

SCHOOL DISTRICT 63 (SAANICH)

FINANCE, FACILITIES & TECHNOLOGY COMMITTEE  
**Report to the Board of April 22, 2026**

Committee Members:	Trustee Elder, Chair Trustee Hickman - regrets 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 – Bev Bastness Ryan Braun, SAA COPACS – regrets
Other Attendees:	Chair Dunford, Vice Chair Silzer, Trustee VanWell, Trustee Vandall

**Committee Meeting**

Tuesday, April 14, 2026

**A. PRESENTATIONS AND QUESTIONS**

No Items.

**B. ITEMS DISCUSSED**

No Items.

**C. ITEMS FOR RECOMMENDATION**

1. 2026/27 Annual Facilities Grant Plan

**Motion:**

The Committee recommends and I, Trustee Elder move,  
That the Board approve the 2026/27 annual Facility Grant Plan as presented.

2. 2026/27 Capital Plan Bylaw

The Committee recommends the Board's adoption of the attached bylaw at the April 22, 2026 Board meeting:

**Motion:**

The Committee recommends and I, Trustee Elder move,  
That the Board approve the first reading of Capital Plan Bylaw No. 2026/27-CPSD6301.

**Motion:**

The Committee recommends and I, Trustee Elder move,  
That the Board approve the second reading of Capital Plan Bylaw No. 2026/27-CPSD6301.

**Motion:**

The Committee recommends and I, Trustee Elder move,  
That the Board approve the reading of the Capital Plan Bylaw No. 2026/27-CPSD6301 at this Board meeting for a third time.

**Motion:**

The Committee recommends and I, Trustee Elder move,  
That the Board approve the third reading, pass and adopt Capital Project Bylaw No. 2026/27-CPSD6301.

**D. ITEMS FOR INFORMATION**

- Report from Budget Advisory Committee
- Fiscal Forecast

**E. FUTURE AGENDA ITEMS**

- Trustee Remuneration (May)
- Fiscal Forecast (May/June)
- Capital Plan Submission (June)
- Preliminary Budget Bylaw (June)

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

**Prepared By:** Rob Lumb  
Director of Facilities

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**Subject:** 2026/2027 Annual Facility Grant Planning

**Date:** April 7, 2026

The purpose of this briefing note is to present the 2026/27 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, 2026, to March 31, 2027. 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 plan is to install a 100 kwh solar panel system at Lochside School. By using AFG funds to purchase this system, the district will see an estimated \$16k in electricity savings per year. Our goal is to have multiple sites equipped with Solar Panels in the future to increase annual operating cost savings.
4. The SBO's current vault for document storage is not effective or secure. This project will see new seismically rated shelving installed as well as security measures to keep files secure.
5. The plan is to replace a large section of roof at Lochside Elementary and two smaller sections at Claremont Secondary. These roof sections are due for replacement and at increased risk of failure. The roof sections at Claremont have experienced some minor leaks in recent years.
6. Brentwood Elementary will be undergoing a phase two of a three phase project that will have 2 air handlers relocated from the inside of the school to the roof. This will allow us to install new back up boilers in the school next year in 2027/2028. The school currently has a severely undersized back up boiler that is nearing its end of life.
7. The fire suppression sprinkler heads at Lochside Elementary have reached end of life and replacement is necessary. The higher-than-expected cost is due to the ceilings at Lochside being drywall as opposed to a drop down

Priority 2 projects consist of initiatives that are not of immediate urgency but still require significant focus and resources. This includes continued support of the Technology Plan through a \$150,000 investment to rewire district schools.

Priority 3 projects are initiatives that can be deferred or cancelled if necessary and may be used to help address potential budget shortfalls.

**Recommendation:**

That the Board approve the 2026/27 annual Facility Grant Plan as presented.

