



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

AGENDA

Monday, January 17, 2022, 7:00 p.m.

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

Chairperson: Trustee Leonard

A. COMMENCEMENT OF MEETING

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Agenda

Recommended Motion:
That the January 17, 2022 agenda be approved.

A.3. Approval of the Minutes

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

Recommended Motion:
That the December 6, 2021 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee meeting minutes as they pertain to Operations Policy and Planning Committee, be approved.

A.4. Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

B.1. Proposed SD61 Land Disposal – Ian Graeme

C. SUPERINTENDENT'S REPORT

C.1. Climate Action Plan

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Interim Superintendent to establish an Ad Hoc Climate Action Committee to assist with the further development and implementation of a District Climate Action Plan as per Bylaw 9140;

AND FURTHER

That the Committee report its recommendations to the Operations Policy and Planning Committee by May 2023.

AND FURTHER

That a budget of \$15,000 be established to support the committee's work.

C.2. Administrative Regulations Manual

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: November 2021

E.2. Budget Change Report: November 2021

E.3. Monthly Financial Report: December 2021

E.4. 2021-2022 Budget Change Report: December 2021

E.5. 2022-2023 Budget

F. FACILITIES PLANNING

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

F.2. Operations Update: December 2021

F.3. Victoria High School Seismic Project Update 12

F.4. Operations Update: January 2022

F.5. Victoria High School Seismic Project Update 13

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

H.1. BCSTA - BC Hydro - Trustee Watters

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) bring forward a motion to the BC School Trustees Association (BCSTA) annual general meeting asking the BCSTA to advocate for the removal of BC Hydro's 100kW net metering cap by advocating directly to BC Hydro and the BC Securities Commission, the Premier of British Columbia, Minister of Education, Minister of Finance, Minister of Environment and Clean BC.

H.2. BCSTA – Motor Vehicle Act - Trustee Watters

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) bring forward a motion to the BC School Trustees Association (BCSTA) annual general meeting asking that the BCSTA request the Province of British Columbia amend the Motor Vehicle Act to better support safe active transportation by requiring drivers to provide 1 metre of space on roads with posted speeds of 50 km/h or less, and 1.5 metres of space on roads with posted speeds in excess of 50 km/h, when passing people cycling or walking; and clarify the obligation of all motorists to establish reasonable distance when passing a cyclist or a pedestrian, as well as definitive guidance on an appropriate minimum distance when doing so.

I. NOTICE OF MOTION

J. GENERAL ANNOUNCEMENTS

K. ADJOURNMENT

Recommended Motion:

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

February 8, 2021 Operations Policy and Planning Committee meeting referred the motion to the March 8, 2021 Operations Policy and Planning Committee meeting.

March 8, 2021 Operations Policy and Planning Committee meeting referred the motion to the October 18, 2021 Operations Policy and Planning Committee meeting.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to immediately allocate funds from the to be determined budget to address the following outstanding health and safety remediation's in the 17 school shops which were identified by the independent audit report in 2016/17: equipment guards (5,000), equipment spacing tbd, delineation lines around equipment/safety lines (6,000) and non-skid areas tbd, eye wash

stations (500), storage and isolation of hazardous materials (2,000+2,000), emergency response materials (\$1,000), eye protection (1,000), ear protection (1,000), protective clothing (5,000) and equipment instructions and conflation zone signage (1,500 + 500). (\$25,500 per shop + non-skid area cost=\$433,500).

In order to determine whether or not to withdraw her motion, Trustee Duncan asked staff to confirm that school based funds are available to address the items listed in the motion. Having confirmed that school based funds are available 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



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

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

Trustees Present: Elaine Leonard (Chair – Operations Policy and Planning), Tom Ferris (Chair – Education Policy and Directions) Angie Hentze, Nicole Duncan, Rob Paynter, Jordan Watters, Ryan Painter, Ann Whiteaker

Trustee Regrets: Diane McNally

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, Lena Palermo, Pro-D Chair, GVTA, Jane Massy, President, CUPE 947

A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:01 p.m.

A.1. Acknowledgement of Traditional Territories

Chair Leonard recognized and 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 meeting agenda

Moved By Trustee Duncan

That the December 6, 2021 agenda be approved.

For (7): Trustee Leonard, Trustee Ferris, Trustee Hentze, Trustee Duncan, Trustee Watters, Trustee Painter, Trustee Whiteaker

Against (1): Trustee Paynter

Motion Carried

B. OPERATIONS POLICY AND PLANNING COMMITTEE MEETING

B.1. Approval of the Minutes

Moved By Trustee Painter

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

Trustee Duncan requested additional wording for item H.2.

