



The Board of Education of School District No. 61 (Greater Victoria)
Operations Policy and Planning Committee

AGENDA
VIA ZOOM

Monday, September 20, 2021, 7:00 p.m.

Broadcasted via YouTube

<https://bit.ly/3czx8bA>

Chairperson: Trustee Leonard

Pages

A. COMMENCEMENT OF MEETING

This meeting is being audio and video recorded. The video can be viewed on the District website.

A.1. Acknowledgement of Traditional Territories

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories we live, we learn, and we do our work.

A.2. Approval of the Agenda

Recommended Motion:
That the September 20, 2021 Operations Policy and Planning Committee meeting agenda be approved.

A.3. Approval of the Minutes

Recommended Motion:
That the June 14, 2021 Operations Policy and Planning Committee meeting minutes be approved.

A.4. Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

C. SUPERINTENDENT'S REPORT

C.1. Recognition of Student Representative

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

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| E.1. | Monthly Financial Report - August | 11 |
| E.2. | 2021-2022 Budget Change Report | 15 |
| E.3. | 2022-2023 Budget Process | |

F. FACILITIES PLANNING

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| F.1. | Operations Update: September 2021 | 17 |
| F.2. | Ultra Violet Germicidal Irradiation (UVGI) | 20 |
| F.3. | Victoria High School Seismic Project Update | 22 |
| F.4. | Cedar Hill Middle School Replacement Project | 31 |

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

H.1. Trustee Leonard - Budget Working Group: Music

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) form a Budget working group to discuss music education and how this program might be offered in a more cost- effective manner. This working group will complete its work by January 2022.

| | | |
|-------------|-----------------------|-----------|
| H.2. | Trustee Hentze | 34 |
|-------------|-----------------------|-----------|

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) temporarily vary Board Bylaws 9130.1 *The Education Policy and Directions Committee* and 9130.2 *The Operations Policy and Planning Committee* membership from four trustees to nine trustees for the remainder of the Board's term ending November 2022.

Recommended Motion:

Be it resolved that the Board of Education of School District No. 61 (Greater Victoria) direct staff to determine the cost of incorporating net zero into the design of new Cedar Hill Middle School; AND FURTHER that staff report the cost back to the Board by November 2021 for Board approval to commit the funds to the net zero design.

I. NOTICE OF MOTION

J. GENERAL ANNOUNCEMENTS

K. ADJOURNMENT

Recommended Motion:

That the meeting adjourn.



Operations Policy and Planning Committee Meeting

REGULAR MINUTES

June 14, 2021, 7:00 p.m.
Broadcasted via YouTube
<https://bit.ly/3czx8bA>

Trustees Present: **Operations Policy and Planning Committee members:** Elaine Leonard (Chair), Rob Paynter, Angie Hentze , Ann Whiteaker, Jordan Watters (ex officio)
Education Policy and Directions Committee members: Nicole Duncan

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Harold Caldwell, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Andy Canty, Director, Information Technology for Learning, Chuck Morris, Director of Facilities Services, Jim Soles, Associate Director, Facilities Services, Marni Vistisen-Harwood, Manager, Capital Planning and Implementation, Facilities Services, Kelly Gorman, Recorder

Stakeholders: Kristil Hammer, President, VCPAC, Mark Morrison, Second VP & Health & Safety Officer, GVTA, Connor McCoy, President, VPVPA

A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:00 p.m.

A.1 Acknowledgement of Traditional Territories

Chair Leonard recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories we live, we learn, and we do our work.

A.2 Approval of the Agenda

Moved by Trustee Whiteaker

That the June 14, 2021 Operations Policy and Planning Committee meeting agenda be approved.

Motion Carried Unanimously

NOTE: Due to internet connectivity Chair Leonard passed the gavel to Trustee Watters to Chair the remainder of the meeting.

A.3 Approval of the Minutes

Moved by Trustee Whiteaker

That the May 10, 2021 Operations Policy and Planning Committee meeting minutes be approved.

Motion Carried Unanimously

A.4 Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

None

C. SUPERINTENDENT'S REPORT

C.1 Recycling Soft Plastic

Superintendent Green provided information relative to the motion. Trustees had questions of clarification.

Moved by Trustee Hentze

That the Board of Education of School District No. 61 (Greater Victoria) re-establish green teams in every school who will work with facilities to create

a process where the green teams categorize and weigh soft plastics once a week. This information will be collected by Mark Baggott in facilities and recommendations will be made in the spring of 2021-2022 on how to reduce waste of soft plastics.

Amendment:

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) **direct the Superintendent to** re-establish green teams in every school who will work with facilities to create a process where the green teams categorize and weigh soft plastics once a week. This information will be collected by Mark Baggott in facilities and recommendations will be made in the spring of 2021-2022 on how to reduce waste of soft plastics.

Motion Carried Unanimously

Amendment:

Moved by Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) **direct the Superintendent to investigate** re-establishing green teams in every school who will work with facilities to create a process where the green teams categorize and weigh soft plastics once a week. This information will be collected by Mark Baggott in facilities and recommendations will be made in the spring of 2021-2022 on how to reduce waste of soft plastics.

For (1): Trustee Paynter

Against (4): Trustee Leonard, Trustee Hentze, Trustee Whiteaker, and Trustee Watters

Motion Defeated (1 to 4)

Chair Watters called for the vote on the motion as amended.

That the Board of Education of School District No. 61 (Greater Victoria) **direct the Superintendent to** re-establish green teams in every school who will work with facilities to create a process where the green teams categorize and weigh soft plastics once a week. This information will be collected by Mark Baggott in facilities and recommendations will be made in the spring of 2021-2022 on how to reduce waste of soft plastics.

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1 Policy Sub-Committee Report

- a. Draft New Policy 1330.1 - Child Care Providers - Feedback

Secretary-Treasurer Morris provided an update to Trustees on the draft policy feedback received and the new Order in Council. Secretary-Treasurer Morris advised the Policy Sub-Committee would re-convene to discuss the updated changes. Trustees had questions of clarification.

E.2 Monthly Financial Report - May 2021

Secretary-Treasurer Morris presented the report to Trustees. There were no questions.

F. FACILITIES PLANNING

F.1 Operations Update: June 2021

Director of Facilities Morris presented the report to Trustees. Questions of clarification were asked. Trustee Paynter requested information relative to air quality at Spectrum Secondary school now that the new McKenzie overpass is operational.

F.2 Annual Five Year Capital Plan

Secretary-Treasurer Morris provided an overview to Trustees. Trustees had questions of clarification.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None

H. NEW BUSINESS

H.1 Working Committee and Consultation on Compost and Waste - Trustee Whiteaker

Trustee Whiteaker provided rationale for the motion. Trustees, stakeholders and staff debated the motion.

Moved by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to oversee the creation of a Working Committee and consultation process, as outlined in Bylaw 9210, to prepare a draft *Compost and Waste* policy proposal to ensure consistent practices and supports across the district which are in alignment with our environmental values and goals.

Amendment:

Moved by Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to oversee the creation of a Working Committee and consultation process, as outlined in Bylaw 9210, to prepare a draft *Compost and Waste* policy proposal ~~to ensure consistent practices and supports across the district which are~~ **is** in alignment with our environmental values and goals.

Motion Carried Unanimously

Chair Watters called for the vote on the motion as amended.

Amendment:

Moved by Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to oversee the creation of a Working Committee and consultation process, as outlined in Bylaw 9210, to prepare a draft *Compost and Waste* policy proposal which is in alignment with our environmental values and goals.

Motion Carried Unanimously

H.2 Climate Action Plan - Trustee Duncan

Trustee Duncan provided rationale for the motion. Secretary-Treasurer Morris stated that the newly hired Climate and Energy Manager has commenced benchmarking and is establishing targets in order to reduce GHG emissions.

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare a Climate Action Plan as directed by the Board in its motion of 24 June 2019, by September 2021 for

consideration by the Board and our stakeholders. Further the plan should establish measurable targets and strategies to reduce GHGs by 2030 commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees. The plan should also include funding options to support targets and strategies such as available rebates and government funding to meet sectoral targets set by the provincial government.

Amendment:

Moved by Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare a Climate Action Plan as directed by the Board in its motion of 24 June 2019, by September 2021 for consideration by the Board and our stakeholders. ~~Further the plan should establish measurable targets and strategies to reduce GHGs by 2030 commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees. The plan should also include funding options to support targets and strategies such as available rebates and government funding to meet sectoral targets set by the provincial government.~~

For (4): Trustee Leonard, Trustee Hentze, Trustee Whiteaker, and Trustee Watters

Against (1): Trustee Paynter

Motion Carried (4 to 1)

Amendment:

Moved by Trustee Leonard

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare a Climate Action Plan as directed by the Board in its motion of 24 June 2019, by ~~September~~ **December** 2021 for consideration by the Board and our stakeholders. ~~Further the plan should establish measurable targets and strategies to reduce GHGs by 2030 commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees. The plan should also include funding options to support targets and strategies such as available rebates and government funding to meet sectoral targets set by the provincial government.~~

Motion Carried Unanimously

Chair Watters called for a vote on the motion as amended.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare a Climate Action Plan as directed by the Board in its motion of 24 June 2019, by December 2021 for consideration by the Board and our stakeholders.

