

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE

**Report to the Board of June 18, 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:	Shannon Toronitz, STA CUPE – regrets Ryan Braun, SAA COPACS – regrets
Other Attendees:	Chair Dunford, Vice Chair Silzer, Trustee Vandall, Trustee VanWell, Mel Paas, Ryan Lacasse (Item A only)

**Committee Meeting**

Tuesday, June 10, 2025

**A. PRESENTATIONS AND QUESTIONS**

Long Range Facilities Plan – Annerieka vanHoek & Kelly Isfordsaxon – Studio Hub

**B. ITEMS DISCUSSED**

1. Trustee Remuneration

**C. ITEMS FOR RECOMMENDATION**

1. 2026/27 Capital Plan Submission

**Motion:**

The Committee recommends and I, Trustee Elder move,  
That the Board approve the Capital Plan submission for the 2026/27 school year.

2. 2025/26 Amended Capital Response Letter

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

**Motions:**

- i) The Committee recommends and I, Trustee Elder move,  
That the Board approve the first reading of Capital Plan Bylaw No. 2025/26-CPSD63-02.

- ii) The Committee recommends and I, Trustee Elder move,  
That the Board approve the second reading of Capital Plan Bylaw No. 2025/26-CPSD63-02.
- iii) The Committee recommends and I, Trustee Elder move,  
That the Board approve the reading of the Capital Plan Bylaw No. 2025/26-CPSD63-02 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-  
CPSD63-02.

**D. ITEMS FOR INFORMATION**

- 1. Correspondence – Auditor Appointment
- 2. Fiscal Forecast

**E. FUTURE AGENDA ITEMS**

- 2024/25 Audited Financial Statements (Sept)
- Trustee Remuneration (Sept)

# SD63 Saanich Schools Long Range Facility Plan

FFT Meeting, June 10, 2025

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# Agenda

1. Why an LRFP update?
2. Challenges and Opportunities
3. Enrolment
4. Possible Solutions to the Challenges

- 1 Parkland [↗](#)
- 2 Stelly's [↗](#)
- 3 Claremont [↗](#)
- 4 Individual Learning Centre  
(ILC Broadmead) Gr 9-12 [↗](#)
- 5 Individual Learning Centre  
(ILC Saanichton) Gr 9-12 [↗](#)
- 6 South Island Distance  
Education School (SIDES 9-12) [↗](#)

## Middle Schools - Grades 6-8

- 7 North Saanich [↗](#)
- 8 Bayside [↗](#)
- 9 Royal Oak [↗](#)

## Elementary Schools - Grades K-5

- 10 Deep Cove [↗](#)
- 11 Sidney [↗](#)
- 12 KÉLSET [↗](#)
- 13 Keating [↗](#)
- 14 Brentwood [↗](#)

- 15 Cordova Bay [↗](#)
- 16 Prospect Lake [↗](#)
- 17 Lochside [↗](#)
- 18 South Island Distance  
Education School (SIDES K-  
8) [↗](#)

## District Facilities

- 19 School Board Office/Facilities
- 20 Saanich Learning Centre [↗](#)
- 21 Children's Development Centre (CDC)/  
Alternate Learning Program (ALP) »



## **Main reasons why the LRFP is being updated**

1. Existing LRFP is 5 years old and requires update
2. New Enrolment projections required
3. A strong business case for projects while we are competing with large and fast-growing districts for capital funding
4. Managing facilities for ILC and SIDES since there is no available capital funding through the Ministry for the facilities

# Challenges and Opportunities from the Workshop

Technology	Enrollment		Need for Modern Learning Spaces / Flexibility		Indigenous / Cultural Spaces	Transportation	Aging Facilities
Technology access	Enrollment growth - Staying the same - Based on funding	Drastic differences in population / support facilities based on geographic location	Lack of flexible collaborative spaces for students and staff programs	Area to respectfully support students with diverse needs: * Accessibility * Learning * Inclusion Lens	Purpose, centric Indigenous spaces in all schools	Lack of funding for transportation	Replacement of end of life infrastructure
Funding for technology (computers)	With flat enrollment growth compared to neighboring districts, how do we get new/replacement schools?	Reliability of enrollment from projection is always changing - Program and use / making decisions, zoning	Aligning existing facilities w/ future program needs, as programs evolve and as facilities age	Very limited or complete lack of work spaces for learning groups or itinerant staff	Reflection of FN / WSNED culture in a culturally appropriate way	Challenges like several decades for more active transportation to schools when all families attend school facilities, typically with limited, typically limited public housing	Aging infrastructure (paved, network, cabling & ductwork) and the lack of financial capabilities
IT team growth space	Balance of enrollment/growth through 3 zones.	Balance of enrollment North to South (between sites)	Our school board office building is not reflective of a modern vibrant district	Future facility needs of specialized programming - ILC, internal	Aligning our facility planning with WSNED First Nation + WSNED School Board	Rising costs (rapid) of transportation as a rural community / distance	Managing aging structures - Cost - Future use (Sandbury, Sidney, Sarnich)
IT closets not purpose built	Enrollment - Uncertainty regarding future in migration Uncertainty regarding future development	Enrollment growth - How it affects staffing	Our district needs more collaborative meeting spaces (including at the school board office)	Adapting existing facilities to modern educational approaches (including some not yet in place - flex)		Transportation (and the land we serve) are, but creates equity & access challenges in certain areas learning communities	Overall age + Inaccessibility of older buildings
IT dept need more space		Ensuring that we have a plan for enrollment shifts for our neighborhood schools	Adapting older schools to modern learning initiatives	Flexibility of environment to meet student needs (diverse culture) (variety of space)		Transportation - Ability in relation to changing enrollment To adapt transportation to be sustainable within the existing construction	Old control systems #security

