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**SPECIAL MEETING
OF THE BOARD OF EDUCATION**

The Board of Education of School District No. 63 (Saanich) will meet on Wednesday, May 7, 2025 at 7:00pm at 2125 Keating Cross Road, Saanichton, BC.

1. CALL TO ORDER AND WELCOME

Call to Order

2. ADOPTION OF AGENDA

- (i) Consideration of Late Items
- (ii) Adoption of Agenda

3. 2025/26 BUDGET

- (i) Report from Secretary Treasurer
- (ii) 2025/26 Budget Deliberations

4. ADJOURNMENT



BUDGET ADVISORY COMMITTEE MEETING

Thursday, May 1, 2025

3:00pm, Board Room

Committee Members:

Keven Elder, Chair, regrets
Susan Hickman, Trustee
Elsie McMurphy, Trustee
Dave Eberwein, Superintendent of Schools
Mel Paas, Assistant Superintendent
Peter Westhaver, Assistant Superintendent
Carly Hunter, Director of Instruction
Jason Reid, Secretary Treasurer
Megan Cimaglia, Director of Finance

Don Peterson, STA
Shannon Toronitz, STA, regrets
Candace Whitney, CUPE,
regrets
Belinda Waller, CUPE
Tassie Harris, SAA
Spencer Gray, SIS
David Tunbridge, COPACS

Other Attendees: Chair Dunford, Vice Chair Silzer, Trustee Vandall, Trustee Van Well, Beverly Bastness (CUPE), and Kristen Sinats (STA)

Meeting Notes

- Trustee Hickman conveyed regrets from Committee Chair Elder and reported that she would be chairing today's meeting.
- Trustee Hickman acknowledged the meeting was being held on the territory of the WSÁNEĆ people and welcomed committee members and guests.
- The committee reviewed the meeting notes from the April 10, 2025 BAC committee meeting.
- The committee reviewed and discussed the results of Community Budget Consultation.
- The committee reviewed and discussed the proposed budget reduction plan.
 - The implication of not funding inflationary pressure in the technology plan will be a reduction in the number of devices deployed in schools. The impact of this was discussed, as was the importance of thoughtfully revising the technology plan to align with the new budget reality.
 - Committee members raised concerns over the proposal to restrict the addition of new EA positions if funding for unique needs designations grows. ST Reid noted this was not a decision that would be made now. It would be a decision before the Board in the fall if there was growth in funding from unique needs designations.
 - ST Reid confirmed that if the proposed reduction plan (see attachment 1) was implemented, the projected contingency reserve would decrease to about \$2.2 million, and appropriation of accumulated surplus (reserves) to fund continuing expenditures would increase to about \$2.4 million. As this allocation of reserves is not sustainable, a plan for further budget reductions in 2026/27 will be presented in the fall of 2025.

- The committee agreed to recommend for Board consideration that the 2025/26 Budget be balanced by implementing the \$419,665 in budget reductions identified in the Proposed Budget Reduction Plan (see attachment 1), and by balancing the residual budget pressure through allocation of contingency reserve.

[Note: An updated Operating Fund Budget Pressure schedule is included as attachment 2. This updated schedule reflects the proposed reductions and also a small change in the surplus emerging from the May fiscal forecast (relative to the April fiscal forecast). This schedule shows an updated residual budget pressure to be funded through the contingency reserve.]

- Trustee Hickman adjourned the meeting at 4:00pm.

The May 2025 Budget Advisory Meeting Package (meeting materials) has been posted to the [budget planning documents page](#).

