



**The Board of Education of School District No. 61 (Greater Victoria)
Combined Operations Policy and Planning and
Education Policy and Directions Committees of the Whole**

AGENDA

VIA ZOOM

Monday, December 6, 2021, 7:00 p.m.

Broadcasted via YouTube

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

Chairperson: Trustee Leonard (Operations Policy), Trustee Ferris (Education Policy)

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 Combined Operations Policy and Planning and Education Policy and Directions Committees of the Whole meeting agenda

Recommendation:

That the December 6, 2021 Combined Operations Policy and Planning and Education Policy and Directions Committees of the Whole meeting agenda be approved.

B. OPERATIONS POLICY AND PLANNING COMMITTEE OF THE WHOLE

B.1. Approval of the Minutes

Recommendation:

That the November 8, 2021 Operations Policy and Planning Committee meeting minutes be approved.

B.2. Business Arising from Minutes

C. PRESENTATIONS TO THE COMMITTEE

C.1. Cedar Hill Middle School – Kate Lawes, Parents4Climate

C.2. Cedar Hill Middle School – Finn Kreischer, Student

C.3. Cedar Hill Middle School – Dave Mills, Beyond Gas

D. SUPERINTENDENT'S REPORT

D.1. Recognition of Student Representatives

Sadie Schneider and Isabella Miskiewicz

E. PERSONNEL ITEMS

F. FINANCE AND LEGAL AFFAIRS

F.1. Policy

i **Policy 3170, Operating Surplus**

ii **Bylaw 9330.1, *Appeals Process***

iii **Whistleblower Policy**

F.2. Monthly Financial Report: November 2021

F.3. Budget Change Report: November 2021

F.4. Cedar Hill Middle School: Net Zero Business Case

Recommendation:

That the Board of Education of School District No.61 (Greater Victoria) promote Bundle 2 - Net Zero Energy Ready with a 100kW PV array at a cost of \$538,375 for the following reasons:

- Bundle 3 – NZER with 272kW PV Solar Array is not feasible with BC Hydro's current net metering regulatory constraint of 100kW.
- Less capital costs than Bundle 3 – NZER with a 272kW PV Solar Array
- Achievable now without relying on changes from BC Hydro which are not guaranteed.

Recommendation:

That the Board of Education of School District No.61 (Greater Victoria) advocate for BC Hydro to lift the 100kW net metering cap by advocating directly with BC Hydro and through BCSTA to BC Hydro, Minister of Education, Minister of Finance, Minister of Environment and Clean BC.

G. FACILITIES PLANNING

G.1. SJ Burnside Upgrade Project: Phase 2 Report

G.2. Operations Update: December 2021

G.3. Victoria High School Seismic Project Update

H. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

I. NEW BUSINESS

I.1. School Shops - Trustee Duncan

Recommendation:

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide monthly reporting at the Operations, Policy and Planning Standing Committee which specifies what actions and remediation's are planned, and what actions and remediation's have been completed that month in relation to the outstanding school shop health and safety issues identified in the school shop health and safety audits from 2016 and 2017. The reporting is to continue until all the outstanding actions and remediation's identified in the school shop health and safety audits have been completed.

I.2. Climate Action - Trustee Duncan

Recommendation:

That the Board of Education of School District No.61 (Greater Victoria) write a letter to the Premier of British Columbia, Minister of Education, Minister of Finance and Minister of Environment and Climate Change to request that they closely collaborate to address the misalignment between provincial obligations to address the climate emergency by reducing GHG emissions in line with CleanBC and the Climate Accountability Act and the current school district capital funding gaps which result from: a) the provincial capital funding cost sharing model; and b) the difference between the actual capital costs associated with a "net zero" building and the current so called "net zero ready" capital funding standard applied to both building and renovating school district buildings. As noted by other school boards the decision to build to a net

zero standard resides with the local school board resulting in the local school board having to identify the additional funding.

Recommendation:

That the Board of Education of School District No.61 (Greater Victoria) write a letter to the Minister of Education and Minister of Finance to request that, going forward, the level of funding for bus replacement be set at the cost of the purchase price for electric buses. The Board understands that the Ministry sets the schedule of bus replacement based on age and mileage of the vehicle and that the funding standard is applied against the cost of a diesel or gas-driven vehicle. As noted by other school boards the decision to source an alternate energy vehicle resides with the local board resulting in the local board having to identify the additional funding.

J. NOTICE OF MOTION

K. GENERAL ANNOUNCEMENTS

L. EDUCATION POLICY AND DIRECTIONS COMMITTEE OF THE WHOLE

L.1. Approval of the Minutes

That the November 1, 2021 Education Policy and Directions Committee meeting minutes be approved.

L.2. Business Arising from Minutes

M. PRESENTATIONS TO THE COMMITTEE

M.1. International Education Annual Report – Director Davis

M.2. Anaphylaxis Quality Review – District Principal McCartney

N. NEW BUSINESS

N.1. \$10 a Day Childcare Plan – Trustee Whiteaker

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria)) re-affirm its endorsement of the \$10 a day Childcare Plan including the inclusion of early learning and childcare being brought under the Ministry of Education; AND FURTHER that the Chair write a letter to the Ministry of Education and the Ministry of Children and Family Development urging this change and the necessary capital investment and on-going

operating funding to create childcare space on school district property with the announced \$7.5 billion Federal funding.

N.2. Letters of Support – Trustee Painter

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to write letters of support to Chilliwack, Abbotsford, Fraser-Cascade and Nicola- Similkameen School Districts affected by the recent floods, landslides, and road closures.

O. NOTICE OF MOTION

P. GENERAL ANNOUNCEMENTS

Q. ADJOURNMENT

Recommendation:

That the meeting adjourn.

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



The Board of Education of School District No. 61 (Greater Victoria)

Operations Policy and Planning Committee

REGULAR MINUTES

Monday, November 8, 2021, 7:00 p.m.

Broadcasted via YouTube <https://bit.ly/3czx8bA>

Trustees Present: **Operations Policy and Planning Committee members:** Elaine Leonard (Chair), Angie Hentze, Nicole Duncan, Rob Paynter

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, Marni Vistisen-Harwood, Associate Director Facilities Services, Andy Canty, Director, Information Technology for Learning, Kelly Gorman, Recorder

Stakeholders: Angela Carmichael, President, VCPAC, Connor McCoy, President, GVPVPA, Chris Clarke, GVTA

A. COMMENCEMENT OF MEETING

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

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Agenda

Moved By Trustee Duncan

That the November 8, 2021 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved By Trustee Duncan

That the October 18, 2021 Operations Policy and Planning Committee meeting minutes be approved.

For (3): Trustee Leonard, Trustee Hentze, and Trustee Duncan
Abstain (1): Trustee Paynter

Motion Carried (3 to 0)

A.4. Business Arising from Minutes

None

B. PRESENTATIONS TO THE COMMITTEE

None

C. SUPERINTENDENT'S REPORT

C.1. Recognition of Student Representative - None

D. PERSONNEL ITEMS

None

E. FINANCE AND LEGAL AFFAIRS

E.1. New Policy 4116.13, *Whistleblower Protection*

Secretary-Treasurer Morris presented draft new Policy 4116.13 *Whistleblower Protection*. Questions of clarification were asked.

Discussion ensued amongst Trustees with a recommendation being made to refer the motion to the December 6, 2021 Operations Policy and Planning meeting and that Trustees Duncan and Paynter draft the next version for consideration.

Moved By Trustee Leonard

That the motion *“That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 4116.13 Whistleblower Protection, as presented.”* Be referred to the December 6, 2021 Operations Policy and Planning Committee Meeting.

Motion Carried Unanimously

E.2. Shops Report

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

E.3. 2022-2023 Budget: Budget Advisory Committee Draft Terms of Reference

Trustee Leonard presented the Terms of Reference and requested feedback from Stakeholders. The first 2022-2023 Budget Advisory Committee meeting will be Monday November 15, 2021.

F. FACILITIES PLANNING

F.1. Operations Update: November 2021

Director of Facilities Services Morris presented the report. Questions of clarification were asked.

F.2. Victoria High School Seismic Project Update

Associate Director of Facilities Vistisen-Harwood presented the update. Questions of clarification were asked.

F.3. Information Technology for Learning Update

Director, Information Technology for Learning Canty provided Trustees a presentation on Information Technology for Learning Update. Trustees thanked Mr.Canty and his team for the work.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None

H. NEW BUSINESS

H.1. Standing Committee Agenda Setting – Trustee Hentze and Trustee Watters

Trustee Hentze provided rationale for the motion. Questions of clarification were asked.

Moved By Trustee Hentze

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to create a rotating schedule of Trustees to be invited to participate in Chair/Superintendent meetings for the duration of this Board's term.

Amendment:

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to create a rotating schedule of Trustees to be invited to participate in Chair/Superintendent meetings for the duration of this Board's term **and that the Chair/Superintendent will ensure that a meeting agenda and minutes are made available for all Trustees.**

For (2): Trustee Paynter and Trustee Duncan

Against (2): Trustee Hentze and Trustee Leonard

Motion Defeated

Moved By Trustee Hentze

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to create a rotating schedule of Trustees to be invited to participate in Chair/Superintendent meetings for the duration of this Board's term.

Motion Carried Unanimously

H.2. Shops Update - Trustee Duncan

Trustee Duncan provided rationale for the motion. Questions of clarification were asked. Trustees debated the motion and a recommendation was made to withdraw the motion. Trustee Duncan withdrew the motion.

I. NOTICE OF MOTION

None.

J. GENERAL ANNOUNCEMENTS

None.

K. ADJOURNMENT

Moved by Trustee Hentze

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:17p.m.

Chair

Secretary-Treasurer

POLICY

3170: ~~Board Reserves~~ Operating Surplus

Adopted: November 27, 2017

Revised: January __, 2022

Frequency of Review: Annual

1.0 RATIONALE

~~1.1 The Board of Education is responsible for managing its financial resources to provide educational services to its students while maintaining a sound financial position.~~

The School Act requires the Board of Education to prepare a balanced annual budget. Estimated spending in the annual budget must not exceed estimated revenue plus accumulated operating surplus (operating surplus). Operating surplus, with consistent rules and guidelines in place, enables the Board to engage in long-term planning, mitigate financial risk and support consistent service to all students in the District.

1.2 The Operating Surplus policy ensures a clear, transparent understanding of the reasonable accumulation and planned use of operating surplus and also allows the Board to restrict portions of its operating surplus for future use to address board priorities.

2.0 DEFINITIONS

~~2.1 Operating reserves represent resources that can be used to provide future services and are created when expenditures are less than the revenue earned.~~

~~2.2 Restricted Surplus represents operating reserve funds upon which the Board of Education has approved restrictions on spending.~~

2.1 Accumulated Operating Deficit: means the accumulated excess of Operating Expenses over Operating Revenues less Inter-Fund Transfers from current and prior years.

2.2 Accumulated Operating Surplus: means the accumulated excess of Operating Revenues over Operating Expenses less Inter-Fund Transfers from current and prior years. While boards of education may use the term Reserves to denote 'Surplus', when it comes to financial statements and budgets the term Surplus will be used.

2.3 Annual Operating Deficit: is the amount by which a fiscal year's Operating Expenses and Inter-fund Transfers exceed that same fiscal year's Operating Revenues.

- 2.4 Annual Operating Surplus: is the amount by which a fiscal year's Operating Revenue exceeds that same fiscal year's Operating Expenses and Inter-fund Transfers.
- 2.5 Inter-Fund Transfers: means the transfer of funds from one fund to another (e.g., between Operating Fund and Capital Fund).
- 2.6 Internally Restricted Operating Surplus: means a portion of an Accumulated Operating Surplus that has been set aside through a board motion for specified use in future years.
- 2.7 Local Capital: is comprised of previous years' available operating surpluses, which are transferred to Local Capital with board approval; revenues from sale of capital assets; and investment income earned on these funds.
- 2.8 Operating Expenses: are the total of all expenses in the Operating Fund as disclosed on Schedule 2 of the annual financial statements.
- 2.9 Operating Revenue: is the total of all revenue in the Operating Fund as disclosed on Schedule 2 of the annual financial statements.
- 2.10 Unrestricted Operating Surplus (Contingency): means the accumulated Operating Surplus built up in the School District's Operating Fund that has not been designated for specific uses.

3.0 POLICY

~~The Board of Education determines the amount of operating reserves that are maintained by schools and departments. The Board of Education has identified its operating reserve categories as follows:~~

- ~~3.1 Instructional operating reserves accumulated by schools and other instructional areas including the International Student Program, Continuing Education, Distributed Learning, English Language Learning, Aboriginal Nations Education, and Student Services (Inclusive Learning, Learning Support and the Learning Team).~~
- ~~3.2 Board Departments and System Administration operating reserves accumulated by Facilities Services, Human Resource Services, Financial Services, Information Technology and by the Board's administrative functions.~~
- ~~3.3 Restricted Surplus operating reserves retained by the Board of Education to address any anticipated future years' operating budget deficit (not beyond the next three fiscal years) or for emergent matters.~~

- 3.1 As part of the annual budget process, the Board will engage in public discussions with Rights Holders, stakeholders and community partners, to discuss why boards have an operating surplus and how the surplus will be used to support the boards' strategic plans, operational needs and enhanced educational outcomes for students. The engagement will include a review of historical accumulation and usage of operating surplus to identify patterns that will assist the Board in more effective long-term financial planning.
- 3.2 The Board may set aside a certain portion of operating surplus for items that are linked to multi-year strategic objectives and future operational needs. When funds are restricted for use in future years, the Board will ensure that the restrictions are made only for defined operational needs with a timeline of two years or less, including services or purchases that are directly related to, in priority order, a boards' strategic plan, enhanced educational outcomes for students (framework for enhancing student learning), and operational needs.
- 3.3 Operating Surplus appropriations or restrictions will be made by board motion.
- 3.4 Operating Surplus may be internally restricted by the Board for the following purposes:
- i. Restricted Due to the Nature of Constraints on the Funds: unspent grants provided for a specific purpose, unspent commitments that are legally binding and some donations.
Examples: contractual obligations (e.g., professional development language in a collective agreement or employment contract), funding required to meet the Indigenous education spending target; and school allocations from district (not externally restricted).
 - ii. Restricted for Anticipated Unusual Expenses Identified by the Board: identified one-time and intermittent projects that will not be funded by revenues in the fiscal year or where if they are funded from annual Provincial Operating grants, may cause fluctuations or reductions in educational service levels.
Examples: staffing needs that are short term and variable in nature, self-insurance for minor equipment loss and breakage, implementation of new initiatives; and the impact of emerging events (i.e., COVID-19 pandemic, refugee students).

- iii. Restricted for Operations Spanning Multiple School Years: To support effective operational planning there will be situations where operating surplus funds may need to be carried over to future years.
Examples: future 2 fiscal years' Operations/Budget, future 2 fiscal years' schools and department surplus/carry-forwards; operating projects in progress; technology, utilities, equipment, and Capital projects, purchase order commitments; and educational programs spanning multiple years (e.g., distributed learning, summer school, International Student Program).
- 3.5 Where Operating Surplus is restricted for the purchase of tangible capital assets such as technology, equipment and capital projects, transfers may be made to the Local Capital Fund for future use. Operating Surplus transfers to Local Capital, will be made by Board motion and the purpose and use of the funds will be communicated through the Annual Budget process and the year-end financial reporting process. Operating Surplus transfers to Local Capital will only be made for specific initiatives that have a clear linkage to the Board's strategic goals, address capital assets investment or meet specific District need.
- 3.6 The Board may restrict Operating Surplus for future capital cost share to support major capital projects that are identified in the board's 5-year Capital Plan, and approved by the ministry for concept plan or business case development where no local or restricted capital reserves are available.
- 3.7 In order to limit the impact fluctuations expenses or revenues have on service delivery over time that may result in cuts to service, the Board will not restrict Operating Surplus for on-going expenses that span 3 or more years.
- 3.8 The Board will maintain a reasonable unrestricted operating surplus to support effective planning that includes risk mitigation for emergencies or unexpected increases in expenses and/or decreases in anticipated revenues to continue to provide educational services and maintain regular operations without implementing one-time service cuts. The unrestricted operating surplus will be maintained at between 2% and 4% of the previous year's operating revenue.

4.0 RESPONSIBILITIES

- 4.1 — ~~The Board of Education must comply with the Ministry of Education's expectations regarding financial governance and accountability.~~
- 4.2 — ~~The Board of Education is required by legislation to prepare an annual balanced budget which may include the use of restricted surplus funds.~~
- 4.3 — ~~The Board of Education must follow Public Sector Accounting Standards~~

- 4.1 The responsibility for the overall compliance with this policy rests with the Board through its Annual Budget process and its financial year end reporting process.
- 4.2 The responsibility for the day to day administration of this Policy rests with the Secretary Treasurer.

