

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE

Report to the Board of June 14, 2023

Committee Members:	Trustee Elder, Chair Trustee Hickman Trustee Silzer – regrets
Staff Support:	Jason Reid, Secretary-Treasurer Dave Eberwein, Superintendent of Schools Megan Cimaglia, Director of Finance Rob Lumb, Director of Facilities Cody Henschel, Director of Information Technology
Partner Representatives:	Don Peterson, STA Nola Welsh, CUPE – regrets David Mark, SAA COPACS – regrets
Other Attendees:	Chair Dunford, Vice Chair McMurphy, Trustee Vandall & Trustee VanWell

Committee Meeting

Tuesday, June 6, 2023

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS DISCUSSED

1. Draft Multi-year Financial Plan
2. Trustee Remuneration

C. ITEMS FOR RECOMMENDATION

1. 2024/25 Capital Plan submission

Motion:

The Committee recommends and I, Trustee Elder move,
That the Board approve the Capital Plan submission for the 2024/25 school year.

2. Updated Long Range Facilities Plan

Motion:

The Committee recommends and I, Trustee Elder move,
That the Board approve the updated Long Range Facilities Plan.

3. Canada Infrastructure Bank Loan

Motion:

The Committee recommends and I, Trustee Elder move,
That the Board adopt the revised 2023/24 Capital Plan Bylaw.

4. Parkland Track Funding Agreement

Considering new information, a recommendation is not being put forward to the Board at this time.

5. Parkland Track Recognition

Motion:

The Committee recommends and I, Trustee Elder move,
That the Board approve the ongoing recognition of contributors to the Parkland Track Project on a contributor recognition board, and that a community recognition and opening event be planned following track completion and school start up.

D. ITEMS FOR INFORMATION

1. Phone System Replacement Update – oral update
2. Fiscal Forecast

E. FUTURE AGENDA ITEMS

- 2022/23 Audited Financial Statements (Sept)

Draft for Discussion: Multi-Year Financial Plan

The 2023 – 2026 Financial Plan outlines the financial processes and information used to make financial decisions that support the Board’s strategic priorities. The school district’s budget is a financial plan that supports student achievement through allocation of funding in alignment with the Board’s strategic plan.

District Overview

The Saanich School District enrolls close to 8,000 students in a number of neighbourhood and special program schools. Neighbourhood schools include eight elementary schools, three middle schools, and three secondary schools. The district also provides educational programming at the Children's Development Centre, two Individual Learning Centres, an online learning school called SIDES (South Island Distance Education School), and at SISP (Saanich International Student Program).

The [boundaries](#) of the Saanich School District extend north from the Royal Oak and Broadmead neighbourhoods in Saanich encompassing the Saanich Peninsula and surrounding islands. In addition to a portion of Saanich, the boundaries of the school district include Central Saanich, North Saanich and Sidney. School age enrolment is forecasted to grow modestly (approximately 11%) over the next decade.

The school district is comprised of about 1,000 employees, including teachers, support staff, principals and vice principals, and administrative staff.

Board of Education

The School District is governed by a publicly elected [Board of Education](#) comprised of seven Trustees representing the communities of Saanich, Central Saanich, North Saanich and Sidney.

The [Board Policy Handbook](#) highlights and supports the important governance function of the Board. It defines the role of the Board, the role of the Superintendent of Schools and the delegation of authority from the Board to the Superintendent.

The key responsibilities of the Board of Education include:

- Improvement of student achievement and individual success
- Accountability to and engagement of the community
- Strategic planning and reporting
- Policy development, implementation and evaluation
- Political advocacy/influence

The current Board was elected in 2022 for a four-year term.

How Financial Planning Aligns with and Supports the Strategic Plan

Budget Development

Effective implementation of the Board’s strategic plan requires alignment of budget decisions with strategic plan priorities. An overarching responsibility of the Board in [Board policy 2 \(Role of the Board\)](#) is the “Improvement of student achievement and individual success” and this policy states that the Board shall ensure the strategic plan includes strategies to improve student achievement, and that initiatives to improve student outcomes are reflected in the annual budget.

Prior to commencing the annual budget consultation process, each year the Board approves guiding principles to guide the budget consultation process (link to [2023/24 Budget Guiding Principles](#)). For the 2023/24 budget consultation these principles included that the Saanich Board of Education will keep support for students at the forefront of its decisions. As the Board recognizes public education is the responsibility of the whole community, community engagement is key to the decision-making process.

Each year, the Board conducts a comprehensive budget consultation process with the following objectives:

- resource allocation is driven by Strategic Plan priorities and support for students is at the forefront of the Board decisions;
- the process is transparent and includes input through communication and consultation with students, partners, First Nations, and the community;
- compliance with the School Act, collective agreements and other regulatory requirements and Board policy; and
- education program continuity is protected by maintaining an appropriate contingency reserve balance.

The consultation process is overseen by the [Budget Advisory Committee \(BAC\)](#), which provides advice to the Board of Education.

Budget Planning Timelines

December

- Board approves Budget Guiding Principles and Budget Timelines

January

- BAC reviews the Budget Process Consultation Plan and the BAC terms of reference and recommends their approval to the Board of Education

February

- Board of Education approves the BAC terms of reference and the Budget Process Consultation Plan.
- BAC reviews preliminary enrolment forecasts for the following school year, Risk Management Report, and historical budget data analysis.

March

- Staff calculate budgetary balance following confirmation of funding rates for the following fiscal year.

April

- In early April BAC reviews:
 - funding projections and estimated operating fund budget pressure for following fiscal year
 - strategic budget priorities and status of current initiatives to implement strategic priorities
 - community engagement plan including key messages and communications materials
- Community consultation including:
 - Community Budget Meeting
 - Student Voice meetings to discuss the budget consultation process, the context for Budget 2023/24, and to seek student feedback on budget priorities.
 - Consultation meetings with the W̱SÁNEĆ School Board, partners, and stakeholders.
 - Community Budget Survey

- In late April, BAC reviews the results of the community consultation and develops a recommendation to the Board of Education to balance the preliminary budget, and may develop further recommendations regarding considerations for future budgets.

May

- The Board of Education adopts the Budget for the following fiscal year.

Strategic Plan Development

To develop Strategic Plan 2022-2027, the Board of Education engaged in a year-long process of analysis, dialogue and community consultation. Students, parents/guardians, staff, the WSÁNEĆ First Nation and other community members came together to provide input and insights resulting in the identification of the following four Strategic Plan priorities:

▶ **LITERACY** To improve student literacy across the curriculum for all students with a particular focus on early learning

▶ **INDIGENOUS LEARNER SUCCESS** To engage in practices that support culturally responsive and barrier-free learning environments for Indigenous students

▶ **MENTAL HEALTH AND WELLNESS** To promote mental health and well-being through social emotional learning and trauma-informed practice

▶ **GLOBAL CITIZENSHIP** To provide opportunities and experiences that inspire learners to be knowledgeable, curious and active global citizens who support the well-being of oneself, family, community and our environment

The Board's Strategic Plan serves as a framework through which district directions and decisions are considered and initiated. It is our public commitment and acts as a road map to guide the district from where it is to where it wants to be.

Financial Plan Overview

How Financial Resources Support Strategic Plan Priorities

Financial resources support the strategic plan through decisions made in the budget consultation process and also through decisions regarding the allocation of established budgets as the strategic plan is operationalized. Operationalizing the strategic plan is informed by focused school and departmental planning and continual engagement including regular student voice sessions focusing on each strategic plan priority area. This work drives how resources are deployed including the focus of district and teacher leadership time and professional development, and the allocation of learning resources budgets.

The following are examples of key initiatives being implemented and resourced in support of strategic plan priorities.

[Note: the list below will be updated to align with September FESL report]

▶ LITERACY

- The creation of a K-12 Literacy plan for Saanich with an initial focus on Early Learning
- Implementation of a Fall and Spring District Literacy Assessment for all students in grades 1 to 8
- Shift the allocation of resources and staffing to a broader early intervention program with an equity lens
- Implementation of a comprehensive plan to consistently employ tier one and two supports for early literacy that embeds ongoing professional development (has resulted in 3 times as many students receiving intervention support)
- Implementation of Heggarty phonological awareness program in all elementary schools
- Create a plan to examine and purchase resources that reflect diversity and inclusion
- Continue to build a data dashboard to track student progress and inform educational progress

▶ INDIGENOUS LEARNER SUCCESS

- Reallocation of staffing to focus on Early Literacy and Social Emotional Learning for Indigenous students - significant focus on supporting primary students with literacy
- expansion of SENĆOŦEN language instruction in elementary schools
- Focus on ensuring that we continue to support secondary teachers in offering a variety of culturally responsive courses to meet the graduation requirement
- Continue to review data to look for barriers with a particular emphasis on student voice
- Maintain family advocate Education Assistant position

▶ MENTAL HEALTH AND WELLNESS

- expansion of Mental Health Literacy and Digital Literacy programs for students.
- Mental Health Literacy for students at the middle school level is in progress and is under consideration for implementation at elementary and secondary.
- Secondary Physical Health Education 9 & 10 curriculum embedding mental health & wellness within curriculum is in-progress.
- Building capacity for staff - focus on current professional learning and on staff wellness. This is in-progress.
- EASE (Everyday Anxiety Strategies for Educators) training at each level - in progress at Elementary and Middle, and planned at Secondary.
- Digital Literacy at the elementary and middle school level - initial implementation completed at elementary and middle level. Under consideration for secondary.
- Comprehensive Counselling Approach with monthly district-wide focus is in progress
- Anti-racism initiatives are under consideration. At beginning stages of identifying district vision, direction and curricular resources.
- Indigenous Student Mentorship Program – Year two in partnership with Human Nature Counseling. This initiative is funded by grants.

▶ GLOBAL CITIZENSHIP

- Allocation of curriculum budget to support development and implementation of learning experiences that focus on broader global and societal issues.

- Focusing teacher leadership and professional development budget on this priority and the advancement of learning experiences that focus on the role of citizens in broader global and societal issues
- Data information practice with a focus on equity of student success
- A particular focus on student voice to understand how to achieve this goal for students

Multi-Year Financial Projections (Operating Fund)

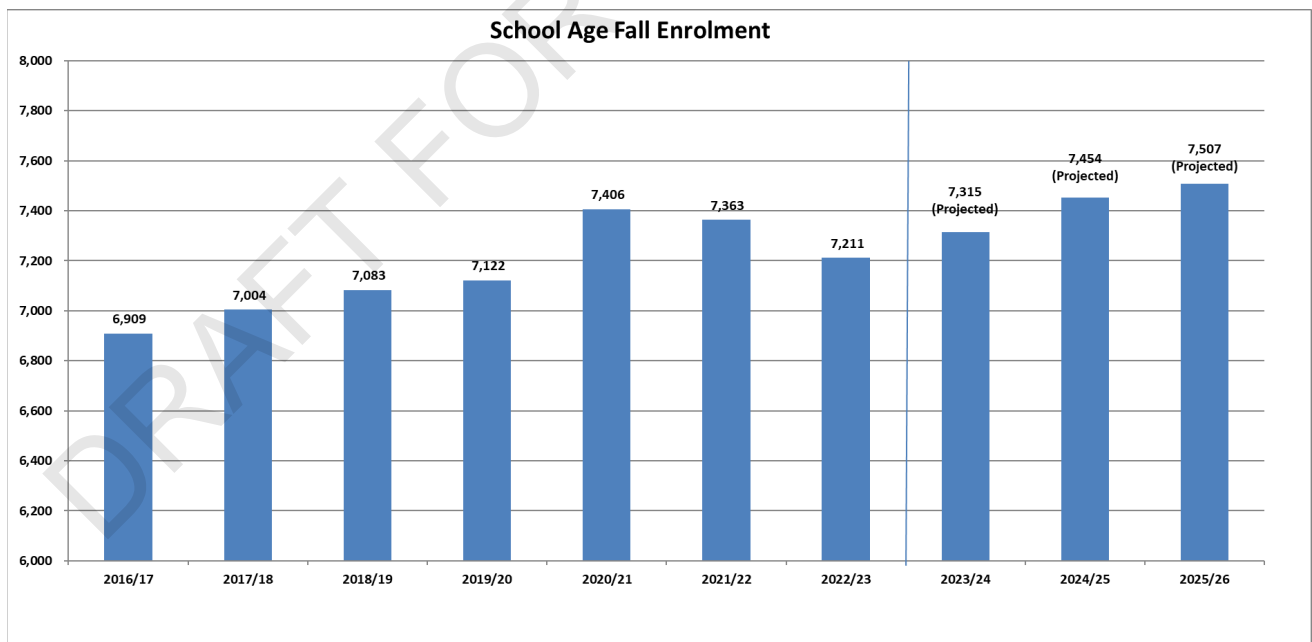
Enrolment is the most significant driver of projected fiscal balance. Approximately 85% of operating fund revenues are determined by per student funding allocations, and variation in enrolment impacts budgetary balance because program costs do not vary proportionally with program funding when enrolment changes. In BC, school district fiscal balance is highly leveraged to enrolment because:

- annual funding rate escalation does not fully reflect annual inflationary costs; and
- enrolment based funding growth usually exceeds incremental program costs.

As a result, a district experiencing more growth has greater financial flexibility to fund inflationary cost pressures. Enrolment in Saanich is forecasted to grow modestly over the next decade, on average by about 1% a year. However, as migration is the primary driver of growth, actual enrolment growth may vary significantly from forecast.

Historical and projected enrolment for the next 3 years is presented in Exhibit 1.

Exhibit 1 – Historical and Forecasted Enrolment



Budgeted and forecasted revenues, expenditures, annual surplus and accumulated surplus are presented in Exhibit 2, as are the key assumptions underlying the forecast. Over the next three years a growing annual deficit is forecasted as cost inflation exceeds funding growth. The 2022/23 Amended Budget did not require allocation of accumulated surplus (one-time reserves) in order to balance. However, \$1,356,864 in accumulated surplus is required to balance the 2023/24 Budget due to growing unfunded inflationary cost pressures. This use of accumulated surplus is forecasted to grow over the 3-year forecast period as forecasted cost inflation exceeds funding growth. This results in a forecasted closing accumulated deficit position of (\$1,828,063) by 2025/26. As Boards of Education are prohibited from budgeting for or realizing an accumulated deficit position, a key objective of future budget planning will be to achieve budgetary balance.

Actual fiscal pressure may be lower than forecasted if enrolment and/or funding is greater than forecast or if inflationary costs are lower. However, the forecast indicates that measures to improve budgetary balance will likely be necessary when planning for Budget 2024/25.

Special Purpose Funds

(This section is to be completed, and will include an overview of special purpose funds including what they are and what the funds are designated for)

Capital Fund

(This section is to be completed, and will include an overview of the capital fund)

Exhibit 2: Three Year Financial Projection (Operating Fund)

	Actual 2021/22	Actual 2022/23	Budget 2023/24	Forecast 2024/25	Forecast 2025/26
		See note 1		Note forecasts are preliminary and review ongoing	
Revenues					
Provincial Grants					
Ministry of Education and Childcare	74,605,455	To be determined	83,284,499	85,661,691	87,498,345
Other	183,610		53,760	53,760	53,760
Federal Grants	39,492		-	-	-
Tuition	3,708,763		4,048,515	4,298,515	4,298,515
Other Revenue	5,574,297		5,804,408	6,368,112	6,436,860
Rentals and Leases	380,542		430,500	430,500	430,500
Investment Income	205,968		650,000	617,500	586,625
Total Revenue	84,698,127	-	94,271,682	97,430,079	99,304,605
Expenses					
Salaries					
Teachers	35,576,010		36,834,229	38,246,559	39,275,624
Principals and Vice Principals	4,636,514		5,176,294	5,383,346	5,598,680
Education Assistants	5,214,769		6,559,552	6,690,743	6,824,558
Support Staff	8,463,733		9,353,266	9,540,331	9,731,138
Other Professionals	3,151,514		3,528,715	3,652,220	3,780,048
Substitutes	3,919,473		4,541,159	4,631,982	4,724,622
Total Salaries	60,962,013	-	65,993,215	68,145,181	69,934,669
Employee Benefits	15,168,799		16,976,468	17,732,799	18,414,407
Total Salary and Benefits	76,130,812	-	82,969,683	85,877,981	88,349,076
Service and Supplies					
Services	4,823,714		5,066,057	5,670,028	5,773,376
Professional Development and Travel	445,956		837,422	854,170	871,254
Rentals and Leases	137,659		174,416	177,904	181,462
Dues and Fees	385,591		327,528	334,079	340,760
Insurance	187,184		165,460	168,769	172,145
Supplies	2,879,215		3,478,900	3,548,478	3,619,448
Utilities	1,484,676		1,629,080	1,661,662	1,694,895
Total Service and Supplies	10,343,995	-	11,678,863	12,415,090	12,653,339
Net Revenue (Expense)	- 1,776,680	-	- 376,864	- 862,992	- 1,697,810
Interfund Transfers	- 1,145,071		- 980,000	- 980,000	- 980,000
Use of Accumulated Operating Surplus	2,921,751		1,356,864	1,842,992	2,677,810
Annual Operating Surplus	-	-	-	-	-
Accumulated Operating Surplus, Opening	6,916,708		see note 1 4,049,603	2,692,739	849,747
Change in Accumulated Operating Surplus	- 2,921,751		- 1,356,864	- 1,842,992	- 2,677,810
Accumulated Operating Surplus, Closing	3,994,957	4,049,603	2,692,739	849,747	- 1,828,063

Note 1: Actual 2022/23 figures to be populated following the audit. At this time forecasted closing accumulated surplus is presented.

Key Assumptions

1. Funding and teacher staffing reflects forecasted school age enrolment growth of 139 FTE in 2024/25 and 53 FTE in 2025/26.
2. Designation numbers and other enrolments in 2024/25 and 2025/26 forecasted to be consistent with Budget 2023/24.
3. Funding rates are adjusted to reflect the cost of collective agreement and inflationary adjustments to exempt compensation.
Note that the 2023/24 Budget figures has been adjusted to reflect funding for exempt salary inflation (announced May 2023).
4. Investment income declines in each of 2024/25 and 2025/26 due to assumption of moderation to interest rates.
5. Wage and salary scale adjustments assumed to be 2% in 2023/24 and 2% in 2024/25.
6. International tuition fee increases from \$13,750 to \$14,750 in 2024/25.
7. General inflation of 2% applied to service and supplies in each of 2024/25 and 2025/26.
8. General inflation of 1.5% applied to benefit costs in each of 2024/25 and 2025/26.