Attachment 1

Proposed Budget Reduction Plan Prepared by J. Reid on April 29, 2025

Description	2025/26 Budget	2026/27 Budget	Notes
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Function 1 - Instruction			
Review PVP admin and non-enrolling teaching assignments		TBD	Informed by detailed comparative analysis and further consultation
Review function 1 teacher /other professional staffing (excludes positions required contractually)		TBD	Informed by detailed comparative analysis and further consultation
Review function 1 support staff		TBD	Informed by detailed comparative analysis and further consultation
Education Assistants - restrict the addition of positions from designation growth	TBD	TBD	Results in budget savings as more funding from designation growth will be allocated to offset inflationary pressures.
Review Service and Supply budgets	100,000	TBD	Reduce 2025/26 district and/or school service and supply budgets by \$100,000. Reductions in 2026/27 informed by further analysis and consultation
Restriction of Budget Carryforwards for multi-year funding of projects	TBD		Will contribute to accumulated surplus reserve but does not create ongoing budget savings

Function 4 - District Administration			
HR Department restructuring	34,665		Following the restructuring of roles in the HR department, we are able to reduce continuing staffing budget currently undeployed.
Review function 4 staffing for possible reductions		TBD	Informed by detailed comparative analysis and further consultation
Review Service and supply budgets	10,000	TBD	Informed by detailed comparative analysis and further consultation

Function 5 - Operations and Maintenance			
Technology plan inflation	250,000		Budget savings from not funding tech plan inflationary pressures in 2025/26.
Review function 5 staffing for possible reductions		TBD	Informed by detailed comparative analysis and further consultation
Review Service and supply budgets	25,000	TBD	Informed by detailed comparative analysis and further consultation

Function 7 - Transportation			
Implement a bus fee		TBD	Bus fee between \$30-40 per month in 2026/27 would increase revenues by \$300,000 to \$400,000
Review function 7 staffing for possible reductions (including possible route reductions).		TBD	Informed by further analysis and consultation

2025/26 Budget Reductions Identified	419,665	419,665
Allocation of Contingency Reserve	1,120,026	-
2026/27 Target Reductions TBD		1,120,026

Total Reduction in Budget Pressure	1,539,691	1,539,691
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Note that further unfunded inflationary pressures in 2026/27 may necessitate additional budget reductions

Attachment 2



Operating Fund Budget Pressure For the 2025/26 Fiscal Year

	April 10, 2025 Estimated Budget Pressure	May 2, 2025 Estimated Budget Pressure	
Decrease (Increase) in Revenues:			
Continuing expenses funded by accumulated surplus	1,572,183	1,572,183	
Deficit (Surplus) emerging from forecast	(1,308,230)	(1,342,160)	A
Interest revenue decrease	284,917	284,917	
International enrolment decline	93,305	93,305	
Operating grant increase	(996,295)	(996,295)	
24/25 labour settlement funding rolled into 25/26 operating grant	989,678	989,678	
	<u>635,557</u>	<u>601,627</u>	
Increase (Decrease) in Expenses:			
CUPE life insurance premium escalation	23,869	23,869	
Medical/Dental plan premium escalation	480,610	480,610	
Canada Pension Plan (CPP) enhancement	177,246	177,246	
Worksafe BC premium escalation	23,787	23,787	
Enrolling Teacher reduction for enrolment decline (3.0 FTE)	(380,343)	(380,343)	
Inclusion support budget - adjustment for projected enrolment change	-	-	
Technology Plan Inflation	250,000	250,000	
Service and supply inflation (unavoidable)	328,964	328,964	
	<u>904,133</u>	<u>904,133</u>	
Net Budget Pressure before proposed changes	1,539,691	1,505,761	
Budget Changes Recommended by BAC for Board approval:			
Function 1 (Instruction) - service and supply budget reduction		(100,000)	
Function 4 (District Administration) - HR dept staffing budget reduction		(34,665)	
Function 4 (District Administration) - service and supply budget reduction		(10,000)	
Function 5 (Operations and Maintenance) - Technology Plan reduction		(250,000)	
Function 5 (Operations and Maintenance) - service and supply budget reduction		(25,000)	
Allocation of Accumulated Surplus from Contingency Reserve		(1,086,096)	B
Total Operating Fund Pressure	1,539,691	(0)	
Accumulated surplus reserve allocated to fund continuing expenditures		2,428,256 = A + B	
Forecasted Contingency Reserve from May 2025 fiscal forecast		4,616,005	
less reserve allocated to fund continuing expenditures		<u>(2,428,256)</u>	
Forecasted 2025/26 Contingency Reserve		2,187,749	