

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE

Report to the Board of April 23, 2025

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: Don Peterson STA
CUPE – regrets
Ryan Braun, SAA
David Tunbridge, COPACS

Other Attendees: Chair Dunford, Vice Chair Silzer, Trustee Vandall & Trustee VanWell

Committee Meeting

Tuesday, April 16, 2025

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS DISCUSSED

No Items.

C. ITEMS FOR RECOMMENDATION

1. Brentwood Elementary Land Consolidation

Motion:

The Committee recommends and I, Trustee Elder move,
That the Board approve the consolidation of the three lots comprising the Brentwood Elementary site into a single lot.

2. 2025/26 Capital Plan Bylaw

The Committee recommends that the Board adopt the 2025/26 Capital Plan Bylaw as attached.

Motions:

- i) The Committee recommends and I, Trustee Elder move,
That the Board approve the first reading of Capital Plan Bylaw No. 2025/26-CPSD6301.
- ii) The Committee recommends and I, Trustee Elder move,
That the Board approve the second reading of Capital Plan Bylaw No. 2025/26-CPSD6301.

- iii) The Committee recommends and I, Trustee Elder move,
That the Board approve the reading of the Capital Plan Bylaw No. 2025/26-CPSD6301 at this Board meeting for a third time.
- iv) The Committee recommends and I, Trustee Elder move,
That the Board approve the third reading, pass and adopt Capital Project Bylaw No. 2025/26-CPSD6301.

3. 2025/26 Annual Facilities Grant Plan

Motion:

The Committee recommends and I, Trustee Elder move,
That the Board approve the 2025/26 Annual Facility Grant Plan

D. ITEMS FOR INFORMATION

- 1. Fiscal Forecast
- 2. Report from Budget Advisory Committee

E. FUTURE AGENDA ITEMS

- Report from Budget Advisory Committee (May)
- Fiscal Forecast (May/June)
- Long Range Facilities Plan (May/June)
- Capital Plan Submission (June)
- Trustee Remuneration (June)

To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Brentwood Elementary Lot Consolidation

Date: April 9, 2025

Purpose and Background

The purpose of this briefing note is to recommend that the Board approve consolidation of the three lots comprising the Brentwood Elementary site into a single lot.

At the March 2025 committee meeting, Director Rob Lumb provided an update on the project to replace a childcare portable on the Brentwood Elementary site that is at end-of-life (see attachment 1). One of the necessary steps in this project is to consolidate the lots comprising the school site.

Lot Consolidation

The documentation required to implement the lot consolidation has been prepared. A site plan showing the three existing lots to be consolidated included as attachment 2 for reference, and the application document to be filed with the Land Title Office is included as attachment 3.

Staff Recommendation

That the Board approve the consolidation of the three lots comprising the Brentwood Elementary site into a single lot.

With respect,

A handwritten signature in blue ink, appearing to read "Jason Reid", with a stylized flourish at the end.

Jason Reid
Secretary Treasurer

Attachments: Briefing Note – Brentwood Portable Replacement Update (Feb 26, 2025)
Brentwood Elementary Site Plan
Brentwood Site Consolidation Application

To: Finance Facilities & and Technology Committee**Prepared By:** Rob Lumb
Director of Facilities**Subject:** Brentwood Portable Replacement Update**Date:** Feb 26, 2025**Purpose and Background**

The purpose of this briefing note is to update the board on the status of the project to replace the childcare modular at Brentwood Elementary that has reached end of life.

In September 2024 the Board was updated on the plan to locate the new building on the west side of the property along Wallace Drive. With this location change the budget rose to \$620,000 in part due to construction cost escalation and in part due to the additional cost of bringing services to this new site location.

Project Update

Since the new location was picked, we have completed discussions in October of 2024 with the Extreme Fastball user group at Brentwood School. While the new building will impede use by the older fastball teams it will still be acceptable for use with the younger teams. During these discussions it was noted that the Extreme Fastball organization has no official agreement with the School District to utilize the fields at Brentwood Elementary. This agreement will be completed once the new building is in place.

In November of 2024 we were notified by the District of Central Saanich that the property at Brentwood School consisted of 3 separate parcels of land that are all owned by the School District. If we were to do nothing and place the new modular in our decided location along Wallace Rd., it would be subject to municipal bylaws that would require the construction of a new entrance off Wallace Rd and a new parking lot complete with electric vehicle charging stations.