5.0 REFERENCES

~~5.1 Statement of Education Policy Order (Mandate for the School System, OIC 1280/89)~~

School Act, s.81, s.156, s. 157, s 157.1

*Accounting Practices Order, Ministerial Order 033/09 (033/ 09), Amended by M177/10,
Amended by M135/12, Amended by M413/14*

Ministry of Education Policy: Accumulated Operating Surplus, May 28, 2021

POLICY 3170

BOARD RESERVES

Adopted: November 27, 2017
Frequency of Review: Annual

1.0 RATIONALE

- 1.1 The Board of Education is responsible for managing its financial resources to provide educational services to its students while maintaining a sound financial position.

2.0 DEFINITIONS

- 2.1 Operating reserves represent resources that can be used to provide future services and are created when expenditures are less than the revenue earned.
- 2.2 Restricted Surplus represents operating reserve funds upon which the Board of Education has approved restrictions on spending.

3.0 POLICY

The Board of Education determines the amount of operating reserves that are maintained by schools and departments. The Board of Education has identified its operating reserve categories as follows:

- 3.1 Instructional - operating reserves accumulated by schools and other instructional areas including the International Student Program, Continuing Education, Distributed Learning, English Language Learning, Aboriginal Nations Education, and Student Services (Inclusive Learning, Learning Support and the Learning Team).
- 3.2 Board Departments and System Administration - operating reserves accumulated by Facilities Services, Human Resource Services, Financial Services, Information Technology and by the Board's administrative functions.

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

- 3.3 Restricted Surplus - operating reserves retained by the Board of Education to address any anticipated future years' operating budget deficit (not beyond the next three fiscal years) or for emergent matters.

4.0 RESPONSIBILITIES

- 4.1 The Board of Education must comply with the Ministry of Education's expectations regarding financial governance and accountability.
- 4.2 The Board of Education is required by legislation to prepare an annual balanced budget which may include the use of restricted surplus funds.
- 4.3 The Board of Education must follow Public Sector Accounting Standards.

5.0 REFERENCES

- 5.1 *Statement of Education Policy Order (Mandate for the School System, OIC 1280/89)*

K-12 Public Education Accumulated Operating Surplus Policy

COMPANION GUIDE



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Purpose of the Companion Guide to the Accumulated Operating Surplus Policy

The BC School Trustees Association (BCSTA) and the Ministry of Education (ministry) have committed to working together to develop provincial policies and guidelines for operating surplus that are consistent with the BC Funding Model Review and recommendations. The ministry implemented the **K-12 Public Education Accumulated Operating Surplus Policy** (Policy) on July 1, 2021 to ensure that there is consistency, transparency and accountability for the use of educational operating funding that is not used in the year in which it was provided.

The Policy outlines the process for the reasonable accumulation, spending and reporting of operating surplus funds and boards of education (boards) engagement with their local community and education-partner groups, including local First Nations and Métis Nation BC, on the topic. It requires boards to monitor and report on their management of operating surplus and provides information and guidelines around operating surplus categories.

The Policy explains that it is appropriate for boards to maintain reasonable operating surplus to manage financial risk and maintain services for students for more than one year. The Policy also ensures that when boards restrict surplus funds it is done for specific purposes with identified timelines. It also creates a mechanism for boards to set aside funding for approved capital projects after other priorities have been addressed.

This Companion Guide (CG) to the Policy provides information and resources that will help boards to understand and meet the requirements in the Policy. The CG should be read in conjunction with the Policy—the Policy contains the main requirements that boards must comply with. The ministry will consult with BCSTA, as needed, when making changes to the Policy and this CG.

Appendix A in this CG provides an example of an operating surplus planning and reporting template (multi-year) that boards may use in the development of their own reporting document. Appendix B provides an example of a multi-year Local Capital surplus planning and reporting template that boards may use to develop their own reporting documents.

Definitions

- ▶ **Accumulated Operating Deficit:** means the accumulated excess of Operating Expenses over Operating Revenues less Inter-Fund Transfers from current and prior years.
- ▶ **Accumulated Operating Surplus:** means the accumulated excess of Operating Revenues over Operating Expenses less Inter-Fund Transfers from current and prior years. Accumulated Operating Surplus is a term defined by the Public Sector Accounting Standards (PS1201). While boards of education may use the term Reserves to denote 'Surplus', when it comes to financial statements and budgets the term Surplus should be used.
- ▶ **Annual Operating Deficit:** is the amount by which a fiscal year's Operating Expenses and Interfund Transfers exceed that same fiscal year's Operating Revenues.
- ▶ **Annual Operating Surplus:** is the amount by which a fiscal year's Operating Revenue exceeds that same fiscal year's Operating Expenses and Interfund Transfers.
- ▶ **Inter-Fund Transfers:** means the transfer of funds from one fund to another (e.g., between Operating Fund and Capital Fund).
- ▶ **Internally Restricted Operating Surplus:** means a portion of an Accumulated Operating Surplus that has been set aside through a board motion for specified use in future years.
- ▶ **Local Capital:** is comprised of previous years' available operating surpluses, which are transferred to Local Capital with board approval; revenues from sale of capital assets; and investment income earned on these funds.
- ▶ **Operating Expenses:** are the total of all expenses in the Operating Fund as disclosed on Schedule 2 of the annual financial statements.
- ▶ **Operating Revenue:** is the total of all revenue in the Operating Fund as disclosed on Schedule 2 of the annual financial statements.
- ▶ **Special Purpose Fund:** consists of targeted funding provided to the school district for a specific purpose. Pursuant to Sections 156(4) and (5) of the [School Act](#), each special purpose fund must be accounted for in accordance with the terms of that special purpose fund. Treasury Board Restricted Contribution Regulation 198/2011, issued in November 2011, defines a restricted contribution as 'a contribution that is subject to a legislative or contractual stipulation or restriction as to its use'. Special purpose fund expenses are contingent on the amount of revenue received for the purpose of providing a specific service or program.
- ▶ **Unrestricted Operating Surplus (Contingency):** means the accumulated Operating Surplus built up in the School District's Operating Fund that has not been designated for specific uses.

Managing Accumulated Operating Surplus

A board achieves an operating surplus when its annual revenue exceeds annual expenditure. Transfers of operating surplus can then be made for the purpose of acquiring capital assets or supplementing Local Capital. An operating surplus means that a board has financial resources that can be used to fund school district operations for a period longer than one year. The ability to carry forward unspent funds (with certain restrictions) enables boards to effectively plan for future years.

The ***School Act*** enables the Minister of Education (minister) to establish guidelines and rules to help boards maintain an operating surplus while continuing to meet the needs of students in the province.

The Board Budget Process

Boards are required by the ***School Act*** to prepare a balanced budget. For a Board to achieve an operating balanced budget, operating revenues, plus any operating surplus, must fully fund the following:

- annual operating expenses;
- tangible capital asset acquisitions from operating funds; and
- any planned reduction of prior years' deficits.

For a Board to achieve a special purpose fund (SPF) balanced budget, SPF revenues plus any deferred revenues must fully fund annual SPF expenses and tangible capital asset acquisitions from SPF. The Capital Fund is not part of a Board's operating balanced budget and may be in deficit. As such a board may incur an annual deficit for the portion of amortization expense that exceeds amortization of deferred capital contributions.

The Policy requires boards to develop, publish and maintain a local policy that describes how they will engage with their local community, education partners and local First Nations and Métis Nation BC on the management of board operating surplus. As part of the annual budget process, all boards should plan to engage in public discussions with stakeholders and community partners, to discuss why boards have an operating surplus and how the surplus will be used to support the boards' strategic plans, operational needs and enhanced educational outcomes for students.

The current policies of a specific school district may be accessed by going to that district's website.

As part of this public planning process, and to promote transparency, boards should also review historical accumulation and usage of operating surplus to identify patterns that will assist them in more effective long-term financial planning.

Internally Restricted Operating Surplus

An accumulated operating surplus indicates that a school district has net resources that can be used to provide future services or acquire assets. It is achieved by spending less than the revenue from all sources. The board may approve restrictions on spending of surplus. Boards of education are required by legislation to prepare balanced annual operating budgets and this may include appropriation of prior year accumulated surplus.

Boards can set aside a certain portion of operating surplus for items that are linked to multi-year strategic objectives and future operational needs. When funds are restricted for use in future years, boards must ensure that the restrictions are made only for defined operational needs with defined timelines, including services or purchases that are directly related to a boards' strategic plan, operational needs and enhanced educational outcomes for students.

To increase transparency, appropriations require a board motion. It is appropriate for some motions to be made in a closed board meeting (i.e., related to land, legal or personnel) but in most cases it will be at a public meeting. The Policy establishes three categories of Internally Restricted Operating Surplus:

1. Restricted Due to the Nature of Constraints on the Funds

Boards receive grants from the ministry for specific or targeted purposes (section 106.4 and s. 115 of the [*School Act*](#)). Boards may also have access to other revenue. If these grants and funds are not spent, the balance is internally restricted to be used for specific use in future years.

The board may have commitments to spend certain operating funds, in future years, on identified activities. These commitments may be legally binding (e.g., professional development funds outlined in collective agreements). They may also be implied (but not legally binding) commitments such as funds donated to a school but not explicitly restricted by the donor. The board may internally restrict operating surplus to enable boards to meet these obligations. These internal restrictions could be for categories such as:

- ▶ contractual obligations (e.g., professional development);
- ▶ funding required to meet the Indigenous education spending target; and
- ▶ school generated funds (not externally restricted).

2. Restricted for Anticipated Unusual Expenses Identified by the Board

To support effective planning, there will be situations where management has identified one-time and intermittent projects that will not be funded by revenues in that year or where if they are funded from annual Provincial Operating grants this may cause fluctuations or reductions in educational service levels. These one-time expenses may include:

- ▶ staffing needs that are short term and variable in nature;
- ▶ self-insurance for minor equipment loss and breakage;
- ▶ implementation of new initiatives; and
- ▶ the impact of emerging events (i.e., COVID-19 pandemic, refugee students).

3. Restricted for Operations Spanning Multiple School Years

To support effective operational planning there will be situations where operating surplus funds may need to be carried over to future years. These situations could include:

- ▶ future years' Operations/Budget (not beyond the next two fiscal years);
- ▶ schools and department surplus/carry-forwards (not beyond the next two fiscal years);
- ▶ operating projects in progress;
- ▶ technology, utilities, equipment, and Capital projects (includes amounts to be transferred to Local Capital that have not yet been identified for specific initiatives);
- ▶ purchase order commitments; and
- ▶ educational programs spanning multiple years (e.g., distributed learning, summer school, International Student Program).

Restricted For Future Capital Cost Share

To support major capital projects that are identified in the board's 5-year Capital Plan, and approved by the ministry for concept plan or business case development, boards may restrict operating surplus to satisfy capital project cost share expectations at the time the project is brought forward for funding approval. Capital cost share expectations can be found within the **Capital Planning Instructions**.

Unrestricted Operating Surplus (Contingency)

Boards should consider maintaining reasonable unrestricted operating surplus to support effective planning that includes risk mitigation. From time to time, boards may require emergency funds, or contingency funds for unexpected increases in expenses and/or decreases in anticipated revenues. In these situations, boards need to have access to enough funds to continue to provide educational services and maintain regular operations without implementing one-time service cuts.

Budgeted annual operating expenses should be reflective of actual estimated costs or, where applicable, contractual expenditure requirements. Unrestricted operating surplus includes funds that may be used for budgets beyond the next two fiscal years. Examples of the use of unrestricted operating surplus funds include the following situations.

- ▶ **Emergent Operating Issues** – a school district may be faced with major non-recurring costs related to emergency events or situations (e.g., severe inclement weather, forest fires, etc.). These situations cannot be anticipated and budgeted for and it may not be feasible to absorb the cost of such events in other budget areas in any given year.
- ▶ **To Offset Unrealized Revenues** – some of the school district's revenue sources (e.g., international and out-of-province student enrolment, rentals, etc.) are cyclical in nature and subject to downturns in the economy and other factors. While districts try to anticipate economic downturns by budgeting for a base dollar amount of these revenues in general operations, they can still face unrealized revenues and/or declines in base revenues from year to year. Boards cannot always count on budgetary savings or other revenues to offset these shortfalls. In these types of situations, boards can use unrestricted operating surplus (contingency) to continue to provide educational services and maintain regular operations without implementing one-time service cuts.

Accumulated Deficits

Under section 156(12) of the **School Act**, a board must not incur a deficit of any kind unless the board has the approval of the minister or meets criteria prescribed by order of the minister. The criteria for incurring a deficit is prescribed in Section 3 of the **Accounting Practices Ministerial Order**.

Consistent with this primary and secondary legislation, under ministry policy, a request to incur an accumulated operating deficit will only be approved if it is submitted by the board chair, or on a motion from the board and only if the board can explain why the accumulated deficit has been incurred. The board must not have a history of multi-year accumulated deficits, must have retired any previous accumulated deficits as required by the ministry, and must:

- ▶ indicate the nature of the accumulated deficit;
- ▶ demonstrate how the accumulated deficit will be repaid (generally within one to 3 years);
- ▶ indicate the percentage that the accumulated operating deficit is under budgeted expenditures;
- ▶ have appropriated, to the current year, all accumulated operating surplus from prior years; and
- ▶ submit a deficit retirement plan.

The minister may seek additional information to evaluate a board's request if the board does not meet the above criteria. Approval will be considered on a case-by-case basis. The minister may specify terms or conditions directly related to the retirement of the deficit prior to approving the request (e.g., that a debt be retired at a minimum of 1/3 the total debt over a three-year period). The minister will require audited financial statements to approve the accumulated deficit.

Ministry Oversight

To ensure accountability, board budget allocation decisions will align the use of operating surplus and Local Capital with educational and operational objectives contained in the school district's strategic plan. The ministry may request boards to provide written evidence that stakeholders have been informed about how and why funds were restricted (i.e., approved board motion).

If the ministry has concerns about board accumulated operating surplus policies and processes, it may take corrective actions.

Operating Surplus Reporting and the Financial Statement Discussion and Analysis

The **Budget Transparency and Accountability Act** directs boards to follow public sector accounting standards, (excluding the PS4200 series) and the Treasury Board Restricted Contribution Regulation 198/2011 (accessed from the Act above). Boards, as government reporting entities, must prepare audited financial statements and other reporting in compliance with this Act. The **School Act** and the **Notes to the Financial Statements** should be referred to when itemizing the internal restrictions boards have placed on their operating surplus.

However, these financial statements alone do not provide stakeholders with all the information necessary to assess the boards' financial planning, performance and management of operating surplus. To ensure the ministry receives all information relevant to the Policy, boards can provide additional narrative-type of information explaining how the funds were accumulated, and how the operating surplus will be used, through the **Financial Statement Discussion and Analysis** (FSD&A).

The FSD&A can also be used to explain how operating surplus was used to support board strategic plans, other operational needs of the school districts, and enhanced educational outcomes for students.

Appendix A: Sample Multi-Year Operating Surplus Planning and Reporting Template

Schedule of Accumulated Operating Surplus	Opening Balance	Planned Use	Actual Use	Additions	Closing Balance	Planned	Planned	Planned	Expected Balance	Reference Strategic Goal Restricted Surplus Linked to Other Comments
	July 1	Current School Year	Current School Year		June 30	Next Year	Year 2	Year 3		
Internally Restricted Due to the Nature of Constraints on the Funds										
	\$									
Percentage of Operating Budget	%									
Internally Restricted for Anticipated Unusual Expenses identified by the Board										
	\$									
Percentage of Operating Budget	%									

Internally Restricted for Operations Spanning Multiple School Years										
Next Year's Operating Budget										
	\$									
Percentage of Operating Budget	%									
Internally Restricted for Future Capital Cost Share										
	\$									
Percentage of Operating Budget	%									
Internally Restricted Operating Fund Surplus	\$									
Unrestricted Operating Surplus (Deficit)	\$									
Percentage of Operating Budget	%									
Total Operating Fund Surplus (Deficit)	\$									
Percentage of Operating Budget	%									

Appendix B: Sample Multi-Year Local Capital Surplus Planning and Reporting Template

Local Capital	Prior Year	Current Year	Planned for Year 1	Planned for Year 2	Planned for Year 3
Opening Balance					
Sources of Local Capital					
Sale of Property-Board's Share					
Detail					
Detail					
Detail					
Total Sale of Property					
Transfer from Operating					
Investment Income					
Uses of Local Capital					
Assets Purchased					
Detail					
Detail					
e.g., High School Track Upgrade					
e.g., ERP System Upgrade					
e.g., Middle School Roof Replacement					
Total Assets Purchased					
Closing Balance					

K-12 Public Education Accumulated Operating Surplus Policy

COMPANION GUIDE



Ministry of
Education

Office of the Superintendent

Deb Whitten – Interim Superintendent

TO: Operations Policy and Planning Committee of the Whole

FROM: Deb Whitten, Interim Superintendent of Schools

RE: Bylaw 9330.1 Appeal Process

DATE: December 6, 2021

Background

In October 2020 it was brought to our attention by the Office of the Ombudsperson that Bylaw 9330.1 Appeal Process was not in alignment with the expectations as set out in section 11 of the *School Act*.

