

## Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on October 10, 2023, at 6:00 pm.**

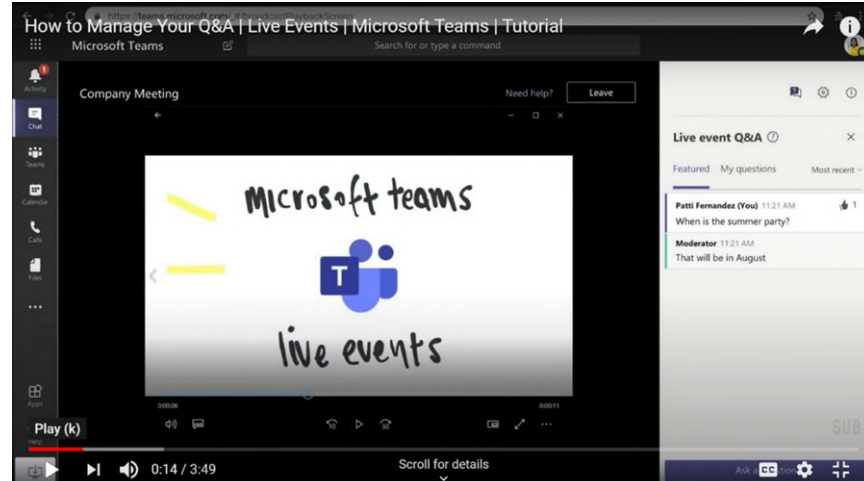
**Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.**

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**  
**October 10, 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)**

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 (10 min.)**

**4. BUSINESS**

4.1 Updated Enrolment Estimates and Financial Impacts – Harold Cull (page 6)

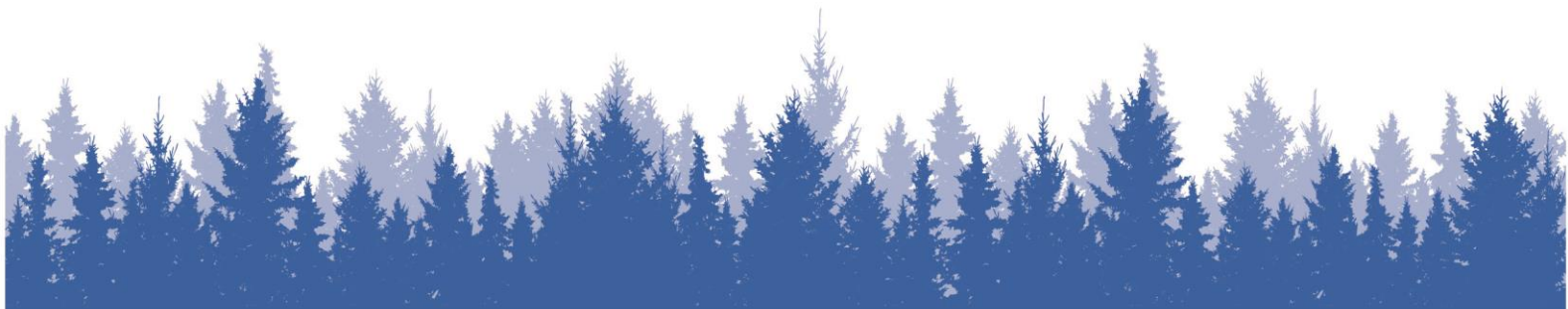
4.2 Space Planning for 24/25 – Harold Cull (page 8)

4.3 Community Use of Facilities – Harold Cull (page 10)

**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**

**6. NEXT MEETING DATE:** November 14, 2023



## Committee Report of Resources Committee Meeting of September 19, 2023 via MS Teams

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**Present:** Ebony Logins, Trustee (Committee Chair)  
Trudy Spiller, Trustee (Committee Member)  
Amanda Dowhy, Trustee (A/Committee Member)  
Russ Chipps, Trustee  
Cendra Beaton, Trustee  
Scott Stinson, Superintendent  
Harold Cull, Secretary Treasurer  
Paul Block, Deputy Superintendent  
Ed Berlando, STA  
Trudy Court, CUPE  
Tom Davis, SPEAC  
Mhairi Bennett, Director, Facilities  
David Lee-Bonar, Assistant Secretary Treasurer  
Randy Cobb, Manager, Transportation  
Aaron Foster, Manager, Minor Capital  
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 June 13, 2023, at its Public Board Meeting dated June 27, 2023.