To reduce project cost we've applied to amalgamate the 3 lots so that additional parking and road access will not be required. The cost for the surveyor and the required fees to Central Saanich were approximately \$10,000.

In December of 2024 the application for lot consultation was sent to the District of Central Saanich. As of February 25, 2025, the application is still with Central Saanich. This lot amalgamation has caused delay, as we cannot obtain a building permit until the 3 lots are consolidated into 1 lot.

The modular building has been completed and is currently in storage at the factory it was built in Chilliwack.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Rob Lumb".Rob Lumb
Director of Facilities

REFERENCE PLAN OF:

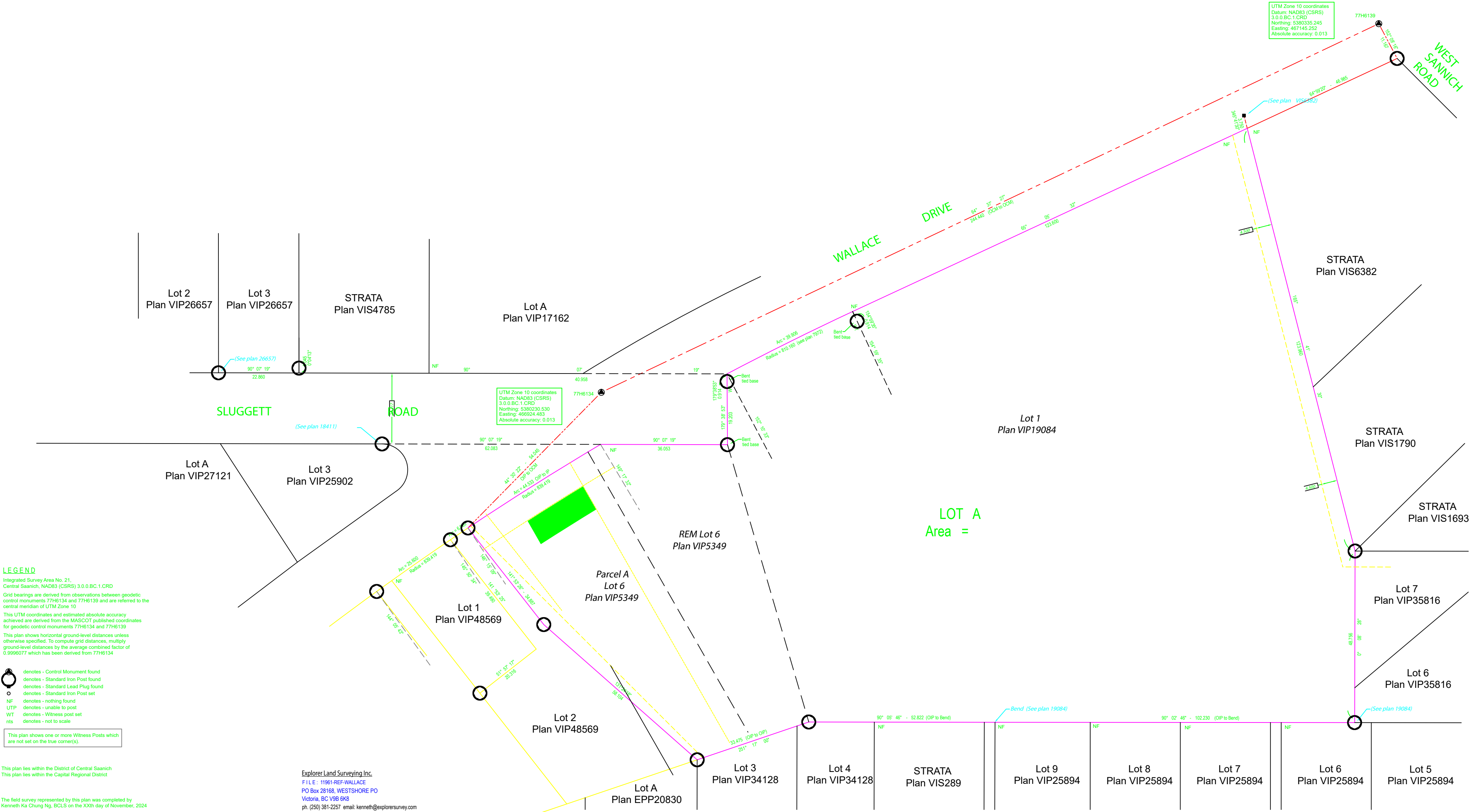
LOT 1, SECTION 11, RANGE 1 WEST, SOUTH SAANICH DISTRICT, PLAN 19084
LOT 6, SECTION 11, RANGE 1 WEST, SOUTH SAANICH DISTRICT, PLAN 5349, EXCEPT PARCEL A (DD 2766471) AND
PARCEL A (DD 2766471) OF LOT 6, SECTION 11, RANGE 1 WEST, SOUTH SAANICH DISTRICT, PLAN 5349