To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Trustee Remunerations

Date: May 30, 2023

Purpose and Background

The purpose of this briefing is to inform the Board's annual review of Trustee remuneration.

Policy 9 (Board Operations) provides for Trustee remunerations and that *"These remunerations will be reviewed annually and will increase by no less than the economic increase to CUPE support staff wages in any year."*

This review of Trustee remunerations is scheduled in the [Board Annual Work Plan](#) to occur in June.

Remuneration Review

The current remuneration rates for Trustees in Saanich are as follows:

- Chair = \$20,793
- Vice-Chair = \$19,087
- Trustee = \$17,761

The BC School Trustees Association (BCSTA) recently provided the 2022/23 Trustee compensation survey results from all participating school districts including Saanich. This information was compiled in March 2023 and reflects the current Saanich remunerations as reported above.

The BCSTA has advised that the detailed survey results are confidential. While the detailed survey results are confidential, it is appropriate to share aggregate remunerations data (as outlined in this briefing note) to inform the review of Trustee remuneration in a public meeting.

The average remuneration rates reported by south island school districts excluding Saanich (i.e. SD61, SD62, SD68, and SD79) are as follows:

- Chair = \$25,199
- Vice-Chair = \$23,310
- Trustee = \$22,115

Remuneration rates vary significantly between small and large school districts. For example, annual Trustee remuneration in many large lower mainland school districts range from \$30,000 to \$50,000, and in some cases exceeds \$50,000. As a result, comparison to the provincial average is not a meaningful benchmark.

The most meaningful comparison is to school districts that are similar in size. Renumeration data (average, range, and median) is presented below for the five school districts where enrolment is within 15% of Saanich enrolment (SD40, SD45, SD75, SD79, and SD83).

Average

- Chair = \$23,441
- Vice-Chair = \$21,240
- Trustee = \$19,915

Range

- Chair = \$17,803 to \$29,975
- Vice-Chair = \$16,185 to \$28,141
- Trustee = \$14,566 to \$26,307

Median

- Chair = \$20,788
- Vice-Chair = \$18,837
- Trustee = \$17,533

Note that per Policy 9 (Board Operations), Saanich Trustee remunerations will increase by 6.75% effective July 1, 2023 consistent with the collective agreement economic increase to CUPE wages.

Respectfully,



Jason Reid
Secretary Treasurer

JR/klg

To: Finance, Facilities & Technology Committee

Prepared By: Rob Lumb
 Director of Facilities

Subject: 2024/25 Five Year Capital Plan Submission

Date: May 30, 2023

Purpose

The purpose of this briefing note is to provide information relevant for the committee’s review and subsequent approval by the Board of the Capital Plan Submission for 2024/2025. If these projects are approved by the Ministry, funding will be announced in March of 2024.

Our submission deadline is June 30, 2023 for Major Capital projects (Addition, Seismic, Building Envelope and Demolition). The submission deadline for minor capital projects (School Enhancement, Carbon Neutral, Playgrounds and Bus Replacement) is September 30, 2023. Included in the plan are some carry forward projects that appeared in the submission last year as well as the addition of some newer projects more recently identified.

A summary table of the proposed 2024/25 Capital Plan Submission with further explanation is below:

Addition Program		
Cordova Bay Elementary	\$7,000,000	Addition of a four Class Classroom expansion
Seismic Mitigation Program (SMP)		
Sidney Elementary	\$40,000,000	Previously submitted project. Risk Assessment is an H1 (P2 and P4)
Brentwood Elementary	\$700,000	Previously submitted project. Risk Assessment is an H1 (P2)
Building Envelope Program (BEP)		
Bayside Middle School	\$6,909,999	Result of Building Envelope Condition Assessment - 2009
Brentwood Elementary	\$731,000	Result of Building Envelope Condition Assessment - 2009
Prospect Lake Elementary	\$670,000	Result of Building Envelope Condition Assessment - 2009
School Enhancement Program (SEP)		
Stelly's Heating Plant	\$1,000,000	Phase 1 of heating system replacement
Roofing	\$500,000	Parkland
Accessible Lift Replacements	\$100,000	Parkland
Carbon Neutral Capital Program (CNCP)		
Stelly's Heating Plant	\$500,000	Phase 1 of heating system replacement
Playground Equipment Program (PEP)		
Deep Cove Elementary	N/A	Universally accessible playground equipment
Sidney Elementary	N/A	Universally accessible playground equipment
Bus Replacement (BUS)		
Bus Replacement dictated by Age and Mileage. No Buses meet this criteria for this submission. We do expect 2 buses to meet Criteria in the 2025/2026 Budget submission		
School Food Infrastructure Program (FIP)		
Parkland, Stelly's, and Claremont	Up to \$100,000	* Waiting on pricing and items from the schools
Demolition Program		
Sansbury	\$250,000	Demolition of gym and covered area

Additions

The Cordova Bay addition is being resubmitted as it has not yet been approved.

The implementation of new catchment boundaries in 2021/22 is shifting future enrolment from Prospect Lake to Brentwood, Lochside and Cordova Bay. Cordova Bay is most impacted in terms of future enrolment, as Lochside will have less capacity in the future to accept out-of-catchment requests from Cordova Bay. As a result, the implemented boundary change reflects the need for a two classroom addition at Cordova Bay to accommodate future enrolment. Further information on the rationale for this project is found in the Long Range Facilities Plan.

The catchment boundary study did not reflect the impact of additional housing from potential densification of land use as indicated in the draft Cordova Bay Local Area Plan. Therefore, it is prudent to plan for a four classroom addition as we continue to monitor the implementation of the local area plan.

SMP Projects

Both Sidney and Brentwood SMP projects are being resubmitted.

Revised building codes have identified Sidney and Brentwood as H1 risk which resulted in their submissions. Further classification from Ministry has added an additional layer of rating. This rating system is attached to the briefing note. Sidney has two blocks that are H1 – P2 and 2 blocks that are H1 – P4. Brentwood has one block that is rated H1 – P2.

Note that both Sidney and Brentwood were submitted last year as seismic upgrades, as the H1 rating drives the rationale for approval.

The submission for Sidney of \$40M represents a full replacement of the school, which is the preference of the District. If this option is not available for funding from the Ministry, there is an alternative plan that will be submitted that would have Sidney renovated instead of replaced (\$13M). This would not be the desirable option as it would involve a temporary relocation to portables on site while the renos would be completed.

BEP Projects

Bayside is being submitted again for a major building envelope project to repair the sustained damage from the lengthy roof leak. Note we have conducted thorough air quality tests at the school and there are no concerns regarding air quality. Brentwood and Prospect Lake have also been included in the submission. This is under instruction from the Ministry as they continue to fund related projects across the province based on studies completed in 2009 related to the leaky condo issues in British Columbia.

SEP Projects

Stelly's Secondary is our districts largest consumer of energy and our largest emitter of carbon. In light of our Energy Sustainability Plan, we will be focusing on electrification of the heating plant over the next four to five years starting with phase one. The total cost to upgrade Stelly's to an electric heat pump will be approximately \$6M.

Roofing continues to be a focus in replacement schedules, thus the allocation of another \$500K for Parkland School. We received approval of \$500K in the submission last year. Replacement of the entire Parkland roof is a lengthy process that will see subsequent years of roof submissions as it consists of over 100,000 sq. ft of roofing that is now at its life expectancy. Total estimated cost to replace all of the Parkland roof is \$4 million which we will do over the span of multiple years.

Parkland has multiple lifts inside the school to accommodate accessibility through the building. This submission represents three lifts in need of replacement.

Carbon Neutral Capital Program

The proposed heating plant at Stelly's will include an air sourced heat pump. This will allow us to greatly reduce greenhouse gas emissions from the site by moving the main source of heat from natural gas to electricity. This submission is in conjunction with the SEP submission above for Stelly's.

PEP Projects

PEP projects are used to replace older, failing playgrounds. Our grounds department conduct regular inspections and identify the playgrounds in need of replacement. While Sidney Elementary received a replacement playground in the 2019/2020 capital year the other playground at the school is in poor shape and is currently the #2 priority for the district replacement.

Deep Cove and Sidney remain our two highest priorities for playground replacement and are being resubmitted this year. We did not receive any approvals in our submission last year. Typically, we have seen approvals for PEP projects every 2 years, so we anticipate that at least one of these playgrounds will be approved.

Bus Projects

Bus replacement is dictated by age and mileage. This year none of our buses qualify for replacement. We expect two more buses to be approved for replacement in the submission next year. Our plan is for all future bus replacements to be electric models, funding permitting.

Food Infrastructure Program (FIP)

The Capital Management Branch School Food Infrastructure Program (FIP) is a new annual program intended to assist Boards with creating, improving, or expanding infrastructure to feed students across all communities in British Columbia. The FIP is directly tied to government's broader Feeding Futures program, which is a commitment to ensure students are properly fed for learning to enhance positive academic and healthy outcomes for students.

After consultation with student services, it was decided that we would apply for new equipment for our three Secondary Schools to replace aging equipment as required by the program.

Demolition Program

Sansbury is being re submitted as we were not successful in obtaining approvals last year. This submission is to demolish the gymnasium and covered area at Sansbury, as these components are at end of life and were not included in the renewed lease with Allegro Dance.

Recommendation:

That the Board approve the Capital Plan submission for the 2024/2025 school year.

Thank you,

A handwritten signature in black ink, appearing to read "Rob Lumb", written in a cursive style.

Rob Lumb
Director of Facilities

To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Long Range Facilities Plan Update

Date: June 1, 2023

Purpose and Background

The purpose of this briefing note is to inform the Committee's review and the Board's approval of the updated Long Range Facilities Plan.

Each year we review and adjust the Long Range Facilities Plan reflecting any updated information relevant to the plan. This revised plan reflects updated information relating to enrolment forecasts, capital plan submissions and approvals, the annual facility grant plan, and the energy sustainability plan.

Staff Recommendation

That the Board approve the updated Long Range Facilities Plan.

With Respect,

A handwritten signature in blue ink, appearing to read "Jason Reid".

Jason Reid
Secretary Treasurer

Attachment: Updated Long Range Facilities Plan



Long Range Facilities Plan



North Saanich Middle School, replacement school completed in 2012

Date	Revision	Date	Revision
Apr 20	Final Issue		
Dec-20	2020/21 actual enrolment; portable inventory		
Apr-22	2021 Census Pop; Enr Proj upd to 2022-2031		
May-23	Cap Plan, AFG, Enr Proj, Cap Util		

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Schedules

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B	Inventory of Schools
C	Facility Condition
D	Base Case Summary
E	Public Consultation Summary

EXECUTIVE SUMMARY

INTRODUCTION

Cascade Facilities Management Ltd was contracted in December 2019 by Saanich School District No. 63 (SD63) to undertake a Long Range Facilities Plan (LRFP). The main purposes of the LRFP were to:

- To fulfill the requirement of the Ministry for each school district to develop a LRFP as instructed and required as part of the capital plan submission
- To demonstrate existing School District's strategies in meeting the guidelines for optimum capacity utilization
- To guide the School District and the Ministry in facilities decisions over the long term
- to ensure cost-effective operations of existing facilities and capital investments for new schools, additions, renovations/upgrades, replacements
- To develop options to meet space needs in the district and to achieve balance between enrolment and school capacity in each of the Zones, especially in resolving overcapacity in South Zone schools

UPDATES

Revisions in this current update include the following:

- 2024/25 SD63 Capital Plan Submission
- Annual Facility Grant for 2023/24
- Ministry's supported and approved projects from the 2023/24 Capital Plan Submission
- Enrolment Projections for 2023 and 2024-32
- Capacity Utilizations to 2032
- Schedules
- Text Revisions , including:
 - Executive Summary
 - Community Demographics
 - Options and Recommendations

THE SCHOOL DISTRICT

SD63 has an inventory of 24 facilities comprising over 91,000 square meters in area, and occupying approximately 175 acres of land. In addition, there are 25 portables, 10 of which were funded by MFCD.

The District operates 14 schools: eight elementary, three middle and three secondary schools. The total headcount enrolment in 2022 was 6,588, excluding students in the International Student Program who are not funded by the Ministry.

Not included in the enrolment projections of this study, also are students enrolled in programs offered by the District such as Distance Education, Individual Learning, and Continuing Education located at other locations.

The VFA Condition Report indicates that ten of the district facilities, including six of the schools, are above the provincial average with a Facility Condition Index of 0.01 and 0.43, and the remaining 13, including eight schools, with a score of 0.44 to 1.00 are below.

Seismically, seven of nine previously upgraded facilities are considered completely mitigated. The remaining two will be requiring additional mitigation as a result of reassessments according to the latest Building Code. The replacement of the Child Development Centre has recently been completed.

COMMUNITY DEMOGRAPHICS

The total population for the SD63 area has been increasing steadily from 63,000 in 2011 to 70,787 in 2021. It is expected to grow to slightly over 82,765 by 2032 according to BC Stats.

The age 5-17 population for the SD63 area has grown slightly from 7,845 in 2011 to 7,937 in 2021. The projected age 5-17 population is expected to show a healthy increase of 1,340 to 9,710 from 2022 to 2032.

ENROLMENT PROJECTIONS

Assuming existing enrolment trends, the increase in the number of students for the District will be 1,120, of which, about 500 will be OOD students. Capacities at both ROMS and CSS will be exceeded beyond their operating capacities. Therefore, restricting their G6 intake at ROMS and G9 intake at CSS (with the exception of those attending elementary schools in the South Zone and ROMS) will have to be implemented to maintain their respective operating capacity. Under this option, the enrolment increase for the District will be 760, from 6,588 in 2022 to 7,348 in 2032.

Patterns of growth for the elementary, middle and secondary students show:

- Elementary students fluctuating around 3,000 from 2023 to 2027 and then increasing
- Middle students gradually increasing from 2022 to 2027 and then decreasing
- Secondary students gradually increasing from 2024 after a small surge in 2023
- K-12 growth patterns are generally consistent with those of the age 5-17 population group

CAPACITY & UTILICATION

The Design Aid Sheets were updated in March 2020 to incorporate all recent additions and alterations not included in the Ministry of Education record, and the Nominal Capacity revised from 7,245 to 7,640.

The operating capacities based on the MOE's average classroom capacities and grade structures were recalculated for the revised Design Aid Sheets.

The Capacity Utilization for the District overall, will be increasing from 92.8% in 2022 to 103.6% by 2032. For the elementary schools, it will be increasing from 107% to 113.9, for the middle schools, from 92.8% to 101.9% and for the secondary schools, 78.1% to 93.9%.

OPTIONS

Options to mitigate the over-capacity at the elementary schools include:

- Use of portables where shortfalls are expected to be less than 100 in the short term
- Expansion of Cordova with a 4-classroom addition

RECOMMENDATIONS

The proposed recommendations include:

- A Capital Plan submission to be made for a 4-classroom addition at Cordova Bay, based on the capacity analysis
- Close monitoring of the K intake for Prospect Lake and other South Zone elementary schools to continue
- Recommendations as per the SD63 Energy Sustainability Plan

1. OBJECTIVES & PROJECT SCOPE

1.1 Introduction

The Ministry of Education 2020/21 Capital Plan Instructions issued in March 2019 (updated April 2019) require Boards of Education to develop and maintain a comprehensive School District Long Range Facilities Plan (LRFP). In the instructions, this requirement is defined as follows:

A comprehensive Long-Range Facilities Plan (LRFP) should guide all board of education decisions regarding capital asset management and capital plan submissions, both in terms of facility operations and educational programming. The content of each LRFP developed by boards is fully expected to vary, as they will be dependent on the unique circumstances of individual school districts currently and in the future. The LRFP for a school district would most commonly use at least a ten-year planning horizon. However, a longer period may be considered where local government is actively pursuing extended land use planning and lengthier residential development growth strategies, which may directly influence the growth of student enrolment in different areas of the school district. Conversely, the potential contraction of communities and changing demographics in neighbourhoods, leading to subsequent decline in student enrolment, may also need to be considered under the LRFP. As all capital project requests should be supported by a current LRFP, the Ministry may request school districts to provide appropriate sections of the LRFP to inform its review of individual requested projects. Of primary consideration is that any school for which a capital project is being proposed has been identified in the LRFP as being necessary for the board's continuous provision of education programming for students in the school district.

The LRFP takes into consideration education program requirements and trends, capacity utilization, seismic vulnerability and risk factor of school buildings and current condition of existing facilities, in addition to current land use and anticipated changes, future housing developments, student yield rates, community demographics, local community and economic development strategies, and other long-term planning considerations.

The LRFP supports the Five-Year Capital Plan to be submitted to the Ministry by providing a comprehensive rationale for specific capital projects that are proposed. In addition, the LRFP provides a district-wide framework for other key local decisions such as analysis of capacity utilization of surrounding schools, location of district programs and maintenance priorities.

1.2 Objectives

The objectives the School District wishes to achieve through the LRFP, include the following:

- To fulfill the requirement of the Ministry for each school district to develop a LRFP as instructed and required as part of the capital plan submission
- To demonstrate existing School District's strategies in meeting the guidelines for optimum capacity utilization
- To guide the School District and the Ministry in facilities decisions over the long term to ensure cost-effective operations of existing facilities and capital investments for new schools, additions, renovations/upgrades, replacements
- To develop options to meet space needs in the district and to achieve balance between enrolment and school capacity in each of the Zones, especially in resolving overcapacity in South Zone schools

1.3 Scope of the Plan

The LRFP is a Facilities Plan that provides a framework to guide the district in rationalizing its long-term facilities usage and to support future capital plan submissions to the Ministry of Education. The ownership of the plan stays with the District and is a dynamic document that needs to be updated and amended as circumstances and programs change over time, or as requested by the Ministry for the review of a specific project request.

This study will cover a ten-year planning horizon from 2022 to 2031, and is limited to the students enrolled at the 14 schools in the Saanich School District, who receive classroom instruction in the regular English and French Immersion programs. Figures for enrolment will not include International Students.

