

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE

Agenda

Committee Members: Trustee Elder, Chair
Trustee Hickman
Trustee McMurphy

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: Shannon Toronitz, STA
CUPE
Ryan Braun, SAA
COPACS

**Tuesday, June 9, 2026
10:30 am**

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS FOR DISCUSSION

1. Trustee Remuneration

C. ITEMS FOR RECOMMENDATION

1. 2026/27 Amended Capital Plan Bylaw

Staff Recommendation:

That the committee recommends the Board adopt the amended 2026/27 Capital Plan Bylaw.

2. 2026/27 Capital Plan Submission

Staff Recommendation:

That the Board approve the Capital Plan Submission for the 2027/28 school year.

D. ITEMS FOR INFORMATION

- Fiscal Forecast – to follow
- Procurement Audit

E. FUTURE AGENDA ITEMS

- 2026/27 Financial Statements (Sept)

To: Finance, Facilities, and Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Trustee Remunerations

Date: May 28, 2026

Purpose and Background

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

Policy 9 (Board Operations) provides for Trustee remunerations and that *“These remunerations will be reviewed annually and will increase by no less than the economic increase to CUPE support staff wages in any year.”* This review of Trustee remunerations is scheduled in the [Board Annual Work Plan](#) to occur in June.

Trustee remunerations was last on the committee agenda in June 2025; however, the discussion was deferred to a future meeting following confirmation of the economic increase to CUPE support staff wages in 2025. The Provincial Framework Agreement (PFA) for local support staff bargaining has now been approved, and local CUPE bargaining is in progress.

The PFA provides for a general wage increase of 3% in each of the four years of the agreement, which begins July 1, 2025 and ends June 30, 2029. These wage increases are effective on July 1st in 2025, 2026, 2027, and 2028. While the PFA also has funds to be allocated to local tables for bargaining, these funds cannot be used for general wage increases. Board Policy 9 refers to the “economic increase”, which has historically been interpreted to be the general wage increase and not other adjustments to wages such as Labour Market Adjustments.

Remuneration Review

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

- Chair = \$22,855
- Vice-Chair = \$20,980
- Trustee = \$19,522

Trustee remuneration rates were last adjusted by 3% effective July 1, 2024, consistent with the collective agreement economic increase to CUPE wages at that time.

The BC School Trustees' Association (BCSTA) recently provided the 2026 Trustee compensation survey results from all participating school districts including Saanich. This information was compiled in March 2026 and reflects the current Saanich remunerations as reported above.

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

Remuneration data (average and range) is presented below for south island school districts excluding Saanich (i.e. SD61 Victoria, SD62 Sooke, SD68 Nanaimo-Ladysmith, and SD79 Cowichan).

Average

- Chair = \$27,923
- Vice-Chair = \$25,730
- Trustee = \$24,305

Range

- Chair = \$23,184 to \$32,033
- Vice-Chair = \$19,356 to \$30,533
- Trustee = \$18,079 to \$29,033

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

The most meaningful comparison is to school districts that are similar in size. This data (average and range) is presented below for the five school districts where enrolment is within 15% of Saanich enrolment (SD22 Vernon, SD40 New West, SD45 West Van, SD75 Mission, and SD79 Cowichan).

Average

- Chair = \$27,838
- Vice-Chair = \$25,747
- Trustee = \$24,315

Range

- Chair = \$23,503 to \$33,003
- Vice-Chair = \$21,307 to \$30,984
- Trustee = \$19,832 to \$28,965

Next Steps

Unless the Board decides that Trustee remuneration should be increased by an amount that is more than the economic increase, the following adjustments to remuneration will be implemented following the conclusion of local support staff bargaining:

- Effective July 1, 2025 – 3% increase (applied retroactively)
- Effective July 1, 2026 – 3% increase

Respectfully,

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

Jason Reid
Secretary Treasurer

JR/klg

To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Amended Capital Bylaw No. 2026-27

Date: May 28, 2026

Purpose and Background

The purpose of this briefing is to recommend approval of an amended capital plan bylaw for 2026/27.