Moved By Trustee Whiteaker

That the motion "*That the November 8, 2021 Operations Policy and Planning Committee meeting minutes be approved.*" be postponed to the January 17, 2022 Operations Policy and Planning Committee meeting to review additional wording for accuracy.

Motion Carried Unanimously

B.2. Business Arising from Minutes

None.

C. PRESENTATIONS TO THE COMMITTEE

C.1. Cedar Hill Middle School

Kate Lawes presented to the Committee as a member of Parents for Climate in Victoria advocating for Cedar Hill Middle School to be a zero emissions school.

C.2. Cedar Hill Middle School

Finn Kreischer, community member, presented in support of a zero emissions school for Cedar Hill Middle School.

C.3. Cedar Hill Middle School

Dave Mills presented as a member of Dogwood and advocated for a zero emissions school at Cedar Hill.

D. SUPERINTENDENT'S REPORT

D.1. Recognition of Student Representatives

Interim Superintendent Whitten thanked Sadie Schneider and Isabella Miskiewicz from Esquimalt Secondary School.

E. PERSONNEL ITEMS

None

F. FINANCE AND LEGAL AFFAIRS

F.1. Policy

i Draft Policy 3170, Operating Surplus

Secretary-Treasurer Morris presented Draft Policy 3170, Operating Surplus, and stated that this is in alignment with the new Ministry Policy. Trustees debated the motion.

Moved by Trustee Watters

That the Board of Education of School District No.61 (Greater Victoria) approve Draft Policy 3170, Operating Surplus, as presented with one amendment: change “are” to “have been” in 2.1 of the draft policy.

Trustees and Stakeholders discussed the Draft Policy.

By consensus the Committee removed “in priority order” from 3.2 of the draft policy.

The Committee requested the policy go out for consultation.

Trustee Watters withdrew the main motion to approve the policy.

Moved by Trustee Whiteaker

That the Board of Education of School District No.61 (Greater Victoria) direct the Secretary-Treasurer to put Draft Policy 3170, Operating Surplus out for

consultation and refer it to the January 17, 2021 Operations Policy and Planning Committee of the Whole meeting.

Motion Carried Unanimously

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

Interim Superintendent Whitten presented Bylaw 9330.1, *Appeals Process*.

Moved by Trustee Ferris

That the Board of Education of School District No.61 (Greater Victoria) approve Bylaw 9330.1, *Appeals Process*.

Trustees discussed the motion and made revisions relative to the review process, reporting to the Board, role of sub-committee, links to a contact and sample forms.

Moved by Trustee Leonard

That the motion “That the Board of Education of School District No.61 (Greater Victoria) approve Bylaw 9330.1, *Appeals Process*.” be updated based on the Committee’s discussion and referred to the December 13, 2021 Board of Education meeting.

Motion Carried Unanimously

iii **Whistleblower Policy**

Trustees Duncan presented the draft policy.

Trustees and Stakeholder discussed the policy. Trustees Leonard and Duncan agreed to meet and bring a revised version to the January 17, 2022 Operations Policy and Planning Committee meeting.

Due to time, by consensus the Committee referred the following agenda items to the January 17, 2022 Operations Policy and Planning Committee meeting:

F.2. Monthly Financial Report: November 2021

F.3. Budget Change Report: November 2021

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

G.2. Operations Update: December 2021

G.3. Victoria High School Seismic Project Update

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

Trustees discussed net zero and zero emissions schools and the presenters' information and requested staff to come back with more information.

Moved by Trustee Whiteaker

That the motion "*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.*" be referred to the December 13, 2021 Board of Education meeting.

Motion Carried Unanimously

Moved by Trustee Duncan

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.

Motion Carried Unanimously

G. FACILITIES PLANNING

G.1, G.2 and G.3 were referred to the January 17, 2022 Operations Policy and Planning Committee of the Whole meeting.

H. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None

I. NEW BUSINESS

I.1. School Shops

Trustee Duncan provided rationale for the motion.

Moved by Trustee Duncan

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide monthly progress reports 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.

Amendment:

Moved by Trustee Watters

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide monthly **progress** reports 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.~~

Motion Carried Unanimously

Main Motion as Amended:

Moved by Trustee Duncan

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide monthly progress reports at the Operations, Policy and Planning Standing Committee in relation to the outstanding school shop health and safety issues identified in the school shop health and safety audits from 2016 and 2017.

Motion Carried Unanimously

I.2. Climate Action

Trustee Duncan provided rationale for the motions.

Moved by Trustee Duncan

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.

Motion Carried Unanimously

Moved by Trustee Duncan

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;

AND FURTHER

That 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.