The Office of the Ombudsperson expects the district to review its Appeal Process Bylaw 9330.1 and propose amendments for approval by the Board of Education that:

- i. ensures the district promptly notifies the Board of Education of all appeals and the course of action the Board intends to follow under the Appeal Process
- ii. the Board of Education makes the decisions in response to all Section 11 appeals within 45 days of the date on which the Board of Education receives the appeal; and
- iii. all decisions by the Board of Education be promptly reported to the appellant by the Board Chair or the Superintendent of Schools or designate on behalf of the Board of Education
- iv. the Bylaw includes the role of the superintendent of appeals as per Section 11.1 of the School Act.

As a result a revised Bylaw 9330.1 has been created to reflect the required changes as well as update language. The revised Bylaw is attached for approval.

Recommended Motion: *That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Bylaw 9330.1 as presented.*

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.

BYLAW 9330.1

APPEAL PROCESS

Preamble

In the spirit of administrative fairness, the Greater Victoria School Board welcomes members of its educational community to express their questions, complaints or concerns to the appropriate authority.

As described in Section 11 of the *School Act*, the Greater Victoria School Board supports and recognizes the right of the student, parent or guardian to appeal a decision of an employee(s) of the Board which significantly affects the education, health, or safety of the student. The failure of an employee(s) to make a decision shall be deemed a decision for the purpose of initiating an appeal.

The Greater Victoria School Board encourages students, parents and guardians to pursue a resolution of any questions or concerns through the problem-solving process set up under Policy and Regulation 1155 *Complaint Process for a Resolution of Concerns*.

- I. The following decisions shall be considered to significantly affect the education, health or safety of a student:**
- a) Disciplinary suspension from school;
 - b) Placement in an educational program (this does not refer to classroom or teacher preference);
 - c) Grade promotion or graduation;
 - d) Refusal to offer an educational program to a non-graduated student sixteen (16) years of age or older; and,
 - e) Any other decision which significantly affects the education, health or safety of the student.

II. Written Notice of Appeal

Every appeal to the Greater Victoria School Board must be commenced by a written Notice of Appeal form (**see Bylaw 9330.1 attachment 1**). This form may be obtained from the school or district administration office. It must be completed in full and submitted to the Superintendent of Schools.

Assistance required in filling out this form is available upon request from the Greater Victoria School Board Office.

III. The Appeal Process

Upon receipt of the Notice of Appeal, the Superintendent will notify the Board of Education who will meet as soon as practicable to:

- a) Determine whether the appeal meets the threshold set out in Section 11(2) of the School Act of a decision by an employee that significantly affects the education, health or safety of a student;
- b) In the event that the appeal does not meet the Section 11(2) threshold refer the appellant to the appropriate complaint resolution process; or
- c) In the event the appeal does meet Section 11(2) threshold;
 - i. Refer the appeal to the Appeal Sub-Committee for investigation;
 - ii. Require the appellant to meet with the Superintendent or designate prior to further consideration; or
 - iii. Convene a meeting of the Board of Education to hear the appeal.

The Board of Education will promptly report its decision and the reasons for the decision to the appellant.

IV. Appeal Sub-Committee

The Appeal Sub-Committee is established under Section 11(5) of the School Act and its members will be appointed by the Board of Education, and its membership will include:

- a) Deputy/Associate Superintendent or Director of Instruction;
- b) Trustees;
- c) Principal or Vice Principal.

The Sub-Committee may invite oral or written submissions.

The Sub-Committee will recommend a decision on the appeal to the Board of Education within 21 days of receipt of the Notice of Appeal.

The Board of Education shall promptly notify the appellant in writing of the Sub-Committee's recommendation and the reasons for the recommendations. If the issue is not resolved by the Sub-Committee, **the Board of Education must hear the appeal within 45 days of the date the Notice of Appeal was received.**

V. Meeting with Designated Employee(s)

If the appellant is required by the Board to meet with an employee, the Superintendent of Schools or designated employee(s) will gather all information relevant to the appeal and will meet with the appellant and attempt to resolve the appeal. If there is no resolution, the Superintendent of Schools will notify the Board of Education within 21 days of receipt of the Notice of Appeal that the appellant request to take the Appeal to the Board of Education.

VI. Board of Education Appeal Hearing

- a) If an appeal hearing is granted the Board of Education will notify in writing the appellant and the employee(s) whose decision is being appealed of the time and date that the appeal hearing will occur. **The appeal hearing will be scheduled at a time that provides for the Board of Education to make a decision within 45 days of the date the Notice of Appeal was received.** In the case of a hearing, reasonable time limits must be given to both the appellant and the employee(s) whose decision is being appealed. Opportunity must be given to the appellant to have their story heard and to ensure that all relevant information has been considered.
- b) The appellant may be accompanied by a support person of their choice.
- c) The Board of Education must confine its deliberations to the decision being appealed.
- d) The Board of Education shall make a decision and that decision shall be deemed the final decision. The Board of Education shall notify in writing the appellant of the decision. At the same time, the decision and reasons for the decision shall be communicated in writing to the appellant and the employee(s) whose decision led to the appeal.

VII. Protection from Reprisals

The Board of Education will not tolerate any direct or indirect form of reprisal as a result of the initiation or outcome of an appeal. Where there is

evidence of reprisal, the Board of Education will take immediate steps to remedy the situation.

VIII. Review Process

Each appellant and each employee(s) whose decision has been appealed will be given the opportunity to provide feedback on their experience on the Appeal Process (**see Bylaw 9330.1, attachment 2**). This feedback will be utilized when reviewing this bylaw and when developing new procedures to ensure that the Appeal Process remains balanced and fair.

IX. Avenues Beyond This Appeal Process

If the appellant believes that the process has been unfair, the appellant may appeal to the superintendent of appeals under Section 11.1 of the *School Act*.

Greater Victoria School District

Adopted: April 26, 1993

Revised: November 22, 2021

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

POLICY XXXX

WHISTLEBLOWER PROTECTION

RATIONALE

The Board of Education ("Board") is strongly committed to upholding ethical standards in the School District and will foster and maintain an environment where employees can work safely and appropriately without fear of retaliation for bringing forward concerns regarding wrongdoing.

DEFINITIONS

Wrongdoing:

- (a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- (b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- (c) a serious misuse of public funds or public assets;
- (d) gross or systemic mismanagement;
- (e) knowingly directing or counselling a person to commit a wrongdoing described in paragraphs (a) to (d).

Reprisal: A person must not take any of the following measures of reprisal, or counsel or direct that any of the following measures of reprisal be taken against an employee, by reason that the employee has, in good faith, made a request for advice, a disclosure or a complaint about a reprisal or cooperated with an investigation under this Act:

- (a) a disciplinary measure;
- (b) a demotion;
- (c) a termination of employment;
- (d) any measure that adversely affects the employee's employment or working conditions;

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(e) a threat to take any of the measures referred to in paragraphs (a) to (d).

POLICY

The Public Interest Disclosure Act provides that current and former employees including may report wrong doing without the threat of reprisal. Current or former employees may choose whether to report wrongdoing through the school district internal process or externally to the Office of the Ombudsperson. Current and former employees do not need to complete any internal school district process before contacting the Office of the Ombudsperson. The Office of the Ombudsperson only investigates reports of wrongdoing received from current or former employees. Reports of wrongdoing can be made if you believe that you have information which could show that wrongdoing has been committed. There is no penalty if it is determined that your report does not qualify as wrongdoing under the law as long as it can be demonstrated that the report was made in good faith.

The Public Interest Disclosure Act permits current and former SD61 employees to share otherwise confidential information with the BC Ombudsperson for the purposes of making a report of wrongdoing, including information which must be kept confidential under their Oath of Employment. However, the Public Interest Disclosure Act does not authorize employees to share information that is protected by solicitor-client privilege or by a common law rule of privilege in a report to the BC Ombudsperson.

The Public Interest Disclosure Act aims to protect current and former employees who speak up about wrongdoing related to their organization by prohibiting acts of retaliation called reprisal. Reprisal includes any action taken by management, peers or any other person which negatively impacts an employee's employment or working conditions where that action was taken because an employee sought advice about making a report, reported wrongdoing or cooperated with an investigation under the law. Reprisal can take many forms and may include: a change in hours or work location, harassment, bullying or threats, reprimand, demotion, suspension, layoff or dismissal or counselling another to take any of these actions.

While reports of wrongdoing can be investigated through the school district process or the Office of the Ombudsperson, only the BC Ombudsperson can investigate reprisal complaints from current and former employees under the Public Interest Disclosure Act. Where the Public Interest Disclosure Act does not apply, the reprisal complaint should be investigated through the school district process.

Nothing in this Policy should be construed as limiting an employee's right to a remedy that may be available to the employee under a collective agreement, a contract or another enactment. This Policy is not to be construed as limiting an employee's right to a remedy that the employee may pursue as a civil remedy. No provision in a contract or agreement between the school district shall be enforceable to the extent that it would prevent a request for advice, a disclosure, a complaint about a reprisal or cooperation with an investigation under the Public Disclosure Act.

All employees, and others performing work on behalf of the School District, are expected to conduct themselves in a professional manner, adhere to applicable laws and Board Policies and Procedures that apply to their work activities in addition to demonstrating ethical behavior in all their decisions and interactions.

The Board expects other individuals who deal with the School District, including trustees, parents, volunteers and contracted service workers, who have serious concerns about any aspect of the School District's operations with respect to potential evidence of wrongdoing, to come forward and voice those concerns to the Chairperson of the Board, the Superintendent of Schools, Secretary-Treasurer or the Ombudsperson.

The Superintendent of Schools will ensure that an Administrative Regulation is prepared and maintained in accordance with Bylaw 9220 Administrative Regulations. The Administrative Regulation should include procedures to manage requests for advice and disclosures by employees as per the requirements of the Public Disclosure Act. The Superintendent of Schools will ensure that these procedures including those procedures pertaining to school district investigations under this Policy are made available to employees and posted on the school district website.

Where a concern regarding wrongdoing involves the Board of Education, the Superintendent of Schools or the Secretary-Treasurer the matter should be raised with Office of the Ombudsperson. The Superintendent of Schools as the designated officer for the purposes of the Public Interest Disclosure Act will promptly inform the Board of Education of all concerns regarding wrongdoing and complaints regarding reprisal made under the Policy as part of their regular monthly in camera reporting to the Board or before if appropriate.

If an employee files a report or raises a concern under this procedure, the district will not retaliate against them in any manner, including but not limited to, dismissal or demotion, because of reporting.

ANNUAL REPORTING

The Superintendent of Schools - shall submit an annual written report to the Board, at a public board meeting, which includes a report on all disclosures of wrongdoing that have been made in that year in respect of the school district, including disclosures made to the Ombudsperson. The report should include the following information:

- (a) the number of disclosures received, including referrals of disclosures, and the number acted on and not acted on;
- (b) the number of investigations commenced as a result of a disclosure;
- (c) in the case of an investigation that results in a finding of wrongdoing,
 - (i) a description of the wrongdoing,
 - (ii) any recommendations, including those made by the Ombudsperson, and
 - (iii) any corrective action taken in relation to the wrongdoing or the reasons why no corrective action was taken;
- (d) any other information prescribed by regulation.

In preparing an annual report the Superintendent - must delete or exclude any material that would (a) unreasonably invade a person's privacy; (b) reveal the identity of a discloser, or (c) reveal the identity of an individual who was the subject of an investigation.

The annual report will be made publicly available on the school district website.

RESPONSIBILITY

The responsibility for the day to day administration and enforcement of this Policy rests with the Superintendent of Schools. The Superintendent will ensure that the Policy is administered in accordance with the direction of the Board of Education and applicable legislation including but not limited to the Public Interest Disclosure Act.

REFERENCES

The Board requires that the Administrative Regulations pertaining to the Policy be brought back to the Board for approval as per Bylaw 9210 The Development of Policy.

The Board requires that the Superintendent prepare a report with respect to the implementation of the Policy which shall be presented to the Board on or before the earlier of the following dates:

- a. that date one year after the adoption of the policy
- b. that date fixed by the Board for presentation of such a report

Public Interest Disclosure Act, 2019.

Public Interest Disclosure Act (Dec 1, 2019), Ministry of Attorney General

Office of the BC Ombudsperson

APPROVED: XXXXX

POLICY XXXX

WHISTLEBLOWER PROTECTION

RATIONALE

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- (a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- (b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- (c) a serious misuse of public funds or public assets;
- (d) gross or systemic mismanagement;
- (e) knowingly directing or counselling a person to commit a wrongdoing described in paragraphs (a) to (d).

POLICY

All employees, and others performing work on behalf of the School District, are expected to conduct themselves in a professional manner, adhere to applicable laws and Board Policies and Procedures that apply to their work activities in addition to demonstrating ethical behavior in all their decisions and interactions.

The Board expects employees, and other individuals who deal with the School District, including trustees, parents, volunteers and contracted service workers, who have serious concerns about any aspect of the School District's operations with respect to potential evidence of wrongdoing, to come forward and voice those concerns to the Chairperson of the Board, the Superintendent of Schools or the Secretary-Treasurer, or the Ombudsperson.

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

If an employee files a report or raises a concern under this procedure, the district will not retaliate against them in any manner, including dismissal or demotion, because of reporting.

ANNUAL REPORTING

The Superintendent of Schools or Secretary-Treasurer shall submit to the Board, in an in-camera board meeting, an annual summary of actions taken under this policy. The summary will include reports received and acted upon during the school year, as defined by the annual school calendar.

RESPONSIBILITY

The responsibility for the day to day administration and enforcement of this Policy rests with the Superintendent of Schools and the Secretary Treasurer.

REFERENCES

Public Interest Disclosure Act (Dec 1, 2019), Ministry of Attorney General

APPROVED: XXXXX

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - November 2021

	2021-2022					2020-2021				
	Budget	Nov 2021	YTD	Available	% !!	Budget	Nov 2020	YTD	Available	
602 CE/HL OTHER FEES	300	0	10	290	97% !!	500	45	85	415	83%
605 CE/HL REGISTRATION FEES	10,650	125	2,050	8,600	81% !!	12,475	2,325	6,775	5,700	46%
621 MINISTRY BLOCK FUNDING	188,719,912	18,340,375	57,987,122	130,732,790	69% !!	181,291,074	17,616,291	55,531,556	125,759,518	69%
629 OTHER MIN OF ED GRANTS	2,265,789	94,430	309,356	1,956,433	86% !!	6,909,680	285,853	815,402	6,094,278	88%
641 REVENUE -OTHER PROV MINISTRIES	143,265	0	112,828	30,437	21% !!	52,138	0	49,795	2,343	4%
643 SUMMER SCHOOL FEES	0	0	0	0	0% !!	28,581	20	30,641	(2,060)	-7%
644 CE/HL COURSE FEES	25,000	(725)	2,900	22,100	88% !!	18,500	2,175	7,225	11,275	61%
645 REVENUE-CAFETERIA	33,735	23,379	33,730	5	0% !!	101,045	10,587	32,147	68,898	68%
647 OFFSHORE STUDENTS TUITION FEES	12,217,537	368,700	14,666,822	(2,449,285)	-20% !!	15,134,244	256,666	13,132,339	2,001,905	13%
648 LOCAL EDUCATION AGREEMENTS	966,444	257,931	515,862	450,582	47% !!	1,063,116	271,459	542,918	520,198	49%
649 MISC FEES & REVENUE	1,030,286	64,413	728,888	301,398	29% !!	691,406	77,549	285,028	406,378	59%
651 COMMUNITY USE OF FACILITIES	938,226	171,590	613,590	324,636	35% !!	1,819,508	129,709	438,047	1,381,461	76%
652 COMMUNITY USE OF FIELDS	33,664	(353)	40,793	(7,129)	-21% !!	0	382	44,258	(44,258)	0%
653 COMMUNITY USE OF THEATRE	45,305	5,585	11,988	33,317	74% !!	26,588	16,338	33,484	(6,896)	-26%
654 PARKING FEES	14,650	7,492	23,897	(9,247)	-63% !!	0	4,013	18,178	(18,178)	0%
655 RENTALS LIAB INS REVENUE	20	570	4,660	(4,640)	0% !!	0	355	5,220	(5,220)	
659 OTHER RENTALS & LEASES	748,109	122,023	429,212	318,897	43% !!	2,000	130,302	348,775	(346,775)	-17339%
661 INTEREST	5,537	647	2,082	3,455	62% !!	0	3,897	12,262	(12,262)	
669 INVESTMENT REVENUE	347,117	4,720	85,928	261,189	75% !!	1,030,000	77,497	468,185	561,815	55%
671 SURPLUS FROM PRIOR YEAR	13,192,739	0	13,192,739	0	0% !!	20,276,921	0	14,827,885	5,449,036	27%
GRAND TOTAL	220,738,285	19,460,902	88,764,456	131,973,829	60%	228,457,776	18,885,463	86,630,205	141,827,571	62%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - November 2021