Respectfully submitted



Rob Lumb  
Director of Facilities

<b>AFG Funding 2026 / 27</b>	
<b>Constants</b>	
Admin Support	36,561
AFG Admin Fee	26,032
CMMS	34,000
Energy Manager	50,000
Sub Total	146,593
<b>Priority #1</b>	
District Painting x 2 Painters	220,000
District Lead Testing	7,000
Lochside Solar Panels	250,000
SBO Vault Renovations	100,000
Roofing	460,000
Brentwood Boiler phase 2	400,000
Lochside Sprinkler Head Replacement	160,000
Sub Total	1,597,000
<b>Priority #2</b>	
District Data Rewire	150,000
Sub Total	150,000
<b>Priority #3</b>	
Misc Building Improvements	129,959
District Line Painting	30,000
Paving TBD	100,000
Duct Cleaning	40,000
Claremont Student Solar Project	10,000
Sub Total	309,959
Total required for 2026/27	2,203,552
2026/27 AFG Allocation	2,203,552

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To: Finance, Facilities & Technology Committee

Prepared By: Jason Reid  
Secretary Treasurer

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Subject: Capital Bylaw No. 2026/27 – CPSD63-01

Date: April 7, 2026

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The Board approved the 2026/27 capital plan submission (see attachment 1) at the June 18, 2025 Board meeting. The Ministry response to the 2026/27 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
- Parkland Secondary Accessible Lift Replacements - \$100,000
- Bayside Middle School Kitchen Upgrades - \$14,490
- North Saanich Middle School Kitchen Upgrades - \$24,045
- Royal Oak Middle School Kitchen Upgrades - \$31,185
- Deep Cove Elementary School Kitchen Upgrades - \$28,350
- Type C Bus Electric – TBD
- Type C Bus Diesel - TBD

The district has been approved funding for the purchase of one electric Type C bus and one diesel Type C bus. We have been advised that in the future, districts will likely not be funded for the additional cost of an electric bus versus a diesel bus. The funding amounts for the two bus purchases approved for 2026/27 will be confirmed after the district orders the buses through the upcoming bus purchasing process.

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 22, 2026 Board meeting.

With respect,

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

Jason Reid  
Secretary Treasurer

JR/klg

Attachments: 1 – Briefing Note – 2026/27 Capital Plan Submission  
2 - Ministry Capital Plan Response Letter for 2026/27  
3 – Capital Bylaw No. 2026/27 – CPSD63-01

# Attachment 1



SCHOOL DISTRICT 63 (SAANICH)

2125 Keating Cross Road, Saanichton, BC Canada V8M 2A5  
 Phone: (250) 652-7300 Fax: (250) 652-6421 saanichschools.ca

BRIEFING NOTE

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

**Prepared by:** Rob Lumb  
 Director of Facilities

**Subject:** Five Year Capital Plan Submission 2026/2027

**Date:** May 28, 2025

## 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

# Attachment 1

## **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 renos would be completed.

## **BEP projects**

Bayside is being submitted again for a major building envelope project to repair the sustained damage from the lengthy roof leak. Note that we have conducted thorough air quality tests at the school and there are no concerns regarding air quality. This is under instruction from the Ministry as they continue to fund related projects across the province based on studies completed in 2009 related to the leaky condo issues in British Columbia.

# Attachment 1

## **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.

# Attachment 1

## **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 long horizontal flourish extending to the right.

Rob Lumb  
Director of Facilities



March 27, 2026  
Our Ref. 27124

Dave Eberwein  
Superintendent  
Saanich School District (SD63)

Email Address: [deberwein@saanichschools.ca](mailto:deberwein@saanichschools.ca)

Dear Dave Eberwein:

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

This letter provides:

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Bobbi Plecas".

Bobbi Plecas  
Deputy Minister

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

Education and Child Care Capital Branch

## Attachment 2

### Appendix A: Direction for advancing supported capital projects

Capital Bylaw No.: 2026/27-CPSD63-01

#### **Projects in Business Case Development**

##### **New Projects**

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

##### **Minor Capital Projects**

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

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

##### **Funding allocation for minor capital projects**

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

## Attachment 2

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

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

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

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

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

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

An Annual Programs Funding Agreement (APFA) accompanies this Letter which outlines specific Ministry and Board-related obligations associated with the approved Minor Capital projects for the 2026/27 fiscal year. Please email a signed/dated copy of the 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. A Capital Bylaw identifies the Board's acknowledgement of the approved project and its responsibility to meet capital projects scope, schedule, and budget. The template for the Capital Bylaw can be found on the Ministry's website in the [Publications and Resources](#) section. Please use the Capital Bylaw Number provided at the top of Appendix A for the supported and/or approved 2026/27 Five-Year Capital Plan projects as identified in this letter. The Capital Bylaw must be adopted by your Board and uploaded onto your School District's online MyCAPS portal in order for the Ministry to issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

### **Note on Public Announcements**

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

## Attachment 2

### **Project Signage**

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

### **Terms on Management of Capital Projects**

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

### **Capital Procurement**

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

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

### **School Site Acquisition Charge**

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

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

Please contact [CMB@gov.bc.ca](mailto:CMB@gov.bc.ca) with any questions regarding School Site Acquisition Charges.

