

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE

Agenda

Committee Members: Trustee Martin, Chair
Trustee McMurphy
Trustee VanWell

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
Dean Coates, CUPE
David Mark, SAA
James Taylor, COPACS

Other Attendees:

Tuesday, June 8, 2021
10:30 am, MS Teams

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS FOR DISCUSSION

No Items.

C. ITEMS FOR RECOMMENDATION

1. 2021/22 Capital Plan Bylaw

Staff Recommendation:

That the amended 2021/22 Capital Plan Bylaw be approved.

2. 2022/23 Capital Plan Submission

Staff Recommendation:

That the 2022/23 Capital Plan Submission be approved.

D. ITEMS FOR INFORMATION

1. Fiscal Forecast – attachment

E. FUTURE AGENDA ITEMS

No Items.

To: Finance, Facilities and Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Capital Bylaw No. 2021/22 – CPSD63-01

Date: June 1, 2021

Purpose and Background

Upon receipt of the Capital Plan Response Letter from the Ministry, the Board of Education must adopt a single capital bylaw, in accordance with section 143 (1) of the School Act.

Individual capital bylaws for each supported capital project are no longer required, rather a single capital bylaw is required that encompasses all capital projects included in the Ministry Capital Plan Response Letter for 2019/20 (see attachment 2).

Staff Recommendation

That the Board approve the Capital Plan Bylaw as attached. The motions related to the three readings of the Capital Plan Bylaw are contained within the committee agenda/report.

With respect,



Jason Reid
Secretary Treasurer

Attachments: Appendix 1 – Capital Bylaw No. 2021/22 – CPSD63-01
Appendix 2 – Ministry Capital Plan Response Letter for 2021/22
Appendix 3 - 2021/22 Annual Programs Funding Agreement

CAPITAL BYLAW NO. 2021/22 – CPSD63-01
CAPITAL PLAN 2021/22

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 (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

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 2021/22 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated May 11, 2021, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 63 (Saanich) Capital Bylaw No. 2021/22 – CPSD63-01.

READ A FIRST TIME THE 16th DAY OF June 2021;
READ A SECOND TIME THE 16th DAY OF June 2021;
READ A THIRD TIME, PASSED THE 16th DAY OF June 2021.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 63 (Saanich) Capital Bylaw No. 2021/22 – CPSD63-01 adopted by the Board the 16th day of June 2021.

Secretary-Treasurer



May 11, 2021

Ref: 246842

To: Secretary-Treasurer and Superintendent
School District No. 63 (Saanich)

Capital Plan Bylaw No. 2021/22-CPSD63-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2021/22

This letter is in response to your School District's 2021/22 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to July 31, 2020, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and that are able to proceed to procurement.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The first table identifies School Enhancement Program and Carbon Neutral Capital Program that school districts were already made aware of in the initial Capital Plan Response Letter issued in March 2021.

The second and third tables identify additional minor capital projects approved in School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

Ministry of
Education

Capital Management Branch
Resource Management Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

Projects for SEP, CNCP (from initial Capital Plan Response Letter issued in March 2021)

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Children's Development Center	SEP - HVAC Upgrades	\$200,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Claremont Secondary	SEP - Roofing Upgrades	\$500,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Bayside Middle	SEP - HVAC Upgrades	\$420,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Children's Development Center	CNCP - Energy Systems Upgrade	\$50,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Children's Development Center	PEP - Universally Accessible Playground	\$165,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2021/22 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw Number provided at the beginning of this document) for its approved 2021/22 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Ravnit Aujla at Ravnit.Aujla@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2021/22 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2022/23 Annual Five-Year Capital Plan submission process (using the Ministry's new Capital Asset Planning System (CAPS) online platform) are available at the Ministry's [Capital Planning](#) webpage.