# Challenges and Opportunities from the Workshop

## Food Sharing / Communal Kitchen

Lack of funding, space & capacity for food growing & food cooking on school grounds - inc. gardens, fruit trees & cafeteria / cooking

Food security Hub for production to be delivered to schools: commercial kitchen

## Climate Change

Climate change  
- Temperature in late spring, late summer

Climate resiliency - increased heat, decreased air quality, emissions & consider embodied carbon in design decisions

Increase access to childcare and after school care programs

## Childcare / Children's Spaces

Equitable access to childcare (ministry expectations)

Future expectations by province regarding childcare programs uncertain

## Long Range Thinking

Thinking of very long range plan... perhaps looking at all district properties and going through the exercise of asking "if we started from scratch how would we design our district?"

Sketching of our district  
- Counselling / EAs  
- Childcare  
- Food - feeding future  
What's to come?

Developing a long view (50+ years) for closed schools / repurposed properties

## Washrooms

Washrooms for students need to be safe places and private

## Equipment / Systems

PA system for audio

Paging / Emergency systems

## Accessibility

Accessibility, physical barriers, pathways, stairs, ramps, doors

## Funding

Funding

Accessibility fund and approval for high-need, large projects like replacing Sidney Elementary

Not enough capital funds to keep facilities modern / up to date

Inflationary cost pressures & no being kept up with

## Drop-Off Zones / Parking

Drop-off / Pick-up at elementary schools

Unique design features that are too costly to maintain long term (ie. multiple elevators / lots of roofing surfaces)

Base of maintenance of buildings given current operating budget and conditions

The SDCS Royal Oak Campus is old and not built for the current use (and we are running out of space)

## Architecture / Design

Grounds / facilities not designed for their current populations

Bringing the outdoors in - classrooms, outdoor classrooms, infrastructure, natural areas, shade & rainwater runoff

Societal expectations  
- granders modest  
- washrooms

## New Programming / Expanded Spaces

Working, learning & meeting spaces. The daily puzzle

Adaptable learning spaces for accommodating innovative learning opportunities and flexible spaces for collaboration and learning

Integration of other services & programs within schools (greater access to sports programming, greater interaction with community association, libraries, etc.)

User interface - Implementation of EA Team in schools  
- Private  
- Teacher capacity  
- Inconsistent

## Indigenizing Space

Aligning our keywork with community agencies (Beacon, Mavis, "MUTUAL" MOPD, Mental Health, etc.) Seniors too

Indigenous welcome figures  
- Inconsistent across district

## Surrounding Community

Expansion perspective given vast ALR land designations

Relationships with municipalities  
- Red tape  
- Cost of doing business

Compression = expansion  
Land

## **Key Challenges and Opportunities selected to be highlighted in the LRFP**

1. Aging facilities
2. Need for Modern Learning Spaces/Flexibility in learning environments, and safe and culturally relevant learning environments (modern learning environments need to include safe spaces for everyone)
3. Adaptation to climate change (energy sustainability plan)
4. A District with two alternative schools (ILC and SIDES) that allow a large number of students per year to graduate, with relatively small space needs



# Enrolment Categories Explained

Total Enrolment versus Headcount

## 2025 Total Enrolment\*

Total Enrolment = All students who have registered with the District

Regular	5798
District Programs	
SIDES	2556
French Immersion Early	1008
International	329
ICL	110
Total Enrolment	9801

students

## 2025 Headcount\*

Headcount = The number of students that attend a brick and mortar school

Headcount is determined by Total Enrolment minus students enrolled online  
ONLY (SIDES)