The process to complete the LRFP includes:

- review of SD63 educational programs
- review of existing planning and facilities reports to establish a profile of all facilities in the District
- analysis of demographics and trends from BC Stats and StatCan, including review of population data and projections
- preparation of enrolment projections
- confirmation and update of operating capacity of each school
- calculation of space surplus/deficit for each school to develop options to address increasing/decreasing enrolments and develop options to meet space needs

2. EDUCATIONAL PROGRAMS

2.1 Educational Programs offered by SD63

SD63 offers a variety of programs in its schools and other district facilities, including:

- Early Education: Strong Start program at Lochside, Brentwood and Sidney
- French Immersion: program at Keating (K-5) and Deep Cove(K-5), Bayside (6-8) and Stelly's (9-12)
- International Student Program: currently offered at the three secondary schools
- Programs at Parkland:
 - IB
 - Institute of Sports Excellence
- Programs at Stelly's
 - Climbing Academy
 - Global Perspectives
- Programs at Claremont:
 - Sports Institute
 - Focus on Fine Arts
 - Pursuit of Excellence
 - Institute of Global Solutions
- SENĆOŦEN Language Program at Bayside Middle School
- District Programs (in partnerships with other organizations) in schools:
 - Marine Service Technician (MST) at Parkland
 - Professional Cook (E-pprentice) at Stelly's
 - Trade Exploration (TEEx) at Claremont
- Other programs offered at other district facilities include:
 - Hairstylist at SLC
 - Trade Awareness, Skills & Knowledge and STAC (Skills Training Apprenticeship Carpentry) at Continuing Education
- Individual Learning at Broadmead and Saanichton
- Distance Education (SIDES): offered to all BC students, located at Royal Oak Campus and at Beaver Lake
- Children's Development Centre (CDC) and Alternate Learning Program (ALP)
- Continuing Education

2.2 Organization

The schools in the District are structured by grades as K-5 (elementary), G6-G8 (middle) and G9-G12 (secondary). They are grouped as three families of schools, each with two to three elementary schools, one middle school and one secondary school. The three families of schools lie within several municipalities and for planning purposes, they are organized by zones as follows:

Figure 2.1A: Organization of SD63 schools

ZONE	Elementary (K-5)	Middle (6-8)	Secondary (9-12)
North Zone	Deep Cove	North Saanich	Parkland
	Sidney		
	KELSET*		
Central Zone	Brentwood	Bayside	Stelly's
	Keating		
South Zone	Cordova Bay	Royal Oak	Claremont
	Lochside		
	Prospect Lake		

* students residing in the south portion of KELSET catchment area, known also as the Option Area, can choose to continue to middle school either in the North Zone at North Saanich or in the Central Zone at Bayside

Figure 2.1B: Organization of dual-track schools

Catchment	Elementary	Middle	Secondary
Deep Cove	Deep Cove	Bayside	Stelly's
Sidney			
KELSET (excl Option Area)			
KELSET Option Area	Keating	Bayside	Stelly's
Brentwood			
Keating			
Cordova Bay			
Lochside			
Prospect Lake			

Catchment area maps of the elementary, middle, secondary and dual-track schools are shown graphically in Appendices 2-4.

3. DISTRICT FACILITIES PROFILE

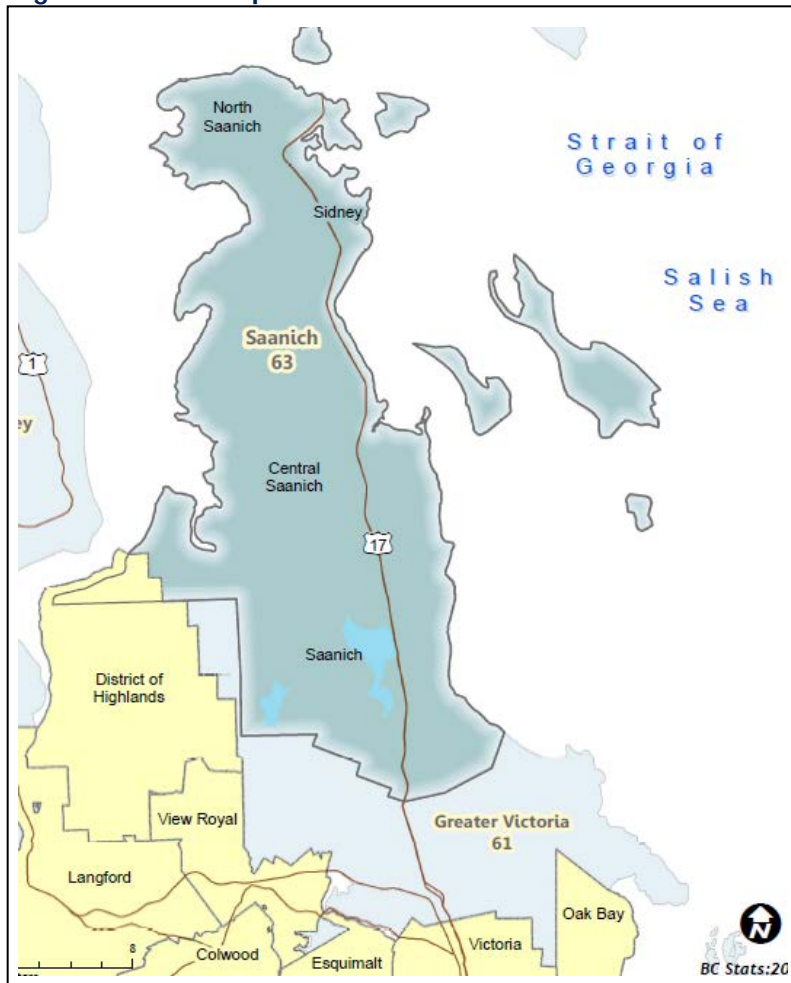
3.1 Overview

School District Number 63 (Saanich) is an average size school district serving the area north of Victoria on the Saanich Peninsula. It includes the northern portion of the District of Saanich (excluding a small northwest section to the northeast of the District of Highlands), as well as the Municipalities of Central Saanich, North Saanich and the township of Sidney. It also includes a northern triangular section of the District of Highlands and a small section south of Willis Point which is part of the Juan de Fuca EA. It is bounded on the west by the Saanich Inlet and on the east by the Haro Strait and various islands. To the southwest is SD 62 (Sooke) and to the south, GVSD 61 (Greater Victoria).

The area also includes these First Nation Reserves:

- Pauquachin First Nation and Tseycum First Nation in North Saanich
- Tsartlip and Tsawout First Nations in Central Saanich

Figure 3.1A - Map of Saanich School District



3.2 District Facilities

SD63 has these following facilities:

14 operating K-12 schools:

- Brentwood Elementary
- Cordova Bay Elementary
- Deep Cove Elementary
- Keating Elementary
- KELSET Elementary
- Lochside Elementary
- Prospect Lake Elementary
- Sidney Elementary
- Bayside Middle School
- North Saanich Middle School
- Royal Oak Middle School
- Claremont Secondary School
- Parkland Secondary School
- Stelly's Secondary School

8 other facilities in use by the District:

- Board Office
- Children's Development Centre
- Individual Learning Centre (Broadmead and Saanichton)
- Keating Elem Annex
- Maintenance Shops
- SIDES Beaver Lake
- SIDES Wilkinson Rd

4 surplus properties leased or vacant:

- Old Sansbury Elementary School: leased to Allegro Performing Arts Centre
- Old Greenglade Elementary School: leased to CRD, used as a community centre
- Old School Board Site: leased to Town of Sidney, used as parking lot
- White Road property: vacant 1.73 acre site, currently zoned RE-2, Rural Estate

3.3 Portables

As of Fall 2022, there were a total of 28 portables on SD63 sites, of which 4 are owned by Keating Out of School Care (KOSC). Many of the portables are older and in poor condition. Their location, number and use are shown in the following table:

Figure 3.3A

Location	Number	Use	Comment
Lochside Elementary	3	Childcare	leased out
Cordova Bay Elementary	5	3 for Childcare + 2 for General Instruction	Portables fo Childcare leased out
Brentwood Elementary	2	Childcare	leased out
Deep Cove Elementary	2	Childcare	leased out
Keating Elementary	4	Childcare	Owned by KOSC
Sidney Elementary	5	3 for Childcare + 1 for Gen Instruct + 1 for dental office	
KELSET Elementary	1	General Instruction	classroom
North Saanich Middle School	1	General Instruction	classroom
Claremont Secondary	1	General Instruction	classroom
Prospect Lake Elementary	2	General Instruction	classroom
Brentwood Elementary	1	Non-Instructional	leased to CUPE
South Island Distance Education (SIDES)	1	Non-Instructional	admin space for SIDES
TOTAL	28		

3.4 Facility Condition

As part of the Ministry of Education Capital Asset Management Services (CAMS) initiative, VFA Canada was engaged to conduct facility condition assessments for School District No. 63 in October 2018. The purpose of these assessments is to determine the condition of each school facility, including their building systems in order to determine the amount of capital funding resources required to renew it.

The building systems assessed include:

- Exterior building envelope
- Interior construction and conveyance
- Electrical
- Heating, ventilation, and air conditioning
- Plumbing
- Structure

An overall facility condition index (FCI) is developed for each school facility to provide a comparative indicator of the condition of facility relative to other facilities in the District. The Facility Condition Index (FCI) is expressed as:

$$\text{Facility Condition Index} = \frac{\text{Cost to remedy maintenance deficiencies}}{\text{Replacement Value of Facility}}$$

The general facility condition index is expressed as a number below 0.05 (excellent) to above 0.60 (very poor). The relative measure of the condition of the facilities, based on 5 years of deferred maintenance, is categorized either "Above" or "Below" a provincial average of 0.43.

The following figures display the Facility Condition Index for each school as determined by the Ministry of Education funded Capital Asset Management System (CAMS) building assessments.

Fig 3.4A: Table showing FCI of Schools

School Name	FCI	FCI Date
KELSET Elementary	0.003	
Child Development Centre	0.01	
North Saanich Middle School	0.01	Oct-18
Royal Oak Middle School	0.03	Oct-18
Board Office	0.15	Oct-18
Maintenance Shops	0.27	Oct-18
Stelly's Secondary School	0.28	Oct-18
SIDES Beaver Lake	0.34	Oct-18
Keating Elem Annex	0.38	Oct-18
Prospect Lake Elementary	0.41	Oct-18
Deep Cove Elementary	0.42	Oct-18
Bayside Middle School	0.44	Oct-18
Cordova Bay Elementary	0.44	Oct-18
Lochside Elementary	0.46	Oct-18
Brentwood Elementary	0.47	Oct-18
Individual Learning Centre	0.48	Oct-18
Keating Elementary	0.50	Oct-18
Parkland Secondary School	0.50	Oct-18
Greenglade Elementary	0.51	Oct-18
SIDES Wilkinson Rd	0.55	Oct-18
Claremont Secondary School	0.57	Oct-18
Sidney Elementary	0.61	Oct-18
Sansbury Elementary	0.78	Oct-18

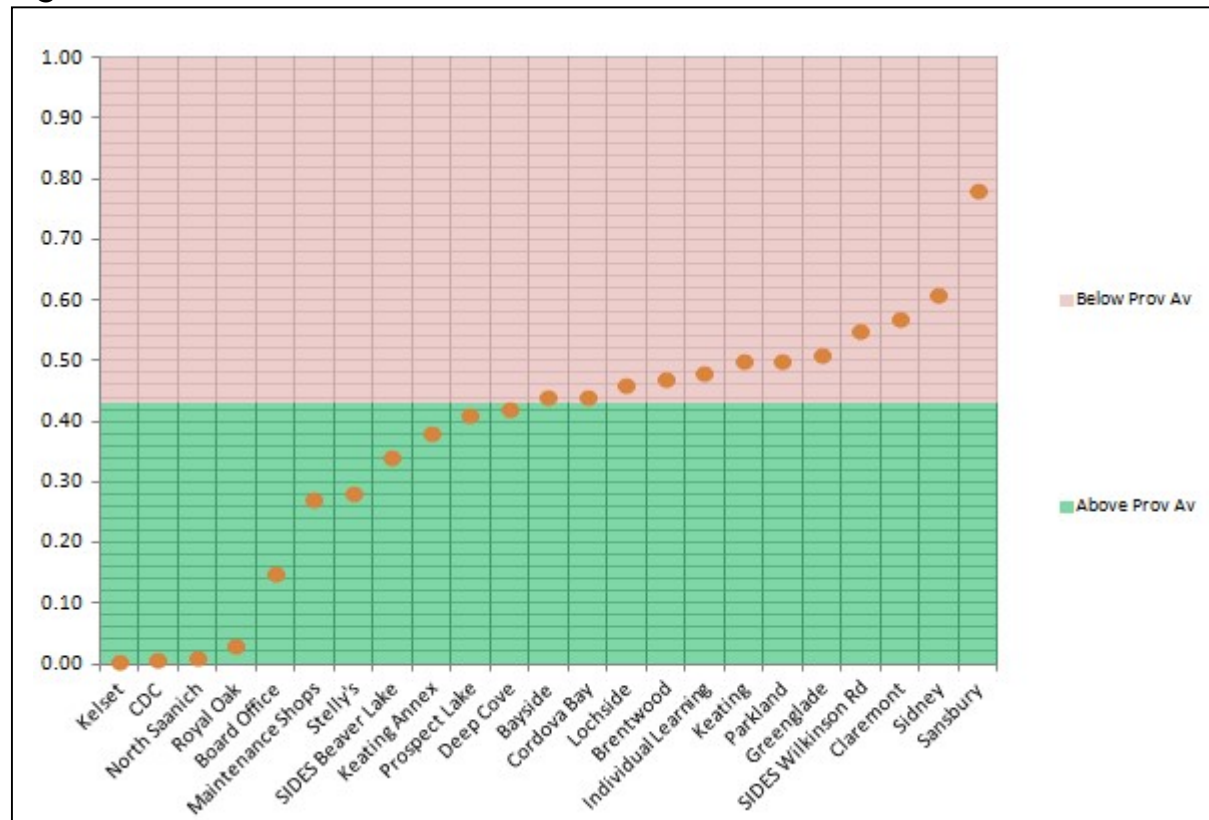
The relative measure of the condition of the facilities is usually categorized into a five-tiered condition scale ranging from Excellent to Very Poor, as follows:

Figure 3.4B

Rating	Condition	Remarks
< 0.05	Excellent	Near new; meets present and foreseeable future requirements
0.05 - 0.15	Good	Meets all present requirements
0.15 - 0.30	Average	Has significant deficiencies, but meets minimum requirements; some significant building system components nearing end of normal life-cycle
0.30 - 0.60	Poor	Does not meet requirements; immediate attention required to significant building systems; some significant building systems at end of life-cycle
0.6	Very Poor	Does not meet requirements; immediate attention required to most significant building systems; most significant building systems at end of their life-cycle

The following chart displays the Facility Condition Index for each school as determined by the Ministry of Education’s funded Capital Asset Management System (CAMS):

Figure 3.4C



From the above table, just more than half of the facilities in use by the District rate below the provincial average of FCI 0.43, with many significant building systems coming to the end of their life-cycle and requiring replacement.

3.5 Energy Sustainable Plan

All public organizations in BC are subject to the BC Climate Change Accountability Act which under the CleanBC Plan in March 2021 has prescribed the reduction of 59-64% of GHG from all buildings by 2030. This is the equivalent of cutting the emission of GHG from SD63 buildings by 575-655 tCO₂e.

A viable approach is " Building Electrification" to reduce GHG through the installation of heat pumps, i.e. the transition to electrification of building space and water heating. The potential amount of GHG reduction using this strategy is summarized below:

	Central Plant	Zone/ Terminal
Parkland Secondary	119	66
Bayside Middle School	118	46
Stelly's Secondary	114	85
Royal Oak Middle School	110	0
Claremont Secondary	80	44
Kelset Elementary	36	23
Sidney Elementary	54	2
Lochside Elementary	43	23
Keating Elementary & DRC	33	13
SIDES - Beaver Lake	15	0
Cordova Bay Elementary	14	32
School Board Office	7	0
Individual Learning Centre	30	13
Deep Cove Elementary	29	16
North Saanich Middle School	40	0

* Central Plant refers to equipment typically found in mechanical rooms

** Zone/Terminal refers to items found distributed throughout the building

By implementing Building Electrification to the Central Plant of the three secondary schools and two older middle schools (Bayside and Royal Oak), a total of 841 tCO₂e can be achieved, close to the minimum 575 required by 2030.

3.6 Seismic

The adoption of the 2015 National Building Code has necessitated an update to the Seismic Retrofit Guidelines to create a 3rd Edition (SRG3) due to changes which reflected significantly increased assumptions for ground force motions and expectations for more intense shaking on Vancouver Island and Haida Gwaii.

As a result of the reassessment of all facilities based on these guidelines, the Ministry has produced a current Seismic Mitigation Program Status Report (Nov 2019) which lists:

- eight of the nine previously upgraded facilities as completely mitigated,
 - Claremont Secondary
 - Keating Elementary
 - Lochside Elementary
 - North Saanich Middle (replaced)
 - Parkland Secondary
 - Prospect Lake Elementary
 - Stelly's Secondary
 - Children Development Centre (replaced)
- two facilities that were previously upgraded as requiring additional mitigation as a result of one or more blocks reassessed to high risk from low risk:
 - Cordova Bay
 - Deep Cove
- five additional facilities requiring seismic upgrade:
 - SIDES
 - Brentwood
 - ILC (Saanichton)
 - Keating Elem Annex
 - Sidney

3.7 Capital Plan Submission

As can be seen by the facility condition scores above, many of the school facilities are in need of improvement. A combination of capital projects and Annual Facilities Grant projects has been identified to the Ministry. The following capital projects were submitted to the Ministry of Education as part of the annual Capital Plan Submission in June 2023:

Fig. 3.7A 5-Year Capital Plan 2024/2025

EXPANSION PROGRAM				
Priority	Facility Name	Proj Code	Est Amount	Project Description
1	Cordova Bay Elementary	EXP	7,000,000	Addition of 4 Classrooms to School
SEISMIC MITIGATION PROGRAM				
1	Sidney Elementary	SMP	40,000,000	Risk Assessment is H1 (P2 & P4)
2	Brentwood Elementary	SMP	5,687,274	Risk Assessment is H1 (P2)
BUILDING ENVELOPE PROGRAM				
1	Bayside Middle School	BEP	6,909,999	Result of Bldg Env Condition Assessment - 2009
2	Brentwood Elementary	BEP	731,000	Result of Bldg Env Condition Assessment - 2009
3	Prospect Lake Elementary	BEP	670,000	Result of Bldg Env Condition Assessment - 2009
SCHOOL ENHANCEMENT PROGRAM (SEP) PROJECTS				
1	Stelly's Secondary School	SEP	1,000,000	Phase 1 of Heating System Replacement
2	Parkland Secondary School	SEP	500,000	Roof Replacement
3	Parkland Secondary School	SEP	100,000	Accessibility Upgrade
CARBON NEUTRAL CAPITAL PROGRAM				
1	Stelly's Secondary School	CNCP	500,000	Phase 1 of Heating System Replacement
PLAYGROUND EQUIPMENT PROGRAM				
Priority	Facility Name	No	Est Amount	Rational for Replacing Equipment
1	Deep Cove Elementary	1	N/A	Universally accessible play equip
2	Sidney Elementary	1	N/A	Universally accessible play equip

BUS ACQUISITION PROGRAM			
<i>Bus Replacement dictated by Age and Mileage. No buses meet this criteria for 2024/25; 2 buses expected to meet criteria in 2025/26</i>			

SCHOOL FOOD INFRASTRUCTURE PROGRAM (FIP)			
1	Parkland, Stelly's and Claremont	FIP	100,000* Waiting on pricing and items from schools

DEMOLITION PROGRAM			
1	Sansbury Elementary (facility leased to CRD)		250,000 Demolition of gym and covered area

3.8 Ministry’s Response to Five-Year Capital Plan Submission for 2023/24

There were no major capital projects supported to proceed to concept plan or business case by the Ministry this year.

