

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE

Agenda

Committee Members: Trustee Elder, Chair
Trustee Hickman
Trustee Silzer

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
David Mark, SAA
Ashley Sonosky, COPACS

Other Attendees:

**Tuesday, April 11, 2023
10:30 am**

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS FOR DISCUSSION

No Items.

C. ITEMS FOR RECOMMENDATION

1. 2023/24 Capital Plan Bylaw

Staff Recommendation:

That the Committee recommend the Board's adoption of the attached bylaw at the April 19, 2023 Board meeting.

2. 2023/24 Annual Facilities Grant Plan

Staff Recommendation:

The Committee recommends and I, Trustee Elder move,
That the Board approve the 2023/24 Annual Facility Grant as presented.

D. ITEMS FOR INFORMATION

1. Report from Budget Advisory Committee
2. Fiscal Forecast
3. Veyaness Childcare Centre
4. Parkland Track Update

E. FUTURE AGENDA ITEMS

- Fiscal Forecast (Apr)
- 2023/24 Preliminary Budget

To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Capital Bylaw No. 2023/24 – CPSD63-01

Date: April 5, 2023

The Board approved the 2023/24 Capital Plan Submission (see attachment 1) at the June 15, 2022 Board meeting. The Ministry response to the 2022/23 capital plan submission was received on March 9, 2023 and is included as attachment 3.

The capital plan response for 2023/24 includes funding for:

- Deep Cove HVAC Upgrades Phase 2 - \$1,170,000
- Parkland Secondary Roofing - \$500,000
- Bus Replacement - \$247,082

In the fall, the Board approved amending the capital plan submission to prioritize HVAC replacement at Stelly's Secondary ahead of Deep Cove, but this was conditional on securing matching funding through a Federal carbon reduction program. As our application to this federal program was not successful, the Ministry reprioritized the Deep Cove HVAC project.

The funding for bus replacement reflects the cost of a diesel bus, and we will be accessing other available funding programs to bridge the financial gap to purchase a fully electric bus. This will be the third electric bus purchased by the school district. The two electric buses ordered (from last year's capital plan) are scheduled to be delivered this summer. The electrical upgrades necessary to support electrification of the entire fleet in the future will be completed before the summer.

We did not receive funding for a play structure replacement this year. This funding is typically received every second year, and we were funded to replace a play structure at Brentwood Elementary in the 2022/23 capital plan.

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. The draft capital plan bylaw is included as attachment 2.

Staff Recommendation

That the Committee recommend the Board's adoption of the attached bylaw at the April 19, 2023 Board meeting.

With respect,

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

Jason Reid
Secretary Treasurer

JR/klg

Attachments: Attachment 1 – Briefing Note – 2023/24 Capital Plan Submission
Attachment 2 – Capital Bylaw No. 2023/24 – CPSD63-01
Attachment 3 - Ministry Capital Plan Response Letter for 2023/24
Attachment 4 – Annual Programs Funding Agreement

To: Finance, Facilities & Technology Committee

Prepared by: Rob Lumb

Director of Facilities

Subject: Five Year Capital Plan Submission 2023/2024

Date: May 5, 2022

Purpose

The purpose of this briefing note is to provide information relevant for the committee’s review and the Board’s approval of the Capital Plan Submission for 2023/2024. If these projects are subsequently approved by the Ministry, funding will be announced in March of 2023.

Our submission deadline is June 30, 2022 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, 2022. 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 2023/24 Capital Plan Submission with further explanation is below:

Addition Program		
Cordova Bay Elementary	\$6,000,000	Addition of a four Class Classroom expansion
Seismic Mitigation Program (SMP)		
Sidney Elementary	\$13,000,000	Previously submitted project. Risk Assessment is an H1 (P2 and P4)
Brentwood Elementary	\$600,000	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)		
Deep Cove Heating Plant	\$650,000	Phase 2 of heating system replacement
Roofing	\$500,000	Parkland
Accessible Lift Replacements	\$95,000	Parkland
Carbon Neutral Capital Program (CNCP)		
Deep Cove	\$350,000	Phase 2 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. We are expecting 2 more buses to qualify for replacement this year, and we plan to replace any approved bus with an electric model.		
Demolition Program		
Sansbury	\$225,000	Demolition of gym and covered area

Additions

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

The implementation of new catchment boundaries in 2021/22 are 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 2-classroom 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 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

Both Sidney and Brentwood SMP projects are being resubmitted.