PURSUANT TO SECTION 100(1)(b), LAND TITLE ACT
BCGS 92B.053

SCALE:

0 25
All distances are in metres.
The intended plot size of this plan is 914mm in width by 610mm in height (D size) when plotted at a scale of 1:500

PLAN EPP



APPLICATION TO DEPOSIT PLAN
AT LAND TITLE OFFICE
PROVINCE OF BRITISH COLUMBIA

Your electronic signature is a representation that

(a) you are a subscriber under section 168.6 of the Land Title Act, RSBC 1996 c.250 (the “Act”), and that you are authorized to electronically sign this application by an e-filing direction made under section 168.22(2) of the Act,

(b) if this application requires an execution copy, that you are a designate authorized to certify this application under section 168.4 of the Act, that you certify this application under section 168.42(4) of the Act, and that an execution copy or a true copy of that execution copy is in your possession, and

(c) If this application requires a supporting document, that you are a designate authorized to certify this application under section 168.4 of the Act, that you certify this application under section 168.43(3) of the Act, and that a supporting document or a true copy of that supporting document, if a true copy is allowed under an e-filing direction, is in your possession.

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

Henley & Straub LLP
Barristers & Solicitors
#201-2377 Bevan Avenue
Sidney BC V8L 4M9

File No. 46538-8
Phone No. 250.656.7231

Deduct LTSA Fees? Yes ☒

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
[PID] [LEGAL DESCRIPTION]

005-955-394

LOT 6, SECTION 11, RANGE 1 WEST, SOUTH SAANICH DISTRICT, PLAN 5349, EXCEPT PARCEL A (DD 276647I)

3. APPLICATION FOR DEPOSIT OF:

PLAN TYPE	PLAN NUMBER	CONTROL NUMBER	NUMBER OF NEW LOTS CREATED
Reference or Explanatory	EPP142483	173-390-6772	1

4. OWNER(S): (updated owner(s) name(s), occupation(s), postal address and postal code)

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 63 (SAANICH)

2125 KEATING CROSS ROAD
VICTORIA BRITISH COLUMBIA
V8M 2A5 CANADA

5. ADDITIONAL INFORMATION:

PLAN NUMBER: EPP142483

CONTROL NUMBER: 173-390-6772

Witness to All Signatures

Owner/Charge Owner [as appropriate]

[signature]

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO.
63 (SAANICH), by its authorized signatory:

[fill in witness name]

Print Name:

[fill in occupation]

[fill in address line 1]

[fill in address line 2]

To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid
Secretary Treasurer

Subject: Capital Bylaw No. 2025/26 – CPSD63-01

Date: April 9, 2025

The Board approved the 2025/26 capital plan submission (see attachment 1) at the June 19, 2024 Board meeting. The Ministry response to the 2025/26 capital plan submission was received on March 25, 2025 (see attachment 2), and confirms funding for the following projects:

- Stelly's Secondary HVAC Upgrades - \$1,600,000
- Sidney Elementary Kitchen Upgrades - \$55,000
- Lochside Elementary Kitchen Upgrades - \$21,000
- KELSET Elementary Kitchen Upgrades - \$22,000
- Brentwood Elementary Building Envelope - \$TBD
- Prospect Lake Elementary Building Envelope - \$TBD

The approval and funding of electric buses will be identified later through an amended Capital Plan Response Letter (if applicable).

The Brentwood Elementary and Prospect Lake Elementary building envelope remediation projects have been in the capital plan for many years. BC Housing will contact the district to initiate the next steps regarding these building envelope remediation projects.