Motion Carried Unanimously

I. NOTICE OF MOTION

None

J. GENERAL ANNOUNCEMENTS

None

K. ADJOURNMENT

The meeting adjourned at 8:27 p.m.

Moved by Trustee Whiteaker

That the meeting adjourn.

Motion Carried Unanimously

Chair

Secretary-Treasurer

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - August 2021

| | 2021-2022 | | | | | | 2020-2021 | | | | |
|------------------------------------|--------------------|-------------------|-------------------|--------------------|------------|----|--------------------|------------------|-------------------|--------------------|------------|
| | Budget | Aug 2021 | YTD | Available | % | !! | Budget | Aug 2020 | YTD | Available | % |
| 602 CE/HL OTHER FEES | 300 | - | - | 300 | 100% | !! | 314 | - | - | 314 | 100% |
| 605 CE/HL REGISTRATION FEES | 10,650 | 150 | 200 | 10,450 | 98% | !! | 8,050 | 350 | 350 | 7,700 | 96% |
| 621 MINISTRY BLOCK FUNDING | 188,719,912 | 5,631,640 | 11,263,280 | 177,456,632 | 94% | !! | 183,351,947 | 5,484,591 | 10,969,182 | 172,382,765 | 94% |
| 629 OTHER MIN OF ED GRANTS | 2,265,789 | - | - | 2,265,789 | 100% | !! | 8,287,115 | - | - | 8,287,115 | 100% |
| 641 REVENUE -OTHER PROV MINISTRIES | 137,818 | - | 25,068 | 112,750 | 82% | !! | 100,802 | - | - | 100,802 | 100% |
| 643 SUMMER SCHOOL FEES | - | - | - | - | | !! | 1,720 | - | 1,740 | (20) | -1% |
| 644 CE/HL COURSE FEES | 25,000 | - | - | 25,000 | 100% | !! | 21,525 | - | - | 21,525 | 100% |
| 645 REVENUE-CAFETERIA | - | - | - | - | | !! | 59,841 | 226 | 226 | 59,615 | 100% |
| 647 OFFSHORE STUDENTS TUITION FEES | 12,217,537 | 152,682 | 12,308,667 | (91,130) | -1% | !! | 9,473,221 | (139,088) | 9,017,058 | 456,163 | 5% |
| 648 LOCAL EDUCATION AGREEMENTS | 966,444 | 257,931 | 257,931 | 708,513 | 73% | !! | 1,031,724 | - | - | 1,031,724 | 100% |
| 649 MISC FEES & REVENUE | 1,018,758 | 124,617 | 494,851 | 523,907 | 51% | !! | 1,173,799 | 111,193 | 294,111 | 879,688 | 75% |
| 651 COMMUNITY USE OF FACILITIES | 938,226 | 60,451 | 105,191 | 833,035 | 89% | !! | 862,854 | 8,276 | 209,617 | 653,237 | 76% |
| 652 COMMUNITY USE OF FIELDS | 33,664 | 23,907 | 31,433 | 2,231 | 7% | !! | 1,327 | - | - | 1,327 | 100% |
| 653 COMMUNITY USE OF THEATRE | 45,205 | 1,336 | 1,558 | 43,647 | 97% | !! | 2,937 | 440 | 868 | 2,070 | 70% |
| 654 PARKING FEES | 14,650 | 7,899 | 13,085 | 1,565 | 11% | !! | 12,300 | 5,400 | 9,300 | 3,000 | 24% |
| 655 RENTALS LIAB INS REVENUE | 20 | 20 | 55 | (35) | -175% | !! | 20 | - | - | 20 | 100% |
| 659 OTHER RENTALS & LEASES | 748,109 | 51,673 | 79,819 | 668,290 | 89% | !! | 673,109 | 31,962 | 47,489 | 625,620 | 93% |
| 661 INTEREST | 5,537 | 567 | 567 | 4,970 | 90% | !! | 6,331 | 713 | 713 | 5,618 | 89% |
| 669 INVESTMENT REVENUE | 347,115 | 36,818 | 66,200 | 280,915 | 81% | !! | 517,520 | 48,263 | 92,436 | 425,084 | 82% |
| 671 SURPLUS FROM PRIOR YEAR | 13,192,739 | 13,192,739 | 13,192,739 | 0 | 0% | !! | 17,979,328 | - | - | 17,979,328 | 100% |
| GRAND TOTAL | 220,687,473 | 19,542,429 | 37,840,644 | 182,846,829 | 83% | | 223,565,784 | 5,552,325 | 20,643,089 | 202,922,695 | 91% |

