

Public Notice – Resources Committee Online Public Meeting

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

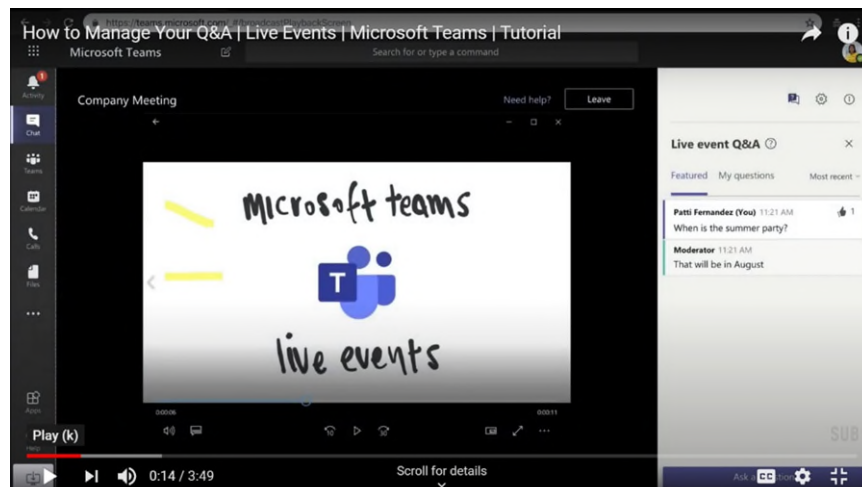
To participate in the meeting please click on this link:

<https://jump.sd62.bc.ca/ResourcesCommitteeMeeting-May-11-2021>

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.



For those who are unable to join the meetings, they will be recorded and audio will be available upon request following the meeting by emailing kross@sd62.bc.ca.

If you have questions regarding the meeting and how to access it that aren't answered in the link above please email info@sd62.bc.ca.



RESOURCES COMMITTEE
School Board Office
Via MS Teams
May 11, 2021 – 6:00 p.m.

A G E N D A

1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)

2. REPORT (page 3)

3. PRESENTATIONS (10 min.)

4. BUSINESS

- 4.1 20/21 Quarter 3 Financial Forecast - David Lee-Bonar (page 5)
- 4.2 21/22 Budget Development Plan – Harold Cull (page 9)
- 4.3 Safe Route to Schools Project Plan – Harold Cull (page 11)
- 4.4 22/23 Capital Plan & Long-Range Enrolment Estimate – Windy Beadall/Harold Cull (page 20)

5. ADJOURNMENT

6. NEXT MEETING DATE: June 8, 2021



Committee Report of Resources Committee Meeting via MS Teams April 13, 2021

Present: Bob Beckett, Trustee (Committee Chair)
 Wendy Hobbs, Trustee (Committee Member) - absent
 Margot Swinburnson (Committee Member)
 Ravi Parmar, Trustee
 Scott Stinson, Superintendent & CEO
 Harold Cull, Secretary-Treasurer
 Dan Haley, Executive Director, HR
 Farzaan Nusserwanji, Executive Director, IT and CIO
 Krista Leakey, SPVPA
 Amanda Dowhy, SPEAC
 Ed Berlando, STA
 Bruce Woodcock, CUPE
 Nicole Gestwa, IT
 Nora Reid, Manager, Strategic HR
 Sue Grundy, Manager, Executive Operations

Regrets:

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:01 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 March 3, 2021 at its Public Board Meeting dated March 9, 2021.

3. PRESENTATIONS

4. BUSINESS

4.1 21/22 Annual Facilities Grant Project Details – Harold Cull

Staff shared with members of the committee a project listing highlighting the Program and school based AFG Projects supported for the 21/22 year (April 2021 to March 2022). Moving forward, the Program budgets will be developed based on an assessment of capital needs through standard and multi-year planning. The Committee also discussed how grant and PAC funded projects are included in the minor capital request process.

4.2 Strategic Plan Objectives – Sue Grundy

The Resources Committee engaged in a conversation (through JamBoard) regarding the existing Strategic Plan Objectives by identifying the areas to focus on in support of our goals. It was a very interactive process that will continue with other groups as staff and our partner groups work together to draft a Strategic Plan that supports the direction the Board has set.