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 3.

Staff Recommendation

That the Committee recommends the Board's adoption of the attached bylaw at the April 23, 2025 Board meeting.

With respect,

A handwritten signature in blue ink, appearing to read "Jason Reid", with a stylized flourish at the end.

Jason Reid
Secretary Treasurer

Attachments: Attachment 1 – Briefing Note – 2025/26 Capital Plan Submission
Attachment 2 - Ministry Capital Plan Response Letter for 2025/26
Attachment 3 – Capital Bylaw No. 2025/26 – CPSD63-01

To: Finance, Facilities & Technology Committee

Prepared By: Rob Lumb
Director of Facilities

Subject: Five Year Capital Plan Submission 2025/26

Date: June 6, 2024

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 2025/2026. If these projects are subsequently approved by the Ministry, funding will be announced in March of 2025.

Our submission deadline is June 30, 2024 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, 2024. Included in the plan are some carry forward projects that appeared in the submission last year as well as the addition of some newer projects more recently identified.

A summary table of the proposed 2025/26 Capital Plan Submission with further explanation is below.

Addition Program		
Cordova Bay Elementary	\$7,300,000	Addition of a four Class Classroom expansion
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
Brentwood Elementary	\$731,000	Result of Building Envelope Condition Assessment - 2009
Prospect Lake Elementary	\$670,000	Result of Building Envelope Condition Assessment - 2009
School Enhancement Program (SEP)		
Stelly's Heating Plant	\$1,000,000	Phase 2 of heating system replacement
Roofing	\$500,000	Parkland
Accessible Lift Replacements	\$100,000	Parkland
Carbon Neutral Capital Program (CNCP)		
Stelly's Heating Plant	\$600,000	Phase 2 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)		
4 buses submitted for replacement due to age and mileage		
School Food Infrastructure Program (FIP)		
Elementary and Middle Schools	Up to \$100,000	* Waiting on pricing and items from the schools
Demolition Program		
Sansbury	\$275,000	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.

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 are being 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. Brentwood and Prospect Lake have also been included in the submission. This is under instruction from the Ministry as they continue to fund related projects across the province based on studies completed in 2009 related to the leaky condo issues in British Columbia.

SEP Projects

Stelly's Secondary School is our districts largest consumer of energy and our largest emitter of carbon. In light of our Energy Sustainability Plan, we will be focusing on electrification of the heating plant over the next four to five years starting with phase One. Total Cost to upgrade Stelly's to an electric heat pump will be approximately \$6M. Last year we received \$1M for phase 1 at Stelly's which is happening over the summer of 2024.

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 estimate to replace all of Parkland roof is \$4 million which we will do over the span of multiple years.

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

Carbon Neutral Capital Program

The proposed heating plant at Stelly's will include an air sourced heat pump. This will allow us to greatly reduce 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. Last year we received \$600K for phase 1 at Stelly's which is happening over the summer of 2024.

PEP Projects

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 2019/2020 Capital Year the other playground at the school is in poor shape and is currently the #2 priority for the district replacement.

With Deep Cove receiving an approval of \$195K for this year Sidney now becomes our highest priority for next replacement, followed by Royal Oak Middle.

Typically, we have seen approvals for PEP projects every 2 years, so we anticipate that at least one of these playgrounds will be approved in the next round of approvals in 2026/27.

BUS Projects

Bus replacement is dictated by age and mileage. This year we have 4 buses coming up for renewal. Our plan is for all future bus replacements to be electric models, funding permitting.

School Food Infrastructure Program

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

After consultation with Learning Services, it was decided that we would apply for new equipment for our Elementary and Middle Schools.

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. Our plan will be to include the entire demolition of Sansbury once the building is vacant.

Recommendation:

That the Board of Education approve the Capital Plan Submission for the 2025 / 2026 school year.

Thank you,

A handwritten signature in black ink, appearing to read 'Rob Lumb', with a stylized, cursive script.

Rob Lumb

Director of Facilities



March 25, 2025

Ref: 23223

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

Capital Plan Bylaw No. 2025/26-CPSD63-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2025/26

This letter is in response to your School District's 2025/26 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs. This letter also contains important information regarding your upcoming 2026/27 Annual Five-Year Capital Planning submission. The following tables identify major capital projects that are supported to proceed to the next stage of development and minor capital projects that are approved for funding and can proceed to procurement.