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - August 2021

| | 2021-2022 | | | | | | | 2020-2021 | | | | | | |
|---------------------------------------|--------------------|------------------|------------------|--------------|------------------|--------------------|------------|--------------------|------------------|------------------|--------------|------------------|--------------------|------------|
| | Budget | Aug 2021 | YTD | Encumbrances | Total Exp | Available | % | Budget | Aug 2020 | YTD | Encumbrances | Total Exp | Available | % |
| SALARIES | | | | | | | | | | | | | | |
| 111 CERTIFICATED TEACHERS | 91,944,918 | (5,888) | (29,054) | 0 | (29,054) | 91,973,972 | 100% | 90,082,752 | 0 | 16,515 | 0 | 16,515 | 90,066,237 | 100% |
| 112 PRINCIPALS AND VICE PRINCIPALS | 14,426,114 | 1,139,356 | 2,316,061 | 0 | 2,316,061 | 12,110,054 | 84% | 13,827,778 | 1,126,149 | 2,231,287 | 0 | 2,231,287 | 11,596,491 | 84% |
| 114 ALLIED SPECIALISTS | 1,822,554 | 0 | 0 | 0 | 0 | 1,822,554 | 100% | 2,077,045 | 0 | 0 | 0 | 0 | 2,077,045 | 100% |
| 115 DEPARTMENT HEAD ALLOWANCES | 261,249 | 0 | 0 | 0 | 0 | 261,249 | 100% | 257,686 | 0 | 0 | 0 | 0 | 257,686 | 100% |
| 120 EXEMPT STAFF (CERT) | 1,256,679 | 96,288 | 204,356 | 0 | 204,356 | 1,052,323 | 84% | 1,258,152 | 101,585 | 203,649 | 0 | 203,649 | 1,054,503 | 84% |
| 121 EXEMPT STAFF (NON-CERT) | 3,982,029 | 290,054 | 645,115 | 0 | 645,115 | 3,336,914 | 84% | 3,717,908 | 256,015 | 550,432 | 0 | 550,432 | 3,167,476 | 85% |
| 122 CUSTODIANS | 2,469,775 | 165,360 | 308,851 | 0 | 308,851 | 2,160,924 | 87% | 2,400,837 | 155,230 | 295,114 | 0 | 295,114 | 2,105,723 | 88% |
| 123 JANITORS | 3,649,570 | 320,267 | 590,438 | 0 | 590,438 | 3,059,132 | 84% | 3,473,549 | 300,075 | 580,363 | 0 | 580,363 | 2,893,186 | 83% |
| 125 FOREMEN | 518,053 | 43,048 | 71,584 | 0 | 71,584 | 446,469 | 86% | 533,365 | 42,252 | 74,765 | 0 | 74,765 | 458,600 | 86% |
| 126 TRADESMEN/LABOURERS | 3,778,151 | 356,830 | 616,004 | 0 | 616,004 | 3,162,147 | 84% | 4,233,201 | 284,553 | 510,399 | 0 | 510,399 | 3,722,802 | 88% |
| 131 SCHOOL ASSISTANT SALARIES | 16,959,309 | 25,782 | 174,731 | 0 | 174,731 | 16,784,578 | 99% | 16,711,811 | 64,370 | (95,739) | 0 | (95,739) | 16,807,550 | 101% |
| 142 CLERICAL SALARIES | 8,969,115 | 436,721 | 855,515 | 0 | 855,515 | 8,113,600 | 90% | 8,812,109 | 589,612 | 787,332 | 0 | 787,332 | 8,024,777 | 91% |
| 161 TTOC SALARIES | 7,633,124 | 41,714 | 81,096 | 0 | 81,096 | 7,552,028 | 99% | 8,745,665 | 16,101 | 28,579 | 0 | 28,579 | 8,717,086 | 100% |
| 165 RELIEF LABOUR | 401,326 | 74,441 | 135,814 | 0 | 135,814 | 265,512 | 66% | 442,857 | 46,169 | 87,808 | 0 | 87,808 | 355,049 | 80% |
| 167 SCHOOL ASSIST RELIEF | 656,901 | 2,118 | 4,024 | 0 | 4,024 | 652,877 | 99% | 709,082 | (1,895) | (3,789) | 0 | (3,789) | 712,871 | 101% |
| 168 CASUAL CLERICAL SALARIES | 140,520 | 147 | 2,657 | 0 | 2,657 | 137,863 | 98% | 126,323 | 2,824 | 4,284 | 0 | 4,284 | 122,039 | 97% |
| 170 MONITORS | 25,000 | 0 | 0 | 0 | 0 | 25,000 | 100% | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 191 TRUSTEES INDEMNITY | 233,660 | 18,512 | 37,161 | 0 | 37,161 | 196,499 | 84% | 222,622 | 18,452 | 36,904 | 0 | 36,904 | 185,718 | 83% |
| 199 RECOVERIES | (365,131) | 0 | (11,301) | 0 | (11,301) | (353,830) | 97% | (756,843) | (23,500) | (73,952) | 0 | (73,952) | (682,891) | 90% |
| 299 OTHER BENEFITS | (10,265) | 0 | 0 | 0 | 0 | (10,265) | 100% | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL -- SALARIES | 158,752,651 | 3,004,751 | 6,003,051 | 0 | 6,003,051 | 152,749,600 | 96% | 156,875,899 | 2,977,993 | 5,233,951 | 0 | 5,233,951 | 151,641,948 | 97% |
| BENEFITS | | | | | | | | | | | | | | |
| 211 TEACHER BENEFITS | 21,699,001 | (1,834) | 909,673 | 0 | 909,673 | 20,789,328 | 96% | 21,160,661 | 12,491 | 982,442 | 0 | 982,442 | 20,178,219 | 95% |
| 212 PRINCIPALS & VP BENEFITS | 2,899,650 | 186,811 | 420,576 | 0 | 420,576 | 2,479,074 | 85% | 2,776,476 | 186,658 | 412,941 | 0 | 412,941 | 2,363,535 | 85% |
| 214 ALLIED SPECIALISTS BENEFITS | 368,157 | 0 | 10,083 | 0 | 10,083 | 358,074 | 97% | 427,871 | 0 | 6,726 | 0 | 6,726 | 421,145 | 98% |
| 215 DEPT HEAD ALLOWANCE BENEFITS | 61,655 | 0 | 0 | 0 | 0 | 61,655 | 100% | 61,587 | 0 | 0 | 0 | 0 | 61,587 | 100% |
| 218 EMPLOYEE FUTURE BENEFITS EXPENSE | 397,039 | 3,639 | 35,622 | 0 | 35,622 | 361,417 | 91% | 0 | 13,223 | 454,126 | 0 | 454,126 | (454,126) | |
| 220 EXEMPT (CERT) - BENEFITS | 231,155 | 15,526 | 36,700 | 0 | 36,700 | 194,455 | 84% | 241,519 | 16,536 | 36,980 | 0 | 36,980 | 204,539 | 85% |
| 221 EXEMPT (N-CERT) BENEFITS | 763,618 | 52,298 | 129,550 | 0 | 129,550 | 634,068 | 83% | 730,664 | 45,443 | 110,922 | 0 | 110,922 | 619,742 | 85% |
| 222 CUSTODIAN BENEFITS | 500,703 | 36,678 | 80,498 | 0 | 80,498 | 420,205 | 84% | 500,134 | 36,357 | 78,035 | 0 | 78,035 | 482,099 | 86% |
| 223 JANITOR BENEFITS | 740,182 | 57,917 | 126,755 | 0 | 126,755 | 613,427 | 83% | 831,657 | 58,645 | 126,432 | 0 | 126,432 | 705,225 | 85% |
| 225 FOREMEN BENEFITS | 110,862 | 9,017 | 17,599 | 0 | 17,599 | 93,263 | 84% | 125,042 | 9,386 | 18,701 | 0 | 18,701 | 106,341 | 85% |
| 226 TRADESMEN/LABOURER BENEFITS | 808,344 | 73,898 | 149,622 | 0 | 149,622 | 658,722 | 81% | 957,575 | 65,925 | 134,839 | 0 | 134,839 | 822,736 | 86% |
| 231 SCHOOL ASSISTANT BENEFITS | 3,893,389 | (2,252) | 116,297 | 0 | 116,297 | 3,777,092 | 97% | 4,148,238 | 11,751 | 72,483 | 0 | 72,483 | 4,075,755 | 98% |
| 242 CLERICAL BENEFITS | 2,099,940 | 97,539 | 260,186 | 0 | 260,186 | 1,839,754 | 88% | 2,192,130 | 125,657 | 237,157 | 0 | 237,157 | 1,954,973 | 89% |
| 261 TTOC BENEFITS | 1,323,599 | 7,802 | 17,365 | 0 | 17,365 | 1,306,234 | 99% | 1,598,757 | 2,925 | 9,406 | 0 | 9,406 | 1,589,351 | 99% |
| 265 RELIEF LABOUR BENEFITS | 49,363 | 13,802 | 25,817 | 0 | 25,817 | 23,546 | 48% | 65,279 | 13,742 | 26,290 | 0 | 26,290 | 38,989 | 60% |
| 267 RELIEF ASSISTANT BENEFITS | 84,207 | 216 | 466 | 0 | 466 | 83,741 | 99% | 80,365 | 0 | 0 | 0 | 0 | 80,365 | 100% |
| 268 CASUAL CLERICAL BENEFITS | 7,990 | 0 | 0 | 0 | 0 | 7,990 | 100% | 21,241 | 3 | 3 | 0 | 3 | 21,238 | 100% |
| 270 MONITORS BENEFITS | 2,550 | 0 | 0 | 0 | 0 | 2,550 | 100% | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 291 TRUSTEE BENEFITS | 14,721 | 1,150 | 2,309 | 0 | 2,309 | 12,412 | 84% | 13,580 | 1,122 | 2,244 | 0 | 2,244 | 11,336 | 83% |
| 299 OTHER - BENEFITS | (80,630) | 0 | 0 | 0 | 0 | (80,630) | 100% | (152,384) | 0 | 0 | 0 | 0 | (152,384) | 100% |
| TOTAL -- BENEFITS | 35,975,495 | 552,207 | 2,339,119 | 0 | 2,339,119 | 33,636,376 | 93% | 35,840,392 | 599,863 | 2,709,727 | 0 | 2,709,727 | 33,130,665 | 92% |
| SERVICES & SUPPLIES | | | | | | | | | | | | | | |
| 310 PROFESSIONAL & TECHNICAL SERVICES | 10,000 | 0 | 0 | | 0 | 10,000 | 100% | 0 | 0 | 0 | | 0 | 0 | |
| 311 AUDIT | 27,940 | 15,240 | (6,700) | | (6,700) | 34,640 | 124% | 26,924 | 0 | (5,588) | | (5,588) | 32,512 | 121% |
| 312 LEGAL | 175,000 | 30,998 | 31,563 | | 31,563 | 143,437 | 82% | 229,697 | 12,457 | 17,822 | | 17,822 | 211,875 | 92% |
| 323 SOFTWARE MAINTENANCE | 1,310,025 | 16,754 | 303,114 | 30,633 | 333,747 | 976,278 | 75% | 961,189 | 24,728 | 152,906 | 20,752 | 173,659 | 787,531 | 82% |
| 324 HARDWARE MAINTENANCE | 109,634 | 31,180 | 31,995 | | 31,995 | 77,639 | 71% | 97,172 | 0 | 4,887 | 3,682 | 8,569 | 88,603 | 91% |
| 331 CONTRACTED TRANSPORTATION | 1,057,045 | 4,300 | 4,300 | | 4,300 | 1,052,745 | 100% | 929,640 | 0 | 0 | 130,048 | 130,048 | 799,592 | 86% |
| 332 TRANSPORTATION ASSISTANCE | 14,000 | 0 | 0 | | 0 | 14,000 | 100% | 27,003 | 0 | 0 | | 0 | 27,003 | 100% |
| 334 SCHOOL JOURNEYS | 12,047 | 450 | 495 | | 495 | 11,552 | 96% | 11,161 | 113 | 113 | | 113 | 11,049 | 99% |
| 341 PRO-D & TRAVEL | 913,943 | 11,237 | 71,328 | | 71,328 | 842,615 | 92% | 1,617,411 | 6,205 | 3,471 | 6,036 | 9,507 | 1,607,904 | 99% |
| 342 TRAVEL MILEAGE | 2,250 | 0 | 0 | | 0 | 2,250 | 100% | 1,750 | 0 | 0 | | 0 | 1,750 | 100% |