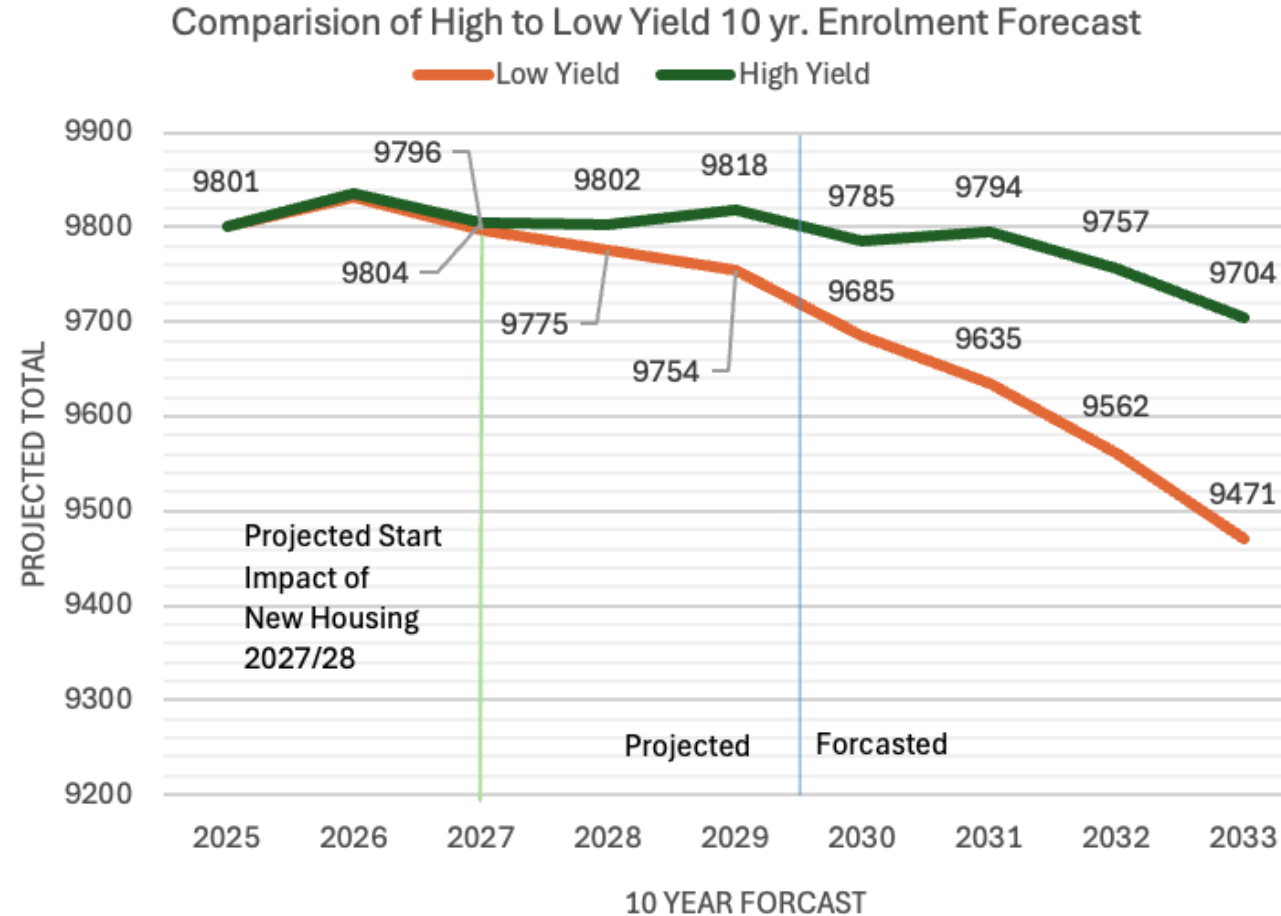
9801 (Total Enrolment) *MINUS* 2556 (SIDES enrolment)

Headcount = 7245 students

\*Baragar 2024 (without local knowledge)