On March 13, 2025, the Province introduced legislation that identifies country of origin requirements for all procurements. What this means is U.S. bidders must be excluded, except in certain circumstances, for all future procurements. The Ministry will have further conversations with school districts as the tariff situation evolves and commit to working closely with you to navigate this challenging situation.

MAJOR CAPITAL PROJECTS

Major capital consists of the following program areas:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)

A variety of emergent issues including a significant number of school fires, unprecedented enrolment growth and a challenging fiscal environment have resulted in a limited ability to advance major capital projects. As a result, there are no new major capital projects in your School District that were supported to move forward at this time.

MINOR CAPITAL PROJECTS

The table below reflects approved minor capital projects for your School District 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)

New projects for SEP, FIP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry
Stelly's Secondary	SEP - HVAC Upgrades	\$1,000,000
Stelly's Secondary	CNCP - HVAC Upgrades	\$600,000
Sidney Elementary	FIP - Kitchen and Equipment Upgrades	\$55,000
Lochside Elementary	FIP - Kitchen and Equipment Upgrades	\$51,000
Kelset Elementary	FIP - Kitchen and Equipment Upgrades	\$22,000
Brentwood Elementary	BEP - Building Envelope Upgrades	TBD
Prospect Lake Elementary	BEP - Building Envelope Upgrades	TBD

All projects are now to proceed to design, tender and construction, and to be completed by March 31, 2026.

BC Housing will contact you regarding the next steps regarding BEP project development.

New projects for BUS

No internal combustion engine buses were approved through the Bus Acquisition Program (BUS) for your School District. Note the approval and funding for electric buses will be identified later through an amended Capital Plan Response Letter (if applicable). Please refer to the attached *School Bus Letter* for additional school bus purchasing details.

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 2025/26 fiscal year. Please email a signed/dated copy of the 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 (template can be found on the Ministry [website](#) using the Capital Bylaw Number provided at the beginning of this document, for the supported and/or approved 2025/26 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.

Please contact Branch Director [Michael Nyikes](#) with any questions regarding Minor Capital projects.

2026/27 ANNUAL FIVE-YEAR CAPITAL PLAN SUBMISSIONS

Capital Plan Instructions for the 2026/27 Annual Five-Year Capital Plan submission process will be available on the Ministry's capital planning [website](#) in early April.

School districts' capital plan submission deadlines for the 2026/27 fiscal year are:

- **June 30, 2025**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **September 30, 2025**
 - Minor Capital Programs (SEP, CNCP, PEP, BEP, BUS)
- **October 1, 2025**
 - Minor Capital Programs (FIP)

Additionally, the Annual Facility Grant (AFG) project requests for the 2025/26 fiscal year are to be submitted using the MyCAPS portal, on or before **May 16, 2025**. The 2025/26 AFG Allocation Table will be available on the Ministry's capital planning [website](#) in early April.

The Ministry recommends school districts discuss draft versions of their intended capital projects and Annual Facility Grant project requests with minor capital staff in advance of submission deadlines.

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.

Sincerely,



Damien Crowell, Executive Director
Education and Child Care Capital Branch
Ministry of Infrastructure

pc: Geoff Croshaw, Director, Major Capital Projects, Education and Child Care Capital Branch
Michael Nyikes, Director, Minor Capital Projects, Education and Child Care Capital Branch

CAPITAL BYLAW NO. 2025/26 – CPSD63-01
CAPITAL PLAN 2025/26

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 2025/26 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 25, 2025, is hereby adopted.
2. This Capital Bylaw may be cited as School District No. 63 (Saanich) Capital Bylaw No. 2025/26 – CPSD63-01.

READ A FIRST TIME THE 23rd DAY OF April 2025;
READ A SECOND TIME THE 23rd DAY OF April 2025;
READ A THIRD TIME, PASSED THE 23rd DAY OF April 2025.

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. 2025/26 – CPSD63-01 adopted by the Board the 23rd day of April 2025.