NOTE: School districts' Capital Plan submission deadlines for the 2022/23 fiscal year, using the new CAPS online platform, will be as follows:

- **Major Capital Programs (SMP, EXP, REP, RDP, BEP) – July 31, 2021**
- **Minor Capital Programs (SEP, CNCP, PEP, BUS) – September 30, 2021**

Additionally, the Annual Facility Grant (AFG) project requests for the 2021/22 fiscal year are to be submitted using the new CAPS online platform, on or before June 30, 2021.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



François Bertrand, Acting Executive Director
Capital Management Branch

pc: Capital Management Branch
Michael Nyikes, Director, Capital Management Branch
Ravnit Aujla, Planning Officer, Capital Management Branch
Damien Crowell, Regional Director, Capital Management Branch
Alexander Angus, Planning Officer, Capital Management Branch
Geoff Croshaw, Planning Officer, Capital Management Branch

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 10th day of May 2021, is in effect for the 2021/22 fiscal year period of April 1, 2021 to March 31, 2022.

BETWEEN: Her Majesty the Queen in Right of the Province of British Columbia,
represented by the Minister of Education (the "Ministry")

OF THE FIRST PART

AND: the Board of Education of School District No. 63 (Saanich) (the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education, and includes the Deputy Minister of Education and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education of the Province of British Columbia;

"Project" means the project(s) described in paragraph 3.01;

2021/22 Annual Programs Funding Agreement

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. SCHEDULES

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and School Districts

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Children's Development Center	SEP - HVAC Upgrades	\$200,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Claremont Secondary	SEP - Roofing Upgrades	\$500,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Bayside Middle	SEP - HVAC Upgrades	\$420,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Children's Development Center	CNCP - Energy Systems Upgrades	\$50,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

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Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Children's Development Center	PEP - Universally Accessible Playground	\$165,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

- 3.02 The Ministry will, in no event, provide more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
 - b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
 - c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- 3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:
- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
 - b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

- 4.01 The Board will:

2021/22 Annual Programs Funding Agreement

- a) carry out the Project in a manner that ensures:
 - i) delivery within budget;
 - ii) completion by March 31, 2022;
 - iii) scope details are fully met upon completion;
 - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
 - b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
 - c) procure the Project in accordance with the Capital Asset Management Framework;
 - d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
 - e) all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and School Districts" (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.
- 4.02 Provide written notice to the Ministry of Education immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).
- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The

2021/22 Annual Programs Funding Agreement

ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

5. EVENT OF FORCE MAJEURE

5.01 In the Event of Force Majeure:

- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
- b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
- c) the course of action must be agreed to by the Ministry and the Board.
- d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
- e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

6. PUBLIC ANNOUNCEMENTS

6.01 Any public announcement relating to the Project will be in accordance with the “Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and School Districts” (provided as Schedule A).

7. NOTICE

7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

a) if to the Board:

School District No. 63 (Saanich)
2125 Keating Cross Rd, Saanichton, BC, V8M 2A5
Attention: Jason Reid, Secretary-Treasurer
Email: jreid@saanichschools.ca

b) if to the Ministry:

Ministry of Education
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1

2021/22 Annual Programs Funding Agreement

Attention: Ravnit Aujla
Email: Ravnit.Aujla@gov.bc.ca

- 7.02 Any such notice or communication will be considered to have been received:
- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;
 - b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
 - i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
 - ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.
- 7.03 Delivery by mail will not be considered timely notice under this Agreement.
- 7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

2021/22 Annual Programs Funding Agreement

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of Her Majesty the Queen)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Education)

Authorized Signatory (For the Minister of Education)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board**)
of Education of School District)
No. 63 (Saanich) by its duly)
authorized signatories)

Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

SCHEDULE A

**COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS
BETWEEN THE MINISTRY OF EDUCATION (EDUC) AND SCHOOL DISTRICTS**

News Release

Upon issuance of Capital Plan approvals and funding agreements to school districts, EDUC will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

Signage

Significant, high-profile minor capital construction projects and/or initiatives approved in the EDUC Capital Plan **may** be requested to be identified by signage prominently displayed at the site. EDUC will notify a school district(s) if this is the case.

If requested, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
2. GCPE will have their graphics department create a construction sign;
3. GCPE graphics department will create and send the approved file to Queens Printer for print production;
4. Queens Printer will notify GCPE when the sign is ready;
5. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
6. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
7. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

Official Ceremonies

EDUC will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

Plaques

EDUC **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by EDUC. Cost of the plaque is to be funded from the approved project budget.