Motion Carried Unanimously

J. NOTICE OF MOTION

None

K. GENERAL ANNOUNCEMENTS

None

L. EDUCATION POLICY AND DIRECTIONS COMMITTEE

L.1. Approval of the Minutes

Moved By Trustee Watters

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

Motion Carried Unanimously

L.2. Business Arising from Minutes

None

M. PRESENTATIONS TO THE COMMITTEE

M.1. International Education Annual Report

Director Davis presented the report. Year one of rebuild to return to pre-COVID enrolment levels is positive, but uncertainty for 2021-2022 and

beyond remains. Goals for this year are to strengthen proactive health and wellness supports as well as utilize *Framework for Enhancing Student Learning* data to support International Students. Questions of clarification were asked.

M.2. Anaphylaxis Quality Review

District Principal McCartney presented the report. Questions of clarification were asked.

N. NEW BUSINESS

N.1. \$10 a Day Childcare Plan

Trustee Whiteaker provided rationale for the motion.

Moved by Trustee Whiteaker

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.

Motion Carried Unanimously

N.2. Letters of Support

Trustee Painter provided rationale for the motion.

Moved by Trustee Painter

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.

Motion Carried Unanimously

O. NOTICE OF MOTION

None

P. GENERAL ANNOUNCEMENTS

None

Q. ADJOURNMENT

Moved by Trustee Ferris

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 10:23p.m.

Chair

Secretary-Treasurer

Office of the Superintendent

Deb Whitten – Interim Superintendent

To: Operations Policy and Planning Committee

From: Deb Whitten, Brian Leslie, Sean Powell and Andy Canty

Date: January 17, 2022

Background:

On June 24, 2019 the Board of Education declared a Climate Emergency and through a motion directed the Superintendent to develop a Climate Change Action Plan with specific objectives and measurements that align with the United Nation's Intergovernmental Panel on Climate Change (IPCC).

During the 2020/21 school year the emergence of the global pandemic COVID19 dominated the news throughout the world. As a result of the pandemic the health and safety of staff and students dominated conversations and plans. The airborne nature of the virus and its relative uncertainty in how it is transmitted required immediate action including examining ventilation in buildings. Some actions contradicted our energy management goals by continuously discarding conditioned air through vents, open windows, and doors beyond typical requirements.

In November 2020 the District hired Brian Leslie as Energy Manager. As the Energy Manager, Brian is responsible for all aspects of energy conservation initiatives across the Greater Victoria School District. Brian provides leadership and coordination in the effective identification, promotion, implementation, and evaluation of energy conservation programs.

On June 21, 2021 the Board of Education approved the following motion.

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

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.

Office of the Superintendent

Deb Whitten – Interim Superintendent

This evening the Energy Manager and the District Principal will provide an update on the work that is occurring currently to support Climate Action. This evening's update will also include references to the beginnings of a Climate Action plan including a Learning and Engagement Goal and a proposed ad hoc committee.

Rationale:

Before work on the plan continues it is crucial that the voices of the Rightsholders and Indigenous Communities are heard. In addition, involvement from stakeholders, community members, the Energy Manager, Trustees and District Team should be included in the development of a Climate Action Plan. The Ad Hoc committee will support the Board's Environment Policy 3324 which includes a commitment to environmental management through considering the environmental impact in the planning of all operational and educational programs and to working with community and government agencies to support good environmental practices.

The Ad Hoc committee will support the Board's Energy, Environment and Climate Change Policy 4216.22 which states, "The Board of Education takes it as its responsibility to ensure that every effort is made to conserve energy and resources in order to reduce the District's carbon foot print. This requires an ongoing, integrated and systematic approach to energy management, including assessing performance, setting goals, creating an action plan, and tracking and communicating results. Greenhouse emission reduction is the joint responsibility of the trustees, administrators, staff, and students. Every employee is expected to be cognizant of their energy use and contribute to energy efficiencies."

Alignment to Strategic Plan:

At the core of the Climate Action Plan will be a clear commitment to our District's Strategic Plan's commitment of being culturally responsive and the District's core values of engagement, equity, sustainability, transparency, respect, innovation, partnership, and social responsibility are upheld.

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.

Office of the Superintendent

Deb Whitten – Interim Superintendent

Recommended motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Interim Superintendent to establish an Ad Hoc Climate Action Committee to assist with the further development and implementation of a District Climate Action Plan as per Bylaw 9140;

AND FURTHER

That the Committee report its recommendations to the Operations Policy and Planning Committee by May 2023.

AND FURTHER

That a budget of \$15,000 be established to support the committee's work.

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.

