
Public Notice – Resources Committee Public Meeting

A public meeting of the Resources Committee for School District 62 (Sooke) will be held on
September 22, 2026 at 6:00 p.m.

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](#)

- Anyone who has the link can attend the online meeting online. Ensure you have the Microsoft Teams app downloaded on your device.
- Members of the public will have the opportunity to ask questions related to agenda items discussed at the meeting:
 - o Select the **Q&A**  function at the top of your Teams window.
 - o Type in the **Ask a question** text box at the top of the Q&A panel. When asking a question, please identify yourself. **Anonymous questions will not be responded to.**
 - o You will be notified that your question was received and will be published after a moderator approves it.
 - o Members of the media can direct their questions to the Communications Manager at School District 62 for a response following the meeting.

If you have questions regarding the meeting or how to access it, please email info@sd62.bc.ca.
See link for upcoming and previous Board and Committee meetings [Public Meetings | Sooke School District \(sd62.bc.ca\)](#) materials.

RESOURCES COMMITTEE

School Board Office

September 22, 2026 – 6:00 p.m.

AGENDA

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

With gratitude and respect, we acknowledge that we live, learn, and work on the traditional territories of the Coast Salish: T'Sou-ke Nation, SCÍÁNEW (Beecher Bay) Nation, and the Nuuchah-nulth: Paaʔčiidʔath (Pacheedaht) Nation. We also recognize that some of our schools are located on the traditional territories of the MÁLEXEŁ (Malahat) Nation, and the Ləkʷəŋən peoples of Songhees and Esquimalt Nations. (words gifted by the nations SD62 works with)

2. REPORT (page 3)

The June Resources Committee report was received by the Board at its meeting of June 23, 2026.

3. PRESENTATIONS (10 min.)

4. BUSINESS

4.1 Minor Capital Plan Submission – Mhairi Bennett (page 5)

Recommended Motion: That the Board of Education of School District #62 (Sooke) approve the 2027/28 Minor Capital Plan submission as presented to the Resources Committee on September 22, 2026.

4.2 Minor Capital - Summer Work Update – Mhairi Bennett (page 8)

4.3 Transportation Update – Randy Cobb (page 10)

4.4 Initial Enrolment Update – Monica Braniff (page 13)

4.5 General Ledger Account Structure Update – David Lee-Bonar (page 14)

4.6 Resources Committee Annual Work Plan – Christine Lervold (page 16)

5. ADJOURNMENT

NEXT MEETING DATE: October 13, 2026

RESOURCES COMMITTEE MEETING REPORT

June 9, 2026 – 6:00 p.m.

Present: Christine Lervold, Trustee (Committee Chair)
Cendra Beaton, Trustee (Committee Member) (Online via MS Teams)
Amanda Dowhy, Trustee (Acting Committee Member)
Paul Block, Superintendent
Brian Jonker, Secretary Treasurer
Monica Braniff, Deputy Superintendent
Mhairi Bennett, Director of Facilities
Dana Savage, CUPE
Wanda Falle, CUPE
Tom Davis, SPEAC
Beth Kim, Network Analyst, IT Department
Ceilidh Deichmann, SPVPA
Ed Berlando, STA (Online via MS Teams)

Regrets: Russ Chipps, Trustee (Committee Member)

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:00 p.m. by the Committee Chair. The Chair acknowledged the traditional territories of the First Nations.

The Chair provided virtual participation instructions to Trustees and attendees joining online.

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated May 12, 2026, at its Public Board Meeting of May 24, 2026.

3. PRESENTATIONS

There were no presentations.

4. BUSINESS

4.1 Climate Change Accountability Report – Mhairi Bennett

The Climate Change Accountability Report was reviewed and discussed.

4.2 Low Barrier Means Assessment for Transportation Fee Waiver – Mhairi Bennett and Brian Jonker

The Low Barrier Means Assessment form was presented to the Committee. Discussion was held surrounding timelines, communication, privacy, stigma, accessibility and workload. The Committee supported the following motion going forward to the Board at its next meeting:

Recommended Motion: That the Board of Education of School District 62 (Sooke) support implementation of the low barrier means assessment for transportation fee waiver eligibility as presented at the June 9, 2026 Resources Committee meeting.