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - August 2021

| | 2021-2022 | | | | | | !! | 2020-2021 | | | | | | |
|--------------------------------------|-----------|----------|----------|--------------|-----------|-----------|------|------------|----------|----------|--------------|-----------|------------|------|
| | Budget | Aug 2021 | YTD | Encumbrances | Total Exp | Available | | Budget | Aug 2020 | YTD | Encumbrances | Total Exp | Available | % |
| 343 LOCAL MILEAGE | 76,214 | 1,979 | 2,775 | | 2,775 | 73,439 | 96% | 70,202 | 3,593 | 3,828 | | 3,828 | 66,374 | 95% |
| 345 STAFF TRAINING | | 0 | 0 | | 0 | 0 | !! | 0 | 0 | 0 | | 0 | 0 | |
| 364 VEHICLE LEASES | 109,851 | 9,154 | 18,308 | | 18,308 | 91,543 | 83% | 111,354 | 17,663 | 27,265 | | 27,265 | 84,089 | 76% |
| 371 MEMBERSHIP FEES | 107,877 | 4,994 | 91,870 | | 91,870 | 16,007 | 15% | 119,265 | 6,026 | 89,868 | | 89,868 | 29,397 | 25% |
| 391 PREMIUMS | 420,103 | (2,599) | 40,317 | | 40,317 | 379,786 | 90% | 439,970 | 273 | 50,529 | | 50,529 | 389,441 | 89% |
| 399 SERVICES RECOVERY | 0 | 0 | (3,662) | | (3,662) | 3,662 | !! | (1,588) | 0 | 0 | | 0 | (1,588) | 100% |
| 421 VISA EXPENSE | 26,200 | 817 | 1,351 | | 1,351 | 24,849 | 95% | 27,000 | 800 | 2,607 | | 2,607 | 24,393 | 90% |
| 422 BANK SERVICE CHARGES | 120,055 | 4,925 | (3,237) | | (3,237) | 123,292 | 103% | 114,005 | 4,287 | 8,109 | | 8,109 | 105,896 | 93% |
| 431 LAND TELEPHONE | 196,005 | 3,058 | 14,077 | | 14,077 | 181,928 | 93% | 156,196 | 3,728 | 3,806 | | 3,806 | 152,390 | 98% |
| 438 CELL PHONES | 167,338 | 15,614 | 31,821 | | 31,821 | 135,517 | 81% | 225,048 | (250) | 16,209 | | 16,209 | 208,839 | 93% |
| 439 DIGITAL SERVICES RECOVERY | 622,518 | 0 | 0 | | 0 | 622,518 | 100% | 622,518 | 0 | 0 | | 0 | 622,518 | 100% |
| 441 POSTAGE | 37,993 | 5,399 | 7,695 | 1,895 | 9,590 | 28,403 | 75% | 55,048 | 854 | 12,324 | 3,411 | 15,735 | 39,313 | 71% |
| 444 COURIER SERVICE | 34,354 | 490 | (189) | | (189) | 34,543 | 101% | 38,543 | 2,832 | (7,906) | | (7,906) | 46,449 | 121% |
| 445 ADVERTISING | 102,852 | 4,232 | 30,243 | | 30,243 | 72,609 | 71% | 125,068 | 3,598 | 36,279 | | 36,279 | 88,789 | 71% |
| 446 PHOTOCOPYING | 68,055 | 0 | 0 | | 0 | 68,055 | 100% | 68,055 | 0 | 0 | | 0 | 254,247 | 100% |
| 447 PRINTING SERVICES | 38,131 | 0 | 0 | | 0 | 38,131 | 100% | 25,630 | 535 | 535 | | 535 | 25,095 | 98% |
| 448 AGENT FEE | 463,554 | 20,420 | 654,275 | | 654,275 | (190,721) | -41% | 749,910 | 17,418 | 185,677 | | 185,677 | 564,233 | 75% |
| 450 GRANTS | 93,193 | 0 | 0 | | 0 | 93,193 | 100% | 61,462 | 0 | 0 | | 0 | 61,462 | 100% |
| 451 CULTURAL ENRICHMENT | 7,800 | 0 | 0 | | 0 | 7,800 | 100% | 10,000 | 0 | 0 | | 0 | 10,000 | 100% |
| 452 HONORARIA | 13,747 | 0 | 0 | | 0 | 13,747 | 100% | 16,647 | 200 | 200 | | 200 | 16,447 | 99% |
| 453 SCHOLARSHIPS | 0 | 0 | 0 | | 0 | 0 | !! | 7,000 | 6,000 | 6,000 | | 6,000 | 1,000 | 14% |
| 457 GIFT / GIFT CERTIFICATES | 369 | 220 | 220 | | 220 | 149 | 40% | 1,696 | 100 | 100 | | 100 | 1,596 | 94% |
| 460 LICENCES | 20,500 | 0 | 0 | | 0 | 20,500 | 100% | 21,935 | 0 | 0 | | 0 | 21,935 | 100% |
| 461 FREIGHT AND CARTAGE | 200 | (177) | (177) | | (177) | 377 | 188% | 200 | 0 | 0 | | 0 | 200 | 100% |
| 462 SECURITY | 84,000 | 6,866 | 10,636 | 13,691 | 24,327 | 59,673 | 71% | 100,434 | 8,459 | 16,137 | 13,843 | 29,980 | 70,454 | 70% |
| 467 FLEET TELEMATICS | 24,500 | 1,100 | 4,924 | | 4,924 | 19,576 | 80% | 20,700 | 8,688 | 8,752 | | 8,752 | 11,948 | 58% |
| 468 CONTRACT SERVICES - FACILITIES | 0 | 0 | 0 | | 0 | 0 | !! | 0 | 0 | 0 | 0 | 0 | 0 | |
| 469 MISCELLANEOUS SERVICES | 2,934,928 | 237,847 | 419,541 | 298,304 | 717,845 | 2,217,083 | 76% | 3,591,849 | 188,808 | 293,994 | 143,665 | 437,659 | 3,154,190 | 88% |
| 481 PORTABLE MOVES | 60,000 | 5,400 | 5,400 | 40,838 | 46,238 | 13,762 | 23% | 60,000 | 20,940 | 20,940 | | 20,940 | 39,060 | 65% |
| 499 COST RECOVERIES | (15,000) | 0 | 2,169 | | 2,169 | (17,169) | 114% | (11,497) | 7 | 7 | | 7 | (11,504) | 100% |
| 501 CAFETERIA FOOD | 27,808 | 0 | 0 | | 0 | 27,808 | 100% | 158,020 | 12 | 12 | | 12 | 158,008 | 100% |
| 503 WOOD | 2,598 | 0 | 0 | | 0 | 2,598 | 100% | 16,093 | 0 | 0 | | 0 | 16,093 | 100% |
| 504 METAL | 0 | 0 | 0 | | 0 | 0 | !! | 4,071 | 0 | 0 | | 0 | 4,071 | 100% |
| 505 APPLIED TECHNOLOGY SUPPLIES | 801 | 0 | 0 | | 0 | 801 | 100% | 1,323 | 0 | 0 | | 0 | 1,323 | 100% |
| 506 DRAFTING SUPPLIES | 0 | 0 | 0 | | 0 | 0 | !! | 968 | 0 | 0 | | 0 | 968 | 100% |
| 508 AUTOMOTIVE | (1,566) | 19 | 19 | | 19 | (1,585) | 101% | 1,328 | 0 | 0 | | 0 | 1,328 | 100% |
| 511 ADMINISTRATIVE SUPPLIES | 148,374 | 10,538 | 10,265 | | 10,265 | 138,109 | 93% | 277,786 | 6,626 | 7,430 | | 7,430 | 270,356 | 97% |
| 512 COPY/PRINTER SUPPLIES | 40,535 | 364 | 364 | | 364 | 40,171 | 99% | 194,742 | 485 | 485 | | 485 | 194,257 | 100% |
| 514 JANITORIAL SUPPLIES | 462,400 | 6,924 | 29,613 | | 29,613 | 432,787 | 94% | 403,383 | 8,517 | 20,076 | | 20,076 | 383,307 | 95% |
| 515 VEHICLE SUPPLIES | 45,000 | 9,412 | 15,604 | | 15,604 | 29,396 | 65% | 64,830 | 1,098 | 2,014 | | 2,014 | 62,816 | 97% |
| 516 MEDICAL SUPPLIES | 1,651 | 0 | 0 | | 0 | 1,651 | 100% | 6,287 | 0 | 0 | | 0 | 6,287 | 100% |
| 518 VEHICLE FUEL PURCHASES | 154,905 | 15,247 | 28,466 | | 28,466 | 126,439 | 82% | 154,137 | 12,686 | 22,422 | | 22,422 | 131,715 | 85% |
| 519 INSTRUCTIONAL SUPPLIES | 9,941,128 | 203,265 | 334,372 | 158,306 | 492,678 | 9,448,450 | 95% | 11,037,425 | 117,621 | 179,708 | 340,883 | 520,592 | 10,516,833 | 95% |
| 520 BOOKS & GUIDES | 862,887 | 1,569 | 15,073 | 9,729 | 24,802 | 838,085 | 97% | 620,742 | 1,607 | 6,001 | | 6,001 | 614,741 | 99% |
| 525 MAGAZINES & PERIODICALS | 531 | 0 | 117 | 0 | 117 | 414 | 78% | 7,654 | 0 | 111 | | 111 | 7,543 | 99% |
| 530 AUDIO VISUAL MATERIALS | 0 | 0 | 0 | | 0 | 0 | !! | 4,995 | 0 | 0 | | 0 | 4,995 | 100% |
| 534 SOFTWARE | 80,863 | 40,080 | 79,222 | | 79,222 | 1,641 | 2% | 108,986 | 91 | 18,066 | | 18,066 | 90,920 | 83% |
| 541 LIGHT & POWER | 1,567,413 | 94,198 | 115,233 | | 115,233 | 1,452,180 | 93% | 1,660,528 | 110,097 | 128,458 | | 128,458 | 1,532,070 | 92% |
| 551 GAS | 1,131,138 | 6,015 | (53,022) | | (53,022) | 1,184,160 | 105% | 1,117,626 | 1,526 | (52,726) | | (52,726) | 1,170,352 | 105% |
| 552 OIL | 120,000 | 0 | 0 | | 0 | 120,000 | 100% | 120,000 | 0 | 0 | | 0 | 120,000 | 100% |
| 561 WATER | 442,617 | 36,859 | 42,940 | | 42,940 | 399,677 | 90% | 442,617 | 14,382 | 32,015 | | 32,015 | 410,602 | 93% |
| 562 SEWER USER CHARGE | 283,784 | 18,619 | 32,289 | | 32,289 | 251,495 | 89% | 283,784 | 5,863 | 1,746 | | 1,746 | 282,038 | 99% |
| 563 STORMWATER | 77,360 | 0 | 0 | | 0 | 77,360 | 100% | 77,360 | 0 | 0 | | 0 | 77,360 | 100% |
| 572 GARBAGE DISPOSAL | 206,280 | 12,530 | 34,027 | | 34,027 | 172,253 | 84% | 220,372 | 0 | 9,411 | | 9,411 | 210,961 | 96% |
| 581 FURNITURE & EQUIP PURCH | 544,781 | 48,587 | 193,161 | 130,662 | 323,823 | 220,958 | 41% | 1,129,186 | 63,739 | 310,002 | 152,686 | 462,688 | 666,498 | 59% |
| 582 VEHICLE PURCHASES | 65,000 | 0 | 15,476 | | 15,476 | 49,525 | 76% | 59,486 | 49,778 | 49,778 | | 49,778 | 9,708 | 16% |
| 590 COMPUTER PURCHASES | 1,310,598 | 105,047 | 162,732 | 37,530 | 200,262 | 1,110,336 | 85% | 2,026,422 | 49,830 | 124,769 | 160,721 | 285,490 | 1,740,932 | 86% |
| 594 RECONCILIATION ADJUSTMENTS | 0 | (984) | (984) | | (984) | 984 | !! | 0 | 3 | 1,413 | | 1,413 | (1,413) | |

