



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

**AGENDA  
VIA ZOOM**

Monday, October 18, 2021, 7:00 p.m.

Broadcasted via YouTube

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

Chairperson: Trustee Leonard

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**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 October 18, 2021 Operations Policy and Planning Committee meeting agenda be approved.

**A.3. Approval of the Minutes**

Recommended Motion:

That the September 20, 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**

Tanisha Bhangu

**D. PERSONNEL ITEMS**

**D.1. Human Resources Update – T. Sherstobitoff** 5 MIN

**D.2. Occupational Health and Safety Annual Report – M. Jensen** 5 MIN

**E. FINANCE AND LEGAL AFFAIRS**

**E.1. Monthly Financial Report – September 2021** 5 MIN

**E.2. 2021-2022 Budget Change Report** 5 MIN

**E.3. Victoria High School Seismic Project Update** 5 MIN

**E.4. Enrollment Update** 5 MIN

**E.5. 2020-2021 Surplus Appropriation** 10 MIN

*September 27, 2021 Board Meeting*

*That the Board of Education of School District No. 61 (Greater Victoria) approve the appropriation of \$13,192,739 of the operating surplus as follows: 1) school-level funds \$1,972,690, 2) project budgets \$2,840,184, 3) infrastructure initiatives \$956,350, 4) purchase order commitments \$618,487, 5) reserves \$1,146,622, and 6) balance 2021-2022 budget \$5,658,406 (including an \$821,019 operating reserve) approved in June 2021.*

*Approved Unanimously*

**E.6. 2022-2023 Budget Development Draft Process** 10 MIN

**F. FACILITIES PLANNING**

**F.1. Operations Update: October 2021** 10 MIN

**G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

**H. NEW BUSINESS**

**H.1. George Jay Ad Hoc Committee - Trustee Hentze** 10 MIN

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) rename George Jay Elementary School as per Policy and Regulation 1421 and any applicable legislation;

AND FURTHER

That the Board of Education of School District No. 61 (Greater Victoria) task the George Jay Naming Ad Hoc Committee to make a recommendation to the Board for the new name of the school.

**H.2. Covid-19 Vaccine Mandate - Trustee Painter** 10 MIN

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria), instruct the Interim Superintendent to begin the development and implementation of safety procedures, on a Covid-19 vaccine mandate in the district utilizing the proposed BCPSEA template.

**H.3. Childcare and CUPE 947 - Trustee McNally** 10 MIN

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria), direct the Superintendent to staff early child care / child care before and after school programs with first consideration to CUPE 947 members who apply for the positions.

AND FURTHER;

That CUPE 947 EAs immediately / as soon as possible be offered the positions at their current hourly wage before wide advertisement or SD61 staff contracting with other community provider(s).

**I. NOTICE OF MOTION**

**J. GENERAL ANNOUNCEMENTS**

**K. ADJOURNMENT**

Recommended Motion:  
That the meeting adjourn.



## Operations Policy and Planning Committee Meeting

### REGULAR MINUTES

September 20, 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, Nicole Duncan  
**Education Policy and Directions Committee members:** Jordan Watters

Administration: Deb Whitten, Interim Superintendent of Schools, Kim Morris, Secretary-Treasurer, Colin Roberts, Interim Deputy Superintendent, Harold Caldwell, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Chuck Morris, Director of Facilities Services, Andy Canty, Director, Information Technology for Learning, Kelly Gorman, Recorder

Stakeholders: Angela Carmichael, President, VCPAC, Connor McCoy, President, VPVPA, Jane Massy, President, CUPE 947, Chris Clarke, GVTA

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#### A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:01 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.

Operations Policy and Planning Committee Meeting September 20, 2021

**A.2 Approval of the Agenda**

**Moved by** Trustee Duncan

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

**Motion Carried Unanimously**

**A.3 Approval of the Minutes**

**Moved by** Trustee Hentze

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

**Motion Carried Unanimously**

**A.4 Business Arising from Minutes**

None

**B. PRESENTATIONS TO THE COMMITTEE**

None.

**C. SUPERINTENDENT'S REPORT**

**C.1 Recognition of Student Representative**

Interim Superintendent Whitten introduced and welcomed Student Representative, Kelvin Lee of Reynolds Secondary School.

**D. PERSONNEL ITEMS**

None.

**E. FINANCE AND LEGAL AFFAIRS**

**E.1 Monthly Financial Report - August**

Secretary-Treasurer Morris presented the report to Trustees. Questions of clarification were asked. Trustee Duncan requested clarification on two line items in the report which will come to the October meeting.

**E.2 2021-2022 Budget Change Report**

Secretary-Treasurer Morris presented the report to Trustees. Questions of clarification were asked.

Operations Policy and Planning Committee Meeting September 20, 2021

### **E.3 2022-2023 Budget Process**

Secretary-Treasurer Morris provided an update on the 2022-2023 Budget Process development. Trustees and staff had a working session on September 16, 2021. One more working session will be required to build a robust budget process for 2022-2023.

## **F. FACILITIES PLANNING**

### **F.1 Operations Update: September 2021**

Director of Facilities Morris presented the report to Trustees. Questions of clarification were asked. Trustees requested information on Facilities noise exposure assessment which will be included on the October report.

### **F.2 Ultra Violet Germicidal Irradiation (UVGI)**

Director of Facilities Morris presented the report to Trustees and stated that research is ongoing but the District was not considering at this time.

### **F.3 Victoria High School Seismic Project Update**

Director of Facilities Morris presented the report to Trustees. Questions of clarification were asked. Trustees requested information on an updated site layout for the Vic High project which will be included on the September report at the October meeting.

### **F.4 Cedar Hill Middle School Replacement Project**

Secretary-Treasurer Morris presented the report. Questions of clarification were asked.

## **G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

None.

## **H. NEW BUSINESS**

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

Trustee Leonard withdrew the 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**

Operations Policy and Planning Committee Meeting September 20, 2021

Trustee Hentze provided rationale for the motion. Trustees debated the motion.

**Moved by** Trustee Hentze

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.

For (2): Trustee Leonard, and Trustee Hentze

Against (2): Trustee Paynter, and Trustee Duncan

**Motion Defeated (2 to 2)**

### **H.3 Net Zero Cedar Hill - Trustee Watters**

Trustee Watters provided rationale for the motion.

**Moved by** Trustee Watters

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 including business case back to the Board by November 2021 for Board approval to consider the funds to the net zero design.

**Amendment:**

**Moved by** Trustee Duncan

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 **including business case** back to the Board by November 2021 for Board approval to commit the funds to the net zero design. 8:47pm

**Motion Carried Unanimously**

**Amendment:**

**Moved by** Trustee Leonard

Operations Policy and Planning Committee Meeting September 20, 2021



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 including business case of new Cedar Hill Middle School; AND FURTHER that staff report the cost including business case back to the Board by November 2021 for Board approval to ~~commit~~ **consider** the funds to the net zero design.

**Motion Carried (3 to 0)**

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

**Amendment:**

**Moved by** Trustee Leonard

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 including business case of new Cedar Hill Middle School; AND FURTHER that staff report the cost including business case back to the Board by November 2021 for Board approval to consider the funds for the net zero design.

For (3): Trustee Leonard, Trustee Hentze, and Trustee Duncan

Abstain (1): Trustee Paynter

**Motion Carried Unanimously**

**I. NOTICE OF MOTION**

Trustee Watters provided a notice of motion for the September 27, 2021 Board of Education meeting.

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.

**J. GENERAL ANNOUNCEMENTS**

**K. ADJOURNMENT**

The meeting adjourned at 9:01 p.m.

**Moved by** Trustee Duncan

Operations Policy and Planning Committee Meeting September 20, 2021

That the meeting adjourn.

**Motion Carried Unanimously**

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Chair

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Secretary-Treasurer

DRAFT

To: Operations Policy and Planning Committee

From: T. Sherstobitoff, District Principal

### District Staffing Numbers

Summary of District Staffing as of October 1, 2021

|                 | <b>Contracts<br/>(Continuing and Temporary)</b>       | <b>"On-Call"</b>                                     |
|-----------------|---|--|
| <b>ASA</b>      | 28  | n/a  |
| <b>BCPVPA</b>   | 111   | n/a  |
| <b>CUPE 382</b> | 207   | 38   |
| <b>CUPE 947</b> | Support Staff<br>242<br>Educational Assistants<br>427 | Support Staff<br>24<br>Educational Assistants<br>112 |
| <b>EXEMPT</b>   | 44  | n/a  |
| <b>GVTA</b>     | 1348  | 706  |

### Educational Staffing Job Postings

The following table shows the number of Teaching Vacancies in the June and Summer rounds for the last 3 years.

| <b>GVTA</b>    | <b>June Postings</b> | <b>Summer Postings</b> | <b>September Postings</b> | <b>Total Number</b> |
|----------------|----------------------|------------------------|---------------------------|---------------------|
| <b>2019-20</b> | 288                  | 153                    | 175                       | 616                 |
| <b>2020-21</b> | 151                  | 89                     | 131                       | 371                 |
| <b>2021-22</b> | 182                  | 106                    | 142                       | 430                 |

The following table shows the number of CUPE 947 School Vacancies in September for the last 3 school years

| <b>CUPE 947</b> | <b>September Postings</b> |
|-----------------|---------------------------|
| <b>2019-20</b>  | 120                       |
| <b>2020-21</b>  | 105                       |
| <b>2021-22</b>  | 115                       |

### Staffing

- **Teacher Staffing: Update**
  - Areas difficult to fill: Home Economics, Industrial Ed., Counselling, Teacher for Visually Impaired
  - Areas we continue to recruit: French Immersion (Elementary and Middle), French as a Second Language (Middle), Computers (Secondary), Physics (Secondary)
- **CUPE 947 Staffing Update (EAGs)**
  - **Hiring** continues – positions filled but there continues to be issues around replacing daily EA absences
  - **Concerns** – COVID, labor market, recruitment, retention
  - **Strategies** – advertising, Website, Make a Future Website, EAG Bridge Program:

- **EAG Bridge Program:** candidates who have equivalent education and or experiences. These applicants make excellent candidates for our District EA Bridge Program, specifically created to address shortages. So far, we've had 5 cohorts and successfully hired over 80 EAs. COVID has presented us with challenges in this area as well.

**EA Bridge Program Information**

| Program    | Dates                   | # Participants | # Hired | # Retained |
|------------|-------------------------|----------------|---------|------------|
| Bridge     | Jan 22-Feb 23, 2018     | 19             | 19      | 8          |
| Bridge 1.0 | Sept. 16-Sept. 23, 2019 | 19             | 19      | 12         |
| Bridge 2.0 | Nov. 25-Dec. 6, 2019    | 13             | 11      | 6          |
| Bridge 3.0 | Mar. 2-Mar.13, 2020     | 12             | 12      | 9          |
| Bridge 4.0 | Oct. 26-Nov.6, 2020     | 14             | 14      | 13         |
| Bridge 5.0 | May 31-Jun. 18, 2021    | 16             | 16      | 16         |
| Bridge 6.0 | Oct. 12-Oct. 29, 2021   | 22             | n/a     | n/a        |

- Opportunities have been made available to GVTA TTOCs to interview for CUPE 947 EAG Spare Board. When these teachers are not called out for TTOC work, they have the opportunity to call each morning and be deployed as EAGs. Between last year and this year (2020-2021), 58 teachers were interviewed and hired for the EAG Spareboard.

**Teachers interviewed and hired as EAGS**

| School Year  | 2019-2020 | 2020-2021 | 2021-2022 |
|--------------|-----------|-----------|-----------|
| Number Hired | 19        | 39        | tbd       |

- **Exit Survey**
  - 30 responses from 2 years of candidates
  - Considerations
    - Hours and wages
    - Training and mentorship
    - Valuing EAs (spread too thin, lack of support and acknowledgement, relationship with teachers and admin, workload)
  - Noteworthy:
    - “I love supporting the students and working with my colleague.”
    - “I had a hard time working through the pandemic, and I left to work in a place where I felt more comfortable.”
    - “The nature of the casual position was difficult”.
    - “I urge you to ask questions on how SD61 can create a culture that supports EA development progress and collaboration.”

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TO: Board of Education

FROM: Marne Jensen, Associate Director

DATE: October 18, 2021

RE: Workplace Health and Safety Report

On February 24, 2020, the Board of Education adopted the following motion:

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education annually, a report on the District’s compliance with workplace safety legislation and communicate any recommendations for operational and strategic level improvements.

The purpose of this memorandum is to provide a report for the 2020-2021 school year.

## COMPLIANCE WITH WORKPLACE SAFETY LEGISLATION

One indicator of compliance with workplace safety legislation is a review of WorkSafeBC claims. Each claim is investigated and a monthly report including details of the incident that led to the claim is made to the District Occupational Health and Safety (DOHS) committee for review and recommendations for improvements to safety procedures.

Summary of the WorkSafeBC claims from September 1, 2020 to August 31, 2021:

|               | 947        | GVTA       | P/VP       | 382        | ASA        | Other      | TOTAL      |
|---------------|------------|------------|------------|------------|------------|------------|------------|
|               | WSBC Claim | WSBC Claim | WSBC Claim | WSBC Claim | WSBC Claim | WSBC Claim | WSBC Claim |
| <b>TOTAL:</b> | <b>77</b>  | <b>52</b>  | <b>6</b>   | <b>27</b>  | <b>2</b>   | <b>0</b>   | <b>164</b> |

For comparison, summary of WorkSafeBC claims from September 1, 2019 to August 31, 2020:

|               | 947        | GVTA       | P/VP       | 382        | ASA        | Other      | TOTAL      |
|---------------|------------|------------|------------|------------|------------|------------|------------|
|               | WSBC Claim | WSBC Claim | WSBC Claim | WSBC Claim | WSBC Claim | WSBC Claim | WSBC Claim |
| <b>TOTAL:</b> | <b>63</b>  | <b>58</b>  | <b>0</b>   | <b>46</b>  | <b>0</b>   | <b>1</b>   | <b>168</b> |

The DOHS committee also receives a monthly tally of Form 1's submitted under the Violence Prevention Protocol (VPP).

Summary of the VPP Form 1's for September 1, 2020 to August 31, 2021:

|               | 947        |            | GVTA       |            | P/VP      |            | 382      |            | ASA      |            | OTHER    |            |
|---------------|------------|------------|------------|------------|-----------|------------|----------|------------|----------|------------|----------|------------|
|               | Form 1     | WSBC Claim | Form 1     | WSBC Claim | Form 1    | WSBC Claim | Form 1   | WSBC Claim | Form 1   | WSBC Claim | Form 1   | WSBC Claim |
| <b>TOTAL:</b> | <b>355</b> | <b>10</b>  | <b>111</b> | <b>7</b>   | <b>30</b> | <b>2</b>   | <b>0</b> | <b>0</b>   | <b>1</b> | <b>0</b>   | <b>3</b> | <b>0</b>   |
|               |            |            |            |            |           |            |          |            |          |            |          |            |

For comparison, summary of the VPP Form 1's for September 1, 2019 to August 31, 2020:

|               | 947        |            | GVTA      |            | P/VP      |            | 382      |            | ASA      |            | OTHER    |            |
|---------------|------------|------------|-----------|------------|-----------|------------|----------|------------|----------|------------|----------|------------|
|               | Form 1     | WSBC Claim | Form 1    | WSBC Claim | Form 1    | WSBC Claim | Form 1   | WSBC Claim | Form 1   | WSBC Claim | Form 1   | WSBC Claim |
| <b>TOTAL:</b> | <b>376</b> | <b>23</b>  | <b>95</b> | <b>13</b>  | <b>17</b> | <b>0</b>   | <b>0</b> | <b>0</b>   | <b>0</b> | <b>0</b>   | <b>3</b> | <b>1</b>   |
|               |            |            |           |            |           |            |          |            |          |            |          |            |

Another indicator of compliance is the outcome of Worksafe BC Inspection Reports:

IR 202118130057 (issued July 17, 2021) Failure to Train

[OHS 3.27(2)]

Failure to train new Joint Occupational Health and Safety (JOHS) members within 6 months of starting

Notice of Compliance will be due on October 31, 2021

IR 202115892044 (issued June 17, 2021) Request for Harassment & Bullying Documentation

[WCA 21(1)(a)(i)]

Employer must ensure health & safety for all workers

Report on District investigation supplied and no orders resulted

## STRATEGIC LEVEL IMPROVEMENTS

Improvements to the Violence Prevention Program have been a major project over the last three years stemming from two WorkSafeBC orders in the fall of 2018:

### Inspection Report 201812480159

Date of Inspection: October 23, 2018 EA –Unsafe Work

One Order Issued Workers' Compensation Act 115 (2) (e)

Employer has not provided adequate information, instruction, training & supervision to the workers tasked with complex needs students including violence minimization.