4.3 HR Plan Update – Competencies and Engagement – Dan Haley/Nora Reid

HR has developed an Operational Plan and has been working on implementing priority actions for the 2020/2021 school year. Staff shared with the Resources Committee the steps taken so far to gain input on what SD 62 Staff and Leadership Competencies could be. The Committee also discussed the importance of diversity in the hiring process.

Actions specific to Employee Engagement are being examined and staff shared what steps the District is taking to gain employee feedback on the action required to improve Employee Engagement.

4.4 21/22 Operating Budget Development Process – Harold Cull

Staff gave an overview of the budget development process for the 2021/2022 school year and led the Resources Committee through a presentation concerning budget priorities, budget context and potential options to address the estimated budget pressure for the upcoming year. The Committee discussed ensuring that the plan address the estimated budget pressures with the least possible impact on our youth.

Recommended Motion: That the Board of Education for School District 62 (Sooke) write a letter to the Minister of Education and the Minister of Finance detailing the budget challenges being faced by the Sooke School District and request that Government fully fund all collective agreement wage and inflationary increases.

5. **ADJOURNMENT AND NEXT MEETING DATE:** May 11, 2021

Committee Info Note
Resources Committee Meeting
May 11, 2021
Agenda Item: 4.1 – 20/21 Q3 Forecast Update

- Attached are the summary documents outlining the estimated year-end financial position of the District based on the quarter 3 forecasting process
- Summaries based on expenditures by **function** and **STOB** (standard object of expenditure) have been provided for the Committee's review
- The actual financial information (revenues and expenditures) as at March 31st (Q3) have been used in the preparation of this forecast
- The District is estimated to end the fiscal year with savings compared to budget of \$.334 m
- The projected year end financial reserve amount is \$2,935,591 or 2.41% of the operating budget
- As per last year's approach, the District is looking to increase the year end reserve to help offset costs to be incurred in the 21/22 school year
- Board policy (F-333) indicates the Board is to retain a financial reserve of no more than 2%
- As the projected and required reserve is estimated to be 2.41%, staff will be looking for the Committee to support the following motion:

Proposed 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% as at June 30, 2021.