To: Finance, Facilities & Technology Committee

Prepared By: Rob Lumb
 Director of Facilities

Subject: Five Year Capital Plan Submission 2022/23

Date: June 3, 2021

Purpose

The purpose of this briefing note is to provide information relevant for the committee’s review and the Boards approval of the Capital Plan Submission for 2022/23. If these projects are subsequently approved by the Ministry, funding will be announced in March 2022.

Our new submission deadline is July 31, 2021. Included in the plan are some ‘carry forward’ projects that appeared in last year’s submission as well as the addition of some newer projects more recently identified.

A summary table of the proposed 2022/23 Capital Plan Submission with further explanation is below:

Addition Program		
Cordova Bay Elementary	\$3,771,221 *	*Cost based on estimates from June 2019 – being revised Addition of a four classroom expansion
Seismic Mitigation Program (SMP)		
Children’s Development Centre	\$4,253,731	Approved project and underway
Sidney Elementary	\$12,121,000 *	*Cost based on estimates from June 2019 – being revised Previously submitted project. Risk Assessment is an H1 (P2 and P4)
Brentwood Elementary	\$5,687,274	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)		
Deep Cove Heating Plant	\$1,200,000	Replace aging boiler plant with efficient system
Roofing	\$500,000	Parkland
Carbon Neutral Capital Program (CNCP)		
Deep Cove	\$350,000	Air Source Heat Pump
Playground Equipment Program (PEP)		
Brentwood Elementary	N/A	Universally accessible playground equipment
Sidney Elementary	N/A	Universally accessible playground equipment

Deep Cove Elementary	N/A	Universally accessible playground equipment
Bus Replacement (BUS)		
Bus Replacement dictated by Age and Mileage. We are getting close to 1 - 2 replacements, and we will plan to replace any approved bus with an electric model.		
Demolition Program		
Sansbury	\$150,000	Demolition of gym and covered area

Additions Projects

The implementation of new catchment boundaries in 2021/22 will shift 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 2-classroom at Cordova Bay to accommodate future enrolment. Refer to Scenario 1 in the table below.

Cordova Bay Catchment

	# of K-5	Where They Attend				Op_Cap	Shortfall	Surplus
		In-Catch	OC_SZ	OC_Other	Est OD			
Cordova Bay - Base Cond	321	251	47	3	20	255	66	
Cordova Bay - Scenario 1 (2029)	301	299	2	2	0	299	2	
Cordova Bay - Scenario 2 (2029)	301	299	2	2	0	299	2	

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 4-classroom addition as we continue to monitor the implementation of the local area plan.

With the implementation of new catchment boundaries, last year's submission for an expansion at Prospect Lake has been removed.

SMP Projects

The Children's Development Project is nearing completion and will be ready for September 2021.

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 2 blocks that are H1 – P2 and 2 blocks that are H1 – P4. Brentwood has 1 block that is rated H1 – P2.

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

EP projects

Bayside is being submitted again for a major building envelope project to repair the sustained damage from the lengthy roof leak. Note that 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

The HVAC system at Deep Cove consists of 3 separate inefficient heating plants that are all nearing end of life. Our goal is to combine the heating plant into 1 system that provides heat to the school in conjunction with an Air Sourced Heat Pump which is listed below in the CNCP funding.

Roofing continues to be a focus in replacement schedules, thus the allocation of \$500K for Parkland School. This is a start to a lengthy process that will see subsequent years of submissions for the Parkland roof. Parkland consists of over 100,000 square feet of roofing that is now at its life expectancy. The total estimate to replace all of the Parkland roof is \$3.8 million which we will do over the span of multiple years.

Carbon Neutral Capital Program

The proposed heating plant at Deep Cove will include an Air Sourced heat pump. This will allow us to greatly reduce Green House Gas emissions from the site by moving the main source of heat from Natural Gas to Electricity.

PEP projects

Brentwood was included in the PEP replacement submission from last year, but it was not approved. It will remain our number 1 priority. We have also added Sidney and Deep Cove to replace existing playgrounds nearing end of life.