Complied on April 15, 2020 with completion of CPI training at.

## **Inspection Report 201812480158**

Date of Inspection: October 15, 2018

EA –Unsafe Work

Four Order Issued -Complied #4: on April 15, 2020

1. OHS 4.30 (2) Employer has not ensured that accurate information regarding the potential if a student for violence/aggression history is communicated to all staff and staff have adequate time to read the necessary files for “bell to bell” workers.
2. OHS 4.30 (3) (b) Employer has not ensured workers have adequate instruction in minimizing incidents of violence/aggression.
3. OHS 4.3 (3) (a) Employer has failed to instruction workers on the potential risk of violence from students in the workplace.
4. OHS 4.28 (2) Risk assessment so far has focused on student not the consideration of the impact on workers in the workplace. The risk analysis must include previous experience in the workplace, occupational experience in similar workplaces and location-circumstances in which the risk of violence may occur.

Complied September 5, 2020, with delivery of the pilot program Violence Risk Assessment Final Reports.

2020-2021 actions taken to resolve the two orders: The District must continue its efforts to continuously improve the ways we collect data related to violence in the workplace, reporting practices and management of the control measures to prevent injuries of our workers.

### **Violence Prevention Plan Manual**

- The online VPP manual was available for reference for the 2020-2021 school-year in October 2020.
- The DOHS committee has reviewed and provided advice and recommendations for improvements in the manual.

### **Training**

- The District made a significant investment in increasing the level of non-violent crisis intervention training (CPI) of educational assistants.
  - The District has certified CPI trainers on staff and held seven sessions through the 2018 – 19 school year. 171 employees (including 120 educational assistants) were provided the training.
  - The District held additional CPI training for 78 employees (including 54 educational assistants) in the 2019 – 20 school year.
  - The District held additional CPI training for 109 employees (including 66 educational assistants) in the 2020 – 2021 school year.
- 2,803 employees were provided awareness training on violence in the workplace in the school year 2020-2021.

### **Violence Risk Assessment-**

A total of 2,135 questionnaire requests were sent out to workers in the District the beginning of April 2021. The Worker Violence Risk Assessment Questionnaire was hosted on G-Suite with 27 multiple choice and one comment section. Of those, 645 workers completed the individual questionnaires for analysis. The breakdown was as follows:

- 57 Principal/ Vice-Principals

Email: [hrrs@sd61.bc.ca](mailto:hrrs@sd61.bc.ca)

Website: [www.sd61.bc.ca](http://www.sd61.bc.ca)

- 6 Allied Specialists' Association
- 3 CUPE 382 (Trades, Custodial, Grounds, Capital Projects)
- 168 CUPE 947 (Educational Assistants, Clerical staff)
- 406 Teachers
- 8 other

*Top Priorities from Risk Assessment:*

- Uniform instructions and expectations related to violence in the workplace.
- Uniform reporting and follow-up for the violent incident within the District through the online reporting system.
- Refine the questions to better identify the risk and measure the metric that demonstrated the change.
- Improve training on the Violence Prevention Program, problem-solving and effective techniques for workers to utilize in the schools

The 2020-2021 violence risk assessment results indicated that most of our workers, including teachers, principals, vice-principals, clerical and educational assistants, are aware of existing violence prevention procedures that are in place. However, violent incidents in the schools still is a concern and over 3 in 10 workers responded that they felt additional violence prevention training sessions are needed. The District plans to expand our training of staff to increase familiarity with the program and gain better use of the program moving forward.

In this year's surveys, 49.9% of the workers responding had never experienced violence in the workplace.

Workers need to do their part by reporting all incidents of violence that are observed and experienced and must be supported to report incidents of workplace violence. To that end, the District has launched an improved [Violent Incident Tracker](#) that allows online reporting by all employees in the District. The school administration, District Learning Team leads, Deputy/Associate Superintendents and the District Occupational Health & Safety Advisor receive an email notification of the Form 1 completion.

## **OPERATIONAL LEVEL IMPROVEMENTS**

### **COVID-19**

Since March 2020, the corona virus pandemic has presented operational health and safety challenges. The District updated exposure control plans for the school start up in September 2020 based on the BC Centre for Disease Control COVID-19 Public Health Guidance for K-12 School Settings; Ministry of Education Provincial COVID-19 Health & Safety Guidelines for K-12 Setting and WorkSafeBC BC Education (K-12): Protocols for returning to operation. The Exposure Control plan was reviewed with DOHS committee and updated again with the committee's advice and recommendations.

At the school level, administrators have worked with staff and joint occupational health and safety committees to implement the safety measures and the Facilities Department has deployed custodial staff to meet the required cleaning levels required.



Updated Exposure Control Plans, BC Centre for Disease Control COVID-19 Public Health Guidance for K-12 School Settings and Ministry of Education Provincial COVID-19 Health & Safety Guidelines for K-12 Setting have been posted on the District's website.

### **Joint Occupational Health and Safety Committee Training**

District staff and worker representatives have identified the need for improved training for committee members to fulfill their responsibilities under the *Workers' Compensation Act*. District staff undertook planning over the summer months and an initial plan was presented to the District Occupational Health and Safety Committee at its September 21, 2020 meeting. However significant differences regarding the scheduling of training arose, resulting in the reported Worksafe Inspection Report: IR 202118130057 (issued July 17, 2021) Failure to Train.

All outstanding JOHS mandatory training requirements are scheduled to take place on October 22, 2021 (District-wide Professional Development Day).

### **Facilities Health and Safety Improvements**

Improvements were implemented in new employee orientation, safe work procedures, hazard identification and regular site inspections to reduce and prevent employee injuries.

Support for schools has focused on implementation of safety improvements in shops and streamlining the process for air quality complaints.

### **PRIORITIES FOR THE 2021-22 YEAR**

- COVID-19
- Improve the Violence Prevention Program through the Violence Risk Assessment results, training, incident tracking and communication
- Joint Occupational Health and Safety Committees training, communication, and improved support for inspections and investigations
- Streamline and improve safety training requirements

## MONTHLY FINANCIAL REPORT - OPERATING REVENUES - September 2021

|                                    | 2021-2022          |                   |                   |                    |            | 2020-2021 |                    |                   |                   |                    |            |
|------------------------------------|--------------------|-------------------|-------------------|--------------------|------------|-----------|--------------------|-------------------|-------------------|--------------------|------------|
|                                    | Budget             | Sept 2021         | YTD               | Available          | %          | !!        | Budget             | Sept 2020         | YTD               | Available          | %          |
| 602 CE/HL OTHER FEES               | 300                | 10                | 10                | 290                | 97%        | !!        | 500                | 15                | 15                | 485                | 97%        |
| 605 CE/HL REGISTRATION FEES        | 10,650             | 1,300             | 1,500             | 9,150              | 86%        | !!        | 12,300             | 1,675             | 2,025             | 10,275             | 84%        |
| 621 MINISTRY BLOCK FUNDING         | 188,719,912        | 10,043,092        | 21,306,372        | 167,413,540        | 89%        | !!        | 183,882,816        | 9,780,854         | 20,750,036        | 163,132,780        | 89%        |
| 629 OTHER MIN OF ED GRANTS         | 2,265,789          | 111,337           | 111,337           | 2,154,452          | 95%        | !!        | 7,712,000          | 812,149           | 812,149           | 6,899,851          | 89%        |
| 641 REVENUE -OTHER PROV MINISTRIES | 143,265            | 87,759            | 112,828           | 30,437             | 21%        | !!        | 50,000             | -                 | -                 | 50,000             | 100%       |
| 643 SUMMER SCHOOL FEES             | -                  | -                 | -                 | -                  | -          |           | 28,581             | (20)              | 1,720             | 26,861             | 94%        |
| 644 CE/HL COURSE FEES              | 25,000             | 725               | 725               | 24,275             | 97%        | !!        | 18,500             | 8,700             | 8,700             | 9,800              | 53%        |
| 645 REVENUE-CAFETERIA              | 1,381              | 2                 | 2                 | 1,379              | 100%       | !!        | 901                | 1,274             | 1,500             | (599)              | -66%       |
| 647 OFFSHORE STUDENTS TUITION FEES | 12,217,537         | 388,977           | 12,697,644        | (480,107)          | -4%        | !!        | 8,486,223          | (305,432)         | 8,858,955         | (372,732)          | -4%        |
| 648 LOCAL EDUCATION AGREEMENTS     | 966,444            | -                 | 257,931           | 708,513            | 73%        | !!        | 1,030,941          | 265,779           | 265,779           | 765,162            | 74%        |
| 649 MISC FEES & REVENUE            | 1,022,320          | 48,879            | 543,731           | 478,589            | 47%        | !!        | 366,377            | 20,001            | 166,782           | 199,595            | 54%        |
| 651 COMMUNITY USE OF FACILITIES    | 938,226            | 182,286           | 287,477           | 650,749            | 69%        | !!        | 878,397            | (97,448)          | 112,169           | 766,228            | 87%        |
| 652 COMMUNITY USE OF FIELDS        | 33,664             | 5,302             | 36,735            | (3,071)            | -9%        | !!        | 66,000             | 547               | 547               | 65,453             | 99%        |
| 653 COMMUNITY USE OF THEATRE       | 45,255             | 1,866             | 3,424             | 41,831             | 92%        | !!        | 90,000             | 480               | 1,348             | 88,653             | 99%        |
| 654 PARKING FEES                   | 14,650             | 1,881             | 14,966            | (316)              | -2%        | !!        | 17,000             | 1,200             | 10,500            | 6,500              | 38%        |
| 655 RENTALS LIAB INS REVENUE       | 20                 | 3,470             | 3,525             | (3,505)            | -17525%    | !!        | -                  | -                 | -                 | -                  |            |
| 659 OTHER RENTALS & LEASES         | 748,109            | 105,347           | 185,166           | 562,943            | 75%        | !!        | 765,667            | 95,229            | 142,718           | 622,949            | 81%        |
| 661 INTEREST                       | 5,537              | 503               | 1,070             | 4,467              | 81%        | !!        | -                  | 678               | 1,392             | (1,392)            |            |
| 669 INVESTMENT REVENUE             | 347,117            | (17,728)          | 48,472            | 298,645            | 86%        | !!        | 1,030,000          | 47,845            | 140,281           | 889,719            | 86%        |
| 671 SURPLUS FROM PRIOR YEAR        | 13,192,739         | -                 | 13,192,739        | 0                  | 0%         | !!        | 9,682,118          | -                 | -                 | 9,682,118          | 100%       |
|                                    |                    |                   |                   |                    |            | !!        |                    |                   |                   |                    |            |
| <b>GRAND TOTAL</b>                 | <b>220,697,915</b> | <b>10,965,008</b> | <b>48,805,652</b> | <b>171,892,263</b> | <b>78%</b> |           | <b>214,118,321</b> | <b>10,633,526</b> | <b>31,276,615</b> | <b>182,841,706</b> | <b>85%</b> |



**MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - September 2021**

|   | 2021-2022          |                   |                   |                  |                   |                    | 2020-2021  |                    |                   |                   |                  |                   |                    |            |
|---|--------------------|-------------------|-------------------|------------------|-------------------|--------------------|------------|--------------------|-------------------|-------------------|------------------|-------------------|--------------------|------------|
|   | Budget             | Sept 2021         | YTD               | Encumbrances     | Total Exp         | Available %        | Budget     | Sept 2020          | YTD               | Encumbrances      | Total Exp        | Available %       |                    |            |
| 422 BANK SERVICE CHARGES                | 120,055            | 4,233             | 996               | 0                | 996               | 119,059            | 99%        | 117,655            | 3,203             | 11,312            | 0                | 11,312            | 106,343            | 90%        |
| 431 LAND TELEPHONE                      | 196,005            | 14,285            | 28,363            | 0                | 28,363            | 167,642            | 86%        | 60,972             | 40,663            | 44,468            | 0                | 44,468            | 16,504             | 27%        |
| 438 CELL PHONES                         | 172,157            | 15,755            | 47,577            | 0                | 47,577            | 124,580            | 72%        | 773,742            | 35,007            | 51,216            | 0                | 51,216            | 722,526            | 93%        |
| 439 DIGITAL SERVICES RECOVERY           | 622,518            | 0                 | 0                 | 0                | 0                 | 622,518            | 100%       | 0                  | 0                 | 0                 | 0                | 0                 | 0                  | 0          |
| 441 POSTAGE                             | 39,446             | 3,869             | 11,565            | 1,895            | 13,460            | 25,986             | 66%        | 35,737             | 6,600             | 18,925            | 2,274            | 21,199            | 14,538             | 41%        |
| 444 COURIER SERVICE                     | 34,436             | 452               | 264               | 0                | 264               | 34,172             | 99%        | 11,628             | 15,791            | 7,885             | 0                | 7,885             | 3,743              | 32%        |
| 445 ADVERTISING                         | 103,127            | 9,775             | 40,018            | 0                | 40,018            | 63,109             | 61%        | 79,452             | 189               | 36,468            | 0                | 36,468            | 42,984             | 54%        |
| 446 PHOTOCOPYING                        | 72,805             | 24,524            | 24,524            | 0                | 24,524            | 48,281             | 66%        | 43,363             | 8,308             | 8,308             | 0                | 8,308             | 35,055             | 81%        |
| 447 PRINTING SERVICES                   | 37,890             | 213               | 213               | 0                | 213               | 37,677             | 99%        | 42,664             | 2,662             | 3,196             | 0                | 3,196             | 39,468             | 93%        |
| 448 AGENT FEE                           | 463,554            | 43,483            | 697,758           | 0                | 697,758           | (234,204)          | -51%       | 135,326            | (21,611)          | 164,066           | 0                | 164,066           | (28,740)           | -21%       |
| 450 GRANTS                              | 93,193             | 0                 | 0                 | 0                | 0                 | 93,193             | 100%       | 89,827             | 0                 | 0                 | 0                | 0                 | 89,827             | 100%       |
| 451 CULTURAL ENRICHMENT                 | 7,800              | 0                 | 0                 | 0                | 0                 | 7,800              | 100%       | 10,232             | 0                 | 0                 | 0                | 0                 | 10,232             | 100%       |
| 452 HONORARIA                           | 13,747             | 2,000             | 2,000             | 0                | 2,000             | 11,747             | 85%        | 16,747             | 0                 | 200               | 0                | 200               | 16,547             | 99%        |
| 453 SCHOLARSHIPS                        | 0                  | 5,000             | 5,000             | 0                | 5,000             | (5,000)            | !!         | 0                  | 0                 | 6,000             | 0                | 6,000             | (6,000)            | 0          |
| 457 GIFT / GIFT CERTIFICATES            | 369                | 904               | 1,124             | 0                | 1,124             | (755)              | -205%      | 5,093              | 87                | 187               | 0                | 187               | 4,906              | 96%        |
| 460 LICENCES                            | 20,500             | 0                 | 0                 | 10,843           | 10,843            | 9,657              | 47%        | 20,500             | 0                 | 0                 | 0                | 0                 | 20,500             | 100%       |
| 461 FREIGHT AND CARTAGE                 | 200                | 0                 | (177)             | 0                | (177)             | 377                | 188%       | 200                | 0                 | 0                 | 0                | 0                 | 200                | 100%       |
| 462 SECURITY                            | 84,000             | 6,166             | 16,803            | 13,691           | 30,493            | 53,507             | 64%        | 100,434            | 10,001            | 26,138            | 13,691           | 39,829            | 60,605             | 60%        |
| 467 FLEET TELEMATICS                    | 24,500             | 781               | 5,706             | 0                | 5,706             | 18,794             | 77%        | 19,200             | 140               | 8,892             | 0                | 8,892             | 10,308             | 54%        |
| 468 CONTRACT SERVICES - FACILITIES      |                    |                   |                   |                  | 0                 |                    | !!         | 567,310            | 30,380            | 246,554           | 95,129           | 341,683           | 225,627            | 40%        |
| 469 MISCELLANEOUS SERVICES              | 3,147,888          | 257,395           | 676,936           | 1,027,248        | 1,704,183         | 1,443,705          | 46%        | 1,451,822          | 145,397           | 223,217           | 479,287          | 702,505           | 749,317            | 52%        |
| 481 PORTABLE MOVES                      | 60,000             | 0                 | 5,400             | 40,838           | 46,238            | 13,762             | 23%        | 60,000             | 0                 | 20,940            | 0                | 20,940            | 39,060             | 65%        |
| 499 COST RECOVERIES                     | (15,600)           | 0                 | 2,169             | 0                | 2,169             | (17,769)           | 114%       | 0                  | (1,134)           | (1,127)           | 0                | (1,127)           | 1,127              | 0          |
| 501 CAFETERIA FOOD                      | 38,905             | 10,201            | 10,201            | 0                | 10,201            | 28,704             | 74%        | 38,477             | 6,590             | 6,602             | 0                | 6,602             | 31,875             | 83%        |
| 503 WOOD                                | 6,598              | 2,931             | 2,931             | 0                | 2,931             | 3,667              | 56%        | 3,377              | 0                 | 0                 | 0                | 0                 | 3,377              | 100%       |
| 504 METAL                               | 0                  | 64                | 64                | 0                | 64                | (64)               | !!         | 0                  | 521               | 521               | 0                | 521               | (521)              | 0          |
| 505 APPLIED TECHNOLOGY SUPPLIES         | 801                | 0                 | 0                 | 0                | 0                 | 801                | 100%       | 1,868              | 0                 | 0                 | 0                | 0                 | 1,868              | 100%       |
| 506 DRAFTING SUPPLIES                   |                    |                   |                   |                  | 0                 |                    | !!         |                    |                   |                   |                  | 0                 | 0                  | 0          |
| 508 AUTOMOTIVE                          | (1,566)            | 164               | 183               | 0                | 183               | (1,749)            | 112%       |                    |                   |                   |                  | 0                 | 0                  | 0          |
| 511 ADMINISTRATIVE SUPPLIES             | 163,308            | 32,489            | 42,754            | 0                | 42,754            | 120,554            | 74%        | 172,733            | 35,960            | 43,390            | 0                | 43,390            | 129,343            | 75%        |
| 512 COPY/PRINTER SUPPLIES               | 51,451             | 18,876            | 19,240            | 0                | 19,240            | 32,211             | 63%        | 49,430             | 7,768             | 8,253             | 0                | 8,253             | 41,177             | 83%        |
| 514 JANITORIAL SUPPLIES                 | 462,400            | 78,944            | 108,557           | 3,740            | 112,297           | 350,103            | 76%        | 403,383            | 48,409            | 68,484            | 0                | 68,484            | 334,899            | 83%        |
| 515 VEHICLE SUPPLIES                    | 45,000             | (2,585)           | 13,019            | 0                | 13,019            | 31,981             | 71%        | 15,000             | 1,355             | 3,369             | 0                | 3,369             | 11,631             | 78%        |
| 516 MEDICAL SUPPLIES                    | 2,251              | 1,070             | 1,070             | 0                | 1,070             | 1,181              | 52%        | 2,293              | 1,171             | 1,171             | 0                | 1,171             | 1,122              | 49%        |
| 518 VEHICLE FUEL PURCHASES              | 156,857            | 16,487            | 44,953            | 0                | 44,953            | 111,904            | 71%        | 154,743            | 14,658            | 37,080            | 0                | 37,080            | 117,663            | 76%        |
| 519 INSTRUCTIONAL SUPPLIES              | 9,491,814          | 340,095           | 674,467           | 116,194          | 790,661           | 8,701,153          | 92%        | 6,323,141          | 425,038           | 604,747           | 246,336          | 851,083           | 5,472,058          | 87%        |
| 520 BOOKS & GUIDES                      | 836,422            | 22,775            | 37,848            | 4,191            | 42,039            | 794,383            | 95%        | 881,136            | 26,978            | 32,979            | 0                | 32,979            | 848,157            | 96%        |
| 525 MAGAZINES & PERIODICALS             | 1,346              | 775               | 892               | 0                | 892               | 454                | 34%        | 1,451              | 0                 | 111               | 0                | 111               | 1,340              | 92%        |
| 530 AUDIO VISUAL MATERIALS              |                    |                   |                   |                  | 0                 |                    | !!         |                    |                   |                   |                  | 0                 | 0                  | 0          |
| 534 SOFTWARE                            | 83,233             | 2,021             | 81,243            | 0                | 81,243            | 1,990              | 2%         | 96,000             | 40,732            | 58,798            | 0                | 58,798            | 37,202             | 39%        |
| 541 LIGHT & POWER                       | 1,567,413          | 71,666            | 186,898           | 0                | 186,898           | 1,380,515          | 88%        | 1,717,413          | 82,351            | 210,809           | 0                | 210,809           | 1,506,604          | 88%        |
| 551 GAS                                 | 1,131,138          | 9,959             | (43,063)          | 0                | (43,063)          | 1,174,201          | 104%       | 1,090,848          | 8,097             | (44,629)          | 0                | (44,629)          | 1,135,477          | 104%       |
| 552 OIL                                 | 120,000            | 0                 | 0                 | 0                | 0                 | 120,000            | 100%       | 120,000            | 0                 | 0                 | 0                | 0                 | 120,000            | 100%       |
| 561 WATER                               | 442,617            | 89,538            | 132,477           | 0                | 132,477           | 310,140            | 70%        | 432,060            | 85,667            | 117,682           | 0                | 117,682           | 314,378            | 73%        |
| 562 SEWER USER CHARGE                   | 283,784            | 50,589            | 82,878            | 0                | 82,878            | 200,906            | 71%        | 267,796            | 46,959            | 48,705            | 0                | 48,705            | 219,091            | 82%        |
| 563 STORMWATER                          | 77,360             | 0                 | 0                 | 0                | 0                 | 77,360             | 100%       | 77,360             | 0                 | 0                 | 0                | 0                 | 77,360             | 100%       |
| 572 GARBAGE DISPOSAL                    | 206,280            | (13,894)          | 20,132            | 0                | 20,132            | 186,148            | 90%        | 216,810            | 15,097            | 24,508            | 0                | 24,508            | 192,302            | 89%        |
| 581 FURNITURE & EQUIP PURCH             | 612,176            | 68,882            | 262,043           | 56,124           | 318,166           | 294,010            | 48%        | 672,214            | 113,858           | 423,860           | 89,430           | 513,289           | 158,925            | 24%        |
| 582 VEHICLE PURCHASES                   | 65,000             | 0                 | 15,476            | 0                | 15,476            | 49,525             | 76%        | 98,206             | 9,708             | 59,486            | 0                | 59,486            | 38,720             | 39%        |
| 590 COMPUTER PURCHASES                  | 1,310,980          | 19,544            | 182,276           | 56,380           | 238,656           | 1,072,324          | 82%        | 1,034,060          | 153,462           | 278,230           | 120,863          | 399,093           | 634,967            | 61%        |
| 594 RECONCILIATION ADJUSTMENTS          | 0                  | (101)             | (1,085)           | 0                | (1,085)           | 1,085              | !!         | 0                  | 1                 | 1,415             | 0                | 1,415             | (1,415)            | 0          |
| 595 INTERFUND TRANSFER                  | (1,000,000)        | 0                 | 0                 | 0                | 0                 | (1,000,000)        | 100%       | 100,000            | 0                 | 0                 | 0                | 0                 | 100,000            | 100%       |
| 599 SUPPLIES RECOVERIES                 | (6,857)            | (5,348)           | (35,290)          | 0                | (35,290)          | 28,433             | -415%      | (4,832)            | (3,862)           | (19,612)          | 0                | (19,612)          | 14,780             | -306%      |
| <b>TOTAL -- SERVICES &amp; SUPPLIES</b> | <b>25,669,250</b>  | <b>1,374,568</b>  | <b>4,164,045</b>  | <b>2,397,004</b> | <b>6,561,049</b>  | <b>19,108,201</b>  | <b>74%</b> | <b>21,205,348</b>  | <b>1,937,482</b>  | <b>3,731,791</b>  | <b>2,096,290</b> | <b>5,828,081</b>  | <b>15,377,267</b>  | <b>73%</b> |
| <b>GRAND TOTAL</b>                      | <b>220,697,915</b> | <b>18,000,331</b> | <b>29,131,979</b> | <b>2,397,004</b> | <b>31,528,983</b> | <b>189,168,932</b> | <b>86%</b> | <b>214,118,321</b> | <b>17,298,113</b> | <b>27,036,100</b> | <b>2,096,290</b> | <b>29,132,390</b> | <b>184,985,931</b> | <b>86%</b> |

## 2021-2022 Budget Change Report: October 2021 - Operating

|  | Revenue            | Expenses           | Notes        |
|--|--------------------|--------------------|--------------|
| <b>2021-2022 Preliminary Budget - Operating (CARRIED June 3, 2021)</b>                     | <b>207,498,541</b> | <b>213,156,947</b> |              |
| <b>Surplus Appropriation (Board Approved)</b>  |                    |                    |              |
| 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 |
|  | <b>5,658,406</b>   | <b>0</b>           |              |
| <b>Changes - Surplus Appropriation (Board Approved - Pending Discretionary Discussion)</b> |                    |                    |              |
| 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 |
|  | <b>7,534,333</b>   | <b>7,534,333</b>   |              |
|  | <b>220,691,280</b> | <b>220,691,280</b> |              |
| <b>Changes - Amended Budget</b>  |                    |                    |              |
| - Early Learning Framework Grant   | 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 (budget adjusted as actual revenues received)            | (55,000)           | (55,000)           |              |
| - Flu Shots for Employees Supply Account   |                    | 30,000             |              |
| - TTOC Budget Reallocation to Flu Shots  |                    | (30,000)           |              |
| - Reduction of MyEducation BC Fees (now included in Digital Services Recovery)             |                    | (216,699)          |              |
| - Misc Donations and Revenues  | 4,564              | 4,035              |              |
| - Actual Cafeteria Revenues to September 30  | 1,381              | 1,381              |              |
| - Sale of surplus assets through public auction  | 5,447              | 5,447              |              |
| - Theatre Revenues - School Allocation   | 50                 | 50                 |              |
| Total Changes:   | 6,635              | (210,593)          |              |
| <b>Amended Budget to September 30, 2021</b>  | <b>220,697,915</b> | <b>220,480,687</b> |              |

### Reserves

|   |                  |
|---|------------------|
| - Reserve - District (Board Approved June 3, 2021)                            | 821,019          |
| - Reserve - District (Board Approved - Pending Discretionary Discussion)      | 921,622          |
| - Reserve - International (Board Approved - Pending Discretionary Discussion) | 425,000          |
| Total Reserves (0.98% of revenue)   | <u>2,167,641</u> |
| - Local Capital Fund  | 320,646          |
| - Ministry of Education Restricted  | 2,975,006        |
|   | <u>3,295,652</u> |

## 2021-2022 Budget Change Report: October 2021 - Special Purpose

|  | Revenue        | Expenses       |
|--|----------------|----------------|
| <b>MENTAL HEALTH GRANT</b>                       |                |                |
| Ministry Grant - COVID-19 Recovery Plan          | 65,395         |                |
| Ministry Grant - Early Actions Initiative        | 48,000         |                |
| Human Nature Contract                            |                | 10,000         |
| Suicide Ideation Training                        |                | 5,000          |
| Need2 - Suicide Prevention                       |                | 10,000         |
| SEL (Social Emotional Implementation)            |                | 5,395          |
| Indigenous Education                             |                | 43,000         |
| Implementation supports for MDI data             |                | 20,000         |
| Second Step Subscription                         |                | 20,000         |
| <b>Amended Budget to September 30, 2021</b>      | <b>113,395</b> | <b>113,395</b> |
| <b>RESTART</b>                                   |                |                |
| Ministry Grant                                   | 456,742        |                |
| Custodial Increase (10 positions)                |                | 424,159        |
| Directional Floor Stickers                       |                | 1,950          |
| TBD: Pending Unforeseen Start Up COVID Pressures |                | 30,633         |
| <b>Amended Budget to September 30, 2021</b>      | <b>456,742</b> | <b>456,742</b> |



## Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 10 – October 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 is identified in Appendix 1.

### 3. Scope

Upgrading and renewal of 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 co-locates the International Community Association, as well as enhancements to the new Multi-purpose Room to make it more flexible for School and Community Use, and the astronomy deck/outdoor classroom. Site works will include additional parking and landscaping, and a new artificial turf field as a part of the 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 now May 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.

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 upgraded 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     | Spring 2022         |
| Substantial Completion of Vic High   | July 2022    | May 2023            |
| Relocate School from SJ Willis       | August 2022  | July 2023           |
| Final Completion of Vic High Project | October 2022 | August 2023         |

### 5. Budget:

- Contract expenditures to date total to an aggregate value of about \$19.7 Million and is within budget.

| Vic High Seismic COA                       | Progress/<br>Completion (%) | Budget            | Expenses<br>Posted to<br>Date | Remainder         | Commitments | Remainder<br>After<br>Commitments | %<br>Available | Prior Period<br>Expenses | Change<br>from Prior<br>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%                         | 54,068,331        | 13,796,617                    | 40,271,714        |             | 40,271,714                        | 74%            | 8,601,728                | 5,194,889                      |
| 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                 | 89%                         | 4,000,000         | 4,877,614                     | (877,614)         |             | (877,614)                         | -22%           | 4,443,621                | 433,993                        |
| 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                           | 47%                         | 100,000           | 6,840                         | 93,160            |             | 93,160                            | 93%            | 3,960                    | 2,880                          |
| A Parker - Vic High Seismic Moving         | 6%                          | 50,000            | 3,813                         | 46,187            | 0           | 46,187                            | 92%            | 3,813                    | 0                              |
| A Parker - Vic High Seismic Transportation | 87%                         | 25,000            | 31,077                        | (6,077)           |             | (6,077)                           | -24%           | 27,553                   | 3,524                          |
| A Parker - Vic High TTOC                   | 0%                          | 20,000            |                               | 20,000            |             | 20,000                            | 100%           |                          | 0                              |
| Vic High Project Management                | 38%                         | 713,450           | 351,828                       | 361,622           |             | 361,622                           | 51%            | 343,857                  | 7,971                          |
| Vic High Capital Tech Support              | 5%                          | 50,000            | 2,682                         | 47,318            |             | 47,318                            | 95%            | 1,857                    | 825                            |
| SJ Capital Tech Support                    | 100%                        | 0                 | 0                             | 0                 |             | 0                                 | 0%             | 0                        | 0                              |
| Prior Year Completed Expenses              | 100%                        | 53,007            | 53,007                        | 53,007            |             | 53,007                            | 100%           |                          | 0                              |
|  |                             | <b>66,260,834</b> | <b>25,384,182</b>             | <b>40,876,652</b> | <b>0</b>    | <b>40,876,652</b>                 | <b>62%</b>     | <b>19,740,101</b>        | <b>5,644,082</b>               |

### 6. Communications:

#### General:

- Teachers and Department Heads have been consulted on classroom and gymnasium 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 City of Victoria regarding Statutory Rights of Way 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
  - Tender Packages 1 through 7 have competitively Tendered the majority of the Building Trades.
  - Still to come are Tender Calls for remaining Building Finishing Trades, and then a final Tender Call for exterior works and landscaping, including the Municipal Frontage Upgrades.



## Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 10 – October 2021

### 8. Work Starting Soon or Underway:

- Finalizing Tender Package #8
- Consultant engaged to begin design of new turf field, volleyball courts and detailed site design
- Completion of flooring and roof slabs at lower levels.
- Finalizing flooring repair and infill strategy, in locations of structural shoring and drag strut installations.
- Continuing work on concrete shear walls at upper levels.
- Continuing work on drag struts, multiple areas.
- Continuing preliminary work on major trades such as Mechanical, Electrical, Interior partitions, lower levels

#### **Looking to November 2021**

- Continuing work on concrete shear walls at upper levels.
- 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 West and East stairwell tower foundations, and the new Multipurpose Room and NLC floor slabs





## Appendix 1 – Project Team

### School District 61

- Kim Morris, Secretary-Treasurer
- Aaron Parker, Vic High Principal
- Chuck Morris, Director of Facilities
- Marni Vistisen-Harwood, Associate Director of Facilities / Capital Implementation
- Gordon Wallace, Project Manager – Major Capital Projects

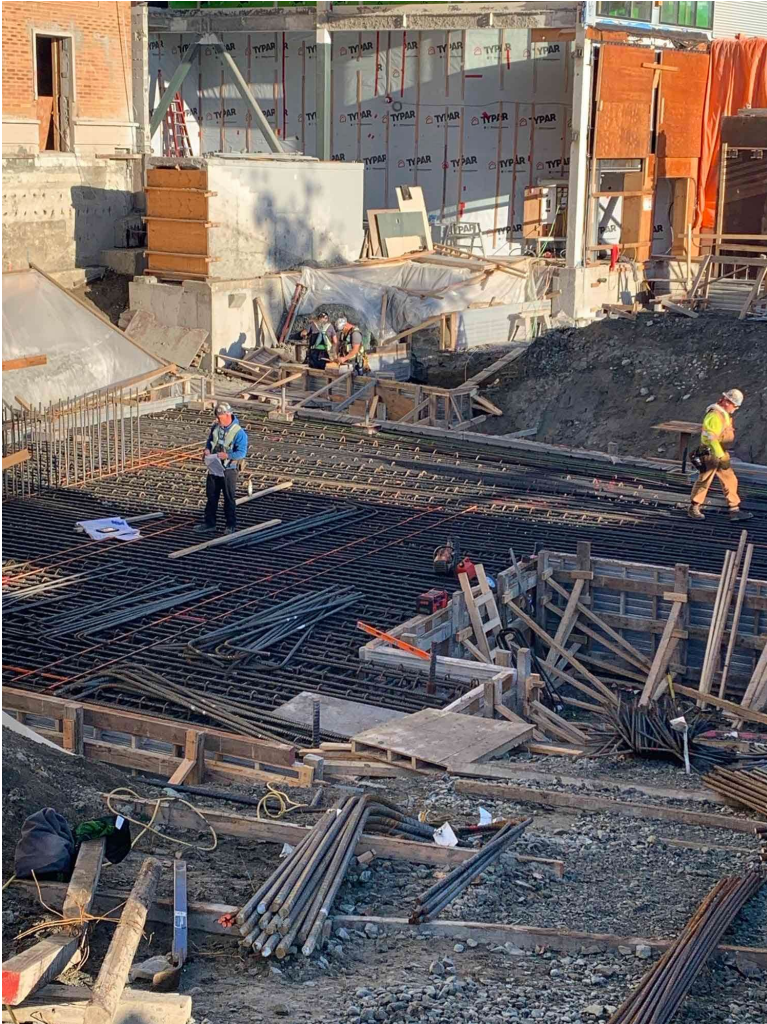
## Appendix 2 – Risk Analysis

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.  |



### Appendix 3 – Photographs



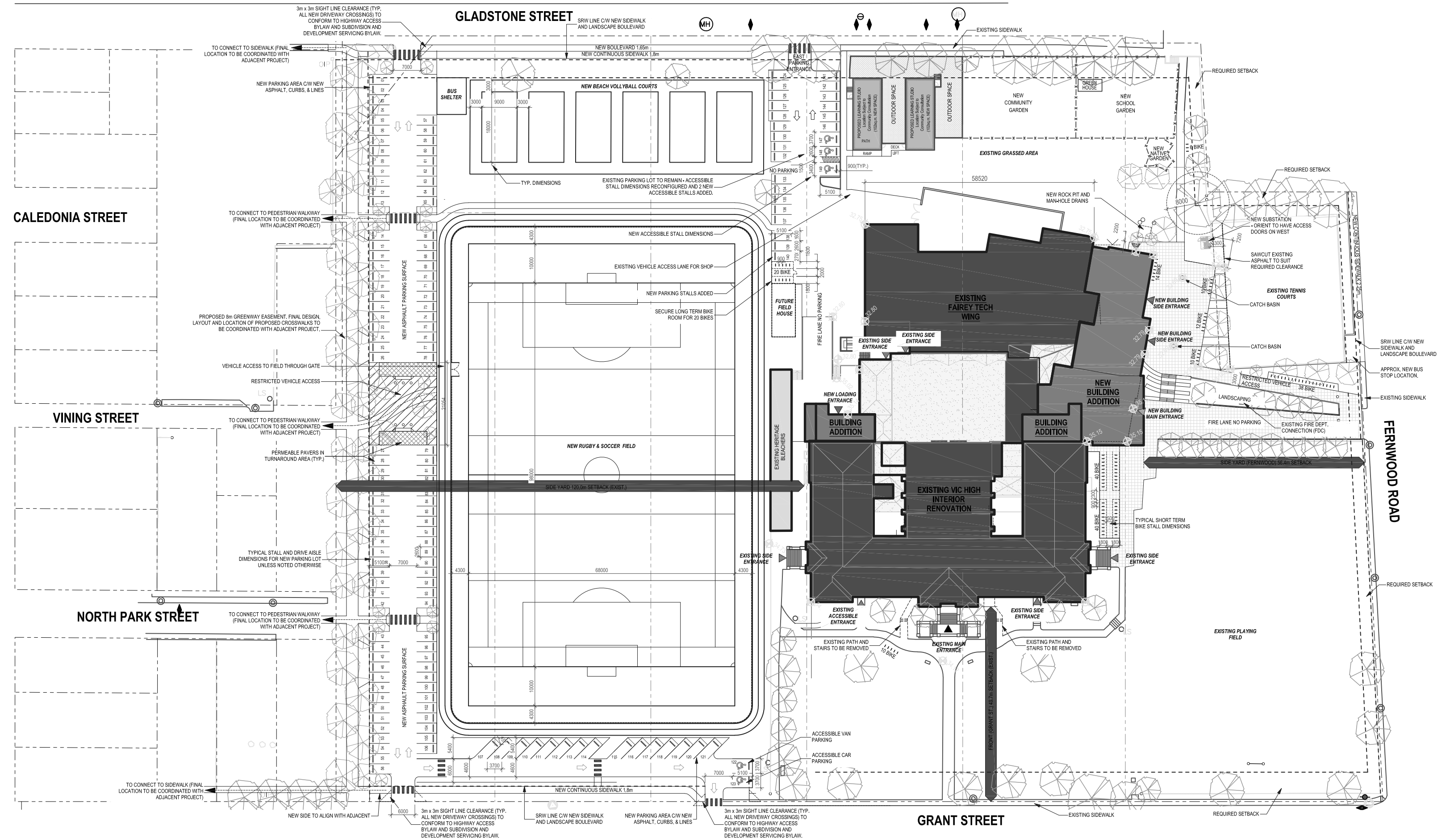
August 2021 – Rebar Installation at Stair NE Pad footing



August 2021 – Backfill and Waterproofing at NW Stairs



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



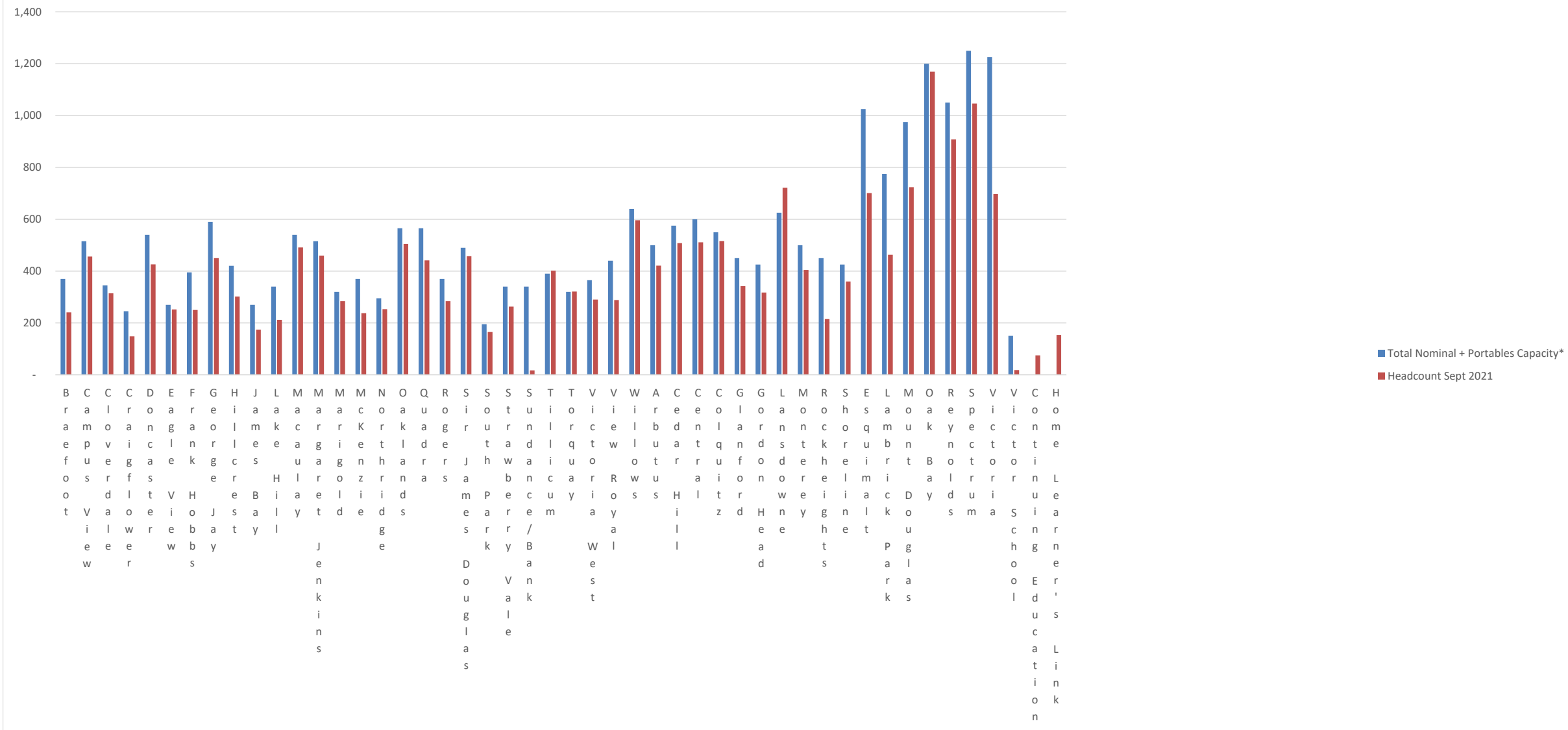


| <b>NOMINAL</b>       | Total Nominal<br>+ Portables<br>Capacity* | Headcount<br>Sept 2021 | HC 2021 % of<br>Capacity | Headcount<br>Sept 2020 | HC 2020 % of<br>Capacity |
|----------------------|---|------------------------|--------------------------|------------------------|--------------------------|
| Braefoot             | 370                                       | 241.00                 | 65%                      | 236.00                 | 64%                      |
| Campus View          | 515                                       | 456.00                 | 89%                      | 430.00                 | 83%                      |
| Cloverdale           | 345                                       | 314.00                 | 91%                      | 296.00                 | 86%                      |
| Craigflower          | 245                                       | 148.00                 | 60%                      | 117.00                 | 48%                      |
| Doncaster            | 540                                       | 426.00                 | 79%                      | 416.00                 | 77%                      |
| Eagle View           | 270                                       | 252.00                 | 93%                      | 257.00                 | 95%                      |
| Frank Hobbs          | 395                                       | 250.00                 | 63%                      | 249.00                 | 63%                      |
| George Jay           | 590                                       | 450.00                 | 76%                      | 461.00                 | 78%                      |
| Hillcrest            | 420                                       | 302.00                 | 72%                      | 292.00                 | 70%                      |
| James Bay            | 270                                       | 174.00                 | 64%                      | 192.00                 | 71%                      |
| Lake Hill            | 340                                       | 212.00                 | 62%                      | 206.00                 | 61%                      |
| Macaulay             | 540                                       | 491.00                 | 91%                      | 455.00                 | 84%                      |
| Margaret Jenkins     | 515                                       | 460.00                 | 89%                      | 450.00                 | 87%                      |
| Marigold             | 320                                       | 284.00                 | 89%                      | 283.00                 | 88%                      |
| McKenzie             | 370                                       | 238.00                 | 64%                      | 227.00                 | 61%                      |
| Northridge           | 295                                       | 253.00                 | 86%                      | 255.00                 | 86%                      |
| Oaklands             | 565                                       | 505.00                 | 89%                      | 499.00                 | 88%                      |
| Quadra               | 565                                       | 441.00                 | 78%                      | 417.00                 | 74%                      |
| Rogers               | 370                                       | 284.00                 | 77%                      | 294.00                 | 79%                      |
| Sir James Douglas    | 490                                       | 457.00                 | 93%                      | 443.00                 | 90%                      |
| South Park           | 195                                       | 165.00                 | 85%                      | 167.00                 | 86%                      |
| Strawberry Vale      | 340                                       | 263.00                 | 77%                      | 247.00                 | 73%                      |
| Sundance/Bank        | 340                                       | 17.00                  | 5%                       |                        | 0%                       |
| Tillicum             | 390                                       | 402.00                 | 103%                     | 397.00                 | 102%                     |
| Torquay              | 320                                       | 321.00                 | 100%                     | 311.00                 | 97%                      |
| Victoria West        | 365                                       | 290.00                 | 79%                      | 273.00                 | 75%                      |
| View Royal           | 440                                       | 288.00                 | 65%                      | 303.00                 | 69%                      |
| Willows              | 640                                       | 596.00                 | 93%                      | 595.00                 | 93%                      |
| Arbutus              | 500                                       | 421.00                 | 84%                      | 432.00                 | 86%                      |
| Cedar Hill           | 575                                       | 508.00                 | 88%                      | 461.00                 | 80%                      |
| Central              | 600                                       | 511.00                 | 85%                      | 546.00                 | 91%                      |
| Colquitz             | 550                                       | 516.00                 | 94%                      | 507.00                 | 92%                      |
| Glanford             | 450                                       | 342.00                 | 76%                      | 352.00                 | 78%                      |
| Gordon Head          | 425                                       | 317.00                 | 75%                      | 310.00                 | 73%                      |
| Lansdowne            | 625                                       | 721.00                 | 115%                     | 676.00                 | 108%                     |
| Monterey             | 500                                       | 404.00                 | 81%                      | 382.00                 | 76%                      |
| Rockheights          | 450                                       | 215.00                 | 48%                      | 225.00                 | 50%                      |
| Shoreline            | 425                                       | 360.00                 | 85%                      | 306.00                 | 72%                      |
| Esquimalt            | 1,025                                     | 701.00                 | 68%                      | 691.00                 | 67%                      |
| Lambrick Park        | 775                                       | 463.00                 | 60%                      | 453.00                 | 58%                      |
| Mount Douglas        | 975                                       | 724.00                 | 74%                      | 746.00                 | 77%                      |
| Oak Bay              | 1,200                                     | 1,169.00               | 97%                      | 1,126.00               | 94%                      |
| Reynolds             | 1,050                                     | 908.00                 | 86%                      | 916.00                 | 87%                      |
| Spectrum             | 1,250                                     | 1,046.00               | 84%                      | 995.00                 | 80%                      |
| Victoria             | 1,225                                     | 697.00                 | 57%                      | 694.00                 | 57%                      |
| Victor School        | 150                                       | 18.00                  | 12%                      | 13.00                  | 9%                       |
| Continuing Education | -   | 75.00                  |                          | 109.00                 |                          |
| Alt Ed (SJ Burnside) | 275                                       | 164.00                 | 60%                      | 204.00                 | 74%                      |
| Home Learner's Link  | -   | 154.00                 |                          | 146.00                 |                          |
| <b>GRAND TOTAL</b>   | <b>24,385</b>                             | <b>19,414.00</b>       | <b>80%</b>               | <b>19,058.00</b>       | <b>78%</b>               |

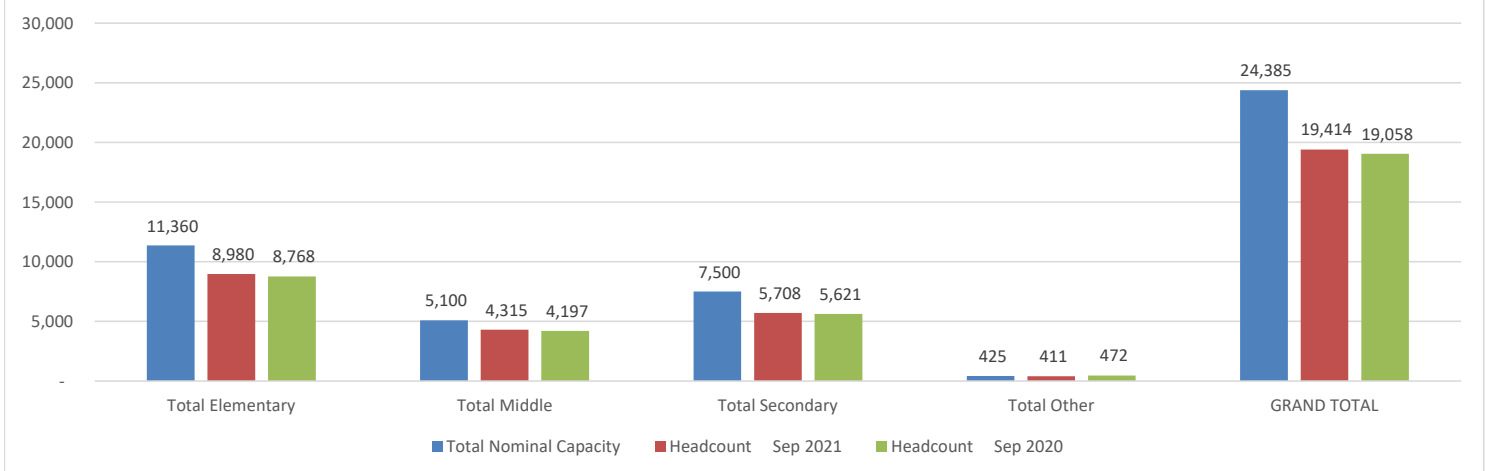
\*Total capacity adjusted for schools with StrongStart Program (Nominal + Portables)

|                    | Total Nominal<br>Capacity | Headcount<br>Sep 2021 | HC 2021 % of<br>Capacity | Headcount<br>Sep 2020 | HC 2020 % of<br>Capacity |
|--------------------|---------------------------|-----------------------|--------------------------|-----------------------|--------------------------|
| Total Elementary   | 11,360                    | 8,980                 | 79%                      | 8,768                 | 77%                      |
| Total Middle       | 5,100                     | 4,315                 | 85%                      | 4,197                 | 82%                      |
| Total Secondary    | 7,500                     | 5,708                 | 76%                      | 5,621                 | 75%                      |
| Total Other        | 425                       | 411                   | 97%                      | 472                   | 111%                     |
| <b>GRAND TOTAL</b> | <b>24,385</b>             | <b>19,414</b>         | <b>80%</b>               | <b>19,058</b>         | <b>78%</b>               |

