

### Public Notice – Resources Committee Online Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on June 8, 2021 at 6:00 pm.**

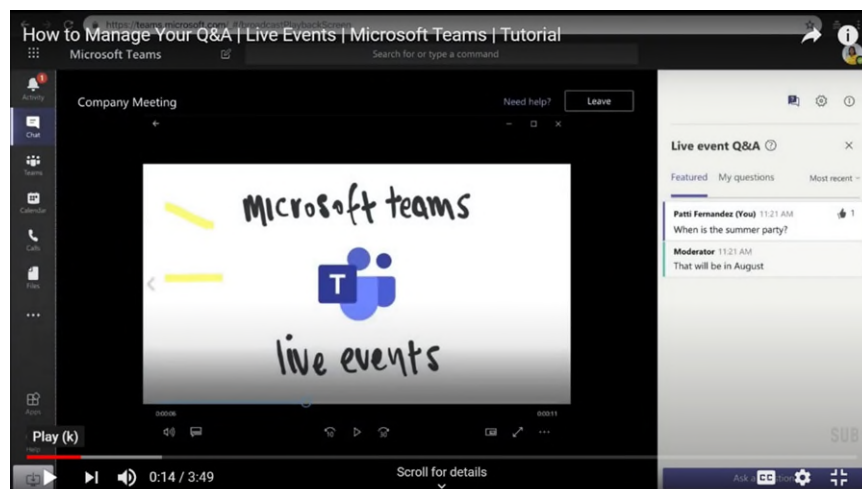
Requirements that limit the size of public gatherings due to the COVID-19 pandemic mean this meeting will proceed differently than they have in the past. The meeting will be conducted online via MS teams. We encourage members of the public to join the LIVE Event.

To participate in the meeting please click on this link: [ResourcesCommitteeMeeting-June-8-2021](https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84)

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**  
**Via MS Teams**  
**June 8, 2021 – 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 (20 minutes)**
  - 3.1 CRD's Ready Step Roll Initiative - Natalie Bandringa (Capital Regional District) (page 5)
- 4. BUSINESS**
  - 4.1 22/23 Capital Plan Submission – Capital Steering Committee (page 22)
  - 4.2 Electric Bus Purchase – Harold Cull/Tracey Syrota (page 28)
  - 4.3 Guiding Principles for School Construction – Ravi Parmar/Bob Beckett (page 30)
  - 4.4 Pexsisen and Centre Mountain Lellum Update – Windy Beadall/Pete Godau (page 31)
- 5. ADJOURNMENT**
- 6. NEXT MEETING DATE:** September 14, 2021



## Committee Report of Resources Committee Meeting via MS Teams May 11, 2021

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**Present:** Bob Beckett, Trustee (Committee Chair)  
 Wendy Hobbs, Trustee (Committee Member)  
 Margot Swinburnson (Committee Member)  
 Scott Stinson, Superintendent & CEO  
 Harold Cull, Secretary-Treasurer  
 Krista Leakey, SPVPA  
 Amanda Dowhy, SPEAC  
 Ed Berlando, STA  
 Bruce Woodcock, CUPE  
 Nicole Gestwa, IT  
 Farzaan Nusserwanji, Executive Director, IT and CIO  
 Windy Beadall, Lead Educator, Capital Planning  
 David Lee-Bonar, Manager Financial Reporting & Analysis

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

*The meeting was called to order at 6:02 pm by the Committee Chair, Bob Beckett acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)*

### 2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated April 13, 2021 at its Public Board Meeting dated April 27, 2021.

### 3. PRESENTATIONS

### 4. BUSINESS

#### 4.1 20/21 Quarter 3 Financial Forecast – David Lee-Bonar

David Lee-Bonar provided the Committee with an updated 20/21 Quarter 3 Financial Forecast. The forecast was based actual financial information as at March 31, 2021. The District is looking to increase the year end reserve to help offset the costs to be incurred in the 21/22 school year. Highlights of changes from the Q 2 forecast included the Ministry release of the holdback, the increased enrolment of the International Student Program, and the decrease in the forecast for the Inclusive Education Services budget.

The District's financial forecast has improved by \$394,000, furthermore we are now forecasting a surplus of \$334,000 at Q3 versus a slight deficit of \$60,000 as of Q2.

The Committee also discussed and are in support of the following motion:

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the one-time increase of the financial reserve to an amount of not greater than 3% of the operating budget as at June 30, 2021.

#### 4.2 21/22 Budget Development Plan – Harold Cull

Staff continue to develop a budget plan to propose to the Board of Education for their consideration at the Education Committee of the Whole (ECOW) on May 18, 2021. The District is facing a number of structural and one-time pressures. The proposed plan will reduce the total pressure of \$3.215 m.

- The plan includes \$.643 m of one-time or financial reserve savings to address structural pressures – this amount will have to be addressed during next year's budget development process.
- The plan is contingent on a quarter 3 forecasted surplus of \$.334 m which will increase the financial reserve to \$2.936 m as identified in agenda item 4.1.
- The proposed draw on the reserve, noted above at \$1.496 m, will leave a projected financial reserve as at June 30, 2022 **at \$1.440 m or 1.18%**.
- Staff provided the Committee with a presentation outlining the pressures, feedback received and the proposed plan

The Committee discussed the importance of maintaining mental health supports in the system and a number of the proposed options presented.

#### 4.3 Safe Route to School Project Plan – Harold Cull

At the January 2021 Public Board of Education meeting, a revised transportation policy and administrative regulation was approved. The Ministry of Education has created guidelines for student walk limits and instead of following these guidelines, the District will instead work to identify and create safe routes to school. While the District has been reviewing their transportation policy and regulation, the Capital Regional District (CRD) has been implementing their **Ready Step Roll (RSR) Program**. Staff are proposing that the District use the information generated for the RSR as a starting point for identifying safe routes at the school level. Once the safe routes have been identified, the Transportation Department could then use this information to revise bus routes for that school

Krista Leakey spoke about the great work of the RSR review at Sooke Elementary School. The Committee's discussion also indicated that the District needs to ensure that the Ministry of Transportation and Infrastructure are part of the conversation specifically on discussions with our schools that are directly located on highways.

#### 4.4 22/23 Capital Plan & Long-Range Enrolment Estimate – Harold Cull

Staff indicated that on an annual basis the District develops a Capital Plan submission for the Ministry of Education to consider. The Plan this year is due July 31, 2021 for the period of April 1, 2022 to March 21, 2023. Staff will begin the process of updating our submission for the Resources Committee's review on June 8, 2021.