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - August 2021

| | 2021-2022 | | | | | | | !! | 2020-2021 | | | | | | |
|------------------------------|-------------|-----------|------------|--------------|------------|-------------|-------|----|-------------|-----------|-----------|--------------|------------|-------------|-----|
| | Budget | Aug 2021 | YTD | Encumbrances | Total Exp | Available | % | | Budget | Aug 2020 | YTD | Encumbrances | Total Exp | Available | % |
| 595 INTERFUND TRANSFER | (1,000,000) | 0 | 0 | | 0 | (1,000,000) | 100% | !! | 0 | 0 | 0 | | 0 | 0 | |
| 599 SUPPLIES RECOVERIES | (4,780) | 504 | (29,942) | | (29,942) | 25,162 | -526% | !! | (265,448) | (3,662) | (15,750) | | (15,750) | (249,698) | 94% |
| TOTAL -- SERVICES & SUPPLIES | 25,959,327 | 1,038,691 | 2,789,478 | 721,589 | 3,511,066 | 22,448,261 | 86% | !! | 30,849,492 | 778,356 | 1,794,309 | 975,727 | 2,770,036 | 28,079,456 | 91% |
| | | | | | | | | !! | | | | | | | |
| GRAND TOTAL | 220,687,473 | 4,595,649 | 11,131,648 | 721,589 | 11,853,237 | 208,834,236 | 95% | !! | 223,565,783 | 4,356,212 | 9,737,987 | 975,727 | 10,713,714 | 212,852,069 | 95% |

2021-2022 Budget Change Report: September 2021 - Operating

| | Revenue | Expenses | Notes |
|--|--------------------|--------------------|---------------|
| 2021-2022 Preliminary Budget - Operating | 207,498,541 | 213,156,947 | |
| Use of Surplus | | | |
| Budgeted 21-22 Surplus Appropriation June 3, 2021 - Allocated to Expense | 4,837,387 | | |
| Budgeted 21-22 Surplus Appropriation June 3, 2021 - Allocated to Reserve | 821,019 | | * Unallocated |
| | 5,658,406 | 0 | |
| 2021-2022 Preliminary Budget - Operating (CARRIED June 3, 2021) | 213,156,947 | 213,156,947 | |
| Changes - Surplus Appropriation (Pending Board Approval September 27, 2021) | | | |
| Net School Funded Balances | 1,610,877 | 1,610,877 | |
| The Link School Funded Balance | 80,000 | 80,000 | |
| International Student Program | 280,000 | 280,000 | |
| Continuing Education | 1,813 | 1,813 | |
| Purchase Order Commitments | 618,487 | 618,487 | |
| Department Carry Forwards | 2,840,184 | 2,840,184 | |
| Year 1 of 5 Network Infrastructure | 406,350 | 406,350 | |
| Year 2 of 2 Shop Upgrades | 350,000 | 350,000 | |
| Reserve - District | 921,622 | 921,622 | * Unallocated |
| Reserve - International | 425,000 | 425,000 | * Unallocated |
| | 7,534,333 | 7,534,333 | |
| Changes - Amended Budget | | | |
| Early Learning Framework | 4,125 | 4,125 | |
| ASSAI Carry Forward | 25,068 | 25,068 | |
| Victoria Foundation Donation to Cooper Smith | 20,000 | 20,000 | |
| Indigenous Grad and Scholarship Donation | 1,000 | 1,000 | |
| Adjust Cafeteria Revenue budget | (55,000) | (55,000) | |
| Total Changes: | (4,807) | (4,807) | |
| Amended Budget to September 20, 2021 (Pending September 27, 2021 Board Meeting) | 220,686,473 | 220,686,473 | |
| Reserves | | | |
| - Reserve - District (Board Approved June 3, 2021) | 821,019 | | |
| - Reserve - District (Pending Board Approval September 27, 2021) | 921,622 | | |
| - Reserve - International (Pending Board Approval September 27, 2021) | 425,000 | | |
| Total Operating Reserves (0.98% of revenue) | 2,167,641 | | |
| - Local Capital Fund | 320,646 | | |
| - Ministry of Education Restricted | 2,975,006 | | |
| Total Capital Reserves | 3,295,652 | | |

2021-2022 Budget Change Report: September 2021 - Special Purpose

| | Revenue | Expenses |
|---|----------------|----------------|
| MENTAL HEALTH GRANT | | |
| Ministry Grant - COVID-19 Recovery Plan | 65,395 | |
| Ministry Grant - Early Actions Initiative | 48,000 | |
| TBD: District Team Compiling | | 111,395 |
| Total September 20, 2021 | 113,395 | 111,395 |

| | | |
|--|----------------|----------------|
| RESTART | | |
| Ministry Grant | 456,742 | |
| Custodial Increase (10 positions) | | 424,159 |
| Directional Floor Stickers for Schools | | 1,950 |
| TBD: Pending Unforeseen Start Up COVID Pressures | | 30,633 |
| Total September 20, 2021 | 456,742 | 456,742 |



FACILITIES SERVICES

491 CECELIA AVENUE, VICTORIA, BRITISH COLUMBIA V8T 4T4
PHONE (250) 920-3400 FAX (250) 920-3461

Update for September 20th, 2021

Maintenance Services | Minor Capital | Major Capital | Operations
Transportation | Health & Safety | Networks / Communication / Security | Climate / Energy Management
Sundance-Bank Street

BUILDING MAINTENANCE SERVICES

Annual Maintenance on all systems has been completed. We also performed a barrage of small/medium repair projects across our departments that could not be completed while school was in session due to the disruption they cause.

New Computer Maintenance Management System (CMMS)

Implementation is progressing well, with the Work Order, Health & Safety, Rentals and Asset modules already started. We are beginning to start the Time Sheet module implementation part of the project, working with Finance and Payroll this week. We have already begun using the Work Order module in the field with a few of our tradespeople to help tweak and iron out any issues in the set up. The system should have all of our existing Assets imported into it shortly, as well as bringing Active Directory online in the system which will populate the software with all our potential users automatically. eBase replaces current software Amaresco.