**3. PRESENTATIONS**

**4. BUSINESS**

4.1 Minor Capital Plan Submission – Mhairi Bennett



The Minor Capital Plan Submission is due to the Ministry of Education and Child Care on September 30, 2023. Staff provided an overview of the proposed projects and the Committee asked several questions before submitting the following motion going to the Board for consideration. The Committee discussed the importance of the building envelope project at EMCS.

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) approve the 24/25 Minor Capital Plan submission as presented to the Resources Committee on September 19, 2023.

4.2 Transportation Update – Randy Cobb

Staff provided the Committee with an update on the school year start-up for transportation and made a presentation highlighting the following areas:

- a) Key stats;
- b) Timing of route confirmations;
- c) Capacity planning moving forward; and
- d) Initial spending plan of the Transportation Safety Committee.

The Committee discussed the points presented and thanked the Transportation Dept. for their efforts in a relatively smooth start to the school year. The discussion included the impact of the growth has on the support staff for the Transportation Department and the environmental impacts of our electric buses.

4.3 Initial 24/25 Enrolment Numbers & Space Challenges – Harold Cull

Staff provided an initial overview of the 24/25 enrolment numbers, which then led discussion into the space challenges faced by the District. SD 62 expects that it will have 13,100 students enrolled an increase of 850 students from last year. This growth is expected to continue well into the future, thus the District has begun planning its spaces for 2024/25. Staff provided a high-level look at the proposed space plan for September 2024 and will bring great details to the October Committee meeting once actual enrolment is known for this school year. The Committee discussed the need for safe spaces for students and staff and the impacts that spaces have on student success and the overall mental wellness of the system.





4.4 Inflation Financial Framework – David Lee Bonar

As a follow up to the Committee’s June meeting, staff made a presentation outlining the erosion of the District’s purchasing power due to on-going inflation. For modelling purposes, staff are using an inflation factor of 2% which creates an annual \$300,000 (compounding) impact on the budget although the actual inflation amount may be greater. Staff presented 3 mitigation approaches and is looking for Board support to provide details of revenue generating ideas to the Board during the 24/25 Budget Development process for their consideration. The Committee supported recommending to the Board that staff pursue revenue options to address the inflationary impacts during the 24/25 budget development process.

4.5 Professional Learning – Scott Stinson

As per Board direction, the Superintendent requested feedback from CUPE 459 and the STA regarding professional learning opportunities with their members. Suggestions were provided from the union executive to the Superintendent and have been included in the Committee package for tonight’s meeting. Staff recommend that the union’s suggestions be considered during the 23/24 Amended Budget process to be completed in February of 2024.

5. **ADJOURNMENT AND NEXT MEETING DATE: October 10, 2023**



## Committee Info Note

### Resources Committee Meeting

#### October 10, 2023

### Agenda Item: 4.1 – Updated Enrolment Estimates & Financial Impacts

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#### Background

- Staff are in the process of finalizing the actual enrolment for September 2023 through the 1701 process
- The Committee may remember that the annual budget is based on an estimate of enrolment that is created in February
- Once the school year starts in September, actual enrolment is confirmed through the 1701 process and the budget amounts are then adjusted to reflect the actual enrolment numbers

#### Enrolment Estimates

- At a summary level, the **actual (to be finalized)** vs. budget amounts can be reflected as:

	A	B	C = B-A
	FTE	FTE	FTE
	PRELIMINARY	SEPT	BUDGET
	BUDGET	1701	INCR / (DECR)
	2023-24	2023-24	FROM PRELIM
<b>TOTAL Standard (Regular) Schools</b>	12,900.0000	12,750.7500	(149.2500)
Continuing Education	28.0000	30.2500	2.2500
Alternate Schools	204.0000	209.0000	5.0000
Online Learning	85.0000	144.9375	59.9375
Home Schooling	26.0000	40.0000	14.0000
Course Challenges	1.0000	1.0000	-
<b>TOTAL Non-Standard Enrolment</b>	344.0000	425.1875	81.1875
<b>TOTAL</b>	<b>13,244.0000</b>	<b>13,175.9375</b>	<b>(68.0625)</b>

- As noted above, the enrolment numbers are still fluid and will be finalized shortly
- The Standard (Regular) numbers are relatively static with any potential change happening in the non-standard enrolment

## Financial Impacts

- Based on the September 30th enrolment snapshot above, the District is looking at reduced funding as follows:

	\$
	BUDGET
	INCR / (DECR)
	FROM PRELIM
<b>TOTAL Standard (Regular) Schools</b>	<b>\$ (1,287,282)</b>
Continuing Education	\$ 19,406
Alternate Schools	\$ 43,125
Online Learning	\$ 417,165
Home Schooling	\$ 3,500
Course Challenges	\$ -
<b>TOTAL Non-Standard Enrolment</b>	<b>\$ 483,196</b>
<b>TOTAL</b>	<b>\$ (804,086)</b>

- It should be noted that Standard (Regular) FTE growth from last year is 500 FTEs or 4%
- There are direct staffing impacts required due to the enrolment growth and sufficient staffing has been held back to address the forecasted shortfall of 149 FTEs or \$1.287 m
- These costs and retained staffing amounts include enrolling and non-enrolling teachers and other ratio driven staff
- Once the 1701 process has been completed and the numbers confirmed, staff will work to determine the staffing impacts and will bring back to the Board, through Committee, the amended budget for review and consideration
- It is anticipated that the retained staffing will be sufficient to address the less than anticipated revenue amount of \$0.804 m as noted above

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

## Committee Info Note

### Resources Committee Meeting

#### October 10, 2023

#### Agenda Item: 4.2– Space Planning for 24/25

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#### Background

- At the September Resources Committee meeting, staff committed bring back a space plan for the Committee to review in October
- As noted in agenda item number 4.1, enrolment for this year has grown by 500 FTEs over last year
- For space planning purposes, staff are estimating 575 additional student FTEs for the 24/25 school year as well as an additional 575 for the 25/26 school year
- This number may be revised during the budget development process starting in February but for space planning purposes in October, staff are using an estimate of 575 FTEs
- The Committee may remember that the Board has restricted **\$1.400 m for Space Mitigation strategies** to be used to help address the growth challenges and that the multi-year budget is estimating **a deficit of \$3.300 m at the end of 24/25 and a deficit of \$5.200 m in 25/26** if the space needs were to be fully funded by the District
- At the macro level, the following tables are a summary of the plan for the next 2 years:

**School District #62**  
**Summary of Proposed Strategies to Address September 2024 Enrolment Growth**

**September 2024**

Enrolment/Option	# of Students	# of Spaces @ 25/space
<b>Estimated Enrolment</b>	<b>575.00</b>	<b>23.00</b>
Existing Spaces – portables @ RK/DC	(175.00)	(7.00)
Modulars @ RK	(250.00)	(10.00)
Modulars @ DC	(150.00)	(6.00)
<b>Total</b>	<b>0.00</b>	<b>0.00</b>



**School District #62**  
**Summary of Proposed Strategies to Address September 2025 Enrolment Growth**

**September 2025**

Enrolment/Option	# of Students	# of Spaces @ 25/space
<b>Estimated Enrolment</b>	<b>575.00</b>	<b>23.00</b>
Relocate Existing Portables @ Wishart/HV	(125.00)	(5.00)
SC'IA'NEW STEŁITKEŁ Opening	(480.00)	(19.20)
<b>Total</b>	<b>(30.00)</b>	<b>(1.20)</b>