### 5. **ADJOURNMENT AND NEXT MEETING DATE:** June 8, 2021

## **Committee Info Note**

### **Resources Committee Meeting**

#### **June 8, 2021**

#### **Agenda Item: 3.1 – Ready Step Roll Initiative**

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- Further to the discussion at last month’s Committee meeting on the development of safe routes to school from a transportation perspective, staff from the Capital Regional District (CRD) have agreed to make a presentation on their Ready Step Roll (RSR) Initiative
- Presenting at tonight’s meeting will be:
  - **Natalie Bandringa MSc** | Research Planner  
Regional & Strategic Planning | Capital Regional District
- The (RSR) initiative is focused on providing schools with the tools to encourage and enable more students to commute to and from school using active transportation methods
- This initiative has been supported by many districts (including ours) and is part of the work that Vanessa White, District Principal of Safe and Healthy Schools has been leading for us
- Vanessa will also be at the meeting and able to provide additional context to how the RSR initiative has been incorporated into our District strategies
- There are currently four District schools on the RSR list for the 21/22 school year:
  - a) Dunsmuir
  - b) Willway
  - c) Millstream
  - d) Colwood
- Sooke Elementary is currently being reviewed by the RSR Initiative
- As discussed last month, staff are looking for support to utilize the information created by the RSR Initiative to identify safer routes that will be used in the development of bus routes in the 22/23 school year
- This process will begin to satisfy the Board’s regulation statement:

*The District will not follow Student Walk Limit guidelines and instead will work with the school and local authorities to identify and/or create safe routes to school. The intent of these safe routes is to increase the number of those walking and wheeling to and from school which will support the health and wellness of our students.*

- The purpose of the presentation and subsequent discussion is to gain support for Board approval to use this concept in creating safer routes to school and reducing the reliance on the District transportation network for urban areas

- This will also begin to satisfy the Board's guiding principle on transportation of:

*Transportation services will be provided on a priority basis based on the age of the student and the distance from the student's catchment school*

- Staff are looking for the Committee to support the following motion going to the Board:

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) approve the concept of using the Capital Regional District's Ready Step Roll Initiative as the starting point in developing safer routes to the District's schools for transportation purposes.



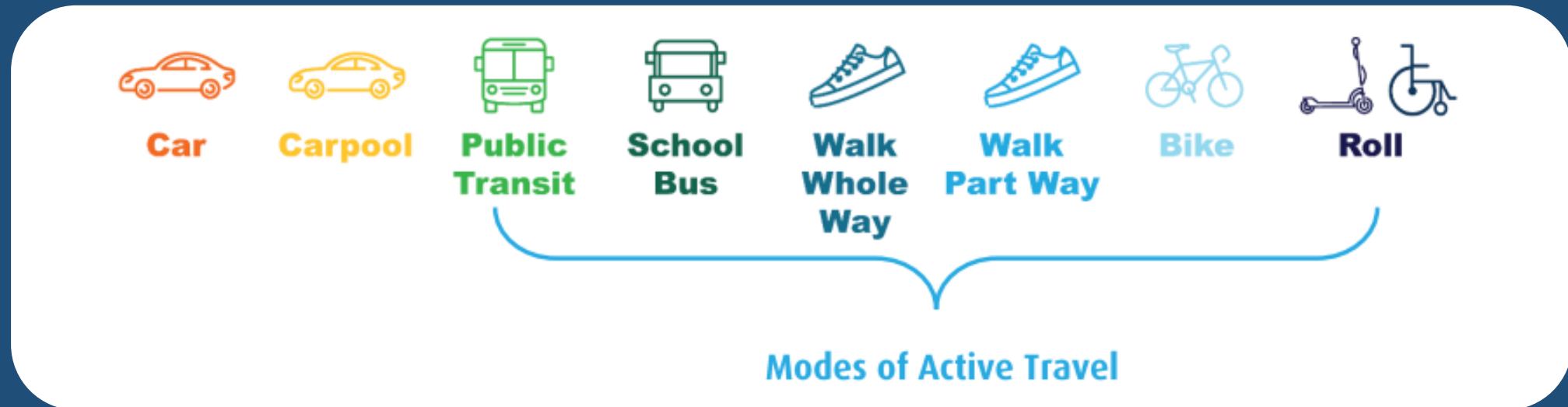
## ACTIVE SCHOOL TRAVEL PLANNING

SD62 2020/21 cohort: Sooke

SD62 2021/22 cohort: Willway, Millstream, Colwood & Dunsmuir

## Goal

Increase the rate of student & staff active travel trips to/from school by reducing barriers in active travel accessibility, safety, comfort & capacity.





# Benefits

## Students who walk & wheel to/from school (fully or part way):



Build individual confidence & capability



Become more self-reliant, supporting families & household schedules



Create safer streets by reducing congestion before & after school



Participate in climate action by lowering community GHG emissions



Arrive alert & ready to learn after a short burst of activity



Help save time & money by avoiding waiting in school traffic



Improve their physical & mental health & well-being



Support safety in numbers & create connected communities

# Approach

## The 6 E's of Active School Travel Planning



**EQUITY**



**EVALUATION**



**ENGINEERING**



**ENFORCEMENT**



**EDUCATION**























**ENCOURAGEMENT**

# Active School Travel Planning Process

## READY STEP ROLL

2021/22 schools

2020/21 schools

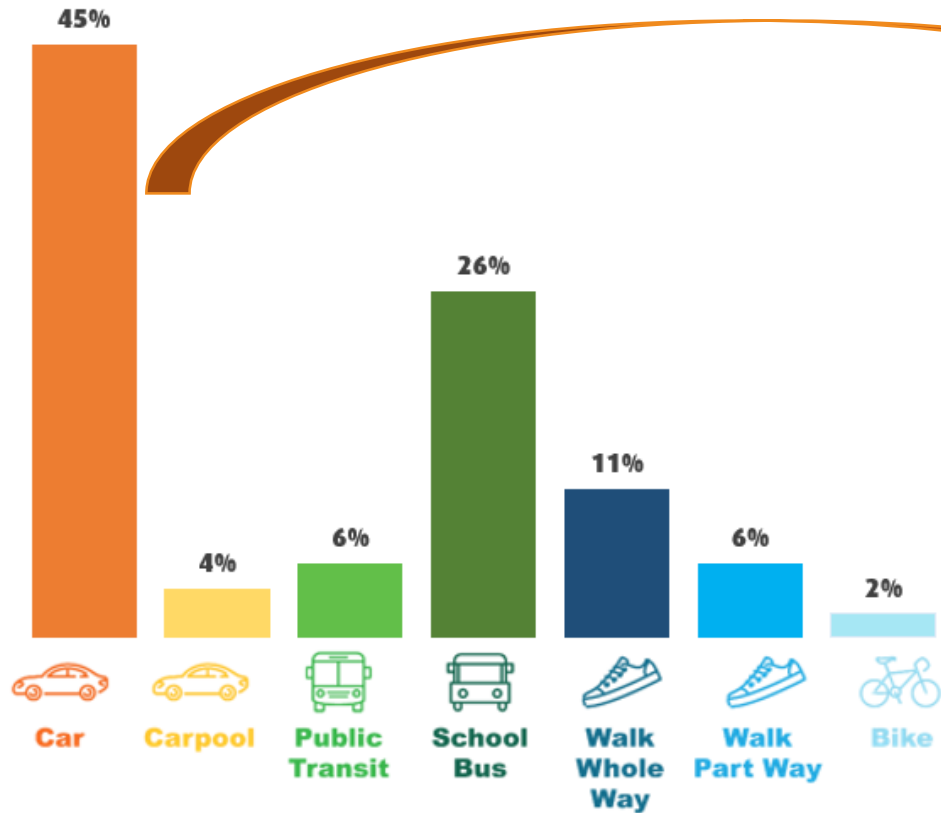
SET UP INITIATIVE		COLLECT DATA & ANALYZE						PLAN		IMPLEMENT*	EVALUATE		School Travel Planning Process Complete	
<p>School/ Municipality Recruitment</p>  	<p>Program Begins</p>  	<p>Baseline &amp; Hands-up Survey</p>   	<p>Analysis &amp; pre-walkabout with staff</p>  	<p>Neighbourhood Walkabout</p>   	<p>Develop Action Plan</p>   	<p>Encouragement Education Equity Enforcement Engineering</p>  	<p>Final Report Feedback &amp; Follow-up</p>   							
DEC – JAN	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	DEC – MAY	JUNE	SEPT		
<p><b>Introduce program to:</b></p> <ul style="list-style-type: none"> <li>• School principal &amp; administration</li> <li>• School teachers &amp; staff</li> <li>• Parent Advisory Committee</li> <li>• Municipal staff</li> <li>• School District staff</li> </ul>		<p><b>Identifies:</b></p> <ul style="list-style-type: none"> <li>• How students travel</li> <li>• Walking and cycling safety concerns</li> <li>• Potential improvements and actions</li> <li>• Favourite routes</li> </ul>						<p><b>In collaboration with:</b></p> <ul style="list-style-type: none"> <li>• School</li> <li>• Municipality</li> <li>• School District</li> <li>• Other partners</li> </ul>		<p><b>Coordination with partners could include:</b></p> <ul style="list-style-type: none"> <li>• Bike Skills course</li> <li>• Walking School Bus</li> <li>• Walk and Wheel for 5</li> <li>• Plan Your Route Map</li> </ul>		<p>School Travel Plan completed Stakeholder feedback Stakeholder support to ensure capacity building</p>		