# Total Enrolment 10-year Forecast Range

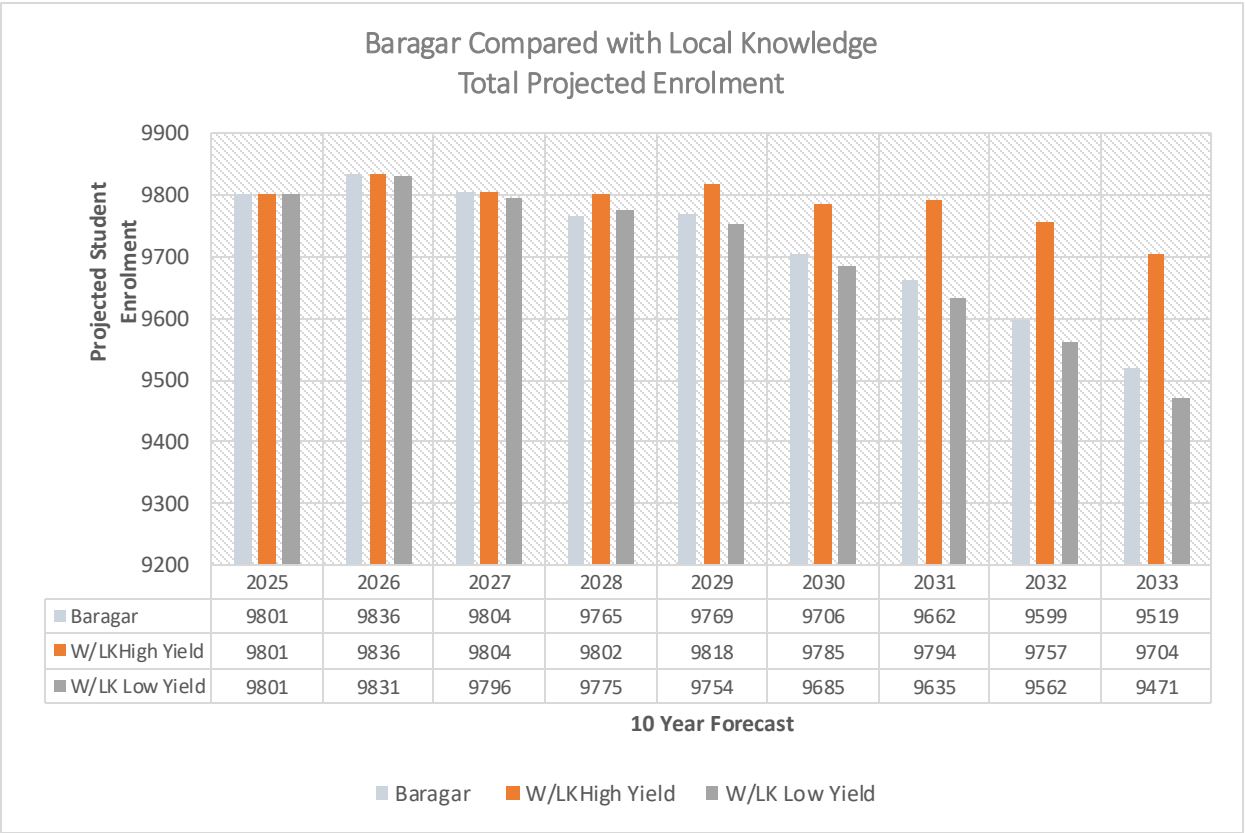
District as a school Projected with Local Knowledge



- Total Enrolment trend is projected to flat-line/decline in the next decade
- Forecasted 10-year enrolment drop from 2025 (9801) to 2033  
*High Yield = 97 students*  
*Low Yield = 330 student*
- Trend predictors is low birthrate and minimal family-oriented housing
- Elementary Students will see the greatest decline in Total Enrolment over the next 10 years

# Total Enrolment Comparison

2024 Baragar Projections Compared with 2025 Projections (includes Local Knowledge) \*



*\*Local Knowledge Context Considered:*

Birth Rate was the lowest in 20 years in 2024

Housing is based on pending/approved applications within City/District Development Permit Process

Total new housing units: 1315 (1150 units are low rise apartment units)

Local knowledge does not account for future Transit regional Initiatives

- Baragar is based on a 4-year average Birth rate and does not include growth from new housing
- High Yield is based on a 2-year average Birth Rate (conservative) and High Yield from all new housing types
- Low Yield is based on last years Birth Rate and Low Yield from all new Housing types
- The top of the range (orange bar) suggests a conservative approach to forecast as the data would suggest a flatter line trend
- The low part of the range (grey bar) suggests that any new housing which is predominately low-rise apartments is not strong enough to override the declining trend even projected by Baragar

# Proposed solutions to the challenges

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# Possible Solutions to the Challenges

## General modernization of learning environments

- Review real-estate assets for possible sales

## Solution for SIDES facility

- Assess feasibility of moving SIDES to Parkland

## Sidney Elementary

- Sidney – seismic/expansion/replacement

- 1 Parkland ☑
- 2 Stelly's ☑
- 3 Claremont ☑
- 4 Individual Learning Centre (ILC Broadmead) Gr 9-12 ☑
- 5 Individual Learning Centre (ILC Saanichton) Gr 9-12 ☑
- 6 South Island Distance Education School (SIDES 9-12) ☑

### Middle Schools - Grades 6-8

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- 9 Royal Oak ☑

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- 14 Brentwood ☑

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# Possible Solutions to the Challenges

## Board Office physical space constraints

- Assess feasibility of moving IT to Bayside
- Learning Services to take over entire bottom floor

## Growth in the south

- Addition at Cordova Bay or Lochside
- Plan for new school site in south of the district

## Lack of funding to accomplish goals

- Review real-estate assets for possible sales

- 1 Parkland ☑
- 2 Stelly's ☑
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## Questions and Discussion

# Thank You

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**To:** Finance, Facilities & Technology Committee

**Prepared By:** Jason Reid  
Secretary Treasurer

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**Subject:** Trustee Remunerations

**Date:** June 3, 2025

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## 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.

