 25, 2023.  
  
Motion Requested: That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2023/24-CPSD62-01.
  - 4.4 24/25 Capital Plan Submission – Harold Cull (page 18)
5. **ADJOURNMENT**
6. **NEXT MEETING DATE:** May 9, 2023



## Committee Report of Resources Committee Meeting via MS Teams

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**Present:** Ebony Logins, Trustee (Committee Chair)  
Amanda Dowhy, Trustee (Committee Member)  
Trudy Spiller, Trustee (Committee Member - virtual)  
Russ Chipps, Trustee (virtual)  
Cendra Beaton, Trustee (virtual)  
Scott Stinson, Superintendent & CEO  
Harold Cull, Secretary-Treasurer  
Ed Berlando, STA (virtual)  
Trudy Court, CUPE  
Ceilidh Deichmann, SPVPA  
Michelle Brennan, SPEAC (virtual)

**Staff:** Nicole Gestwa, IT  
Sue Grundy, Manager, Executive Operations  
Steve Tonnesen, Manager, IT Operations (virtual)  
Francis Gichohi, Manager, IT Security (virtual)

**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)*

**2. COMMITTEE REPORT**

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated February 14, 2023, at its Public Board Meeting dated February 28, 2023.

**3. PRESENTATIONS**

**4. BUSINESS**

4.1 23/24 Operational Plan – Sue Grundy

Staff presented the updated draft of the Operational Plan highlighting the work required in relation to the 2021-2025 Strategic Plan Objectives. The next steps will ensure the affordability of



the Operational Plan by selecting items that will allow a balanced budget, for consideration by the Board of Education. The Committee discussed the support levels, of the partner groups, for the attendance support project.

4.2 23/24 Budget Development Process – Harold Cull

Staff led the Resources Committee through a budget presentation which included, budget priorities, context and the proposed plan. The Committee discussed the priority areas identified as themes coming from the system through the budget development process. The amount of reserve was also discussed as a key piece of the budget plan.

4.3 Digital Solutions Reconfiguration Plan – Farzaan Nusserwanji

Staff presented the proposed priorities identified as part of the District's Digital Solutions Plan. The Committee discussed the re-branding of the IT Department to Digital Solutions to better reflect the necessary work of the department. The Committee also discussed the need for technology and training for our support staff in order to meet the requirements of their jobs. The Committee supported the following motion going forward to the Board:

**Recommended Motion: That the Board of Education of School District 62 (Sooke) support the re-branding of Information Technology to Digital Solutions to focus on Digital Literacy, Infrastructure and Tech Support, Cyber Risk and Security, Data Analytics and Records, and Digital Integration as core service areas identified.**

4.4 Design Standards for Capital Projects – Harold Cull

Staff presented the draft design standards that support the guiding principles approved by the Board for Capital Projects in June, 2022. The Committee discussed the draft standards and also the next steps, contemplated for next year, of creating technical requirements that will support these standards and guiding principles. Staff confirmed that the standards are being provided to the Board for their information and as they are operational in nature and do not need to be approved by the Board.

**5. ADJOURNMENT AND NEXT MEETING DATE:** April 11, 2023





## Committee Info Note Resource Committee Meeting April 11, 2023

### Agenda Item: 4.1 – 23/24 Operating Budget Development Process

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#### Background

- The budget development process for the 23/24 school year continues
- Based on the feedback received to date, the budget priorities of the District continue to be
  - 1) Early Learning Supports
  - 2) Diversity, Equity and Inclusion
  - 3) Mental Health and Wellness
  - 4) Growth
- Based on these priorities, staff have developed a proposed budget plan that addresses each of the areas
- Staff will lead the Committee through a presentation that will highlight the incremental funding being planned under each priority area (highlights attached)

#### Budget Narrative

- As discussed at the March Committee meeting, staff have begun to develop a budget narrative to be used to discuss and describe the District's budget for the 23/24 school year
- The proposed narrative, for the Board's consideration, is based on the priorities identified to date and the growth the District is facing:

#### **A growth budget that is operationally sustainable but challenged by capital needs:**

- ✓ The District continues to grow and meet our basic operational needs;
- ✓ We are not immune from inflation but do not have the same pressures that static growth districts have;
- ✓ With a strong Strategic Plan, our priorities remain clear from year to year leading to consistent budget decisions; and
- ✓ Our challenge remains growing at the right pace and place while minimizing capital challenges with operating funds