The Board adopted Capital Bylaw No. 2026/27 – CPSD63-01 on April 22, 2026 approving capital expenditure for the following projects that were included in the March 27, 2026 Ministry Capital Plan Response Letter:

- Stelly's Secondary HVAC Upgrades - \$1,600,000
- Parkland Secondary Accessible Lift Replacements - \$100,000
- Bayside Middle School Kitchen Upgrades - \$14,490
- North Saanich Middle School Kitchen Upgrades - \$24,045
- Royal Oak Middle School Kitchen Upgrades - \$31,185
- Deep Cove Elementary School Kitchen Upgrades - \$28,350
- Type C Bus Electric – TBD
- Type C Bus Diesel - TBD

Revised Capital Plan Response Letter for 2026/27

On April 27, 2026, an amended capital plan letter was received confirming funding for additional Diesel Type C Bus. With the amendment, the district is being funded to purchase one electric type C bus and two diesel type C buses.

Upon receipt of this amended Capital Plan Response Letter from the Ministry, the Board must adopt a new capital bylaw, in accordance with section 143(1) of the School Act. A draft 2026/27 capital plan bylaw is included as attachment 2, which amends and replaces the bylaw that was adopted on April 22, 2026.

Staff Recommendation

That the committee recommends that the Board adopt the amended 2026/27 Capital Plan Bylaw.

With respect,

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

Jason Reid
Secretary Treasurer

JR/klg

Attachments: Attachment 1 – Revised Ministry Capital Plan Response Letter for 2026/27
Attachment 2 – Capital Bylaw No. 2026/27 – CPSD63-02



April 27, 2026
Our Ref. 27287

Dave Eberwein
Superintendent
Saanich School District (SD63)

Email Address: deberwein@saanichschools.ca

Dear Dave Eberwein:

Thank you for your organization's Capital Plan Submission, which was provided last year to the Ministry of Infrastructure.

This **AMENDED** letter provides:

- 1) Direction for advancing supported capital projects in your submission including the enclosed amended capital projects (Appendix A).
- 2) Important information regarding your upcoming Capital Planning submission (Appendix B).

Due to the amendments, a newly signed/dated Capital Plan Bylaw will be required (using the Capital Plan Bylaw # shown at the top of Appendix A), which you will need to upload into MyCAPS.

If the amendment pertains to a minor capital project(s), then a newly signed/dated **AMENDED** Annual Programs Funding Agreement (see attached) will also be required, which you will need to email to CMB@gov.bc.ca

If you have questions about the information provided, please reach out to me or the contacts provided in the attached materials.

Sincerely,

A handwritten signature in black ink that reads "Damien Crowell". The signature is written in a cursive style with a large initial 'D'.

Damien Crowell
Executive Director

pc: Jason Reid, Secretary-Treasurer, Saanich School District (SD63)

Education and Child Care Capital Branch

Appendix A (AMENDED): Direction for advancing supported capital projects

Capital Bylaw No.: 2026/27-CPSD63-02

Projects in Business Case Development

New Projects

There are no new projects identified at this time to proceed to business case development.

Minor Capital Projects

The table below reflects minor capital projects that are approved for funding and can proceed to procurement in the following program areas:

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Funding allocation for minor capital projects

Facility Name	Program Project Description	Amount funded by Ministry
Parkland Secondary	SEP - Interior Construction Upgrades	\$100,000
Stelly'S Secondary	SEP - HVAC Upgrades	\$1,000,000
Stelly'S Secondary	CNCP - HVAC Upgrades	\$600,000
Bayside Middle	FIP - Kitchen Equipment and Infrastructure Upgrades	\$14,490
North Saanich Middle	FIP - Kitchen Equipment Upgrades	\$24,045
Royal Oak Middle	FIP - Kitchen Equipment and Infrastructure Upgrades	\$31,185
Deep Cove Elementary	FIP - Kitchen Equipment and Infrastructure Upgrades	\$28,350
7631	ELECTRIC - Type C with 0 wheelchair space(s)	TBD
New	INTERNAL COMBUSTION ENGINE - Type C with 0 wheelchair space(s)	TBD

Facility Name	Program Project Description	Amount funded by Ministry
9632	INTERNAL COMBUSTION ENGINE - Type C with 0 wheelchair space(s)	TBD

These projects are now to proceed to design, tender and construction and to be completed by March 31, 2027.

