

## Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on November 14, 2023, at 6:00 pm.**

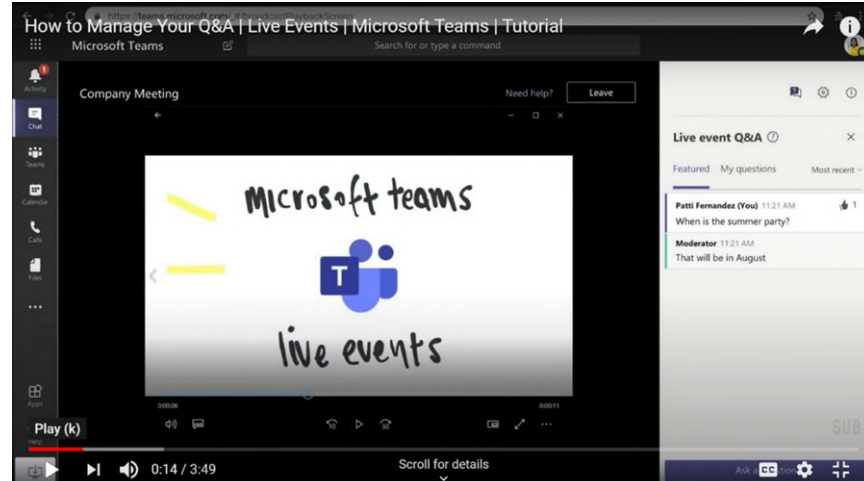
**Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.**

To participate in the meeting please click on this link: [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](mailto:info@sd62.bc.ca).



**RESOURCES COMMITTEE**  
**School Board Office**  
**November 14, 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 4)**

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated October 10, 2023, at its Public Board Meeting dated October 24, 2023.

**3. PRESENTATIONS (10 min.)**

**4. BUSINESS**

4.1 Strategic Plan Renewal Process – Harold Cull (page 6)

4.2 Quarter 1 Financial Forecast – David Lee Bonar (page 9)

**Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Financial Forecast Report as presented at the Resources Committee Meeting of November 14, 2023.**

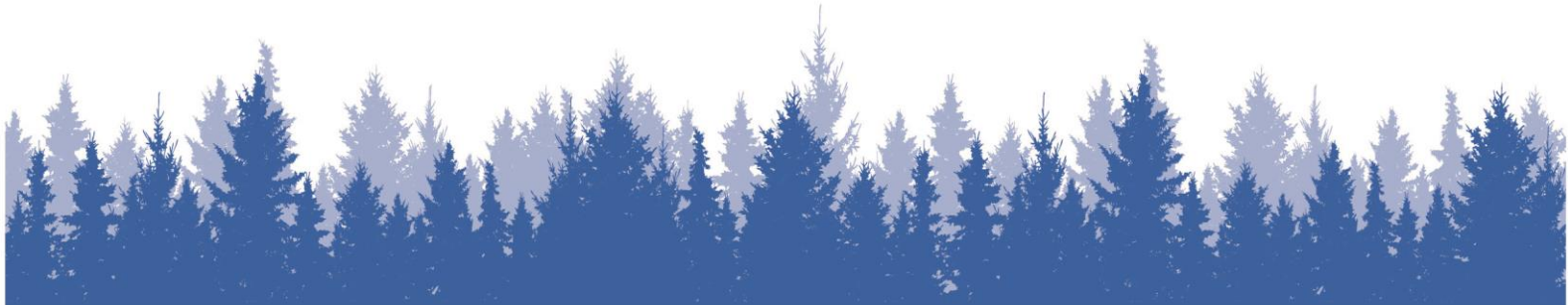
4.3 Quarter 1 Minor Capital Update – Aaron Foster (page 10)

**Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Minor Capital Report as presented at the Resources Committee Meeting of November 14, 2023.**

4.4 Ethical Decision-Making Framework – Harold Cull (page 18)

4.5 SC'IA'NEWSTĒLIT̓KĒL Elementary School Catchment Review – Windy Beadall (page 21)

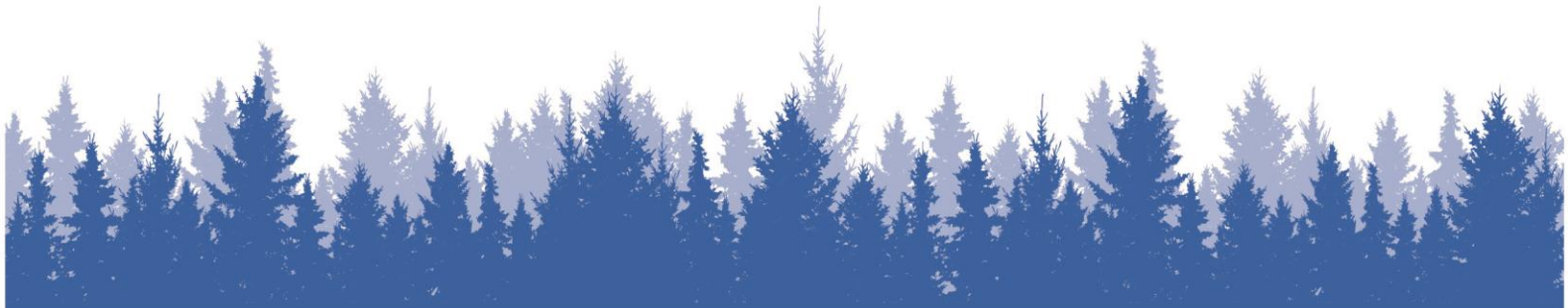
4.6 Garry Oak Meadow Project – Mhairi Bennett (page 27)



Recommended Motion: That the Board of Education of School District 62 (Sooke) provide a one-time contribution of \$5,000 from surplus funds to support the Garry Oak Meadows project as requested. The funds will be provided to the City of Colwood for use on this project.

**5. ADJOURNMENT**

**6. NEXT MEETING DATE:** December 12, 2023



## Committee Report of Resources Committee Meeting of October 10, 2023 via MS Teams

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**Present:** Ebony Logins, Trustee (Committee Chair)  
Christine Lervold, Trustee (Committee Member - virtual)  
Trudy Spiller, Trustee (Committee Member- virtual)  
Russ Chipps, Trustee (virtual)  
Cendra Beaton, Trustee (virtual)  
Scott Stinson, Superintendent  
Harold Cull, Secretary Treasurer  
Paul Block, Deputy Superintendent  
Ed Berlando, STA (virtual)  
Ceilidh Deichmann, SPVPA  
Nevada Kaludjer, SPEAC (virtual)  
Nicole Gestwa, IT

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

*The meeting was called to order at 6:03 pm by the Committee Chair, who acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)*

**2. COMMITTEE REPORT**

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated September 19, 2023, at its Public Board Meeting dated September 26, 2023.