### **Statistical Budget Highlights**

- The following are a few key stats for the proposed budget:
  - An additional \$21.000 m added to the budget**
  - Hiring approximately 56 more teachers**
  - Adding \$6.500 m in wages and benefits for all employee groups**
  - Over \$1.500 m in a Feeding Futures Fund**
  - Adding \$1.200 m of support/projects toward Strat Plan objectives**

### **Committee Input**

- Staff will be delivering a presentation providing greater context on the budget process
- Prior to going to the Board with the proposed plan, staff would like the Committee's feedback on:

**Does the proposed plan make sense to the Committee and are there other areas staff could consider making changes to in order to address the shortfall?**

Prepared By: Harold Cull, Secretary-Treasurer

**School District #62**  
**Summary of Budget Changes**  
**22/23 Amended Budget to 23/24 Budget**

Type	FTEs	Operating	Capital	Special Purpose	Total
<b>22/23 Amended Budget (net of carry overs)</b>		<b>143.585</b>	<b>11.774</b>	<b>27.737</b>	<b>183.096</b>
<b>Revenue</b>					
22/23 Enrolment Revenue		0.634			0.634
K-12 Standard Enrolment Growth	652.00	9.573			9.573
Inclusive Education Services - Levels 1, 2 and 3		4.810			4.810
Na'tsa'maht Indigenous Education		0.188			0.188
English Language Learners (ELL)		0.717			0.717
Operating Grant - misc. changes		0.614			0.614
<b>Revenue Total</b>		<b>16.535</b>	<b>0.000</b>	<b>0.000</b>	<b>16.535</b>
<b>Early Learning</b>					
2 additional ECEs to pilot project	2.00	0.092			0.092
Additional Teachers - Early Literacy Program	2.51	0.005		0.292	0.296
<b>Diversity, Equity and Inclusion</b>					
DEI audit recommendations		0.100			0.100
Inclusive Education Services (net of labour settlement)		2.795			2.795
Na'tsa'maht Indigenous Education (net of labour settlement)		0.188			0.188
English Language Learners (ELL) clerical support	1.00	0.059			0.059
Additional Teachers - ELL and English Second Dialect	6.80	0.013		0.790	0.802
Additional Teachers - Inclusion Support	1.83	0.003		0.212	0.215
Additional Teachers - Learning Assistance	9.44	0.018		1.096	1.114
<b>Mental Health &amp; Wellness</b>					
School Food Infrastructure Program (Feeding Futures Fund)				1.566	1.566
Student & Family Affordability Fund				-1.252	-1.252
Additional Teachers - school counsellors	1.23	0.146			0.146
Program Review - student wellness		0.100			0.100
Program Review - wellness/attendance support		0.170			0.170
<b>Growth</b>					
<b>Staffing:</b>					
Total Labour Settlement (all employee groups)		6.419		0.244	6.663
Additional Teachers - Classroom and Prep	34.61	2.284		1.791	4.075
School based clerical: ratio adjustments	1.58	0.095			0.095
Supervision Assistants: ratio adjustments	2.75	0.165			0.165
Custodial: ratio adjustments	2.00	0.146			0.146
Digital Literacy Coordinator	0.50	0.055			0.055
Digital Communications Coordinator	1.00	0.085			0.085
School Technology Support	1.00	0.100			0.100
					0.000
<b>Services &amp; Supplies:</b>					
Program Review - AFG salaries, IT device refresh		0.372			0.372
Pressures - increments, benefits, ToCs, reserve policy		2.217			2.217
Inflation on utilities, Facilities services/supplies & school supplies		0.194			0.194
Facilities' operating system		0.025			0.025
FOIPPA & Security: software & training/release time		0.075			0.075
School Equipment Replacement		0.075			0.075
Ratios - enrolment driven salary and supply ratios		0.247			0.247
<b>Other:</b>					
Amortization Expense			1.435		1.435
South Langford Elementary capital contribution			0.350		0.350
Salary Differential		0.100			0.100
Other			0.007		0.007
<b>Expenditure Total</b>		<b>16.341</b>	<b>1.792</b>	<b>4.739</b>	<b>22.872</b>
					0.000
<b>23/24 Budget</b>		<b>159.926</b>	<b>13.566</b>	<b>32.475</b>	<b>205.967</b>