School bus purchase approvals will have funding amounts confirmed after school districts place their order(s) with bus vendors through the upcoming Bus Standing Offer process.

Note the Ministry will provide funding for Type A2 and Type C buses, however, will not provide funding towards new or replacement Type D buses. School districts that wish to purchase a Type D bus may do so, however will be required to pay the difference in cost between the Type D bus and the Type C funding provided by the Ministry.

Bus funding amounts will be as identified in the Bus Standing Offer for the base cost of the chosen Type A2 or Type C bus, plus up to \$20,000 per bus in options, plus cost of wheelchair spaces (if applicable), plus cost of seat belted seats (if applicable), plus GST and PST.

The Ministry will not provide additional funding or compensation for any costs or fees associated with the Bus Standing Offer.

Please refer to the previously attached 2026/27 School Bus Purchasing Letter for additional details.

If the amendments pertain to a minor capital project (s), then an **AMENDED** Annual Programs Funding Agreement (APFA) accompanies this Letter which outlines specific Ministry and Board-related obligations associated with the approved Minor Capital projects for the 2026/27 fiscal year. Please email a signed/dated copy of the **AMENDED** Annual Programs Funding Agreement to the Ministry at CMB@gov.bc.ca.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw. A Capital Bylaw identifies the Board's acknowledgement of the approved project and its responsibility to meet capital projects scope, schedule, and budget. The template for the Capital Bylaw can be found on the Ministry's website in the [Publications and Resources](#) section. Please use the Capital Bylaw Number provided at the top of Appendix A for the supported and/or approved 2026/27 Five-Year Capital Plan projects as identified in this letter. The Capital Bylaw must be adopted by your Board and uploaded onto your School District's online MyCAPS portal in order for the Ministry to

issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

Note on Public Announcements

Prior to any public announcements pertaining to any of the projects identified in this document, please have your communications staff contact the Ministry of Infrastructure's communications lead - Preet Grewal, Communications Director, Ministry of Infrastructure Government Communications and Public Engagement, at preet.grewal@gov.bc.ca.

Project Signage

Projects proceeding to construction require a BC Government '[StrongerBC](#)' construction sign. Signs should be affixed once fencing is up. Please connect with your Ministry of Infrastructure contact when you are ready to begin design work on the construction sign for the project.

Terms on Management of Capital Projects

Existing terms and conditions for capital projects remain in effect. For more information and resources, please visit the [Capital Management Site](#).

Capital Procurement

Please ensure that all procurement is undertaken in accordance with the [Capital Asset Management Framework \(CAMF\)](#) for public sector bodies. Specifically, procurement must be fair, open, competitive, transparent, and must effectively manage budget and schedule risk. This includes conducting conflict of interest checks to identify any business or professional relationships between members of the capital project procurement team (and their advisors) and the proponents.

All priority investment projects require a procurement options analysis and may be audited to confirm that all procurement activities have been undertaken in accordance with CAMF.

School Site Acquisition Charge

As part of the Board's 2026/27 approved capital plan, the eligible school site requirement set out in the final resolution of the Board of Education in accordance with s. 574(5) of the *Local Government Act*, is accepted by the Ministry.

The local government may commence the collection of an applicable per dwelling unit charge from residential developers on behalf of a Board after the Board's adoption of a bylaw setting the School Site Acquisition Charges for the School District as s. 575(3) of the *Local Government Act* prescribes. The School Site Acquisition Charge may only come into effect 60 days (including weekends and holidays) after that bylaw is adopted by a Board of Education.

Please contact CMB@gov.bc.ca with any questions regarding School Site Acquisition Charges.

Appendix B: Information for Annual Five-Year Capital Planning submissions

Updated Capital Plan Instructions for the Annual Five-Year Capital Plan submission process will be available on the Ministry's [Capital Management Site](#) in early April 2026.