## 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 2025 Trustee compensation survey results from all participating school districts including Saanich. This information was compiled in April 2025 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 = \$27,232
- Vice-Chair = \$25,090
- Trustee = \$23,694

#### Range

- Chair = \$22,443 to \$31,383
- Vice-Chair = \$18,737 to \$29,883
- Trustee = \$17,500 to \$28,383

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 = \$26,703
- Vice-Chair = \$24,301
- Trustee = \$22,923

#### Range

- Chair = \$22,443 to \$33,003
- Vice-Chair = \$18,737 to \$30,984
- Trustee = \$17,500 to \$28,965

#### **Next Steps**

Per Policy 9 (Board Operations), Saanich Trustee remunerations *“will be reviewed annually and will increase by no less than the economic increase to CUPE support staff wages in any year.”* The July 1, 2024 wage adjustment of 3% was the last wage adjustment pursuant to the current CUPE collective agreement which expires June 30, 2025. As the next collective agreement is yet to be negotiated, at this time the economic increase to CUPE support staff wages for the 2025/26 fiscal year is unknown.

Given this uncertainty, one option for the Board is to defer adjustment to Trustee remunerations until the CUPE wage increases are confirmed. At that time, adjustments to Trustee remunerations could also be implemented retroactively.

Respectfully,



Jason Reid  
Secretary Treasurer

**To:** Finance, Facilities & Technology Committee**Prepared by:** Rob Lumb  
Director of Facilities**Subject:** Five Year Capital Plan Submission 2026/2027**Date:** May 28, 2025

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**Purpose**

The purpose of this briefing note is to present information pertinent to the committee's review and the Board's approval of the Capital Plan Submission for the 2026/2027 fiscal year. If these projects are subsequently approved by the Ministry, funding will be announced in March of 2026.

The submission deadline is June 30, 2025 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, 2025. 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 2026/27 Capital Plan Submission with further explanation is below.

Expansion Program (EXP)		
None		
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 3 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 3 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)		
School Food Infrastructure Program (FIP)		
Elementary and Middle Schools	Up to \$100,000	* Waiting on pricing and items from the schools
Demolition Program		
Sansbury	\$700,000	Demolition of entire building

## **Expansion Program (EXP)**

In past capital plans we have included a four 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 reduces 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 two classroom portables at Prospect Lake which are currently not required.

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.

In the long term, we anticipate growth in the district's south zone, driven by the District of Saanich's Official Community Plan, which aims 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 five 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 renovations 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 districts 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 will be used for phase 2 during the summer of 2025. This submission represents funds to be spent for phase 3 in the summer of 2026

Roofing continues to be a focus in replacement schedules, thus the allocation of another \$500K for Parkland School. We did not receive any funds for this project last year. The replacement of the entire roof at Parkland is a lengthy process that will require submissions over several subsequent years.

Parkland encompasses over 100,000 sq. ft of roofing, which has now reached its life expectancy. The total estimated cost to replace the entire roof is \$4 million, a project that will be carried out over multiple years. Additionally, Parkland is equipped with several lifts to ensure accessibility throughout the building. This submission includes the replacement of three lifts.

### **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 2023/2024 CNCP Capital Submission we received \$600k which was spent as phase 1 in the summer of 2024. For the 2024/2025 CNCP Capital Submission we received another \$600k which will be spent as phase 2 during the summer of 2025. This submission represents funds for phase 3 in the summer of 2026

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

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. We did not receive any funding in last years 2025 / 2026 funding cycle so we anticipate that at least one of these playgrounds will be approved in 2026 / 2027.

### **Bus Acquisition Program (BUS)**

Bus replacement is dictated by age and mileage. This year we have 1 bus coming up for renewal. Our plan is for all future bus replacements to be electric models, funding permitting.

**Food Infrastructure Program (FIP)**

The Capital Management Branch's School Food Infrastructure Program (FIP) is an 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 student services, it was decided that we would apply for new equipment for our Middle Schools.

**Demolition Program**

Previous submittals for the Sansbury site included a demolition of just the gym and the covered area. With Allegro's Dance's lease ending July 1<sup>st</sup>, 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 of Education approve the Capital Plan Submission for the 2026/2027 school year.