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5. **ADJOURNMENT**

The meeting was adjourned at 7:18 p.m. The next meeting is scheduled for September 22, 2026.

Committee Information Note Resources Committee Meeting

September 22, 2026

Agenda Item 4.1 – 2027/28 Minor Capital Submission

TOPIC: The 2027/28 Minor Capital Submission for Board approval.

BACKGROUND / FACTS:

- The District is required to submit a Board approved minor capital plan to the Ministry by September 30th.
- For the School Enhancement Program (SEP) and Carbon Neutral Capital Program (CNCP), the District uses an evidence-based approach that calibrates data inputs based on building systems and structures and their maintenance and replacement history, producing a Facilities Condition Index (FCI).
 - o The VFA is an industry standard tool and process for large organizations with multiple buildings and is also used by the Provincial Government, Health Sector and Post-Secondary institutions to manage their built infrastructure.

ANALYSIS:

- The minor capital submission includes the following programs:

Program	Description
School Enhancement Program (SEP)	Intended to help school districts extend the life of their facilities through a wide range of improvement projects
Carbon Neutral Capital Program (CNCP)	Provides specific funding to energy-efficiency projects that lower the school districts carbon emissions
Bus Acquisition Program (BUS)	Provides specific funding for new buses (growth) and replacement buses (end of life)
Playground Equipment Program (PEP)	Provides specific funding to purchase and install new or replacement playground equipment that is universal in design
Food Infrastructure Program (FIP)	Provides specific funding to support minor upgrades to support the delivery of prepared meals from centralized kitchen facilities to schools
Childcare Conversion/Minor (CC Minor/Equipment)	Provides dedicated funding to support small-scale projects to convert (renovate) an existing K-12 space to create childcare spaces as well as the purchase and installation of fixtures, furniture and equipment required to obtain a license

- Attachment 1 provides project recommendations for each program listed above, combined making up the District's 2027/28 minor capital submission.

NEXT STEPS:

- The committee recommend the following motion for Board consideration at is September 29, 2026 meeting.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the 2027/28 Minor Capital Plan submission as presented to the Resources Committee on September 22, 2026.

Prepared by: Mhairi Bennett, Director of Facilities

Attachments:

1. 2027/28 Minor Capital Submission and 3-year outlook (September 2026)

Ministry of Infrastructure - Minor Capital Program
School District 62 Minor Capital Submissions Three Year Proposal
September 2026

Program	Abbr.	2026/2027				2027/2028		2028/2029		2029/2030	
		Location/Project	Budget	Supported	Status	Location/Project	Budget	Location/Project	Budget	Location/Project	Budget
Playground Equipment Program	PEP	Sangster Elementary	\$ 200,000	Yes	Complete	David Cameron Elementary	\$ 200,000	Willway Elementary	\$ 200,000	Happy Valley Elem.	\$ 200,000
Carbon Neutral Capital Program	CNCP	Sangster HVAC Upgrades	\$ 500,000	Yes	Complete	Willway Mech Upgrade Phase 3	\$ 500,000	John Stubbs Mech/DDC	\$ 500,000	Edward Milne Mech	\$ 500,000
						Crystal View - DDC/Lighting Upgrade	\$ 200,000	Colwood - DDC/Lighting Upgrade	\$ 200,000	Spencer - DDC/Lighting Upgrade	\$ 200,000
School Enhancement Program	SEP	John Muir HVAC Upgrade Final Phase (5)	\$ 1,200,000	Yes	Complete	EMCS Building Condition Phase 1	\$ 1,100,000	EMCS Building Condition Phase 2	\$ 1,100,000	EMCS Building Condition Phase 3	\$ 1,100,000
		Willway Mech Upgrade Phase 2	\$ 500,000	Yes	Complete	Willway Ph.3 Mech Upgrade	\$ 500,000	Saseenos Roof Replacement	\$ 500,000	John Muir Roofing	\$ 500,000
		Subtotal	\$ 1,700,000	n/a	n/a	Subtotal	\$ 1,600,000	Subtotal	\$ 1,600,000	Subtotal	\$ 1,600,000
Food Infrastructure Program	FIP	John Muir/Dunsmuir Kitchens	\$ 125,000	Yes	In Progress	Sangster Elementary	\$ 125,000	Hans Helgesen Elementary	\$ 125,000	Spencer Middle	\$ 125,000
Building Envelope Program	BEP	Willway Envelope Remediation Planning	\$ 71,500	Yes	Planning Complete	Edward Milne Phase 1	\$ 500,000	Edward Milne Phase 2	\$ 500,000	Edward Milne Phase 3	\$ 500,000
						David Cameron Elementary	\$ 300,000	Millstream Elementary	\$ 300,000	TBD	
Bus Acquisition Program	BUS	1 New EV Access. Bus 1 Replacement Diesel to EV	n/a	Yes	In Progress	1 New Diesel 1 Replacement Diesel to EV 1-2 New Micro Bird Type A "Gas/Accessible"	n/a	1 Diesel Replacement	n/a	2 Diesel Replacements	n/a