## Attachment 2

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

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

School districts' capital plan submission deadlines are:

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

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

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

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

Attachment 3

**CAPITAL BYLAW NO. 2026/27 – CPSD63-01  
CAPITAL PLAN 2026/27**

WHEREAS in accordance with section 142 of the School Act, the Board of Education of School District No. 63 (Saanich) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Infrastructure (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2026/27 Capital Plan as approved by the Minister, to include the supported capital projects specified in the letter addressed to the Superintendent, dated March 27, 2026, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 63 (Saanich) Capital Bylaw No. 2026/27 – CPSD63-01.

READ A FIRST TIME THE 22<sup>nd</sup> DAY OF April 2026;  
READ A SECOND TIME THE 22<sup>nd</sup> DAY OF April 2026;  
READ A THIRD TIME, PASSED THE 22<sup>nd</sup> DAY OF April 2026.

***APPLY CORPORATE SEAL***

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 63 (Saanich) Capital Bylaw No. 2026/27 – CPSD63-01 adopted by the Board the 22<sup>nd</sup> day of April 2026.

\_\_\_\_\_  
Secretary-Treasurer



## BUDGET ADVISORY COMMITTEE MEETING

Thursday, April 8, 2026 3:00 pm,  
Board Room

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### Committee Members:

Keven Elder, Chair	Bruce Underwood, IEC, regrets
Susan Hickman, Trustee	Rhiannon Olsen, IEC
Elsie McMurphy, Trustee	Shannon Toronitz, STA, regrets
Dave Eberwein, Superintendent	Don Peterson, STA
Melanie Paas, Assistant Superintendent	Marisol Verdad, CUPE
Peter Westhaver, Assistant Superintendent	Belinda Waller, CUPE
Helena Takhar, Director of Instruction	Aaron Buckham, SAA, regrets
Jason Reid, Secretary Treasurer	Sara Postlethwaite, SAA
Megan Cimaglia, Director of Finance	Kal Russell, SISP, regrets
	Phil Malloy, COPACS
	Jane Bassett, COPACS

Other Attendees: Chair Dunford, Vice Chair Silzer, Trustee Vandall, and Trustee Van Well

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### **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 19, 2026 BAC meeting.
- The committee reviewed and discussed the April Facts Package including the revised enrolment forecast, operating grant projection, budget reduction review, and operating fund budget pressure.
- The committee reviewed and discussed the Community Engagement Plan. The committee discussed the merits and drawbacks of moving to a virtual community budget meeting and decided to continue with an in-person meeting as planned. The committee discussed the following refinements to the plan: including SIDES in the planned student voice feedback sessions, simplifying the messaging to parents regarding involvement in the consultation process, and revisions to the press release.
- Committee Chair Elder adjourned the meeting.
  - Next meeting: **Thursday, April 30, 2026, 3:00-5:00pm**