In the Response Letter dated March 9, 2023, the following three minor projects were approved to proceed to design, tender and construction by March 2024. Two additional busses were also approved to proceed to procurement.

Fig. 3.8A New Projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Approved Funding	Next Steps & Timing
Deep Cove Elementary	SEP - HVAC Upgrades	\$750,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Parkland Secondary	SEP - Roofing Upgrades	\$500,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Deep Cove Elementary	CNCP - HVAC Upgrades	\$420,000	Proceed to design, tender & construction. To be completed by March 31, 2024.

Fig 3.8B New Projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Approved Funding	Next Steps & Timing
4631	D (80+RE) with 0 wheelchair spaces	\$247,082	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors

3.9 Annual Facility Grant

The Annual Facility Grant (AFG) is intended for annual facility projects required to maintain facility assets through their anticipated economic life and to prevent premature deterioration of these assets.

The following priorities totalling \$1,914,628 are expected to be implemented from the approved AFG to SD63 for 2023/2024 and the projected carry over from the previous year to supplement this year's approved AFG amount.

AFG Funding 2023 / 2024	
Constants	
Admin Support	36,561
AFG Admin Fee	26,032
CMMS	26,000
Energy Manager	40,000
Sub Total	128,593
Priority #1	
District Painting x 2 painters	210,000
Facilities Power Upgrade Phase 2	210,000
District Lead Testing	7,000
Beaver Lake Septic System Rebuild	150,000
ROMS Boiler Replacement	250,000
Cordova Bay Heat Pump Replacement	200,000
Sub Total	1,027,000
Priority #2	
Back Flow Preventers - District Wide	100,000
Prospect Lake Parking Upgrade Overages	36,348
District Data Rewire	150,000
Sub Total	286,348
Priority #3	
Misc Building Repairs TBD	150,000
District Line Painting	40,000
District Security upgrades	110,000
Paving TBD	132,687
Stelly's portable removal	40,000
Sub Total	472,687
Total required for 2023 / 2024	1,914,628
Current Year AFG Allocation	1,914,628

4. COMMUNITY DEMOGRAPHICS

4.1 Introduction

Saanich School District No. 63, which is mainly in the traditional territory of the WSÁNEĆ First Nation, is in the north portion of the Capital Regional District. It includes the following Municipalities and First Nation Indian Reserves:

- a northern portion of Saanich
- Central Saanich
- Sidney
- North Saanich
- Tseycum (Union Bay4), located in C Saanich
- Pauquachin (Coles Bay 3), located in C Saanich
- Tsartlip (South Saanich 1), located in N Saanich
- Tsawout (East Saanich 2), located in N Saanich
- a small northeast portion of Highlands
- Willis Point, part of Juan de Fuca EA

The population as a whole for the School District area is accessed based on a combination of Provincial data sources (BC Stats, Vital Stats) and Federal data sources (Statistics Canada, Canada Census). Other trends analysed, such as employment, land use capacities, migration, fertility, etc., are based on available data from a broader area, including all of Saanich or the entire Capital Regional District.

4.2 Population History: First Nations Reserves

Figure 4.3A summarizes the population statistics for First Nations communities from 1996 to 2016. Data is not available or as been suppressed for privacy reasons (due to small numbers of people) for South Saanich 1 and Union Bay 4 in the census year of 2006.

Figure 4.2A - Population of First Nations Communities (2001- 2016)

FN Community	2001	2006	2011	2016
East Saanich 2	1425	1620	1710	1615
South Saanich 1	580	-	810	795
Coles Bay 3	255	235	320	335
Union Bay 4	105	-	115	85
TOTAL	2,365	1,855 (*)	2,955	2,830

* The population for 2006 is less due to data suppression for two of the four Reserve areas

First Nations annual population growth in their traditional communities is expected to continue at a rate of about 2.3%.

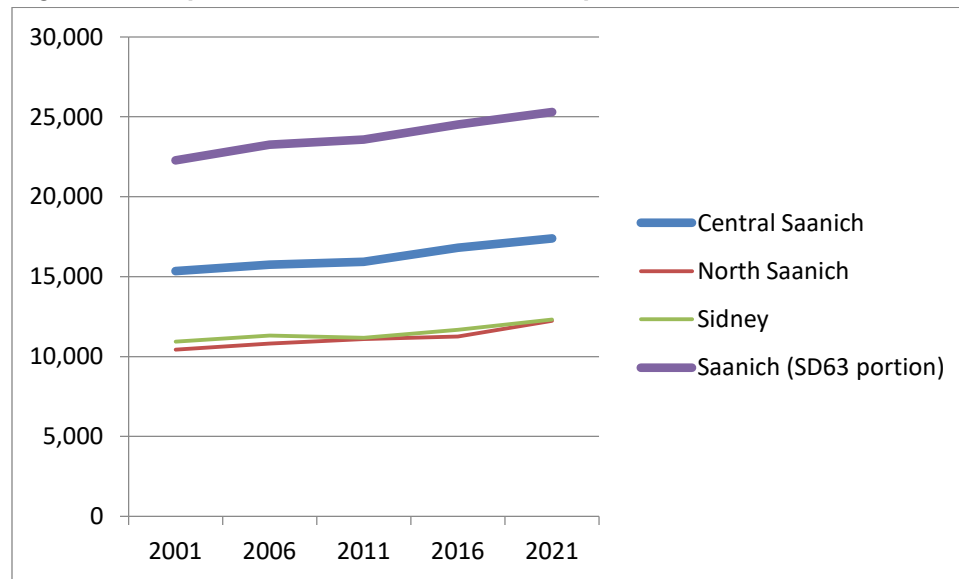
4.3 Population History: Municipalities

The following table and graph depict the municipal populations and their population trends from 2001 to 2021. It should be noted that the School District’s population include an additional 6% not shown in the total municipal population.

Fig 4.3A Historic Population for Municipalities (2001 - 2021)

Census Year	Central Saanich	North Saanich	Sidney	Saanich (SD63 portion)
2001	15,348	10,436	10,929	22,273
2006	15,745	10,823	11,315	23,250
2011	15,936	11,089	11,178	23,580
2016	16,814	11,249	11,672	24,521
2021	17,385	12,235	12,318	25,292

Fig 4.3B Population Trends for Municipalities (2001 to 2021)



From this graph, the SD63 portion of Saanich constitutes under 1/3 of the entire population of the School District in 2016. It is expected to grow gradually to have a larger share of the overall SD63 population. It can be assumed that a large portion of the school age population will dwell in this southern part of the School District in the future.

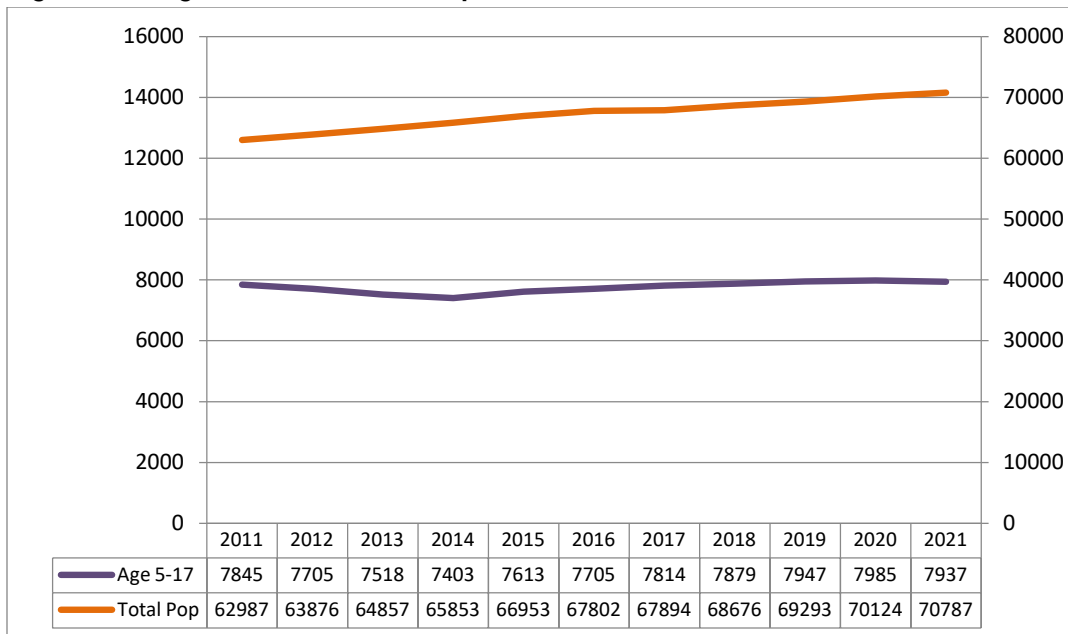
All the municipalities, except for Sidney, show a healthy growth of between 4 to 6% from 2016 to 2021.

4.4 Population History: SD63

The population for SD63 has grown steadily from 62,987 in 2011 to 70,787 by 2021, an average annual rate of 1.24%. During this same period, the age 5-17 group population decreased from 7,844 in 2011 to a low of 7,403 in 2014, and increased to 7,985 in 2020 before starting to level off and show a slight decline. Overall, the net increase of the age 5-17 group for the 10 years during 2011 to 2021 has been 92, less than 100, as compared to a total population increase of 7,800.

There is also a decrease of the age 5-17 group as a percentage of the total population, from 12.45% in 2011 to 11.21% in 2021. This trend is expected to continue into the future as fertility and birth rates continue to decline and life expectancy continues to improve. As a result, a small increase in total population may not necessarily produce an increase in the age 5-17 group population. The following chart shows the age 5-17 population trend relative to that of the total population for 2011 to 2021.

Fig 4.4A - Age 5-17 and Tot Pop for 2011 to 2021



Source: BC Stats

4.5 Indigenous Identity from Ministry of Education Data

For the Province as a whole, the percentage of the Indigenous students in the overall student population was 9.9% in the 2008/09 school year and 11.2% in the 2017/18 school year, considered a relatively stable percentage.

As a percentage of the overall school population, the number of students who self-identified as Indigenous have increased from 13.2% to 18.8% between the 2008/09 and 2017/18 school years. Though the numbers fluctuated, the statistics are clear that there is a trend showing that the number of students who self-identify as Indigenous will continue to grow. The following table Figure 4.5A summarizes this Provincial data. The general conclusions are as follows:

Between the school years of 2008/09 and 2010/11, the percentage of students self-identified as being Indigenous was less or the same as the provincial average in the given school year.

From the 2011/12 school year and onward, the percentage of students self-identified as being Indigenous has become greater than the provincial average in a given school year and has been gradually increasing over time.

Figure 4.5A Population History - Indigenous Identity (2008/09 to 2017/18)

School Year	Province			Saanich School District No. 63		
	Total Students	Indigenous Students	Indigenous Students in Percent	Total Students	Indigenous Students	Indigenous Students in Percent
2008/09	579,485	57,257	9.9	9,146	867	9.5
2009/10	580,480	58,017	10.0	9,268	873	9.4
2010/11	579,110	58,834	10.2	9,457	960	10.2
2011/12	569,734	58,531	10.3	9,630	1,024	10.6
2012/13	564,529	58,717	10.4	9,963	1,055	10.6
2013/14	558,983	59,502	10.6	9,946	1,134	11.4
2014/15	552,786	59,382	10.7	9,825	1,116	11.4
2015/16	553,376	60,706	11.0	10,222	1,242	12.2
2016/17	557,626	61,799	11.1	10,934	1,313	12.0
2017/18	563,245	63,182	11.2	11,074	1,297	11.7

Source: Aboriginal Report 2013/14 - 2017/18 - How Are We Doing?" MOE November 2018 Report

4.6 Factors Influencing Population

Saanich School District No. 63 and the Saanich Peninsula Local Health Area (LHA) have coincident administrative boundaries, and as such, the information provided in this subsection relies on data from the Saanich Peninsula LHA and Vital Statistics.

There are a number of factors influencing population growth.

- **Fertility rates:** Fertility rates in BC have changed over the years, becoming relatively level in recent years. Historically, fertility rates increased after World War II through the decades of 1950 and 1960. There was a pronounced decline until the late 1970s. This declining trend slowed with some variations, until 2007 after which fertility rates have levelled off.
- **Birth rates:** In general, the Fertility Rate for the LHA follows in step the pattern of rising and falling rates of the province as a whole. Between 1989 and 1999, the Fertility Rate in the LHA was less than that of the province. Since then, the rate has been higher, except for a short period between 2007 and 2010 when it was equal or less. It can be concluded that since 2010, the area began to experience a higher Fertility Rate than that of the Province, and the potential trend is expected to continue for some time into the future.
- **Median Age:** The median age in the Municipalities has been increasing over the period between 2001 and 2016, as their population profile is becoming less youthful and aging. Comparing the 2016 median age figures of the municipalities with the Province, it is generally observed that:
 - The median age of Saanich is very similar to the Provincial average of 43 years, thus sharing a similar proportion of youth to adults as elsewhere in the Province
 - The median age of Central Saanich, North Saanich and Sidney are higher than the Provincial average. Thus, these municipalities are older in character than the Province as a whole
 - Coles Bay, Union Bay and East Saanich each share similar statistical profiles with other First Nations communities in the Province, being younger in character than in the surrounding municipalities
- **Life Expectancy:** According to data from Statistics Canada, the average life expectancy at birth for the total population of BC in the 2013 to 2017 period was 82.5 years, compared to that of Canada as a whole at 82.0 years. For the SD63 area, life expectancy for the total population has been rising from 80.0 years to 84.3 years between 1987-1991 and 2013-2017.
- **Mortality Rates:** Based on data from annual reports, the death rates for the Saanich LHA are higher than the Provincial average, but generally mirror the Provincial pattern.
- **Migration:** Circumstances that can influence someone to move into or out of region are often referred to as “Push-Pull Factors”. Some of the common influences that are “Push-

Pull factors include: jobs, affordable housing, lifestyle, natural environment, seasonal employment, culture and history, etc.

The data for migration is only available at the Capital Regional District level which can provide some indication of the trends for the SD63 area:

- over the period of 2006-2007 to 2017-2018, although there has been some fluctuations, the Capital Regional District has experienced a net inflow (more people entering than leaving) for each of the years
- The rate of in-migration is increasing over time and will have an increasing role as a contributing factor to the population growth of the area

4.7 Cumulative Effect of Births, Deaths and Migration Factors:

In considering all of the above factors together, the following can be observed:

- Natural growth and in-migration will continue to be important sources for growth
- Advances in health technology, will continue to contribute to survival trend rates and higher life expectancy
- The number of deaths and thus the death rates will be increasing in time due to the overall aging of the population. Provincial analysis suggests the number of deaths will increase more rapidly than the number of births. When the number of deaths exceed the number of births, the population will naturally decrease
- In-migration, although variable, will become the main source for growth once natural growth becomes negative

4.8 Labour, Housing and Economic Development

Employment Sectors: From the 2016 Canada Census data about the area's labour force and employment, the top three employment categories employ about 40% of the labour force in:

- Health care and social assistance
- Retail trade; and
- Public administration

Significant employers include Victoria International Airport, BC Ferry and the Provincial Government which draws a significant number of employees from the Saanich Peninsula.

Housing: The total number of housing starts to 2018 has seen huge increases in all the municipalities. The recent 3-year average for each of the municipality is as follows:

- Saanich (estimated for SD63 area): 100
- Central Saanich: 83
- North Saanich: 97
- Sidney: 113

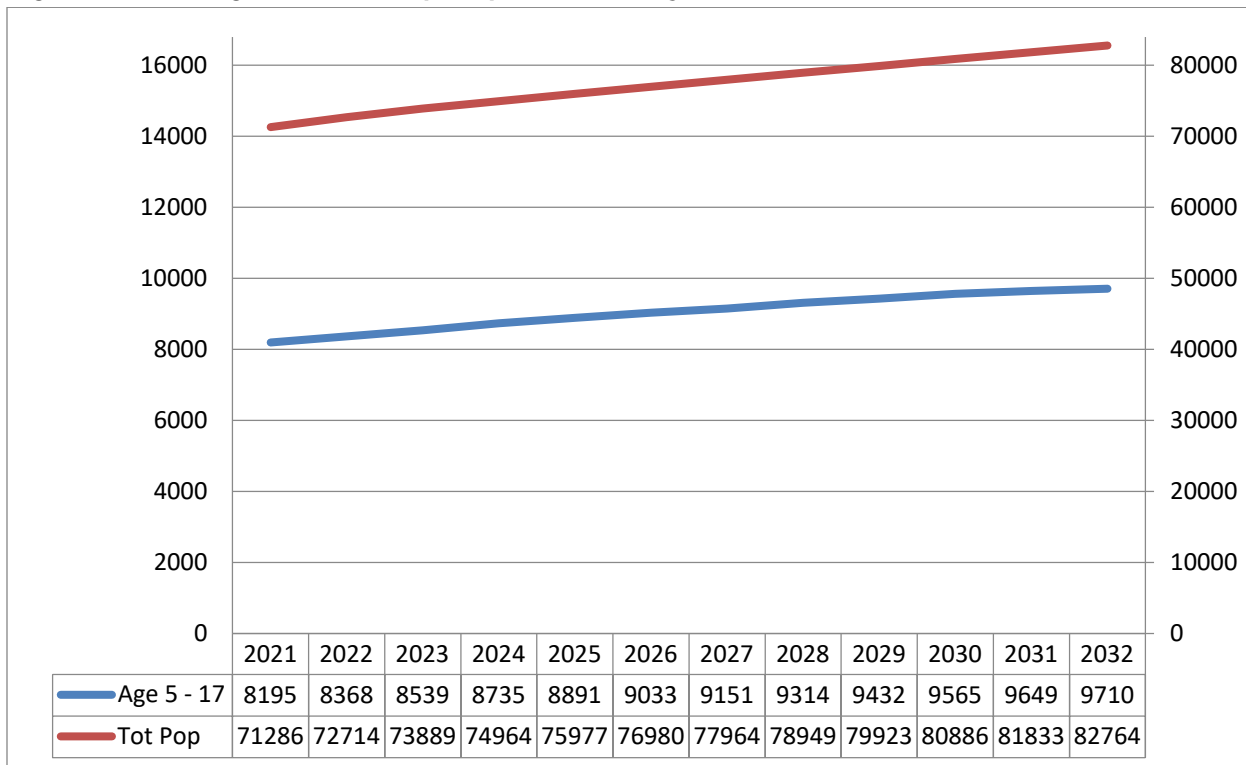
From the data available for the first 6 months of 2019, the number of housing starts was 32, 21, 20 and 9, respectively, indicative of a fairly drastic drop for 2019.