**3. PRESENTATIONS**

**4. BUSINESS**

**4.1 Updated Enrolment Estimates and Financial Impacts – Harold Cull**

Staff provided an update on enrolment for the 23/24 school and the projected impacts on budget as the District finalizes the actual enrolment for September 2023 through the 1701 process. Currently, the District is looking at an enrolment growth of 500 FTEs (12,250 to 12,750) for the K-12 Standard funding category. This amount is slightly less than the 12,900 FTEs that was used as a projection during the budget development



process. A summary of the other major funding categories was provided to the Committee that reflected increases in the Continuing Education, Alternate Schools, Online Learning and Home-Schooling funding categories. The net impact on the budget is expected to be approximately \$800,000 and it was confirmed this reduction will be absorbed in staffing adjustments based on the smaller enrolment numbers.

#### 4.2 Space Planning for 24/25 – Harold Cull

As committed at last month's Committee meeting, staff presented a space plan for the 24/25 school year based on estimated enrolment growth of 575 FTEs. Staff have begun the planning earlier this year to increase the likelihood that new spaces will be ready for September 2024. The Committee was reminded that the District is projecting deficits of \$3.300 m as at June 30, 2025 and \$5.200 m as at June 30, 2026 due the projected costs to acquire portables for the enrolment growth expected.

The Ministry of Education and Child Care has provided notional approval on funding for 16 modular classrooms. The initial plan is to expand Ruth King (RK) Elementary School by 10 classrooms and David Cameron (DC) Elementary school by 6 classrooms. Further reallocating 7 portables from RK and DC Elementary Schools will help with the overflow to other schools. This additional capital funding will minimize the need for the District to use operating funds to address the space challenges for the District.

The Committee discussed the proposed plan for the next two school years and asked a number of questions regarding the plan.

#### 4.3 Community Use of Facilities – Harold Cull

Staff made a presentation on the community use of school district facilities and the Committee asked several questions regarding the use of facilities by schools and the need to ensure Board policy clearly classifies different users of our spaces. This policy work will be conducted shortly with the goal of confirming the Board's direction on having a cost recovery model or a revenue source to support District operations. The Committee supported the following motion going to the Board for review and consideration.

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) approve the Facility rental rates for the 23/24 school year as presented to the Resources Committee on October 10, 2023.

### 5. **ADJOURNMENT AND NEXT MEETING DATE:** November 14, 2023

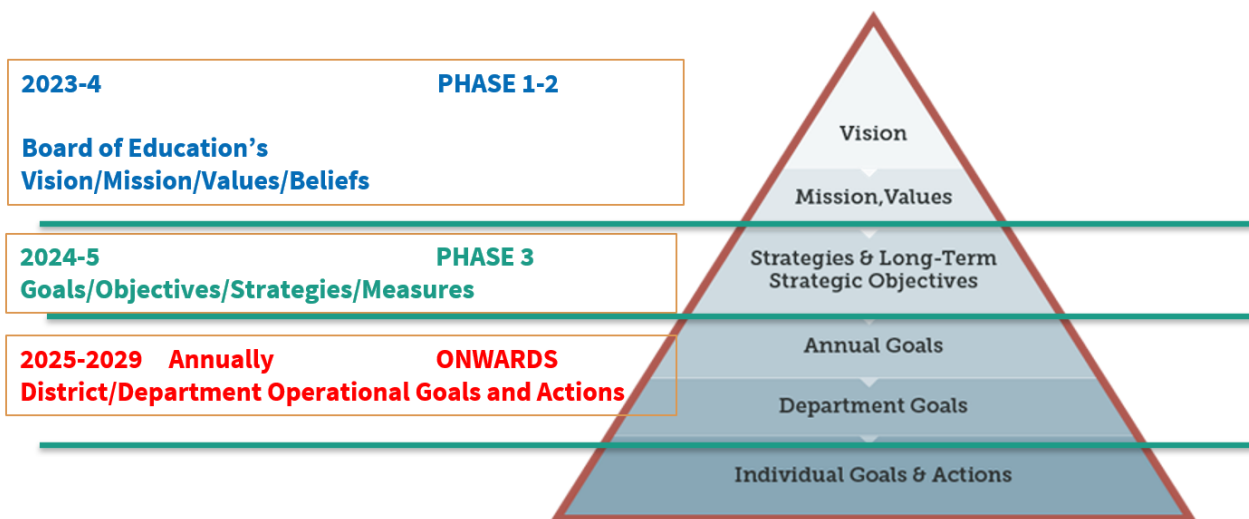


**Information Note**  
**Resources Committee Meeting**  
**November 14, 2023**  
**Agenda Item: 4.1. – Strategic Plan Renewal Process**

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**Background:**

- A strategic plan is a high-level strategy, allowing the Board to set the direction of the organization through the vision, mission, values and beliefs that staff turn into goals and actions required to achieve this direction.
- The benefits of strategic planning include:
  - Improved clarity on organizational mission and vision
  - Better understanding of an organization’s strengths and weaknesses
  - Increased focus and prioritization of activities
  - Improved communication within the organization
  - Enhanced ability to make informed decisions about resource allocation
  - Greater accountability
  - Increased likelihood of achieving desired outcomes
- The current SD62 strategic plan (2021-2025) was set by the previously Board of Education and runs to June 30, 2025.
- The **Strategic Plan Renewal Process** is provided as a set of proposed actions and timelines to guide the Board in the renewal of their strategic plan to be ready for July 1, 2025.
- The proposed work is divided into three phases:
  - Phase 1 – Fall 2023
  - Phase 2 – Spring 2024
  - Phase 3 – July 2024 - June 2025.



- **Phase 1** looks at where we are now and what could happen in the future. This is done through environmental scanning to look at existing socio-political-economic trends at the macro (global) and micro (local) level. Phase 1 work includes engaging with staff and community partners on what they see as impacts to the district now and in the future. This phase also looks at the existing vision, mission, values and beliefs as well as what are considered the district's internal strengths and weaknesses; and external opportunities and threats also known as a SWOT Analysis.
- **Phase 2** is when the Board of Education confirms their vision, mission, values and beliefs (VMVB). The existing VMVB reflects the previous Board's vision, mission, values and beliefs. The Board may well find their views reflected in the existing VMVB or there may be some adjustment or total revision. The work done in Phase 1, may help the Board determine their VMVB.
- **Phase 3** will be undertaken in the 2024/25 school year when staff will determine what goals and objectives are required to achieve the Board's vision and mission. The goals and objectives will set the strategic and operational work of the district in 2025-2029. The current goals of Learning, Engagement and Growth may be changed, or it may be decided they are still relevant for the future, perhaps with different priorities or emphasis.
- At the end of Phase 3, the Board of Education will receive the draft Strategic Plan 2025-2029 at the June 2025 Board of Education meeting, with a recommended motion to accept the plan.
- Once the plan is approved, the draft will be turned into a publication and communications work will launch the new plan. An annual operational plan will be developed for the 2025-2026 school year to begin the work to achieve the strategic plan goals and objectives by 2029.

### **Committee Work:**

- Staff would like for the Committee to consider the following questions in advance of the meeting as part of the environmental scan noted above.
- The questions have been broken down into the following categories:
  - 1) Educational;
  - 2) Political;
  - 3) Economic; and
  - 4) Environmental.