Playgrounds

We are ramping up our playground safety program by moving to a monthly inspection model which should ensure that all repairs required will be identified and completed quickly.

MINOR CAPITAL

- Accessible and Inclusive Learning Spaces
 - Oak Bay and Spectrum: Braille signage complete
 - Tillicum: accessible pathways finished
 - Willows Elementary: new railings to assist student installed
 - Mt. Doug: accessible staff washroom complete
- Multiple roof sections replaced around the district
- Victor: drainage repaired with new asphalt
- Spectrum Boiler: replacement and digital Controls for boiler and hot water
- Woodshop upgrades at 70% (12 of 17 completed)
- Child Care well underway with more coming on line from now to end of October.

MAJOR CAPITAL

Cedar Hill – We have received Ministry approval to proceed with this Seismic Replacement project. We are in the process of engaging our project Architect to continue with the Conceptual Design, and are planning the Consultation process to get the School Community involved and informed.

Sundance-Bank Street - the District's Schedule C report to outline the cost of upgrade and remediation of the Bank Street building is delayed (all consultants over-booked). The new deadline provided by the consultant is September 30th.

OPERATIONS

- We had a very productive summer where we tackled some large projects. One team completed a very large labor intensive floor revitalization at Vic High (SJ Willis campus). Another group of diligent employees performed some much needed floor stripping in a number schools, including Reynolds Library and large areas at Sundance in preparation for reopening.
- Other Sundance work included painting, washroom upgrades, window and roof repairs, asbestos remediation, security, PA, and lock upgrades. We utilized funding to wash about half the district's outside windows.

From a rentals revenue perspective, we drastically increased summer revenue. We successfully had two large movie rentals this summer at the Tolmie Building and South Park. We also increased rentals at High School gyms this summer. Our Cartage department was very busy this summer with a number of teacher moves throughout the district.

In preparation for September, the ministry released the cleaning and disinfection guideline in late August. As a result, we have allocated additional custodial hours to Middle and Elementary schools to accommodate extra cleaning in those buildings. Custodians will be getting acclimatized to their new shifts over the next few weeks.

TRANSPORTATION

Starting September 8, 2021 we are running 4 regular routes and 13 inclusive routes, down from 6 regular and 18 inclusive routes. Total number of students being transported this year:

Regular – 144

Inclusive – 71

BC Transit – 29

We have started to take some bookings for field trips and will do as many field trips as we can. We are also offering our buses for the scheduled seismic bus move required at Vic High and the baseball academy busing the athletes from Lambrick Park to Oak Bay High. The electric bus yard at Colquitz is progressing.

OCCUPATIONAL HEALTH & SAFETY

- New WHMIS training platform/process
- Support HR with new teachers orientation
- Facilities noise exposure assessment

- Trained all 382 JOHS committee members
- Safe Work Practice developed for facilities

NETWORK, COMMUNICATION and SECURITY

The team focused on bringing Willows Elementary in line with our district projection standards. Thanks to the investment from the school we added 20 voice amplification systems at the same time. On the district security front we are in transition to our new security monitoring company. The minor hiccups are behind us and we are moving ahead at a steady pace.

CLIMATE and ENERGY

- Endotherm Boiler loop additive installed successfully at sites. Monterey, Lake Hill, and Rogers.
 - Fortis point of purchase rebate of \$2500
 - Targeting 8.5% reduction in consumption
 - Will be difficult to measure results initially with COVID ventilation protocols
 - Return on investment predicted to be 2 years
- Finalizing district Strategic Energy Management Plan
- LED lighting and controls upgrades underway at Colquitz Middle School
 - Estimated 125,000 kWh annual savings or \$14,000 /year.
 - 85% completed
- Installation of EV Charger at Artemis Place Secondary School completed
 - Rebate submitted on behalf of client.
- Completed audit of 22 major boiler/mechanical upgrades since 2010
 - 4 Buildings with poor results have been flagged for investigation and recommissioning
 - 8 Buildings had exceptional results exceeding 50% reduction in natural gas consumption. These buildings will also be looked at for future project success.
- Real-time energy monitor pilot installed at Torquay Elementary school.
 - Attempting to use data to reduce peak demand which has the potential to significantly reduce costs at all middle and secondary schools (larger consumers).
- Working on district water consumption and metering solutions.

TO: Board of Education

FROM: Chuck Morris, Director of Facilities

RE: Ultra Violet Germicidal Irradiation (UVGI)

DATE: September 20, 2021

Background:

Facilities Services has been upgrading heating ventilation on an on-going basis for many years. Upon arrival of COVID -19 we increased ventilation at all sites to their attainable maximums. We allowed windows to open to a max of 4", in addition to the increased volume through the ventilation systems. Facilities has recently improved air exchanges in a number of sites by installing Heat Recovery Units (HRV) that provides more fresh air that lowers CO2 levels by introducing more outside air.

What else can be done? There are vendors promoting Ultra Violet Germicidal Irradiation (UVGI) and this report will provide information on the technology.

What is UVGI?

As early as 1845 it has been known that microorganisms respond to light. Over the following 175 years much research has been carried out by a number of scientists.

The end result is that today there are a variety of types of UV producing light fixtures. Ultra Violet Germicidal Irradiation fixture designs are also evolving and becoming more efficient. Once engineering specifications are better defined, interest from the engineering, architectural and lighting industries should follow.

Discussion

To date, data on the effectiveness of UVGI indicates the equipment might be effective against COVID-19 virus. Another statement, claiming to kill Sars-Cov-2 (Covid-19) virus in the air, thus reducing transmission in buildings, and other enclosed spaces is followed by this statement: presupposes that the technology is capable of delivering irradiation doses high enough to inactivate SARS-COV-2 virus in respiratory droplets suspended in the air, *something that has not yet been proven.*

(Ncbi.nlm.nih.gov-us)

NOTE:

The claim; 'kills' SAR-COV-2 may be true and not misleading where a device has been tested against Coronavirus SARS-COV-2.

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

SARS-COV-2 refers to a virus. COVID-19 refers to a disease and diseases cannot be killed. Therefore the claim 'kills COVID-19' *is always considered false and misleading.*
(ENVIRONMENTAL PROTECTION AGENCY)

UVGI has been enlisted to fight flu, tuberculosis, measles and even coronaviruses. But does it kill COVID-19? The answer is long on promise and short on science. *COVID-19 is new and researchers are still investigating whether UVGI can kill the virus.*
(Texas Association of School Boards Risk Management)

If the ventilation system allows for efficient filtration and plenty of fresh air flow (above code compliance levels as the District's do) it will remove most airborne virus particles. Therefore the use of a UVGI additional benefit may be negligible.

UVGI does not replace the need for cleaning or disinfecting surfaces where infectious SARS-COV-2 droplets may be present.

Care must be taken when using UVGI 'units' in areas where *people could gain access to the units' disinfection zones near the ceiling.* This could be as simple as a teacher hanging something from the ceiling or posting something high up on a poster board. Units should always be installed minimum 8' off the floor. Sometimes that is not possible.

Ultraviolet energy directed or reflected into an occupied space has the potential to cause temporary eye and/or skin damage. If plants are placed on a high shelf (i.e.: top of bookcase) it can damage plants.
(Centers for Disease Control and Prevention)

A regular classroom size of 25-30 students would require a minimum of 3 UVGI units.

UVGI per unit costs range from \$1,500 to \$2,500 each. Other costs are electrical (dedicated receptacles for each unit in one room) and other ancillary costs added to the \$1,500 to \$2,500 unit costs. On average we have 10 rooms per school where most rooms would require 3 of these UVGI units. We have 47 schools. We would be looking at possibly well over \$2.7 million to install UVGI units throughout the district.

Other considerations are:

1. *UVGI has not been sufficiently proven to kill the virus droplets;*
2. Proper ventilation over code requirements adequately negates using these devices;
3. If not careful with selection and dealing with a knowledgeable supplier, some UVGI will create ozone which is a danger.

Recommendation

None. Information only.

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 8 – June 2021

1. Project Summary

Victoria High School is the oldest high school in Western Canada. The existing school facility at the current location includes the Original School Built 1913 which is a heritage-registered building, an addition built in 1955 containing the Andrews Gym and a number of specialty classrooms, and an addition built in 2011 containing the Fairey Tech Shop Wing.

The project consists of seismic upgrading of the existing 1913 and 1955 Blocks and an addition to increase capacity, as well as a significant upgrading and renewal of our S.J. Willis Junior Secondary School to accommodate the students from Vic High during the Seismic Upgrade and Addition Project.

2. Project Team

The School District Project Team are identified in Appendix 1.

3. Scope

Upgrading and renewal of our SJ Willis School to accommodate 800 students during the Vic High renovation. That work is now complete.