	2021-2022							2020-2021						
	Budget	Nov 2021	YTD	Encumbrances	Total Exp	Available	!!	Budget	Nov 2020	YTD	Encumbrances	Total Exp	Available	%
SALARIES														
111 CERTIFICATED TEACHERS	92,404,802	9,431,255	27,973,631		27,973,631	64,431,171	70% !!	92,232,891	8,897,403	26,551,292		26,551,292	65,681,599	71%
112 P&VP SALARIES	14,537,497	1,198,362	5,898,705		5,898,705	8,638,792	59% !!	14,264,021	1,362,796	5,862,192		5,862,192	8,401,829	59%
114 ALLIED SPECIALISTS	1,863,893	186,754	551,231		551,231	1,312,662	70% !!	2,077,045	174,692	526,951		526,951	1,550,094	75%
115 DEPARTMENT HEAD ALLOWANCES	261,249	25,804	77,067		77,067	184,182	71% !!	257,686	28,282	77,306		77,306	180,380	70%
120 EXEMPT STAFF (CERT)	1,529,776	75,218	743,269		743,269	786,507	51% !!	1,236,645	107,189	498,966		498,966	737,679	60%
121 EXEMPT STAFF (NON-CERT)	3,982,029	112,565	1,352,455		1,352,455	2,629,574	66% !!	3,716,279	291,992	1,388,716		1,388,716	2,327,563	63%
122 CUSTODIANS	2,469,775	171,283	912,969		912,969	1,556,806	63% !!	2,400,837	171,446	908,391		908,391	1,492,446	62%
123 JANITORS	3,649,570	275,810	1,577,881		1,577,881	2,071,689	57% !!	3,480,867	251,914	1,494,866		1,494,866	1,986,001	57%
125 FOREMEN	518,053	34,165	207,059		207,059	310,994	60% !!	507,865	38,583	239,501		239,501	268,364	53%
126 TRADESMEN/LABOURERS	3,778,151	316,688	1,722,629	10,364	1,732,993	2,045,158	54% !!	3,703,806	333,755	1,584,303		1,584,303	2,119,503	57%
131 SCHOOL ASSISTANT SALARIES	17,433,740	1,560,682	4,350,583		4,350,583	13,083,157	75% !!	16,587,552	1,476,045	3,802,711		3,802,711	12,784,841	77%
142 CLERICAL SALARIES	9,003,952	714,855	2,993,085		2,993,085	6,010,867	67% !!	8,878,888	712,385	2,864,892		2,864,892	6,013,996	68%
161 TLOC SALARIES	7,826,614	1,133,406	3,062,492		3,062,492	4,764,122	61% !!	7,635,212	940,479	2,443,581		2,443,581	5,191,631	68%
165 RELIEF LABOUR	401,326	35,742	255,084		255,084	146,242	36% !!	416,901	30,405	230,442		230,442	186,459	45%
167 SCHOOL ASSIST RELIEF	687,690	31,495	97,640		97,640	590,050	86% !!	674,058	(14,746)	49,212		49,212	624,846	93%
168 CASUAL CLERICAL SALARIES	130,962	1,479	9,520		9,520	121,442	93% !!	125,965	4,315	18,138		18,138	107,827	86%
170 MONITORS	25,000	-	-		-	25,000	100% !!	25,000	-	-		-	25,000	100%
191 TRUSTEES INDEMNITY	233,660	18,649	93,209		93,209	140,451	60% !!	224,095	18,465	92,274		92,274	131,821	59%
199 RECOVERIES	(324,424)	(2,013)	(116,095)		(116,095)	(208,329)	64% !!	(314,860)	(83,004)	(260,103)		(260,103)	(54,757)	17%
299 OTHER - BENEFITS	(10,265)	-	-		-	(10,265)	100% !!	-	-	-		-	0	0%
TOTAL -- SALARIES	160,403,050	15,322,199	51,762,414	10,364	51,772,778	108,630,272	68% !!	158,130,753	14,742,396	48,373,630	-	48,373,630	109,757,123	69%
BENEFITS														
211 TEACHER BENEFITS	21,774,815	2,076,701	6,803,649		6,803,649	14,971,166	69% !!	21,971,877	1,989,032	6,501,069		6,501,069	15,470,808	70%
212 P&VP BENEFITS	2,922,038	187,041	987,784		987,784	1,934,254	66% !!	2,864,159	213,532	980,848		980,848	1,883,311	66%
214 ALLIED SPECIALISTS BENEFITS	376,508	34,632	120,747		120,747	255,761	68% !!	427,871	34,329	103,759		103,759	324,112	76%
215 DEPT HEAD ALLOWANCE BENEFITS	61,655	4,501	11,980		11,980	49,675	81% !!	61,587	4,466	11,485		11,485	50,102	81%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	397,039	33,945	(348,665)		(348,665)	745,704	188% !!	380,735	9,748	(211,137)		(211,137)	591,872	155%
220 EXEMPT (CERT) - BENEFITS	281,405	10,750	127,295		127,295	154,110	55% !!	237,368	16,284	82,563		82,563	154,805	65%
221 EXEMPT (N-CERT) BENEFITS	763,618	9,625	240,430		240,430	523,188	69% !!	720,720	45,851	243,568		243,568	477,152	66%
222 CUSTODIAN BENEFITS	500,703	33,890	197,858		197,858	302,845	60% !!	528,185	36,206	206,234		206,234	321,951	61%
223 JANITOR BENEFITS	740,182	43,713	309,153		309,153	431,029	58% !!	765,791	86,355	325,176		325,176	440,615	58%
225 FOREMEN BENEFITS	110,862	4,671	37,881		37,881	72,981	66% !!	111,730	12,018	49,261		49,261	62,469	56%
226 TRADESMEN/LABOURER BENEFITS	808,344	49,171	337,313		337,313	471,031	58% !!	814,837	66,617	367,178		367,178	447,659	55%
231 SCHOOL ASSISTANT BENEFITS	4,006,899	348,738	1,035,618		1,035,618	2,971,281	74% !!	3,947,808	362,775	1,021,945		1,021,945	2,925,863	74%
242 CLERICAL BENEFITS	2,108,301	156,030	729,458		729,458	1,378,843	65% !!	2,112,680	167,996	729,062		729,062	1,383,618	65%
261 TLOC BENEFITS	1,358,376	215,411	603,920		603,920	754,456	56% !!	1,396,904	173,742	461,126		461,126	935,778	67%
265 RELIEF LABOUR BENEFITS	49,363	11,013	48,110		48,110	1,253	3% !!	59,617	(18,564)	43,806		43,806	15,811	27%
267 RELIEF ASSISTANT BENEFITS	88,433	13,355	39,432		39,432	49,001	55% !!	75,573	8,746	34,782		34,782	40,791	54%
268 CASUAL CLERICAL BENEFITS	6,681	(630)	(844)		(844)	7,525	113% !!	21,192	(7)	65		65	21,127	100%
270 MONITORS BENEFITS	2,550	-	-		-	2,550	100% !!	2,525	-	-		-	2,525	100%
291 TRUSTEE BENEFITS	14,721	1,047	3,495		3,495	11,226	76% !!	13,670	1,123	5,610		5,610	8,060	59%
299 OTHER - BENEFITS	(80,630)	-	-		-	(80,630)	100% !!	(67,441)	(1,858)	(1,858)		(1,858)	(65,583)	97%
TOTAL -- BENEFITS	36,291,863	3,233,604	11,284,615	-	11,284,615	25,007,248	69% !!	36,447,388	3,208,392	10,954,542	-	10,954,542	25,492,846	70%
SERVICES & SUPPLIES														
310 PROFESSIONAL & TECHNICAL SERVICE	10,000	-	-		-	10,000	100% !!	10,000	-	-		-	10,000	100%
311 AUDIT	27,940	-	52		52	27,888	100% !!	26,924	-	296		296	26,628	99%
312 LEGAL	235,000	36,742	175,728		175,728	59,272	25% !!	93,580	12,364	51,953		51,953	41,627	44%
323 SOFTWARE MAINTENANCE	1,126,119	258,027	726,362	34,042	760,404	365,715	32% !!	1,046,778	24,154	547,045		547,045	499,733	48%
324 HARDWARE MAINTENANCE	109,634	-	97,065		97,065	12,569	11% !!	99,099	-	96,790		96,790	2,309	2%
331 CONTRACTED TRANSPORTATION	1,057,045	77,264	162,981	845,289	1,008,270	48,775	5% !!	987,107	103,493	207,597	771,716	979,312	7,795	1%
332 TRANSPORTATION ASSISTANCE	14,000	2,816	6,516		6,516	7,484	53% !!	32,353	2,643	8,193		8,193	24,160	75%
334 SCHOOL JOURNEYS	14,644	1,143	4,412		4,412	10,232	70% !!	19,524	-	113		113	19,412	99%
341 PRO-D & TRAVEL	963,807	40,993	155,773		155,773	808,034	84% !!	1,323,156	48,059	241,845		241,845	1,081,311	82%
342 TRAVEL MILEAGE	2,500	279	410		410	2,090	84% !!	3,193	-	-		-	3,193	100%
343 LOCAL MILEAGE	79,705	3,921	15,085		15,085	64,620	81% !!	77,135	1,597	11,861		11,861	65,274	85%
345 STAFF TRAINING	0	0	0		-	0	0% !!	0	0	0	0	0	0	
364 VEHICLE LEASES	109,851	9,154	45,771		45,771	64,080	58% !!	115,235	10,633	56,373		56,373	58,862	51%
371 MEMBERSHIP FEES	112,176	112	100,641		100,641	11,535	10% !!	108,678	713	94,754		94,754	13,924	13%
391 PREMIUMS	420,003	-	413,875		413,875	6,128	1% !!	372,100	1,004	362,791		362,791	9,309	3%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - November 2021

	2021-2022						!!	2020-2021						%
	Budget	Nov 2021	YTD	Encumbrances	Total Exp	Available		Budget	Nov 2020	YTD	Encumbrances	Total Exp	Available	
399 SERVICES RECOVERY	(279)	-	(3,941)		(3,941)	3,662	-1312% !!	(1,378)	(1,247)	(14,805)	-	(14,805)	13,427	-974%
421 VISA EXPENSE	26,410	362	4,554		4,554	21,856	83% !!	27,000	1,467	6,379	-	6,379	20,621	76%
422 BANK SERVICE CHARGES	120,055	5,931	31,068		31,068	88,987	74% !!	117,655	8,045	29,638	-	29,638	88,017	75%
431 LAND TELEPHONE	195,034	13,904	56,358		56,358	138,676	71% !!	137,651	15,298	62,811	-	62,811	74,840	54%
438 CELL PHONES	221,719	18,653	82,404		82,404	139,315	63% !!	804,175	23,432	94,961	-	94,961	709,214	88%
439 DIGITAL SERVICES RECOVERY	622,518	-	-		-	622,518	100% !!							
441 POSTAGE	48,183	2,571	19,217	758	19,975	28,208	59% !!	45,045	1,787	22,958	2,274	25,232	19,813	44%
444 COURIER SERVICE	36,363	1,245	2,987		2,987	33,376	92% !!	12,664	5,990	20,596	-	20,596	(7,932)	-63%
445 ADVERTISING	103,127	9,848	49,892		49,892	53,235	52% !!	79,452	6,293	48,028	-	48,028	31,424	40%
446 PHOTOCOPYING	205,488	13,083	37,617		37,617	167,871	82% !!	198,717	50,879	60,188	-	60,188	138,529	70%
447 PRINTING SERVICES	36,725	654	2,104		2,104	34,621	94% !!	42,674	111	6,123	-	6,123	36,551	86%
448 AGENT FEE	463,554	122,035	1,223,268		1,223,268	(759,714)	-164% !!	135,326	(4,737)	167,513	-	167,513	(32,187)	-24%
450 GRANTS	63,193	39,945	39,945		39,945	23,248	37% !!	89,827	38,408	38,408	-	38,408	51,419	57%
451 CULTURAL ENRICHMENT	7,800	-	-		-	7,800	100% !!	10,232	-	-	-	-	10,232	100%
452 HONORARIA	13,747	425	2,490		2,490	11,257	82% !!	17,647	1,025	2,225	-	2,225	15,422	87%
453 SCHOLARSHIPS	-	-	5,000		5,000	(5,000)	0% !!	-	-	6,000	-	6,000	(6,000)	
457 GIFT / GIFT CERTIFICATES	451	50	1,704		1,704	(1,253)	-278% !!	4,666	482	855	-	855	3,811	82%
459 LAUNDRY	0	0	0		-	0	0% !!	0	0	0	0	-	0	
460 LICENCES	20,500	-	-	10,843	10,843	9,657	47% !!	20,500	-	-	10,469	10,469	10,031	49%
461 FREIGHT AND CARTAGE	200	-	(177)		(177)	377	188% !!	200	-	(100)	-	(100)	300	150%
462 SECURITY	84,000	9,177	32,593	13,691	46,284	37,716	45% !!	100,434	11,775	53,610	13,691	67,301	33,134	33%
467 FLEET TELEMATICS	24,500	276	6,720		6,720	17,780	73% !!	19,200	4,131	18,725	-	18,725	475	2%
468 CONTRACT SERV - FACIL	-	-	-		-	0	0% !!	526,574	65,125	399,775	57,010	456,785	69,789	13%
469 MISCELLANEOUS SERVICES	3,312,110	340,978	1,476,110	965,500	2,441,609	870,501	26% !!	2,020,533	172,392	747,298	523,136	1,270,434	750,099	37%
481 PORTABLE MOVES	60,000	-	5,400	40,838	46,238	13,762	23% !!	60,000	-	20,940	-	20,940	39,060	65%
499 COST RECOVERIES	(18,377)	-	(1,208)		(1,208)	(17,169)	93% !!	-	(3,978)	(7,605)	-	(7,605)	7,605	
501 CAFETERIA FOOD	86,790	29,979	44,922		44,922	41,868	48% !!	120,202	13,598	38,313	-	38,313	81,889	68%
503 WOOD	9,741	616	6,707		6,707	3,034	31% !!	10,617	4,926	5,618	-	5,618	4,999	47%
504 METAL	1,334	3,163	3,275		3,275	(1,941)	-146% !!	200	198	794	-	794	(594)	-297%
505 APPLIED TECHNOLOGY SUPPLIES	801	-	-		-	801	100% !!	1,868	-	-	-	-	1,868	100%
508 AUTOMOTIVE	(1,566)	914	1,981		1,981	(3,547)	227% !!	-	430	685	-	685	(685)	
511 ADMINISTRATIVE SUPPLIES	239,303	27,741	96,546		96,546	142,757	60% !!	237,626	24,099	91,339	-	91,339	146,287	62%
512 COPY/PRINTER SUPPLIES	166,246	24,478	60,382		60,382	105,864	64% !!	171,233	20,384	48,477	-	48,477	122,756	72%
514 JANITORIAL SUPPLIES	462,400	51,657	223,394	15,666	239,060	223,340	48% !!	403,383	21,034	163,730	0	163,730	239,653	59%
515 VEHICLE SUPPLIES	45,000	8,539	26,495		26,495	18,505	41% !!	15,000	1,341	5,981	-	5,981	9,019	60%
516 MEDICAL SUPPLIES	3,794	802	2,309		2,309	1,485	39% !!	5,523	(477)	2,198	-	2,198	3,325	60%
518 VEHICLE FUEL PURCHASES	156,857	182	61,213		61,213	95,644	61% !!	155,098	14,818	66,175	-	66,175	88,923	57%
519 INSTRUCTIONAL SUPPLIES	7,253,527	333,877	1,354,945	22,839	1,377,784	5,875,743	81% !!	10,729,984	326,681	1,275,085	210,920	1,486,005	9,243,979	86%
520 BOOKS & GUIDES	704,391	44,377	129,098	399	129,496	574,895	82% !!	661,730	46,267	120,480	-	120,480	541,250	82%
525 MAGAZINES & PERIODICALS	452	3,138	4,636		4,636	(4,184)	-926% !!	4,531	2,314	3,904	-	3,904	627	14%
530 AUDIO VISUAL MATERIALS	10	-	26		26	(16)	-157% !!	-	4,779	4,945	-	4,945	(4,945)	
534 SOFTWARE	29,655	2,991	69,052		69,052	(39,397)	-133% !!	53,043	15,225	83,550	-	83,550	(30,507)	-58%
541 LIGHT & POWER	1,567,413	131,006	399,021		399,021	1,168,392	75% !!	1,717,413	123,800	443,902	-	443,902	1,273,511	74%
551 GAS	1,131,138	89,685	46,443		46,443	1,084,695	96% !!	1,090,848	123,133	80,930	-	80,930	1,009,918	93%
552 OIL	120,000	13,127	27,737		27,737	92,263	77% !!	120,000	-	-	-	-	120,000	100%
561 WATER	442,617	43,087	253,370		253,370	189,247	43% !!	432,060	44,160	238,944	-	238,944	193,116	45%
562 SEWER USER CHARGE	283,784	16,682	146,509		146,509	137,275	48% !!	267,796	23,706	118,768	-	118,768	149,028	56%
563 STORMWATER	(1,756)	77,360	80,678		80,678	(3,318)	-4% !!	77,360	-	75,834	-	75,834	1,526	2%
572 GARBAGE DISPOSAL	206,280	18,322	57,833		57,833	148,447	72% !!	216,810	25,669	77,202	0	77,202	139,608	64%
581 FURNITURE & EQUIP PURCH	686,672	41,362	373,654	44,039	417,692	268,980	39% !!	876,350	44,329	526,925	63,919	590,844	285,506	33%
582 VEHICLE PURCHASES	65,000	-	15,476	55,966	71,442	(6,442)	-10% !!	98,206	-	59,486	-	59,486	38,720	39%
590 COMPUTER PURCHASES	1,377,972	25,391	212,202	473,846	686,047	691,925	50% !!	1,591,027	42,925	437,177	256,302	693,479	897,548	56%
594 RECONCILIATION ADJUSTMENTS	-	(723)	(865)		(865)	865	0% !!	-	5	1,422	-	1,422	(1,422)	
595 INTERFUND TRANSFER	(1,000,000)	-	-		-	(1,000,000)	100% !!	100,000	-	-	-	-	100,000	100%
599 SUPPLIES RECOVERIES	(3,044)	(77,182)	(183,697)	69,665	(114,032)	110,988	-3646% !!	(29,562)	(89,682)	(114,518)	-	(114,518)	84,956	-287%
TOTAL -- SERVICES & SUPPLIES	24,043,372	1,841,047	8,492,117	2,593,379	11,085,497	12,957,875	54% !!	27,912,002	1,435,004	7,321,477	1,909,436	9,230,913	18,681,089	67%
GRAND TOTAL	220,738,285	20,396,850	71,539,146	2,603,743	74,142,890	146,595,395	66% !!	222,490,143	19,385,792	66,649,649	1,909,436	68,559,085	153,931,058	69%