Nominal Capacity Vs. Headcount



Nominal Capacity Vs. Funded Enrolment - 2021 & 2020



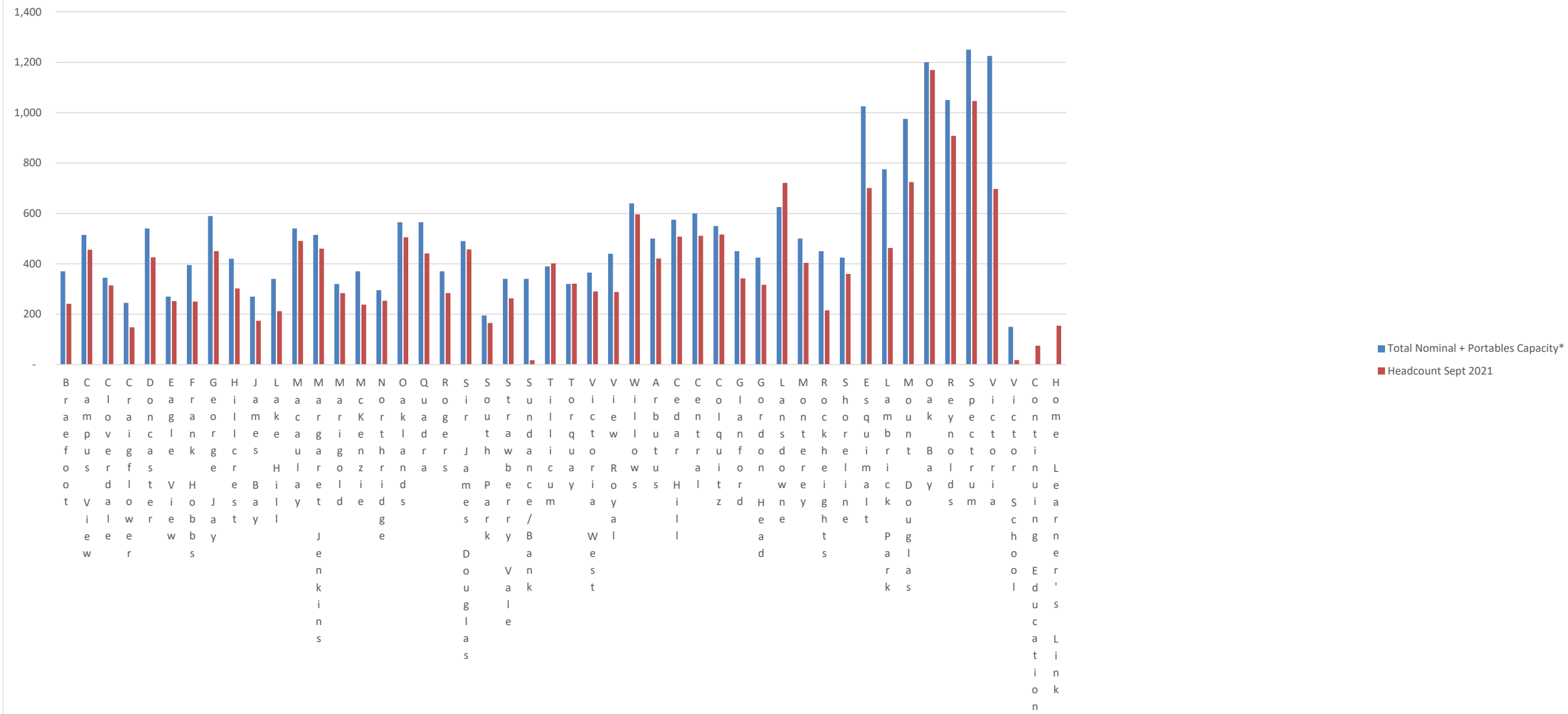
| <b>FUNCTIONAL</b>    | Functional Capacity Used for Boundary Review | Headcount Sept 2021 | HC 2021 % of Capacity | Headcount Sept 2020 | HC 2020 % of Capacity |
|----------------------|--|---------------------|-----------------------|---------------------|-----------------------|
| Braefoot             | 309  | 241.00              | 78%                   | 236.00              | 76%                   |
| Campus View          | 464  | 456.00              | 98%                   | 430.00              | 93%                   |
| Cloverdale           | 332  | 314.00              | 95%                   | 296.00              | 89%                   |
| Craigflower          | 219  | 148.00              | 68%                   | 117.00              | 53%                   |
| Doncaster            | 438  | 426.00              | 97%                   | 416.00              | 95%                   |
| Eagle View           | 283  | 252.00              | 89%                   | 257.00              | 91%                   |
| Frank Hobbs          | 351  | 250.00              | 71%                   | 249.00              | 71%                   |
| George Jay           | 531  | 450.00              | 85%                   | 461.00              | 87%                   |
| Hillcrest            | 373  | 302.00              | 81%                   | 292.00              | 78%                   |
| James Bay            | 196  | 174.00              | 89%                   | 192.00              | 98%                   |
| Lake Hill            | 324  | 212.00              | 65%                   | 206.00              | 64%                   |
| Macaulay             | 483  | 491.00              | 102%                  | 455.00              | 94%                   |
| Margaret Jenkins     | 487  | 460.00              | 94%                   | 450.00              | 92%                   |
| Marigold             | 283  | 284.00              | 100%                  | 283.00              | 100%                  |
| McKenzie             | 309  | 238.00              | 77%                   | 227.00              | 73%                   |
| Northridge           | 286  | 253.00              | 88%                   | 255.00              | 89%                   |
| Oaklands             | 487  | 505.00              | 104%                  | 499.00              | 102%                  |
| Quadra               | 505  | 441.00              | 87%                   | 417.00              | 83%                   |
| Rogers               | 332  | 284.00              | 86%                   | 294.00              | 89%                   |
| Sir James Douglas    | 460  | 457.00              | 99%                   | 443.00              | 96%                   |
| South Park           | 196  | 165.00              | 84%                   | 167.00              | 85%                   |
| Strawberry Vale      | 309  | 263.00              | 85%                   | 247.00              | 80%                   |
| Sundance/Bank        | 109  | 17.00               | 16%                   | -                   | 0%                    |
| Tillicum             | 396  | 402.00              | 102%                  | 397.00              | 100%                  |
| Torquay              | 283  | 321.00              | 113%                  | 311.00              | 110%                  |
| Victoria West        | 332  | 290.00              | 87%                   | 273.00              | 82%                   |
| View Royal           | 399  | 288.00              | 72%                   | 303.00              | 76%                   |
| Willows              | 569  | 596.00              | 105%                  | 595.00              | 105%                  |
| Arbutus              | 500  | 421.00              | 84%                   | 432.00              | 86%                   |
| Cedar Hill           | 550  | 508.00              | 92%                   | 461.00              | 84%                   |
| Central              | 600  | 511.00              | 85%                   | 546.00              | 91%                   |
| Colquitz             | 550  | 516.00              | 94%                   | 507.00              | 92%                   |
| Glanford             | 400  | 342.00              | 86%                   | 352.00              | 88%                   |
| Gordon Head          | 375  | 317.00              | 85%                   | 310.00              | 83%                   |
| Lansdowne            | 875  | 721.00              | 82%                   | 676.00              | 77%                   |
| Monterey             | 425  | 404.00              | 95%                   | 382.00              | 90%                   |
| Rockheights          | 400  | 215.00              | 54%                   | 225.00              | 56%                   |
| Shoreline            | 425  | 360.00              | 85%                   | 306.00              | 72%                   |
| Esquimalt            | 975  | 701.00              | 72%                   | 691.00              | 71%                   |
| Lambrick Park        | 750  | 463.00              | 62%                   | 453.00              | 60%                   |
| Mount Douglas        | 950  | 724.00              | 76%                   | 746.00              | 79%                   |
| Oak Bay              | 1300   | 1,169.00            | 90%                   | 1,126.00            | 87%                   |
| Reynolds             | 1100   | 908.00              | 83%                   | 916.00              | 83%                   |
| Spectrum             | 1200   | 1,046.00            | 87%                   | 995.00              | 83%                   |
| Victoria             | 1000   | 697.00              | 70%                   | 694.00              | 69%                   |
| Victor School        | 150  | 18.00               | 12%                   | 13.00               | 9%                    |
| Continuing Education | 0  | 75.00               |                       | 109.00              |                       |
| Alt Ed (SJ Burnside) | 275  | 164.00              | 60%                   | 204.00              | 74%                   |
| Home Learner's Link  | 0  | 154.00              |                       | 146.00              |                       |
| <b>GRAND TOTAL</b>   | <b>22,845</b>                                | <b>19,414.00</b>    | <b>85%</b>            | <b>19,058.00</b>    | <b>83%</b>            |

\*Total capacity adjusted for schools with StrongStart Program (Nominal + Portables)

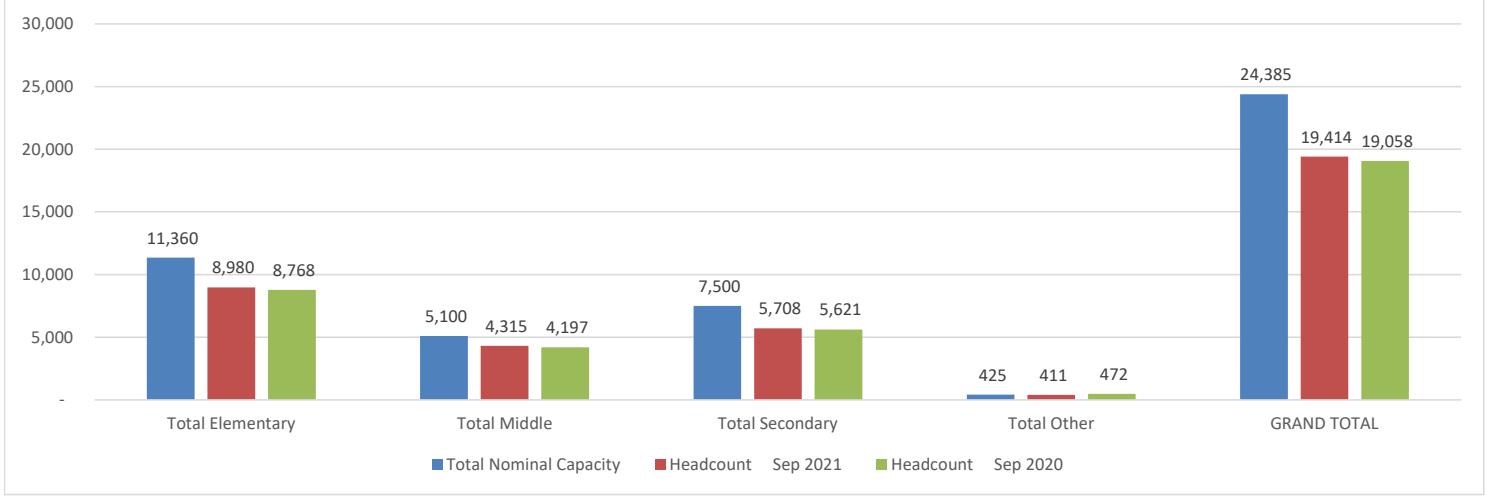
|                    | Total Functional Capacity | Headcount Sep 2021 | HC 2021 % of Capacity | Headcount Sep 2020 | HC 2020 % of Capacity |
|--------------------|---------------------------|--------------------|-----------------------|--------------------|-----------------------|
| Total Elementary   | 10,045                    | 8,980              | 89%                   | 8,768              | 87%                   |
| Total Middle       | 5,100                     | 4,315              | 85%                   | 4,197              | 82%                   |
| Total Secondary    | 7,275                     | 5,708              | 78%                   | 5,621              | 77%                   |
| Total Other        | 425                       | 411                | 97%                   | 472                | 111%                  |
| <b>GRAND TOTAL</b> | <b>22,845</b>             | <b>19,414</b>      | <b>85%</b>            | <b>19,058</b>      | <b>83%</b>            |



Functional Capacity Vs. Headcount



Functional Capacity Vs. Funded Enrolment - 2021 & 2020



Greater Victoria School District No. 61  
2021/22 Ministry of Education Operating Grant Comparison