Seismic upgrading of Victoria High School and additions comprising about 1,100 square metres of new space to provide two new stairwells and an elevator to improve circulation and exiting of the school, and to increase school capacity from 825 to 1000 students. There will also be additional new space for a Neighbourhood Learning Centre (NLC) that is proposed to include space for the International Community Association, as well as some enhancements to the new Multi-purpose Room to make it more flexible for School and Community Use. Site works will include additional parking and landscaping, and a new artificial turf field is being considered as a part of the Amenities and NLC Funding package.

4. Schedule

The following Table 1 sets out target milestone dates. Note that our Construction Manager has completed updates to his Construction Schedule based on the current progress of the demolition/abatement work, and of the concrete and drag struts work. He has also included scheduling information provided by the other Major Trades, particularly mechanical and electrical, and we have been informed that the most probable date for Substantial Completion and Occupancy is February 2023. A general theme from the Major Trades is a forecast lack of skilled manpower, and concerns about the supply chain for construction materials and equipment.

Late approval of the Capital Project Agreement, and ongoing critical delays in obtaining a required Development Variance Permit and the final Complex Building Permit from the City of Victoria, have exacerbated the construction issues.

Subsequent discussions with the School and District Staff have concluded that Victoria High School should stay at the Topaz campus through the end of the 2022/23 school year and relocate back to the Fernwood campus in the summer of 2023. Planning for a summer move, rather than over March break, will allow the school year to conclude without interruption, and provide much more time to enable a smooth and complete transition.

Table 1 – Timetable for Key Milestones

| MILESTONES/DELIVERABLES | TARGET DATE | REVISED TARGET DATE |
|--------------------------------------|--------------|---------------------|
| Complete final Tender Package | May 2021 | August 2021 |
| Substantial Completion of Vic High | July 2022 | February 2023 |
| Relocate School from SJ Willis | August 2022 | July 2023 |
| Final Completion of Vic High Project | October 2022 | August 2023 |
| | | |



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 8 – June 2021

5. Budget:

- We have obtained Ministry approval of the Class B Budget and a revised COA has been received to provide full funding for the SJ Willis School Renovation.
- Contract expenditures to date total to an aggregate value of about \$19.7 Million – currently within Budget.
- A Class A Construction Estimate has been prepared by our Construction Manager and has been accepted. A submission is being prepared for the Ministry for additional Supplemental and Risk Funding.

| Vic High Seismic COA | Progress/ Completion (%) | Budget | Expenses Posted to Date | Remainder | Commitments | Remainder After Commitments | % Available | Prior Period Expenses | Change from Prior Period |
|--|-----------------------------|-------------------|-------------------------------|-------------------|-------------|-----------------------------------|----------------|--------------------------|--------------------------------|
| Vic High Seismic Fees 2017 | 100% | 115,070 | 115,070 | 0 | | 0 | 0% | 115,070 | 0 |
| Vic High Seismic Fees 2019 | 100% | 3,589 | 3,589 | 0 | | 0 | 0% | 3,589 | 0 |
| Vic High Seismic Construction | 17% | 25,403,984 | 8,601,728 | 16,802,256 | | 16,802,256 | 66% | 6,336,886 | 2,264,843 |
| SJ Construction | 100% | 5,933,870 | 5,933,870 | 0 | | 0 | 0% | 5,933,870 | 0 |
| Vic High Equipment | 3% | 700,000 | 28,527 | 671,473 | | 671,473 | 96% | 28,527 | 0 |
| Vic High Seismic Fees 2020 | 82% | 4,000,000 | 4,443,621 | (443,621) | | (443,621) | -11% | 3,851,069 | 592,552 |
| Vic High Capital Support | 4% | 100,000 | 4,139 | 95,861 | | 95,861 | 96% | 4,139 | 0 |
| SJ Capital Support | 100% | 114,877 | 114,877 | 0 | | 0 | 0% | 114,877 | 0 |
| Vic High Moving | 0% | 100,000 | 0 | 100,000 | | 100,000 | 0% | 0 | 0 |
| SJ Moving | 100% | 113,640 | 113,640 | 0 | | 0 | 0% | 113,640 | 0 |
| Vic High Bussing | 45% | 100,000 | 3,960 | 96,040 | | 96,040 | 96% | 3,960 | 0 |
| A Parker - Vic High Seismic Moving | 6% | 50,000 | 3,813 | 46,187 | 0 | 46,187 | 92% | 3,377 | 437 |
| A Parker - Vic High Seismic Transportation | 85% | 25,000 | 27,553 | (2,553) | | (2,553) | -10% | 23,985 | 3,568 |
| A Parker - Vic High TTOC | 0% | 20,000 | 0 | 20,000 | | 20,000 | 100% | | 0 |
| Vic High Project Management | 36% | 713,450 | 343,857 | 369,593 | | 369,593 | 52% | 343,363 | 494 |
| Vic High Capital Tech Support | 3% | 50,000 | 1,857 | 48,143 | | 48,143 | 96% | 1,651 | 206 |
| SJ Capital Tech Support | 100% | 0 | 0 | 0 | | 0 | 0% | | 0 |
| Prior Year Completed Expenses | 100% | 53,007 | | 53,007 | | 53,007 | 100% | | 0 |
| | | 37,596,487 | 19,740,101 | 17,856,387 | 0 | 17,856,387 | 47% | 16,878,000 | 2,862,100 |

6. Communications:

General:

- Teachers and Department Heads have been consulted on classroom requirements.
- A review of the heritage building components that are to be salvaged has taken place with the school and alumni groups.
- Presentations has been made to Board by the architect.
- On-going communications with the COV regarding SRW's and Frontage Upgrades.

7. Procurement:

- Construction Manager (Durwest Construction Management) has been selected as the Construction Manager for the Vic High project, through a comprehensive RFP Process
- A Trade Package was awarded through a public tender for the abatement and selective demolition at Vic High.
- Further Trade Packages were recently awarded through public tenders for concrete work, reinforcing steel, rock anchors, the new elevator, and the first package of Structural Steel, followed by Mechanical, Electrical, drywall/steel studs. Followed by Building Envelope trades, including roofing
- Still to come are Tender Calls for Building Finishing Trades, and then a final Tender Call for exterior works and landscaping.



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8. Work Starting Soon or Underway:

June 2021

Complete work on rock anchors, concrete underpinning and footings and foundations, and continuing concrete shear walls to Level 4
Continuing work on drag struts, multiple areas.
Continuing preliminary work on major trades such as Mechanical, Electrical, interior partitions, lower level
Continue excavation and concrete work for the East stairwell tower and the new Multipurpose Room and NLC additions.
Initiate public tendering of TP7 for finishing trades such as flooring, painting, millwork.

Looking into July 2021

Start concrete slab work and continuing concrete shear walls to Level 4
Continuing work on drag struts, multiple areas.
Continuing preliminary work on major trades such as Mechanical, Electrical, Interior partitions, lower levels
Continue excavation and concrete work for the East stairwell tower and the new Multipurpose Room and NLC additions.

Looking into August 2021

Continuing concrete slab work at lower levels and continuing concrete shear walls to Level 4
Continuing work on drag struts, multiple areas.
Continuing preliminary work on major trades such as Mechanical, Electrical, Interior partitions, lower levels
Continue concrete work for the East stairwell tower and the new Multipurpose Room and NLC additions.
Initiate public Tendering TP8 for exterior work such as parking, landscaping, turf field etc

Looking into September 2021

Continuing concrete shear walls to Level 4
Continuing work on drag struts, multiple areas.
Continuing work on major trades such as Mechanical, Electrical, Interior partitions, lower levels
Continue concrete work for the East stairwell tower and the new Multipurpose Room and NLC additions.
Start site preparation and preliminary exterior work such as parking, landscaping, etc



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Appendix 1 – Project Team

School District 61

- Kim Morris, Secretary-Treasurer
- Aaron Parker, Vic High Principal
- Chuck Morris, Director of Facilities
- Jim Soles, Associate Director of Facilities – Major Capital Projects
- Gordon Wallace, Project Manager – Major Capital Projects

Appendix 2 – Risk Analysis

Note that Risk Items identified as “Previously Identified Project Risks” means that these are Risks that were identified as Project Risks during preparation of the Project Definition Report (PDR). As such, there is provision in the Capital Project Funding Agreement with the Ministry for additional funding to be provided against those Risks in the event of increased costs.

| IDENTIFIED RISKS | Probability | Consequence / Impact | | |
|--|-------------|----------------------|----------|---|
| | | Cost | Schedule | |
| Heritage Issues | Moderate | Low | Low | Previously Identified Project Risk |
| Building Code Issues with City of Victoria | Moderate | Low | Low | Previously Identified Project Risk |
| Approval Delays by City of Victoria | Moderate | Moderate | High | Previously Identified Project Risk, has caused some delay |
| Inflationary Pressures | Low | Low | None | Previously Identified Project Risk |
| COVID impact on supply chain and procurement | Moderate | Moderate | Moderate | |
| Land Exchange & Lease | Low | High | Low | |
| City of Victoria, street frontage upgrades | High | Moderate | Low | Still under discussion, finalizing scope of design work. |
| | | | | |



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Appendix 3 – Photographs



June 2021 – Lower level of new concrete shear wall at Interior Atrium/Roper Gym



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June 2021 – Concrete underpinning of old footings at NE corner of school. The rough concrete seen at about the top of the scaffolding is the old footing.