Terms of Reference

Ad Hoc Climate Action Committee

Purpose:

Prepare a Climate Action Plan which includes measurable targets and strategies to reduce Green House Gasses (GHGs) by 2030 commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees and the cleanBC Roadmap to 2030. Included in the plan will be funding options to support targets and strategies such as available rebates and government funding to meet sectoral targets set by the provincial government.

Deliverables:

1. Complete a Climate Action Plan
2. TBD

Membership:

- 2 Trustees
- 2 Indigenous Representatives (Esquimalt Nation, Songhees Nation, Metis and/or Urban Peoples House Indigenous Advisory)
- 1 Elder Advisory member
- 1 Energy Manager
- 1 GVTA member
- 1 CUPE 382 member
- 1 CUPE 947 member
- 1 ASA member
- 1 VCPAC member
- 1 VPVPA member
- 2 Senior Leadership
- 2 Students
- 1 Community Member (Municipal staff or Post-Secondary staff with expertise in Climate change)

Timeline:

The Climate Action Ad Hoc Committee will report to the Operations Policy and Planning Committee. The draft Climate Action Plan will be presented to the Operations Policy and Planning Committee in May 2023.

Voting:

Recommendations to be made by consensus. If consensus cannot be reached, multiple options will be reported to the Operations Policy and Planning Committee.

Procedural notes:

Meeting dates, locations, agendas and minutes to be available to the members.



One *Learning* Community



Strategic Energy Management Plan

2021

Climate Action Plan

2022-2026



Acknowledgement of Territory

We wish to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories we live, we learn, and we do our work.

Climate Action Plan

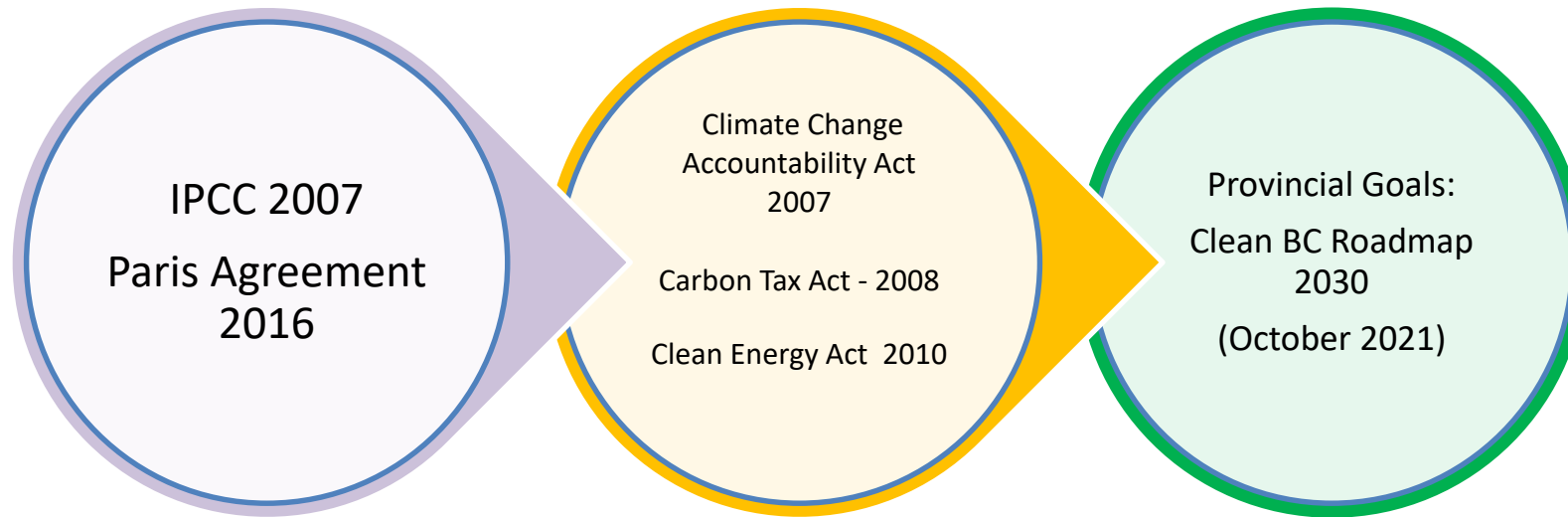
Why are we Here ?

Where are we now ?

Where do we want to be ?

How do we get there ?
(and stay there)

Why are we Here ?



LIMIT GLOBAL WARMING TO 1.5 deg C

Why are we Here ?

- 30 year plan to takes us to net zero by 2050
- Programs and incentives
- Taxes
- Policies

GHG Reduction Targets 2030

50% - Buildings

40% - Fleet



Why are we Here ?

You asked us (June 14th Memo)

Climate plan that:

- Aligns with Strategic Plan
- Does our part towards IPCC recommendations for 1.5C limit on temperature rise.