|  | 2021/22 Final Operating Grant (December 2021 estimate) |           |                       | 2021/22 Preliminary Operating Grant (March 2021) |           |                       | Variance 21/22 Final vs 21/22 Prelim Operating Grant |                               | 2020/21 Final Operating Grant (December 2020) |           |                       | Variance 21/22 Final vs 20/21 Final |                               |
|--|--|-----------|-----------------------|--|-----------|-----------------------|--|-------------------------------|---|-----------|-----------------------|-------------------------------------|-------------------------------|
|  | Est. Enrol   | Unit Rate | Prelim Funding        | Est. Enrol                                       | Unit Rate | Prelim Funding        | Enrol Increase / (Decrease)                          | Funding Increase / (Decrease) | Final Enrol                                   | Unit Rate | Final Funding         | Enrol Increase / (Decrease)         | Funding Increase / (Decrease) |
|  |  |           | (A)                   |  |           | (A)                   | (B-A) = (C)  |                               |   |           | (A)                   | (D-B)                               |                               |
| <b>Enrolment Based Funding</b>                 |  |           |                       |  |           |                       |  |                               |   |           |                       |                                     |                               |
| Regular Schools                                | 19,591.972   | \$ 7,885  | \$ 154,482,700        | 19,097.745                                       | \$ 7,885  | \$ 150,585,719        | 494.227  | \$ 3,896,981                  | 19,106.879                                    | \$ 7,560  | \$ 144,448,007        | 485.093                             | \$ 10,034,693                 |
| Continuing Education                           | 4.750  | 7,885     | 37,454                | 13.125   | 7,885     | 103,491               | -8.375   | \$ (66,037)                   | 11.250  | 7,560     | 85,050                | (6.500)                             | (47,596)                      |
| Distributed Learning                           | 29.438   | 6,360     | 187,223               | 13.500   | 6,360     | 85,860                | 15.938   | \$ 101,363                    | 16.813  | 6,100     | 102,556               | 12.625                              | 84,667                        |
| Alternate Schools                              | 181.000  | 7,885     | 1,427,185             | 198.000  | 7,885     | 1,561,230             | -17.000  | \$ (134,045)                  | 217.000                                       | 7,560     | 1,640,520             | (36.000)                            | (213,335)                     |
| Home School Students                           | 47.000   | 250       | 11,750                | 130.000  | 250       | 32,500                | -83.000  | \$ (20,750)                   | 130.000                                       | 250       | 32,500                | (83.000)                            | (20,750)                      |
| Course Challenges                              | 5.000  | 246       | 1,230                 | 5.000  | 246       | 1,230                 | 0.000  | \$ -                          | 5.000   | 236       | 1,180                 | -                                   | 50                            |
| <b>Total September Enrolment Based Funding</b> | <b>19,807.160</b>                                      |           | <b>156,147,542</b>    | <b>19,322.370</b>                                |           | <b>152,370,030</b>    | <b>484.790</b>                                       | <b>3,777,512</b>              | <b>19,351.942</b>                             |           | <b>146,309,813</b>    | <b>455.218</b>                      | <b>9,837,729</b>              |
| <b>Enrolment Decline Funding</b>               |  |           | <b>0</b>              |  |           | <b>0</b>              |  | <b>0</b>                      |   |           | <b>375,369</b>        |                                     | <b>(375,369)</b>              |
| <b>Unique Student Needs</b>                    |  |           |                       |  |           |                       |  |                               |   |           |                       |                                     |                               |
| (a) English Language Learning                  | 1,849  | 1,585     | 2,930,665             | 1,844  | 1,585     | 2,922,740             | 5  | \$7,925                       | 1,844   | 1,520     | 2,802,880             | 5.000                               | 127,785                       |
| (b) Indigenous Education                       | 1,454  | 1,565     | 2,275,510             | 1,354  | 1,565     | 2,119,010             | 100  | \$156,500                     | 1,354   | 1,500     | 2,031,000             | 100.000                             | 244,510                       |
| (c) Special Needs                              |  |           |                       |  |           |                       | 0  | \$0                           |   |           |                       | -                                   | 0                             |
| - Level 1                                      | 23   | 44,850    | 1,031,550             | 20   | 44,850    | 897,000               | 3  | \$134,550                     | 23  | 43,000    | 989,000               | -                                   | 42,550                        |
| - Level 2                                      | 889  | 21,280    | 18,917,920            | 805  | 21,280    | 17,130,400            | 84   | \$1,787,520                   | 807   | 20,400    | 16,462,800            | 82.000                              | 2,455,120                     |
| - Level 3                                      | 386  | 10,750    | 4,149,500             | 420  | 10,750    | 4,515,000             | (34)   | (\$365,500)                   | 425   | 10,300    | 4,377,500             | (39.000)                            | (228,000)                     |
| (d) Adult Education                            | 8.125  | 5,030     | 40,869                | 9.594  | 5,030     | 48,257                | -1.469   | (\$7,388)                     | 10.063  | 4,823     | 48,531                | (1.938)                             | (7,662)                       |
| (e) Equity of Opportunity Supplement           |  |           | 958,268               |  |           | 958,268               |  | \$0                           |   |           | 1,136,653             |                                     | (178,385)                     |
|  |  |           | <b>30,304,282</b>     |  |           | <b>28,590,675</b>     |  | <b>1,713,607</b>              |   |           | <b>27,848,364</b>     |                                     | <b>2,455,918</b>              |
| <b>Salary Differential</b>                     |  |           | <b>4,955,362</b>      |  |           | <b>4,955,362</b>      |  | <b>0</b>                      |   |           | <b>4,963,062</b>      |                                     | <b>(7,700)</b>                |
| <b>Unique Geographic Factors</b>               |  |           | <b>2,156,674</b>      |  |           | <b>2,156,674</b>      |  | <b>0</b>                      |   |           | <b>2,167,844</b>      |                                     | <b>(11,170)</b>               |
| <b>Summer Learning</b>                         |  |           | <b>33,152</b>         |  |           | <b>33,152</b>         |  | <b>0</b>                      |   |           | <b>31,820</b>         |                                     | <b>1,332</b>                  |
| <b>Curriculum &amp; Learning Support Fund</b>  |  |           | <b>174,167</b>        |  |           | <b>174,167</b>        |  | <b>0</b>                      |   |           | <b>176,830</b>        |                                     | <b>(2,663)</b>                |
| <b>Distributed Learning February and May</b>   |  |           |                       |  |           |                       |  |                               |   |           |                       |                                     |                               |
| K-Grade 9 School Age February                  | 0.000  | 3,180     | 0                     | 0.000  | 3,180     | 0                     | 0.000  | 0                             | 0.000   | 3,050     | 0                     | -                                   | 0                             |
| Grade 10-12 School Age February                | 16.875   | 6,360     | 107,325               | 16.875   | 6,360     | 107,325               | 0.000  | 0                             | 12.000  | 6,100     | 73,200                | 4.875                               | 34,125                        |
| Adults February                                | 2.125  | 5,030     | 10,689                | 2.125  | 5,030     | 10,689                | 0.000  | 0                             | 2.875   | 4,823     | 13,866                | (0.750)                             | (3,177)                       |
| K-Grade 9 School Age May                       | 0.000  | 2,120     | 0                     | 0.000  | 2,120     | 0                     | 0.000  | 0                             | 0.000   | 2,033     | 0                     | -                                   | 0                             |
| Grade 10-12 School Age May                     | 11.625   | 6,360     | 73,935                | 11.625   | 6,360     | 73,935                | 0.000  | 0                             | 9.625   | 6,100     | 58,713                | 2.000                               | 15,222                        |
| Adults May                                     | 1.875  | 5,030     | 9,431                 | 1.875  | 5,030     | 9,431                 | 0.000  | 0                             | 1.875   | 4,823     | 9,043                 | -                                   | 388                           |
| <b>Continuing Education February and May</b>   |  |           |                       |  |           |                       |  |                               |   |           |                       |                                     |                               |
| School Age February                            | 11.375   | 7,885     | 89,692                | 11.375   | 7,885     | 89,692                | 0.000  | 0                             | 6.500   | 7,560     | 49,140                | 4.875                               | 40,552                        |
| Adults February                                | 7.750  | 5,030     | 38,983                | 7.750  | 5,030     | 38,983                | 0.000  | 0                             | 13.250  | 4,823     | 63,905                | (5.500)                             | (24,922)                      |
| School Age May                                 | 11.750   | 7,885     | 92,649                | 11.750   | 7,885     | 92,649                | 0.000  | 0                             | 0.000   | 7,560     | 0                     | 11.750                              | 92,649                        |
| Adults May                                     | 10.000   | 5,030     | 50,300                | 10.000   | 5,030     | 50,300                | 0.000  | 0                             | 10.000  | 4,823     | 48,230                | -                                   | 2,070                         |
| <b>SUB-TOTAL</b>                               |  |           | <b>\$ 194,244,183</b> |  |           | <b>\$ 188,753,064</b> |  | <b>\$ 5,491,119</b>           |   |           | <b>\$ 182,189,199</b> |                                     | <b>12,054,984</b>             |
| <b>Additional Operating Funds</b>              |  |           |                       |  |           |                       |  |                               |   |           |                       |                                     |                               |
| - Provincial Holdback Allocation               |  |           |                       |  |           |                       |  | 0                             |   |           |                       |                                     | 0                             |
| <b>SUB-TOTAL</b>                               |  |           | <b>0</b>              |  |           | <b>0</b>              |  | <b>0</b>                      |   |           | <b>0</b>              |                                     | <b>0</b>                      |
| <b>TOTAL OPERATING GRANT</b>                   |  |           | <b>\$ 194,244,183</b> |  |           | <b>\$ 188,753,064</b> |  | <b>\$ 5,491,119</b>           |   |           | <b>\$ 182,189,199</b> |                                     | <b>\$ 12,054,984</b>          |



# One *Learning* Community



# Financial Year End 2020-2021

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**Date: September 27, 2021**

**Presented to: Regular Board Meeting**

**Presented by: Kim Morris, Secretary-Treasurer**

# Surplus

- **Projected May Budget Process:** **\$11.9m**
  - **Actual June Year end:** **\$13.2m**
  - **Net increase:** **\$1.3m**
- \$1.3 m represents 0.6% of operating expenses

# Surplus: Change from May to Year End

- **Net surplus increase \$1.3m resulted from:**
  - EA wages underspent (hiring lag) \$780k
  - Holdback Grant increase \$70k
  - TTOC's wages underspent \$165k
  - Departments underspent \$172k

# Surplus

|   |          | 2020-2021         | 2019-2020         | Increase<br>(Decreases) | Variance    |
|---|----------|-------------------|-------------------|-------------------------|-------------|
| Project Budgets                                   | A        | 2,840,184         | 5,207,301         | (2,367,117)             | -45%        |
| School Level Funds                                | A        | 1,972,690         | 2,574,311         | (601,621)               | -23%        |
| Purchase Order Commitments                        | A        | 618,487           | 560,082           | 58,405                  | 10%         |
| <b>Planned Surplus to Balance Budget (June 3)</b> | <b>B</b> | <b>4,837,387</b>  | 7,046,806         | <b>(2,209,419)</b>      | <b>-31%</b> |
| <b>Planned Reserve (June 3)</b>                   | <b>C</b> | <b>821,019</b>    | 0                 | <b>821,019</b>          | <b>100%</b> |
| Infrastructure Initiatives                        | D        | 956,350           | 0                 | 956,350                 | 100%        |
| Additional Reserve From Year End                  | D        | 721,622           |                   | 721,622                 | 100%        |
| International Program Reserve                     | D        | 425,000           | 0                 | 425,000                 | 100%        |
| COVID Contingency                                 |          | 0                 | 2,561,246         | (2,561,246)             | -100%       |
| <b>Total</b>                                      |          | <b>13,192,739</b> | <b>17,949,746</b> | <b>(4,757,007)</b>      | <b>-27%</b> |
|   |          |                   |                   |                         |             |
| Total Operating Expenses Incl. Capital Assets     |          | 210,504,376       | 205,032,764       |                         |             |
|   |          |                   |                   |                         |             |
| Surplus as % of Operating Expenses                |          | 6.27%             | 8.75%             |                         |             |
|   |          |                   |                   |                         |             |
| Reserve as a % of Operating Expenses              |          | 0.93%             | 0.00%             |                         |             |

# \$13.1 m Surplus

## **A - No discretion:**

- \$5.4m – contractual, externally targeted, school funds

## **B - No discretion:**

- \$4.8m – balanced the 21-22 budget (June 3)

## **C – No discretion:**

- \$0.821m reserve (June 3)

## **D – Discretion:**

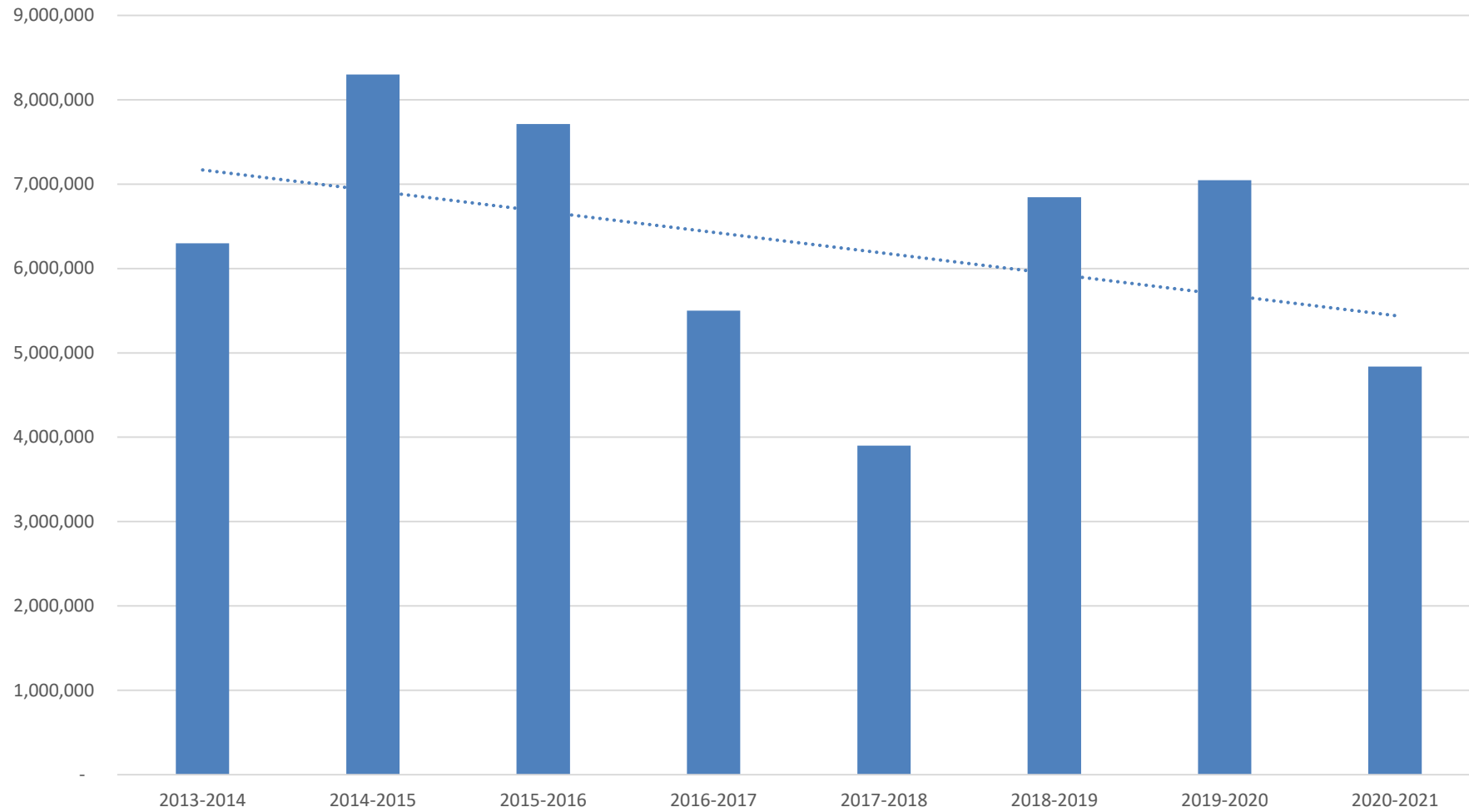
- \$1.0 m – network upgrades, shops safety, enrolment growth modular
- \$1.1 m – additional reserve to reduce 22-23 budget impacts



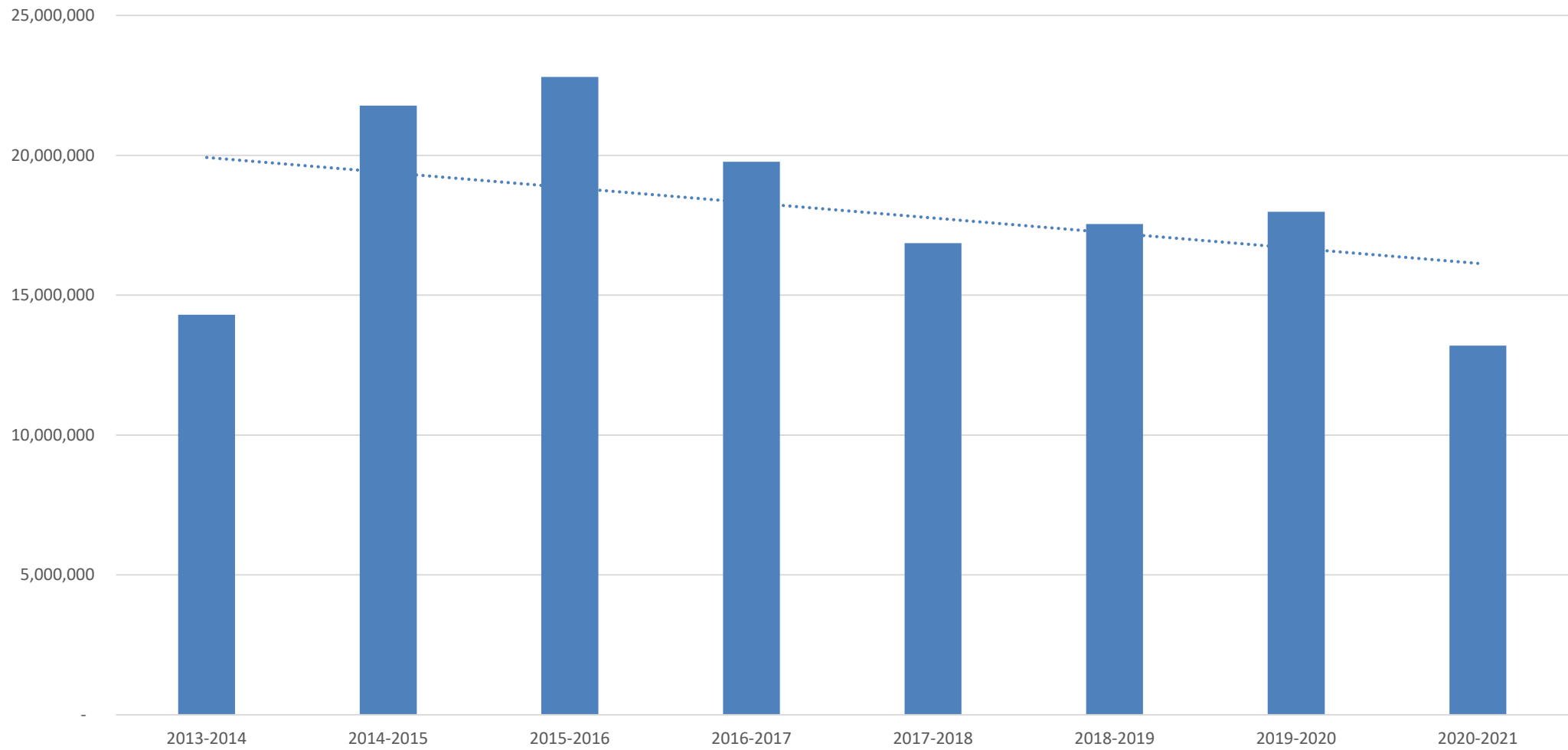
# Surplus History

| Surplus History (Financial Stmts) | Unspent Schools | Unspent District | Purchase Order Commitments | COVID Contingency | Budgeted in Future Years' Budget |    | Reserve   | Infrastructure | Unrestricted Operating | Total      |
|-----------------------------------|-----------------|------------------|----------------------------|-------------------|----------------------------------|----|-----------|----------------|------------------------|------------|
| 2013-2014                         | 4,966,701       | 2,507,438        | 530,882                    |                   | 6,300,000                        |    | -         |                | -                      | 14,305,021 |
| 2014-2015                         | 6,108,287       | 2,579,856        | 682,969                    |                   | 8,300,000                        |    | -         |                | 4,104,554              | 21,775,666 |
| 2015-2016                         | 5,735,930       | 3,750,175        | 961,965                    |                   | 7,710,764                        |    | -         |                | 4,641,593              | 22,800,427 |
| 2016-2017                         | 5,379,427       | 3,729,737        | 1,385,806                  |                   | 5,500,000                        |    | -         |                | 3,774,594              | 19,769,564 |
| 2017-2018                         | 4,246,216       | 5,307,670        | 1,018,775                  |                   | 3,900,000                        |    | -         |                | 2,386,696              | 16,859,357 |
| 2018-2019                         | 3,400,360       | 4,843,799        | 419,972                    |                   | 6,845,754                        | *  | -         |                | 2,037,796              | 17,547,681 |
| 2019-2020                         | 2,574,310       | 5,207,301        | 560,082                    | 2,561,247         | 7,046,806                        |    | -         |                | 29,582                 | 17,979,328 |
| 2020-2021                         | 1,972,690       | 2,840,184        | 618,487                    |                   | 4,837,387                        | ** | 1,967,641 | 956,350        | -                      | 13,192,739 |