School districts' capital plan submission deadlines are:

- **May 15, 2026**
 - 2026/27 Child Care Capital Program (SASG)
- **May 15, 2026**
 - 2026/27 Minor Capital Programs (AFG)
- **June 30, 2026**
 - 2027/28 Major Capital Programs (SMP, EXP, REP, RDP)
- **September 29, 2026**
 - 2027/28 Minor Capital Programs (SEP, CNCP, PEP, BUS, FIP, BEP)

For school district project planning purposes, the Annual Facility Grant (AFG) Allocation Table will be available on the Ministry's website in the [K-12 Capital Planning Resources](#) section in early April 2026.

The Ministry recommends school districts discuss draft versions of their intended capital projects requests with Child Care, Minor and Major [Capital Branch Staff](#) well in advance of the submission deadlines noted above.

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the current and next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

CAPITAL BYLAW NO. 2026/27 – CPSD63-02
CAPITAL PLAN 2026/27

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 Infrastructure (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 2026/27 Capital Plan as approved by the Minister, to include the supported capital projects specified in the letter addressed to the Superintendent, dated April 27, 2026, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 63 (Saanich) Capital Bylaw No. 2026/27 – CPSD63-02.
- 3. This Capital Bylaw amends and replaces School District No. 63 (Saanich) Capital Bylaw No. 2026/27 – CPSD63-01, which was adopted on the 22nd day of April 2026.

READ A FIRST TIME THE 17th DAY OF June 2026;
READ A SECOND TIME THE 17th DAY OF June 2026;
READ A THIRD TIME, PASSED THE 17th DAY OF June 2026.

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. 2026/27 – CPSD63-02 adopted by the Board the 17th day of June 2026.

Secretary-Treasurer



To: Finance, Facilities & Technology Committee

Prepared by: Rob Lumb
 Director of Facilities

Subject: 5 year Capital Plan Submission 2027/28

Date: May 26, 2026

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 2027/2028. If these projects are subsequently approved by the Ministry, funding will be announced in March of 2027.

The submission deadline is June 30, 2026 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 29, 2026. 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 2027/28 Capital Plan Submission with further explanation is below.

Expansion Program (EXP)		
None at this time		
Seismic Mitigation Program (SMP)		
Sidney Elementary	\$49,000,000	Previously submitted project. Risk Assessment is an H1 (P2 and P4)
Brentwood Elementary	\$3,500,000	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
School Enhancement Program (SEP)		
Stelly's Heating Plant	\$1,000,000	Phase 4 of heating system replacement
Roofing	\$500,000	Parkland
Carbon Neutral Capital Program (CNCP)		
Stelly's Heating Plant	\$600,000	Phase 4 of heating system replacement
Playground Equipment Program (PEP)		
Sidney Elementary	N/A	Universally accessible playground equipment
Royal Oak Middle	N/A	Universally accessible playground equipment
Bus Replacement (BUS)		
None at this time		
School Food Infrastructure Program (FIP)		
Unkown	Up to \$100,000	* Waiting on pricing and items from the schools

Expansion Program (EXP)

In past capital plans we have included a 4 classroom expansion at Cordova Bay Elementary. However, our updated enrolment projections now indicate that enrolment will remain stable or decline over the 5 year term of the capital plan. A significant factor reducing enrolment growth provincially is a shift in Federal government policy that has reduced expected immigration numbers in the years ahead.

We presently have schools utilizing multipurpose rooms, (Sidney, Cordova Bay, Lochside, North Saanich and Royal Oak) and we have classroom portables being used at Sidney, Cordova Bay, North Saanich, and Claremont). We also have 2 classroom portables at Prospect Lake which are currently not required. One of these portables will be moved to North Saanich Middle School this summer to account for a small bump in growth at that location.

This inventory of portable classrooms will suffice to handle the number of students at the Elementary and Middle school levels for our present and expected future needs over the next 5 years.

Longer term we expect there will be growth in the South zone of the district, because the District of Saanich's Official Community Plan is to increase densification in the future. The district will need to position itself to accommodate this anticipated growth in the future; however, this is beyond the scope of the 5 year capital plan (at this time).