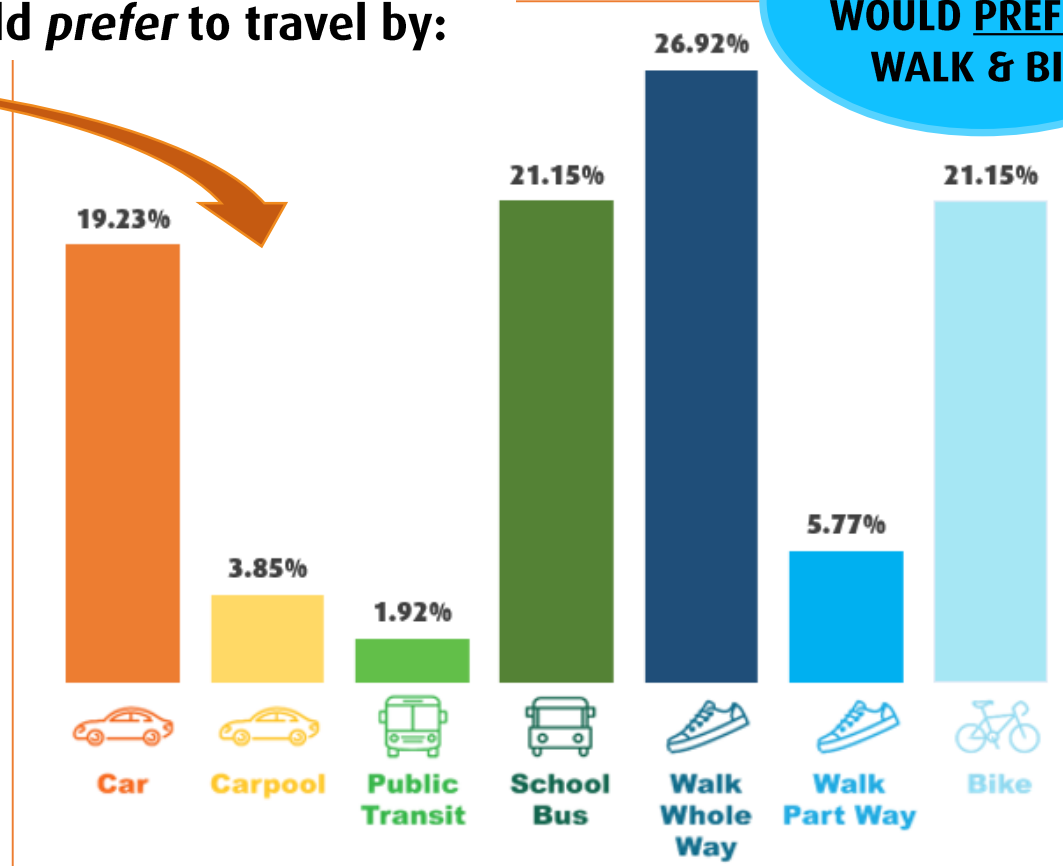
# Sooke Elementary data



In June 2020, 49% Sooke families were driving to/from school ... But would prefer to travel by:



"How does your family currently travel to/from school?"



If you drive, how would your family prefer to travel to/from school?"

**54% OF DRIVING FAMILIES WOULD PREFER TO WALK & BIKE!**

**5 Minute Walk & Wheel to School**  
UNSUPERVISED STUDENT DROP-OFF & PICK-UP SITE



KISS & GO • PARK & STROLL • MEET UP & GO

**What is 'Walk & Wheel for 5' ?**

Walk & Wheel for 5 is designed to support student safety by easing vehicle congestion at the school during arrival & dismissal times, while saving you time, building student confidence & enabling more families to benefit from taking active travel.

These unsupervised sites are approximately 5 minutes (500 meters) from the school & may be used as alternative drop-off/pick-up sites for families that drive, walk, wheel, bike or take public transit together. Use these sites to Meet-Up & Go, Park & Stroll or simply Kiss & Go on your way to school.

Safety in numbers on common active travel routes to school, builds parent/guardian & student confidence.

**Your choice makes a difference**



✓ When you choose not to drive door-to door from home to/from school, you're supporting student safety & well-being.



✓ Reducing vehicle traffic during arrival & dismissal times makes school parking lots & streets safer for everyone.

"It's really difficult to walk/wheel to school when parents have full time employment... ..if there was a walking or cycling group I would consider allowing our kids to join it."  
-Parent, Elementary Parents

"I love the Walking School Bus, because now my Mom gets to work ON time!"  
-Grade 3 Student Rogers Elementary

**PLAN YOUR ROUTE TO SOOKE ELEMENTARY**

**SOOKE ELEMENTARY**

Help enable and support more students and their families choose active travel with confidence.

**Benefits of Active Travel**



Create safer school streets



Save time & stress less



Build confidence & capacity

**Questions?**

Please contact the PAC, our Principal or CRD Regional and Strategic Planning regionalplanning@crd.bc.ca



**TIPS FOR FAMILIES**

- ✓ Teach children to use crosswalks, sidewalks & crossing guards when possible. If there are no sidewalks, walk on the opposite side of the street to watch for oncoming traffic.
- ✓ Usually drive door-to-door? Try a 'Walk & Wheel for 5' site to reduce school traffic congestion & other benefits of active travel.
- ✓ Build up confidence by practicing your skills together as a family on the weekend.
- ✓ Encourage kids to try new ways to travel (walk, bike, scooter etc.) to keep things fun! Invite neighbours & friends to join you along the way or meet up & go together part-way.

