

Public Notice – Resources Committee Online Public Meeting


A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on January 14, 2025, at 6:00 pm.**

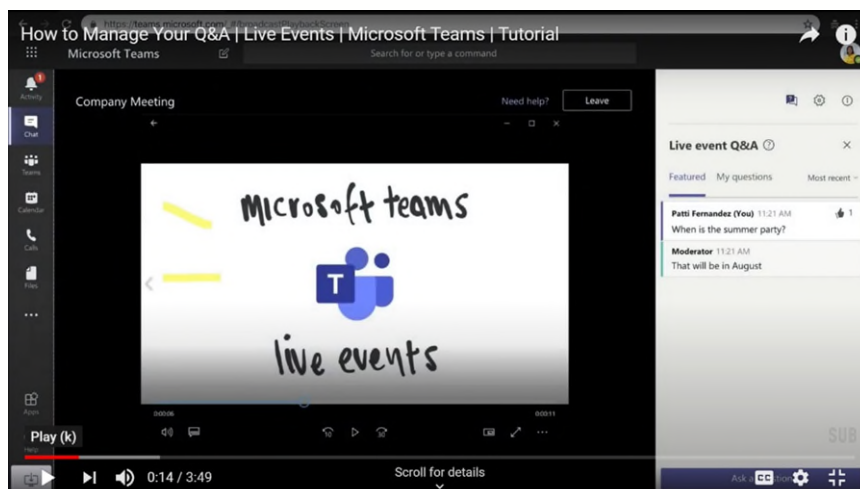
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

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:

[Attend a Live Event in Microsoft Teams](#)

- 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
January 14, 2025 – 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 Committee Mandate & Reminders – Allison Watson (page 5)
- 4.2 Energy Management Update – Mhairi Bennett (page 6)
- 4.3 2024/25 Amended Budget Update – David Lee Bonar (page 8)

Recommended Motion: That the Board of Education of School District 62 (Sooke) allow all three readings of the 2024/25 Amended Budget Bylaw at its meeting of February 25, 2025.

- 4.4 25/26 Academy Fees – Wayne Kelly (page 9)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the District Academy Fees for the 2025/26 school year as presented at the Resources Committee meeting of January 14, 2025.

5. ADJOURNMENT

6. NEXT MEETING DATE: February 11, 2025



Committee Report of Resources Committee Meeting of Dec 10, 2024 School Board Office

Present: Christine Lervold, Trustee (Committee Chair)
Ebony Logins, Trustee (Committee Member)
Cendra Beaton, Trustee
Trudy Spiller, Trustee
Paul Block, Superintendent
Harold Cull, Secretary Treasurer
Monica Braniff, Deputy Superintendent
Ceilidh Deichmann, SPVPA
Ed Berlando, STA
Tom Davis, SPEAC
Trudy Court, CUPE
Fred Hibbs, Executive Director, Human Resources
Randy Cobb, Manager, Transportation
Nicole Gestwa, Network Analyst, Digital Solutions

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:00 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 November 12, 2024, at its Public Board Meeting dated November 26, 2024.

3. PRESENTATIONS

4. BUSINESS

4.1 EFAP Services Contract – Fred Hibbs



Fred Hibbs provided an update on the status of the EFAP Services Contract. An updated timeline was provided with an expected launch date of February 1, 2025. The Request for Proposals (RFP) process and submissions were discussed and Fred advised the Committee that Walmsley EFAP was the successful proponent in the RFP process and will be working with them on the transition from the current provider. The Committee discussed the transition plan to the new provider and how it will be communicated out to the system.

4.2 25/26 Budget Principles, Assertions and Process – Harold Cull

The Secretary Treasurer reviewed the proposed budget principles, assertions and process for the 25/26 year. The Committee asked several questions and provided comments about the proposed process and supported the following motion going forward to the Board:

Recommended Motion:

That the Board of Education of School District 62 (Sooke) approve the proposed 25/26 budget principles, assertions and process as outlined at the December 10, 2024 Resources Committee meeting.

4.3 Capital Asset Management Strategy – Harold Cull

The Secretary Treasurer discussed the details of the Capital Asset Management System (CAMS) report that is from the Ministry's Capital System. The report reflects the costs to replace all infrastructure and equipment assets recorded by the District over several years.

For discussion purposes, the Committee focused on the next 4 years to coincide with the new Strategic Plan timeline. The issue of the bleachers at EMCS needing to be replaced as soon as possible was identified. The Superintendent also raised the issue of the revised Growth goal in the new Strategic Plan and the importance of creating structural capital replacement funding to support that goal. The Committee discussed the challenge of the difference between the estimated useful life of an asset versus the actual useful life of an asset and how that will impact future planning.

4.4 Transportation Update – Randy Cobb

Staff provided an update on the latest with transportation including the collection of fees and the fee waiver process. The Committee discussed the fee collection process and the communications sent out to families over the last two weeks. The tone of the December 2nd email was discussed and the reflection of some families that had not received previously emails on this topic. Questions regarding the fee waiver process we also asked and discussed.