Motion relates only to projects outlined in yellow box for 27/28 Minor Capital Year

Committee Information Note Resources Committee Meeting

September 22, 2026

Agenda Item 4.2 – Minor Capital Update - Summer 2026

ISSUE: To provide the Committee with an update on Ministry-funded capital projects undertaken during the 2026 summer construction season.

BACKGROUND:

- Each year, the District undertakes a range of capital improvement projects funded through the Ministry of Education and Child Care/Ministry of Infrastructure. These investments support the ongoing renewal, modernization, safety, functionality, and long-term sustainability of district facilities.

ANALYSIS:

- The 2026 summer minor capital program included works across the District's schools and support facilities.
 - Work was prioritized based on facility condition assessments, health and safety requirements, operational needs, and Ministry-approved capital plans.
 - Delivering this work during the summer months minimizes disruption to learning environments while allowing projects to be completed efficiently within the available construction window.
- The total value of work was approximately \$5.2 million
- Projects substantially complete for the start of the 2026-27 school year will transition to warranty, commissioning, and close-out activities, while remaining projects will continue through the completion phases in accordance with approved schedules.

NEXT STEPS:

- Staff will continue to monitor project performance, address any outstanding deficiencies, and ensure all Ministry reporting requirements are met.

Prepared by: Mhairi Bennett, Director of Facilities

Attachment 1: Project List

Project	Funding	Status	Details
Willway HVAC Upgrade	SEP	Substantially Complete	Deficiencies Fall 2026
John Muir HVAC Upgrade	SEP	Substantially Complete	Deficiencies Fall 2026
Sangster HVAC Upgrade	CNCP	Substantially Complete	Deficiencies Fall 2026
John Muir Kitchen Upgrade	FIP	Complete	
Sangster Playground Upgrade	PEP	Complete	
Saseenos Field Remediation	AFG (Partial)	Substantially Complete	Fenced for Sept.
Willway Sewer Connection	AFG	Complete	City Work Continues
EMCS Carpet Replacement	AFG	Complete	H/S Request
RBSS Window Treatment	AFG	Substantially Complete	Deficiencies Fall 2026
David Cameron Roof Replace.	AFG	Complete	
Portable Remediation/Decks	AFG	Complete	Outstanding Equipment
Elem. Outdoor Sensory Paths	AFG	Complete	Sang/John Muir tbc
Poirier PA System Replacement	AFG	Complete	
Spencer Files Alarm Replace.	AFG	Complete	
Millstream Interior Painting	AFG	Complete	
Wishart Lift Replacement	AFG	Complete	
RBSS Lighting Controls Replace.	AFG	Substantially Complete	Deficiencies Fall 2026
EMCS Bldg. Condition Assess.	AFG	Consultant Engaged	Scheduled Fall 2026
Willway Perimeter Drains	AFG	Planning	Deadline March 31 2027
Hans Helgesen Childcare	New Spaces Fund	Substantially Complete	Deficiencies Fall 2026
Willway Building Envelope	BEP	Planning Phase Complete	Awaiting Direction from Ministry

Committee Information Note Resources Committee Meeting

Sep 22, 2026

Agenda Item 4.3 – Transportation Update

TOPIC: Point in time update on Transportation Services for 2026/27.