2020-21 Q3 OPERATING FORECAST SUMMARY

	A Q3 SAVINGS / (PRESSURE)	B Q2 SAVINGS / (PRESSURE)	C = A-B SAVINGS CHANGE INCR/(DECR)	EXPLANATION FOR CHANGE FROM Q2
SAVINGS FROM BUDGET				
PVP SAL/BEN	178,419	116,503	61,916	
BENEFIT SURPLUS	519,799	519,799	-	
OPERATING GRANT (excl. Indig Ed. & Special Nee)	464,246	923,732	(459,486)	Reduction to Holdback (\$580K) offset by Feb & May enrol incr
INTERNATIONAL	319,211	3,568	315,643	\$100k incr in revenues & \$200k decr in MSP & other services/supplies
FACILITIES	233,411	(90,498)	323,910	\$224k decr in Custodial; \$110k decr in Maintenance
INCLUSIVE EDUCATION SERVICES & JIIC	275,294	(116,468)	391,762	\$305k incr in Feb enrolment; \$105k reduction in EA replace sal/ben
SCHOOL SUPPLY BUDGETS	250,000	-	250,000	
TOC SALARIES AND BENEFITS	181,076	311,505	(130,429)	\$100k incr due to Vaccination leave
UTILITIES	175,797	304,987	(129,189)	\$95k incr in Electricity; \$55k incr in gas
IT DEPT	123,149	229	122,920	Reduction in equip purchases for District
SBO BUSINESS ADMIN	111,652	86,438	25,214	Reduction in bad debt, postage, & supplies
FINANCE DEPARTMENT	86,908	46,727	40,181	Reduction in sal/ben
EDUCATIONAL ADMINISTRATION	86,116	7,592	78,524	Reduction in Digital Services
CURRICULUM	77,382	-	77,382	Reduction in TOC sal/ben
FY20 ENHANCEMENTS	71,906	(20,745)	92,651	Additional \$100k grant for electric buses anticipated
CAREERS	39,649	-	39,649	Reduction in service fees
NEW SCHOOL DIVISIONS	26,854	29,000	(2,146)	
OTHER PROV GRANTS	27,437	-	27,437	Increase in Grad Adult Enrol
DISTRICT WIDE PROJECTS	25,000	-	25,000	
MISCELLANEOUS OTHER SAVINGS	55,146	(14,478)	69,625	
			-	
TOTAL SAVINGS FROM BUDGET	3,328,455	2,107,890	1,220,565	
PRESSURES FROM BUDGET				
TEACHER SALARY AND BENEFITS	(1,086,750)	(810,932)	(275,818)	\$30k incr in avg sal/ben per pay
TRANSPORTATION	(352,006)	(252,256)	(99,750)	\$80k incr in supplies
PVP / EXEMPT COMPENSATION	(210,000)	-	(210,000)	Additional 2% from Sept 1 2020
FEDERAL RESTART GRANT	(152,625)	-	(152,625)	
DISTRICT LEGAL	(97,624)	-	(97,624)	
INDIGENOUS EDUCATION	(58,157)	(118,323)	60,166	Implementation of cost reduction strategies
EMPLOYEE FUTURE BENEFITS	(50,553)	-	(50,553)	Incr due to latest actuarial update
			-	
TOTAL PRESSURES FROM BUDGET	(2,007,715)	(1,181,510)	(826,205)	
NET SAVINGS / (PRESSURE) FROM BUDGET	1,320,740	926,380	394,360	
TOTAL RESERVE AS AT JUNE 30 2020				
	7,192,890	7,192,890		
FY21 BUDGETED DEFICIT				
	(5,578,039)	(5,578,039)		
FY21 BUDGETED RESERVE AS AT JUNE 30 2021				
	1,614,851	1,614,851		
FY21 FORECASTED SAVINGS / (PRESSURE)				
	1,320,740	926,380		
FORECASTED TOTAL RESERVE AS AT JUNE 30 2021	2,935,591	2,541,231	D	
FY21 OPERATING EXPENSE BUDGET				
	121,808,609	121,808,609	E	
FORECASTED TOTAL RESERVE % AS AT JUNE 30 2021	2.41%	2.09%	F = D/E	

SIGNIFICANT RISKS:

- TOC SAL/BEN
- BENEFIT SURPLUS
- TEACHER SAL/BEN
- UTILITIES
- MAY ENROLMENT
- VACATION ACCRUAL ADJUSTMENTS
- HOLDBACK

School District Six Two

Summary of Q3 Forecast by Financial Statement Expenditure Type

	BUDGET	MAR 31 YTD	Q3 FORECAST	VARIANCE
SALARIES				
TEACHERS	47,695,163	33,709,570	48,592,480	(897,317)
PVP	8,112,910	5,754,643	8,123,463	(10,553)
EA	9,844,006	6,493,492	10,191,010	(347,004)
SUPPORT STAFF	12,409,434	10,037,271	12,197,750	211,684
OTHER PROF	4,103,536	2,977,905	4,185,190	(81,654)
SUBSTITUTES	4,275,359	2,628,375	4,202,100	73,260
TOTAL SALARIES	86,440,408	61,601,255	87,491,991	(1,051,583)
EMPLOYEE BENEFITS	21,633,314	15,220,872	21,296,431	336,884
SERVICES AND SUPPLIES				
SERVICES	5,598,654	4,281,768	5,775,643	(176,989)
STUDENT TRANSPORTATION			-	-
PROFESSIONAL DEVELOPMENT AND TRAVEL	994,371	262,249	797,783	196,589
RENTALS AND LEASES	306,249	306,239	424,716	(118,467)
DUES AND FEES	197,274	141,595	208,768	(11,494)
INSURANCE	403,265	281,239	313,517	89,748
SUPPLIES	4,390,429	2,567,748	4,174,758	215,671
UTILITIES	1,793,844	983,342	1,618,047	175,797
BAD DEBT	50,800	1,515	11,515	39,285
TOTAL SERVICES AND SUPPLIES	13,734,886	8,825,695	13,324,746	410,140
TOTAL OPERATING EXPENSE	121,808,609	85,647,822	122,113,168	(304,559)
TANGIBLE CAPITAL ASSETS PURCHASED	295,077	57,969	200,329	94,748