2021-2022 Budget Change Report: November 2021 - Operating

	Revenue	Expenses	Notes
2021-2022 Preliminary Budget - Operating (CARRIED June 3, 2021)	207,498,541	213,156,947	
Surplus Appropriation (Board Approved)			
Budgeted 21-22 Surplus Appropriation June 3, 2021 - Allocated to Expense	4,837,387		
Budgeted 21-22 Surplus Appropriation June 3, 2021 - Allocated to Reserve	821,019		*Unallocated
	5,658,406	0	
Changes - Surplus Appropriation (Board Approved - Pending Discretionary Discussion)			
Net School Funded Balances	1,610,877	1,610,877	
The Link School Funded Balance	80,000	80,000	
International Student Program	280,000	280,000	
Continuing Education	1,813	1,813	
Purchase Order Commitments	618,487	618,487	
Department Carry Forwards	2,840,184	2,840,184	
Year 1 of 5 Network Infrastructure	406,350	406,350	
Year 2 of 2 Shop Upgrades	350,000	350,000	
Reserve - District	921,622	921,622	*Unallocated
Reserve - International	425,000	425,000	*Unallocated
	7,534,333	7,534,333	
	220,691,280	220,691,280	
Changes - Amended Budget			
- 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	
- Additional Vic West Portable expenses (\$400,000 total budget)		200,000	
- 4.0 Teacher FTE (re: increased enrolment/composition)		364,717	
-Actual Cafeteria Revenues to November 30	22,643	22,643	
- Misc Donations and Revenues	2,473	2,473	
-Cooper Smith Music Library revenues to November 30	5,415	5,415	
Total Changes:	37,166	384,655	
Amended Budget to November 30, 2021	220,728,446	221,075,935	
Reserves			
- Reserve - District (Board Approved June 3, 2021)	821,019		
- Reserve - District (Board Approved - September 27, 2021)	921,622		
- Reserve - International (Board Approved - September 27, 2021))	425,000		
Total Reserves (0.98% of revenue)	2,167,641		
- Local Capital Fund (overallocated)	320,646		
- Ministry of Education Restricted	2,975,006		
	3,295,652		

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

	Revenue	Expenses
MENTAL HEALTH GRANT		
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
	<u>113,395</u>	<u>113,395</u>

RESTART		
Ministry Grant	456,742	
Custodial Increase (10 positions)		424,159
Directional Floor Stickers		1,950
TBD: Pending Unforeseen Start Up COVID Pressures		30,633
	<u>456,742</u>	<u>456,742</u>

BCTEA Transportation		
Ministry Grant	22,219	
UPasses for grade 9-12 on-reserve Songhees Nation students		11,040
Extra-curricular transportation costs incurred by the Nations		11,179
	<u>22,219</u>	<u>22,219</u>

TO: Operations Policy & Planning Committee of the Whole
FROM: Kim Morris
RE: Net Zero Cedar Hill Middle School Replacement Options **UPDATED**
DATE: December 6, 2021

Background

At its September 27, 2021 Regular Open Board meeting, the Board made the following motion:

Be it resolved that the Board of Education of School District No. 61 (Greater Victoria) direct the superintendent to 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 for the net zero design.

A net zero building is an energy efficient building which only uses as much energy as it can produce from on-site renewable energy on an annual basis. The design strategy is first-and-foremost to reduce the energy consumption of the building through building design.

This includes orientation of the building, efficient building form, enhanced envelope design (insulation, reduced thermal bridging, air/vapour barrier system design, glazing, and sunshades), the use of energy efficient mechanical and electrical systems, and energy saving fixtures and appliances.

The second major strategy for the building is to produce any of its remaining energy needs through on-site renewable energy and/or efficient sources. Solar, including photo-voltaic (PV) systems, is the primary viable means of doing this.

In support of developing the Project Definition Report for Cedar Hill a workshop was conducted to identify measures that would optimize the design of the build both in terms of capital costs and energy reductions. The primary goal was to design a school that could generate as much renewable energy on site as it consumed over a typical year – that is a net zero energy (NZE) building. In order to meet the goal of a net zero design in the most cost effective manner, potential energy saving measures were analyzed both in terms of site energy savings and relative value.

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.

The new middle school energy base design for Cedar Hill met or exceeded the requirements of the BC Building code. From this initial base design, three bundle options of energy efficient measures were explored.

Bundle 1: Positive Net Present Value (simply referred to as NPV bundle)

Positive NPV - the projected earnings generated by a project or investment—in present dollars—exceeds the anticipated costs, also in present dollars. It is assumed that an investment with a positive NPV will be profitable. The bundle was configured such that each measure's NPV was positive.

Bundle 1 most notably does NOT include a PV solar array and focuses on reduced capital costs and utility bills primarily by:

- Replacing the base 65T air source heat pump (ASHP) with a 30T ground source heat pump (GSHP)
- Reducing floor insulation from 3 inches (R-15) to 2 inches (R-10) as a cost saving measure.

A horizontal geothermal system was assumed due to bedrock noted in the preliminary geotechnical report. A preliminary site plan and further geotechnical investigation are required to confirm that adding more ground source heat pumps is viable.

The building's main energy source would be ground source heat pump with backup gas boiler.

Bundle 2: Net Zero Ready (NZER)

The Net Zero Ready (NZER) building is ready and able to achieve net zero some time in the future. This bundle allows for other options to be installed or used in the future (i.e. solar panels) when regulatory issues have been resolved and renewable energies become more affordable.

The bundle was configured such that each measure's NPV was better (i.e., higher) than that of a roof-mounted PV system, when normalized for the relative amount of energy the measures saved, or for the PV, that it produced. It included:

- Replacing the 65T ASHP with both a 30T GSHP and a 30T ASHP
- Displacement ventilation in the classrooms
- Lowering the leaving water temperature to 110°F for both heat pump systems
- Variable volume shop dust collector.

IMPORTANT: Bundle 2 can accommodate the addition of a 100kW PV solar array. The 100kW PV solar array falls short of the generation required to meet a net zero energy (NZE) building but falls within BC Hydro's current regulatory parameters.

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.

The building's main energy sources would be air source heat pump and ground source heat pump with a backup gas boiler.

Bundle 3 NZER with 272kW PV Solar Array

While NZER Bundle 2 allows for further PV panels to be added at a later date and is achievable within the design and build of the new school with further funding from the Greater Victoria School District. A net zero school would include the full PV system to be added in the present construction phase. Adding enough rooftop PV to offset the building's equivalent annual energy requirements is achievable with a larger 272kW photovoltaic system at an estimated cost of nearly \$1.1M. Currently BC Hydro's net metering program only allows for 100kW systems. Until BC Hydro lifts this cap, the new Cedar Hill Middle School will not be truly net zero using PV systems. NZER with 272kW PV Solar Array would require alternate types of on site energy production under current BC Hydro Net Metering Service constraints.

The building's main energy sources would be air source heat pump and ground source heat pump with a backup gas boiler.

Table 1 outlines the bundle information identified to achieve optimal energy performance.

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Table 1 – Information and Costs Associated with Net Zero Ready and Net Zero Builds

Bundle #	Cost Explanation	Annual Energy Costs	CO ₂ Emissions (tonnes)	Net Annual Energy Use (ekWh/m ²)	Capital Costs x 1	Notes
Bundle 1 Positive Net Present Value	(\$386,240) NPV Bundle Cost Total = (\$386,240)	\$37,910	26.1	66.3	(\$386,240)	-Less utility costs than base -Less Capital Costs due to replacing the base65T ASHP with 30TGSHP -No PV in this option
Bundle 2 Net Zero Energy Ready – NZER building with 100kW Solar Array	\$118,375 Cost of energy design \$300,000 – 100kW PV Cost \$100,000 – PV Structural Costs Total = \$538,375	\$27,120	10.4	33	\$538,375	-Higher Capital Costs -Less Energy consumption -Longer payback -Smaller footprint – less GHG Emission
Bundle 3 NZER with 272kW PV Solar Array	\$118,375 Cost of energy design \$816,000 – 272kW PV Cost \$272,000 – PV Structural Costs Total = \$1,206,375	\$9,900 If Net Metering applied to the full 272kW PV System	8.3	0	\$1,206,375	Annual Net Power Consumption = Annual Net Power Generation *BC Hydro's Net Metering Service has regulatory cap on PV arrays over 100kW*

Note – All costs are from 2020. Prices may increase.

At the estimated energy use requirements, an appropriately sized rooftop PV system should be able to produce enough energy to provide for a net zero building. However BC Hydro currently has a 100kW restriction on their net metering service. Furthermore, the school district could allocate the money for the Photovoltaic system (\$1.1M) to decrease greenhouse gas emissions in other schools throughout the school district. Table 2 suggests heating plant upgrades that would not only help the school district move forward on their commitment to climate change but would assist with replacement of aging infrastructure, while having an equitable positive impact for more students to improve indoor environmental quality and decrease the school district's maintenance costs, utility costs, GHG emissions and carbon offset costs.

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Table 2 – Suggested Heating Plant Upgrades

Building	Type of Upgrade	Natural Gas Savings (GJ / year)	Electricity Savings (kWh / year)	Capital Cost	Net Energy Cost Savings	Available Rebate	NPV (25,5%)				GHG Savings per year	NPV (Cost) per tCO2e saved	Current Boiler end of life
							Net Capital Costs	Utilities Savings	Carbon Offsets	Max Total			
Lambrick	Condensing Boiler	686	10,867	\$ (575,000)	\$ 8,559	TBD	\$ (575,000)	\$ 120,631	\$50,000 min \$90,000 max	\$ (364,369)	35.3	\$ (10,322)	5-10 yrs
	ASHP + Boiler	1856	(159,133)	\$ (1,325,000)	\$ 2,018	\$ 150,000	\$ (1,175,000)	\$ 28,439	\$128,000 min \$231,000 max	\$ (915,561)	90.8	\$ (10,083)	
Colquitz	Condensing Boiler	299	6,500	\$ (550,000)	\$ 3,879	TBD	\$ (550,000)	\$ 54,675	\$21,000 min \$38,000 max	\$ (474,325)	14.6	\$ (32,488)	5 yrs
	ASHP + Boiler	813	(75,500)	\$ (1,225,000)	\$ 243	90,000	\$ (1,135,000)	\$ 3,426	\$54,000 min \$100,000 max	\$ (1,031,574)	38.5	\$ (26,794)	
Eagleview	Condensing Boiler	132	5,667	\$ (375,000)	\$ 2,022	TBD	\$ (375,000)	\$ 28,498	\$9,500 min \$17,000 max	\$ (329,502)	6.6	\$ (49,925)	5 -10 yrs no backup
	ASHP + Boiler	365	(34,333)	\$ (875,000)	\$ 61	30,000	\$ (845,000)	\$ 857	\$25,000 min \$46,000 max	\$ (798,143)	17.8	\$ (44,839)	
Strawberry Vale	Condensing Boiler	351	(5,000)	\$ (375,000)	\$ 3,157	TBD	\$ (375,000)	\$ 44,494	\$24,500 min \$44,000 max	\$ (286,504)	17	\$ (16,853)	10 - 15 yrs
	ASHP + Boiler	726	(50,000)	\$ (875,000)	\$ 2,144	30,000	\$ (845,000)	\$ 30,218	\$49,000 min \$91,000 max	\$ (723,783)	35.1	\$ (20,621)	
Uplands (estimate)	Condensing Boiler	300	-	\$ (350,000)	\$ 3,171	TBD	\$ (350,000)	\$ 44,692	\$20,500 min \$37,000 max	\$ (268,308)	14.5	\$ (18,504)	5 yrs
	ASHP + Boiler	750	(35,000)	\$ (850,000)	\$ 4,056	30,000	\$ (820,000)	\$ 57,165	\$47,000 min \$85,000 max	\$ (647,835)	33.4	\$ (19,396)	
Sundance *(copied eagleview)	Condensing Boiler	132	5,667	\$ (375,000)	\$ 2,022	TBD	\$ (375,000)	\$ 28,498	\$9,500 min \$17,000 max	\$ (329,502)	6.6	\$ (49,925)	5 -10 yrs
	ASHP + Boiler	365	(34,333)	\$ (875,000)	\$ 61	30,000	\$ (845,000)	\$ 857	\$25,000 min \$46,000 max	\$ (798,143)	17.8	\$ (44,839)	
Southpark	Condensing Boiler	250	-	\$ (450,000)	\$ 2,643	TBD	\$ (450,000)	\$ 37,243	\$17,500 min \$32,000 max	\$ (380,757)	12.5	\$ (30,461)	5 yrs
	Quadra Repair	650	(50,000)	\$ (-175,000)	\$ 1,340	0	\$ (175,000)	\$ 18,886	\$50,000 min \$90,000 max	\$ (66,114)	32.4	\$ (2,041)	10-15 yrs no backup

Conclusion:

The Board's ability to construct Cedar Hill Middle School to a "net zero now" building is constrained by BC Hydro at this time. Therefore while the Board could invest in the infrastructure to make the building net zero at a future date, the recognition of footprint reduction may not be in the foreseeable future. The school will not be occupied until 2025, so the Board should consider the risk of overbuilding the infrastructure in hopes that BC Hydro's limits will change.

Alternatively, the Board could consider taking the intended net zero now investment and spreading it across various projects in the district to have the same effect while under current BC Hydro constraints.

The Board has the opportunity to invest in carbon neutral capital projects at Cedar Hill Middle School as a stand-alone project, or across multiple projects.

Recommendations:

1. The Greater Victoria School District promote Bundle 2 - Net Zero Energy Ready with a 100kW PV array at a cost of \$538,375 for the following reasons:
 - Bundle 3 – NZER with 272kW PV Solar Array is not feasible with BC Hydro's current net metering regulatory constraint of 100kW.
 - Less capital costs than Bundle 3 – NZER with a 272kW PV Solar Array
 - Achievable now without relying on changes from BC Hydro which are not guaranteed.

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2. The Greater Victoria School District Board advocate for BC Hydro to lift the 100kW net metering cap by advocating directly with BC Hydro and through BCSTA to BC Hydro, Minister of Education, Minister of Finance, Minister of Environment and Clean BC.
3. Prioritize targeted funds, in excess of the required Bundle 2 NZER with a 100kW PV Solar Array \$538,375 capital outlay, on carbon reducing heating plant retrofits that will reduce district carbon immediately, while simultaneously replacing equipment that is nearing end of life. Please refer to Table 2 above. Upgrading Lambrick Park's aging infrastructure would cost \$1.3M with an annual carbon savings of 90.8 tonnes. Suggested spending plans could include:

	\$2.5M – Estimated Communicated in Public Consultation	\$1.2M-Estimated for Bundle 3
NZER Cedar Hill with 100kW PV Solar Array	\$538,375	\$538,375
ASHP + Boiler Lambrick Park	\$1,325,000	\$1,325,000
Condensing Boiler Colquitz	\$550,000	\$0
Total	\$2,363,375	\$1,862,375

OR

Spend residual Bundle 2 NZER with 100kW PV Solar Array funds on smaller carbon reducing projects throughout the district.