BACKGROUND:

- School districts require annual registration for all students requesting school bus transportation to ensure compliance with legislative requirements and to maintain accurate up to date passenger lists.
- School District 62 introduced transportation fees in 2024/25 in response to budget pressures which also included route reductions.
- The District implemented an online fee waiver and audit process for the 2026/27 school year.

ANALYSIS:

- To date, the online fee waiver process has been well received.
 - o Principals/Vice-Principals have expressed appreciation for the new process.
 - o There have been no (0):
 - Requests for exceptions to using the online form (i.e. paper forms).
 - Adaptations or support requested for help completing the form
 - Complaints received regarding the form.
- The district transportation system has reached maximum capacity.
 - o Traffic patterns in the Westshore are now such that routes and loops previously running on-time are challenged to meet expectations (i.e. on time pick-up and drop-offs).
 - As schools adjust staffing and class assignments at start-up, transportation has similarly adjusted route times and loops to support on-time performance.
 - o Despite best efforts, attracting and retaining bus drivers is challenging.
 - To support the system the manager, assistant manager and dispatcher are regularly called upon to drive, creating additional challenges regarding sustainability of the current service levels.
 - Staff are in the process of developing recruitment initiatives, including exploring opportunities for in-house recruitment of drivers.
- Future decisions will be required by the Board of Education in relation to service levels and system sustainability.
- Attachment 1 provides for the transportation communications plan for rider families in relation to registration, fee collection and the fee waiver audit process.

- Table 1 below includes the current state of registrations compared to previous years.

	24/25	25/26	26/27
# of registration requests – on time	3,769	2,849	2,622
# of registration requests - late	1,061	793	615
# of total registration requests	4,830	3,642	3,237
# of assigned riders	2,945	2,703	2,716
# of in-eligible riders	1764	530	253
# of non-assigned riders	121	409	268
# of fee waivers (Sept – Sept)*	660	691	510
<i>Year over Year % chg: waivers</i>		4.7%	-26.2%
<i>Waivers as a % of assigned riders</i>	22%	26%	19%
# of standard routes	31	30	30
# of accessible routes	4	5	7
# of overflow routes	1	1	1
# of total buses	50	50	50
# of electric buses	18	20	22
# of total drivers	45	44	44
# of regular drivers	36	36	38
# of on-call drivers	9	8	6
# of KMs driven daily	~3,500	~3,500	~3,750

*all numbers are prior to administration of the Fee Waiver Audit process.

NEXT STEPS:

- Individual family invoices have been loaded into School Cash Online
- Late registrations are being considered where space is available based on the registration time stamp
- Communication will continue as the first installment of fees were due September 20, 2026.
- Administration of the Fee Waiver Audit process in Late September/Early October.
- Continued monitoring of service levels and adjustments as required to support system performance.
- Staff will review and provide analysis for consideration of the Board of Education, through the resources committee, regarding service levels and system sustainability.