## Committee Info Note Resource Committee Meeting April 11, 2023

### Agenda Item: 4.2 – 23/24 Annual Facilities Grant Project Details

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#### Background

- The Annual Facilities Grant (AFG) is funding received from the Ministry of Education to fund minor capital projects
- The AFG funding is used to maintain facility assets through their anticipated economic life and to prevent premature deterioration
- The District is receiving \$1.772 m in the capital portion of the AFG
- The amount is calculated using a formula based on student enrolment and average age of facilities, with an adjustment made for unique geographic factors.
- The AFG year corresponds to government's fiscal year (April 1 to March 31)
- The AFG fund is divided into 12 categories of eligible expenditures:
  - 1) **Roof Replacements** (including scheduled roof replacements and major roof repairs)
  - 2) **Mechanical System Upgrades** (improvements, replacements or provision of heating, ventilation, air conditioning or plumbing systems)
  - 3) **Electrical System Upgrades** (improvements or replacements of power supply and distribution systems)
  - 4) **Facility Upgrades** (improvements to protect the fabric of the plant, including exterior painting, window and door replacement, building envelope repair and replacement, structural and nonstructural seismic mitigation)
  - 5) **Loss Prevention Projects** (improvements, replacements or provision of fire protection system)
  - 6) **Functional Improvements** (improvements of school facilities related to the provision of educational programming)
  - 7) **Technology Infrastructure Upgrades** (improvements to accommodate computer and telecommunications networks)
  - 8) **Site Upgrades** (site improvements including positive site drainage; repairs to sidewalks, parking lots, site access/egress, paved work areas, paved play areas, and play fields; repairs, upgrading or replacement of playground equipment; perimeter safety fencing; contaminated soil remediation; underground storage tanks removal)

- 9) **Disabled Access** (improvements related to access for persons with physical disabilities)
- 10) **Asbestos Abatement**
- 11) **Health and Safety Upgrades** (improvements related to indoor air quality, traffic safety, and non-structural upgrades)
- 12) **Site Servicing** (improvements, replacements or provision of sewer, drainage or water services; underground irrigation systems).

### **Proposed AFG Plan for 23/24**

- The proposed AFG spending plan for April 1, 2023 to March 31, 2024 is attached for the Committee's review
- It is broken down between Programs (preventative maintenance and system upgrades) and Projects (school and facility requested)
- Combined, these programs and projects maintain facility assets to ensure clean and safe learning environments that support student success today and into the future
- The AFG plan forms part of the approval of the capital bylaw (agenda item 4.3)

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

**School District Six Two (Sooke)  
Summary of Annual Facilities Grant and Minor  
April 1, 2023 to March 31, 2024**

AFG	23/24 Budget
<b>Programs</b>	
Roofing	250,000
Exterior Painting	175,000
Mechanical Upgrades	175,000
Flooring	
Electrical Upgrades	295,000
Drainage/Site	225,000
Door Replacements	
<b>Subtotal - Programs</b>	<b>1,120,000</b>
<b>Projects</b>	
Health and Safety (school requested)	29,700
Facilities Upgrades (school requests)	207,500
Facilities Upgrades (facilities requests)	242,500
Emergent contingency	143,630
<b>Subtotal - Projects</b>	<b>623,330</b>
<b>Ministry CAMS (VFA Software License)</b>	<b>28,670</b>
<b>Total - AFG</b>	<b>1,772,000</b>

MoE & District Funded Projects	Budget
Dunsmuir PEP	195,000
Spencer Phase 3 Hvac Upgrade	880,940
John Muir Hvac and Window Replacement	850,000
Millstream Roof	240,000
Savory Fire Panel Replacement	20,000
<b>Total - Moe &amp; District Funded Projects</b>	<b>2,185,940</b>

Grants	
HH Indoor Garden-Bacpack Buddies	20,000
<b>Total - Grants</b>	<b>20,000</b>

PAC	
<b>Total - PAC</b>	<b>0</b>

**Total Minor Capital Program** **2,205,940**

**Total AFG and Minor Capital Program** **3,977,940**

**Committee Info Note**  
**Resources Committee Meeting**  
**April 11, 2023**  
**Agenda Item: 4.3 – 23/24 Capital Plan Bylaw**

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**Background**

- The District has received a formal response to its 23/24 Capital Plan submission that was approved by the Board at their June 2022 meeting
- The summary of projects/buses that have been supported/approved by the Ministry for the provincial government's 23/24 fiscal year are summarized on the attached response letter
- In order to be in a position to begin delivering these projects, the Board must pass the Capital Plan Bylaw (attached)
- As time is of the essence, staff are requesting that the Board conduct all three readings of this bylaw at their April 25<sup>th</sup> meeting
- In order to conduct all three readings, the Board must also pass a motion (unanimously) that supports conducting all three readings at the same meeting:

**Motion Requested:** That the Board of Education of School District 62 (Sooke) allow all three readings of the Capital Plan Bylaw 2023/24-CPSD62-01 at its meeting of April 25, 2023.