### **Educational:**

What skills will be needed by adults in 2040? How are schools preparing students for the future?

### **Political:**

How do you think changes in government (e.g. Federal/Provincial/Municipal/Board impacts through elections, policies, laws) will impact the future for the District?

### **Economic:**

What are the key economic forces (e.g. inflation, interest rates, recession) that could impact the district from 2025-2029?

**Environmental:**

What are the impacts to the District that could occur from a potential natural disaster (earthquake, fires, floods) or climate change (extreme weather such as heat domes)? How do we plan for these risks?

**Prepared by:**

Harold Cull  
Secretary Treasurer





## Committee Info Note

### Resources Committee Meeting

### November 14, 2023

### Agenda Item: 4.2 Quarter 1 Financial Forecast

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#### Background

- After completion of the first quarter (Q1), second quarter (Q2), and third quarter (Q3) of the fiscal year, staff complete a forecast of where we expect to finish the year financially
- Meeting with budget managers and departments, Finance completed the financial forecast for the current fiscal year with actual revenues and expenditures as at September 30, 2023 (Q1)
- Given the amount of time left in the year, there remains a significant number of outstanding items to be estimated which makes the forecasting process difficult to accurately estimate at this time
- As a result, the following is the District's best estimate of where we expect to end the year and these estimates will be revised as we work through the financial forecasts after the second and third quarters
- Historically, the Q1 forecasted ending reserve is understated and the District will typically end in a better financial position than what is stated during this initial forecast

#### Q1 Forecasted Year End Position

- Summaries based on revenues and expenditures by function (**Appendix A**) and expenditure type (**Appendix B**) have been provided for the Committee's review
- There are significant variances by expenditure type noted in Appendix B that will at least partially be resolved in Q2 when staff have had an opportunity to make budget adjustments in line with anticipated spending
- Staff have estimated that the District will end the fiscal year (June 30) with a potential accumulated surplus of **\$2.181 m** or **1.31%** of total expenditures
- The anticipated year end surplus of \$2.181 m is \$228,554 more than the budgeted surplus

### **Assumptions and Next Steps**

- There are a number of assumptions used in this forecast that may impact the final numbers
- These assumptions include:
  - A Classroom Enhancement Fund (CEF) recovery of 194.05 FTEs
  - That there will be no impact from the Ministry's Salary Differential calculation
  - Similar to 2022/23, that there will not be a benefit holiday received this fiscal year
  - As budgeted, that the District will contribute another \$350,000 of Operating funds towards the SCIANEW STELITKEŁ Elementary School capital project
  - All other budget items will come in as forecasted
- Next steps include completing the Q2 Forecast in February at which time more of the variables will be known (CEF recovery, Salary Differential, February enrolment and actual staffing)
- The Q2 Forecast will be used to draft the District's Amended Budget for the Board's consideration

### **Recommendation**

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Financial Forecast Report as presented at the Resources Committee meeting of November 14, 2023

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

## Appendix A

### School District Six Two

#### Summary of Q1 Forecast by Financial Statement Function

	BUDGET	Q1 FORECAST	VARIANCE	
<b>Revenues</b>				
Provincial Grants				
Ministry of Education and Child Care	154,063,329	153,433,926	629,403	Sept enrolment decrease (\$0.8M) offset by Special Needs enrol incr (\$0.2M)
Tuition	6,879,749	6,666,661	213,088	Lower international student enrolment than budgeted
Other Revenue	1,025,666	1,078,484	(52,818)	
Rentals and Leases	502,500	491,855	10,645	
Investment Income	353,875	1,281,904	(928,029)	Higher interest rate (Sept 2023 = 5.5%) than structurally budgeted
<b>Total Revenue</b>	<b>162,825,119</b>	<b>162,952,831</b>	<b>(127,712)</b>	
<b>Expenses</b>				
Instruction	138,644,834	138,236,479	408,356	Savings largely from employee benefits lower than budgeted
District Administration	7,411,497	7,314,730	96,766	
Operations and Maintenance	13,437,382	13,506,813	(69,431)	
Transportation and Housing	3,683,076	3,968,380	(285,304)	2 additional routes
<b>Total Expense</b>	<b>163,176,789</b>	<b>163,026,402</b>	<b>150,387</b>	
Net Revenue (Expense)	(351,670)	(73,571)	(278,099)	
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	(2,574,555)	(2,624,100)	49,545	Space Mitigation Strategies (\$1.4M); Portables (\$1.1M)
Local Capital	(350,000)	(350,000)	-	SCIANEW STEELIKEL Elementary capital contribution
<b>Surplus (Deficit), for the year</b>	<b>(3,276,225)</b>	<b>(3,047,671)</b>	<b>(228,554)</b>	
Total Reserve as at June 30 2023	5,228,849	5,228,849	-	
Operating Surplus (Deficit) for the year	(3,276,225)	(3,047,671)	(228,554)	
Total Reserve as at June 30 2024	1,952,624	2,181,178	(228,554)	
Reserve % of Total Expenditures as at June 30 2024	1.18%	1.31%		

## Appendix B School District Six Two

### Summary of Q1 Forecast by Financial Statement Expenditure Type

	BUDGET	Q1 FORECAST	VARIANCE	
<b>Salaries</b>				
Teachers	61,044,318	61,191,931	(147,613)	
Principals and Vice Principals	10,385,047	10,401,988	(16,941)	
Educational Assistants	16,803,311	15,998,742	804,569	Budget to be realigned with Inclusive Ed Dept financial plan
Support Staff	15,290,642	15,072,113	218,529	
Other Professionals	5,884,412	5,927,729	(43,317)	
Substitutes	6,289,856	6,951,140	(661,284)	
<b>Total Salaries</b>	<b>115,697,586</b>	<b>115,543,644</b>	<b>153,942</b>	
<b>Employee Benefits</b>	<b>29,810,299</b>	<b>29,242,674</b>	<b>567,625</b>	
<b>Services and Supplies</b>				
Services	7,402,403	7,478,716	(76,313)	
Professional Development and Travel	1,052,866	1,133,962	(81,096)	
Rentals and Leases	311,891	315,246	(3,355)	
Dues and Fees	153,156	118,191	34,965	
Insurance	522,651	481,386	41,265	
Supplies	6,384,293	6,594,884	(210,591)	
Utilities	1,815,844	2,091,899	(276,055)	Increased inflationary pressures from last fiscal (FY23=\$178k pressure)
Bad Debt	25,800	25,800	-	
<b>Total Services and Supplies</b>	<b>17,668,904</b>	<b>18,240,084</b>	<b>(571,180)</b>	
<b>Total Operating Expense</b>	<b>163,176,789</b>	<b>163,026,402</b>	<b>150,387</b>	
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	2,574,555	2,624,100	(49,545)	
Local Capital	350,000	350,000	-	

## **Committee Info Note**

### **Resources Committee Meeting**

#### **November 14, 2023**

#### **Agenda Item: 4.3 – Minor Capital Program**

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#### **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 summary documents outlining the work completed on:
  - Minor Capital projects (MoE, District and Grant)
  - 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 2<sup>nd</sup> quarter while it is the school district's 1<sup>st</sup> quarter
- Meaning tonight's update will be for the period of April 1 to September 30, 2023