Respectfully submitted,

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

Rob Lumb  
Director of Facilities

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**To:** Finance, Facilities & Technology Committee

**Prepared By:** Jason Reid  
Secretary Treasurer

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**Subject:** Capital Bylaw No. 2025/26 – CPSD63-02

**Date:** June 4, 2025

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## **Purpose and Background**

The purpose of this briefing is to recommend approval of an amended capital plan bylaw for 2025/26.

The Board adopted Capital Bylaw No. 2025/26 – CPSD63-01 on April 23, 2025 approving capital expenditure for the following projects that were included in the March 25, 2025 Ministry Capital Plan Response Letter:

- 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 March Capital Plan Response Letter noted that approval and funding for electric buses would be identified later through an amended Capital Plan Response Letter, if applicable.

## **Revised Capital Plan Response Letter for 2025/26**

On May 15, 2025, an amended Ministry Capital Plan Response Letter for 2025/26 was received (see attachment 1) confirming additional funding to purchase four (4) new electric buses.

The Ministry has confirmed funding for the purchase of four (4) class C electric buses. If the school district wishes to purchase class D electric buses, the district would need to fund the cost differential (currently \$81,000 per bus), which could be done by accessing Canada Infrastructure Bank (CIB) loans. The main distinction between the two types is that Class D buses seat 84 passengers, while Class C buses seat 76.

While the seating capacity is lower, purchasing class C buses has the following advantages:

- Lower operating costs – as the buses are fully funded the district would not have to repay CIB loans from the operating cost savings that result from retiring 4 diesel buses.
- Stock Units Available in BC – Class C buses are available in BC and are ready for delivery. The delivery timeframe for class D buses is unknown making both the delivery date and the final cost uncertain (as cost will escalate over time). The possibility of tariffs further increases the risk of cost escalation.

Given the uncertainty and risk over the delivery timeframe and cost of class D electric buses, we intend to order four (4) new class C electric buses. This will result in a small reduction to the capacity of the transportation system, which can be partially mitigated by using these buses on routes where there is less demand.

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. A draft 2025/26 capital plan bylaw is included as attachment 2, which amends and replaces the bylaw that was adopted on April 23, 2025.

#### **Staff Recommendation**

That the committee recommends that the Board adopt the amended 2025/26 Capital Plan Bylaw.

With respect,

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

Jason Reid  
Secretary Treasurer

JR/klg

Attachments: Attachment 1 – Revised Ministry Capital Plan Response Letter for 2025/26  
Attachment 2 – Capital Bylaw No. 2025/26 – CPSD63-02





May 15, 2025

Ref: 23454

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

**Capital Plan Bylaw No. 2025/26-CPSD63-02**

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

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This **AMENDED** 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. **Please see the "New projects for BUS" section below for AMENDED information.**

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)
- Bus Acquisition Program (BUS)

#### **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**

The table below identifies Bus Acquisition Program (BUS) approved projects with bolded sections identifying additionally approved internal combustion engine and/or electric buses as designated. BUS funding amounts to be confirmed after school districts place their order(s) with bus vendors during the upcoming bus standing offer timeframe which runs from April 2, 2025 to June 2, 2025. Please refer to the attached *School Bus Letter* for additional school bus purchasing details.

New/Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry
<b>6630</b>	<b>ELECTRIC - Type D (80+RE) with 0 wheelchair space(s)</b>	<b>TBD</b>
<b>6631</b>	<b>ELECTRIC - Type D (80+RE) with 0 wheelchair space(s)</b>	<b>TBD</b>
<b>8636</b>	<b>ELECTRIC - Type D (80+RE) with 0 wheelchair space(s)</b>	<b>TBD</b>



8635	ELECTRIC - Type D (80+RE) with 0 wheelchair space(s)	TBD
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**SPECIAL NOTE:** The attached documents provide approval for four (4) Electric Type D buses. Due to the significant cost premium of a Type D electric bus compared to a Type C electric bus (particularly Type C electric buses that are "Stock Units" and already in British Columbia and ready for delivery (therefore avoiding potential manufacturing and import tariff costs)), your School District is required to secure Canada Infrastructure Bank (CIB) loans if you decide to order the four (4) Electric Type D buses. The Association of School Transportation Services of BC (ASTSBC) will help your School District with the CIB loan process, as they did for your 2023/24 electric bus orders. However, if you decide to order four (4) Electric Type C buses instead, the Ministry will not require your School District to secure any CIB loans, as the reduced cost associated with a Type C electric bus can be managed within the existing funding envelope of the Ministry's current Bus Acquisition Program budget.

An **AMENDED** Annual Programs Funding Agreement (APFA) accompanies this **AMENDED** 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](mailto: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,

A handwritten signature in dark ink, reading "Damien Crowell". The signature is written in a cursive style with a large, stylized 'D' and 'C'.