**Micro Level Planning**

- Since the last Committee meeting, the Ministry has provided notional approval on funding for 16 modular classrooms to be constructed for the 24/25 school year
- Per the Major Capital Plan submission, the initial plan is to expand at Ruth King (10 classrooms) and David Cameron (6 classrooms)
- The plan will also include re-allocating the 7 portables currently at Ruth King (4) and David Cameron (3)
- The exact location of the portable moves will be confirmed and then discussed with the school administrators and staff
- It is anticipated that the Ministry's funding approvals will be received prior to the October Board meeting at which time staff will ask the Board to consider approving an amended capital plan bylaw

**Financial Impacts**

- Given there is no additional funding coming from the 23/24 enrolment growth, any space planning for September 2024, outside of the funding provided by the Ministry, will need to be provided from the **\$1.400 m** restricted by the Board for Space Mitigation purposes
- As staff work their way through the modular budgeting planning exercise, it will be confirmed how much of the \$1.400 m will be required for the **September 2024 Space Plan** and how much can be added back to the unrestricted reserve (1%) or used for the **September 2025 Space Plan**
- At this point in the planning process, staff feel the existing funding set aside for space mitigation will be sufficient and therefore no further financial decisions are required of the Board until the estimated modular project costs can be determined

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

**Committee Info Note**  
**Resources Committee Meeting**  
**October 10, 2023**  
**Agenda Item: 4.3 – Community Use of Facilities**

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**Background**

- After several years of discussion, the responsibility and management of bookings for community use of school district facilities for the Westshore was brought in house which supported the Board’s vision of ensuring our schools’ facilities are accessible by the public
- This was previously managed through a joint-use agreement with Westshore Parks and Recreation (WSPR) whereas 35% of the gross revenue was retained by WSPR to compensate for their efforts in the process
- The majority of the bookings in the Westshore are managed by Facilities except for the turf fields at RBSS and West/North Langford (based on contribution agreements signed) and the theatre at Royal Bay
- Bookings in the Milnes Landing zone continue to flow through the Edward Milne Community School Society
- Per Board policy F-300, the Board is to approve the rental rates for the District (the regulation needs to be reviewed to determine if the Board, as governors, need to approve the rental rates)

**Current Status**

Indoor Availability

- Gym, theatre, learning commons, common area, multi-purpose room, weight rooms, classrooms
- Mon-Thurs, 6-9pm (Friday – No rentals – maintenance/cleaning)
- Weekends usage limited to Secondary schools, 8am-9pm

- Indoor spaces are not available during Summer (maintenance/cleaning/gym floor work), September (school needs), Christmas (concerts/holiday season), Spring break (blackout week) and last 2 weeks of June (school needs)
- District supports minimum level of indoor usage during summer for District programs & strategic partners such as: Seaparc day camps, Makerspace, Island Health, Elections, Municipalities, Daycares, Westshore Rebels, Westshore Basketball, Rugby Canada, etc.

#### Outdoor Availability

- Fields, parking lots, lacrosse box, sports courts
- Mon-Fri, 6pm-dusk during school year, 8am-dusk during non-instructional periods.
- Weekends, 8am-dusk
- Fields closed last 2 weeks of August for growth & line painting.

#### Operations

- As of July 2022, majority of inner zone usage booked through SD62 Facilities, via Admin Clerk
- RBSS field is booked through WSPR under turf agreement, SD62 receives 65% of revenue. CML field is booked through City Centre, SD62 receives 50% revenue once the annual capital cost replacement amount of \$50,000/year is received.
- Milnes Landing rentals booked through EMCS Society, SD62 receives 0% of revenue
- Custodial Staffing:
  - Weekdays – school-based custodians
  - Weekends – one 8hr dayshift custodian at each Secondary school
- Facility Rental Software: Univerus BookKing, all District & Community usage viewable online for SD62 staff.
- Insurance Requirements: \$5 million liability insurance required of all community groups.