Secretary-Treasurer

To: Finance, Facilities & Technology Committee**Prepared By:** Rob Lumb
Director of Facilities**Subject:** 2025/2026 Annual Facility Grant Planning**Date:** April 7, 2025

The purpose of this briefing note is to present the 2025/26 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
- Accessibility
- 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, 2025, to March 31, 2026. 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 Range 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. Two painters are employed through AFG to paint our buildings.
2. Each year we are mandated to test and report to VIHA, the lead levels in our districts drinking water.
3. The District is developing a new Long Range Facility Plan, as the previous version is now over five years old.
4. In 2023, Brentwood Elementary replaced its air source heat pump. The next phase of the HVAC upgrade will include adding air conditioning to the office area and relocating the air handlers. This relocation will enable the construction of a new boiler room in 2026/2027, as the current boiler is severely undersized.
5. The District has completed a condition study of the old Greenglade Elementary School which is currently being leased to the CRD.
6. The electric basketball hoops at Royal Oak Middle School have failed and are in need of replacement.
7. KELSET fire alarm system reached end of life and required a full replacement which requires a full new system due to existing gear being outdated and no longer supported.
8. The District has received a grant of \$2,045,898 from the Canadian Government's Zero Emission Transit Fund. This funding will be used to complete vehicle charging stations and infrastructure for 11 level 3 chargers to support our growing fleet of electric school buses. We are currently awaiting confirmation for the approval of 4 additional electric buses, which would bring our total to 7. The total project cost for the 4 buses and the charging stations is estimated at \$2.5 million. The \$500,000 on our AFG plan reflects the District's contribution to this project. Once this project is complete, the District will no longer require additional funds to upgrade our infrastructure for future electric buses.

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

1. Continuing to support the Tech Plan by rewiring our schools with a \$150K contribution.
2. Keating Elementary has a significant roof leak that requires extensive repair. We are allocating \$140,000 of AFG funding, along with \$167,000 left over from last year's Parkland roofing project. This combined amount will allow us to replace approximately 50% of the required roofing on the affected section at Keating Elementary. We plan to complete the remaining half next year.

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 2025/26 Annual Facility Grant Plan.

Respectfully submitted



Rob Lumb
Director of Facilities

AFG Funding 2025 / 26	
Constants	
Admin Support	36,561
AFG Admin Fee	26,032
CMMS	34,000
Energy Manager	50,000
Sub Total	146,593
Priority #1	
District Painting x 2 painters	220,000
District Lead Testing	7,000
Long Range Facility Plan	50,000
Brentwood Boiler room Phase 1	225,000
Greenglade condition report	20,000
Basket Ball Hoop ROMS	23,000
KELSET Fire alarm	32,000
facilities parking lot work / chargers	500,000
Sub Total	1,077,000
Priority #2	
District Data Rewire	150,000
Roofing - Keating	140,000
Sub Total	290,000
Priority #3	
Misc Building improvments	179,384
District Line Painting	35,000
Paving TBD	72,000
Parkland Gym Floor	75,000
Sidney new PA / bell system	20,000
Duct Cleaning	60,000
Sub Total	441,384
Total required for 2025/26	1,954,977
2025/26 AFG Allocation	1,954,977