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 – CPSD63-02**  
**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 May 15, 2025, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 63 (Saanich) Capital Bylaw No. 2025/26 – CPSD63-02.
- 3. This Capital Bylaw amends and replaces School District No. 63 (Saanich) Capital Bylaw No. 2025/26 – CPSD63-01, which was adopted on the 23<sup>rd</sup> day of April 2025.

READ A FIRST TIME THE 18<sup>th</sup> DAY OF JUNE 2025;  
READ A SECOND TIME THE 18<sup>th</sup> DAY OF JUNE 2025;  
READ A THIRD TIME, PASSED THE 18<sup>th</sup> DAY OF JUNE 2025.

***APPLY CORPORATE SEAL***

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Board Chair

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 63 (Saanich) Capital Bylaw No. 2025/26 – CPSD63-02 adopted by the Board the 18<sup>th</sup> day of June 2025.

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Secretary-Treasurer



May 7, 2025

**VIA EMAIL**

Keven Elder  
Chair, Finance, Facilities and Technology Committee  
School District No. 63 (Saanich)

Dear Keven Elder:

**Re: Appointment of auditors for government organizations and trust funds**

The *Auditor General Act* requires that each year, the Auditor General prepare a Financial Audit Coverage Plan that includes the appointment of auditors for government organizations and trust funds for the following three fiscal years. On March 12, 2025, the Legislative Assembly's Select Standing Committee on Public Accounts approved our latest plan for fiscal years ending in 2026, 2027 and 2028. The audit coverage plan may be viewed on our website at [www.oag.bc.ca](http://www.oag.bc.ca).

I am writing today to confirm the Auditor General's audit plan in relation to School District No. 63 (Saanich). The audit coverage for the School District has been updated from the previous year's approved audit coverage plan.

During the 2025 fiscal year, we discussed with your organization our plan for the coming years. The latest audit coverage plan is a reflection of those discussions.

The March 2025 plan notes the Office of the Auditor General will complete its term as the auditor of School District No. 63 (Saanich) in the fiscal year ending June 30, 2025. Beginning with the fiscal year ending June 30, 2026, the Auditor General will have only a limited involvement in the audit of your organization. If the Auditor General wishes to change this audit coverage level in the future, you will be informed in advance.

The Auditor General will rely on the work of your appointed auditor and will communicate with your auditor regarding our intended reliance. The Auditor General may also provide direction to your auditor as required to ensure we receive the assurance needed to complete the audit of the Province's Summary Financial Statements. For a number of those entities for which we have limited involvement, we also conduct post audit reviews subsequent to the release of the Auditor General's opinion.

By way of background, as auditor of the Government of the Province of British Columbia's Summary Financial Statements, the Auditor General must have sufficient knowledge about the organizations comprising the government reporting entity in order to meet professional standards. The Office of the Auditor General acquires this knowledge by a combination of directly carrying out audit work in some of these organizations and seeking reliance on the work of auditors of other government organizations. The

balance between financial statement audit work done directly by the Auditor General and that done by other auditors is determined by the Financial Audit Coverage Plan.

If you have any questions, please do not hesitate to contact me at 250-419-6200 or [mpearce@bcauditor.com](mailto:mpearce@bcauditor.com).

Regards,



Molly Pearce, CPA, CA,  
Principal, Financial Audit and Related Services

DB/lt

cc:

Jason Reid, Secretary-Treasurer  
David Eberwein, Superintendent of Schools



Saanich School District  
2024/25 Year-End Projection (Operating Fund w/CEF)