The proportion of housing types for each of the municipality fluctuates from year to year. In Saanich, most units constructed are apartments. Central Saanich also has most of units constructed as apartments, and in addition, has a mix of housing units that include row housing (townhouses). In North Saanich, residential construction is mainly in the form of single residences, with apartment buildings being constructed in more recent years. Sidney also has a mix of housing types, but apartments are the most common housing form.

4.9 Population Projections

Population projection data were obtained from BCStats (updated to 2021 Census). BCStats uses a model that generates population figures based on the types of trends and assumptions described in the previous section. The age 5-17 group and total population projections for SD63 are shown below:

Figure 4.9A - Age 5-17 Group Population Projection



For 2022 to 2032, BCStats is projecting the SD63 population to grow by 10,050 and the 5-17 age group to grow by 1,342. Using a historical average of 85% Participation Rate from the previous five years, an increase of up to 1,140 K-12 students can be expected, as a target by 2032.

The age 5-17 group population increase from 2022 to 2032 by School Zones is estimated as below:

North Zone: 300
Central Zone: 356
South Zone: 690

4.10 Growth Potential of the Municipalities

The areas of growth identified by the municipalities are outlined below:

Saanich:

Growth in the SD63 portion of Saanich has been mainly in Rural Saanich, Royal Oak and Cordova Bay Local Planning Areas.

- **Rural Saanich:** There are limited opportunities for subdivision in Rural Saanich under the existing zoning. There is a theoretical potential for about 230 new lots outside of the Agricultural Land Reserve
- **Royal Oak:** Housing potential appears to focus on multi-family rather than single family residential growth. There is little growth foreseen for the single family housing stock (total number of units is 1,752). Multi-family units are estimated to increase from 1,469 to 1,847 units when all developable sites are built-out
- **Cordova Bay:** Housing in this area is mainly single family. Build out had been achieved under the current plan. The Local Area Plan dated 22 Feb 2022 provided for additional housing through future land use designations that include attached residential, townhouses, low-rise apartments for several areas such as: Village, Sayward Hill, Ridge Area and Sunnymead

A regulatory framework was endorsed by Saanich Council in October 2019 which would permit Garden Suites on all RS zoned lots inside the Sewer Service Area (Urban Containment Area). Those built on larger lots may be more conducive to accommodating families with children.

This policy will mainly affect the Cordova Bay and Royal Oak areas. As a result, there may be as many as 500 or larger single residential lots becoming eligible for garden suites, being built over time, potentially generating additional children for Cordova Bay and Lochside.

Central Saanich:

The Regional Context Statement (RCS) of the Official Community Plan (OCP) indicates that the majority of growth is planned to take place within the four Residential-Settlement Areas: Brentwood Bay, Tanner Ridge, Saanichton and Lochside Drive.

North Saanich:

North Saanich is in the process of updating the Regional Context Statement in its Official Community Plan. The assessment was that the currently designated areas (McTavish Area 1 and Tsehum Area 2) offer sufficient land to satisfy potential future growth as noted in the following table:

Figure 4.10A Population and DU Projection for North Saanich

	2018	Projected 2023	Projected 2028	Projected 2033	Projected 2038
Population	12,200	12,400	12,600	12,800	13,000
Dwelling Units	5,000	5,225	5,450	5,675	5,900

Sidney:

Sidney Council has adopted a new Official Community Plan (OCP) and the Regional Context Statement (RCS) in June 2022. It recognized that Sidney is largely built out and that growth will be mainly accommodated through higher density redevelopment in and in close proximity to the downtown and densification of single-family areas to allow secondary suites. It also recognized that growth of families with children may not be as great as it has been in the past as the proportion of new younger households has been declining and the trend points toward an increasing aging population.

4.11 Pattern of Growth in Municipalities

Based on the foregoing review of the four communities located in the Saanich School District No. 63, the following are some general observations on the pattern of future growth:

- The greatest amount of growth should be expected in the southern portion of Saanich School District No. 63, especially in the portion of Saanich generally referred to as Royal Oak and Cordova Bay
- Another source of growth is the within the general Urban Area of Saanich through Garden Units as second dwellings on eligible single residential lots
- The Rural and the Agricultural areas are not expected to have any appreciable growth.

- Central Saanich growth will continue in the four existing urbanised areas of: Brentwood Bay, Tanner Ridge, Saanichton and Lochside Drive
- North Saanich growth is expected in two areas: Area 1 (McTavish) and Area 2 (Tsehum)
- Sidney growth will be through infill projects and increasing the density of the existing urban area, with emphasis on its Downtown area

5. ENROLMENT PROJECTION

5.1 Overview

The enrolment projection is developed at a macro level to project the total enrolment for each school for the years 2023 to 2032. It relies on changes in the 5-17 age group population of the District from BC Stats, and in particular, the relevant age group population of the individual catchment and its historical average Participation Rate of students for that catchment, as well as the Official Community Plans and Local Area Plans, and current Housing Needs Assessment Reports of the Municipalities

In accessing the projected enrolments of a school or schools in a zone, it is useful in identifying trends and anticipating capacity issues and imbalances that need to be addressed.

5.2 Summary of Enrolment Projection Process

- Input estimates for 2023 K enrolment based on K pre-registrations; K intakes for 2024 to 2032 based on yearly estimated in-catchment Age 5 population x the calculated average K Participation Rate, and cross-checked with Baragar's K projections
- Prepare enrolment projections for G1-5 based on the application of a 'Retention Rate' determined for each school and year, based on estimates from net migration trends, calculation of yield from new housing and population growth/decline in future years from BCStats
- Prepare enrolment projections for G6 based on the application of a "Transition Rate" to the previous year's G5 cohorts from the feeder schools plus any adjustment for out-of-catchment and out-of-district students where applicable, and for G7-8, a "Retention Rate" applied to the previous year's G6-7
- Prepare enrolment projections for G9 based on the application of a "Transition Rate" to the previous year's G8 cohorts from the feeder schools plus any adjustment for out-of-catchment and out-of-district students where applicable, and for G 10-12, a "Retention Rate" applied to the previous year's G9-11
- Estimate number of new dwelling units to 2032 for each School Zone and calculate yield of students by housing type; augment additional students to respective elementary/middle/ secondary schools for 2023 - 2032

Adjustments at schools were made to reflect the policies introduced in 2018 to manage out-of-catchment (OOC) and out-of-district (OOD) elementary students, including:

- Restricting enrolment of OOD students except following siblings at Sidney, KELSET and South Zone elementary schools

- Restricting enrolment of OOC students, except following siblings, at Sidney, KELSET and Prospect Lake
- Restricting enrolment of OOC students, except following siblings and from other South Zone elementary schools at Cordova Bay and Lochside
- Increasing K intake at schools where in-catchment K students are no longer able to enrol OOC at restricted elementary schools or OOD at neighbouring GVSD61 schools as they become full from enrolment of their own students
- Limiting attendance of K FI divisions to 3 at Keating and 2 at Deep Cove through lottery system
- Maintaining maximum enrolment at Royal Oak to 600 and at Claremont to 1000 by limiting intake of OOD students
- Restricting intake of G6 OOD students at ROMS and G9 OOD students at CSS, from 2023 onward, with the exception of OOD students in SZ elementary schools and ROMS transitioning to ROMS and CSS, respectively

Further adjustments also were made for anticipated impacts of:

- New revised boundaries for the elementary schools in the South Zone
- Different growth rates of the municipalities in which the schools are located
- allowance for additional students expected at Cordova Bay from the draft Local Area Plan indicating Future Land Use Designations for townhouses and apartments in the Village Core and Sayward Sub-area

5.3 Enrolment Projection for SD63 - 2023 to 2032

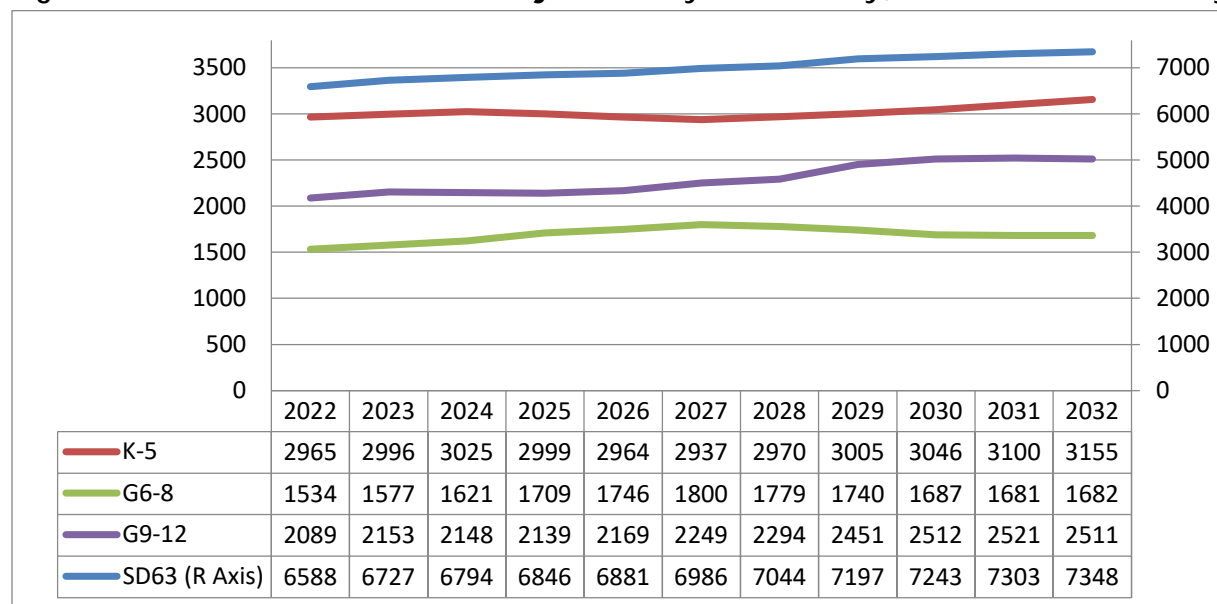
Figure 5.3A: Enrolment Projections for SD63 - 2023 to 2032

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Sidney	395	394	385	370	374	352	349	358	356	357	350
Deep Cove	320	332	357	354	353	352	356	357	364	367	370
KELSET	366	380	377	376	376	374	382	384	396	401	405
N Saanich	373	384	401	422	433	455	442	436	408	407	419
Parkland	426	446	472	488	504	527	548	558	591	583	565
Brentwood	347	360	366	370	357	353	354	356	361	368	377
Keating	494	507	499	488	490	492	494	495	501	508	518
Bayside	594	590	610	643	672	685	681	677	663	657	647
Stelly's	711	753	757	782	799	811	832	871	914	919	920
Cordova B	333	337	355	371	372	365	380	389	393	405	418
Lochside	435	432	439	439	427	435	439	448	452	467	482
Prospect L	275	254	247	231	215	214	216	218	223	227	235
Royal Oak	567	603	610	644	641	660	656	627	616	617	616
Claremont	952	954	919	869	866	911	914	1022	1007	1019	1026
TOTAL	6588	6727	6794	6846	6881	6986	7044	7197	7243	7303	7348

* Intake of G6 OOD students at ROMS and of G9 at CSS restricted, except OOD students at SZ elem sch and ROMS

The following chart shows the enrolment by total elementary, middle and secondary students in the District:

Figure 5.3B: District Enrolment Projections by Elementary, Middle and Secondary Schools



These general trends for the district enrolment noted are:

- The enrolment projections for the district, from the year 2022 to 2032 as projected, show an increase of 760, from 6,588 in 2022 to 7,348 in 2032
- K-5 enrolment will have an upsurge in the next few years, and then show a small gradual increase to 2032
- G6-8 enrolment shows a gradual increase to peak around 2027 and then a gradual decline to the year 2032
- G9-12 enrolment shows a gradual increase from the year 2029, and some levelling off to 2032

5.4 Out-of-District Students

In 2021, there was a total of 440 GVSD61 attending SD63 schools. This numbers will gradually decrease as restrictions on OOD attendance were introduced in 2018 at elementary schools and new OOD students at Royal Oak and Claremont would be limited to available space within maintained capacities.

In comparison, there were a total of 226 SD63 students attending GVSD61 schools in 2021. As their schools become full from enrolment of their own district students, it is reasonable to expect that more and more SD63 students will be attending within district.

5.5 Revised Boundaries for South Zone elementary schools and Brentwood

A catchment boundary review of the South Zone elementary schools was conducted in October-November 2020 and the proposed changes were approved for implementation in the 2021/22 school year. The changes comprise the reduction of the catchment area of Prospect Lake with increases to Brentwood and Lochside, and an exchange of catchment areas between Lochside and Cordoba Bay.

In addition to the restrictions on intake of students from out-of-catchment and out-of-district, the main purpose for the review was to adjust the size of the catchment areas to permit Prospect Lake and Lochside to operate at close to full capacity with enrolment of their in-catchments students, and to allow Cordova Bay to end up with a larger catchment area and be over capacity that could be mitigated by a small addition to the school.

6. CAPACITY & UTILIZATION

6.1 DEFINITION

Nominal Capacity (NomCap) is the student capacity of a school based on the following capacities per instructional space:

- 20 students per classroom for Kindergarten
- 25 students per classroom for Grades 1 - 12

It forms a base line capacity which is to remain fixed, subject to additions and/or alterations made to the physical space that would affect the nominal capacity. It is also used to determine the total area allowable for its various space functions.

MOE Operating Capacity (MOE_OpCap) is the capacity of the school based on the average class size capacities for different grades as originally published in the Area Standards:

- 19 students per classroom for Kindergarten
- 22 students per classroom for G1 -3
- 25 students per classroom for G4-7
- 25 students per classroom for G8-12

The MOE record of Nominal Capacity for SD63 is shown below in Figure 6.1A:

Figure 6.1A

	Brentwood	Cordova Bay	Deep Cove	Keating	KELSET	Lochside	Prospect Lake	Sidney	Bayside	North Saanich	Royal Oak	Claremont	Parkland	Stelly's	TOTAL
K	80	20	20	60	40	40	20	40							7245
E	375	275	325	350	350	425	200	375							
M									650	400	600				
S												925	750	925	

The updated Nominal Capacity for SD63 is shown below in Figure 6.1B:

Figure 6.1B

	Brentwood	Cordova Bay	Deep Cove	Keating	KELSET	Lochside	Prospect Lake	Sidney	Bayside	North Saanich	Royal Oak	Claremont	Parkland	Stelly's	TOTAL
Adj K	80	20	60	60	60	60	40	60							
Adj E	325	275	300	500	325	375	175	300							7640
Adj M									775	475	600				
Adj S												1000	725	975	

The update of the Nominal Capacity was obtained from the revisions to the Design Aid Sheets undertaken by SD63 in early 2020, and incorporated all the recent additions and alterations not included in the Ministry of Education record.

The updated MOE Operating Capacities for SD63 schools are shown below:

Figure 6.1C

	Brentwood	Cordova Bay	Deep Cove	Keating	KELSET	Lochside	Prospect Lake	Sidney	Bayside	North Saanich	Royal Oak	Claremont	Parkland	Stelly's	TOTAL
MOE Op_Cap	370	268	328	509	351	396	196	328	775	475	600	1000	725	975	7296

The MOE operating capacities are based on the average classroom capacities and grade structures as published in the 2002 Area Standards; the MOE operating capacities for the schools are recorded in the revised Design Aid Sheets.

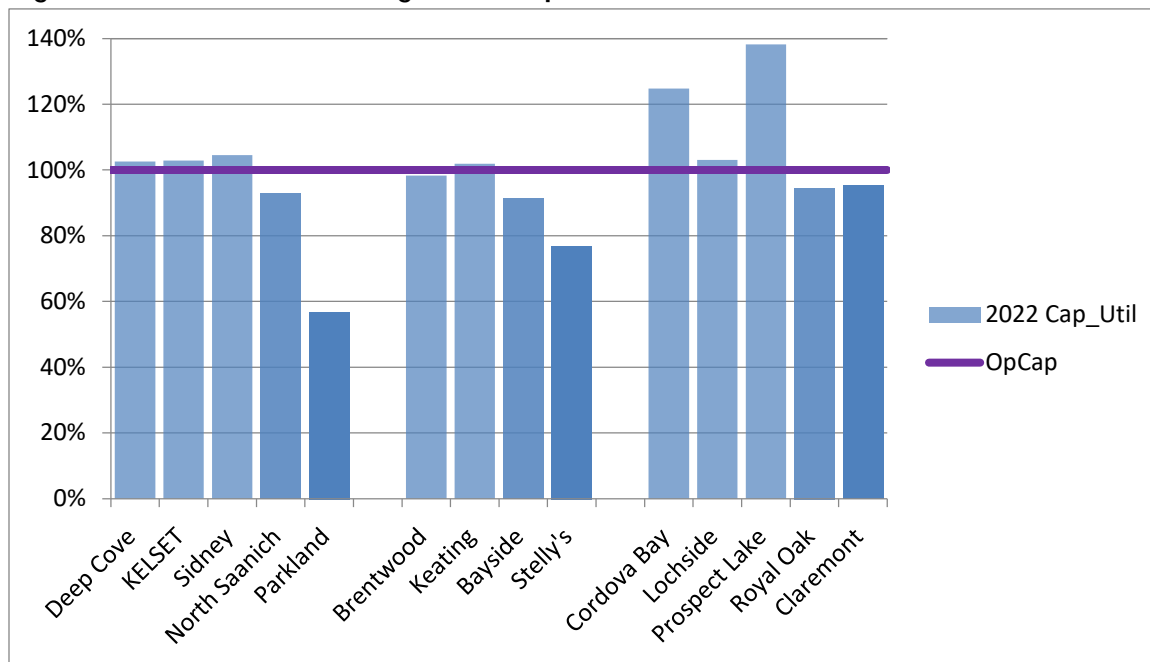
6.2 Capital Utilization

Capital Utilization (Cap_Util) is a measure of the level of occupancy of the school and is obtained by dividing the enrolment by the capacity, and expressed as a percentage. For the purpose of calculating the Capacity Utilization for SD63, the capacity established by the slightly lower average class size limits in the Collective Agreement will be used (CA_OpCap), i.e.

$$\text{School Cap_Util} = \frac{\text{Enrolment}}{\text{CA_OpCap}}$$

The following charts show the Capacity Utilization for the schools in 2022, 2027 and 2032. A surplus is shown where the bar is below the 100% capacity line and a deficit if above.