#### **Minor Capital Process**

- A refresher, the following diagram highlights the minor capital program process from request to completion of supported projects
- This process is overseen by the Minor Capital Committee (MiCap) to ensure prioritized distribution of funding across the District's goals and objectives



## MINOR CAPITAL PROJECT PROCESS



### Minor Capital

- Three Ministry funded Minor Capital projects are currently underway, which include: building envelope, school enhancement and carbon neutral capital program
- A COA extension has been requested for the carbon neutral capital program due to supply chain challenges in the procurement of windows

### Annual Facilities Grant (AFG) Projects

- Fifty-two AFG projects were supported for 23/24 minor capital year
- We are roughly 40% through the projects, we are on budget and slightly behind schedule
- The summary list also identifies emergent projects that have been completed through the program this year

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) receive the Quarter 1 Minor Capital Report as presented at the Resources Committee Meeting of November 14, 2023.

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

MINISTRY OF EDUCATION							
GRANTS							
Grant Program	Location	Description	Budget	Status	Cost	Variance	
SEP	Spencer	Phase 3 - HVAC upgrade	\$ 880,940	In Progress	\$ 980,600	\$ (99,660)	
PEP	Dunsmuir	Installation of Playground	\$ 195,000	In Progress			
CNCP	John Muir	Phase 1 - HVAC/Windows	\$ 350,000	In Progress	\$ 304,400	\$ 45,600	
CNCP	John Muir	Phase 2 - HVAC upgrade	\$ 500,000	In Progress	\$ 48,200	\$ 451,800	
BEP	Hans Helgesen	Building Envelope	\$ 2,306,251	In Progress	\$ 2,287,800	\$ 18,451	
<b>Total - MoE Grants</b>			<b>\$ 4,232,191</b>	<b>Y-T-D Spent</b>	<b>\$ 3,621,000</b>	<b>\$ 416,191</b>	

ONE TIME FUNDING PROJECTS							
GRANTS							
Funding Source	Location	Description	Budget	Status	Cost	Variance	
Enhancements	Transportation	Bus Yard Expansion	\$ 80,000	In Progress	\$ 1,300	\$ 78,700	
Enhancements	Transportation	Electric Bus Charger Construction	\$ 200,000	In Progress	\$ 110,600	\$ 89,400	
Enhancements	North Langford	Fencing	no budget				
Enhancements	Various	Relocation of 5 portables and installation of 1 new portable	\$ 1,400,000	In Progress	\$ 1,328,400	\$ 71,600	
<b>Total - One Time Funding</b>			<b>\$ 1,680,000</b>	<b>Y-T-D Spent</b>	<b>\$ 1,440,300</b>	<b>\$ 239,700</b>	

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

ANNUAL FACILITIES GRANT						
PROGRAMS				CURRENT STATUS (Q1/Q2)		
Program	Location	Description	Budget	Status	Cost	Variance
Asbestos Abatement	Misc. Sites	Misc. hazardous materials abatement funding	\$ 75,000			
Electrical	EMCS	Security system upgrade/replacement (to Bullet)	\$ 60,000			
Electrical	EMCS	Fire Alarm Replacement	\$ 20,000			
Electrical	Dunsmuir	Fire Alarm Replacement	\$ 50,000	In Progress	\$ 18,900	\$ 31,100
Electrical	Lakewood	PA System Upgrade	\$ 50,000			
Electrical	Sangster	Lighting Upgrade	\$ 40,000			
Electrical	Savory	Lighting Upgrade	\$ 65,000			
Electrical	Sooke	Fire Alarm Replacement	\$ 40,000	Complete	\$ 37,000	\$ 3,000
Electrical	Willway	Fire Alarm Replacement	\$ 30,000	In Progress	\$ 11,300	\$ 18,700
Flooring	Misc. Sites	Misc. repair & replacement of existing flooring throughout the District	\$ 75,000			
Flooring	Ruth King	Installation of flooring in Room 1034	\$ 7,500	Complete	\$ 4,700	\$ 2,800
Mechanical	Millstream	Furnace Replacement	\$ 150,000	In Progress	\$ 110,000	\$ 40,000
Mechanical	Sangster	Furnace Replacement	\$ 60,000	In Progress	\$ 45,000	\$ 15,000
Painting	Sooke	Prep & paint Learning Support spaces	\$ 2,000	Complete	\$ 2,000	\$ -
Painting	Millstream	Prep & paint gym area	\$ 8,000	Complete	\$ 8,000	\$ -
Roofing	Millstream	Replace roofing for Area A, B, F, G and 3 canopy roofs	\$ 284,000	Complete	\$ 345,300	\$ (61,300)
Roofing	Ruth King	Replace roof Area C-1	\$ 127,800	Complete	\$ 133,400	\$ (5,600)
<b>Subtotal Programs</b>			<b>\$ 1,144,300</b>			