- 5 Walk & Wheel for 5 Sites & Routes**
  - ✓ Lanark Rd Street Parking - 250m
  - ✓ Sooke Youth, Child & Family Centre - 600m
- Kiss & Go**
  - Maximum 2 minute stop in the drop off area

- Pedestrian Activated Crosswalk
- Marked Crosswalk
- Crossing Guard - 15 mins before & after school
- Major Intersection with Signalized Crosswalk
- Public Bus Stop closest to Sooke Elementary
- Bicycle Rack
- School Access Point
- Sidewalk
- Bike Route
- Multi Use Trail Connections
- Playground Zone - 30km/h down to dusk
- School Zone - 40km/h when children on present

**PLAN YOUR ROUTE TO SOOKE ELEMENTARY**



**5 Minute Walk & Wheel to School**  
UNSUPERVISED STUDENT DROP-OFF & PICK-UP SITE



KISS & GO • PARK & STROLL • MEET UP & GO

**KISS & GO**



2 Minute Maximum



# Coming soon!

Facilitated by the CRD and published August 2021. Proudly supported by:



Making a difference...together



SOOKE SCHOOLS 62  
Shaping Tomorrow Today



District of Sooke



ICBC



Sooke  
Elementary  
Active School  
Travel Report  
2020-21





**We look forward to continuing to work alongside SD62.**

**Thank you!**

**Any questions?**

Natalie Bandringa  
Capital Regional District

[nbandringa@crd.bc.ca](mailto:nbandringa@crd.bc.ca)



## 2021/22 Start-up Package

Participating SD62 Schools:

- [Dunsmuir Middle School](#)
- [Colwood Elementary School](#)
- [École Millstream Elementary School](#)
- [Willway Elementary School](#)

Please Note:

- Other SD participating in RST 2021/22  
→ SD61 [École Macaulay Elementary School](#)
- SD62 also participated in RSR 2020/21  
→ [Sooke Elementary School](#)
- [SD62 Active School Travel Reports pilot program \(2015/16\)](#)

For more information about the CRD initiative visit:

[www.crd.bc.ca/ready](http://www.crd.bc.ca/ready)



## RSR Introduction

The Ready Step Roll (RSR) –Active School Travel Planning initiative is approximately an 18-month long initiative focused on providing schools with tools to encourage and enable more students to commute to and from school using Active Transportation. In addition to liaising with several community partnerships, the CRD also coordinates the planning process, working with municipal engineer departments to address and remove infrastructural barriers that are preventing safe active travel to and from school. More information and online resources for school communities are available through the CRD website at [www.crd.bc.ca/ready](http://www.crd.bc.ca/ready). Please note that due to the ongoing health crisis, the 2021-2022 initiative may be adjusted on an ongoing basis to accommodate any impacts to the current cohort of schools and partnerships. A new [Active School Travel Final Report](#) template was created for the 2019/20 school cohort, which will be used moving forward.



**Goal:** Increase the rate of student & staff active travel trips to/from school by reducing barriers in active travel accessibility, safety, comfort & capacity.

**Benefits:** Students who walk & wheel to/from school (fully or part way!):



Build individual confidence & capability



Become more self-reliant, supporting families & household schedules



Create safer streets by reducing congestion before & after school



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## The 6 E's Approach to Active School Travel Planning



**EQUITY**



**EVALUATION**



**ENGINEERING**



**ENFORCEMENT**



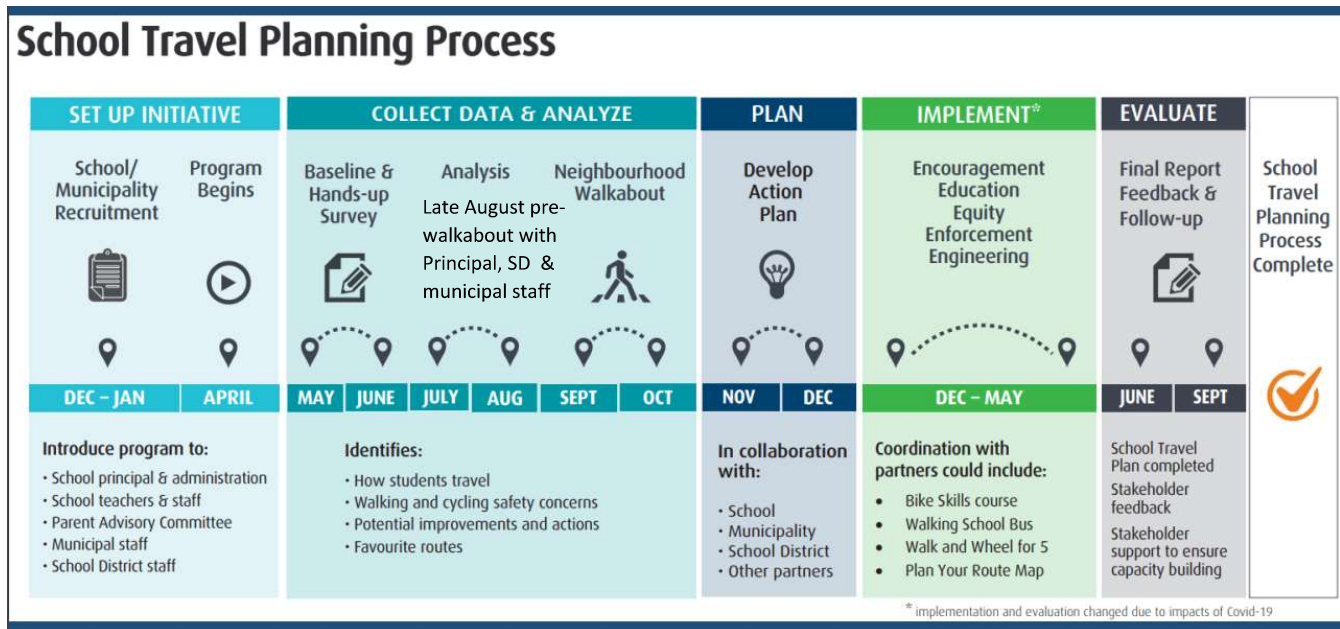
**EDUCATION**



**ENCOURAGEMENT**

### RSR Process

The RSR initiative follows a 5-step process that requires varying levels of support from both the school and the PAC throughout the initiative. The CRD will continue to provide updates and resources on a regular basis and as needed. See below for a general guideline of what to expect – we will do our best to accommodate all initiative components and will provide updates to the initiative timeline as more information becomes available.



**Note:**

1. Bike Skills Workshops (or other active travel skill workshops) is limited to a certain number of students due to RSR budgetary constraints – typically geared to grades 4, 5, 6 and may happen in the fall or spring.
2. Middle Schools offer opportunities for students to participate in a School Neighbourhood Walkabouts

**Let's get rolling!** The majority of the RSR initiative will take place during the 2021/22 school year. However, before school is out for the summer, there are a couple key initial start-up activities we need to do in order for us to design the RSR initiative unique to your school.

## School next steps (April through end of August):

The goal of these activities is to determine a baseline of current travel modes to and from school, and begin to identify active travel barriers and propose solutions.

A. **School Start-Up meeting**: Meet with the main staff member(s) who preferably remain our primary contact for the RSR initiative (ending early summer 2022).