BUS Projects

Bus replacement is dictated by age and mileage, and we are nearing replacement for 1-2 buses. Our plan is for all future bus replacements to be electric models, funding permitting.

Demolition Program

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 2022/23 school year.



Rob Lumb
Director of Facilities

Attachments: 1. H1 Priority Rankings
2. Seismic Risk and Prioritization

Block--05 May 13 36

	Code	District	Facility	Name	Construct ion Types List	Construct ion Years List	Floor Area	Block #	# Of Storeys	Site Class	Latest Risk Rating	Priority	Status
1	6363002-2	63 - Saanich	6363002 - Brentwood Elementar y	1970 Addition	Steel - 51	1970	1,100	2	1	D	H1	2	Structural Upgrade Required
1	6363004-5	63 - Saanich	6363004 - Deep Cove Elementar y	1966 Addition	Concrete M	1966	105	5	1	D	H1	1	Structural Upgrade Required
1	6363012-4	63 - Saanich	6363012 - Saanichto n Learning Centre	1969 Addition (Small 1993 Addition)	Steel - 51	1969	401	4	1	D	H1	2	Structural Upgrade Required
1	6363012-3	63 - Saanich	6363012 - Saanichto n Learning Centre	1979 Addition	Concrete M	1979	1,031	3	1	D	H1	3	Structural Upgrade Required
1	6363014-1	63 - Saanich	6363014 - Sidney Elementar y	1951 Original Building	Wood Fram	1951	1,480	1	1	D	H1	2	Structural Upgrade Required
1	6363014-9	63 - Saanich	6363014 - Sidney Elementar y	1969 Addition	Steel - 51	1969	825	9	1	D	H1	2	Structural Upgrade Required
1	6363014-3	63 - Saanich	6363014 - Sidney Elementar y	1956 Addition	Wood Fram	1956	257	3	1	D	H1	4	Structural Upgrade Required
1	6363014-8	63 - Saanich	6363014 - Sidney Elementar y	1966 Addition (Gymnasiu m)	Concrete M	1966	350	8	1	D	H1	4	Structural Upgrade Required

RISK (On a Block Basis)	RISK DEFINITION (Risk Levels based on the NBC Code Hazard which is the Maximum Credible Earthquake (2% in 50 Years))
High 1 (H1)	Most vulnerable structure; at highest risk of widespread damage or structural failure. Not repairable after event. Structural and non-structural seismic upgrades required.
High 2 (H2)	Vulnerable structure; at high risk of widespread damage or structural failure. Likely not repairable after event. Structural and non-structural seismic upgrades required.
High 3 (H3)	Isolated failure to building elements is expected; building not likely repairable after event. Structural and non-structural seismic upgrades required.
Medium (M)	Isolated damage to building elements is expected; non-structural elements (such as bookshelves, lighting) are at risk of failure. Non-structural upgrades required. Building to be upgraded or replaced within the Capital Plan when it has reached the end of its useful life.
Low (L)	Least vulnerable structure. Would experience isolated damage and would probably be repairable after an event. Non-structural upgrades may be required.

PRIORITY	PRIORITY DEFINITION FOR H1 BLOCKS (The following Priority Rankings are based on a Moderate Earthquake (5% in 50 Years))
P1	Total damage in a moderate earthquake. Unsafe - Highest life safety consequences. Demolition after event.
P2	High probability of total damage in a moderate earthquake. Unsafe - High life safety consequences. Demolition likely after event.
P3	Moderate probability of total damage in a moderate earthquake. Moderate life safety risk. Costly repairs after event.
P4	Least probability of total damage in a moderate earthquake. Low life safety risk. Readily repairable after event.