School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4156 Fax (250) 475-4112

Board of Education

Chair: Jordan Watters Vice-Chair: Elaine Leonard
Trustees: Nicole Duncan, Tom Ferris, Angie Hentze,
Diane McNally, Ryan Painter, Rob Paynter, Ann Whiteaker

TO: Board of Education
FROM: Trustee Duncan
RE: Motion for OPPS
DATE: June 14, 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-cnar-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



Why are we Here ?

← Tweet



Portland Streetcar
@PDXStreetcar

In case you're wondering why we're canceling service for the day, here's what the heat is doing to our power cables.



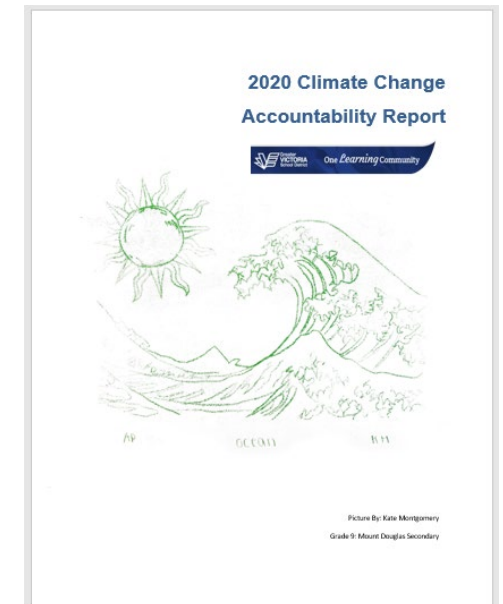
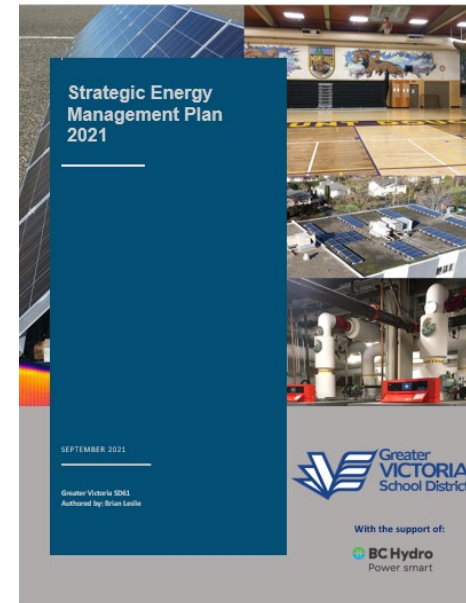
VANCOUVER | News

Heat leads to closure of all public schools, some post-secondary in B.C.'s Lower Mainland



Where are we now ?

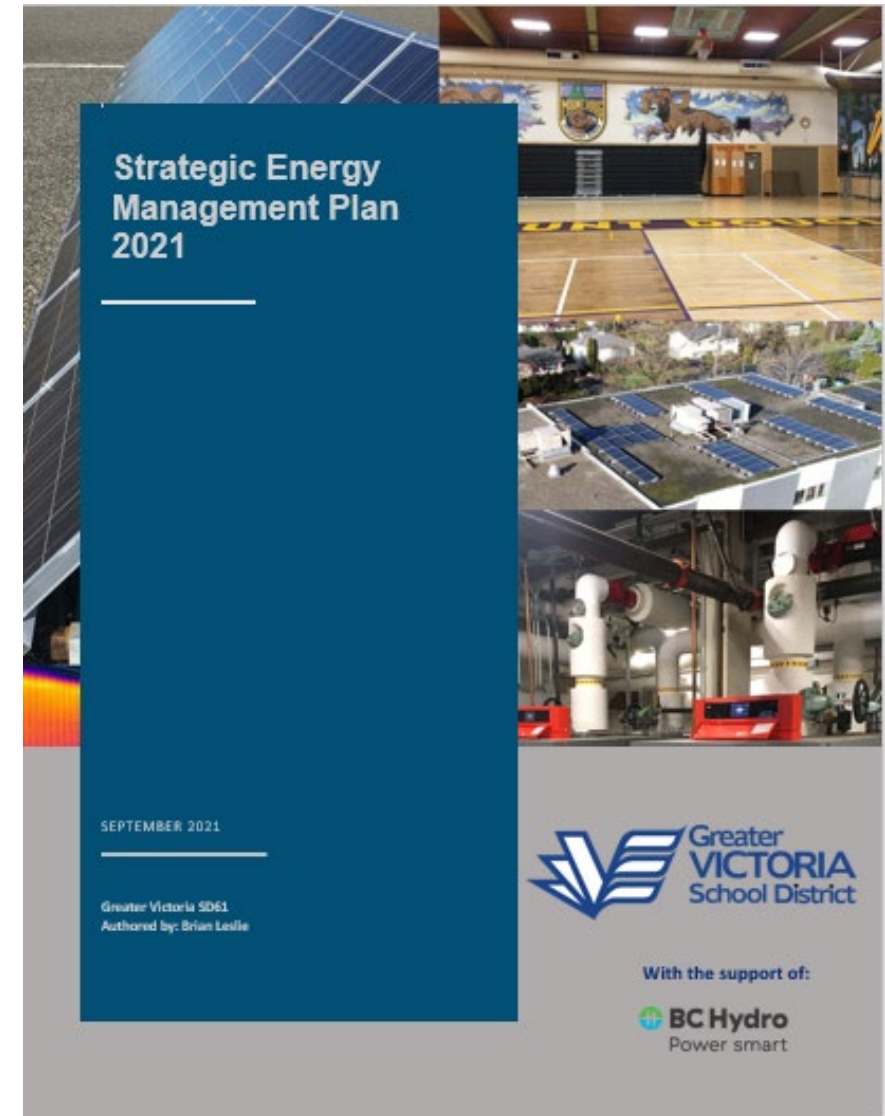
- Strategic Energy Management Plan
- Climate Change Accountability Report