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

PROJECTS				CURRENT STATUS (Q1/Q2)		
Project Type	Location	Description	Budget	Status	Cost	Variance
Facilities Request	Facilities	Install mop sink on 2nd floor of main building	\$ 5,000	Complete	\$ 1,700	\$ 3,300
Facilities Request	Hans Helgeson	Building envelope repairs on existing modular classroom	\$ 35,000			
Facilities Request	John Stubbs	Repair/Replace Exterior Stairs	\$ 55,000			
Facilities Request	Poirier	Install new roof access door on flat roof	\$ 7,000			
Facilities Request	Port Renfrew	Install new seacan for storage of emergency supplies - rolled over from 2022-23 AFG	\$ 9,000			
Facilities Request	Royal Bay	Conversion of Field House washroom into new custodial room	\$ 6,000	In Progress	\$ -	
Facilities Request	Sangster	Interior Lighting Upgrade	\$ 45,000			
Facilities Request	Sooke	Install code compliant handrail at main entry on Sooke Road stair	\$ 4,000			
Facilities Request	Spencer	Replacement of existing skylights that are failing.	\$ 250,000			
Facilities Request	Transportation	Relocate/install seacan at Amy Rd. Bus Yard	\$ 6,000			
Facilities Request	Transportation	Installation of projector in managers office	\$ 5,750	Complete	\$ 4,300	\$ 1,450
Facilities Request	Transportation	Installation of water filling station - rolled over from 2022-23 AFG	\$ 2,000	Complete	\$ 2,900	\$ (900)
Facilities Request	Wishart	Remediation of washroom rolled over from 2022-23 AFG	\$ 11,000	Complete	\$ 5,800	\$ 5,200
Health and Safety	Facilities	Install safety light and door lite in spray paint booth	\$ 1,700	Complete	\$ 1,200	\$ 500
School Request	Belmont	Installation of seating area at bus loop - rolled over from 2022-23 AFG	\$ 20,000	Complete	\$ 10,300	\$ 9,700
School Request	Colwood	Playground & Parking Lot lighting upgrade - rolled over from 2022-23 AFG	\$ 22,000			
School Request	EMCS	Add operable window in Room 2046	\$ 25,000			
School Request	EMCS	Creating more rolling millwork	\$ 4,500			
School Request	Hans Helgeson	Improve excessive muddy area between the modular and the gaga ball pit	\$ 6,000			
School Request	Happy Valley	Add accessible option to existing play structure	\$ 15,000			
School Request	John Muir	Installation of 4 basketball hoops	\$ 3,000	Complete	\$ 600	\$ 2,400
School Request	Journey	Installation of millwork - rolled over from 2022-23 AFG	\$ 1,000	Complete	\$ 1,500	\$ (500)
School Request	Pexsisen	Installation of signage - rolled over from 2022-23 AFG	\$ 1,500	Complete	\$ 500	\$ 1,000
School Request	Royal Bay	Former Gender Neutral washroom converted to staff washroom	\$ 6,000	In Progress	\$ 900	\$ 5,100
School Request	Ruth King	Installation of exterior PA speaker - rolled over from 2022-23 AFG	\$ 2,800	Complete	\$ 800	\$ 2,000
School Request	Ruth King	Kitchen refresh - rolled over from 2022-23 AFG	\$ 15,000	In Progress	\$ 900	\$ 14,100
School Request	Ruth King	Installation of lighting for pathway - rolled over from 2022-23 AFG	\$ 18,500	In Progress	\$ 3,900	\$ 14,600
School Request	Sangster	Convert Music Room into classroom and convert stage into new Music Room	\$ 85,000			
School Request	Saseenos	Upgrade existing site drainage system in Nature Space area	\$ 50,000			
School Request	Savory	Upgrade to existing Learning Support space on 2nd floor	\$ 15,000			
School Request	Savory	Installation of two additional exterior PA speakers	\$ 11,000			
School Request	Savory	Replace washroom light switches w/ keyed switches - rolled over from 2022-23 AFG	\$ 6,000			
School Request	SBO - HR	Install 1/2 door in HR - cancelled	\$ 3,700	Cancelled	\$ 400	\$ 3,300
School Request	Sooke	Install barriers & demarcations in order to provide safe entry path into the school from site access point located at the parking lot/drop off area.	\$ 25,000			
School Request	Spencer	Install new asphalt for pickle ball court	\$ 20,000			
School Request	WestShore Colwood	Construction of new office spaces in the portables	\$ 25,000	Complete	\$ 7,700	\$ 17,300
School Request	WestShore Colwood	Removal of learning garden	\$ 7,500	In Progress	\$ 500	\$ 7,000
School Request	Willway	Installation of Nature Play - rolled over from 2022-23 AFG	\$ 5,000	Complete	\$ 4,900	\$ 100
School Request	Wishart	Add accessible option to existing play structure - rolled over from 2022-23 AFG	\$ 15,000			
School Request	Wishart	Installation of school-purchased washer & dryer in Room 1007 - rolled over from 2022-23 AFG	\$ 15,000			
<b>Subtotal Projects</b>			<b>\$ 865,950</b>			

<b>AFG TOTAL:</b>	<b>\$ 2,010,250</b>
Contingency:	\$ 69,750

## **Committee Info Note**

### **Resources Committee Meeting**

#### **November 14, 2023**

### **Agenda Item: 4.4 Ethical Decision-Making Framework**

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#### **Background**

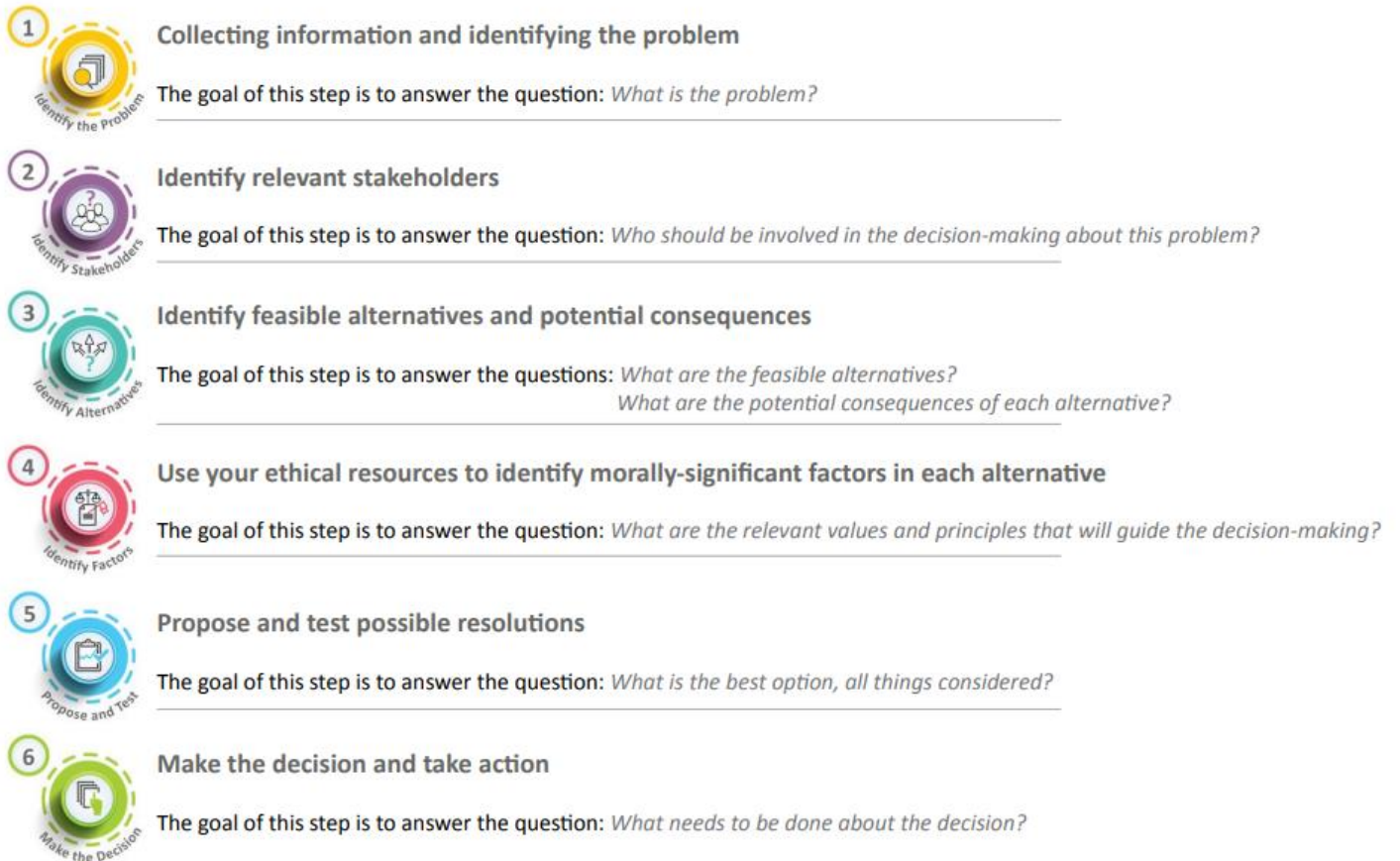
- As part of the 23/24 Operational Plan, staff have been assigned with developing an Ethical Decision-Making Framework in support of the Growth goal, objective 4 (social responsibility)
- This framework is intended to be used on a regular basis to ensure Board and staff decisions are made through an ethical lens
- An ethical framework is a set of principles and values that guide an individual or organization in making decisions
- It is the foundation of any ethical decision-making process, providing a shared set of standards by which to evaluate potential choices