Revised building codes have identified Sidney and Brentwood Elementary 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 seismic upgrades, as the H1 rating drives the rationale for approval.

BEP 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. Phase 1 was approved last year and will be built over the summer of 2022. This submission is for Phase 2

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

Parkland has many lifts inside the school to accommodate accessibly through the building. We are replacing one this summer under operation funding, this submission represents the other three remaining lifts in need of replacement.

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. Phase 1 was approved last year and will be built over the summer of 2022. This submission is for Phase 2.

PEP projects

Deep Cove and Sidney remain our two highest priorities for playground replacements and are being resubmitted this year.

BUS Projects

Bus replacement is dictated by age and mileage. Based on the formula we expect two more buses to be approved for replacement with this submission. Our plan is for all future bus replacements to be electric models, funding permitting.

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 of Education approve the Capital Plan Submission for the 2023 / 2024 school year.

Respectfully submitted,



Rob Lumb
Director of Facilities

CAPITAL BYLAW NO. 2023/24 – CPSD63-01
CAPITAL PLAN 2023/24

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 2023/24 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 9, 2023, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 63 (Saanich) Capital Bylaw No. 2023/24 – CPSD63-01.

READ A FIRST TIME THE 19th DAY OF April 2023;
READ A SECOND TIME THE 19th DAY OF April 2023;
READ A THIRD TIME, PASSED THE 19th DAY OF April 2023.

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. 2023/24 – CPSD63-01 adopted by the Board the 19th day of April 2023.

Secretary-Treasurer



March 9, 2023

Ref: 288311

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

Capital Plan Bylaw No. 2023/24-CPSD63-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24

This letter is in response to your School District's 2023/24 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

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

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

***Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

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 can proceed to procurement.

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

Below are tables for the minor capital projects that are approved. The table identifies 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.

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	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.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	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 available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org

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 2023/24 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 Bylaw Number provided at the beginning of this document) for its approved 2023/24 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 Nathan Whipp at Nathan.Whipp@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1st, 2023.

NOTE: School districts' Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.

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,



Francois Bertrand, Executive Director
Capital Management Branch

pc: Damien Crowell, Director, Major Capital Projects, Capital Management Branch
Geoff Croshaw, A/Director, Minor Capital Programs and Finance Unit, Capital Management Branch

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 9th day of March 2023, is in effect for the 2023/24 fiscal year period of April 1, 2023 to March 31, 2024.

BETWEEN: His Majesty the King in Right of the Province of British Columbia,
represented by the Minister of Education and Child Care (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 Child Care, and includes the Deputy Minister of Education and Child Care and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education and Child Care of the Province of British Columbia;

2023/24 Annual Programs Funding Agreement for School District No. 63 (Saanich)

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

"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 Child Care, 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 Child Care 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
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.

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	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 available through the Bus Standing

			Offer portal on the ASTSBC website at http://www.astsbc.org
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- 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:
- a) carry out the Project in a manner that ensures:
 - i) delivery within budget;
 - ii) completion by March 31, 2024;
 - 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) ensure all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care 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 and Child Care 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 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:

2023/24 Annual Programs Funding Agreement for School District No. 63 (Saanich)

- 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 Child Care 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, Salt Spring Island, BC, V8K 2K3
Attention: Jason Reid, Secretary-Treasurer
Email: jreid@saanichschools.ca

- b) if to the Ministry:

Ministry of Education and Child Care
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: Nathan Whipp
Email: Nathan.Whipp@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

2023/24 Annual Programs Funding Agreement for School District No. 63 (Saanich)

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.

2023/24 Annual Programs Funding Agreement for School District No. 63 (Saanich)

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

SIGNED on behalf of His Majesty the King)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Education and Child Care)

Authorized Signatory (For the Minister of Education and
Child Care)

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 AND CHILD CARE (ECC) AND SCHOOL
DISTRICTS**

News Release

Upon issuance of Capital Plan approvals and funding agreements to school districts, ECC 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 ECC Capital Plan **may** be requested to be identified by signage prominently displayed at the site. ECC 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 Kings Printer for print production;
4. Kings 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

ECC 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

ECC **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 ECC. 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: 2023/24 Annual Facility Grant Planning

Date: April 5, 2023

The purpose of this briefing note is to present the 2023/24 Annual Facility Grant (AFG) Plan for review by the committee and approval by the Board.