	Prior Year Actual 2024	Prior Year Actual 2025	Amended Budget	Current Budget	Revenue/ Expenditures to February 28, 2026	Projected Revenue and Expenditure	Variance From Budget	Notes
<b>Revenue</b>								
621 Consolidated Revenue Grants	(86,349,920)	(91,775,264)	(92,380,213)	(93,010,535)	(55,650,862)	(93,010,535)	-	Note 1
627 Indig. Northern Affairs Canada (INAC) Recovery	3,344,157	3,554,356	3,556,143	3,556,143	2,133,686	3,556,143	-	
629 Other Ministry Of Ed Grants <i>includes Pay Equity, Ad hoc MOE grants, Grad adult funding, Labour Settlement Funding</i>	(2,587,467)	(2,134,845)	(1,266,995)	(1,369,023)	(591,239)	(1,369,023)	-	
629 Classroom Enhancement Fund (CEF)	(12,158,989)	(12,553,451)	(12,407,656)	(12,407,626)	(7,510,850)	(12,407,626)	-	
630 Federal Grants <i>French Odyssey Grant, Jordan's Principle</i>	(578,601)	(544,918)	(84,014)	(84,014)	-	(84,014)	-	
641 Other Ministry Grants <i>ERASE Grant</i>	(200,332)	(208,750)	(71,412)	(14,712)	(14,712)	(14,712)	-	
645 Instructional Cafeteria Revenue	(273,820)	(304,010)	(109,178)	(278,174)	(206,286)	(313,131)	34,957	
646 Local Education Agreements/Direct Funding Indig.	(3,344,157)	(3,554,356)	(3,556,143)	(3,556,143)	(2,133,686)	(3,556,143)	-	
647 International Program Revenue	(7,344,386)	(7,782,257)	(7,820,500)	(7,819,500)	(7,853,410)	(7,826,600)	7,100	Note 2
649 Misc. Fees & Revenues <i>includes ad hoc grants received, recovery revenue from shared services, funding from municipalities</i>	(367,983)	(580,030)	(227,734)	(421,436)	(361,950)	(421,436)	-	
651 Community Use Of Facilities	(69,162)	(106,993)	(70,000)	(70,000)	(55,409)	(70,000)	-	
659 Other Rentals & Leases	(411,696)	(501,252)	(464,500)	(464,500)	(419,047)	(498,715)	34,215	
660 Exchange (Gain) Loss	(381)	(2,564)	-	-	5,815	5,815	(5,815)	
661 Interest On Short Term Deposits	(983,061)	(909,087)	(365,080)	(365,080)	(500,293)	(663,275)	298,195	
662 Appropriated Surplus <i>(prior years carry forward amounts)</i>	-	-	(3,894,436)	(3,894,436)	-	(3,894,436)	-	Note 3
672 Student Fees/Certifications	(83,250)	(105,650)	(50,000)	(50,000)	(113,938)	(152,488)	102,488	
<b>Total Revenue</b>	<b>(111,409,048)</b>	<b>(117,509,071)</b>	<b>(119,211,718)</b>	<b>(120,249,036)</b>	<b>(73,272,181)</b>	<b>(120,720,176)</b>	<b>471,140</b>	
<b>Expenses</b>								
105 Salaries - P/VP	5,233,453	5,533,676	5,596,666	5,596,666	3,702,687	5,745,665	(148,999)	
111 Salaries - Teachers <i>(incl. POSR)</i>	45,067,952	47,530,245	47,771,098	47,267,292	28,374,351	47,142,176	125,116	Note 4
307 - Teacher remedy Teacher remedy unspent	1,942,023	1,507,103	1,361,308	1,997,480	920,944	1,997,480	-	
122 Salaries - Support Staff <i>(incl. In Service and First Aid)</i>	9,233,048	9,840,010	10,400,681	10,518,211	5,731,595	9,863,089	655,122	Note 5
123 Salaries - Other Professionals	3,910,116	4,534,591	4,693,492	4,693,492	2,935,767	4,584,424	109,068	
131 Salaries - Educational Assistants	6,574,392	7,230,431	7,919,461	7,962,905	4,124,686	7,589,915	372,990	Note 6
143 Support Staff Replacement Costs	839,473	844,493	418,819	417,819	434,923	794,795	(376,976)	Note 7
146 Teacher Replacement Costs	4,182,195	4,887,032	4,288,879	4,238,065	2,926,883	4,770,830	(532,765)	Note 8
	76,982,652	81,907,581	82,450,404	82,691,930	49,151,836	82,488,373	203,557	
200 Benefits	19,290,595	20,690,913	21,782,932	22,509,052	12,330,252	22,463,042	46,010	
	19,290,595	20,690,913	21,782,932	22,509,052	12,330,252	22,463,042	46,010	
<b>Services &amp; Supplies</b>								
Services	5,109,449	4,711,838	5,358,415	5,353,582	3,966,323	5,373,922	(20,340)	
Pro-D & Travel	641,820	683,589	791,891	765,377	417,449	765,377	-	
Rentals & Leases	184,523	166,487	172,000	172,000	111,029	172,000	-	
Dues & Fees	382,612	730,040	714,842	714,342	749,731	749,731	(35,389)	
Insurance	257,441	267,553	282,000	282,000	262,264	262,264	19,736	
Supplies	2,156,908	3,782,838	5,031,624	6,101,813	2,558,876	4,653,880	1,447,933	