- DDC Upgrades
- Provincially incentivized recommissioning of buildings
- Behavior change initiatives that offer funding of sustainable projects to schools that successfully meet behavior change goals.
- Upgrading roofs throughout the district
- Upgrading portables to air source heat pumps (ASHP). This offers a small reduction in carbon, while also proving a substantial return on investment.

OR

The Greater Victoria School District consider promoting photovoltaic solar energy now, at different sites throughout the school district that would be more suitable and cost effective to a PV solar installation, and would stay within current BC Hydro constraints.

Under current BC Hydro Net Metering Rate structure, PV systems appear to be much more economical in smaller schools that fall under the Small General Service rate structure. Choosing the smaller sites would avoid slipping into minimum charges based on peak winter demand during the summer while generating the most electricity and provide an educational opportunity for more students. Smaller sites to consider are Eagle View Elementary or Northridge Elementary as examples.

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One *Learning* Community



Note:

The maximum approved potential project budget is \$46M and includes a \$3.5M district contribution to bridge the cost difference between the option to replace the school and the option to seismically upgrade the school. The Ministry's approved funding is for a LEED Gold equivalent school and a Net Zero Energy Ready building, which does not include the 100kW photo voltaic solar array. Ministry approval is required prior to any material changes to the project's scope, schedule, procurement method, or budget. Additional government approvals will delay the design phase and increase the risk to the completion schedule and budget overall.

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SJ Burnside Upgrade Review – Phase 2

December 6, 2021

Background

At its June 22, 2020 Regular Open Board Meeting, the Board of Education carried the following resolution:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Audit Committee to review the SJ Burnside upgrade project from the fiscal year 2018/2019 and 2019/2020 and provide the Board of Education a report that identifies the following:

1. the budget allocated to the SJ Burnside upgrade project in all relevant fiscal years;
2. the expenses and resulting surplus or deficit for each fiscal year;
3. the work that is outstanding to date;
4. the budget and cost management processes in place during the SJ Burnside upgrade project;
5. reporting and monitoring measures in place during the SJ Burnside upgrade project;
6. external reporting standards in place during the SJ Burnside upgrade project
7. all steps taken to enforce financial controls and to mitigate financial risks to the School District during the SJ Burnside upgrade project; and
8. the Audit Committee recommendations regarding possible areas of improvement to District risk assessment, risk management and internal financial controls.

Phase 1 of the report along with eight recommendations was delivered to the Board in the November 23, 2020 Regular Open Board meeting. The Phase 1 report was also placed on the December 7, 2020 Combined Education Policy & Directions and Operations Policy & Planning Committee agenda.

Phase 2 of the SJ Burnside Upgrade Project report is intended to speak to Recommendation 8:

Staff review in detail of the SJ Burnside upgrade project documentation as well as expenses to understand the increased scope and budget.

Section 1: Documentation

Financial Services staff reviewed the following documentation related to the project:

- All general ledger expense entries
- Source documents related to expense entries
- Certificates of Payment (the general contractor's 'invoice' for progress draw payments) including the contractor's cost reports and change order and budget adjustment logs
- Various emails from staff to staff and from consultants to staff throughout the project timeline

A casual clerical staff member was employed for 6 days and the Associate Secretary-Treasurer logged 7 days throughout the review. The Secretary-Treasurer spent 1.5 days reviewing documentation and on-site at the Facilities Services offices.

There are four vendors for the project that comprised 99% of the expenditure budget:

1. Heatherbrae (General Contractor)
2. Bradley Shuya Architect and Construction Manager
3. HL Demolition & Waste
4. City of Victoria

35 vendors comprised 1% of the expenditure budget.

The review of documentation largely focused on the vendors with the largest expenditures: Heatherbrae, Bradley Shuya Architect, HL Demolition & Waste and City of Victoria.

The review of documentation for the remaining 1% focused on materials invoices for verification of “ship to” address to verify materials expensed to the project were delivered to the correct project site, and signatories to verify that facilities Staff with the appropriate authorization to approve the expenses.

Key Findings:

- No evidence was found that materials charged to the project were delivered elsewhere
- No evidence was found where a manager or associate director did not approve project expenditures
- SD61 forces (payroll) charged to the project totaled \$24,564

Section 2: Increased Scope and Budget

Project Cost: Financial Services & Facilities

The total project cost was \$8,111,936 and was expensed in the following fiscal years by type of service.

	2016-2017	2017-2018	2018-2019	Total
Architect Incl Construction Management	484,372	108,089	152,461	744,922
Legal	3,115			3,115
Construction General	431,632	629,723	\$5,373,498	6,434,853
Demolition	289,532			289,532
Environmental	18,466	1,878	1,090	21,433
Roofing Consultant	3,280	1,097		4,377
Risk Management & Insurance	5,906	5,884	827	12,617
Geotechnical	2,830	243	6,346	9,419
Permits/Fees-City		125,897	3,000	128,897
Arborist		777	1,600	2,377
Technology & Security			453	453
Fire Safety			2,893	2,893
Roofing		400,000		400,000
SD61 Labour		-	24,564	24,564
Other		-	32,482	32,482
Total	1,239,133	1,273,589	5,599,214	8,111,936

Budget Notifications to the Board

Also as a reminder, the Board was apprised of the project budget as follows:

September 2016 \$2,600,000 (Class D Estimate) Scope: Renovate

- Roof replacement
- Windows (*not completed in final project*)
- Heating and ventilation systems
- Painting
- New flooring
- New common area
- Teaching areas specific to alternative education programming
- Accessibility upgrades including elevator
- Overdue maintenance (*unknown but unlikely completed in final project*)
- Securing gymnasium
- Exterior common area
- Adequate parking (*not completed in final project*)
- Childcare amenity space (*not completed in final project*)

December 2016 \$4,800,000 Scope: Renovate and Seismically Upgrade

- Seismic \$1.4m

April 2017 \$6,100,000 Scope: Renovate and Seismically Upgrade

- Per architect “closed construction tenders came in “significantly above estimates”.
- Board passes motion “direct the Superintendent to cease upgrading Burnside and bring alternative plan to house the programming at SJ Willis as well as next steps for the Burnside site for consideration”.

November 2017

- Board is advised by Staff that Burnside rebuild project is re-starting based on proposed land deal with Pacifica Housing. Architect is engaged.

January 2019

- Classes commence at SJ Burnside

June 2019 \$8,111,936 Scope: Renovate and Seismically Upgrade

Summary of Expenses

Fiscal Year	Expensed (Board Informed)	Expensed (Board Not Informed)	Total
16/17	1,239,133	0	1,239,133
17/18	1,273,589	0	1,273,589
18/19	3,587,278	2,011,936	5,599,214
Total	6,100,000	2,011,936	8,111,936

	2016-2017	2017-2018	2018-2019	Total
Architect Incl Construction Management	484,372	108,089	152,461	744,922
Legal	3,115			3,115
Construction General	431,632	629,723	\$5,373,498	6,434,853
Demolition	289,532			289,532
Environmental	18,466	1,878	1,090	21,433
Roofing Consultant	3,280	1,097		4,377
Risk Management & Insurance	5,906	5,884	827	12,617
Geotechnical	2,830	243	6,346	9,419
Permits/Fees-City		125,897	3,000	128,897
Arborist		777	1,600	2,377
Technology & Security			453	453
Fire Safety			2,893	2,893
Roofing		400,000		400,000
SD61 Labour		-	24,564	24,564
Other		-	32,482	32,482
Total	1,239,133	1,273,589	5,599,214	8,111,936

Change Orders Heatherbrae	Fiscal 17/18	Fiscal 18/19	Total
Phase 1: Seismic	117,924	1,883	119,808
Phase 2: Renovation	53,823	377,852	431,975
Total	171,747	379,735	551,783

Project Documentation: Facilities

Project documentation archived on site/electronic at the Facilities Department was weak. For example:

1. No final internal project spreadsheets or supporting documents were found that balanced to the final general ledger total of \$8,111,936. The last found spreadsheet indicated a project budget of \$7.2m dated January 2019.
2. No indications that the internal budget document was reconciled to the general ledger total actual costs at regular intervals in the project
3. No final project drawings are filed on a shared drive
4. Copies of change orders were not available to view

Below under "Project Cost" are a combination of reports to the Board ("Board Advised") and internal budgets maintained by SD61 staff project managers at specific points in time. It is noted that capital projects in SD61 are documented by capital staff using one cumulative spreadsheet, and not specific points in time, therefore the data below has been gleaned from internal documents that could be found. Between April 2017, the second to last report of the SJB budget to the Board, and May 2019, the final accounting of the SJB budget to the Board lies the additional \$2.011 in spending.

	Project Cost	Increase from Previous	
Sep-16	2,600,000		Board Advised
Dec-16	4,800,000	2,200,000	Board Advised
Apr-17	6,100,000	1,300,000	Board Advised
May-18	6,500,000	400,000	Staff Internal
Jan-19	7,207,628	707,628	Staff Internal
May-19	8,111,936	904,308	Board Advised
		2,011,936	

In October 2015 a quantity surveyor had provided a class “D” estimate for the project totaling \$5.3m. During the phase 2 audit, Facilities staff was asked to review the October 2015 class D estimate and reduce the estimate by the estimate of work that was not done/most likely not done bringing the revised class D down to \$4.2m as of October 2015.

Why the Board was advised the project would cost \$2.6m in September 2016 is unknown. Why the Board was advised of a project cost of \$6.1m in April 2017 and then a further \$2.1m was spent and not reported until June 2019 is also unknown despite current Facilities and Finance staff review of available documentation.

In interviewing Facilities staff, there was:

- Recollection that at a bi-weekly Facilities managers’ meeting that discussion took place about SJ Burnside and the prolonged neglect of the building not making it a viable future learning space due to scope and cost. Lack of space elsewhere in the District was thought to have factored into the need for the project.

In conclusion it can be inferred that the scope of the project was poorly understood, not budgeted correctly and not reported to the Board correctly at the outset as set out as early as October 2015. A conclusion can also be drawn that the neglect of the building was underestimated as the renovation project commenced.

It is understood that after November 2017 and into early 2018, the scope of the project far exceeded the reports to the Board, and that no update was provided to the Board before Financial Services noted the expenses exceeding the budget.

Based on the information reviewed, it would be the Secretary-Treasurer’s conclusion that the \$2m spent on the project between April 2017 and May 2019 was not an increase in scope, but a completion of the original scope tendered between December 2016 and awarded in February 2017 give or take change orders that occurred between February 2017 and May 2019 (approximately \$500,000) that was made worse by:

- escalating construction costs;
- belief that the Ministry would fund \$2,000,000 of the project.

Section 3: Further Recommendations

Recommendation 9:

That Facilities Services and Financial Services develop an Administrative Procedure (internal) for documenting and archiving capital projects; and that the AP include requirements to:

1. Keep all documentation in a shared network drive, and not on individual C drives
2. Internal budgets and monitoring of expenses be archived monthly so there are points in time to review the project's budget and expenditures, rather than a rolling, cumulative spreadsheet for the life of the project
3. Signed change orders and budget adjustments are archived, and included on budget monitoring spreadsheets with accurate descriptions
4. Accurately track, describe and reconcile the naming of phases between SD61, the architect and the general contractor for ease of uniformity for tracking and understanding
5. Naming conventions for documented electronic files include descriptors (examples: WIP (work in progress), submission, final, reconciled, archive etc.)
6. Archive final drawings
7. Archive funding source documentation including Ministry approvals, emails from Finance to Facilities and other communications.

Recommendation 10:

To request payment for an invoice or progress draw, fulsome supporting documentation be provided to Financial Services. For general contractor "Certificates for Payment" include:

- Contractor's cost report detailing original budget, revisions and amount spent to date;
- Change order/budget adjustment log balanced to cost report revisions above
- Internal Staff spreadsheet or other accounting of the total project cost
- Internal reconciliation of Capital Project Manager's internal budget spreadsheets to progress draws

Section 4: Recommendations 1-7 Update

Recommendation 1:

Further expansion and improvement to the ease of accessibility to real-time financial reporting for Facilities Managers through business re-engineering and software implementation.

Target date: Fiscal 2020-2021

Status: Software purchased spring 2021; implementation 2021-2022

Recommendation 2:

The Assistant Accountant, Management and Reporting, within Financial Services provide weekly financial reporting in Excel format for major capital projects.

Target date: Immediate

Status: Complete

Recommendation 3:

Establish and formalize decision makers, financial authorization, and roles and responsibilities, including the requirement to document changes in revenue and expenditure budgets, as well as significant impact to project scope (change orders), in writing. Sample provided in Appendix C.

Target date: Immediate

Status: In Draft

Recommendation 4:

Project managers of minor and major capital projects report project completion progress to Financial Services, where progress is reconciled to budget spent (example: If the project is 30% completed and the expenses are 30% or less than budget, the project is low risk. If the project is 30% completed and 70% spent the project is at risk of overrun).

Target date: Immediate.

Status: Complete

Recommendation 5:

Capital project progress and financial reporting to the Board of Education on a monthly basis.

Target date: November 2020

Status: Complete for major capital projects: Vic High and Cedar Hill

Status: In Progress for minor capital projects

Recommendation 6:

Ensure funding sources, including surplus appropriation, are formally committed in writing, prior to depending on them for project completion.

Target date: Immediate

Status: Complete

Recommendation 7:

Add the Superintendent of Schools to the distribution list of Secretary-Treasurer, Director of Facilities and Project Manager when capital project overruns occur.

Target date: Immediate

Status: Complete

Recommendation 8:

Staff review in detail the SJ Burnside upgrade project documentation as well as expenses to understand the increased scope and budget.

Target date: October 25, 2021

Status: Complete



FACILITIES SERVICES

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

Update for December 6th, 2021

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

BUILDING MAINTENANCE SERVICES

- 1) The recent heavy rainfall created some flooding issues in the District. Most were issues with systems simply being overwhelmed by the amount of rainfall we had in such a short period of time. This led to minor water infiltration through some doorways. The most significant issues were due to piping being compromised or clogging of systems.
- 2) Fuel use mitigation is going well. We've identified a few areas where fuel use has been significantly reduced or stopped altogether to allow the province breathing room until normal fuel level availability returns. Some of these strategies involve less equipment use in Grounds or pausing tasks for now.

MINOR CAPITAL

Accessible Playgrounds

Planning underway for Playground Grand Opening January 2022 for Lake Hill Elementary and tentatively March 2022 for Northridge

Woodshop Upgrades - 70 % (12 of 17 shops complete)

- All Middle School and High School dust collectors are interlocked
- All strobe lights in Middle School installed
- Mechanical drawings in progress for Esquimalt dust collector upgrade if SEP funding approved / all woodshop consultations complete, excluding Colquitz as no instructor to consult with / Lansdowne Middle shop equipment placement progressing well – waiting on electrical panel / Glanford woodshop equipment placement progressing well – working around teachers schedule and electrical panel upgrading to occur over winter break / Lambrick Park – Safety Line Painting scheduled over winter break

MAJOR CAPITAL

Cedar Hill Middle School Seismic Replacement

- The maximum approved potential project budget is \$46M and includes a \$3.5M district contribution to bridge the cost difference between the option to replace the school and the option to seismically upgrade the school.
- The Ministry's approved funding is for a LEED Gold equivalent school and a Net Zero Energy Ready building, which does not include any photo voltaic solar panels.

- Architect working with Project Team to develop design options
- Continuation of the consultation and engagement process
- Decision Net Zero Energy Ready options required by the Board by the end of December 2021.

Vic High Seismic Upgrade / Addition Project

- Please see the Victoria High School Monthly Report on the December 2021 combined Education/Operations Committee agenda.

OPERATIONS

November has been a very rainy stormy month! We would like to thank all the staff that helped with the flooding we had in a number of buildings. This was a complete effort by all the departments in Facilities.

The Rentals department has been very busy processing a large number of new clients. In an effort to increase district revenue, we are opening up new spaces for rent including a number of weekend rentals.

Operations is starting to schedule the Winter break work in some schools including carpet cleaning, floor scrubbing and new floor finish.

TRANSPORTATION

We have cancelled all non-curricular field trips for the month on November as per Government request due to the ongoing fuel supply issues.

All truck mounted salter units have been rebuilt and are ready for inclement weather. Snow blowers are being inspected and service and will be ready.

Maps and routes for the snow event days have been built and distributed to the snow team.