#### **Island Health’s Ethical Decision-Making Framework (example)**

- As an example, Island Health has developed the following Ethical Decision-Making process:



- Based on this process, the following framework has been created by Island Health:



- Step 4** in the process applies the ethical factors to be considered in Ethical Decision-Making Framework and is the only real difference from a standard decision-making process
- As staff develop the District's framework, the standard decision-making process will be used with an additional step added to ensure an ethical lens is used in the process
- Continuing on with the Island Health example, the following factors/resources are considered in their framework:
  - ✓ Laws and regulations;
  - ✓ Island Health policies and procedures;
  - ✓ Professional codes of ethics and standards of practice;
  - ✓ Principles and values;

- As we shift our thinking to creating our framework, the question becomes:

**What are the relevant values and principles that will guide our ethical decision-making?**

- A starting point for this discussion should be the Board's values:



- As we move through the decision-making process, the District should be taking into consideration these 8 factors when assessing available options
- Other factors should also be included such as:
  - a) Environmental sustainability;
  - b) Systematic racism; and
  - c) TRC Calls to Action
- Example of questions that can be asked prior to making a decision could be:
  - 1) How does this decision impact our relationships with partners/stakeholders?
  - 2) Does this decision affect student choice?
  - 3) Are the options being considered respectful to all that could be impacted?
  - 4) Have we considered all aspects of diversity and equity in this decision?
- Staff have looked at a few large districts and have not found a framework that could be used for reference purposes

**Discussion Points for the Committee**

- Are there other factors that should be considered in the development of an Ethical Decision-Making Framework?
- **Staff would like input from the Committee on other factors that should be considered when making decisions at the District/school/department level**

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



## Committee Info Note

### Resources Committee Meeting

#### November 14, 2023

#### Agenda Item: 4.5 Catchment Review Timeline

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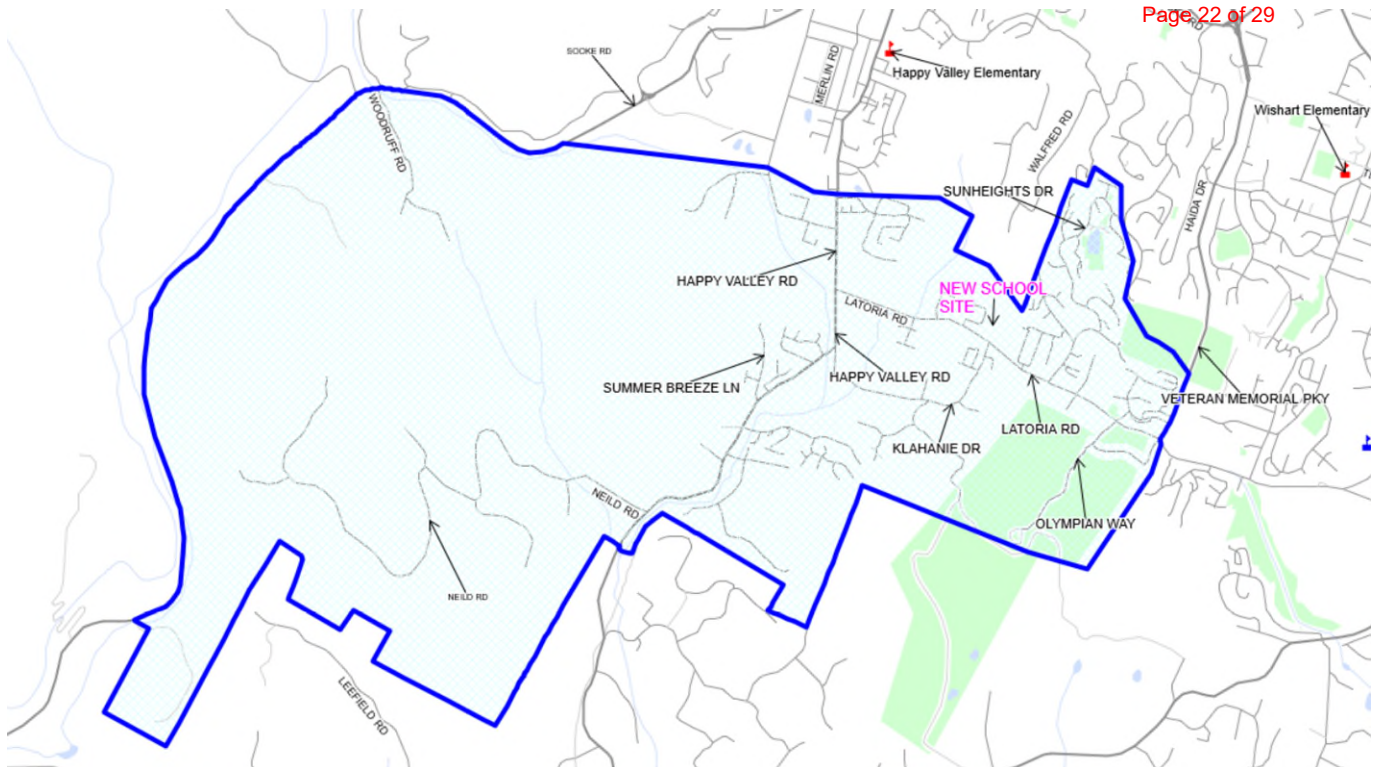
#### Background:

The Board had requested that District staff begin the process of re-drawing school catchment boundaries for the school district to accommodate the opening in September 2025 of the new **SĆIANEW STĒLITĶĒL ELEMENTARY SCHOOL**. Catchment refers to your designated neighbourhood school based on your home address. The catchment / boundary change below has been presented last year to the public in an open house and an email had been sent to families who live in this area for input.

The following list of principles are considered in the catchment boundary changes:

- Follow [Board Policy F-502](#)
- Proximity to feeder schools
- Maximize existing space in all schools
- Long-term sustainability
- Minimize crossing of major roadways and maximize on current and future safe and active routes to schools
- Ensure equity of opportunity and clear K-12 pathways when reviewing programs of choice.
- Minimize disruptions to students
- Grandparent students in their own schools
- Provide stability and a transparent process with opportunities for robust public engagement
- Use natural boundaries as much as possible

The Staff and PAC affected by these changes have been notified by the Principals of the schools and have the opportunity to send any further thoughts to [catch62@sd62.bc.ca](mailto:catch62@sd62.bc.ca) This information has also been posted on the school webpage.