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 a seismic upgrades, as the H1 rating drives the rationale for approval.

Sidney Elementary's submission of \$49M represents a full replacement of the school, which is the preference of the District. If this option is not available for funding from the Ministry, there is an alternative plan that is being submitted that would have Sidney renovated instead of replaced (\$25M). This would not be the desirable option as it would involve a temporary relocation to portables on site while the renos would be completed.

BEP projects

Bayside is being submitted again for a major building envelope project to repair the sustained damage from the lengthy roof leak. Note that we have conducted thorough air quality tests at the school and there are no concerns regarding air quality. 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.

School Enhancement Program (SEP)

Stelly's Secondary School is our district's largest consumer of energy and our largest emitter of carbon. In light of our Energy Sustainability Plan, we have focused on electrification of the heating plant at Stelly's as a 4 – 5-year project which began in the summer of 2024. Total Cost to upgrade Stelly's to an electric heat pump will be approximately \$6M.

For the 2023/ 2024 SEP Capital Submission we received \$1M which was used for phase 1 in the summer of 2024. For the 2024 / 2025 SEP Capital Submission we received another \$1M which was used for phase 2 during the summer of 2025. We then received a subsequent \$1M in the 2025 / 2026 Capital Submission which is being used in this summer (2026). This latest submission represents funds to be spent for phase 4 in the summer of 2027. We anticipate that

with a \$400k contribution from our 2027/2028 Annual Facilities Grant we will be able to complete this project in the summer of 2027.

Roofing remains a priority within our replacement schedule, resulting in an additional \$500,000 allocation for Parkland School. No funding was received for this project in the previous year. Due to the scale of the work, full replacement of the Parkland roof will occur over multiple years, with ongoing funding requests anticipated. The school has more than 100,000 square feet of roofing that has reached the end of its expected lifespan. The total estimated cost for full replacement is \$4 million, to be completed in phases over several years.

Carbon Neutral Capital Program (CNCP)

The proposed heating plant at Stelly's 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. This submission is in conjunction with the SEP submission above for Stelly's. For the 2023/24 CNCP Capital Submission we received \$600k which was spent as phase 1 in the summer of 2024. For the 2024/25 CNCP Capital Submission we received another \$600k which was spent as phase 2 during the summer of 2025. We then received a subsequent \$600k in the 2025/26 Capital Submission which is being used in this summer (2026). This submission represents funds for phase 4 in the summer of 2027. We anticipate that with a \$400k contribution from our 2027/2028 Annual Facilities Grant we will be able to complete this project in the summer of 2027.

Playground Equipment Program (PEP)

PEP projects are used to replace older, failing playgrounds. Our grounds department conducts regular playground inspections and identifies the playgrounds in need of replacement. While Sidney Elementary received a replacement playground in the 2019/20 Capital Year, the other playground at the school is in poor shape and is currently the #1 priority for the district replacement, followed by Royal Oak Middle School.

Typically, we have seen approvals for PEP projects every 2 years. We did not receive any funding in the 2025/26 funding cycle nor did we see any approvals in 2026/27 funding cycle, so we hope and anticipate that at least one of these playgrounds will be approved in 2027/28.

Bus Acquisition Program (BUS)

Bus replacement is dictated by age and mileage. This year we have no buses coming up for renewal. Our plan is for all future bus replacements to be electric models, funding permitting. In the 2026/27 we were approved for 2 diesel busses and 1 electric bus and were informed by the Ministry that there is a pause on funding electric buses which will affect future bus replacements.

Food Infrastructure Program (FIP)

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

We are currently awaiting direction from district schools on where this funding should be directed and will plan accordingly once that guidance is received.

Demolition Program

Previous submittals for the Sansbury site included a demolition of just the gym and the covered area. With the lease for Allegro Dance ending July 1st, 2026, we have now increased the dollar amount of the request from \$250k to \$700k to allow for demolition of the entire building.

Recommendation:

That the Board approve the Capital Plan Submission for the 2027/28 school year.

Thank You,

A handwritten signature in black ink, appearing to read "Rob Lumb", with a stylized flourish at the end.

Rob Lumb
Director of Facilities