Figure 6.2A: Chart showing 2022 Cap_Util versus Enrolment



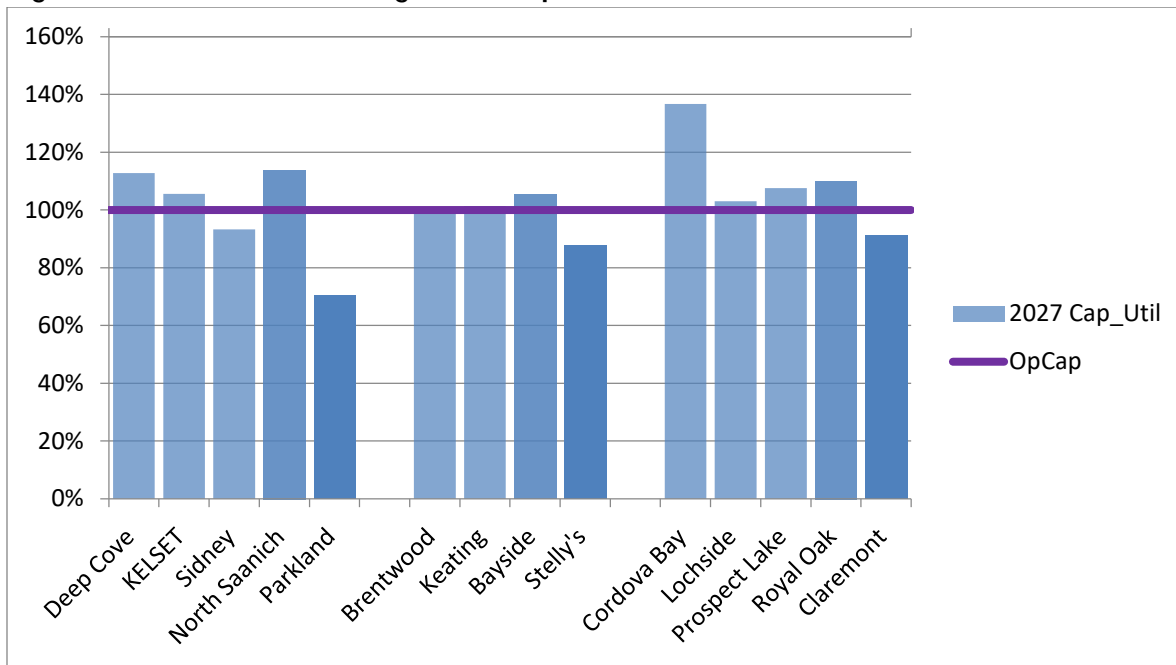
Enrolment trends in 2022 at the schools indicated:

- Elementary Schools: in North Zone, Deep Cove, KELSET and Sidney were slightly above capacity; in Central Zone, Brentwood was slightly below and Keating, slightly above; in South Zone, all three elementary schools were above capacity
- Middle and Secondary Schools: Middle and secondary schools in North and Central Zones were below capacity; in the South Zone, Royal Oak and Claremont were at below managed capacities of 600 and 1000, respectively

Figure 6.2B: Table showing 2022 Cap_Util, Enrolment, and Surplus/Deficit

	Deep Cove	KELSET	Sidney	North Saanich	Parkland	Brentwood	Keating	Bayside	Stelly's	Cordova Bay	Lochside	Prospect Lake	Royal Oak	Claremont
Cap_Util	103%	103%	105%	93%	57%	98%	102%	91%	77%	125%	103%	138%	95%	95%
2022 Enr	320	364	394	371	426	347	494	594	711	333	435	275	567	952
+/-	-8	-10	-17	29	324	6	-9	56	214	-66	-13	-76	33	48

Figure 6.2C: Chart showing 2027 Cap_Util versus Enrolment



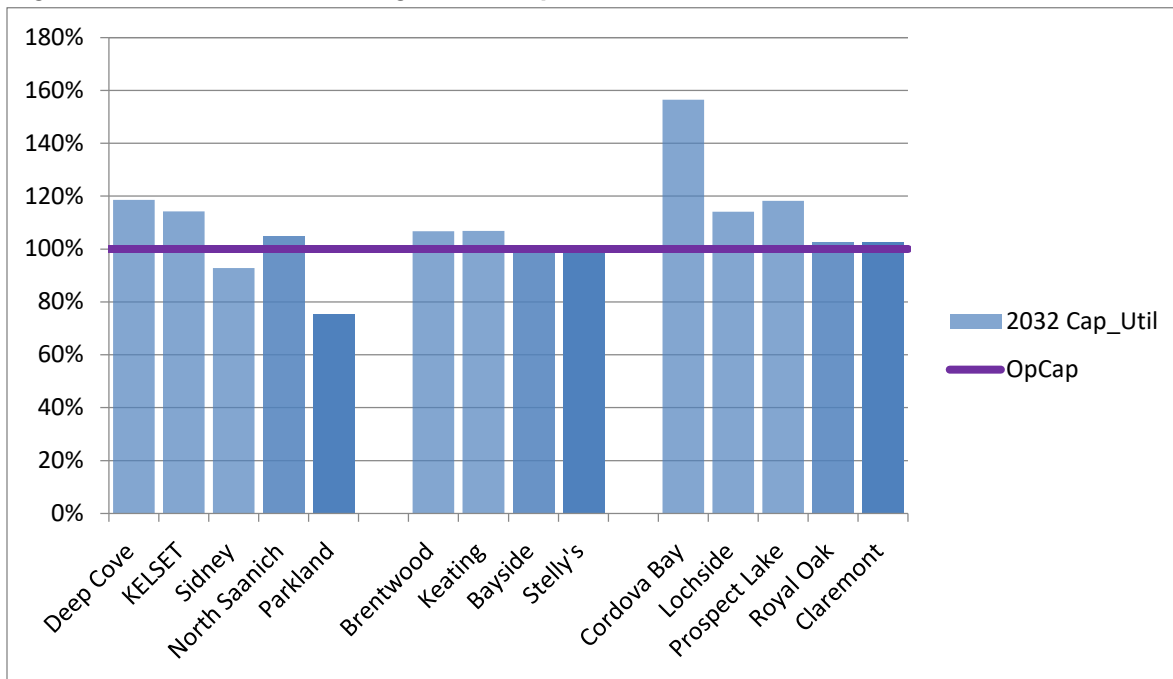
Enrolment trends for 2027 at the schools indicate:

- Elementary Schools: enrolment at Deep Cove and KELSET expected to increase and exceed capacity, moderate decrease at Sidney; slight increase at Brentwood and decrease at Keating; Cordova Bay to increase significantly, Lochside to increase slightly and Prospect Lake to decrease moderately
- Middle and Secondary Schools: North Saanich and Bayside to increase and exceed capacity; Parkland and Stelly's to increase, but to remain below capacity; Royal Oak will be above capacity despite restriction of OOD students; Claremont to be below capacity with restriction of OOD students

Figure 6.2D: Table showing 2027 Cap_Util, Enrolment, and Surplus/Deficit

	Deep Cove	KELSET	Sidney	North Saanich	Parkland	Brentwood	Keating	Bayside	Stelly's	Cordova Bay	Lochside	Prospect Lake	Royal Oak	Claremont
Cap_Util	113%	106%	93%	114%	70%	100%	101%	105%	88%	137%	103%	108%	110%	91%
2027 Enr	352	374	352	455	527	353	492	685	811	365	435	214	660	911
+/-	-40	-20	25	-55	223	0	-7	-35	114	-98	-13	-15	-60	89

Figure 6.2E: Chart showing 2032 Cap_Util versus Enrolment



Enrolment trends for 2032 at the schools indicate:

- Elementary Schools: increase at Deep Cove and KELSET, fairly level at Sidney below capacity; moderate increase at Brentwood and Keating; increase at Cordova Bay, Prospect Lake and Lochside
- Middle Schools: decrease at both North Saanich and Bayside; decrease at Royal Oak to remain above capacity
- Secondary Schools: increase at Parkland and Stelly's, but to remain under capacity; Claremont in South Zone at slightly above capacity

Figure 6.2F: Table showing 2032 Cap_Util, Enrolment, and Surplus/Deficit

	Deep Cove	KELSET	Sidney	North Saanich	Parkland	Brentwood	Keating	Bayside	Stelly's	Cordova Bay	Lochside	Prospect Lake	Royal Oak	Claremont
Cap_Util	119%	114%	93%	105%	75%	107%	107%	100%	99%	156%	114%	118%	103%	103%
2032 Enr	370	405	350	419	565	377	518	647	920	418	482	235	616	1026
+/-	-58	-51	27	-19	185	-24	-33	3	5	-151	-60	-36	-16	-26

7. SPACE ISSUES & RECOMMENDATIONS

7.1 Space Issues in the Next 10 Years

- The restrictions on attendance of OOC and OOD students introduced in 2018 at Sidney and KELSEY in the North Zone have initially resulted in increase in enrolments at the two schools, but are expected to decrease by 2023/24. Allowing for the anticipated growth of population in the district of North Saanich, all the elementary schools in the North Zone will be operating at a high of around 107-111% of Cap_Util by 2026, and declining to 102-105% by 2031.
- In addition to the restrictions on attendance of OOC and OOD students, the revised elementary school catchments in the South Zone are expected to achieve the intended purpose of Prospect Lake and Lochside operating at close to full capacity with enrolment of their in-catchments students, and Cordova Bay's enrolment to grow to warrant a 4-classroom addition.
- All the elementary schools, except for Sidney, will be having some space deficit by 2032. The deficit at each of the elementary school, except for Cordova Bay, will be under 100 where portables are expected to be used. Where it exceeds 100 and shown to be maintained for several years (such as at Cordova Bay since 2017), an expansion with new additional classrooms should be considered.
- The surplus/deficit situation by 2032 at the middle schools will be not more than +25 or -25 as follows and should be manageable:
North Saanich: -19
Bayside: +3
ROMS: -16
- As for the secondary schools, by 2032, the surplus at Parkland is expected to be reduced to 185, Stelly's to be reaching full capacity and Claremont to be slightly over capacity.
- Overall, the two major apparent issues by 2032, are:
 - Deficit Capacity at Cordova Bay
 - Surplus Capacity at Parkland

7.2 Recommendations

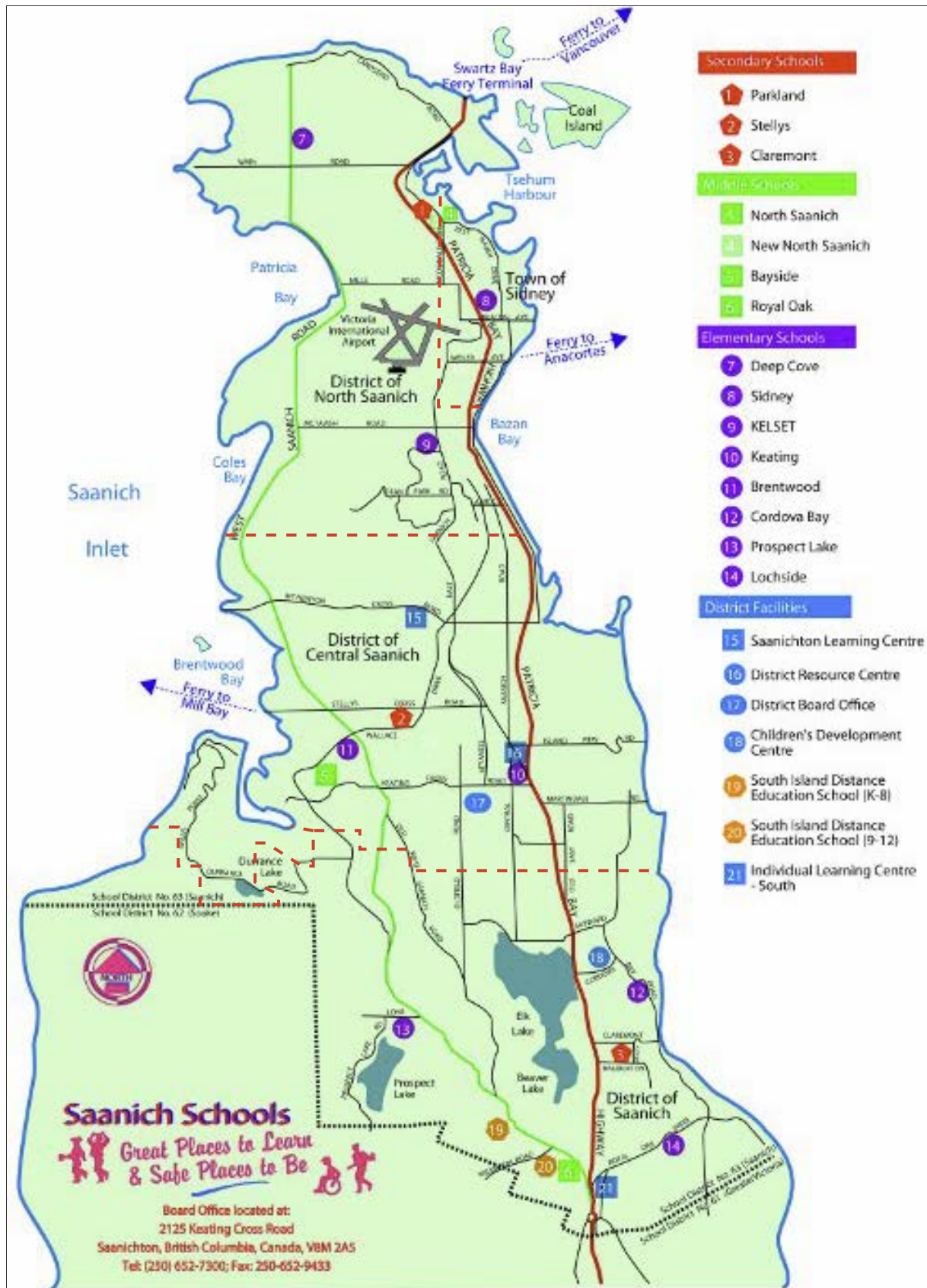
The proposed recommendations include:

- In order to limit enrolment at Royal Oak to 600 and at Claremont to 1000 so as not to exceed their school capacities, intake of G6 OOD students, other than those attending elementary schools in the South Zone, are to be restricted from the 2023 school year. Similarly, intake of G9 OOD students, other than those attending ROMS, are to be restricted from the 2023 school year onward
- A Capital Plan submission to be made for a 4-classroom addition at Cordova Bay, based on the capacity analysis
- Close monitoring of the K intake for Prospect Lake and other South Zone elementary schools to continue
- A management plan for portable needs of the elementary schools in the North and South Zones to be developed
- sharing and review with GVSD61 of information and trends in decreased OOD enrolment of GVSD61 students at SD63 and vice versa
- as per the SD63 Energy Sustainability Plan,
 - Develop a program for Building Electrification projects for installation of heat pumps to be Included in future Capital Plan submissions to achieve the 2030 target of 59-64% GHG reduction amounting to 575-655 tCO₂e
 - Continue to apply for 1-3 electric buses per year for replacement, as applicable under the Ministry of Education replacement formula
 - Apply for EV charging infrastructure funding through the NR Can Zero Emission Vehicle Infrastructure Program
 - Apply for incentives through the BC Hydro Continuous Optimization Program
- As noted in the SD63 Energy Sustainability Plan, the District needs to achieve a 2030 target of 59-64% GHG reduction amounting to 575-655 tCO₂e. An expedient approach to improve the FCI rating while at the same time to meet the target GHG reduction is through the installation of heat pumps.