We hope to discuss:

1. Motivation for participating and expectations
2. Concerns with participating (i.e. expectation management)
3. School Neighbourhood & Catchment Context (i.e. demographics & traffic, change in catchment boundaries, number of students bussed in and out of catchment)
4. Key Active Travel or traffic issues you are aware of around the school

B. **PAC meeting (April/May'21)**: We would like to attend a PAC to briefly introduce the RSR initiative and gather support for promoting the School Travel Baseline Survey.

C. **Online School Travel Baseline Survey (end of May/early June'21)**: Work with the school administration and PAC to promote participation in the online household level survey and in-class hands up survey. **Strong participation in this surveys and the walkabout are critical to the success of the program – so we appreciate your assistance with promotion to encourage participation.**

D. **In-Class School Travel Hands-Up Survey (May)**: Simple hands up survey in class to tally mode of transportation to and from school for 1 week. (We repeat this survey during the following school year.)

E. **Initial School Neighbourhood Walkabout (last week of August)**: 1 hour walkabout around school yard and adjacent streets with the Principal/Vice Principal and municipal staff. (We will have a similar "Walkabout" in September with the Principal/Vice Principal, municipal staff, Police, ICBC staff, PAC representatives and interested parents/guardians.)

➔ **2021/22 school year activities: see School Travel Planning Process graphic (previous page)**

	Activity/Milestone	Date	School/PAC Roles
Start-Up	Program launch meeting with Principal/VP and PAC rep	April 2021	Meeting between school and program staff & PAC rep PAC meeting
	PAC meeting	April/May 2021	Short intro + ask to promote survey
	PAC meeting	Sept 2021	Outline of initiative, promote walkabout
Data Collection & Analysis	Baseline Travel Survey (online)	May/June 2021	Promote survey to families through school communication channels
	In Class Student Hands Up Survey #1	May/June 2021	Facilitate daily hands up survey in each classroom
	School Neighbourhood Pre-walkabout	Late Aug./Before school starts 2021	Principal/Vice-Principal attend pre-walkabout with municipal staff
	School -Neighbourhood walkabout	Sept/Oct 2021	Promote walkabout through school, attend walkabout
	Mapping of where students live	Summer or Fall 2021	School/SD supply GIS data (no need for personal data)
	Data Analysis	June – Oct. 2021	RSR staff touch base with school to share data results and discuss next steps
Action Planning & Implementation	Action Plan drafting (final draft Winter/Spring 2022)	Fall 2021/Winter 2022	<ul style="list-style-type: none"> <li>- Need to choose a different “skills” workshop</li> <li>- Communications between school, PAC and program staff. Encouragement initiatives supported by RSR staff, implemented/promoted by school/PAC</li> </ul>
	Plan your Route Map drafting	Winter/Spring 2022	
	Encouragement Activities ( <i>Walk &amp; Wheel to School Week, Bike Skills, Pedestrian Education, W&amp;W from 5, etc.</i> )	Fall 2021 to June 2022	
	Action Plan Finalization	Spring 2022	Communications between school and RSR staff; PAC meeting
	In Class Student Hands Up Survey #2	May/June 2022	Facilitate daily hands up survey in each classroom
Final Report & Evaluation	Program Close & provide school with final report and resources.	June/Summer 2022	Final documents shared with schools, local government (final presentation to PAC – June &/or following Fall)
	Evaluation	June 2022	Principal, PAC rep and municipal partner and active parents/teaches (optional)
Ongoing Action Plan Implementation		Fall 2022 – ongoing	Present Final Report and resources to new PAC
		Fall 2022 – ongoing	Schools are encouraged to continue to complete annual hands up surveys, and access resources provided by the CRD



### **RSR Promotion**

The CRD will provide Ready Step Roll branded content and information that can be included in newsletters, school emails and handouts, school websites, and on in school posters where relevant. SD and schools are encouraged to highlight your involvement in the initiative through social media, websites, and any other platforms available. We are always open to new ideas for initiative promotion and will provide content development support for these ideas where possible.

### **School & PAC involvement**

The Ready Step Roll Initiative works closely with PACs as we rely on parent support for many of the events. It is ideal to identify a single representative from the PAC (The Active Transportation Lead) who will serve as the point of contact. This can also be the PAC president if there is no one to support this role. The CRD will attend and/or provide updates for 3-4 PAC meetings throughout the initiative to provide updates as they become available.

### **SD62 Involvement**

TBD with participating and potential to work with the CRD to plan for future school site considerations for active travel.

## **Committee Info Note**

### **Resources Committee Meeting**

**June 8, 2021**

#### **Agenda Item: 4.1 22/23 Capital Plan Submission**

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##### **Background**

- The District is required to submit a 5-year Capital Plan to the Ministry as approved by the Board
- The normal requirement is that the plan is submitted by June 30<sup>th</sup> – with the current pandemic, this deadline has been delayed to July 31<sup>st</sup> for Major Capital and September 30<sup>th</sup> for Minor Capital
- As the last scheduled Board meeting is set for June 22<sup>nd</sup>, staff are preparing a plan for the Board’s consideration at their June meeting
- Staff would like the input and support of the Resources Committee, with a focus on the Major Capital projects, prior to making a recommendation to the Board

##### **Capital Plan Components**

- the District’s Capital Plan submission is broken down into a number of programs:

##### **Major Capital**

- 1) Seismic Mitigation Program (SMP)
- 2) School Expansion Program (EXP)
- 3) School Replacement Program (REP)
- 4) Rural Districts Program (RDP)
- 5) Building Envelope Program (BEP)

##### **Minor Capital**

- 6) School Enhancement Program (SEP)
- 7) Carbon Neutral Program (CNCP)
- 8) Bus Acquisition Program (BUS)
- 9) Playground Equipment Program (PEP)
- 10) Annual Facility Grant (AFG)

**SMP** – the Seismic Program is largely based on the assessment of current seismic risk. A structural engineer has reviewed our District’s buildings and staff will prioritize the seismic projects based on this assessment.

**EXP** – due to the accelerated and substantial growth of the District, the Expansion Program is a key part of the Capital Plan submission and will be the focus of the discussions. The acquisition of land and the construction of schools has now been separated for submission purposes. As land issues are dealt by the Board in camera, the public dialogue will be centred around construction.

**REP** – the Replacement Program includes full and partial school replacement. Historically, staff have prioritized replacement projects by the Facility Condition Index (FCI). The list of projects has been fairly consistent from year to year and the expectation is that replacing schools in our District has a low probability given the large amount of new spaces required.

**RDP** – the Rural Districts Program allows for projects to assist those school districts with schools in rural communities. The RDP will provide funding for the full or partial demolition of board-owned buildings, for capital projects, such as renovations associated with the consolidation of under-utilized schools and in some cases additions or replacements of small facilities with projects limited to a maximum of \$5 million.

**BEP** – the Building Envelope Program is funding for remediation to address known building envelope issues. Schools such as Edward Milne, Hans Helgesen, Willway, David Cameron and Wishart have been on the list in previous years.

**SEP** – the School Enhancement Program is part of the minor capital program and is intended to improve the safety, facility condition, efficiency and functionality of existing buildings.

**CNCP** – the Carbon Neutral Capital Program is designed specifically for energy efficiency projects. The District's Energy Specialist will review the list of potential projects and provide a recommendation to the Committee/Board for consideration.