Prepared by: Randy Cobb, Transportation Manager

Attachments:

1. Communication Plan



Attachment 1: Communication Plan

Target Timing	Correspondence	Purpose	Status
Late February	Bus Registration Notice	Communicate the process to register for busing	Complete
Mid April	Bus Registration Reminder	Remind families of registration window	Complete
Mid May	Ineligible Notice	As registrations are reviewed inform ineligible registrations	Complete
Mid June	Bus Pass Update	Let registered riders know what to do with bus passes at year end	Complete
Late July	Bus Schedule	Inform eligible on time registrations of their bus schedule	Complete
Late July	Fee Waiver	Online fee waiver instructions included in bus schedule email	Complete
Late August	Fee Invoices	Notice to registered riders of invoice in School Cash Online account	Complete
Early September	Late Registrations	Assigning routes to late registrants based on available seats; fee waiver incl	Ongoing
September 14th	Fee Reminder	Fee Reminder	Complete
September 20th	FIRST PAYMENT DUE		
September 24th	Non-Payment Notice	Non-Payment Notice	
Early October	Audit Notice	Notification of Audit Selection	
October 14th	Fee Reminder	Fee Reminder	
October 16th	Audit Results	Notification of Audit Results for Selected Waivers	
October 20th	SECONDARY PAYMENT DUE		
October 24th	Non-Payment Notice	Non-Payment Notice	
November 13th	Fee Reminder	Fee Reminder	
November 20th	THIRD/FINAL PAYMENT DUE		
November 27th	Service Discontinuation	Service Discontinuation	

Note: Fee waiver audits will continue as late fee waiver requests are received.

Committee Information Note Resources Committee Meeting

September 22, 2026

Agenda Item 4.4 – Initial Enrolment Update

ISSUE: Enrolment estimates provided to give the Committee an initial assessment of the direction that enrolment is heading compared to projections.

BACKGROUND:

- Estimates will be refined leading up to the district submission to the Ministry 1701 process.
- Initial reports are based on FTE for Standard (Regular) Enrolment only, no International, Continuing Education or Online Education.

ANALYSIS:

- The 2026/27 projections that were submitted to the Ministry in February 2026 were an estimated K-12 Standard Enrolment FTE of **13,879**.
- Based on initial reporting from the schools, the District is estimating a total K-12 Standard Schools FTE amount of **13,823**
- The breakdown of this amount by level is reflected in the following table:

Summary of FTE at Each School Level

Level	22/23	23/24	24/25	25/26	26/27 PROJECTED	Change from 25/26	
						#	%
Elementary	5,847	5,959	6,083	6,150	6,086	-64	-1.04%
Middle	2,717	2,827	2,974	3,112	3,237	125	4.02%
Secondary	3,714	3,962	4,241	4,392	4,500	108	2.46%
Total	12,278	12,748	13,298	13,654	13,823	169	1.24%

Note: September count only

Prepared by: Monica Braniff, Deputy Superintendent

Committee Information Note Resources Committee Meeting

September 22, 2026

Agenda Item 4.5 – Account Structure Realignment

PURPOSE:

- To inform the Resources Committee of the implementation of a revised general ledger account structure beginning in the 2026/27 fiscal year.
- The change improves alignment with the Ministry of Education and Child Care (MECC) operating fund reporting framework and the functional nature of district-wide technology services.

BACKGROUND:

- The Ministry prescribes common annual budget and financial statement reporting templates for British Columbia school districts. Its Operating Fund Account Descriptions (May 2006) guideline document states that functions are the highest-level grouping of related programs and that costs are allocated to programs based on the activity involved.
- Function 5, Operations and Maintenance, includes responsibilities for the operation, maintenance and safety of sites, buildings, furniture and equipment, and computer equipment.
- Program 5.41 captures overall operations and maintenance administration, while Program 5.50 includes equipment repair and maintenance activities, including computer equipment.
- Since at least 2015, most centralized Information Management and Technology (IMIT) costs had been recorded in Program 1.02, Regular Instruction, within Function 1.
- Staff analysis identified that the historical structure placed centralized technology staffing, infrastructure, equipment, software and support costs within Instruction, even though these activities primarily provide district-wide operational, administrative and technology support.
- Staff reviewed the account structure and prepared a detailed old-to-new account mapping based on the nature and organizational responsibility of each activity. The revised structure was implemented effective July 1, 2026 for the 2026/27 fiscal year.