Other longer term recommendations include:

- Work in close coordination with the Planning Departments of Sidney, North Saanich, Central Saanich, Saanich and the CRD to share information on planning enquiries, applications, permit approvals for new housing to establish an accurate basis for estimating additional students from new housing for enrolment projections

- Dispose vacant lands which are too small, not suitable nor required for educational purposes in accordance with the School Act
- Institute a School Site Acquisition Charge with the municipalities to collect a development charge for new housing to go toward the purchase of future smaller school sites adjacent to shared public parks located centrally in anticipated growth areas that may be required in future



Inventory of Schools

School Name	Nom Cap	Op Cap
Brentwood Elementary	80K/325	370
Cordova Bay Elementary	20K/275	268
*Deep Cove Elementary	60K/300	328
*Keating Elementary	60K/500	509
KELSET Elementary	60K/325	351
Lochside Elementary	60K/375	396
Prospect Lake Elementary	40K/175	196
Sidney Elementary	60K/300	328
*Bayside Middle	775	775
North Saanich Middle	475	475
Royal Oak Middle	600	600
Claremont Secondary	1000	1000
Parkland Secondary	725	725
*Stellys Secondary	975	975
TOTAL	7640	7296

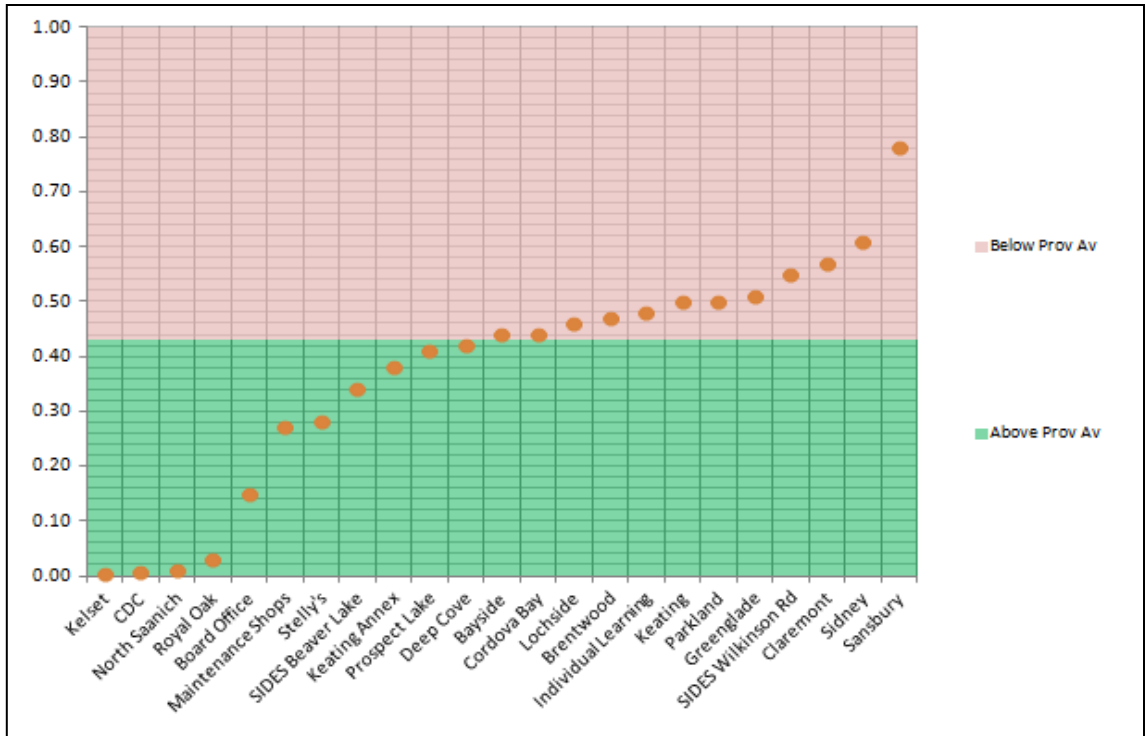
* Dual-Track Schools

Enrolment Projections for SD63 - 2023 to 2032

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Sidney	395	394	385	370	374	352	349	358	356	357	350
Deep Cove	320	332	357	354	353	352	356	357	364	367	370
KELSET	366	380	377	376	376	374	382	384	396	401	405
N Saanich	373	384	401	422	433	455	442	436	408	407	419
Parkland	426	446	472	488	504	527	548	558	591	583	565
Brentwood	347	360	366	370	357	353	354	356	361	368	377
Keating	494	507	499	488	490	492	494	495	501	508	518
Bayside	594	590	610	643	672	685	681	677	663	657	647
Stelly's	711	753	757	782	799	811	832	871	914	919	920
Cordova B	333	337	355	371	372	365	380	389	393	405	418
Lochside	435	432	439	439	427	435	439	448	452	467	482
Prospect L	275	254	247	231	215	214	216	218	223	227	235
Royal Oak	567	603	610	644	641	660	656	627	616	617	616
Claremont	952	954	919	869	866	911	914	1022	1007	1019	1026
TOTAL	6588	6727	6794	6846	6881	6986	7044	7197	7243	7303	7348

* Intake of G6 OD students at ROMS and of G9 at CSS restricted, except OD students at SZ elem sch and ROMS

Saanich School District No. 63 Long Range Facilities Plan



School Name	FCI	FCI Date
KELSET Elementary	0.003	
Child Development Centre	0.01	
North Saanich Middle School	0.01	Oct-18
Royal Oak Middle School	0.03	Oct-18
Board Office	0.15	Oct-18
Maintenance Shops	0.27	Oct-18
Stelly's Secondary School	0.28	Oct-18
SIDES Beaver Lake	0.34	Oct-18
Keating Elem Annex	0.38	Oct-18
Prospect Lake Elementary	0.41	Oct-18
Deep Cove Elementary	0.42	Oct-18
Bayside Middle School	0.44	Oct-18
Cordova Bay Elementary	0.44	Oct-18
Lochside Elementary	0.46	Oct-18
Brentwood Elementary	0.47	Oct-18
Individual Learning Centre	0.48	Oct-18
Keating Elementary	0.50	Oct-18
Parkland Secondary School	0.50	Oct-18
Greenglade Elementary	0.51	Oct-18
SIDES Wilkinson Rd	0.55	Oct-18
Claremont Secondary School	0.57	Oct-18
Sidney Elementary	0.61	Oct-18
Sansbury Elementary	0.78	Oct-18

Existing Condition - 2022

- Elementary Schools: in North Zone, Deep Cove, KELSET and Sidney were slightly above capacity; in Central Zone, Brentwood was slightly below and Keating, slightly above; in South Zone, all three elementary schools were above capacity
- Middle and Secondary Schools: Middle and secondary schools in North and Central Zones were below capacity; in the South Zone, Royal Oak and Claremont were at below managed capacities of 600 and 1000, respectively

Chart showing Existing Capacity Utilization (2022)

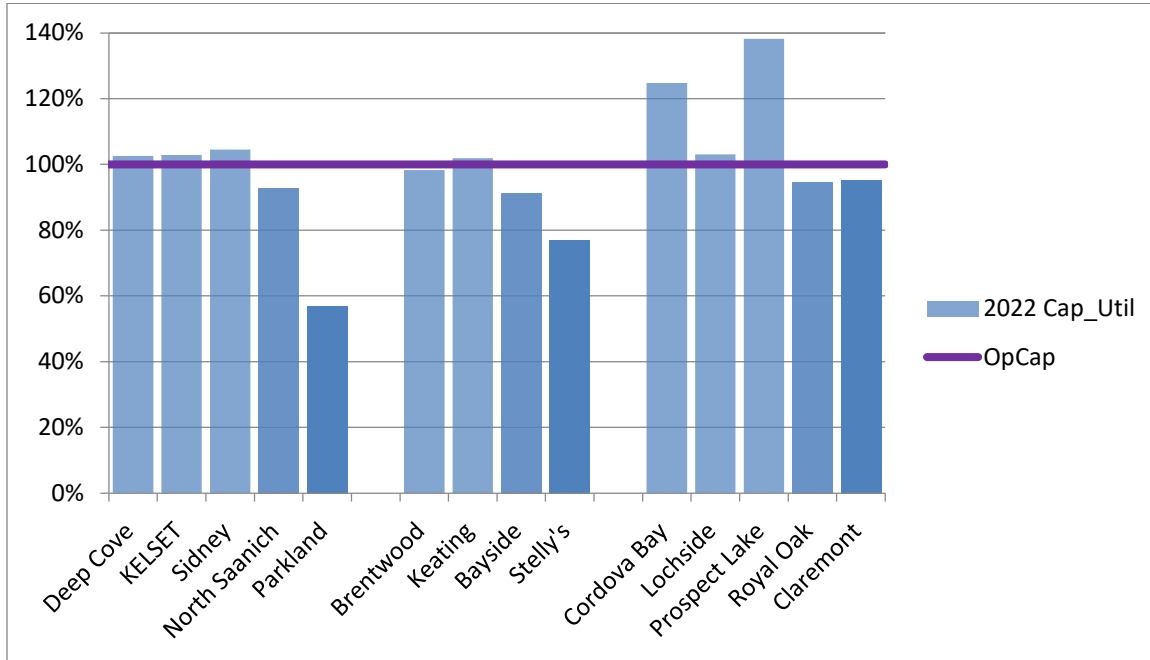


Table showing 2022 Cap_Util, Enrolment, and Surplus/Deficit

	Deep Cove	KELSET	Sidney	North Saanich	Parkland	Brentwood	Keating	Bayside	Stelly's	Cordova Bay	Lochside	Prospect Lake	Royal Oak	Claremont
Cap_Util	103%	103%	105%	93%	57%	98%	102%	91%	77%	125%	103%	138%	95%	95%
2022 Enr	320	364	394	371	426	347	494	594	711	333	435	275	567	952
+/-	-8	-10	-17	29	324	6	-9	56	214	-66	-13	-76	33	48

Interim Condition - 2027

- Elementary Schools: enrolment at Deep Cove and KELSET expected to increase and exceed capacity, moderate decrease at Sidney; slight increase at Brentwood and decrease at Keating; Cordova Bay to increase significantly, Lochside to increase slightly and Prospect Lake to decrease moderately
- Middle and Secondary Schools: North Saanich and Bayside to increase and exceed capacity; Parkland and Stelly's to increase, but to remain below capacity; Royal Oak will be above capacity despite restriction of OD students; Claremont to be below capacity with restriction of OD students

Chart showing Capacity Utilization in 2027

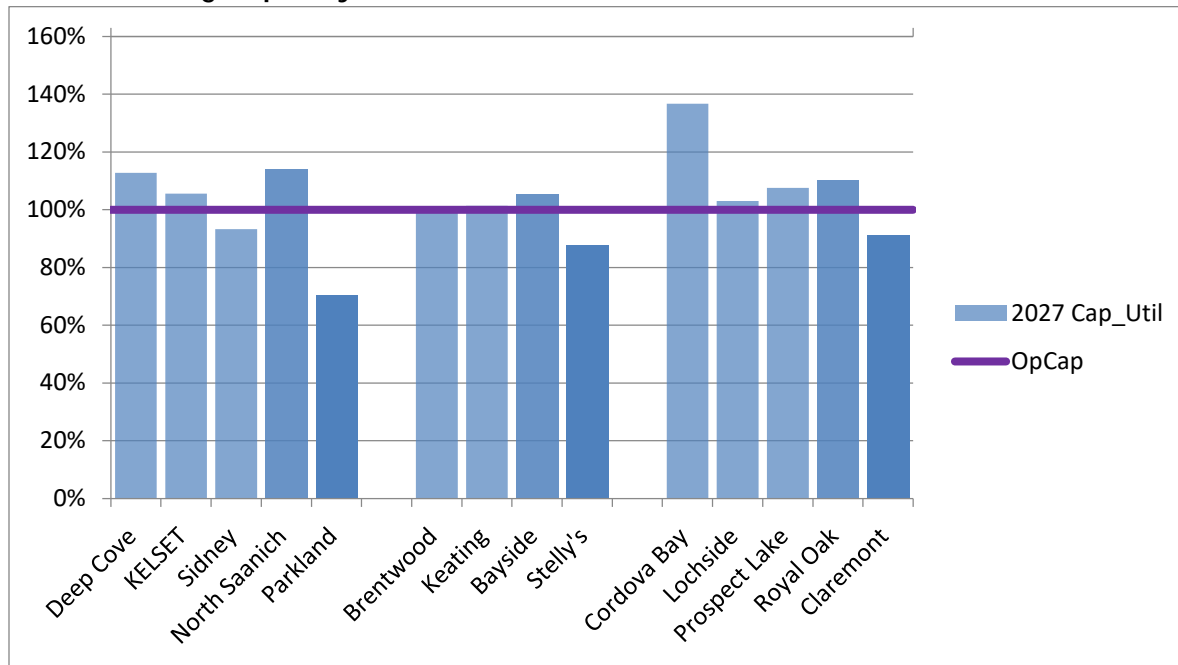


Figure 6.2D: Table showing 2027 Cap_Util, Enrolment, and Surplus/Deficit

	Deep Cove	KELSET	Sidney	North Saanich	Parkland	Brentwood	Keating	Bayside	Stelly's	Cordova Bay	Lochside	Prospect Lake	Royal Oak	Claremont
Cap_Util	113%	106%	93%	114%	70%	100%	101%	105%	88%	137%	103%	108%	110%	91%
2027 Enr	352	374	352	455	527	353	492	685	811	365	435	214	660	911
+/-	-40	-20	25	-55	223	0	-7	-35	114	-98	-13	-15	-60	89

Future Condition - 2032

Chart showing 2032 Capacity Utilization

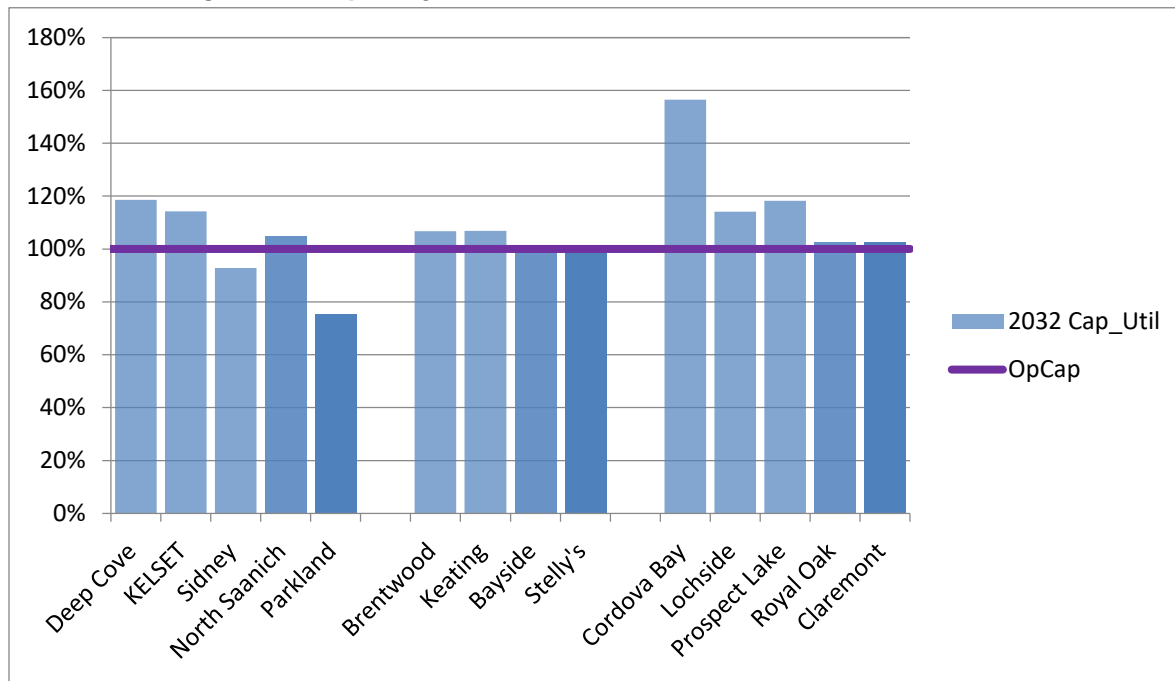


Table showing 2032 Cap_Util, Enrolment, and Surplus/Deficit

	Deep Cove	KELSET	Sidney	North Saanich	Parkland	Brentwood	Keating	Bayside	Stelly's	Cordova Bay	Lochside	Prospect Lake	Royal Oak	Claremont
Cap_Util	119%	114%	93%	105%	75%	107%	107%	100%	99%	156%	114%	118%	103%	103%
2032 Enr	370	405	350	419	565	377	518	647	920	418	482	235	616	1026
+/-	-58	-51	27	-19	185	-24	-33	3	5	-151	-60	-36	-16	-26

Public Consultation Summary

The key recommendations in the Long Range Facilities Plan have been developed in consultation with the Finance, Facilities and Technology Committee, and with district and school based staff and educational partners.

The issue of elementary school capacity, particularly in the south zone, has been a planning focus for several years, and a number of measures have been implemented to both increase capacity and manage enrolment. As in-catchment enrolment has continued to grow above forecast in south zone schools, the school district has continued to plan for expansion with portable classrooms in the short term and permanent additions longer term.

In the fall of 2020, the school district will initiate a boundary review, with community consultation, to review alignment of student catchment populations with school capacities. This review will focus on south zone catchments, and consider other catchment boundary issues that may exist in the district.

As planning progresses in relation to the recommendations in the Long Range Facilities Plan, the district will continue to consult with staff, educational partners and the broader community as needed.

To: Finance, Facilities, and Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Canada Infrastructure Bank Loan

Date: June 1, 2023

Briefing note amended on June 5, 2023

Purpose and Background

The purpose of this briefing note is to recommend adoption of a revised 2022/23 Capital Plan Bylaw to include authorization to borrow \$200,000 from the Canada Infrastructure Bank (CIB loan) to fund a portion of the purchase price of 2 electric buses.

The school district is accessing funding from a variety of sources to fund the additional cost of electric buses (relative to a diesel bus) (See attachment 1 - excerpt from October 2022 Energy Sustainability Plan Update). The key terms of the CIB loans are:

- Interest Rate: 1% per year
- Term: 12 years (consistent with expected service life of bus)
- Repayment Amount: repayment schedule based on forecasted operating savings (primarily fuel savings). Actual repayments are adjusted to actual savings if lower than forecasted savings. Remaining principle is repaid from sale or insurance proceeds if the bus is sold or damaged beyond repair.
- Principal: \$200,000 (\$100,000 per bus).

The energy sustainability plan originally reflected borrowing of \$183,648; however, we have since learned that borrowing can only be issued in increments of \$10,000 and that \$100,000 can be borrowed for each bus.

As this borrowing relates to a capital plan expenditure, the attached bylaw is an amendment to the previously adopted capital plan bylaw (adopted in April 2022) to include the Board's authorization to borrow.

In order to borrow, section 144 of the School Act requires a Board of Education to adopt a bylaw and to receive written authorization to borrow from the minister. Ministry staff have confirmed these loans are being supported across the sector, but as a formal letter of authorization has not yet been received, the draft bylaw (attachment 2) reflects that borrowing is subject to minister authorization.



Staff Recommendation

That the Board adopt the amended 2022/23 Capital Plan Bylaw.

Respectfully,

Jason Reid
Secretary Treasurer

Attachments: 1 – Excerpt from October 2022 Energy Plan Update
2 - CAPITAL BYLAW NO. 2022/23 – CPSD63-02

Fleet – Costs & Incentives

**Type D
Electric Bus**

<u>1 Bus</u>	<u>2 Buses</u>	
\$455,120	\$910,240	Base Price
\$8,805	\$17,610	Options
\$37,114	\$74,228	Tax (PST plus net GST is approx. 8%)
\$501,039	\$1,002,078	Total Cost
-\$204,215	-\$408,430	Core BUS Funding via EDUC (Diesel)
-\$30,000	-\$60,000	Supplementary BUS Funding via EDUC
-\$150,000	-\$300,000	CleanBC Funding
-\$50,000	-\$50,000	CNCP Funding (one time funding per SD)
-\$434,215	-\$818,430	Available Funding
\$66,824	\$183,648	Canada Infrastructure Bank Loan

Rede

CAPITAL BYLAW NO. 2022/23 – CPSD63-02
CAPITAL PLAN 2022/23

WHEREAS in accordance with section 142 of the School Act, the Board of Education of School District No. 63 (Saanich) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education and Child Care (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications;

AND WHEREAS the Board of Education wishes to borrow \$200,000 from the Canada Infrastructure Bank for the purchase of two e-buses (the “Borrowing”);

AND WHEREAS Section 144 of the School Act requires a Board of Education to obtain written authorization from the minister to borrow for a capital expenditure;

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board for the 2022/23 Capital Plan as approved by the Minister, to include the supported capital projects specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 15, 2022, is hereby adopted.
2. Subject to authorization by the minister, borrowing of \$200,000 from the Canada Infrastructure Bank for the purchase of two e-buses.
3. This Capital Bylaw may be cited as School District No. 63 (Saanich) Capital Bylaw No. 2022/23 – CPSD63-02.
4. This Capital Bylaw amends and replaces School District No. 63 (Saanich) Capital Bylaw No. 2022/23 – CPSD63-01, which was adopted on the 20th day of April 2022.