The Annual Facility Grant was originally introduced as the 'Facilities Shareable Capital Allowance' in the 1988/89 school year. In recognition of the need for routine maintenance of school facilities this allowance was provided as part of Boards' operating budget as a supplementary funding source for projects regularly required to extend the life of existing facilities. There are twelve categories that are eligible for AFG expenditures:

- Roof Replacements
- Mechanical System Upgrades
- Electrical System Upgrades
- Facility Upgrades
- Loss Prevention Projects
- Functional Improvements
- Technology Infrastructure Upgrades
- Site Upgrades
- Disabled Access
- Asbestos Abatement
- Health and Safety Upgrades
- Site Servicing

The funding year for the AFG matches the fiscal year of government. Therefore, this plan relates to expenditures from April 1, 2023 to March 31, 2024. AFG is separate and distinct from the other capital submissions that are completed for major capital projects such as seismic upgrades, school replacements, busing and other large ticket expenses.

To determine the priorities in a given year we use information from our Long Term Facilities Plan, our Energy Sustainability Plan, professional inspectors, VFA building reports, data from our work order systems, feedback from our trades staff, and from visits with each school's administration.

This year's proposal has been broken down by constant costs then by priority.

The constant costs are fixed and they include the wages for the administration resources required to manage the projects. There is also a CMMS (Computerized Maintenance Management System) cost which funds our electronic work order system, as well as an AFG admin fee which is paid to the government for their management of the projects. We are using AFG funds to partially fund our Energy Management Consultant fees.

Priority 1 projects are for projects that are most urgent:

1. We employ two (down from three last year) painters through AFG to paint our buildings.
2. Our Facilities electrical service was upgraded through last years AFG. This year we will be completing the infrastructure for the charging stations for up to twenty-seven buses with two charges initially being placed.
3. Each year we are mandated to test and report to VIHA, the lead levels in our districts drinking water.
4. Beaver Lake SIDES septic field has failed and is need of replacement. Costs were underestimated last year.
5. The boilers at Royal Oak Middle School are failing and it is more cost effective to replace vs repair.
6. The heat pump at Cordova Bay Elementary has failed and requires replacement. Currently there are two small gas boilers heating the school. This year, we will do the design and order the heat pump, as it will take a year to get here. Next year we will install the heat pump, estimated at \$290K.

Priority 2 projects include items that are less than immediate urgency, but still require substantial attention:

1. We have numerous backflow valves across the district that are mandated by the CRD that are failing and in need of replacement. This will be a multi-year project.
2. The Prospect Lake parking lot project has been completed and we will need \$36K in funds from this years AFG to cover cost overruns.
3. We are continuing to support the Tech Plan by rewiring our schools with a \$150K contribution (adjusted upwards by 50% to account for inflation).

Priority 3 are projects that we are able to cancel if necessary and assist with any budget deficits, if required.

Recommendation:

That the Board approve the 2023/24 Annual Facility Grant Plan as presented.