OCCUPATIONAL HEALTH & SAFETY

- JOHS Committee Planning/Restructure
- Chair DOHS Committee
- Chair Facilities JOHS Committee
- Ebase – Health & Safety set up (50% Completion)
- Site inspections
- Noise Exposure Assessment
- Norelco Crane Fall protection system set up/training
- 2022-2023 Budget Review

NETWORK, COMMUNICATION and SECURITY

The communication team has continued working with TELUS to address some of the communication issues the many schools have been experiencing due to the recent wind and heavy rains. The network and projection technicians have completed tech upgrades at Mount Doug, Cedar Hill and Oaklands and are laying out the ground work for a large voice

amplification project at Willows. The network team has also begun to review the existing elementary School Wi-Fi topography, with minor modification currently underway at George Jay and Hillcrest to improve wireless coverage and performance for students and teachers.

CLIMATE and ENERGY

- 2021/22 LED lighting and controls upgrades progress:
 - Colquitz Middle School – Complete (savings \$13,750 /year)
 - Craigflower Elementary – Complete (savings \$4,000 /year)
 - Frank Hobbs Elementary – Complete (savings \$4,000 /year)
- Real-time energy monitor pilot installation - Complete
- Real-time water monitor equipment purchased for two schools (pilot project)
- Rate applied to Oak Bay EV Parking
 - \$1.00 / charging hour
 - Initial data collected matches 10 year cost recovery estimate
 - Cost recovery includes maintenance, and installation costs
 - Savings go beyond cost recovery, staff now have incentive to charge from home
 - EV Charging electricity consumption has decreased by 50%
- Energy Wise Network seat warmers for space heaters campaign commenced
 - 9 space heaters 750w-1500w each were replaced with 30W seat warmers
 - Saving approximately \$360 per year

SUNDANCE SCHOOL

Basement washroom renovations underway to include accessible washroom upgrades



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 12 – December 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. This work is now complete.

The seismic upgrade of Victoria High School and additions comprise about 1,100 square metres of new space that will provide two new stairwells, an elevator to improve circulation and exiting of the school, and an increase to the 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, providing 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 Fernwood campus in the summer of 2023.

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 \$31 Million – currently within budget.
- The Construction Manager, Durwest, is forecasting budget overages for increased scope, and the SD is working to mitigate this risk.
- A request for additional Supplemental, Escalation and Risk funding is being prepared for the Ministry for submission in early January 2022.

Vic High Seismic COA	Progress/ Completion (%)	Budget	Expenses Posted to Date	Remainder	Commitments	Remainder After Commitments	% Available	Prior Period Expenses	Change from Prior Period
Vic High Seismic Fees 2017	100%	115,070	115,070	0		0	0%	115,070	0
Vic High Seismic Fees 2019	100%	3,589	3,589	(0)		(0)	0%	3,589	0
Vic High Seismic Construction	30%	51,068,331	19,394,216	31,674,115		31,674,115	62%	17,044,519	2,349,698
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	60%	7,000,000	5,184,778	1,815,222		1,815,222	26%	5,158,947	25,831
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	31%	40,000	12,510	27,490		27,490	69%	6,840	5,670
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	47%	85,000	40,548	44,453		44,453	52%	37,024	3,524
A Parker - Vic High TLOC	0%	20,000	0	20,000		20,000	100%		0
Vic High Project Management	45%	713,450	360,121	353,329		353,329	50%	355,974	4,146
Vic High Capital Tech Support	5%	50,000	3,095	46,905		46,905	94%	2,889	206
SJ Capital Tech Support	100%	0	0	0		0	0%		0
Prior Year Completed Expenses	100%	53,007		53,007		53,007	100%		0
		66,260,834	31,312,792	34,948,042	0	34,948,042	53%	28,923,717	2,389,075

6. Communications:

General:

- Teachers and Department Heads have been consulted on classroom & 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 CoV regarding SRW's and Frontage Upgrades.
- Project Manager, Manager of Capital Projects, Associate Director of Facilities Services/Capital Implementation, Director of Facilities Services and the Secretary-Treasurer are meeting bi-weekly to review the project budget.
- Consultation has occurred with the School and Community Garden Committees to discuss location of the child care unit. The proposed site plan will



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 12 – December 2021

be placed on the school district website for further transparency.

7. Procurement:

- Construction Manager Durwest Construction Management was selected as the Construction Manager for the Vic High project, through a comprehensive RFP Process.
- Tender Packages 1 through 8 have competitively tendered the majority of the Building Trades.
- Window Tender results have been received with discussions taking place on next steps.
- The Tender package for specialties, and wood flooring closes in December.
- Exterior Site Plan in progress including Turf Field, Track, Volleyball courts, Parking, Lighting and Municipal Frontage Upgrades.

Work Starting Soon or Underway:

- Finalizing Tender Package #9, for the site work, including turf field.
- Consultant has completed preliminary exterior site plan design for the new turf field, volleyball courts and other site upgrades.
- Completion of flooring at lower level and roof slabs at lower levels.
- Continuing the safety shoring, demolition and installation of the drag struts.
- Finalizing flooring repair & infill strategy, in locations of structural shoring and drag strut installations.
- Continuing work on concrete shear walls at upper levels. Shear Walls 1,2,5,6 and 7 are now at the second level.
- Continuing preliminary work on major trades such as Mechanical, Electrical, Interior partitions, and lower levels.
- Continuing work on the ceiling support grid design and input from engineers on fastening.

Looking to December 2021

- Continue concrete work for the West and East stairwell tower foundation walls and tower slabs.
- Continue structural steel work in the Roper Gym and Auditorium Stage.
- Continue work on the concrete shear walls and drag struts for Levels 3 & 4.
- Continue work on NLC concrete walls and NLC, level 1, concrete columns.
- Waterproofing foundation walls on Multipurpose.



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
- Mora Cunningham, Manager of Capital Projects
- Gordon Wallace, Project Manager – Major Capital Projects

Appendix 2 – Risk Analysis

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

IDENTIFIED RISKS	Probability	Consequence / Impact		
		Cost	Schedule	
Heritage Issues	Moderate	Low	Low	Previously Identified Project Risk
Building Code Issues with City of Victoria	Moderate	Low	Low	Previously Identified Project Risk
Approval Delays by City of Victoria	Moderate	Moderate	High	Previously Identified Project Risk, has caused some delay
Inflationary Pressures	Low	Low	None	Previously Identified Project Risk
COVID impact on supply chain and procurement	Moderate	Moderate	Moderate	No Ministry funding allocated to this Risk.
Land Exchange & Lease	Low	Low	Low	
City of Victoria, street frontage upgrades	High	Moderate	Low	Still under discussion, finalizing scope of design work.



Appendix 3 – Photographs

November 2021 - New Addition Wall Pours



November 2021 – Waterproofing at Expansion Concrete Walls





November 2021 – Wood Flooring Removed Leaving Concrete Floor with Sleeper Trenches



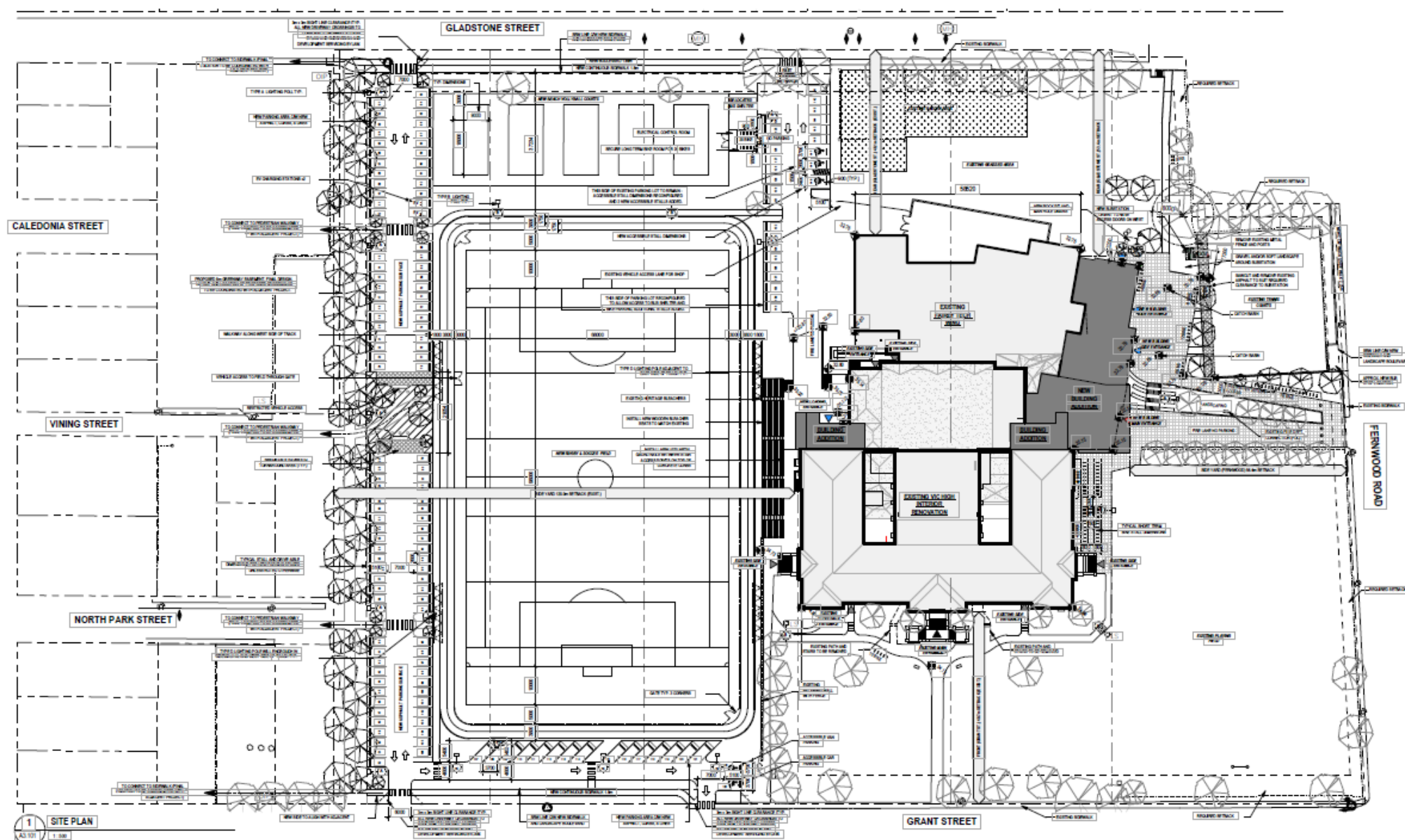
November 2021 – Concrete Patch for Drag Strut





Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 12 – December 2021

Proposed Site Plan



Proposed Site Plan for Child Care Studios





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



Board of Education

T

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

Chair: Ryan Painter Vice-Chair: Tom Ferris

Trustees: Nicole Duncan, Angie Hentze,
Elaine Leonard, Diane McNally, Rob Paynter, Jordan
Watters, Ann Whiteaker

TO: Board of Education
FROM: Trustee Duncan
RE: Motion for OPPTS
DATE: December 6, 2021

Background: On 21 September 2020, I presented a school shop health and safety audit motion to the Operations Policy and Planning Standing Committee (the “Committee”). This motion related to a memo dated 6 March 2017, received by the previous Board of Education at the March 2017 Operations Policy and Planning Standing Committee from the Director of Facilities at the time, Mr. David Loveridge regarding shop funding.

According to the memo provided by Mr. Loveridge, *“for the 2016-17 school year, the Board allocated \$77,353 in one-time funding to support shop rejuvenation...Once Staff began the planning process to expend those funds, it became apparent that there were a number of potential health and safety issues with many of our shops, in addition to the already identified need for overdue general shop repairs.”*

Further according to the memo, *“Staff made the decision to expend a portion of the approved funds to complete a full external review/audit of the condition of the shops across the District, to report back on their status from a Health and Safety perspective, and to make specific recommendations on the immediate actions required to address the concerns identified in the audit...The report has confirmed that there are significant health and safety gaps in our shops. The report highlights concerns related to ventilation systems, cleanliness, equipment safeguards and other general equipment and safety related issues. A plan is being created to address many of these issues moving forward. A general summary of the audit report is attached for the Board’s information.”* Note as an attachment to the 6 March 2017 memo there was a general summary of the condition of High School shops. A general summary of the condition of Middle School shops was not provided.

Since bringing forward the September 2020 school shop health and safety audit motion, a report was provided at the Operations Policy and Planning Standing Committee meetings in December 2020 and an update was provided in November 2021.

Rationale: After the initial memo from the Director of Facilities in March 2017, the Board did not receive further reports regarding plans in place and progress being made to address the health and safety risks identified in the school shop health and safety audit reports (stemming

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from shop audits carried out at 17 school shop sites and 1 District Facilities staff shop in November 2016 and in Spring 2017). It does not appear that progress was monitored through the Facilities Plan Ad Hoc Committee, nor the Operations Policy and Planning Standing Committee. As a result of the September 2020 motion and staff efforts since to address some of the actions and remediation's and to bring an initial report in December 2020 and an update in November 2021, it has become apparent that while progress has been made toward addressing the outstanding school shop health and safety audit actions and remediation's there are still a significant number of actions and remediation's to complete. The proposed motion seeks to address the need for ongoing regular Board level reporting pertaining to the outstanding actions and remediation's associated with the 17 school shop health and safety audits. It is essential that the Board take its oversight role seriously by putting in place this ongoing reporting measure until the outstanding actions and remediation's are completed. This ongoing reporting is a reasonable mitigation measure to ensure that this important student health and safety matter does not again fall off the Board agenda.

According to objectives set out in the Long Range Facilities Plan (LRFP) the aim of the shop audit was to identify the current condition of teaching shops and operational shops (used by District facilities staff) and to identify any areas of concern from a health and safety perspective. (p.21) According to the LRFP this audit was the first step in a process of reviewing District shop programming to develop a long term Shops Plan and to identify the associated funding for the renewal of these valuable and important teaching assets.

Further, as set out in the LRFP (p.22):

"In February 2017, the District received the audit report on the state of shops which identified a large number of deficiencies ranging from minor repairs, changes and easy to fix issues to a large number of major equipment repairs/replacements and ventilation issues that will require a significant investment over time to be properly addressed.

The current state of the shops stems partially from the manner in which the shops have been planned, funded, equipped, managed and maintained, as well as the manner in which shop programming has been provided and located across the District.

While the District Facilities department does have staff that provide maintenance to the shop equipment, for the most part maintenance has been a school based obligation and the funding for maintenance has been dispersed and held at the school level. Typically, schools have received career preparation money to fund programs, including new purchases as well as repairs. As this money is relatively limited, keeping up with the requirements of programming as well as the significant demands related to the maintenance, repair and replacement of this equipment has been challenging.

In addition, while the Board has a policy addressing certain requirements on new programming within schools, the policy has not typically applied to equipment and resources added to previously existing programs. On the ground this has meant that as teachers or administrators change or provincial focuses shift, each of the District's schools has a diverse set of equipment and no attempt at standardization has occurred.

Finally, as shop teachers have attempted to deal with limited resources they have increasingly relied on donations and community support for their shops which has exacerbated shop issues as much of the equipment was not approved or supported centrally."

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Moving forward, I expect that the Budget Advisory Committee will consider possible shop funding recommendations pertaining to the coming financial year and that the Board will consider shop funding requirements as part of long range budget planning which is required to properly support school shops now and in the future.

However, to date it is clear that while some of the shop health and safety audit actions and remediation's have been acted upon since the initial school shop health and safety audit motion in September 2020, there are still a significant number of outstanding actions and remediation's required. The Budget Advisory Committee is not the appropriate venue for receiving health and safety reporting aimed at supporting the Board's oversight responsibilities. In my view, this Board must implement the regular reporting set out in the proposed motion. It is not acceptable to regress to the previous situation whereby the Board had not received information regarding the plans in place to address the significant risks to student health and safety identified in the school shop health and safety audits. Nor in my view is it acceptable to regress to a state whereby there is no ongoing monitoring of progress being made to address the findings and recommendations set out in the school shop health and safety audits through the Operation Policy and Planning Standing Committee.

Alignment to Strategic Plan:

The proposed motion supports all Goals of the Strategic Plan aimed at supporting and improving learners' personal and academic success, physical and mental well being and addresses inequality of opportunity.

The proposed motion is aligned with our core values of openness and transparency. The reporting called for in the motion supports these core values. In my view, ongoing regular monitoring and evaluation of the status of the outstanding actions and remediation's necessary to ensure school shops are safe is a matter of compliance with the Board's obligations under the School Act (i.e. section 74 Management of Schools and Property), and the Board's responsibility to our students in respect of taking reasonable steps to safeguard all student's health and safety while they are at school. The motion also aligns with the Board's Policy 4300.1, Health and Safety which states "that the Board will adopt standards and practices that are in compliance with, but not limited to, the legal and regulatory requirements in an effort to take all reasonable steps to protect employees and students against accidents and health hazards."