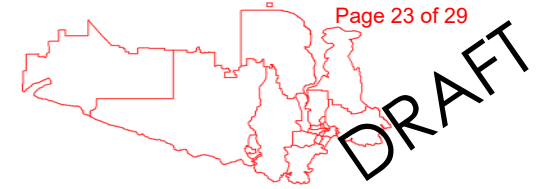
This catchment area for **SĆIANEW STĒLITĶĒL ELEMENTARY SCHOOL** will flow to Dunsmuir Middle School and then to Ecole Royal Bay Secondary.

September 2025

All Students will attend their new boundary catchment school. Under the Guiding Principles students can be grand parented into their current school if space permits.

**Prepared By:** Windy Beadall, District Principal Capital Planning

**Catchment/ Boundary Review Process**  
**SC'IA'NEW STĒLIT̄KĒL Elementary School**



<input type="checkbox"/>	Feb. 15, 2023	<u>Public Feedback/Input</u> : Open House and Public announcement about new schools, possible names, catchment review and to invite feedback
<input type="checkbox"/>	March 20, 2023	<u>Public Feedback/Input</u> : email to families in the catchment area to request feedback
<input type="checkbox"/>	Oct. 2023	<u>Information Sharing/ Feedback</u> : New proposed / draft catchment boundaries published Ask for feedback through questionnaire. <u>Staff/PAC Meetings</u> : Inform PAC's and staffs of affected schools and ask for feedback- Happy Valley, Wishart
<input type="checkbox"/>	<b>Dec. 2023</b>	<b><u>Report to Board</u>: Provide results of feedback to the Board</b>
<input type="checkbox"/>	Jan. 2024	<u>Board Decision</u> : Board of Education determines new catchment boundaries <u>Strategic Communications</u> : Announce new catchment boundary changes to public
<input type="checkbox"/>	Jan./Mar. 2024	<u>Individual Consultations</u> : School or individual discussions regarding impact of boundary change and resolving specific concerns/issues.
<input type="checkbox"/>	October 2024	<u>Communication process</u> begins for SC'IA'NEW STĒLIT̄KĒL Elementary School opening Sept. 2025 PVP to review boundary changes with staff and PAC's
<input type="checkbox"/>	November 2024	SPEAC Meeting Presentation on new boundary changes Communication sent out about boundary changes and timeline in school newsletters and District website.
<input type="checkbox"/>	December 2024	<b>Notice of change of schools to affected families via district email.</b>
<input type="checkbox"/>	January 2025	<u>School Change Request</u> and new registration process is followed.
<input type="checkbox"/>	Sept. 2025	<u>New School Catchment Changes in Effect</u> : SC'IA'NEW STĒLIT̄KĒL Elementary School open. Catchment lines come into effect

**School District #62 (Sooke)**

<b>SCHOOL CATCHMENT AREAS AND STUDENT PLACEMENT</b>	No.: F-502
	Effective: Oct. 13/81 Revised: June 9/87; Feb. 28/06; Sept. 27/22 Reviewed: June 7/22; June 28/22; Sept. 27/22

**SCHOOL BOARD POLICY**

Recognizing the constraints of transportation, programs and facilities, the Board of Education will establish school catchment areas for the purpose of student attendance, and may adjust these from time to time as necessary. School catchment areas are available from the district web site ([www.sd62.bc.ca](http://www.sd62.bc.ca)).

The Board recognizes that special programs, family arrangements, course requirements, parent/student preference and perhaps other circumstances will lead to requests for some students to enroll in a school other than the one in whose catchment area they reside. In general, and within the constraints noted above, the Board supports a "flexible boundary" system reflective of student choice, as far as it is practicable in a rapidly expanding area.

The Superintendent of Schools shall develop procedures for dealing with school change requests (SCRs), and shall outline these procedures in Administrative Regulations. Approval of requests shall follow these guidelines.

**A. Program Related Requests**

If the district recommends that the student enroll in a program which is only available in another school, approval of the request shall be automatic. Family-initiated requests to change schools where the neighbourhood school does not offer that course or programme required by the student shall be approved if space is available.

**B. General Requests**

1. The receiving principal must be satisfied that there is adequate accommodation at the appropriate grade level in the requested school.
2. The parent/guardian assumes responsibility for transportation if the situation does not meet the requirements of Board policy on student transportation.
3. Efforts shall be made by the District office to resolve any difficulties between home and school which may have given rise to the school change request.

Statutory References:  
British Columbia *School Act*: Sections 2, 3 and 74.1

District Policy:  
Policy and Regulations F-100 – Transportation  
Policy C-350 – Parent-Student Appeals



**School District #62 (Sooke)**

<b>SCHOOL CATCHMENT AREAS AND STUDENT PLACEMENT</b>	No.: F-502
	Effective: Feb. 28/06 Revised: Sept. 24/13; Oct. 2/18; Sept. 27/22 Reviewed: Oct. 2/18; June 7/22; June 28/22; Sept. 27/22

**ADMINISTRATIVE REGULATIONS****Student Placement:**

1. The Board will make available an educational program to all persons of school age in British Columbia who enroll in the district in alignment with the *School Act*.
2. The Board may assign and reassign students to specific schools.
3. The Board may, in accordance with any terms and conditions specified by the Board, permit a person who is older than school age to attend an educational program or to enroll and receive instruction in an educational program sufficient to meet the general requirements for graduation.
4. For each school year, the Superintendent or designate may establish a date by which an application to enroll a person in an educational program must be received by the Superintendent or designate for the purposes of this policy. The Superintendent may establish different dates for different grades, educational programs, or schools, based on the categories of catchment area, non-catchment area and non-school district.
5. Parents requesting a change of school for their child will be required to complete a school change form (SCR) available from schools or from the District Web site ([www.sd62.bc.ca](http://www.sd62.bc.ca).)
6. Prior to confirming school change requests, the receiving principal shall:
  - a. consult with the principal of the school being requested.
  - b. be satisfied that the student can be properly accommodated in the grade and/or program.
  - c. be satisfied that sufficient space will remain in the school to accept any new registrations from students' resident in the school's neighbourhood.
  - d. Consult with the Associate Superintendent for their Family of Schools to determine any district priorities and for final approval.
7. If the Superintendent or designate determines that space and facilities are available at the school in which the educational program is made available, a person whose application was received by the Board by the date established is entitled to be considered for enrolment in that educational program in the following descending order of priority, as established by the *School Act*:
  - a. A catchment area child who, in the previous school year, attended the school at which the educational program is made available.
  - b. A catchment area child with siblings currently attending the school.
  - c. A catchment area child.

- d. A non-catchment area child.
    - i. with siblings previously registered in the school.
    - ii. who have Day Care arrangements in the school catchment area.
    - iii. any other requests.
  - e. A non-school district child.
8. If the Superintendent or designate determines that space and facilities are available at the school in which the educational program is made available, a child referred to in #7 is entitled to enroll in an educational program in priority to any other registering child whose application was received by the Board after the date established for applications.
  9. If two or more persons have the same priority category, the persons have, as between themselves, priority according to the date and time established under the above process. The Board may choose to hold a "lottery" to determine registration for any priority category established in #7 so as to allow sufficient time for all children to be registered prior to the date set by the Board.
  10. For students accepted to a school outside their own catchment area parents/guardians are to assume full responsibility for the transportation of the student to and from school and any related extra supervision requirements.
  11. Once a transfer is granted, the student may not be able to return to the catchment area school during that school year.
  12. The Board shall incur no additional costs as a result of the approval of any transfer application.