School District Six Two

Summary of Q3 Forecast by Financial Statement Function

	BUDGET	MAR 31 YTD	Q3 FORECAST	VARIANCE
Revenues				
Provincial Grants				-
Ministry of Education	112,005,203	78,893,909	113,088,704	(1,083,501)
Municipal Grants Spent on Sites				-
Tuition	3,094,900	2,958,369	3,422,609	(327,709)
Other Revenue	903,169	574,921	1,026,724	(123,555)
Rentals and Leases	268,500	142,031	232,509	35,991
Investment Income	253,875	213,652	285,652	(31,777)
Total Revenue	116,525,647	82,782,883	118,056,197	(1,530,550)
Expenses				
Instruction	102,041,996	71,755,650	102,400,933	(358,937)
District Administration	5,721,248	3,929,367	5,694,467	26,781
Operations and Maintenance	11,288,351	7,858,054	10,908,598	379,754
Transportation and Housing	2,757,014	2,104,752	3,109,170	(352,156)
Total Expense	121,808,609	85,647,822	122,113,168	(304,559)
Net Revenue (Expense)	(5,282,962)	(2,864,940)	(4,056,971)	(1,225,991)
Budgeted Prior Year Surplus Appropriation	5,578,039			
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	(295,077)	(57,969)	(200,329)	(94,748)
Surplus (Deficit), for the year	0	(2,922,909)	(4,257,299)	(1,320,740)
Total Reserve as at June 30 2020	7,192,890		7,192,890	-
Budgeted Prior Year Surplus Appropriation / Surplus (Deficit) for the year	(5,578,039)		(4,257,299)	(1,320,740)
Budgeted Annual Reserve Contribution	-			-
Total Reserve as at June 30 2021	1,614,851		2,935,591	(1,320,740)

Committee Info Note

Resources Committee Meeting

May 11, 2021

Agenda Item: 4.2 – 21/22 Budget Development Plan

Background

- Staff continue to develop a budget plan to propose to the Board for their consideration at the Education Committee of the Whole (ECOW) meeting of May 18th
- As discussed at previous Committee meetings, the District is facing a number of structural and one-time pressures

Proposed Plan

- Based on feedback received from our students, partners, parents and leaders, the Executive has drafted the attached plan to reduce the total pressure of \$3.215 m
- The proposed plan reflects the following amounts as detailed on the attached:
 - \$1.624 m of structural savings
 - \$.095 m of one-time savings
 - \$1.496 m draw on the District's financial reserve
- 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 will provide the Committee with a presentation outlining the pressures, feedback received and the proposed plan
- Staff will not be looking for a formal motion for the Committee to support but we are interested in understanding the Committee's feedback on the proposed plan that will be shared with the Board at the May 18th ECOW meeting

Committee Info Note Resources Committee Meeting

May 11, 2021

Agenda Item: 4.3 – Safe Route to Schools Project Plan

Background

- At their January meeting, the Board of Education (BoE) approved a revised transportation policy (F-100) and corresponding administrative regulation
- As part of the administrative regulation, the Board has included the following wording:

4. Student Walk Limits

The Ministry of Education's guidelines for student walk limits are as follows:

Primary students: 4 km to or from school

Intermediate & Graduation students: 4.8 km to or from school

These limits are measured by the shortest possible road distance. The walk limits from home also apply where a student is required to walk to a designated bus stop.

The District will not follow these 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.

Where safe routes to a school have been identified, [bus transportation services will not be offered by the District](#).

- This regulation change has been made to encourage and enable more students to commute to and from school using active transportation options while reducing the requirement of district transportation
- The reduction in transporting students living along these safe routes will free up resources and allow better service levels to those in rural areas and along non-safe routes
- 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** (highlights attached)

Objective

- The purpose of the Committee's discussion (May and June meetings) is to confirm the scope and approach in fulfilling the requirement to create safe and active routes to schools and the resulting impacts on bus routes
- The objective of this project is to create safe routes at each of our schools to encourage students and staff to utilize safe and healthy transportation options to school/work
- These safe routes can then be compared to our bus routes to ensure there is no overlap
- This process will ensure our bus routes are effective and efficient and providing service on a priority basis based on the age of the student and the distance from the student's catchment school (per Board policy F-100)