**BUS** – Bus Acquisition Program has allowed the District to acquire new buses and reduce the average age of the fleet. The Transportation Department will review mileage and age of our vehicles and will submit a list based on MoE's criteria.

**PEP** – the Playground Equipment Program is specific funding to purchase and install new or replacement playground equipment. Funding has been provided for playgrounds at Poirier (18/19) and Savory (19/20). No funding in this program was received in the current fiscal year.

## **MAJOR CAPITAL PROGRAM**

### **Seismic Mitigation Program**

- Based on the engineering reports, the top projects for the District are:
  - 1) Port Renfrew Elementary – Year 1
  - 2) Sooke Elementary – Year 2 (combine with expansion project to gain the required additional seats)
  - 3) Millstream Elementary – Year 3 (use additional North Langford Elementary seats as swing space)

- 4) John Muir Elementary – Year 4 (use existing Sooke Elementary as swing space)
- 5) Saseenos Elementary – Year 5 (use existing Sooke Elementary as swing space)
- 6) Willway Elementary – Year 5
- 7) Savory Elementary – Year 5

### **Expansion Program & Long Range Enrolment Data**

- In order to develop the capital plan expansion priorities, staff have updated the long-range enrolment forecast (attached) initially created for the 2018 Long Range Facilities Plan
- Staff have taken the initial estimates and have revised them based on the rolling average growth rate over the last 5 years (with greater emphasis on the recent years)
- This approach was tested against the actual enrolment over the last 10 years and has proven to have a strong correlation to the actual results over those 10 years
- Staff are estimating that the past growth of the District will be reflective of the anticipated future growth of the District
- The District has been advised that building permit applications over the last few months remain extremely strong and that the pandemic has not impacted construction in our communities
- The long range estimates have been provided to the Committee at the:
  - a) District level by school; and
  - b) School area based on the land purchased or to be purchased
- Given the District has received approval to build Pexsisen and Lellum, these schools have been included in the analysis
- **For planning purposes**, the catchment impacts of these new schools coming on line have also been included in the analysis – any changes will be considered and approved by the Board in the fall after public consultation
- Based on the attached enrolment analysis, staff are recommending the following expansion priorities:

Capital Requirement	Project Details		Funding Requirements				
	Descriptor	Location	22/23	23/24	24/25	25/26	26/27
<b>Expansion</b>	New Elementary School	South Langford	\$	\$	\$		
	New Elementary School	North Langford	\$	\$	\$		
	New Elementary School	South Colwood	\$	\$	\$		
	New Elementary School	Sooke			\$	\$	\$
	New Secondary School	North Langford				\$	\$



- The only eligible District school would be Port Renfrew

**Land Acquisition**

- The only potential site required would be for another middle school where the deficit seat amount reaches ~700 in 2029

**Additional Narrative/Strategy**

**North Langford Elementary**

- There is a tough call between North Langford Elementary (NLE) vs. South Colwood Elementary (SCE) as the District's number 1 priority
- The straight data (amount of deficit seats) reflects NLE although the eventual build out may be greater in the combined area of South Colwood and Langford (Royal Bay/Olympic View/Latoria)
- Staff feel the need will present itself first at NLE and these additional seats could be part of the strategy for swing space if Millstream were to be seismically upgraded/expanded

**Sooke Elementary**

- Sooke Elementary has been high on our seismic and replacement priorities and there are challenges with the school being directly on a busy highway
- Staff hope to use seismic funding to replace and expand Sooke Elementary on the existing site and create enough additional seats for the expected and short term growth in the zone
- This would also create swing space for other seismic work in the zone (John Muir and Saseenos) as well as moving the school to the back of the property and away from the highway

**Next Steps**

- Now that the priorities have been drafted, staff would like feedback from the Committee on the proposed priorities prior to going to the Board for approval

**Proposed Motion:**

*That the Board of Education of School District 62 (Sooke) approve the 5-year Capital Plan submission as presented to the Resources Committee on June 8, 2021.*

**SCHOOL DISTRICT SIX TWO**  
**SUMMARY OF LONG RANGE ENROLMENT ESTIMATES BY PURCHASED SCHOOL SITE**  
**AS AT JUNE 2021**