**School Catchment Areas:**

13. Each school, with the exception of, Juan de Fuca Distributed Learning (JDFL), BYTE and District Academy Programs, shall have a designated catchment area. Additionally, each school offering French Immersion programming shall have defined catchment areas specific to the program. Schools with multiple programs may also have specific catchment areas.
14. Boundary areas for catchments will be reviewed by the Board as required. The review process will include broad consultation with affected families and school communities.
15. For the purposes of this policy, a person's catchment area is determined by their residency as of the date that application to enroll is submitted to the Superintendent or designate.
16. Recommendations for catchment boundary changes will be brought forward to the Board for a final decision.
17. Appeals of decisions made with regard to this policy are governed by Policy C-350 Parent/Student Appeals.

## Committee Info Note

### Resources Committee Meeting

#### November 14, 2023

#### Agenda Item: 4.6 Garry Oak Meadow Project

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#### Background:

- The Board of Education received a request (attached) from Colin Sparks, dated October 9, 2023, requesting support from the Board to help create a Garry Oak Meadow adjacent to the Royal Bay Secondary School. As such, the Board of Education passed the following motion:

MOVED

That the Board of Education of School District 62 (Sooke) receive the Letter from Colin Sparks, dated October 9, 2023, and direct staff to gather further details including scope and funding costs. Once collected the information should be provided to the Board of Education through the Resources Committee.

- The Sustainable Community Council which will spearhead the project currently has the support of the City of Colwood, CEiNC, and a local developer. Attached is an idea of the site plan.



- Initial conversations have occurred with the City of Colwood and they are supportive of this project as the proposed area is on City property

- The project is based on creating a learning space for our students and the general public with the request being focused on the required fencing and creation of a sitting area
- The initial conversations with Colin included the District looking into the feasibility and costs of supporting the sitting area as it could mirror the existing outdoor learning areas that we have already created
- A potential contribution on behalf of the Board could be in the form of a cash donation or an in-kind donation of labour and materials to create the sitting area
- The resources would largely be from fallen trees and materials already owned by the District
- The fencing work is outside the scope of District staff and therefore could not be provided with in-house resources

### **Option 1 - In-Kind Contribution**

- As directed, staff have reviewed the feasibility of providing an in-kind donation of staff time and materials to create a sitting area similar to the outdoor learning spaces created for our schools and/or fencing for the area
- Presently, the District does not have any materials suitable for the sitting area
- In addition, staffing resources are limited due to higher than normal absences and stretched capacity with the additional grounds added at PEXSISEN and Centre Mountain Lellum without additional Grounds' resources added to the budget
- Staff estimate the cost to the District of time and materials would be approximately \$10,000 for the sitting area and \$15,000 for the fencing that is outside the scope of the Grounds' Department's capacity

### **Option 2 - Financial Contribution**

- As staff capacity and available resources are limited, staff recommend the Board consider providing a one-time financial donation to reflect their partnership and support for this project
- A one-time contribution in the amount of \$5,000 from the current year surplus could be considered by the Board

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) provide a one-time contribution of \$5,000 from surplus funds to support the Garry Oak Meadows project as requested. The funds will be provided to the City of Colwood for use on this project.

2023 Oct 9

Board of education  
School district 62  
3143 Jacklin Road, Victoria, BC V9B 5R1

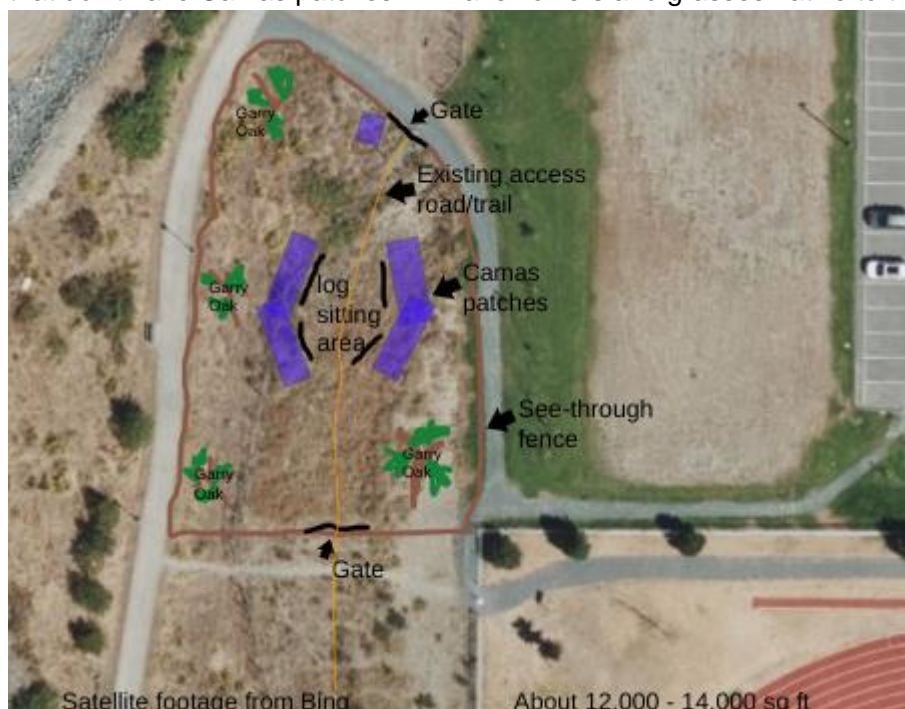
Hello members of the board!

My name is Colin Sparks. I just graduated from Royal Bay Secondary school last year (Class of 2023). At Royal Bay I founded and chaired the schools Sustainable Community Council and one of the projects I lead is the creation of a Garry Oak meadow adjacent to the school.

This will serve the purpose of both a stewardship project that youth and the community can get involved in and a learning space that classes can go to for many years to come; it will emphasise the importance of the Garry oak meadows for climate change and its significance towards the Indigenous people's culture and connection to the land.

This is where it's at currently. We have the backing from the City of Colwood, CEiNC (a citizens environmental group), Royal Bay High School, a local developer and the City of Colwood parks manager. A local landscaping company is donating their time and equipment to clear the site of all the weeds free of charge. After buying 400 Camas bulbs we still have some money left over to help us acquire more flowers and small miscellaneous things. Colwood's parks manager has given most of the supplies/resources we need (like soil, cardboard, flowers, seeds, wheelbarrows, shovels etc). We're looking for financial/resource support to create fencing and a sitting area.

Below is a rough idea of what the site plan looks like. While it's subject to change, all the areas that don't have Camas patches will have flowers and grasses native to the Garry Oak meadows.



Thank you for your hard work in creating a better tomorrow and for your valuable time.  
-Colin Sparks