Proposed Approach

- Staff are proposing that we use the information generated from the RSR school reviews as a starting point for identifying safe routes at the school level
- As the RSR program cannot declare a route to be undeniably "safe", the District will need to create criteria to be used to determine what a "safe" route is
- The safety criteria could include:
 - Sidewalks
 - Crosswalks
 - Crossing guards
 - Lighted streets
 - Low likelihood of wildlife
- The ability to determine "safe routes" is key in this process and if the District is not prepared/able to do this, then a different approach to meeting the requirements of the transportation regulation noted above will be required
- Once the safe routes have been identified, the Transportation Department could then use this information to revise bus routes for that school
- This process will then create a "safe zone" for each school rather than a blanket walk limit based on a pre-determined amount of kilometers
- The biggest challenge we face with walk limits is that each school has a set of different variables that makes a blanket walk limit not an effective tool
- Individual school reviews by subject matter experts, through the RSR Program, will complement the work of the Transportation Department in creating routes on a priority basis for our riders that need the service the most

Scheduled Schools

- Currently, Sooke Elementary is in the final stages of the RSR review and a report is expected shortly
- Per the attached Start-up Package document, the following schools are slated for review:
 - Dunsmuir Middle School
 - Colwood Elementary School
 - Ecole Millstream Elementary School
 - Willway Elementary School
- A review of a school typically takes 18 months to complete and involves input from students, parents, community members and staff

Pros of using the RSR Info as a starting point

- Utilize the experts and their established relationships
- Structured program already in place and working effectively
- RSR program can be used in new school builds as well
- Strengthens our relationship with the CRD
- Strong focus on health and wellness which is a Board priority for staff and students

Cons of using the RSR Info as a starting point

- A limited number of schools are chosen by the CRD each year as they offer the opportunity to all school districts in the Capital Region
- May not address all schools in our District

Next Steps

- Staff from the CRD will present a high-level summary of the Ready Step Roll program at the June Resources Committee meeting
- Committee members will be able to ask questions of the staff to form an opinion on whether the data from this program will complement the work of the District in the creation of bus routes
- It is expected the Committee will make a recommendation to the Board in June on their preferred approach to meet the requirements of the transportation regulation



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

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. 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