#### Revenue (Indoor & Outdoor)

- 2016-17: \$170,000 (minus 30% to WSPR) = \$129,000 net
  - 2017-18: \$165,000 (minus 30% to WSPR) = \$117,000 net
  - 2018-19: \$185,000 (minus 30% to WSPR) = \$130,000 net
  - 2019-20: 150,000 (minus 30% to WSPR) = \$104,000 net (4yr avg 120k)
  - 2020-22: No Rentals
  - 2022-23:
    - Facilities Rentals: \$106,000 YTD (July-May) Projected: \$115,000
    - WSPR generated 65%: \$60,000 YTD (July-Apr). Projected: \$80,000
- Total Annual Gross Revenue: \$195,000**

Costs

▪ Facility Rental Software:	\$5,000
▪ Global Payments POS fees:	\$5,000
▪ Admin Clerk 50% of salary	<u>\$30,000</u>
<b>Total Annual Costs</b>	<b>\$40,000</b>

**Annual Net Revenue Contribution: \$155,000**

The Challenges

- The transition from taking this process over has led to challenges in service delivery and overall management of the function
- At the time of the decision to move in house, additional resources were provided for the booking process in the form of additional clerical support
- This additional position has also supported the growth in permanent custodial and replacement staff
- The challenges that have occurred:
  - **Weekend safety / lone worker** – With growing community usage indoors on weekends the safety risk and demands on 1 lone custodian has increased significantly. Multiple safety incidents have occurred.
  - **Maintaining clean buildings** – The growth of community usage is generating more cleaning requirements and garbage removal.
  - **Special requests** – We’re often asked to accommodate special requests outside of the normal rental times or procedure, our ability to facilitate due to staffing & resources is often difficult
  - **Replacement staffing** – With no weekend supervision, if a weekend custodian is absent, we have no means of coordinating replacement other than Manager, Operations. Due to staffing pool shortages availability of extra weekend staff is limited.
  - **No supervision** – No current supervision of weekend custodial staff, responsibility falls on Manager, Operations or Manager on call.
  - **Outside Garbage** – Large increase in outdoor garbage at secondary sites, additional outdoor on Grounds Dept. Increased Waste Management costs throughout District.
  - **Repair & Maintenance** – High use gym floors are needing to be re-coated annually due to traffic. There is also a definite need for a gym floor cover at Belmont (60-70k). Weight room equipment will require updating or repair.
  - **Permits** – School based permits are not always submitted creating communication & safety challenges.

## Recommended Approach/Infrastructure Growth Plan

- ✓ Recommendation #1 - Updated Safety Plan to cover after hours usage: doors not propped open, permits must be pulled before use, minors/students must always have adult supervision, one entry/exit, roles & responsibilities, emergency contact training. **No incremental costs**
- ✓ Recommendation #2 - Additional Custodial Foreperson and supplies. To provide supervision to staff, attend emergencies, coordinate replacement & trades call-outs, assist on-call Managers. Weds-Sun shift. **Annual Costs of \$95,000. Implemented through 23/24 Budget Ask + Rental Increase**
- ✓ Recommendation #3 - Additional Custodial Floater and supplies required to facilitate groups, provide clean schools and improve worker/site safety. **Annual cost of \$85,000. Implemented through 23/24 Budget Ask + Rental Increase**
- ✓ Recommendation #4 - Belmont Gym Floor Cover to reduce wear & damage. **Capital cost of \$60,000. 24/25 Budget Ask**
- ✓ Recommendation #5 - Additional Grounds person and/or waste receptacle re-evaluation. **Annual cost of \$75,000. 24/25 Budget Ask**
- ✓ Recommendation #6 - Security Patrols at Secondary Schools – Initiate 24hr weekend security patrols at the larger schools. **Annual costs of \$25,000. 24/25 Budget Ask**
- ✓ Recommendation #7 - Gym Floor Crew – Increase summer posting from 4 weeks to 5 weeks to perform additional gym work. **Annual cost of \$4,000. 24/25 Budget Ask**

## Financial Plan to Support Recommended Approach

### 2023-24 (implementing priorities 1-3)

- ✓ Budget increase of **\$140,000** for the 23/24 school year
- ✓ Projected 10% in rental growth (Pexsisen & CML added to rental inventory) - **\$10,000**
- ✓ Increase facility rental rates by 5%, our current rates are lower on the spectrum compared to other similar sized Districts. Annual revenue increase of **\$10,000**
- ✓ Minimum 1/2hr Custodial fee charged to all indoor rentals - **\$20,000**