Actual and Forecasted Results

As at June 4, 2025

	Prior Year Actual 2023	Prior Year Actual 2024	Amended Budget	Current Budget	Revenue/ Expenditures to April 30, 2025	Projected Revenue and Expenditure	Variance From Budget	Notes
<b>Revenue</b>								
621 Consolidated Revenue Grants	(76,627,629)	(86,349,920)	(91,058,993)	(90,529,034)	(73,417,287)	(91,375,396)	846,362	Note 1
627 Indig. Northern Affairs Canada (INAC) Recovery	3,190,534	3,344,157	4,149,650	3,601,199	3,319,720	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)	(1,556,598)	(2,300,824)	-	
629 Classroom Enhancement Fund (CEF)	(11,142,827)	(12,158,989)	(12,266,466)	(12,266,466)	(8,669,885)	(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)	(243,994)	(243,994)	134,818	
646 Local Education Agreements/Direct Funding Indig.	(3,192,947)	(3,344,157)	(4,149,650)	(3,601,199)	(3,319,720)	(4,149,650)	548,451	
647 International Program Revenue	(6,559,217)	(7,344,386)	(7,562,694)	(7,562,694)	(7,774,477)	(7,774,477)	211,783	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)	(463,440)	(575,172)	(575,172)	111,732	
651 Community Use Of Facilities	(43,595)	(69,162)	-	(70,000)	(75,507)	(78,930)	8,930	
659 Other Rentals & Leases	(415,440)	(411,696)	(414,500)	(464,500)	(440,889)	(510,439)	45,939	
660 Exchange (Gain) Loss	-	-	-	-	(9,601)	(9,601)	9,601	
661 Interest On Short Term Deposits	(782,868)	(983,442)	(650,000)	(650,000)	(809,273)	(948,835)	298,835	
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)	(85,050)	(93,050)	43,050	
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Total Revenue	(100,673,588)	(111,409,048)	(118,914,501)	(118,616,319)	(94,320,606)	(120,327,369)	1,711,050	
<b>Expenses</b>								
105 Salaries - P/VP	4,929,172	5,233,453	5,551,949	5,551,949	4,473,829	5,541,874	10,075	
111 Salaries - Teachers <i>(incl. POSR)</i>	41,098,476	45,067,952	47,824,140	47,822,973	38,161,158	47,626,559	196,414	Note 4
307 - Teacher remedy	1,473,693	1,942,023	1,973,108	1,973,108	1,107,499	1,973,108	-	
Teacher remedy unspent					-	-	-	
122 Salaries - Support Staff <i>(incl. In Service and First Aid)</i>	8,574,110	9,233,048	10,279,095	10,211,185	7,374,155	9,893,321	317,864	Note 5
123 Salaries - Other Professionals	3,415,751	3,910,116	4,961,474	4,986,275	3,624,878	5,036,700	(50,425)	
131 Salaries - Educational Assistants	6,001,108	6,574,392	7,752,037	7,480,741	5,258,271	7,170,886	309,855	Note 6
143 Support Staff Replacement Costs	556,417	839,473	491,119	490,119	663,378	840,335	(350,216)	Note 7
146 Teacher Replacement Costs	3,996,096	4,182,195	4,213,990	4,159,459	3,584,419	4,533,169	(373,710)	Note 8
	70,044,823	76,982,652	83,046,912	82,675,809	64,247,587	82,615,951	59,858	
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200 Benefits	17,876,595	19,290,595	20,473,172	21,265,310	16,198,372	21,142,627	122,683	
	17,876,595	19,290,595	20,473,172	21,265,310	16,198,372	21,142,627	122,683	
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Services & Supplies								
Services	5,134,765	5,109,449	5,982,511	6,104,257	4,796,615	6,142,859	(38,602)	
Pro-D & Travel	572,033	641,820	864,387	843,640	535,789	843,640	-	
Rentals & Leases	157,541	184,523	164,000	164,000	139,011	164,000	-	
Dues & Fees	304,967	382,612	701,328	749,522	713,120	749,522	-	

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 April 30, 2025	Projected Revenue and Expenditure	Variance From Budget	Notes
Insurance	208,047	257,441	255,000	255,000	274,163	274,163	(19,163)	
Supplies	3,344,988	2,156,908	4,477,887	4,943,676	3,634,237	3,191,016	1,752,660	
Utilities	1,606,658	1,521,527	1,462,701	1,462,701	921,309	1,541,315	(78,614)	
	11,328,999	10,254,280	13,907,814	14,522,796	11,014,244	12,906,515	1,616,281	Note 9
Total Expenses	99,250,417	106,527,527	117,427,898	118,463,915	91,460,203	116,665,093	1,798,822	
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)	-	1,626	(2,860,403)	(3,508,246)	3,509,872	
					Opening Contingency Reserve	(3,272,845)	2.9%	
					Estimated School and District Carry Forwards	1,000,000		
					Additional required SIDES staffing (enrolment growth)	437,231		
					Estimated Closing Contingency Reserve	(5,343,860)	4.8%	

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:  
280,052 SIDES February count exceeding projection  
480,986 SIDES May count exceeding projection  
85,324 Salary differential funding greater than we estimated - funding source is difficult to predict.

846,362

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  
\$1,578,183 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 planned use of sick and emergency leave. Compared with the prior year, we are seeing a reduction in sick and emergency leave offset by increased usage of maternity and parental leave benefits and additional planned use of replacement staff for pro-d planned by schools/departments.

**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  
\$ 38,602 estimated homestay fees beyond budgeted (recovered with additional homestay fees paid by families)  
\$ 19,163 insurance costs over budget  
\$ 78,614 utilities costs (heating and garbage) estimated to come in over budget  
\$ 134,818 costs to generate cafeteria revenue  
\$( 887,478) estimated underspend of services and supplies budgets

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(\$ 1,616,281)