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

The 6 E's Approach to Active School Travel Planning



EQUITY



EVALUATION



ENGINEERING



ENFORCEMENT



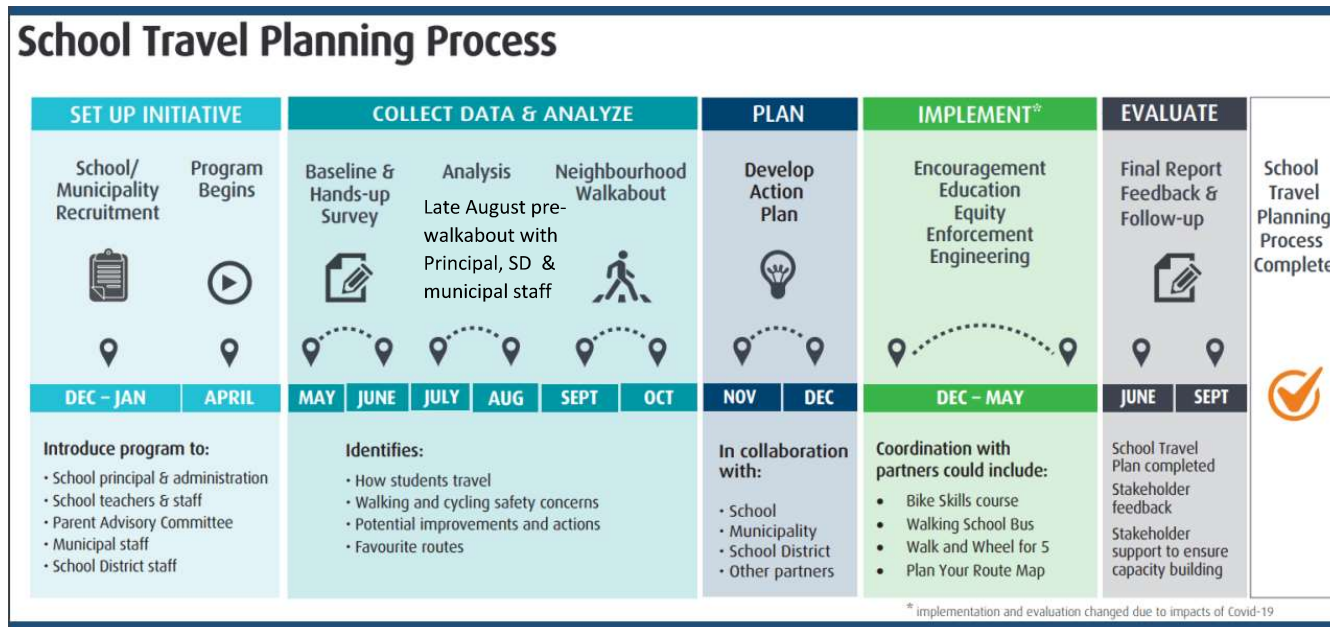
EDUCATION



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"> - Need to choose a different “skills” workshop - Communications between school, PAC and program staff. Encouragement initiatives supported by RSR staff, implemented/promoted by school/PAC
	Plan your Route Map drafting	Winter/Spring 2022	
	Encouragement Activities (<i>Walk & Wheel to School Week, Bike Skills, Pedestrian Education, W&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 Resource Committee Meeting May 11, 2021

Agenda Item: 4.4 – 22/23 Capital Plan & Long Range Enrolment Estimate

Background

- On an annual basis, the District develops a Capital Plan submission for the Ministry of Education (MoE) to consider for the government fiscal year (April 1 to March 31)
- For this year, the submission is due to MoE by **July 31, 2021** for the fiscal year of April 1, 2022 to March 31, 2023

Capital Plan Submission

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

Major Capital

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

Minor Capital

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

Approach to be taken

- Staff will begin to update the Capital Plan submission (21/22 submission attached) for the Resource Committee's review on June 8th
- [Staff will update and review long range enrolment forecasts \(to 2034\) to determine if the planned enrolment has any impact on the District's priorities](#)

- Staff have been working with Palmer Management Consulting (Joel Palmer) to develop next year's capital plan submission based on Joel's experience working with government
- Staff will draft a proposed plan based on the information collected for the Committee to review in June prior to going to the Board for debate

Major Capital

Capital Requirement	Project Details		Funding Requirements				
	Descriptor	Location	21/22	22/23	23/24	24/25	25/26
Expansion	New Elementary School	South Langford	\$	\$	\$		
	New Elementary School	North Langford			\$	\$	\$
	New Elementary School	South Colwood				\$	\$
	New Elementary School	Sooke				\$	\$
	New Secondary School	North Langford					\$
Seismic	Port Renfrew Elementary	Sooke	\$	\$			
	Sooke Elementary	Sooke		\$	\$		
	John Muir Elementary	Sooke			\$	\$	
	Saseenos Elementary	Sooke				\$	\$
	Willway Elementary	Langford				\$	\$
	Millstream Elementary	Langford					\$
	Savory Elementary	Langford					\$
Replacement	Millstream Elementary	Langford	\$	\$	\$		
	Sooke Elementary	Sooke		\$	\$	\$	
	Willway Elementary	Langford			\$	\$	\$
	Spencer Middle	Langford					\$
Rural	Port Renfrew Elementary	Sooke			TBD		

Minor Capital

Capital Requirement	Project Details		Funding Requirements				
	Descriptor	Location	21/22	22/23	23/24	24/25	25/26
School Enhancement	Spencer HVAC Replacement - roof	Langford	\$				
	Willway HVAC Replacement - roof	Langford	\$				
	SBO	Langford	\$				
	David Cameron - HVAC	Colwood					
	Hans Helgesen - roof	Metchosin	\$				
CNCP	David Cameron Boilers	Colwood	\$				
	Willway Boilers	Langford	\$				
	Savory Boilers	Langford	\$				
	Millstream HVAC Upgrade	Langford	\$				
Playgrounds	Colwood Elementary	Colwood	\$				
	Sangster Elementary	Colwood	\$				
Bus Replacement	3 new buses in total	District Wide	\$				
Building Envelope	Hans Helgesen Elementary	Metchosin	\$	\$			
	Willway Elementary	Langford		\$	\$		
	Edward Milne Secondary	Sooke			\$	\$	

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