Saanich School District
2020/21 Year-End Projection (Operating Fund w/CEF)

Actual and Forecasted Results

As at June 1, 2021

	Prior Year Actual 2019	Prior Year Actual 2020	Amended Budget	Current Budget	Revenue/ Expenditures to April 30, 2021	Projected Revenue and Expenditure	Variance From Budget	Notes
Revenue								
621 Consolidated Revenue Grants	(68,251,286)	(69,978,199)	(72,902,887)	(73,369,992)	(58,654,612)	(73,369,992)	-	
627 Indig. Northern Affairs Canada (INAC) Recovery	2,984,092	3,281,144	3,048,231	3,148,859	2,519,087	3,148,859	-	
629 Other Ministry Of Ed Grants <i>includes Pay Equity, Ad hoc MOE grants, Grad adult funding</i>	(1,277,918)	346,623	(3,145,336)	(3,299,983)	(2,646,393)	(3,299,983)	-	
629 Classroom Enhancement Fund (CEF)	(7,832,734)	(7,617,267)	(7,697,396)	(7,697,396)	(6,045,362)	(7,697,396)	-	
630 Federal Grants <i>French Odyssey Grant, Jordan's Principle</i>	-	(52,923)	-	-	-	-	-	
645 Instructional Cafeteria Revenue	(158,687)	(111,259)	(68,000)	(68,000)	(92,899)	(92,899)	24,899	
646 Local Education Agreements/Direct Funding Indig.	(2,984,092)	(3,281,144)	(3,048,231)	(3,148,859)	(2,519,087)	(3,148,859)	-	
647 International and Out of Province Students	(7,445,332)	(7,086,493)	(2,238,500)	(2,238,500)	(3,104,327)	(3,269,065)	1,030,565	Note 1
649 Misc. Fees & Revenues <i>includes ad hoc grants received, recovery revenue from shared services, funding from municipalities</i>	(738,841)	(439,018)	(209,434)	(456,094)	(428,155)	(482,565)	26,471	
650 Text Book Deposit Receipts	-	-	-	-	-	-	-	
651 Community Use Of Facilities	(20,229)	(12,874)	-	-	(8,094)	(8,094)	8,094	
659 Other Rentals & Leases	(373,872)	(378,889)	(390,000)	(390,000)	(301,112)	(354,000)	(36,000)	
660 Exchange (Gain) Loss	(2,659)	15,273	-	-	(2,743)	(2,743)	2,743	
661 Interest On Short Term Deposits	(387,270)	(369,858)	(200,000)	(200,000)	(169,831)	(212,000)	12,000	
662 Appropriated Surplus (prior years carry forward amounts)	-	-	(5,457,235)	(5,954,376)	-	(5,954,376)	-	
672 Student Fees/Certifications	(64,207)	(101,790)	(75,000)	(75,000)	(69,450)	(75,000)	-	
Total Revenue	(86,553,035)	(85,786,674)	(92,383,788)	(93,749,341)	(71,522,978)	(94,818,113)	1,068,772	
Expenses								
105 Salaries - P/VP	4,535,583	4,548,388	4,523,136	4,683,763	3,801,304	4,634,753	49,010	
111 Salaries - Teachers <i>(incl. POSR)</i>	35,158,350	35,048,397	40,028,990	39,765,465	30,715,782	38,815,163	950,302	Note 2
307 - Teacher remedy	1,217,910	973,130	827,473	1,085,486	653,833	1,085,486	-	Note 3
Teacher remedy unspent	-	-	-	-	-	-	-	
122 Salaries - Support Staff <i>(incl. In Service, WCB and First Aid)</i>	8,335,824	8,034,024	8,751,825	8,913,605	7,423,556	8,989,322	(75,717)	
123 Salaries - Other Professionals	2,727,455	3,076,688	3,122,822	3,176,386	2,440,030	3,171,448	4,938	
131 Salaries - Educational Assistants	4,596,491	4,910,856	5,682,599	5,692,139	4,259,847	5,465,238	226,901	Note 4
143 Support Staff Replacement Costs	518,363	390,629	394,383	393,228	415,468	472,632	(79,404)	
146 Teacher Replacement Costs	2,576,226	2,242,596	2,729,460	2,687,461	2,066,746	2,765,727	(78,266)	
	59,666,202	59,224,708	66,060,688	66,397,533	51,776,566	65,399,768	997,765	
200 Benefits	14,687,466	14,261,495	16,515,275	16,596,039	12,389,867	16,083,539	512,499	Note 5
	14,687,466	14,261,495	16,515,275	16,596,039	12,389,867	16,083,539	512,499	
Services & Supplies								
Services	4,696,799	4,650,249	2,979,979	2,959,723	2,628,278	3,599,723	(640,000)	Note 6
Pro-D & Travel	671,213	528,389	757,260	897,506	276,004	897,506	-	
Rentals & Leases	94,027	92,429	125,012	125,012	97,060	125,012	-	
Dues & Fees	272,919	336,159	342,400	364,400	296,369	364,400	-	
Insurance	168,378	167,891	172,000	174,000	157,887	174,000	-	
Supplies	3,042,502	1,960,575	3,334,453	4,110,487	2,603,809	2,201,611	1,908,876	Note 7