Where are we now ?

Strategic Energy Management Plan

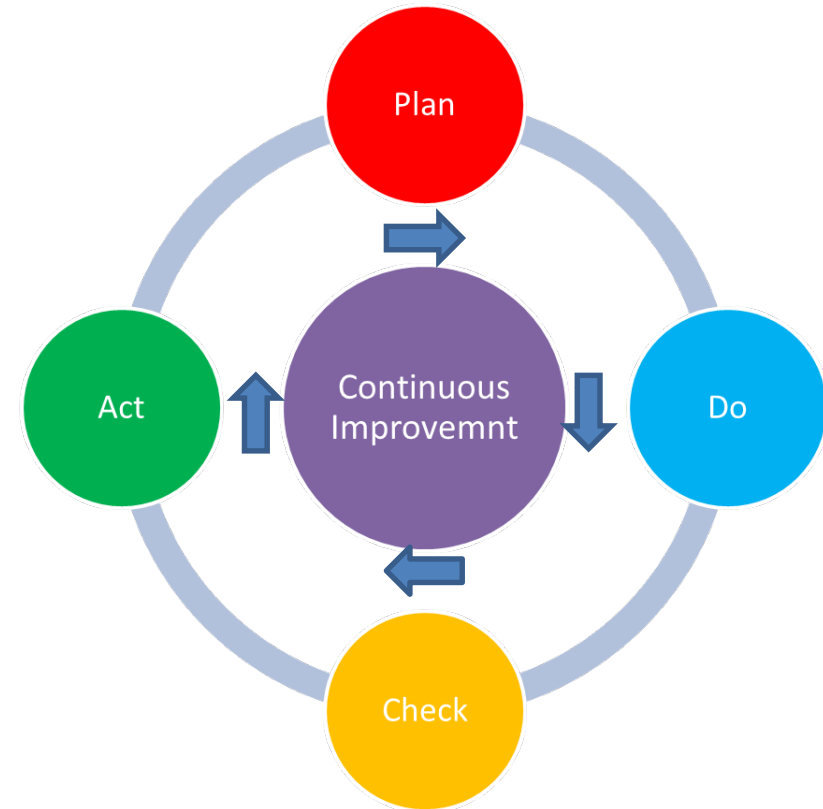
- Plan for energy resources
- Short and long term
- Defines targets
- Measures progress
- Analyzes results
- Living Document



Where are we now ?

Strategic Energy Management Plan

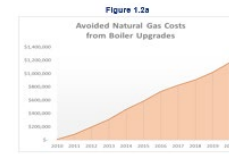
- Plan for energy resources
- Short and long term
- Defines targets
- Measures progress
- Analyzes results
- Living Document



Where are we now ?

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Through building heat energy projects since 2010 we have been able to avoid nearly \$1.2 million in natural gas costs. Annual savings now exceed \$150,000 per year.

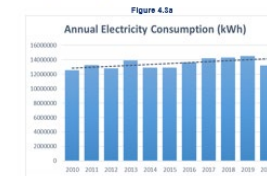


LED lighting and controls upgrades began in May 2019. As of September 2021, they have created 2,000,000 kWh of annual savings.

LED lighting controls and upgrades are on schedule to complete in 2024, in which time total savings should exceed 3,500,000 kWh annually and achieve \$385,000 in annual avoided electricity costs. Once our goal is achieved, LED lighting will be written into policy as a minimum standard for all existing buildings.