5. ADJOURNMENT AND NEXT MEETING DATE: January 10, 2025





Committee Info Note

Resources Committee Meeting

January 14, 2025

Agenda Item: 4.1 – Committee Mandate & Reminders

- As we start a new calendar year and have new Committee appointments, it is timely to do a quick review of mandate and organization of the Board’s Standing Committee Meetings
- Joining our partner groups and staff in the monthly discussions, the following trustees have been assigned to the Resources Committee for the 2025 calendar year:
 - Allison Watson, Committee Chair
 - Christine Lervold, Committee Member
 - Russ Chipps, Committee Member
- The Committee details are outlined in Policy and Regulation A-340: School Board Committees
- Standing Committees are ongoing committees that provide an opportunity to deliberate on and seek feedback about issues of ongoing importance to the District in an inclusive and open manner
- **The Mandate of the Resources Committee:** To meet with the Secretary-Treasurer, other appropriate staff, and district partner groups to review and recommend to the Board direction and actions pertaining to:
 - Building construction, maintenance and district facilities, transportation and custodial services
 - Develop and recommend to the Board long range planning for accommodating the District’s needs related to sites and buildings
 - Make recommendations to the Board regarding the annual Capital Budget submission to the Ministry of Education
 - Consider and make recommendations to the Board on the District’s operating, special purpose and capital budgets
 - Consider and recommend to the Board new or adjusted bylaws
 - Consider and make recommendations to the Board on the District’s business and accounting services
 - Consider, recommend and provide advice and information to the Board related to human resources
 - Other matters referred by the Board
- Three trustees are appointed to the committee by the Board Chair, inclusive of the Committee Chair
- Each Partner Group is invited to appoint a representative (STA, CUPE, SPEAC, SPVPA, Students)
- All committee members are able to participate in the discussion, however only trustees appointed to the committee will make recommendations to the Board

Prepared By: David Lee-Bonar, Assistant Secretary-Treasurer

Committee Info Note

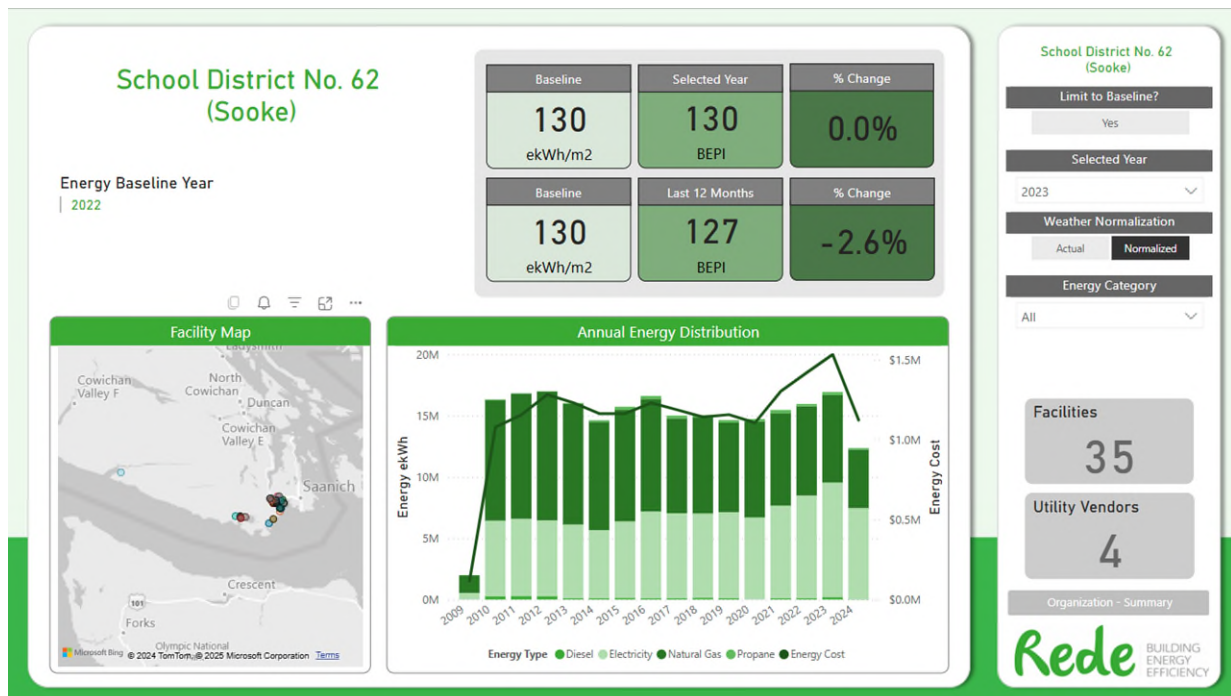
Resource Committee Meeting

January 14, 2025

Agenda Item: 4.2 Energy Management Update

Data Driven Decision Making

- At the Committee Meeting, staff will provide an update on the Utility Navigator - Energy Data Tool