READ A FIRST TIME THE 14th DAY OF June 2023;
READ A SECOND TIME THE 14th DAY OF June 2023;
READ A THIRD TIME, PASSED THE 14th DAY OF June 2023.

Board Chair

APPLY CORPORATE SEAL

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 63 (Saanich) Capital Bylaw No. 2022/23 – CPSD63-02 adopted by the Board the 14th day of June 2023.

Secretary-Treasurer

To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Parkland Track Funding Agreement

Date: May 30, 2023

Purpose

The purpose of this briefing note is to recommend approval to enter into the Parkland Track Funding Agreement with the District of North Saanich (“North Saanich”) and the Town of Sidney (“Sidney”).

Background

At the May 3, 2023 Special Board Meeting, I reported that capital funding to complete the Parkland Track Project had been approved by Sidney and North Saanich. At that time, I also reported that Sidney had approved annual funding for future track renewal, and that North Saanich had directed staff to enter into a dialogue with the Town of Sidney and School District No. 63 regarding ongoing cost sharing options. On May 3, 2023, the Board of Education directed staff to engage the contractor to complete phase 2 of the Parkland track replacement project.

Next Steps

Staff from Sidney, North Saanich and the school district prepared the Parkland Track Funding Agreement, included as attachment 1. This agreement addresses the capital contribution, funding for future renewal and the school district’s commitment that the track be available for community drop-in use. Sidney approved entering into this agreement on May 23, 2023, and this agreement is expected to be considered by North Saanich at the next council meeting on June 5, 2023.

Staff Recommendation

That the Board approve entering into Parkland Track Funding Agreement with each of the Town of Sidney and the District of North Saanich.

With Respect,



Jason Reid
Secretary Treasurer

Attachments: 1 – Parkland Track Funding Agreement

PARKLAND TRACK FUNDING AGREEMENT

THIS AGREEMENT dated this 15th day of May, 2023 is:

BETWEEN:

TOWN OF SIDNEY (the “Town”)

AND

SAANICH SCHOOL DISTRICT #63 (“S.D. #63”)

GIVEN THAT:

- A. S.D. #63 operates Parkland Secondary School in North Saanich, BC, and has an agreement in place to replace a running track on adjacent lands owned by the Memorial Park Society;
- B. S.D. #63 has made a funding request to the Town to assist with the funding of the capital construction of the track, as well as the eventual replacement; and
- C. The Town has approved the funding request from S.D. #63, and wishes to formalize the funding agreement in order to provide additional accountability and oversight for the use of public funds.

NOW THEREFORE, in consideration of the funding to be provided by the Town to S.D. #63, and in accordance with the terms and conditions in this Agreement, the parties agree as follows:

1. FUNDING

- a) Capital Contribution: The Town shall make a one-time contribution of \$83,000 to the capital construction cost of the project.
- b) Annual Contribution: The Town shall make annual contributions toward the future replacement of the track surface (estimated 15-year lifespan).

2. PAYMENT OF THE FUNDING

- a) The Capital Contribution shall be made upon completion of the project, and submission of an invoice from S.D. #63.
- b) Annual Contributions shall be payable on July 1st beginning in 2024, at \$6,700. This annual payment shall be increased each year by the annual change in the Consumer Price Index (CPI) for the City of Victoria for the previous calendar year. S.D. #63 shall invoice the Town for the annual contribution.
- c) Each year, the Annual Contribution will be reduced by an amount equal to 1/3 of community use fees earned net of direct event costs during the previous year ending June 30th. Community use fees will apply for organized exclusive use of the track. These recoveries shall be tracked by S.D. #63, and reflected in the annual invoice under 2.b).

3. USE OF FUNDING

- a) The Capital Contribution shall be used by S.D. #63 to defray part of the construction costs of the track facility.

- b) The Annual Contribution shall be set aside in a designated account for capital replacement of the track surface.

4. **REPORTING**

- a) Upon request by the Town, S.D. #63 shall provide a statement of the account designated for capital replacement of the track surface, showing contributions by all funding partners as well as the accumulated reserve balance.

5. **TERM**

- a) This Agreement shall remain in place for 15 years, until the track surface is replaced. The Town shall have no further commitment beyond that period, and the parties shall negotiate a new funding agreement at that time, if required.

6. **RECOVERY OF FUNDS**

- a) Unless the parties agree otherwise in writing, any Town funds not used for their intended purpose shall be refunded to the Town, along with interest thereon.

7. **COMMUNITY USE**

- a) Outside of Parkland Secondary school hours and when not in use by S.D. #63, the track will be available for community use. The majority of this community use time will be preserved for drop-in use by community members free of charge.

IN WITNESS WHEREOF the parties hereto have caused these presents to be executed the day or year first above written.

Signed by the authorized signatories of the **TOWN OF SIDNEY**:

MAYOR

CORPORATE OFFICER

Signed by the authorized signatories of the **SAANICH SCHOOL DISTRICT #63**:

BOARD CHAIR

SECRETARY TREASURER

To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Parkland Track Project Recognition

Date: May 30, 2023

Purpose

The purpose of this briefing note is to recommend the Board's approval of plans to recognize contributors to the Parkland Track Project.

Background

A renewed effort to fund replacement of the track began in 2017, with the School District and the Memorial Park Society working together to coordinate fundraising efforts. In the spring of 2017, the Saanich Board of Education approved allocation of \$300,000 towards the cost of the track replacement. Following a period of delay due to the pandemic, the Parkland Track 2021 Steering Committee launched a fundraising campaign in the fall of 2020 which concluded in the spring of 2022. The Memorial Park Society supported the steering committee by administering the collection of funds. This fundraising campaign raised \$144,906 through a combination of private donations and grants (for a total of \$444,906 including the contribution from the Board of Education). The project also received an in-kind donation from Erdem Excavating who removed and disposed of the original track surface for no charge.

With the funds raised during the fundraising campaign, the School District completed phase 1 of the replacement project in 2022 consisting of rebuilding the infield including the drainage system, removal and disposal of the old track surface, proper sloping of the track foundation (gravel fill) for drainage, and installation of a new paved track surface. The total cost of phase 1 was \$389,636 leaving \$55,270 in remaining funds for the track project.

The new paved track surface could have functioned as an operable track surface with the addition of line painting; however, phase 2 (if funded) would enhance the running surface with the addition of a 12mm polyurethane structural spray running track system with line painting. This track system is applied to the paved surface and has a service life of approximately 15 years. The quoted cost of the running track system is \$221,284, leaving a funding shortfall of \$166,000.

In the spring of 2023, the Town of Sidney ("Sidney) and the District of North Saanich ("North Saanich") each approved capital funding of \$83,000 to fully fund phase 2 of the track. The school district, Sidney and North Saanich are currently working towards a joint agreement, which addresses annual funding for future renewal of the track surface and expectations regarding community use. Following approval of this funding agreement (expected in June 2023), the parties intend to issue a joint media release.

Proposed Recognition

The track project is the result of a community fundraising effort with significant monetary and in-kind contributions from numerous organizations and individuals. Given the nature of this community effort, staff recommend that a contributor recognition board be designed and mounted near the track (either on the exterior of the school or mounted on a post near the track). [Administrative Procedure 525 \(External Funding\)](#) requires that any ongoing recognition of external contributions be approved by the Board.

The plan is for the contributor recognition board to recognize:

- Track partners: Saanich Schools / District of North Saanich / Town of Sidney (for capital contributions and ongoing contributions for future track renewal)
- Monetary contributions over \$1,000 presented in 2-3 contribution ranges (there were 21 monetary contributions exceeding \$1,000)
- In-kind contributions: Memorial Park Society and Erdem Excavating.

Each contributor would be contacted to confirm approval before being included on the board.

In addition to the recognition board, we also propose that the school district plan a community recognition and opening event following completion of the track and school start-up (likely in September). Contributors and the community will be invited to this event, including elected officials representing the District of North Saanich and the Town of Sidney. As elected officials will be present, the event will be planned in accordance with [Administrative Procedure 155 \(Event Protocol\)](#).

Staff Recommendation

That the Board approve the ongoing recognition of contributors to the Parkland Track Project on a contributor recognition board, and that a community recognition and opening event be planned following track completion and school start up.

With Respect,



Jason Reid
Secretary Treasurer

JR/klg

	Prior Year Actual 2021	Prior Year Actual 2022	Amended Budget	Current Budget	Revenue/ Expenditures to April 30, 2023	Projected Revenue and Expenditure	Variance From Budget	Notes
Revenue								
621 Consolidated Revenue Grants	(73,905,419)	(76,549,164)	(76,774,842)	(76,704,473)	(61,762,344)	(76,635,420)	(69,053)	Note 1
627 Indig. Northern Affairs Canada (INAC) Recovery	2,886,687	3,079,193	3,552,472	3,552,472	2,841,978	3,552,472	-	
629 Other Ministry Of Ed Grants <i>includes Pay Equity, Ad hoc MOE grants, Grad adult funding, Labour Settlement Funding</i>	(3,400,931)	(1,135,484)	(965,650)	(4,059,841)	(3,092,496)	(4,059,841)	-	
629 Classroom Enhancement Fund (CEF)	(6,953,957)	(8,912,124)	(10,684,163)	(11,083,750)	(8,866,999)	(11,083,750)	-	
630 Federal Grants <i>French Odyssey Grant, Jordan's Principle</i>	-	(39,492)	-	-	-	-	-	
641 Other Ministry Grants <i>ERASE Grant</i>	-	(183,610)	(10,500)	(10,460)	(10,460)	(10,460)	-	
645 Instructional Cafeteria Revenue	(125,874)	(184,506)	(68,000)	(68,000)	(187,443)	(187,443)	119,443	
646 Local Education Agreements/Direct Funding Indig.	(2,886,687)	(2,723,698)	(3,552,472)	(3,552,472)	(2,841,978)	(3,552,472)	-	
647 International and Out of Province Students	(3,064,401)	(5,738,618)	(6,396,665)	(6,396,665)	(6,604,670)	(6,604,670)	208,005	Note 2
649 Misc. Fees & Revenues <i>includes ad hoc grants received, recovery revenue from shared services, funding from municipalities</i>	(666,238)	(497,986)	(277,324)	(515,766)	(509,775)	(515,766)	-	
651 Community Use Of Facilities	(8,694)	(30,242)	-	-	(39,412)	(48,412)	48,412	
659 Other Rentals & Leases	(357,692)	(380,542)	(390,000)	(390,000)	(326,851)	(390,000)	-	
660 Exchange (Gain) Loss	1,110	(1,207)	-	-	(10,761)	(10,761)	10,761	
661 Interest On Short Term Deposits	(218,358)	(204,761)	(480,000)	(480,000)	(615,312)	(776,408)	296,408	
662 Appropriated Surplus (prior years carry forward amounts)	-	-	(4,174,237)	(996,516)	-	(996,516)	-	Note 3
672 Student Fees/Certifications	(98,350)	(108,010)	(75,000)	(75,000)	(49,777)	(68,000)	(7,000)	
Total Revenue	(88,798,804)	(93,610,251)	(100,296,381)	(100,780,471)	(82,076,300)	(101,387,447)	606,976	
Expenses								
105 Salaries - P/VP	4,632,111	4,781,071	5,053,500	5,091,572	3,992,102	4,947,080	144,492	
111 Salaries - Teachers (incl. POSR)	38,742,007	40,715,557	40,142,419	40,321,546	32,880,592	41,036,690	(715,144)	Note 4
307 - Teacher remedy	987,367	1,639,055	1,747,363	1,798,362	956,634	1,798,362	-	
Teacher remedy unspent	-	-	-	-	-	-	-	
122 Salaries - Support Staff (incl. In Service and First Aid)	8,642,755	8,541,427	8,997,266	9,652,700	7,317,053	9,239,811	412,889	Note 5
123 Salaries - Other Professionals	3,303,738	3,223,078	3,406,632	3,413,094	2,771,486	3,423,327	(10,233)	
131 Salaries - Educational Assistants	5,434,859	5,409,004	6,428,890	6,408,274	4,373,270	6,011,188	397,086	Note 6
143 Support Staff Replacement Costs	566,773	636,057	442,534	462,534	409,170	543,147	(80,613)	Note 7
146 Teacher Replacement Costs	2,692,913	3,473,416	3,526,016	3,629,226	3,035,287	3,839,487	(210,261)	Note 8
	65,002,523	68,418,665	69,744,620	70,777,308	55,735,594	70,839,092	(61,783)	
200 Benefits	15,519,136	16,612,271	17,192,623	17,102,545	13,600,072	17,103,737	(1,193)	
	15,519,136	16,612,271	17,192,623	17,102,545	13,600,072	17,103,737	(1,193)	
Services & Supplies								
Services	2,950,331	4,823,714	5,151,057	5,303,571	4,691,118	5,372,710	(69,139)	
Pro-D & Travel	490,829	457,956	819,922	845,363	484,281	845,363	-	
Rentals & Leases	105,124	137,659	169,000	174,000	131,579	174,000	-	
Dues & Fees	353,722	385,591	327,528	337,528	256,910	337,528	-	
Insurance	157,887	187,184	165,460	167,460	198,047	198,047	(30,587)	

Projection for Discussion Purposes - Actual Results May Differ From Projected

Prepared by Megan Cimaglia

	Prior Year Actual 2021	Prior Year Actual 2022	Amended Budget	Current Budget	Revenue/ Expenditures to April 30, 2023	Projected Revenue and Expenditure	Variance From Budget	Notes
Supplies	1,083,497	2,879,215	4,158,136	4,354,661	2,744,080	3,186,341	1,168,320	
Utilities	1,534,300	1,484,676	1,608,035	1,608,035	1,238,969	1,669,467	(61,432)	
	6,675,690	10,355,995	12,399,138	12,790,618	9,744,984	11,783,456	1,007,162	Note 9
Total Expenses	87,197,349	95,386,931	99,336,381	100,670,471	79,080,651	99,726,285	944,186	
Transfer from operating for purchase of capital assets	1,280,575	1,035,089	850,000		-	-	-	
Transfer to local capital for asset replacement reserve	82,250	109,982	110,000	110,000	-	110,000	-	
(Surplus)/Deficit	(238,630)	2,921,751	-	(0)	(2,995,649)	(1,551,162)	1,551,162	Note 10
					Opening Contingency Reserve	(2,998,441)		
					Estimated School and District Carry Forwards	1,168,320		
					District Phone System	500,000		
					Appropriation for Budget 23/24	1,682,754		
					Estimated Closing Contingency Reserve	(1,198,529)		

Amended Budget is the February *Amended Annual Budget*, which was approved by the Board on February 15, 2023.

Current Budget is the current working budget.

Certain comparative figures have been restated to conform with current year's presentation

<p>Variance comments:</p> <p>Note 1 - February SIDES and Continuing Education enrolment counts were lower than projected (\$139,956) offset partially by May count exceeding projections (\$70,903).</p> <p>Note 2 - International tuition revenue is projected to exceed budget with 255.9 FTE (budget of 250 FTE).</p> <p>Note 3 - Appropriated surplus consists of budgeted carry forwards of \$996,516.</p> <p>Note 4 - Teacher salaries negative variance is due to: - Higher than budgeted average teacher salary (after revision for new collective agreement rates). - 2 teachers acting as vice principals being backfilled by teachers (majority of the salary for these teachers is still recorded with teacher salaries, but is budgeted on the PVP line). - HR noted that a higher number of teachers are receiving category changes to 5+ or 6 than in recent past. - A variety of other small factors.</p> <p>Note 5 - Support Staff salaries positive variance is due to hiring lag for vacant positions and unpaid time off taken by staff.</p> <p>Note 6 - Education Assistant (EA) salaries positive variance is due to several factors: - Hiring lag in deployment of EA funding. - Estimated continued understaffing due to inability to consistently fill all EA positions. - EAs taking unpaid time off. - All positions are budgeted at the continuing rate of pay, but about 10% of positions are staffed with temporary employees who earn \$1.34 less per hour.</p> <p>Note 7 - Support Staff Replacement Costs negative variance is due to higher than budgeted use of sick and emergency leave.</p>
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Note 8 - Teacher Replacement Costs negative variance is due to higher than budgeted use of sick, supplemental employment benefit top up and emergency leave. Supplemental employment benefit top up is predicted monthly at the average of what we paid over the last fiscal year. This is a significant source of uncertainty in the forecast as payments vary significantly month to month based on number of leaves and timing of receipt of paperwork from staff.

Note 9 - Assumption made in preparing this forecast is that departments and schools will spend their services and supplies budgets as allocated, other than the following:

(\$1,168,320) expected school and district carry forward
\$39,000 additional homestay fees (flow through covered by additional revenues)
\$61,432 utilities spending over budget
\$30,139 legal fees over budget

(\$1,007,162)

Note 10 - Compared with last month's forecast, there has been a significant positive change (approximately \$1 million) in the overall annual surplus shown in the District Forecast. (May forecast estimated Surplus at approximately \$440,000 and the June forecast estimates the Surplus at approximately \$1.5 million.)

There are a variety of reasons for this positive change listed below:

- Improved results compared with budgeted expectations for revenues:
 - \$70,000 more operating grant revenue than budgeted due to higher than forecast May enrolment count.
 - \$93,000 higher than budgeted other revenues (miscellaneous, cafeteria, international, interest, community use)
- \$392,000 of CUPE salary savings were understated last month due to a compounding formula error identified this month which overstated costs.
- \$140,000 improvement due to positive continuing trend of using lower than this year's average to date sick and emergency leave. Note that this positive variance is subject to change if sick leave usage picks up back to current year average levels.
- \$104,000 estimated lower statutory benefits costs aligning with reduced salary outlays.
- \$167,000 confirmed lower than budgeted services and supplies spending – note that there will likely be further department underspends; however, these will not be confirmed until year end results are finalized.