4.3 Historical Results / Actions – Electricity

Historical Electricity Consumption



Historical Electricity Costs

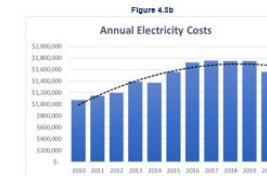


Figure 1.3a

The largest opportunity for GHG Reduction is in buildings.

Buildings produce 90% of the districts GHG emissions, primarily through natural gas heating demands.

Natural gas boiler upgrades alone are not sufficient in reaching 2030 goals. Building heat electrification will be necessary to keep pace.

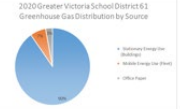
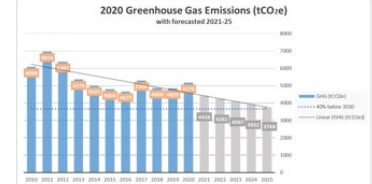


Figure 1.3b



1.5 Water Consumption: (from 2017 levels)

Target:

- Reduce by 40% by 2026

Progress:

- 2017 to 2020: 55% increase (overall)
- 2016 vs 2020: 12% decrease (year to year)

Water consumption in the school district has seen consistently excellent results as far as conservation. This is primarily from the efforts of the grounds department. Avoided costs in 2020 are approximately \$450,000 based on 2020 levels.

Major conservation contributors are:

- Rain sensors installed on irrigation systems to prevent unnecessary watering following rainfall.
- Active monitoring and repair of systems through maintenance.
- Draining back on irrigation when fields are not in use.

Even with excellent results so far, there is still room for improvement in response time to leaks, as further improvements on the above measures. Real-time monitoring solutions are being examined but are currently running into questions regarding their price vs. potential savings.

Figure 1.5

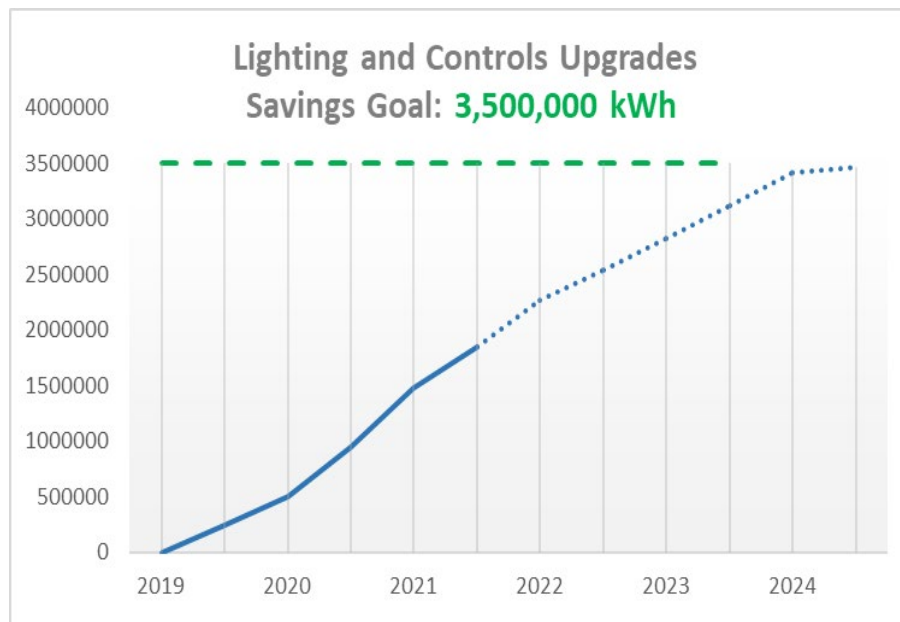


2020/2021 is highlighted by:

- ✓ The installation of 8 EV Chargers
- ✓ Our largest photo voltaic installation ever, 25kW output.
- ✓ Complete LED lighting upgrades of 12 buildings
- ✓ Boiler upgrades at SJ Willis, Vic High, and Spectrum
- ✓ Building envelope improvements across the district
- ✓ Plans for the addition of 4 electric buses



- LED Lighting and controls upgrades began in May 2019. As of September 2021, they have created 2,000,000 kWh of annual savings.
- LED lighting controls and upgrades are on schedule to complete in 2024, at which time total savings should exceed 3,500,000 kWh annually and achieve \$385,000 in annual avoided electricity costs.