**Motion Requested:** That the Board of Education of School District 62 (Sooke) give first, second and third readings of the Capital Plan Bylaw 2023/24-CPSD62-01.

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

**CAPITAL BYLAW NO. 2023/24 – CPSD62-01  
CAPITAL PLAN 2023/24**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 62 (Sooke) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2023/2024 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 9, 2023, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District 62 (Sooke) Capital Bylaw No. 2023/24 – CPSD62-01.

READ A FIRST TIME THE 25th DAY OF April 2023;  
READ A SECOND TIME THE 25th DAY OF April 2023;  
READ A THIRD TIME, PASSED THE 25th DAY OF April 2023.

***APPLY CORPORATE SEAL***

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District 62 (Sooke) Capital Bylaw No. 2023/24 – CPSD62-01 adopted by the Board the 25th day of April 2023.

\_\_\_\_\_  
Secretary-Treasurer

March 9, 2023

Ref: 288311

To: Secretary-Treasurer and Superintendent  
School District No. 62 (Sooke)

**Capital Plan Bylaw No. 2023/24-CPSD62-01**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

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This letter is in response to your School District's 2023/24 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- **School Food Infrastructure Program (FIP)\***
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

**\*Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

**MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)****New Projects**

Project #	Project Name	Project Type	Comments
150431	Port Renfrew Elementary	Seismic	Project has been supported for planning (business case). Please submit Project Development Report (PDR) to Ministry as soon as possible
150461	Sooke Elementary	Seismic	Project has been supported for planning (business case). Please submit PDR to Ministry as soon as possible

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also, note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

**MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)**

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

**New projects for SEP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Spencer Middle School*	SEP – HVAC Upgrades	\$880,940	Proceed to design, tender & construction. To be completed by December 31, 2023.
Millstream Elementary	SEP – Roofing Upgrades	\$240,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
John Muir Elementary	CNCP - Energy	\$500,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Savory Elementary	CNCP – Electrical Upgrade	\$20,000	Proceed to design, tender & construction. To be

			completed by March 31, 2024.
Dunsmuir Middle School	PEP – Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

*\*Please contact your Minor Capital planning officer for information on funding structure.*

### **New projects for BUS**

<b>Existing Bus Fleet #</b>	<b>New/Replacement Bus Type</b>	<b>Amount Funded by Ministry</b>	<b>Next Steps &amp; Timing</b>
New Route	A2 Over 6350Kg (24-33) and 3 wheelchair spaces	\$146,944	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a>
New Route	A2 Over 6350Kg (24-33) and 3 wheelchair spaces	\$146,944	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a>
New Route	A2 Over 6350Kg (24-33) and 3 wheelchair spaces	\$146,944	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a>
New Route	C 76 and 0 wheelchair spaces	\$184,649	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a>

New Route	C 76 and 0 wheelchair spaces	\$184,649	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a>
New Route	C 76 and 0 wheelchair spaces	\$184,649	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a>
A7623	D (80+RE) and 0 wheelchair spaces	\$247,082	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbc.org">http://www.astsbc.org</a>

**An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2023/24 fiscal year as listed above.**

**In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2023/24 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:**

**<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>**

**The Capital Bylaw and the APFA must be signed, dated, and emailed to Ministry Planning Officer Nathan Whipp at [Nathan.Whipp@gov.bc.ca](mailto:Nathan.Whipp@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.**

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1<sup>st</sup>, 2023.

NOTE: School districts' Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

As a school district with a School Site Acquisition Charge (SSAC) scheme in place, please also be advised that the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the *Local Government Act*, is duly accepted by the Ministry as part of the Board's approved capital plan for 2023/24.

The Board should forthwith adopt a bylaw setting the School Site Acquisition Charges for the School District, as s. 575(3) of the *Local Government Act* prescribes that a SSAC may only come into effect 60 days (inclusive of weekends and holidays) after that bylaw is adopted by a board of education. At that point, local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a board.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process. Specific questions about SSAC should be directed to Travis Tormala, Regional Director.