School Name	Nominal Capacity	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
<b>South Langford- Latoria</b>																		
<b>Happy Valley + Wishart + Ecole John Stubbs</b>																		
Happy Valley Elementary	380	422	435	448	424	432	438	445	451	458	464	470	476	481	487	492	496	
Ecole John Stubbs Memorial School	455	505	542	566	524	539	558	582	602	621	639	658	677	695	712	729	746	
Wishart Elementary	390	409	429	452	486	520	557	587	620	655	690	725	759	794	829	863	897	
<b>TOTAL Student projections</b>	<b>1,225</b>	<b>1,336</b>	<b>1,406</b>	<b>1,466</b>	<b>1,434</b>	<b>1,491</b>	<b>1,553</b>	<b>1,614</b>	<b>1,673</b>	<b>1,734</b>	<b>1,793</b>	<b>1,853</b>	<b>1,912</b>	<b>1,970</b>	<b>2,028</b>	<b>2,084</b>	<b>2,139</b>	
Available seats		(111)	(181)	(241)	(209)	(266)	(328)	(389)	(448)	(509)	(568)	(628)	(687)	(745)	(803)	(859)	(914)	
South Latoria- Sept 2024 (450 Seats) calculated in the South Langford-Latoria family																		
								122	61	2	(59)	(118)	(178)	(237)	(295)	(353)	(409)	(464)
<b>North Langford</b>																		
<b>Lakewood + Millstream</b>																		
Lakewood Elementary	380	462	478	491	505	517	527	539	550	561	571	581	591	600	609	618	626	
Millstream Elementary	215	285	305	323	326	334	344	353	368	392	414	432	457	479	500	521	542	
<b>TOTAL student projections</b>	<b>595</b>	<b>747</b>	<b>783</b>	<b>814</b>	<b>831</b>	<b>851</b>	<b>871</b>	<b>892</b>	<b>918</b>	<b>953</b>	<b>985</b>	<b>1,013</b>	<b>1,048</b>	<b>1,079</b>	<b>1,109</b>	<b>1,139</b>	<b>1,168</b>	
Available seats		(152)	(188)	(219)	(236)	(256)	(276)	(297)	(323)	(358)	(390)	(418)	(453)	(484)	(514)	(544)	(573)	
North Langford- Sept 2024 (450 seats) calculated in the North Langford Family																		
								174	153	127	92	60	32	(3)	(34)	(64)	(94)	(123)
<b>RBE</b>																		
<b>Sangster + Colwood + Hans Helgesen</b>																		
Colwood Elementary	215	195	176	183	215	219	226	235	234	245	250	254	258	262	266	266	266	
Hans Helgesen Elementary	215	198	207	218	228	234	241	250	258	266	273	280	287	294	301	307	313	
Sangster Elementary	220	239	257	270	274	280	286	296	303	309	316	323	330	336	342	348	354	
<b>TOTAL student projections</b>	<b>650</b>	<b>632</b>	<b>640</b>	<b>671</b>	<b>717</b>	<b>733</b>	<b>753</b>	<b>781</b>	<b>795</b>	<b>820</b>	<b>839</b>	<b>857</b>	<b>875</b>	<b>892</b>	<b>909</b>	<b>921</b>	<b>933</b>	
Available seats		18	10	(21)	(67)	(83)	(103)	(131)	(145)	(170)	(189)	(207)	(225)	(242)	(259)	(271)	(283)	
<b>Central Langford</b>																		
<b>David Cameron + Savory + Willway + Crystal View + Ruth King + Pexsisen</b>																		
Crystal View Elementary	310	252	250	246	191	188	185	183	180	177	174	170	170	170	170	170	170	
David Cameron Elementary	385	371	389	405	365	377	387	397	407	418	427	436	445	454	463	472	480	
Ruth King Elementary	315	310	318	328	305	315	327	337	347	357	367	377	387	396	405	414	423	
Savory Elementary	190	209	225	238	249	260	274	287	299	311	323	335	347	359	371	382	393	
Willway Elementary	270	192	198	203	199	205	212	217	223	229	235	241	247	253	258	264	270	
Pexsisen Elementary	500	-	-	-	273	284	298	306	314	317	320	323	326	326	325	325	325	
<b>TOTAL student projections</b>	<b>1,970</b>	<b>1,334</b>	<b>1,380</b>	<b>1,420</b>	<b>1,582</b>	<b>1,629</b>	<b>1,682</b>	<b>1,727</b>	<b>1,771</b>	<b>1,809</b>	<b>1,846</b>	<b>1,882</b>	<b>1,922</b>	<b>1,958</b>	<b>1,994</b>	<b>2,028</b>	<b>2,062</b>	
Available seats		25	(21)	(61)	388	341	288	243	199	161	124	88	48	12	(24)	(58)	(92)	
<b>Sooke River</b>																		
<b>Poirier + Saseenos + Sooke + John Muir</b>																		
Ecole Poirier Elementary	410	384	375	369	363	361	357	352	348	345	342	339	336	333	331	329	327	
John Muir Elementary	215	212	214	215	217	222	224	226	228	230	232	234	236	238	240	242	244	
Port Renfrew Elementary	25	20	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	
Saseenos Elementary	205	161	171	187	207	224	237	254	272	290	307	324	342	360	378	396	414	
Sooke Elementary	290	311	325	329	334	339	342	348	352	356	360	364	368	372	376	380	384	
<b>TOTAL student projections</b>	<b>1,145</b>	<b>1,088</b>	<b>1,110</b>	<b>1,125</b>	<b>1,146</b>	<b>1,171</b>	<b>1,185</b>	<b>1,205</b>	<b>1,225</b>	<b>1,246</b>	<b>1,266</b>	<b>1,286</b>	<b>1,307</b>	<b>1,328</b>	<b>1,350</b>	<b>1,372</b>	<b>1,394</b>	
Available seats		57	35	20	(1)	(26)	(40)	(60)	(80)	(101)	(121)	(141)	(162)	(183)	(205)	(227)	(249)	
<b>TOTALS</b>	<b>5,585</b>	<b>5,137</b>	<b>5,319</b>	<b>5,496</b>	<b>5,710</b>	<b>5,876</b>	<b>6,044</b>	<b>6,219</b>	<b>6,382</b>	<b>6,562</b>	<b>6,730</b>	<b>6,891</b>	<b>7,063</b>	<b>7,227</b>	<b>7,389</b>	<b>7,544</b>	<b>7,696</b>	
<b>MIDDLE SCHOOLS</b>																		
Dunsmuir Middle School	600	848	877	912	637	664	692	718	744	769	794	819	843	866	889	911	933	
Ecole John Stubbs Memorial School	400	282	307	338	375	408	438	473	510	548	585	623	662	702	742	782	822	
Journey Middle School	575	517	526	536	535	539	543	548	552	555	559	563	566	569	572	575	578	
Spencer Middle School	650	832	883	935	669	706	744	782	822	860	898	936	974	1,011	1,048	1,084	1,120	
Centre Mountain Lellum Middle School	700	-	-	-	565	593	623	639	657	662	668	674	681	680	680	680	680	
<b>TOTAL student projections</b>	<b>2,925</b>	<b>2,479</b>	<b>2,593</b>	<b>2,721</b>	<b>2,781</b>	<b>2,911</b>	<b>3,040</b>	<b>3,161</b>	<b>3,285</b>	<b>3,394</b>	<b>3,504</b>	<b>3,615</b>	<b>3,725</b>	<b>3,828</b>	<b>3,931</b>	<b>4,032</b>	<b>4,133</b>	
Available Seats		(254)	(368)	(496)	144	14	(115)	(236)	(360)	(469)	(579)	(690)	(800)	(903)	(1,006)	(1,107)	(1,208)	
<b>SECONDARY SCHOOLS</b>																		
Belmont Secondary	1,200	1,265	1,288	1,311	1,467	1,410	1,333	1,421	1,413	1,420	1,439	1,438	1,458	1,471	1,494	1,515	1,534	
Royal Bay Secondary	1,400	1,076	1,131	1,213	1,107	1,241	1,387	1,300	1,377	1,439	1,486	1,551	1,595	1,645	1,684	1,723	1,762	
Edward Milne Community School	650	579	571	563	555	549	545	539	534	529	525	521	517	513	509	506	503	
<b>TOTAL student projections</b>	<b>3,250</b>	<b>2,920</b>	<b>2,990</b>	<b>3,087</b>	<b>3,128</b>	<b>3,200</b>	<b>3,266</b>	<b>3,324</b>	<b>3,388</b>	<b>3,450</b>	<b>3,510</b>	<b>3,570</b>	<b>3,629</b>	<b>3,687</b>	<b>3,743</b>	<b>3,793</b>	<b>3,799</b>	
Available Seats		330	260	163	122	50	(16)	(10)	(74)	(138)	(200)	(260)	(320)	(379)	(437)	(493)	(549)	
<b>INNER ZONE INFORMATION</b>																		
Total Secondary schools- inner zone Nominal Capacity	2,600	2,341	2,419	2,524	2,573	2,651	2,721	2,721	2,790	2,859	2,925	2,989	3,053	3,116	3,178	3,237	3,296	
Variance from capacity					(27)	51	121	121	190	259	325	389	453	516	578	637	696	
Total Middle schools- inner zone Nominal Capacity	2,350				2,246	2,372	2,497	2,613	2,733	2,839	2,945	3,052	3,159	3,259	3,359	3,457	3,555	
Variance from capacity					(104)	22	147	263	383	489	595	702	809	909	1,009	1,107	1,205	
Total Elementary schools- inner zone Nominal Capacity	4,440	4,049	4,209	4,371	4,564	4,705	4,859	5,014	5,157	5,316	5,464	5,605	5,756	5,899	6,039	6,172	6,302	
Variance from capacity		109	269	431	124	265	419	574	717	876	1,024	1,165	1,316	1,459	1,599	1,732	1,862	
Total Elementary schools- inner zone NC with South Latoria (450) opening in 2024	4,890				4,564	4,705	4,859	5,014	5,157	5,316	5,464	5,605	5,756	5,899	6,039	6,172	6,302	
Variance from capacity							(31)	124	267	426	574	715	866	1,009	1,149	1,282	1,412	