**Projected revenue increase: \$180,000**

**Budget requirement: \$180,000**

## 23/24 Rental Rate Schedule

- The proposed 23/24 Rental Rate has been attached for the Committee's 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.**

**Prepared By:** Glen O'Keefe, Manager, Operations

# School District #62 - 23/24 Facilities Fee Schedule Page 14 of 16

All rates are per hour. Minimum 1-hour rental. Custodial fees will be applied to all indoor rentals.

Facility	Youth 1 (>18 years)	Youth 2 (B1)	Adult
Field – Turf	\$40.00	\$40.00	\$65.00
Field – Grass (no lights)	\$9.75	\$9.75	\$19.50
Lacrosse Box (no lights) John Stubbs Basketball Court	\$9.75	\$9.75	\$19.50
Classroom, Art Room, Foyer	\$19.00	\$9.50	\$23.00
Library, Multipurpose Room, Aviary, Parking Lot	\$19.00	\$9.50	\$33.00
Elementary Gym Royal Bay Small Gym	\$27.50	\$13.75	\$44.00
Middle/Secondary Gym, Royal Bay Conference Room	\$39.00	\$19.50	\$56.75
Belmont Theatre <i>Tech support required – see below.</i>	\$21.00	\$21.00	\$42.00

## Miscellaneous Charges

**Chairs:**                   \$.80 each / 1-day rental  
 \*Indoor Use Only   \$1.20 each / 2-day rental  
                                   \$1.60 each / 3 days or more rental  
                                   Cartage extra (if required from storage)

**Tables:**                   \$8.50 each / 1-day rental  
 \*Indoor Use Only   \$12.00 each / 2-day rental  
                                   \$14.00 each / 3 days or more rental  
                                   Cartage extra (if required from storage)

**Cartage:**                   1 person and 1 vehicle: \$50.00 per hour (1 hour minimum)

**Custodial:**                Weekday Usage - ½ hour custodial charge will be applied to every 1 hour of indoor rental time \$18.75 per ½ hour  
Weekend Usage – 1-hour custodial charge will be applied to every 1 hour of indoor rental time \$37.50 per hour

**Tech Support:**            1 student tech always required when booking the Belmont Theatre: \$20.00 per hour  
 If sound and/or lighting is required, 2 student techs required: \$20.00 each per hour

**Bottle Drive – Parking Lot:**   \$40.00 for 6-hour rental

*GST will be added. Rates are subject to change with 60 days' notice.*





**School District #62 (Sooke)**

<b>USE OF SCHOOL FACILITIES</b>	No.: F-300
	Effective: June 24/03 Revised:

**ADMINISTRATIVE REGULATIONS**

Rates for buildings and grounds rentals will take into consideration the rates charged in adjacent school districts and community recreation organizations. The rates will be reviewed annually and adjusted on January 1 of each year, with the approval of the Board of School Trustees.

**SCHEDULE OF CATEGORIES  
FOR BUILDING USE**

**EFFECTIVE JULY 1, 2003****GROUP A**

School Programs  
Parent/Teacher Meetings  
Board Office Meetings  
CUPE Local 459 and STA Meetings  
Music and Drama Festivals (School-based)  
Fun Fairs  
Scholarships  
Public and Civic Functions

**NO CHARGE**

(where no direct School Board  
labour charges are involved)

**GROUP B(1)**

Scouting & Guiding and any other youth  
groups as approved by the Board.

**PER RATE SCHEDULE B(1)****GROUP B**

All organized youth activities, ages 18 and younger

**PER RATE SCHEDULE B****GROUP C**

All organized adult activities not excluded by  
Group A, ages 19 years and older.

**PER RATE SCHEDULE C****GROUP D**

Profit making organizations  
Labour organizations  
Religious groups  
Profit making entertainment groups

**PER RATE SCHEDULE D**