Projection for Discussion Purposes - Actual Results May Differ From Projected
Prepared by Megan Cimaglia

	Prior Year Actual 2019	Prior Year Actual 2020	Amended Budget	Current Budget	Revenue/ Expenditures to April 30, 2021	Projected Revenue and Expenditure	Variance From Budget	Notes
Utilities	1,531,380	1,357,815	1,599,580	1,627,500	920,563	1,627,500	-	
	10,477,218	9,093,507	9,310,684	10,258,628	6,979,970	8,989,752	1,268,876	
Total Expenses	84,830,886	82,579,710	91,886,647	93,252,200	71,146,403	90,473,059	2,779,140	
Transfer from operating for purchase of capital assets	615,580	1,677,301	396,003	396,003	-	396,003	-	
Transfer from operating to support special purpose funds	6,947	-	-	-	-	-	-	
Transfer to local capital for asset replacement reserve	57,060	92,138	101,138	101,138	-	101,138	-	
(Surplus)/Deficit	(1,042,562)	(1,437,525)	-	(0)	(376,575)	(3,847,913)	3,847,912	
						Opening Unrestricted Surplus	(723,702)	
						Estimated School and District Carry Forwards	1,000,000	
						Estimated Closing Unrestricted (Surplus)/Deficit	(3,571,615)	

Amended Budget is the February *Amended Annual Budget*, which was approved by the Board on February 17, 2021.

Current Budget is the current working budget.

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

Variance comments:

Note 1 - International and Out of Province Students positive variance is due to having approximately 30 more students than budgeted (approximately 139.8 FTE instead of 110FTE) and higher homestay revenue (offset by additional homestay fees) due to more students than budgeted and longer stay due to the quarantine period.

Note 2 - If any teacher salary savings occur, to the extent that these savings are attributable to the Classroom Enhancement Fund, it may result in claw back of funding. Teacher salary savings may be required to offset higher teacher replacement costs. Teacher salaries positive variance is due to:

- Current average teacher salary being lower than budgeted.
- In the fall, we deployed fewer teachers than budgeted due, in part, to hiring lag in filling positions.
- \$1,206,452 budget reallocation from from Federal Safe Return to Class Fund to fund additional teacher staffing (neighborhood schools) is now reflected.

Note 3 - We currently assume that teachers will use all remedy they are entitled to during the year. Funding for remedy is targeted and cannot be used for any other purpose, therefore it is appropriate to reflect it as spent regardless as it accrues to teacher remedy banks.

Note 4 - Education Assistant (EA) salaries positive variance is due to several factors:

- This budget is allocated across the 17 school budget centres and each centre maintains conservatism in deployment of resources to remain on budget.
- Schools fill as many full time EA positions as they can but inevitably, EAs take unpaid time off and are not replaced or are replaced with a lower cost temporary employee (when we budgeted the role to be filled by a full time permanent employee).
- Hiring lag in deployment of September EA funding.

Now being offset by increases to existing EA assignments where possible.

Note 5 - Benefits are currently expected to be under budget due to a number of small factors.

Note 6 - Additional homestay costs associated with higher than budgeted international student revenue.

Note 7 - Assumption made in preparing this forecast is that departments and schools will spend their services and supplies budgets as allocated, other than the following:

(\$1,000,000) expected school and district carry forward

(\$715,000) accumulated estimated unspent departmental services and supplies budgets

(\$76,979) April MEd Holdback Funding - held unspent to build contingency reserve

(\$116,897) May Enrolment - higher than budgeted - held unspent to build contingency reserve

\$1,908,876