**SOOKE SCHOOL DISTRICT (#SIX TWO)  
Summary of Capital Plan Submission  
June 2021**

**Major Capital**

Capital Requirement	Project Details		Funding Requirements				
	Descriptor	Location	22/23	23/24	24/25	25/26	26/27
<b>Expansion</b>	New Elementary School	South Langford	\$	\$	\$		
	New Elementary School	North Langford	\$	\$	\$		
	New Elementary School	South Colwood	\$	\$	\$		
	New Elementary School	Sooke			\$	\$	\$
	New Secondary School	North Langford				\$	\$
<b>Seismic</b>	Port Renfrew Elementary	Sooke	\$	\$			
	Sooke Elementary	Sooke		\$	\$	\$	
	Millstream Elementary	Langford			\$	\$	
	John Muir Elementary	Sooke				\$	\$
	Saseenos Elementary	Sooke					\$
	Willway Elementary	Langford					\$
	Savory Elementary	Langford					\$
<b>Replacement</b>	Sangster	Colwood			\$	\$	\$
	Spencer Middle	Langford				\$	\$
<b>Additions</b>	Sooke Elementary	Sooke		\$	\$	\$	
	Spencer Middle	Langford		\$			
<b>Building Envelope</b>	Willway Elementary	Langford	\$				
	Edward Milne Secondary	Sooke		\$	\$	\$	
	David Cameron Elementary	Colwood			\$	\$	

**Minor Capital**

Capital Requirement	Project Details		Funding Requirements				
	Descriptor	Location	22/23	23/24	24/25	25/26	26/27
<b>School Enhancement</b>	Spencer HVAC Replacement - Phase 2	Langford	\$				
	Spencer - elevator & life safety system	Langford	\$				
	Willway HVAC Replacement - roof	Langford	\$				
	David Cameron - HVAC	Colwood			\$		
	To be confirmed	TBC	\$				
<b>CNCP</b>	John Muir Mechanical and Windows	Sooke	\$				
	Willway Boilers	Langford	\$				
	Savory Boilers	Langford			\$		
	Millstream HVAC Upgrade	Langford				\$	
<b>Playgrounds</b>	Colwood Elementary	Colwood	\$				
	Dunsmuir Middle School	Colwood	\$				
	John Muir Elementary	Sooke		\$			
<b>Bus Replacement</b>	4 new buses in total	District Wide	\$				

**Notes:**

The Capital Plan submission represents the District's estimated needs and requires government approval prior to implementation  
The plan is based on the estimated speed of growth in the District, as identified in the Long Range Facilities Plan, and actual enrolment will vary

## Committee Info Note

### Resources Committee Meeting

#### June 8 2021

#### Agenda Item: 4.2 – Electric Bus Purchase

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#### Background

- In the District’s 21/22 Capital Plan submission, the District request **three** additional buses for our fleet
- The District received confirmation that the Ministry approved **one** bus based on the price for a diesel bus (approximately \$142,000)
- Consistent with the current fiscal year, staff would like direction from the Board as whether an electric bus should be purchased for an incremental amount of approximately \$100,000
- This cost would have to come out of the financial reserve and would be a one-time expense
- The Ministry has negotiated standard pricing for diesel, propane and electric buses that expires on June 15<sup>th</sup>
- These rates will be re-negotiated and are expected to rise
- Staff are looking for a decision by this date in order to take advantage of the existing rates

#### Financial Analysis

- Staff estimate that the savings from the electric school bus will average \$14,000/year over the first 12 years of the bus
- The savings estimate is broken down between fuel/energy and maintenance costs as highlighted below

Cost Savings	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Fuel/Energy	5,467	5,812	6,436	6,776	7,415	8,037	8,578	9,184	9,718	10,400	11,052	11,690
Maintenance	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,743	5,858	5,975	6,095	6,217
Total	10,467	10,912	11,638	12,082	12,827	13,557	14,208	14,927	15,576	16,375	17,147	17,906

- Based on this estimate, the initial capital cost to the District (~\$100,000) will be repaid over 8 years
- Staff are recommending that the anticipated savings from the purchase be removed from the Transportation budget and placed into a Capital Asset Reserve to be used for future bus purchases
- This process can occur until such time as the full purchase price of electric buses is funded by the government

### **Strategic Plan Linkage**

- As part of the refreshed Growth goal in the next Strategic Plan, staff are suggesting an objective that reads:

To be a leader in social responsibility by considering the welfare of our community and the environment.

- This objective carries the work forward from the existing plan on reducing the District's carbon footprint
- Following on the heels of the current year's decision to buy two electric vehicles, this 3<sup>rd</sup> purchase will allow the District to continue to be a leader in meeting our social responsibilities
- Staff are recommending that the Committee consider supporting the following motion going to the Board for consideration:

**Recommended Motion:** That the Board of Education of School District 62 (Sooke) approve, in principle, the acquisition of electric buses out of the financial reserve until such time as the provincial government fully funds these acquisitions.

**Committee Info Note**  
**Resources Committee Meeting**  
**June 8, 2021**  
**Agenda Item 4.3: - Guiding Principles for School Construction**

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**Rationale**

- When we talk about the value of education in one's community, do we ever consider whose school it is?
- Is it the district's staff, or is it the communities?
- If it is truly the community's then what would the community say about its use, function, opportunity?
- How would you go about getting that input and perspective?
- Have we missed an opportunity in the past to form partnerships and alliances with our communities to create not a school but a structure, facility and property that holistically educates, nurtures, and supports not only the students during classroom hours but the entire community residents 7/24?
- If a resident designed the school how would it look? If you and a community team sat down together and designed it how would it look?
- Is it a school playground or it could be an enhanced community playground?
- Would your students benefit by attending brownies or Cubs housed in their same community school?
- Could we not partner with our municipalities and build enhanced emergency preparedness features so that students and staff can shelter in place comfortably and for longer periods of time.
- If we look at the opportunity from 30,000 feet, rather than simply looking at existing building plans and layouts, we might just build something more than brick and mortar.

**Proposed Motion:**

That the Board of Education of School District 62 (Sooke) direct staff to create an engagement process to develop guiding principles reflective of the voices of our students, partners, indigenous nations, and community, to support future direction on capital projects.

## Committee Info Note Resources Committee Meeting June 8, 2021

### Agenda Item: 4.4 Pexsisen & Centre Mountain Lellum Update

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#### Background

- Staff continue to work with Farmer Construction Limited (FCL), the architect (HCMA) and the consultant team (engineers in each discipline) to manage the construction of Pexsisen Elementary and Centre Mountain Lellum Middle Schools
- Project meetings are held bi-weekly on site to address any design or construction issues as they arise
- To date, both schools are on time and on budget as the steel arrives on site for both schools
- Most of the civil work (rock blasting and site levelling) is completed or near completion as the buildings both rise from the ground as structural steel is erected
- Windy has been leading the District's **Consultation Group** (educators and facilities staff) to provide input on the build of the schools and equipment standards
- The following are some pictures of work completed to date:

#### **Pexsisen Elementary**

- Erection of structural steel continues to progress



- Elevator shaft and grade beams have been poured



Formwork for the walls below the north end are in place.