### Surplus Budgeted to Balance Next Year



## Surplus History - Overall



# **GVSD Network Infrastructure Refresh**

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**Operations Policy & Planning Committee**

**October 18, 2021**

**Andy Canty**

# The network is our most critical IT service

## Top IT Services for Org Stakeholders

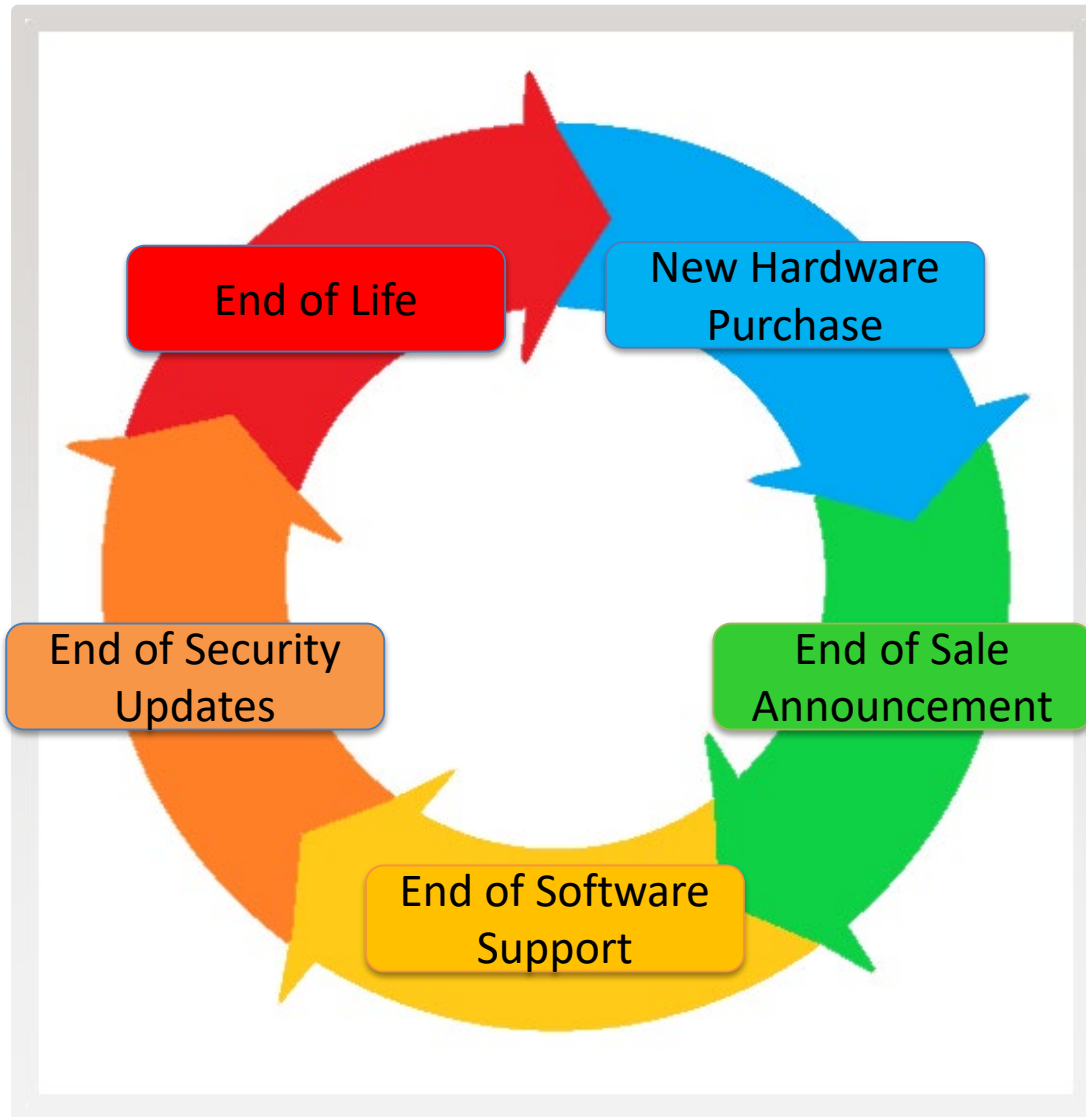
1. Network Infrastructure
2. Help Desk
3. Applications
4. Data Quality
5. Devices
6. Data Analytics
7. Client-Facing Technology
8. Work Orders
9. Innovation Leadership
10. Projects

Our students expect to be able to safely access their classwork and research on demand.

Staff, familiar with consumer apps, expect the same high level of performance and ease of use from our school district apps.

What were paper workflows are now digital.

Network infrastructure must be managed and maintained to continue to provide service.



## The Network Hardware Lifecycle

1. Vendor releases product to market, usually promising sales availability for 3 – 7 years.
2. *End of Saledate* = when the product will no longer be available to purchase.
3. *End of Software Maintenance* = when the product will no longer be supported with feature, bug and, in some cases, security updates.
4. Some vendors will extend security updates for a product and will then announce an *End of Security Updates* date.
5. Finally, the vendor will announce the *End of Life* date for the product where no support will be provided. This is usually the end of hardware warranty.

# What is the Plan?

We have put in place a robust network infrastructure to meet the demands of our modern school district. This plan sustains that service so that students and staff maintain their trust in our network.

\$2.6 m is required over 5 years to sustain service to students and staff for core learning and critical business and other infrastructure needs.

Year 1 – Replace 200 Access Points, 50 Access Switches, 23 PoE Switches

Year 2 – Replace 200 Access Points, 23 PoE Switches, 20 Access Switches, 15 Core Distribution Switches, 4 Host Servers, 2 Data Center Switches, 1 Backup Server

Year 3 – Replace 200 Access Points, 22 Core Distribution Switches, 20 PoE Switches, 10 Access Switches, 1 Wireless Authentication Server

Year 4 – Replace 160 Access Points, 20 Access Switches, 20 PoE Switches, 20 Distribution Switches, 4 Data Center Servers

Year 5 – Replace 80 Access Switches, 20 PoE Switches, 1 Wireless Management Server, 1 Storage Array

# What is the Impact of Delay?

Current service levels will not be sustained. For example, schools will be impacted by 'dark zones' where wireless is no longer available.

Learning and business functions could be negatively impacted. Network utilization is very high throughout the day with educational apps such as Google Workspaces for Education.

The risk of a cyberattack on our network increases. We need to maintain a baseline of security.

Supply chain impacts. We are seeing 100 day delivery estimates on current orders. We then need time to configure and install equipment.

Refresh may cost more if not considered a cost of doing business. We can lock in some pricing now knowing we have a plan.

We have invested in mobile technology and student devices. Choosing to not maintain our network may jeopardize that investment.

Organization may not understand the on-going investment in technology infrastructure in addition to the tools in students' and staffs' hands.

Information Technology for Learning staff will spend time maintaining failing infrastructure, taking away from other critical support functions.



# Office of the Secretary Treasurer

School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4106 Fax (250) 475-4112

*Kim Morris - Secretary Treasurer*

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**TO:** Operations Policy & Planning Committee  
**FROM:** Kim Morris, Secretary Treasurer  
**DATE:** October 18, 2021  
**RE:** **2022-2023 Proposed Budget Process**

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## BACKGROUND

During the 2021-2022 budget process, valuable feedback was received from GVSD's learning community. As well a comprehensive Special Advisor's report from Joan Axford was provided to the Board and can be found here:

<https://www.sd61.bc.ca/our-district/financial/> .

To improve the 2022-2023 budget process, Trustees held two working sessions with Staff on September 16, 2021 and October 12, 2021. The attachments to this memo are the culmination of these working sessions including the Board's proposed process for 2022-2023 and represent the Board's and Staff's commitment to working collaboratively and early to provide information and input for the Board's budget decision making in April 2022.

The attachments to this memo include:

1. Values/Guiding Principles
2. Budget Committee Options
3. Communications Plan
4. Process & Timeline

All documents are proposed for the Operations Policy & Planning Committee to discuss and to provide feedback to the Board. The Board will finalize its 2022-2023 budget process at the October 25, 2021 Regular Open Board meeting.

## RECOMMENDED MOTION

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.*

Budget 2022-2023

## VALUES/GUIDING PRINCIPLES

October 18, 2021

### Students

Students are at the centre of all we do in SD61. Students are our primary stakeholder and must have voice and agency in their learning. The budget will focus on provision of service for every student to succeed, recognizing that all learners are unique and have differing needs. Quantitative and qualitative data are both important.

### Relationships

Partnerships and relationships are strengthened by demonstrating respect, recognition of expertise, recognition of diverse opinions and ability to have civil discourse. We assume good intentions on all sides and for all ideas. Trust will be built by having authentic and difficult conversations with transparency and building understanding over time. The budget will be communicated clearly and regularly throughout the process.

### Indigenous

The budget will be culturally respectful and responsive. Trustees, the Board and Staff will utilize the Indigenous Education Department as the conduit to share information and to consult with the Four Houses to seek input and direction. Board and Staff will attend meetings as invited by each of the Four Houses.

### Alignment

Budget decisions will align to the District's Strategic Plan's goals and strategies and the District Framework for Enhancing Student Learning. Priority will be given to Strategic Plan and Framework for Enhancing Student Learning initiatives and will make financial connections to complete the annual financial report. As a result the organization recognizes constraint and the ability to do many things, but not all things.

### Timelines

The Board will adhere to the Board approved budget process timelines in order for the organization to meet its system, staffing and collective agreement obligations to properly place human and financial resources in schools and provide stability in the organization. In the process, the learning community will be informed about the time constraints for the final budget approval. The Board will give third reading to the budget no later than April 11, 2021.

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One *Learning* Community



### Collaboration

The budget will be an inclusive collaborative process where stakeholders and Rights holders have the opportunity to understand the District budget, be made aware of positive and negative impacts of proposed budget options and to provide input on same, and where possible to co-create solutions. Participants should feel heard at the end of the budget process while also understanding that feedback and input are provided for the Board's consideration in its decision making. Quiet voices will require extra attention.

### Sustainability and Ability to Withstand Change

To advance sustainability the Board will:

- commit to administrative and operational efficiencies, and appropriate management of risk including the provision of safe and healthy learning environments and sustainable environmental practices
- move toward matching revenues to expenses so the organization does not rely on surplus to balance on-going costs from year to year
- spend surplus on one-time initiatives and priorities, and not on-going expenses
- recognize that the needs of students change from year to year and so will the budget allocations
- protect reserves and contingency even when there is pressure to spend in times of constraint
- consider long term financial planning and three year budget forecasts

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## BUDGET COMMITTEE

October 18, 2021

The Board would like to form a budget committee and has two options to consider. The Board is considering a budget committee as an alternative to last spring’s suggestion relative to topic-specific working groups. It was felt that working groups would be topic specific but may not provide the thread to tie all of the topics together. A budget committee will discuss various topics, will invite topic experts and resource people to the committee AND will provide the continuity to weave the topics together in the overall budget process for the Board’s consideration in its decision making.

The two committee options are:

| Budget Committee Structure 1                                       | Budget Committee Structure 2   |
|--|--|
| Members: 2-3 trustees and 2-3 staff with expertise                 | Members: 9 trustees, stakeholder and Rights holder reps and staff          |
| Public: No   | Public: No   |
| Advisory reporting to Board  | Advisory reporting to Board  |
| Decision making: consensus building where possible; non-voting     | Decision making: consensus building where possible; non-voting             |
| Stakeholders & Rights Holders: No                                  | Stakeholders & Rights Holders: Yes   |
| Meeting agenda: Committee discusses topics                         | Meeting agenda: Big group to start, breakout, report out, big group to end |
| Subject experts present to committee                               | Ask for subject experts when specific topics are on agenda                 |
| Topics set by Committee  | Topics set by Committee  |
| Small group = more safety?   | Bigger group = more diverse voices and understanding perspective?          |
| Small group more likely to have better attendance                  | Informal; more discussion  |
| Trustees not on the committee would need to trust the Trustee reps | Collaborative  |
| Agendas & minutes to be made public                                | Agendas & minutes to be made public  |
| Less members so may be able to go deeper into the data             | Better Trustee buy-in because all participating                            |
|  | Awareness & understanding of district picture to a wider audience          |

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## COMMUNICATIONS PLAN

October 18, 2021

This Communication Plan is to ensure that parents, students, staff and community are aware of our budget process and plan.