	Prior Year Actual 2023	Prior Year Actual 2024	Amended Budget	Current Budget	Revenue/ Expenditures to February 28, 2025	Projected Revenue and Expenditure	Variance From Budget	Notes
Revenue								
621 Consolidated Revenue Grants	(76,627,629)	(86,349,920)	(91,058,993)	(90,529,034)	(55,269,774)	(91,082,813)	553,779	Note 1
627 Indig. Northern Affairs Canada (INAC) Recovery	3,190,534	3,344,157	4,149,650	3,601,199	2,489,790	4,149,650	(548,451)	
629 Other Ministry Of Ed Grants <i>includes Pay Equity, Ad hoc MOE grants, Grad adult funding , Labour Settlement Funding</i>	(4,077,807)	(2,587,467)	(2,155,439)	(2,300,824)	(983,509)	(2,300,824)	-	
629 Classroom Enhancement Fund (CEF)	(11,142,827)	(12,158,989)	(12,266,466)	(12,266,466)	(7,308,461)	(12,266,466)	-	
630 Federal Grants <i>French Odyssey Grant, Jordan's Principle</i>	-	(578,601)	(544,918)	(544,918)	(544,918)	(544,918)	-	
641 Other Ministry Grants <i>ERASE Grant</i>	(181,545)	(200,332)	(173,750)	(117,955)	(117,955)	(117,955)	-	
645 Instructional Cafeteria Revenue	(247,679)	(273,820)	(109,176)	(109,176)	(183,620)	(183,620)	74,444	
646 Local Education Agreements/Direct Funding Indig.	(3,192,947)	(3,344,157)	(4,149,650)	(3,601,199)	(2,489,790)	(4,149,650)	548,451	
647 International Program Revenue	(6,559,217)	(7,344,386)	(7,562,694)	(7,562,694)	(7,744,377)	(7,740,944)	178,250	Note 2
649 Misc. Fees & Revenues <i>includes ad hoc grants received, recovery revenue from shared services, funding from municipalities</i>	(529,491)	(367,983)	(441,253)	(411,434)	(458,598)	(458,598)	47,164	
651 Community Use Of Facilities	(43,595)	(69,162)	-	(70,000)	(71,548)	(86,000)	16,000	
659 Other Rentals & Leases	(415,440)	(411,696)	(414,500)	(464,500)	(388,677)	(510,139)	45,639	
660 Exchange (Gain) Loss	-	-	-	-	3,147	3,147	(3,147)	
661 Interest On Short Term Deposits	(782,868)	(983,442)	(650,000)	(650,000)	(680,553)	(849,546)	199,546	
662 Appropriated Surplus (prior years carry forward amounts)	-	-	(3,487,312)	(3,487,312)	-	(3,487,312)	-	Note 3
672 Student Fees/Certifications	(63,077)	(83,250)	(50,000)	(50,000)	(69,650)	(85,650)	35,650	
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Total Revenue	(100,673,588)	(111,409,048)	(118,914,501)	(118,564,313)	(73,818,493)	(119,711,639)	1,147,326	
Expenses								
105 Salaries - P/VP	4,929,172	5,233,453	5,551,949	5,551,949	3,618,772	5,586,598	(34,649)	
111 Salaries - Teachers (incl. POSR)	41,098,476	45,067,952	47,824,140	47,824,140	28,545,860	47,692,719	131,421	Note 4
307 - Teacher remedy	1,473,693	1,942,023	1,973,108	1,973,108	853,861	1,973,108	-	
Teacher remedy unspent					-	-	-	
122 Salaries - Support Staff (incl. In Service and First Aid)	8,574,110	9,233,048	10,279,095	9,964,757	5,781,779	9,767,317	197,440	Note 5
123 Salaries - Other Professionals	3,415,751	3,910,116	4,961,474	4,961,475	2,876,805	5,054,530	(93,055)	
131 Salaries - Educational Assistants	6,001,108	6,574,392	7,752,037	7,480,741	3,981,049	7,345,695	135,046	Note 6
143 Support Staff Replacement Costs	556,417	839,473	491,119	490,119	550,730	862,824	(372,705)	Note 7
146 Teacher Replacement Costs	3,996,096	4,182,195	4,213,990	4,147,292	2,841,603	4,449,914	(302,622)	Note 8
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	70,044,823	76,982,652	83,046,912	82,393,581	49,050,459	82,732,704	(339,123)	
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200 Benefits	17,876,595	19,290,595	20,473,172	21,290,110	11,954,790	21,244,339	45,771	
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	17,876,595	19,290,595	20,473,172	21,290,110	11,954,790	21,244,339	45,771	
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Services & Supplies								
Services	5,134,765	5,109,449	5,982,511	6,090,757	3,986,571	6,140,757	(50,000)	
Pro-D & Travel	572,033	641,820	864,387	851,387	470,354	851,387	-	
Rentals & Leases	157,541	184,523	164,000	164,000	112,587	164,000	-	
Dues & Fees	304,967	382,612	701,328	749,522	698,946	749,522	-	
Insurance	208,047	257,441	255,000	255,000	274,163	274,163	(19,163)	