Recommended motion:

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide monthly reporting at the Operations, Policy and Planning Standing Committee which specifies what actions and remediation's are planned, and what actions and remediation's have been completed that month in relation to the outstanding school shop health and safety issues identified in the school shop health and safety audits from 2016 and 2017. The reporting is to continue until all the outstanding actions and remediation's identified in the school shop health and safety audits have been completed.

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Board of Education

Chair: Ryan Painter Vice-Chair: Tom Ferris

Trustees: Nicole Duncan, Angie Hentze, Elaine Leonard
Diane McNally, Rob Paynter, Jordan Watters, Ann
Whiteaker

TO: Board of Education
FROM: Trustee Duncan
RE: Motion for OPPS
DATE: December 6, 2021

Background: Since 2008 the School District of Greater Victoria No. 61 has been required to submit an annual Carbon Neutral Action Report. Previous reports can be found via the following url: <https://www2.gov.bc.ca/gov/content/environment/climate-change/public-sector/cnar/annual-reports-cnars-table>

This reporting sets out our emission profile, the total offsets to reach net-zero emissions and the actions we have taken in the calendar year to offset our emissions in line with our obligations under the Climate Change Accountability Act and Carbon Neutral Government Regulation. The Climate Change Accountability Act section 6.1 sets out that:

Public sector buildings and fleets

6.1 *A public sector organization must manage the risks to the public sector organization that could reasonably be expected to result from a changing climate and minimize the public sector organization's adverse environmental effects by complying with the prescribed requirements and achieving the prescribed targets respecting*

- (a) buildings owned or leased by the public sector organization,*
- (b) motor vehicles and other mobile combustion sources owned or leased by the public sector organization, and*
- (c) the fuels used in or by the things referred to in paragraphs (a) and (b), that are owned or leased by the public sector organization, and the infrastructure used to dispense those fuels.*

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In the 2020 Carbon Neutral Action Report, we explain that, *“Buildings are by far our largest source of our GHG emissions and present the greatest opportunity to further GHG reduction. Conservation presents the most cost effective way to achieve our goals and therefore indirectly makes more funds available for alternative efforts in the future, including electrification and zero emission generation.”* (2020 Carbon Neutral Action Report, p. 4)

School Districts are in a unique position to show leadership in mitigating and adapting to address the impacts of climate change. We are a member of the public sector with responsibility to both manage our resources such as our buildings and infrastructure in an environmentally sustainable manner, and to support an environmental ethic including the importance of sustainability in our educational programs.

However, the current provincial approach to school district capital funding limits school districts ability to address joint provincial and local obligations to reduce emissions and to take more meaningful steps to address the climate emergency through the most environmentally sustainable investment in our capital assets.

Rationale:

Recently the provincial government updated its’ requirement for GHG reductions in buildings with sectoral targets. Sectoral GHG targets have been established for 2030 in transportation, industry, oil and gas, and buildings and communities. Sectoral GHG targets for 2030 are expressed as a percentage reduction from 2007 sector emissions. Target ranges for each sector are as follows:

- Transportation- 27 to 32%;
- Industry- 38 to 43%;
- Oil and gas- 33 to 38%; and
- Buildings and communities- 59 to 64%.

Sectoral targets were established based on emissions modelling done by the Climate Action Secretariat and input from engagement with stakeholders and partners.

<https://news.gov.bc.ca/releases/2021ENV0022-000561>

The Province launched a round of applications for emission reduction projects for 2021 through the CleanBC Industry Fund with temporary changes to increase the provincial share of funding up to 90% of project costs with a cap of \$25 million per project to encourage a greater number of proposals. However, to be eligible for funding through the CleanBC Industry Fund, applicants must have emissions over 10,000 tonnes of carbon dioxide equivalent per year.

<https://news.gov.bc.ca/releases/2021ENV0022-000561>

Our School District’s Carbon Neutral Report in June 2020 reports 5,191 tonnes of carbon dioxide equivalent were emitted during the annual reporting period. Therefore, we are not eligible for the funding available to support sectoral targets.

Clean energy retrofits funded by the province could solve some of the budgetary challenges faced by school districts who should not be forced to sell assets in order to fund retrofits. It is a

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moral imperative that the Board act swiftly on climate change. We most certainly need a Climate Action Plan, and we need to monitor the implementation of that plan. But we also must advocate for provincial capital funding that aligns with our joint provincial and local obligations under the Climate Change Accountability Act and CleanBC. Currently provincial capital funding for school districts does not provide funding for net zero building, but rather funding is provided for net zero ready building. This leaves school districts to find the additional funds which can add up to millions of dollars. The Board must advocate for changes to the current capital funding model to address this misalignment with our joint provincial and local climate goals and that currently results in lost opportunities to build back better with greater resiliency in order to address the climate emergency. After all, given the lifecycle of our built assets we will not soon have another opportunity to build or renovate a school to a net zero standard.

Further the Province's longstanding capital project cost sharing approach in practice leaves school districts without the necessary capital funding. Full capital funding to complete major projects is only available to support the least cost capital project option, despite the clear benefits associated with addressing other matters such as failing windows, electrical, plumbing and other building systems. School Districts are forced to identify alternative funding including selling assets. Finally, the current piecemeal approach to offering one time, or special funding such as the Carbon Neutral Capital Program (CNCP) fails to address the need for stable long term funding.

Alignment to Strategic Plan:

The proposed motions support all Goals of the Strategic Plan aimed at supporting and improving learners' physical and mental well being and addresses inequality of opportunity as it relates to the physical learning environment.

The proposed motions are aligned with our core values of social responsibility, innovation and sustainability. The proposed motions also support the Board's obligations under the School Act (i.e. section 74 Management of Schools and Property), and our obligation to take action to address the climate emergency. In June 2019 our Board recognized that the breakdown of the stable climate and sea level under which human life has developed constitutes an emergency. We know that we must take action to mitigate and adapt to address climate change. The action directed in the motions is intended to support ongoing climate action and accountability.

Recommended motions:

That the Board of Education of School District No. 61 Greater Victoria write a letter to the Premier of British Columbia, Minister of Education, Minister of Finance and Minister of Environment and Climate Change to request that they closely collaborate to address the misalignment between provincial obligations to address the climate emergency by reducing GHG emissions in line with CleanBC and the Climate Accountability Act and the current school district capital funding gaps which result from: a) the provincial capital funding cost sharing model; and b) the difference between the actual capital costs associated with a "net zero" building and the current so called "net zero ready" capital funding standard applied to both building and renovating school district buildings. As noted by other school boards the decision to

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build to a net zero standard resides with the local school board resulting in the local school board having to identify the additional funding.

That the Board of Education of School District No. 61 Greater Victoria write a letter to the Minister of Education and Minister of Finance to request that, going forward, the level of funding for bus replacement be set at the cost of the purchase price for electric buses. The Board understands that the Ministry sets the schedule of bus replacement based on age and mileage of the vehicle and that the funding standard is applied against the cost of a diesel or gas-driven vehicle. As noted by other school boards the decision to source an alternate energy vehicle resides with the local board resulting in the local board having to identify the additional funding.

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**The Board of Education of School District No. 61 (Greater Victoria)
Education Policy and Directions Committee
REGULAR MINUTES**

Monday, November 1, 2021, 7:00 p.m.

Broadcasted via YouTube <https://bit.ly/3czx8bA>

Trustees Present: **Education Policy and Directions Committee members:**
Tom Ferris, Chair, Ryan Painter, Jordan Watters

Operations Policy and Planning Committee members:
Angie Hentze, Rob Paynter

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

Stakeholders: Angela Carmichael, President, VCPAC, Connor McCoy,
President, GVPVPA, Jane Massy, President, CUPE 947, Lena
Palmero, Pro D Committee Chair, GVTA

A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:02 p.m.

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Agenda

Moved by Trustee Painter

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved by Trustee Painter

That the October 4, 2021 Education Policy and Directions Committee meeting minutes be approved.

Motion Carried Unanimously

A.4. Business arising from Minutes

None

B. PRESENTATIONS TO THE COMMITTEE

None

C. NEW BUSINESS

C.1. Introduction of Student Representatives

- a. Tanesha Bhangu - Spectrum Community School welcomed by Colin Roberts.

C.2. District Team Update /

C.3. Inclusion for Learning Strategy Update

Pam Halverson, District Principal, Inclusive Learning, provided an overview of the new Referral App that school based teachers in the District are using as a way to streamline the referral process. District Principal, Halverson gave thanks to the Information Technology for learning team for their brilliant support during the process. Sean McCartney, District Principal, Inclusive Learning provided an update on the Inclusion for Learning strategy and thanked colleagues in Finance and Facilities. Examples given showcased the collaborative work currently taking place. Oaklands Elementary, Willows Elementary, Monterey Middle, and Lansdowne Middle schools are involved in a pilot program using competency-based Individual Education Plans. The District Team will come back and share updates throughout the year. Questions of clarification were asked. Trustees provided thanks for the presentation.

D. NOTICE OF MOTION

None

E. GENERAL ANNOUNCEMENTS

None

F. ADJOURNMENT

Moved by Trustee Painter

That the meeting adjourn.

Motion Carried Unanimously

DRAFT



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International Education Update

December 6, 2021

**Dr. Jeff Davis, Director
International Education**

International Education - Operational Plan Priorities

2021 – 2022

- **International Education strategies and priorities have been aligned to Goals 1, 2, and 3 of the Greater Victoria School District's Strategic Plan**

International Education Priorities for 2021-2022



- Return to pre-COVID-19 enrolment levels
- Support culturally responsive teaching and learning

International Education Priorities for 2021-2022



- Review and rebuild homestay program
- Strengthen programs, operations, and services
- Enhance student support and engagement

Return to pre-COVID Enrolment Levels

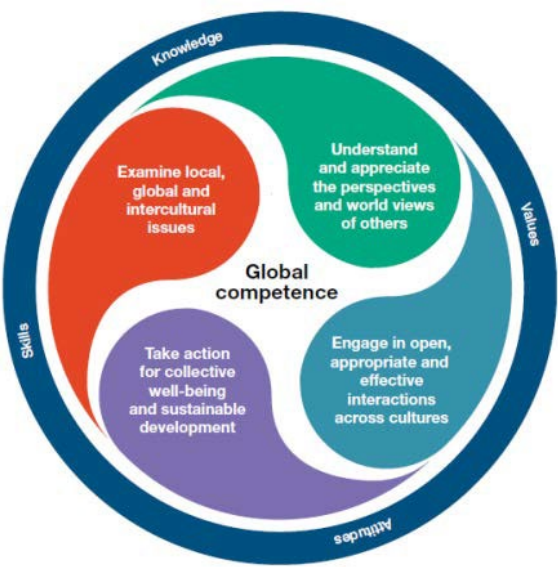


- Continue virtual marketing and recruitment activities
- Year one of rebuild positive, but uncertainty for 2021-2022 and beyond remains

International Education Greater Victoria (IEGV)

- Raise awareness in the Greater Victoria region around the educational benefits of international education
- Formalize structures to support joint marketing and recruitment





Culturally Responsive Teaching and Learning



- Continue implementation of *Global and Intercultural Skills Program* (currently offered at Esquimalt High School and Spectrum Community School)
- Rebuild outbound student mobility program

Uplands Campus: Programs, Operations, and Services



- Rebuild *Academic Transition Program* and *Short-term Programs*
- Review *Homestay Program* and build capacity in the greater Victoria community

Programs, Operations, and Services (cont.)

- Refine international admissions and registration to mitigate risk to the School District



Student Support and Engagement



- Strengthen proactive health and wellness supports
- Utilize *Framework for Enhancing Student Learning* data to support International Students

Thank you & Questions



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Phone (250) 475-4157 Fax (250) 475-4238

MEMO

From: Sean McCartney, District Principal, Learning Support / Inclusive Education

To: Education Policy Committee

Date: December 6, 2021

RE: Anaphylaxis Quality Review Report

Background:

A district-wide quality review of implementation was conducted in the spring of 2021. The review relates to the Anaphylaxis Protection Order, BC Anaphylactic and Child Safety Framework, and SD61 Anaphylaxis Policy and Regulation 5141.21.

The attached report summarizes the results of the review and is intended to be shared with SD61 Board of Education trustees and school administrators.

We plan to conduct a review every three years, occurring again in the spring of 2024.

Anaphylaxis Quality Review Report

A district-wide quality review of implementation was conducted in the spring of 2021. The review relates to the Anaphylaxis Protection Order, BC Anaphylactic and Child Safety Framework, and SD61 Anaphylaxis Policy and Regulation 5141.21. The next quality review will be conducted in the spring of 2024.

This Quality Review Report summarizes the results of the review and is intended to be shared with SD61 Board of Education trustees and school administrators.

The purposes of the implementation review are to:

- Identify and share successes
- Identify challenges and barriers and develop action plans to address them

Timeline:

- Survey of school anaphylaxis contacts (eg. School administrators) conducted in April, 2021
- Results summarized in May & June, 2021
- Draft report finalized in the fall of 2021

The Survey Results:

Below is a summary of the survey results. The following 3 tables identify the areas where quality implementation is occurring and the areas where challenges and barriers still exist.

90% and above completion- indicates quality implementation	
Level	Area/Item
K-8	All students have a completed Medication Administration form on file
K-8	An Action Form has been completed/reviewed/updated for each student who is at risk of anaphylaxis
K-12	School has purchased an epi-pen for the office
9-12	School has a process in place for documenting an anaphylaxis incident
K-12	All staff are aware of students that are at risk of anaphylaxis
K-8	School has a process for alerting teachers-on-call and spareboard EAs of the students who are at risk for anaphylaxis
K-8	Allergy Aware posters are posted in multiple locations around the school

70-90% completion - indicates quality implementation with some challenges		
Level	Area	Reference #
K-12	All staff have completed the annual online Allergy Aware training	#8
K-8	Parents/Guardians have been made aware of the process to receive a free Medic Alert bracelet for their child	#9
K-12	All staff know where epi-pens are stored	#10
K-8	Classmates of a student at risk of anaphylaxis are aware of the student's specific allergies	#11

Below 70% completion - indicates challenges and barriers exist		
Level	Area	Reference #
9-12	All students have a completed Medication Administration form on file	#1
9-12	An Action Form has been completed/reviewed/updated for each student who is at risk of anaphylaxis	#2
K-12	Each student that has a completed Medication Administration form has provided their own Epi-Pen to the office	#3
K-12	All students who are at risk for anaphylaxis carry an epi-pen with them at all times	#4
9-12	School has a process for alerting teachers on call of the students who are at risk for anaphylaxis.	#5
8-12	Allergy Aware posters are posted in multiple locations around the school	#6
K-12	All students are aware that anaphylaxis is a life threatening allergy and can identify signs and symptoms.	#7

Completed Actions, Next Steps and Proposed Timelines

Reference #	Challenge/Barrier	Action	Timeline
#1	Medication Administration Form (MAF): MAF not following students when they transition to new schools Lack of clarity on how often MAF has to be filled out	Toolkit update: clarification on MAF completion New function enabled in MyEd for uploading MAF enabling the form to follow student from K-12	Completed Fall 2021
#6	Lack of awareness and understanding of the purpose of Allergy Aware posters	Update Toolkit to include printable posters with clear instructions of purpose	Completed Summer 2021
#9	Parents/Guardians not always aware of the opportunity and process to receive a free Medic Alert bracelet for their child	Update Toolkit to include Medic Alert information and process for ordering school brochures	Completed Summer 2021
#11	Classmates of a student at risk of anaphylaxis are aware of the student's specific allergies	Update Toolkit to ensure Allergy Aware posters in classrooms where we have known anaphylaxis	Completed Summer 2021
Next Steps - November 2021 - June 2024			
#2	Action Form annual review with parents/guardians a challenge to maintain	Create an Action Form that allows parents/guardians to review digitally. If the student's health condition has remained status quo parents/guardians may sign and return digitally. Parents/guardians may still also request a meeting with administration if desired.	Completed Sept 2021, part of Toolkit revisions Implement in Spring / Fall 2022
#3	Not all families are providing an additional Epi-Pen to the office Comments indicate that for some families, epi pen costs are a barrier	Explore partnerships with community organizations to provide funding for epi pens for families that require it	June 2024

#4	<p>All students do not carry an epi-pen with them at all times.</p> <p>Comments indicate that some families are resistant to their child carrying their epi pen.</p>	Further awareness and education for parents on the value and importance of this measure.	June 2024
#5 #10	<p>Inconsistent process for alerting teachers on call of the students who are at risk for anaphylaxis.</p> <p>Keeping new and on-call staff informed of the location of epi pens in the office</p>	Update school sign-in binders to add anaphylaxis student identification and epi pen location.	January 2022
#7	All students are aware that anaphylaxis is a life-threatening allergy and can identify signs and symptoms.	<p>Support schools to identify opportunities for assembly, classroom curriculum, etc.</p> <p>Update Toolkit – add to checklist (completed summer 2021)</p>	June 2024
#8	Allergy Aware training - hard to ensure staff that begin later in the school year have completed training	Work with HR to include as part of new hire orientation	June 2022