### Objectives:

1. To increase public awareness and understanding of the district's financial position and the allocation of funds to programs and services
2. To provide assurances that the district is spending its resources efficiently and effectively
3. To promote discussion on how best to allocate resources for the 2020/21 school year

### Key Messages:

1. To increase public awareness and understanding of the district's financial position and the allocation of funds to programs and services
  - a. The district continues to prioritize the allocation of funds to educational programs
  - b. The district is expanding its budget consultation processes
  - c. The district is expanding the sharing of information about revenues and expenditures
2. To provide assurances that the district is spending its resources efficiently and effectively
  - a. The Board of Education is financially prudent and accountable in the way we manage the tax dollars we receive
  - b. The Board is evaluating all expenditures to ensure sustainable, the best use of our funds and comparable to other like sized districts
3. To promote discussion on how best to allocate resources for the 2022-2023 school year
  - a. The Board of Education is expanding its opportunities for the community to participate in the budget discussions
  - b. The Board will share more financial information during the 2022-2023 budget discussions which will take place in public meetings
  - c. The Board will share budget information widely and in various forms including e- mail, web site, community papers, school meetings, school newsletters
  - d. The Board will provide a regular update on budget discussions

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Strategies and Actions:

The following strategies and actions will be implemented to support the above objectives:

1. Principals will be given articles for inclusion in school newsletters and monthly budget summaries to share with PACs including budget progress and upcoming discussions.
2. Media advisories will be issued on:
  - a. The budget plan and public input process
  - b. The cost pressures and budget challenges
  - c. The budget options issued for input
  - d. The final budget
3. Copies of the advisories will be sent to all schools and partner organizations
4. A budget advisory committee minutes will be circulated and posted on the web site
5. A budget backgrounder will be posted on the web site

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## 2022-2023 BUDGET PROCESS/TIMELINE

| Date               | Event Description   | Meeting Type          | Agenda Deadline | Reach             | What can the learning community expect? |
|--------------------|---|-----------------------|-----------------|-------------------|---|
| September 16       | Board Working Session #1  |                       |                 | Internal          |   |
| October 12         | Board Working Session #2  | Trustees Staff        |                 | Internal          |   |
| October 18         | Committee Options Discussion & Process Recommendations                  | Operations Committee  | 14-Oct          | Public            | Information                             |
| October 25         | Approval of Proposed Budget Package                                     | Regular Open          | 21-Oct          | Public            | Information                             |
| October 26         | Media Release   |                       |                 | Public            | Information                             |
| November 8         | Budget Committee formed   |                       |                 | Internal          | Information                             |
| November 15        | Committee Meeting 1   | Committee             | 10-Nov          | Internal          | Agenda & Minutes                        |
| November 18        | Talking Tables - Rights holders & Stakeholders                          | Public                |                 | 60-70             | Report                                  |
| November 25        | Student Symposium or Other Student Led Forum                            | Students              |                 | 60-70             | Report                                  |
| December 7         | Committee Meeting 2   | Committee             | 2-Dec           | Internal          | Agenda & Minutes                        |
| PLACEHOLDER        | HR NEEDS PROGRAM SHIFTS (FRIM, POC ETC BEFORE STUDENT TRANSFER PROCESS) |                       |                 | Internal          |   |
| January 18         | Committee Meeting 3   | Committee             | 13-Jan          | Internal          | Agenda & Minutes                        |
| February 8         | Committee Meeting 4   | Committee             | 3-Feb           | Internal          | Agenda & Minutes                        |
| February 11        | Student Transfer Closes   |                       |                 | Internal          |   |
| February 15        | 3-YEAR ENROLMENT PROJECTIONS TO MINISTRY (22-23/23-24/24-25)            |                       |                 | Internal          | Information                             |
| February 22        | Committee Meeting 5 - Draft 1 / Options Creation                        | Committee             | 17-Feb          | Internal          | Agenda & Minutes                        |
| March 8            | Committee Meeting 6 - Draft 2 / Options Refinement                      | Committee             | 3-Mar           | Internal          | Agenda & Minutes                        |
| March 10           | Public Town hall (NOTE 1)   | Public Trustees Staff | 10-Mar          | 50-100            | Preliminary Budget                      |
| March 15           | MINISTRY FUNDING ANNOUNCEMENT   |                       |                 | Internal          | Information                             |
| March 10 - 18      | Public Feedback Period (11 days) (NOTE 2)                               | Public                |                 | Public            | Input & Feedback                        |
| March 18           | Student Transfer Decisions Notification to Parents                      |                       |                 | Internal          |   |
| March 21 - April 1 | SPRING BREAK  |                       |                 | Internal          | Input & Feedback                        |
| April 4            | 1st or 1st and 2nd Bylaw Reading  | Special Open Board    | 30-Mar          | Public            | Information                             |
| April 7            | 3rd or 2nd and 3rd Bylaw Reading & Needs Budget/BUDGET PASSED           | Special Open Board    | 4-Apr           | Public            | Information                             |
| April 8            | Media Release & Staffing Packups  |                       |                 | Public & Internal | Information                             |
| April 11           | Committee Meeting 7 - Debrief 22-23 / Improve 23-24                     | Committee             | 6-Apr           | Internal          | Agenda & Minutes                        |
| April 22           | Staffing Packups Due Back from Schools                                  |                       |                 | Internal          |   |



March 10 is BEFORE the funding announcement; but allows time for feedback outside of Spring Break; may cause confusion if #'s change; ALTERNATIVE Change this date to March 17 and make the feedback period over Spring Break

NOTE 1:

NOTE 2:

ALTERNATIVE: March 17 to April 4, 2021

Other:

Committee reports to Board meetings as standing item

Indigenous Voice/4 Houses meetings as invited

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One Learning Community





# FACILITIES SERVICES

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

## Update for October 18<sup>th</sup>, 2021

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

### BUILDING MAINTENANCE SERVICES

- 1) Continue to maintain maximum fresh air into all classroom spaces. We haven't had issues with keeping spaces comfortable with the current weather conditions, this may change as the temperatures are dropping to single digits overnight. Expect to see energy consumption increase significantly moving forward.
- 2) Additional COVID related costs haven't been incurred since September start up. Expect there to be very minimal additional spending for COVID on the Maintenance budget this school year unless something changes significantly.
- 3) Continued development of building Facility Condition Index (FCI) and Asset costing to increase awareness of critical needs in 5 and 10 year Capital planning.

### MINOR CAPITAL

#### **Playgrounds and Play spaces**

Accessible playground installs underway at Lake Hill and Northridge

#### **Sundance –School start up**

Roof installation complete

#### **Spectrum Boiler Upgrade**

Commissioning of the two boilers underway

#### **Woodshop Upgrades**

70 % - 12 of 17 shops complete

#### **Colquitz**

Bussing charging stations drawings nearing completion

#### **Child Care**

Oaklands occupancy January/George Jay January/Braefoot January/Marigold and Eagle View work begun

### MAJOR CAPITAL

Cedar Hill – We have met with the Architectural Team and they have visited the school. We are about two weeks away from a meeting between them and the school Administration team.

Once things are a little more developed consultation will start.



## **CAPITAL RESTRUCTURING**

We have restructured Capital with Marni Vistisen-Harwood as the new Associate Director of Facilities/Capital. With a Project Manager at Vic High and soon one hired for Cedar Hill along with a new person as Manager of Major Capital it was determined this new position can help with oversight. Marni will still manager minor capital implementation as well as pick up the new duties. Congratulations Marni on your new role in the District.

## **OPERATIONS**

The school start up went well. We introduced new cleaning assignments for extra cleaning and disinfecting in Elementary and Middle Schools.

The Day Custodians start time changed in Elementary and Middle to 5 am to accommodate extra cleaning in their areas each morning and continuing the disinfecting of all the high touch points through the day.

We continue to hire extra staff keeping our on call casual list at a healthy number. Our Cartage department continues to be busy as September is generally a busy month for Cartage.

Our Rentals department have been extremely busy as we are starting to open up more facilities space to the public again generating revenue, including fields and parking.

## **TRANSPORTATION**

We are working on smoothing out our routes now that we have had the opportunity to run them for a month. Fine tuning passenger loads and stop times mainly on our inclusion runs but also on our bigger bus runs.

Our assistant has been very busy with parent requests and inquiries. We are also distributing the BC Transit passes to SJ Burnside students who live 3.8 km or further from the school.

We are continuing to run our seismic bus to and from the Fairey Tech building at Vic High to the SJ Willis campus. Next week we will start our regular baseball academy midday run. This consists of moving the athletes to and from Lambrick to Oak Bay high.

## **OCCUPATIONAL HEALTH & SAFETY**

- New Health & Safety Orientation delivered to over 100 trades staff
- Chair DOHS Committee - Establish new team for 2021/2022
- Chair Facilities JOHS Committee – Establish new team for 2021/2022
- Ebase – Health & Safety set up ( 30% Completion )
- Training Matrix Audit for 2021/2022
- *All 382 JOHS committee members have received the required 8 hours of training (WorksafeBC requirements)*
  
- **Noise exposure assessment** completed for facilities shops/grounds.
  - A noise decimeter was used to provide specific information about the noise levels at individuals' workstations.
  - Evaluate employee exposure averaged out over an 8 hour workday.

- Define areas that should be designated as a noise hazard and require the use of specific hearing protection.

### **NETWORK, COMMUNICATION and SECURITY**

The team has been focusing on the district staff changes, as we modify voice mail systems in the schools and update or issue new access control fobs to district staff. We are also looking into the WiFi platform in our elementary schools as we continue to see an increase in the use of wireless technology in those facilities. Classroom projection continues to be a priority out in the schools and we upgraded or added new systems in Frank Hobbs, Cedar Hill, Sir James Douglas and Margaret Jenkins.

### **CLIMATE and ENERGY**

- Final Draft of Strategic Energy Management Plan
- 2021/22 LED lighting and controls upgrades progress:
  - Colquitz Middle School – Complete
  - Craigflower Elementary – Complete
  - Tolmie Building – 75%
  - Facilities Building – 40%
  - Next 2 buildings: Uplands, and Frank Hobbs
- Real-time energy monitor pilot expanded to include Arbutus, Strawberry Vale, and Victor
  - Torquay completed and calibrated.
  - Data will be used to reduce peak demand and demonstrate incremental saving.
- Water analysis of district complete.
  - Equation for predicted water consumption was created using regression analysis
  - Predicted results were compared to measure to identify schools with potential problems in 2020.
- Preparation for Energy Wise Network campaigns

School District No. 61 (Greater Victoria)  
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*Chair: Ann Whiteaker Vice-Chair: Rob Paynter  
Trustees: Nicole Duncan, Tom Ferris, Angie Hentze,  
Diane McNally, Ryan Painter, Rob Paynter, Ann Whiteaker*

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TO: Board of Education  
FROM: Angie Hentze  
RE: George Jay Naming Committee Update  
DATE: October 18, 2021

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## Background

On September 23, 2019, the following Board Motion was passed:

*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent, pursuant to Policy and Regulation 1421 and any applicable legislation, to establish a process and then a committee to explore changing the name of George Jay Elementary School.*

Due to challenges with the pandemic, the committee convened in January 2021. We have since met eight times.

Membership consists of:

- a) Trustee Hentze
- b) Interim Superintendent Whitten
- c) Principal Melanie Postle and Principal Sarah Winkler
- d) GVTA - Ai Linh Trinh
- e) PAC - Angela Cooper Carmichael
- f) Community Member - Bob Warren
- g) Communications Manager - Lisa McPhail
- h) District Administrator Aboriginal Nations - Dr. Shelly Niemi

## Activities

At the first meeting, the Committee heard from Shelly Niemi, District Administrator Indigenous Education, about the process of the Equity Scan, and the importance of using data from the first phase of this process to inform the work of the committee. Lisa McPhail, Communications, provided the committee with an overview of the George Jay Renaming Consultation Report.

The committee has researched the history of both the school and the individual, George Jay. Some resources include:

*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) "George Jay School 1909" by Bob Warren
- b) "Contesting White Supremacy" by Timothy J. Stanley
- c) The Racial Privilege Inventory
- d) BCs Naming Privileges Policy

The committee has coordinated an Education Speaker Series, to hear perspectives from our partners, stakeholders and community members. The purpose was to gather as many perspectives as possible to inform the decision-making process.

The committee received and discussed an overview of the George Jay Renaming Consultation Report.

Shelly Niemi provided the committee with an update regarding the Equity Scan and facilitated an opportunity for the Committee to sit in circle with members of the Elders Advisory group.

To date the Committee has heard from:

- a) Dr. Timothy Stanley, author of "Contesting White Supremacy"
- b) Representatives of the staff of George Jay Elementary
- c) Three community members
- d) Three GVTA members
- e) Three VPVPA members
- f) One Student

Thus far, the majority of the speakers have spoken in favor of recommending a change of school name. Individuals have spoken about the importance of having students feel welcomed, a sense of belonging and valued. It has been further shared that the individual, George Jay, did not provide this type of learning environment for the students: it was not welcoming, safe or belonging, and as a result we should not celebrate this individual by having using their name on a school.

We have also heard presentations from individuals who are not in favour of recommending a name change. Some of the areas of concern include: the cost, both financial and in time and energy; the importance of the meaning of the George Jay community(not the individual), including the potential loss of the "Joyful Jay" mascot, a Steller's Jay illustration gifted to the school; and the loss of a learning opportunity should the name change.

### Next Steps

After proceeding in a thoughtful and thorough manner, committee members feel that they have the necessary information and input to move forward with a recommendation to the Board.

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One *Learning* Community



Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) rename George Jay Elementary School as per Policy and Regulation 1421 and any applicable legislation;

AND FURTHER

That the Board of Education of School District No. 61 (Greater Victoria) task the George Jay Naming Ad Hoc Committee to make a recommendation to the Board for the new name of the school.

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One *Learning* Community



# POLICY 1421

## NAMING SCHOOL SITES

Adopted: June 25, 1984

Revised: 1. February 27, 1995, 2. February 15, 2010, 3. May 28, 2018, 4. February 25, 2019

Frequency of Review: Annual

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### 1.0 RATIONALE

- 1.1 The Board values community input on naming school sites and strives to establish names with local significance.

### 2.0 DEFINITIONS

### 3.0 POLICY

- 3.1 The Greater Victoria Board of Education
  - 3.1.1 May name a school site or portion thereof for a place of local historical or geographical significance.
  - 3.1.2 May not name a school or portion thereof after an individual.
- 3.2 The Greater Victoria Board of Education may rename school sites or portions thereof.
- 3.3 The Policy must conform with the Province's Naming Privileges Policy, as amended from time to time.

### 4.0 RESPONSIBILITIES

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act*.
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

### 5.0 REFERENCES

- i. Naming Privileges Policy
- ii. Regulation 1421 - Naming School Sites
- iii. Policy 1163 - Consultation
- iv. Regulation 1163 - Consultation

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## **REGULATION 1421**

### **NAMING SCHOOL SITES**

Adopted: February 27, 1995

Revised: 1. February 15, 2010, 2. May 28, 2018, 3. February 25, 2019

Frequency of Review: Annual

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1. When naming a school site, the Board of Education of School District No. 61 (Greater Victoria) will appoint a committee to oversee consultation for the development of a suitable name. This will be done pursuant to Policy 1163 and Regulation 1163 – Consultation. The committee should include, at the minimum, the following:
  - a) A Trustee
  - b) The Superintendent or their delegate
  - c) The School Principal
  - d) A member of the school's teaching staff
  - e) A member of the school's Parent Advisory Council
  - f) Up to 2 members of the Indigenous community
  - g) Up to 3 members of the local community
2. The committee may request that the Board approve a specific name for a school site. The request must be accompanied by a report detailing the results of a consultative process carried out pursuant to Policy 1163 and Regulation 1163 – Consultation.
3. The committee must conform with the Province's Naming Privileges Policy, as amended from time to time.

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## Office of Trustee Diane McNally

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To: Education Policy and Directions Standing Committee / Operations Policy and Planning Standing Committee, as appropriate

From: Trustee Diane McNally; second Trustee Rob Paynter

Re: NOTICE of Motion for Board Meeting December 14/20: Staffing Child Care SD61

Date: December 7, 2020

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### **Background**

The Board enthusiastically embraced the proposal by the former SD61 Secretary-Treasurer to staff before and after school child care with CUPE 947 staff when presented with a pilot program at Tillicum Elementary which would allow CUPE947 members to increase hours. The pilot fell through because of building timelines. However, the personnel concept and commitment should not be affected.

A 2017 discussion paper written by former SD61 Superintendent Piet Langstraat summarizes the issues for SD61. This motion addresses issues 3, 4, and 5.

“ While child care is distinctly different, the District has a fundamental role in determining how this type of programming is delivered in GVSD buildings on District land. There are guiding principles that ensure that the GVSD has control over both lands and buildings.

There are a number of elements of child care and early learning which the District must consider. These include:

1. Use of land and buildings
2. Governance structures
3. Quality of programming including existing programming
4. Staffing levels and staff qualifications
5. Funding structures

As discussions continue at the provincial government level it will be incumbent on the



Board of Education of the GVSD to have a voice in the determination of child care models in the province of British Columbia and the District.”

## **Rationale**

A social justice lens demands that workers, often women, in the early childhood care / childhood care fields – and indeed any child care position – be well paid if we truly value this work and value our children.

An inclusive lens reminds us that continuity of care in personnel is important for many children who find change stressful. A seamless transition between before school care, school, and after school care is ideal, and we strive for the ideal.

## **Alignment With Strategic Plan**

1.Mission: “We nurture each student’s learning and well-being in a safe, responsive and inclusive learning community.” Nurture is key, and care by staff who know the child well, and can provide continuity of care, supports this mission statement for children in care and for all children.

2.Goal 3 Strategy 2: “Work in collaboration with Ministry of Children & Family Development to provide joint educational planning and support for children and youth in care that helps develop the child’s personality, talents and mental and physical abilities to the fullest for current and future success.” The Board and District value joint planning and support for our children. Staffing child care with staff who already know the children well simplifies this process in this context.

3.Goal 3 Strategy 4: “Address the inequity of opportunity for all learners to maximize physical health and mental well-being.” Planning for children’s well-being must take into account as an initial critical element, the provision of optimal care and support for children with needs for additional support in every environment. Some children do not handle transitions well, and the fewer transitions in a day and the smoother they are, the better the well-being of the child.

4. Core Value: “We create open and respectful partnerships with each member of our learning community.” Providing an opportunity for CUPE Local 947 Education Assistants to increase hours, a topic discussed in the context of the Tillicum pilot project and often brought to the Board’s attention by CUPE 947 executive and members, would support an open and respectful partnership with members of CUPE Local 947, who are essential members of our learning community.

## **Recommendation**

That the Board of Education SD61 Greater Victoria direct the Superintendent to staff early child care / child care before and after school programs with first consideration to CUPE 947 members who apply for the positions, and FURTHER, that CUPE 947 EAs immediately / as soon as possible be offered the positions at their current hourly wage before wide advertisement or SD61 staff contracting with other community provider(s).