ANALYSIS:

- The 2026/27 budget transfer moved \$3,239,554 from legacy IMIT accounts to new accounts based on the nature and responsibility of each activity:

Function	Program	Budget Inc / (Decr)	
		Old Structure	New Structure
1 Instruction	102 - Regular Instruction	(3,086,554)	-
	141 - School Administration	(146,000)	-
1 Instruction Total		(3,232,554)	-
4 District Administration	411 - Educational Administration	-	253,074
	441 - Business Administration	(107,000)	32,500
4 District Administration Total		(107,000)	285,574
5 Operations and Maintenance	541 - Operations & Maintenance Administration	-	608,344
	550 - Maintenance Operations	-	2,445,636
5 Operations and Maintenance Total		-	3,053,980
Grand Total		(3,339,554)	3,339,554

- Data Integration and Analytics costs were reclassified to Program 4.11 Educational Administration, while centralized IMIT administration, infrastructure, equipment, software and support costs were reclassified to Programs 5.41 and 5.50.
- The revised account structure:
 - Better aligns the District's reporting with the Ministry's functional reporting definitions;
 - More accurately reflects the nature of centralized IMIT and Data Integration and Analytics activities;
 - Improves comparability with provincial and peer-district reporting practices; and
 - Provides clearer reporting of instructional, administrative, and operations and maintenance costs.
- The realignment is a budget-neutral reporting change. It does not affect the total 2026/27 operating budget, staffing levels, technology services, or operating surplus.
- However, function-level year-over-year comparisons will be affected. Beginning in 2026/27, Instruction will report lower and Operations and Maintenance will report higher than they would have under the former coding structure:

Function	2026/27 Budgeted Provincial Average	BEFORE	AFTER
		2026/27	2026/27
		SD62 Prelim Budget	SD62 Budget Post-adjustment
Instruction	83.1%	85.5%	83.7%
District Administration	4.0%	4.5%	4.7%
Operations & Maintenance	11.0%	7.9%	9.5%
Transportation	1.8%	2.1%	2.1%
Total	100.0%	100.0%	100.0%

Prepared by:

David Lee-Bonar, Assistant Secretary Treasurer

RESOURCES COMMITTEE ANNUAL WORK PLAN

2026-2027 School Year (Living document)

SEPTEMBER (22nd)

- Minor Capital Plan Submission 2026/27 – recommendation to Board for all three readings
- Minor and Asset Rehabilitation (Summer projects update)
- Transportation Update
- September Enrolment Update
- Resources Committee Annual Work Plan

OCTOBER (13th)

- Enrolment Update
- Childcare Update
- Q1/Q2 Minor Capital Financial Update

NOVEMBER (17th TBC)

- 2027/28 Budget Principles, Assertions and Processes – recommendation to Board for approval
- Quarter 1 Financial Forecast – recommendation to Board for approval
- Transportation Update
- Enrolment Update - Final

DECEMBER (8th)

- Capital Asset Management Strategy Update

JANUARY (12th)

- Energy Management Update
- Long-Range Facilities Plan – recommendation to the Board to receive plan (in years required)

FEBRUARY (9th)

- Amended Budget 2026/27
- 2026/27 Q2 Forecast
- Fees:
 - o Academy Fees (2027/28)
 - o School Fees (2027/28)
 - o International Fees (2028/29)
 - o Transportation Fees (2027/28)
 - o Board Operated Child Care Fees (2027/28)
- 2026/27 Community Rental Strategy
- 2027/28 Budget Development Update

MARCH (9th)

- 2026/27 Budget Development Process - Update
- Q3/Q4 Minor Capital Update
- Annual Facilities Grant (AFG) planning
- 2026/27 Operational Plan
- Spring Break (March 15-30, 2026)

APRIL (13th)

- Capital Plan Bylaw - recommendation to Board for all three readings
- Major/Minor Capital Update - Response Letter(s)

MAY (11th)

- 2026/27 Q3 Financial Forecast
- 5-year Capital Plan - recommendation to Board for all three readings
- Transportation Update - registration update

JUNE (8th)

- Review fiscal monitoring report (year-end estimates)
- Climate Change Accountability Report

ONGOING

- Workplan amendments and review