- This tool collects data related to both Energy Management and Carbon (GHG) Usage/Reductions
- The data collected is used along with the Capital Asset Management System (CAMS) in decision making for proposed minor capital project requests
- The data available also provides significant insight into scheduling, controls and system intensity, which can be adjusted to reduce overall energy consumption
- An inverse relationship exists between electrical energy consumption and GHG emissions which is consistent with discussions during the budget process around increased utility costs

Next Steps

- Staff will develop a 5-year project plan to meet CleanBC 2030 targets through funding from the Major and Minor Capital submissions approved by the Board in June and September of each year
- To ensure we have the expertise required to get the District to these important targets, we will work with BC Hydro to seek funding (partial) for an in-house Energy Management position

Prepared by: Mhairi Bennett, Director, Facilities



Committee Info Note

Resources Committee Meeting

January 14, 2025

Agenda Item: 4.3 – 2024/25 Amended Budget Update

- With the September enrolment finalized, the Ministry recalculates the Operating Grant and the Classroom Enhancement Fund (CEF) Grant distributed to the school districts across the province
- The Operating Grant and CEF recalculation is typically released by the Ministry in mid-December every year before the winter break
- This annual recalculation begins the process for the Board to review and consider the Amended Budget Bylaw that is required to be passed by February 28th of each year
- Due to the province's transition to the new government, the recalculation information has been delayed until mid to late January
- As a result, there is no change to update the Committee at this time from what was forecasted at the first quarter forecast

Next Steps

- Based on the information from the Ministry on the budget recalculation and the District's internal Q2 forecasting process, staff will be preparing the Amended Budget Bylaw for the February Resource Committee meeting
- The School Act requires the Board to pass the amended budget bylaw by the end of February
- If supported by the Resource Committee, the Board will be asked to consider passing the amended budget bylaw at their February 25th meeting
- In order to pass all 3 readings on February 25th, the Board is required to pass a motion that approves all 3 readings at one meeting and that motion needs to be approved unanimously
- Staff would like the Committee members to consider supporting the following recommendation for the Board to consider and debate at their January 28th meeting:

Recommended Motion: That the Board of Education of School District #62 (Sooke) allow all three readings of the 2024/25 Amended Budget Bylaw at its meeting of February 25, 2025.

Prepared By: David Lee-Bonar, Assistant Secretary-Treasurer



Committee Info Note
Resource Committee Meeting
January 14, 2025
Agenda Item: 4.4 Academy Fees 2025-26

- Attached are the academy fees for the Committee’s review prior to going to the Board for approval
- Staff will speak to the proposed fees at the meeting
- Attached is a summary of the fees to be discussed and amounts from the current year in brackets.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the proposed Academy Fees for the 2025-26 school year as presented at the Resources Committee Meeting of January 14, 2025.

Prepared by: Wayne Kelly

ACADEMY Program	25/26 Proposed Fee	Rationale	24/25 Fee	Increase
High School				
Belmont Baseball	\$680		\$680	-
Belmont Climbing	\$1,100	Increase in climbing dues	\$990	\$110
Belmont Hockey	\$1,640	Increase in ice rentals	\$1,615	\$25
EMCS Hockey	\$900	Increase due to moving from 1 semester to 2	\$850	\$50
EMCS Eco	\$650	Increase in food costs	\$625	\$25
EMCS Soccer	\$800	Increase for coaching costs	\$780	\$20
EMCS Softball	\$700	Increase in coaching	\$685	\$15
RBSS Dance	\$1,305	Increase for coaching	\$1,280	\$25
RBSS Golf	\$2,100	Increase for membership/coaching fees	\$2,000	\$100
RBSS LAX - Girls	\$1,050	Increase for coaching	\$990	\$60
RBSS LAX - NEW	\$1,425	Increase for coaching	\$1,400	\$25
RBSS LAX - Returning	\$1,175	Increase for coaching	\$1,150	\$25
RBSS Soccer	\$1,305	Increase for coaching	\$1,280	\$25
RBSS Soccer High Performance Bel	\$1,505	Increase for coaching	\$1,480	\$25
Belmont Equine	\$4,000	Increase for riding, stable costs	\$3,700	\$300
Middle School				
Dunsmuir Dance	\$1,100	Increase for costumes and coaching	\$1,060	\$40
Dunsmuir Soccer	\$930	Increase in coaching	\$905	\$25
Journey Hockey	\$850	Increase in coaching costs	\$795	\$55
Spencer Hockey	\$1,550	Increase for teacher costs	\$1,450	\$100
District				
Equine	\$2,550	Increase in riding and stable costs	\$2,350	\$200
Golf Learn to Play	\$1,200		\$1,200	-
PACE	\$150	Increase in instructor costs	\$125	\$25
Mountain Bike	\$1,200	Increase in instructor and storage costs	\$950	\$300
Middle School Lacrosse	\$350		\$350	-

Outdoor Education Academy (Proposed) Academy at Belmont
Academy fee proposed - \$1890