Respectfully submitted



Rob Lumb
Director of Facilities

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

	Prior Year Actual 2021	Prior Year Actual 2022	Amended Budget	Current Budget	Revenue/ Expenditures to February 28, 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)	(46,443,565)	(76,564,517)	(139,956)	Note 1
627 Indig. Northern Affairs Canada (INAC) Recovery	2,886,687	3,079,193	3,552,472	3,552,472	2,131,483	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)	(3,557,019)	(1,129,772)	(3,557,019)	-	
629 Classroom Enhancement Fund (CEF)	(6,953,957)	(8,912,124)	(10,684,163)	(10,684,163)	(6,694,614)	(10,684,163)	-	
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)	(139,189)	(139,189)	71,189	
646 Local Education Agreements/Direct Funding Indig.	(2,886,687)	(2,723,698)	(3,552,472)	(3,552,472)	(2,131,483)	(3,552,472)	-	
647 International and Out of Province Students	(3,064,401)	(5,738,618)	(6,396,665)	(6,396,665)	(6,570,824)	(6,295,265)	(101,400)	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)	(451,830)	(456,998)	(451,830)	-	
651 Community Use Of Facilities	(8,694)	(30,242)	-	-	(30,302)	(36,302)	36,302	
659 Other Rentals & Leases	(357,692)	(380,542)	(390,000)	(390,000)	(285,911)	(390,000)	-	
660 Exchange (Gain) Loss	1,110	(1,207)	-	-	(496)	(496)	496	
661 Interest On Short Term Deposits	(218,358)	(204,761)	(480,000)	(480,000)	(403,092)	(657,284)	177,284	
662 Appropriated Surplus (prior years carry forward amounts)	-	-	(3,214,237)	(1,653,237)	-	(1,653,237)	-	Note 3
672 Student Fees/Certifications	(98,350)	(108,010)	(75,000)	(75,000)	(44,152)	(58,050)	(16,950)	
Total Revenue	(88,798,804)	(93,610,251)	(99,336,381)	(100,470,847)	(62,209,375)	(100,497,812)	26,965	
Expenses								
105 Salaries - P/VP	4,632,111	4,781,071	5,053,500	5,091,572	3,225,081	4,949,268	142,304	
111 Salaries - Teachers (incl. POSR)	38,742,007	40,715,557	40,142,419	40,186,168	24,818,083	41,011,065	(824,897)	Note 4
307 - Teacher remedy	987,367	1,639,055	1,747,363	1,747,363	688,744	1,747,363	-	
Teacher remedy unspent	-	-	-	-	-	-	-	
122 Salaries - Support Staff (incl. In Service, WCB and First Aid)	8,642,755	8,541,427	8,997,266	9,725,894	5,353,439	9,557,668	168,226	Note 5
123 Salaries - Other Professionals	3,303,738	3,223,078	3,406,632	3,413,094	2,222,280	3,439,319	(26,225)	
131 Salaries - Educational Assistants	5,434,859	5,409,004	6,428,890	6,408,274	3,180,130	6,010,484	397,790	Note 6
143 Support Staff Replacement Costs	566,773	636,057	442,534	442,534	340,687	698,562	(256,028)	Note 7
146 Teacher Replacement Costs	2,692,913	3,473,416	3,526,016	3,600,777	2,337,610	4,159,536	(558,759)	Note 8
	65,002,523	68,418,665	69,744,620	70,615,676	42,166,054	71,573,265	(957,589)	
200 Benefits	15,519,136	16,612,271	17,192,623	17,080,451	9,919,141	17,265,440	(184,989)	
	15,519,136	16,612,271	17,192,623	17,080,451	9,919,141	17,265,440	(184,989)	
Services & Supplies								
Services	2,950,331	4,823,714	5,151,057	5,283,571	3,716,251	5,182,171	101,400	
Pro-D & Travel	490,829	457,956	819,922	836,103	403,374	836,103	-	
Rentals & Leases	105,124	137,659	169,000	174,000	104,940	174,000	-	
Dues & Fees	353,722	385,591	327,528	337,528	253,831	337,528	-	
Insurance	157,887	187,184	165,460	167,460	198,047	167,460	-	

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 February 28, 2023	Projected Revenue and Expenditure	Variance From Budget	Notes
Supplies	1,083,497	2,879,215	3,198,136	4,258,023	2,198,160	3,258,023	1,000,000	Note 9
Utilities	1,534,300	1,484,676	1,608,035	1,608,035	861,896	1,608,035	-	
	6,675,690	10,355,995	11,439,138	12,664,720	7,736,499	11,563,320	1,101,400	
Total Expenses	87,197,349	95,386,931	98,376,381	100,360,847	59,821,694	100,402,026	(41,179)	
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	-	-	(2,387,681)	14,214	(14,214)	
					Opening Contingency Reserve	(2,998,441)		
					Estimated School and District Carry Forwards	1,000,000		
					Estimated Closing Contingency Reserve	(1,984,227)		

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

Variance comments:

Note 1 - February SIDES and Continuing Education enrolment counts were lower than projected.

Note 2 - International tuition revenue is projected to exceed budget with 255.9 FTE (budget of 250 FTE). Overall revenue is expected to be below budget due to lower than budgeted homestay fees (note no impact on overall budget as we will pay out less homestay fees).

Note 3 - Appropriated surplus consists of budgeted carry forwards of \$996,516 and a placeholder of \$656,721 for committed Support Staff Labour Settlement Funding (confirmed in March to be \$868,325).

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.

Note 5 - Support Staff salaries positive variance is mainly due to hiring lag for vacant positions.

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.

Note 7 - Support Staff Replacement Costs negative variance is due to higher than budgeted use of sick and emergency leave.

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:

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

(\$101,400) estimated lower than budgeted homestay fees paid out

(\$1,101,400)