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June 2021 – Lines of re-shoring at lower level



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Artist's rendering of the School Additions and the NLC from Fernwood Street

TO: Operations Policy & Planning Committee
FROM: Kim Morris, Secretary-Treasurer
RE: Cedar Hill Middle School Seismic Replacement Project
DATE: September 20, 2021

Background:

The District's request for a seismic upgrade was approved by the Ministry and the Ministry announcement was made in spring 2021. The \$46.5m project is approved as a replacement school opposed to an upgrade of the current school structure.

Because the replacement school option is more expensive than the upgrade to the current building, the Board is required to commit funds to bridge the difference.

The Board has committed to a contribution of \$3,500,000 by the 2023-2024 fiscal year for the purpose of cost sharing to bridge the seismic upgrade versus the seismic replacement project at Cedar Hill Middle School.

The school will be built for 575 students and is estimated to open in January 2025 with construction starting in September 2022. The new school will have a Neighbourhood Learning Centre. A preliminary conceptual site plan is attached.

Further Considerations:

1. Climate

With the Board's June 2019 climate emergency motion, and the Ministry's current capital funding to "net zero ready" only, the Board may wish to consider a further estimated \$2.5m to build the new school to a carbon neutral or "net zero now" standard.

2. Property Disposal

With a potential \$6m investment in a new net zero Cedar Hill Middle School, the Board may consider property disposal to fund the bridge and the climate action initiative.

Consultation:

Consultation plans are underway for the design of the school, the Neighbourhood Learning Centre and property disposal, should the Board consider land disposal. Cedar Hill's school staff consultation will be lead by the Principal along with the architect, and parent and community consultation will be lead by District staff along with the Principal and the architect. Staff, parents and public should look for information regarding Cedar Hill Middle School later this fall.

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

A draft consultation plan will come to the Board for approval at the September 27, 2021 Regular Board meeting.

Recommendations:

None. Information.

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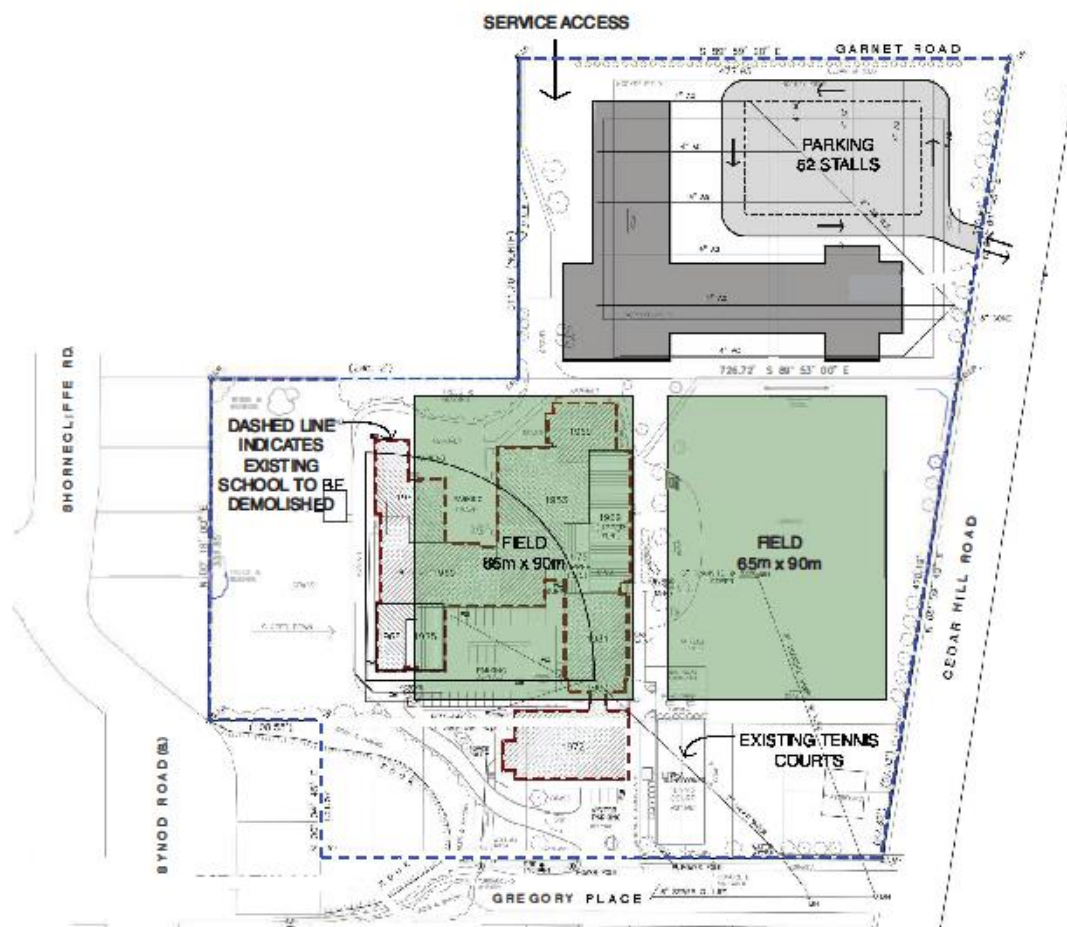
One *Learning* Community



Cedar Hill Middle School Replacement Project

Conceptual Site Plan

Grey = new school and parking



TO: Board of Education
FROM: Angie Hentze and Jordan Watters
RE: Standing Committees
DATE: September 10, 2021

Background

In the Spring of 2021, independent consultants Mike McKay and Teresa Rezansoff were engaged to work with the Board and senior staff in an effort to improve Board dynamics, build governance capacity and create organizational alignment to support Greater Victoria School District's key work – to enhance student success and life chances. Consultants engaged with Trustees and staff, as well as observed many committee and Board meetings and drew upon their considerable experience in BC education to make recommendations to the Board.

Rationale

A key recommendation made to the Board was to move to Committee of the Whole for all standing committees until the end of this Board's term. This recommendation was based on several observations and considerations including, but not limited to, the following:

- Trustee and staff concerns about the effectiveness of committees and general frustration about process;
- Lack of clear information flow from committees to the Board as a whole; and
- Lengthy and exhausting Board meetings that do not proportionally allocate time to the highest priority areas of focus (student success) and lead to increasingly combative interactions.

Given the longstanding issues evident for this Board which have functioned to damage public confidence in public education and erode the working conditions of our staff, it behooves the Board to make every effort to improve our governance processes and work together in service of student success. By implementing this recommendation, the Board creates an opportunity to do things differently – and as we know, if we keep doing what we have done, we will keep getting what we are getting.

Motion

That the Board of Education of School District No. 61 (Greater Victoria) temporarily vary Board Bylaws 9130.1 *The Education Policy and Directions Committee* and 9130.2 *The Operations Policy and Planning Committee* membership from four trustees to nine trustees for the remainder of the Board's term ending November 2022.

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

TO: Operations Policy and Planning Committee
FROM: Jordan Watters
RE: Net Zero Cedar Hill
DATE: September 16, 2021

Background

The Ministry of Education recently approved a new build to replace Cedar Hill Middle School.

Rationale

On June 24, 2019 the Board formally recognized that the breakdown of the stable climate and sea level under which human life has developed constitutes an emergency, and that in declaring a climate emergency the Board committed to prioritizing climate action. As we begin the planning stages for a new Cedar Hill Middle School, the Board has the opportunity to take actions that will have long lasting impacts on our district emissions by building the new school to a net zero standard.

The Board heard from the community during the Vic High seismic upgrade and expansion a strong desire for the project to reduce fossil fuel use as much as possible. Specifically, we received numerous and repeated requests and questions in writing and in public meetings around why the school could not be made net zero. As we look toward Cedar Hill, we have the time and opportunity to make net zero a priority. Doing so will:

- Meet the goals set out by several ministries
- Will not impact occupancy schedule for delivery of the new school because it will be incorporated into design phase of project
- Reduces life cycle cost of the project
- Save the district operating expenses.
- Begins to address increasing expectations of students that the adults in the school district to begin to address climate emergency in a meaningful way

Motion

Be it resolved that the Board of Education of School District No. 61 (Greater Victoria) direct staff to determine the cost of incorporating net zero into the design of new Cedar Hill Middle School; AND FURTHER that staff report the cost back to the Board by November 2021 for Board approval to commit the funds to the net zero design.

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