	Prior Year Actual 2024	Prior Year Actual 2025	Amended Budget	Current Budget	Revenue/ Expenditures to February 28, 2026	Projected Revenue and Expenditure	Variance From Budget	Notes
Utilities	1,521,527	1,555,345	1,506,023	1,506,023	646,402	1,614,571	(108,548)	
	10,254,280	11,897,690	13,856,795	14,895,137	8,712,074	13,591,745	1,303,392	Note 9
Total Expenses	106,527,527	114,496,184	118,090,131	120,096,119	70,194,162	118,543,160	1,552,959	
Transfer from operating for purchase of capital assets	749,054	1,649,146	968,097	-	-	-	-	
Transfer to local capital for track renewal fund		7,000	6,427	6,427		6,427	-	
Transfer to local capital for asset replacement reserve	120,353	139,490	147,063	146,490	-	146,490	-	
(Surplus)/Deficit	(4,012,114)	(1,217,251)	-	(0)	(3,078,019)	(2,024,099)	2,024,098	
					Opening Contingency Reserve	(3,582,972)	3.0%	
					January 28, 2026 increase to contingency reserve	(500,000)		
					Estimated School and District Carry Forwards	1,000,000		
					Estimated Jordan's Principle clawed back	90,445		
					Surplus funding expenses continuing in 2026/27	1,928,256		
					Estimated Closing Contingency Reserve	(3,088,370)	2.6%	

**Amended Budget** is the February *Amended Annual Budget* approved on February 11, 2026.

**Current Budget** is the current working budget.

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

**Variance comments:**

**Note 1** - Operating grant revenue budget and projected have been adjusted to reflect confirmed funding. \$732,350 funding increase over the prior month for higher than anticipated February and May counts at SIDES.

**Note 2** - International Program Revenue was budgeted at 260 FTE. Actual is expected to be approximately 261 FTE.

**Note 3** - Appropriated surplus consists of:

\$1,654,122 District Activities Carry Forward

\$ 312,057 School Activities Carry Forward

\$2,428,256 Budget Appropriation

(\$500,000) January 28, 2026 reduction to planned Budget Appropriation

\$3,894,436

**Note 3** - 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. The main areas of positive variance are positive \$180K custodial staffing (offset with higher replacements on 143 row), positive \$150,956 Facilities spending due to unstaffed grounds and maintenance positions (offset by higher services and supplies spending) and positive \$78K IT staffing due to unstaffed IT supervisor position (offset by higher services and supplies spending).

**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.

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

**Note 8** - Teacher Replacement Costs have several major parts:

- Maternity and Parental leave
- Long Term Sick Leaves
- Sick and Emergency Leave
- School Department TTOC Costs for Pro-D/Events

Teacher replacement costs are trending over budget due to higher than budgeted maternity parental leaves and higher than budgeted use of sick and emergency leave. While the number of sick and emergency leave days taken off are declining, the cost of the leave is slightly higher due to the education and experience of teachers doing the work vs. prior years. Our long term sick leaves are down significantly from the prior year and are trending to be on budget.

**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

\$( 19,736) insurance costs under budget (premium decrease)

\$ 20,340 legal costs estimated to come in over budget due to CLASS revised fee model (allocated to us by MECC based on program usage).

CLASS coordinates grievance arbitrations and labour litigation on behalf of BC's public school districts. CLASS is managed by BCPSEA and funded by school districts.

\$ 108,548 utilities costs (heating and garbage) estimated to come in over budget

\$ 34,957 costs to generate cafeteria revenue

\$ 35,389 Dues and fees slightly over budget

\$ 78,504 Additional IT spending on services and supplies

\$ 150,956 Additional Facilities spending on services and supplies

(\$ 712,350) Anticipated underspend of services and supplies (SIDES Feb and May count)

(\$ 1,303,392)