Sincerely,



Francois Bertrand, Executive Director  
Capital Management Branch

pc: Damien Crowell, Director, Major Capital Projects, Capital Management Branch  
Geoff Croshaw, A/Director, Minor Capital Programs and Finance Unit, Capital Management Branch

**Committee Info Note**  
**Resource Committee Meeting**  
**April 11, 2023**  
**Agenda Item: 4.4 – 24/25 Capital Plan Submission**

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**Background**

- The month of April represents the transition period for the Committee/Board as the operating budget process begins to conclude and the capital plan process begins
- On an annual basis, the District develops a capital plan submission for the Ministry of Education and Child Care (MoECC) to consider for the gov't fiscal year (April 1 to March 31)
- For this year, the submission is due to MoECC by **June 30, 2023** for the fiscal year of April 1, 2024 to March 31, 2025

**Capital Plan Submission**

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

**Major Capital**

- 1) Seismic Mitigation Program (SMP)
- 2) Expansion Program (EXP)
- 3) Replacement Program (REP)
- 4) Rural Districts Program (RDP)

**Minor Capital**

- 5) School Enhancement Program (SEP)
- 6) Carbon Neutral Program (CNCP)
- 7) Bus Acquisition Program (BUS)
- 8) Playground Equipment Program (PEP)
- 9) Building Envelope Program (BEP)

**Approach to be taken**

- Staff will begin to update the Capital Plan submission (23/24 submission attached) for the Resource Committee's further discussion on May 9<sup>th</sup> and June 13<sup>th</sup>

- As part of the current year's operational plan, staff have engaged with StudioHub Architects to update the District's Long-Range Facilities Plan (LRFP)
- The main objectives of the LRFP update include:
  - Updating the long-range enrolment forecast (2023 to 2032);
  - Creating a strategic approach to prioritize school expansion (new) and additions (existing); and
  - Developing a temporary accommodations plan while expansion and addition projects are completed.
- StudioHub will present at a future Committee meeting highlighting the work completed to date on the LRFP
- The updated LRFP will inform our capital plan submission that will be approved by the Board at their June 27<sup>th</sup> Board meeting
- In future meetings, the Committee will review the draft capital plan submission documents and will debate supporting the submission for Board approval

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

**SOOKE SCHOOL DISTRICT (#SIX TWO)  
Summary of Capital Plan Submission  
June 2022**

**Major Capital**

Capital Program	Project Details		Funding Requirements				
	Descriptor	Location	23/24	24/25	25/26	26/27	27/28
Expansion	New Elementary School	South Colwood	\$	\$	\$		
	New Elementary School	North Langford	\$	\$	\$		
	New Secondary School	North Langford		\$	\$	\$	
	New Elementary School	Sooke River			\$	\$	\$
	New Middle School	South Colwood			\$	\$	\$
Seismic	Port Renfrew Elementary	Sooke	\$	\$			
	Sooke Elementary	Sooke	\$	\$	\$		
	Millstream Elementary	Langford			\$	\$	
	John Muir Elementary	Sooke				\$	\$
	Saseenos Elementary	Sooke					\$
	Willway Elementary	Langford					\$
	Savory Elementary	Langford					\$
Replacement	Millstream Elementary	Langford			\$	\$	
	Sangster	Colwood			\$	\$	\$
	Spencer Middle	Langford				\$	\$
Additions	Ruth King Elementary	Langford	\$	\$			
	Spencer Middle	Langford	\$	\$			
	Millstream Elementary	Langford			\$	\$	
Building Envelope	Edward Milne Secondary	Sooke	\$	\$	\$		
	Willway Elementary	Langford		\$			
	David Cameron Elementary	Colwood			\$		

**Minor Capital**

Capital Requirement	Project Details		Funding Requirements				
	Descriptor	Location	23/24	24/25	25/26	26/27	27/28
School Enhancement	Spencer HVAC Replacement – Phase 2	Langford	\$				
	Spencer - elevator & life safety system	Langford	\$				
	Willway HVAC Replacement - roof	Langford	\$				
	David Cameron - HVAC	Colwood			\$		
CNCP	John Muir Mechanical and Windows	Sooke	\$				
	Willway Boilers	Langford	\$				
	Savory Boilers	Langford			\$		
	Millstream HVAC Upgrade	Langford				\$	
Playgrounds	Colwood Elementary	Colwood	\$				
	Dunsmuir Middle School	Colwood	\$				
	John Muir Elementary	Sooke		\$			
Bus Replacement	4 new buses in total	District Wide	\$				