Projection for Discussion Purposes - Actual Results May Differ From Projected

Prepared by Megan Cimaglia

	Prior Year Actual 2023	Prior Year Actual 2024	Amended Budget	Current Budget	Revenue/ Expenditures to February 28, 2025	Projected Revenue and Expenditure	Variance From Budget	Notes
Supplies	3,344,988	2,156,908	4,477,887	5,153,225	3,019,802	3,310,679	1,842,546	
Utilities	1,606,658	1,521,527	1,462,701	1,462,701	671,046	1,471,377	(8,676)	
	11,328,999	10,254,280	13,907,814	14,726,592	9,233,469	12,961,885	1,764,707	Note 9
Total Expenses	99,250,417	106,527,527	117,427,898	118,410,283	70,238,717	116,938,928	1,471,355	
Transfer from operating for purchase of capital assets	1,641,865	749,054	1,339,000	-	-	-	-	
Transfer to local capital for track renewal fund				6,427		6,427	-	
Transfer to local capital for asset replacement reserve	116,820	120,353	147,603	147,603	-	147,603	-	
(Surplus)/Deficit	335,514	(4,012,114)	-	(0)	(3,579,776)	(2,618,680)	2,618,680	
					Opening Contingency Reserve	(3,272,845)	2.9%	
					Estimated School and District Carry Forwards	1,000,000		
					SIDES Staffing Carry Forward (not continuing)	310,450		
					Estimated Closing Contingency Reserve	(4,581,075)	4.1%	

Amended Budget is the (typically) February *Amended Annual Budget* approved on March 12, 2025 (late this year due to adjusted provincial budget release date).

Current Budget is the current working budget.

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

Variance comments:

Note 1 - Consolidated Revenue Grants positive variance is due to:
468,455 SIDES February and May counts exceeding projections
85,324 Salary differential funding greater than we estimated - funding source is difficult to predict.

553,779

Note 2 - International Program Revenue is currently budgeted at 270 FTE. Actual is expected to be approximately 277 FTE.

Note 3 - Appropriated surplus consists of:
\$1,477,760 District Activities Carry Forward
\$ 431,369 School Activities Carry Forward
\$1,572,183 Budget Appropriation

\$3,487,312

Note 4 - Teacher salaries positive variance is due mainly to lower actual average teacher salary than we had budgeted.

Note 5 - Support Staff salaries positive variance is due to hiring lag for vacant positions and unpaid time off taken by staff. This variance is slightly offset by higher replacement costs.

Note 6 - Education Assistant (EA) salaries positive variance is due to several factors:
- Hiring lag in deployment of EA funding.

- 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 \$1.43 less per hour.
This variance is partially offset by higher replacement costs when possible and estimated \$300,000 inclusive education enrolment audit funding reduction.

Note 7 - Support Staff Replacement Costs negative variance compared with budget is due to higher than budgeted use of sick leave. Variance is partially offset by unpaid time off taken by staff on Support Staff and Education Assistant Salaries rows.

Note 8 - Teacher Replacement Costs negative variance compared with budget is due to higher than budgeted use of sick and emergency leave. Results are still highly variable.

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

\$ 50,000 estimated homestay fees beyond budgeted (recovered with additional homestay fees paid by families)
\$ 19,163 insurance costs over budget
\$ 8,676 utilities costs (heating and garbage) estimated to come in over budget
\$ 74,444 costs to generate cafeteria revenue
\$(916,990) estimated underspend of services and supplies budgets

(\$ 1,764,707)



BUDGET ADVISORY COMMITTEE MEETING

Thursday, April 10, 2025

3:00pm, Board Room

Committee Members:

Keven Elder, Chair
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, regrets
Shannon Toronitz, STA
Candace Whitney, CUPE
Belinda Waller, CUPE
Tassie Harris, SAA
Spencer Gray, SISP, regrets
David Tunbridge, COPACS

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

Meeting Notes

- Committee Chair Elder acknowledged the meeting was being held on the territory of the W̱SÁNEĆ people and welcomed committee members and guests.
- The committee reviewed the meeting notes from the February 20, 2025 BAC committee meeting.
- The committee reviewed and discussed the April Facts Package including updated enrolment projections, the operating grant calculation, and the estimate of operating fund budget pressure.
- The committee discussed and reviewed the projection of operating fund budget pressure in detail, and discussed the quantum of budget reductions necessary and their timing.
- The committee reviewed and discussed the Community Engagement Plan. There was overall support for the proposed approach, with some amendments to the Invitation and Background Document.
- Committee Chair Elder adjourned the meeting at 5:00pm.

Next meeting: **Thursday, May 1, 2025, 3:00-5:00pm**

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