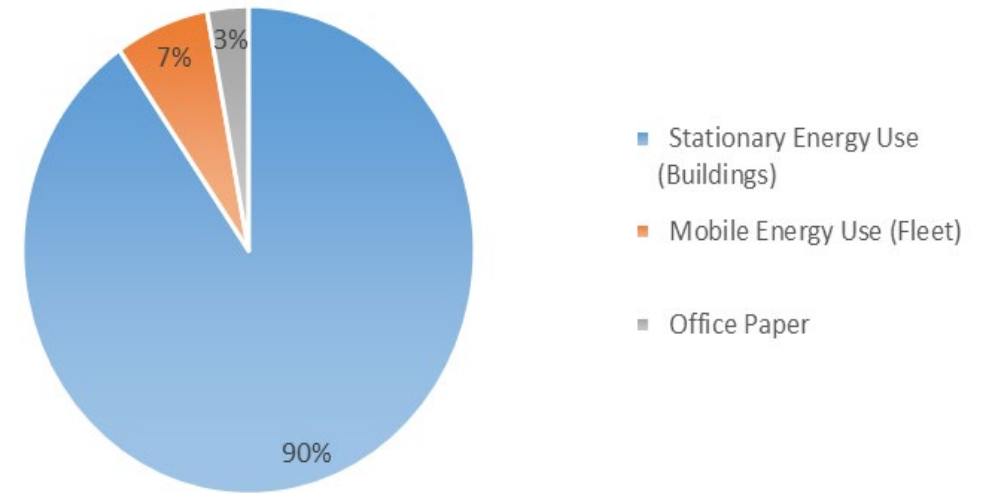
2022/23	2023/24
Proposed Lighting Upgrades:	
Esquimalt Secondary	Margaret Jenkins Elementary
Northridge Elementary	Monterey Middle
Quadra Elementary	McKenzie Elementary
Tillicum Elementary	George Jay Elementary
Cloverdale Elementary	Willows Elementary
View Royal Elementary	Rogers Elementary
Central Middle	SJ Willis
Oaklands Elementary	SJ Burnside
	Lake Hill Elementary
~500,000 kWh / year savings	~500,000 kWh / year savings

The largest opportunity for GHG Reduction is in buildings.

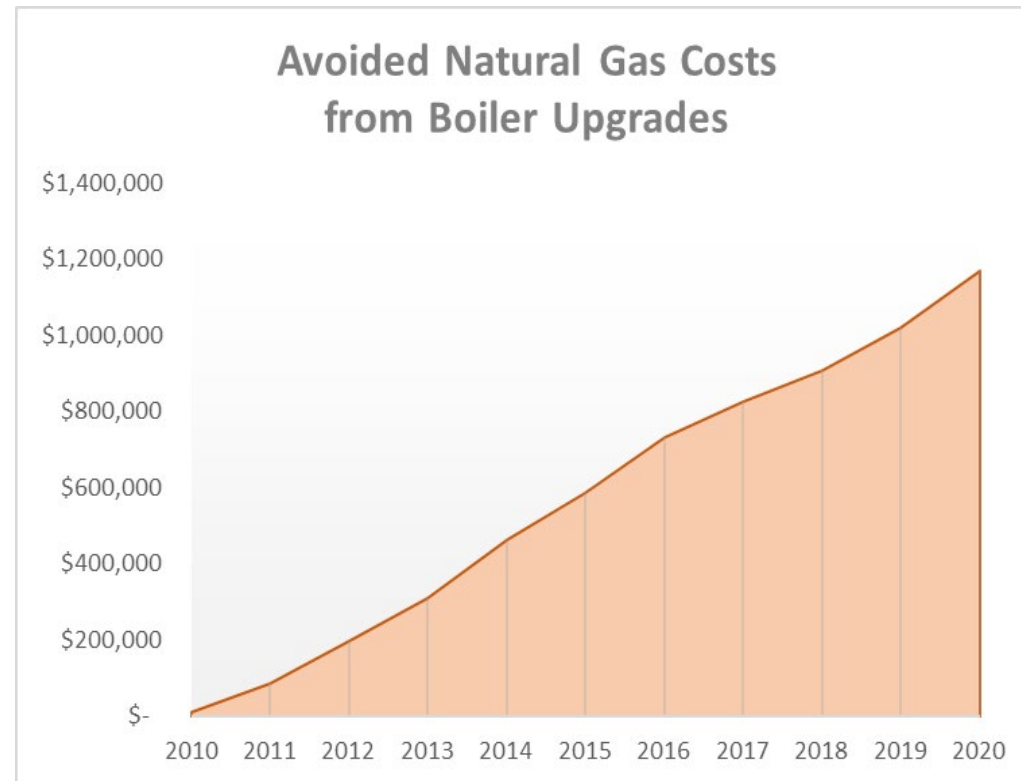
Buildings produce 90% of the districts GHG emissions, primarily through natural gas heating demands.

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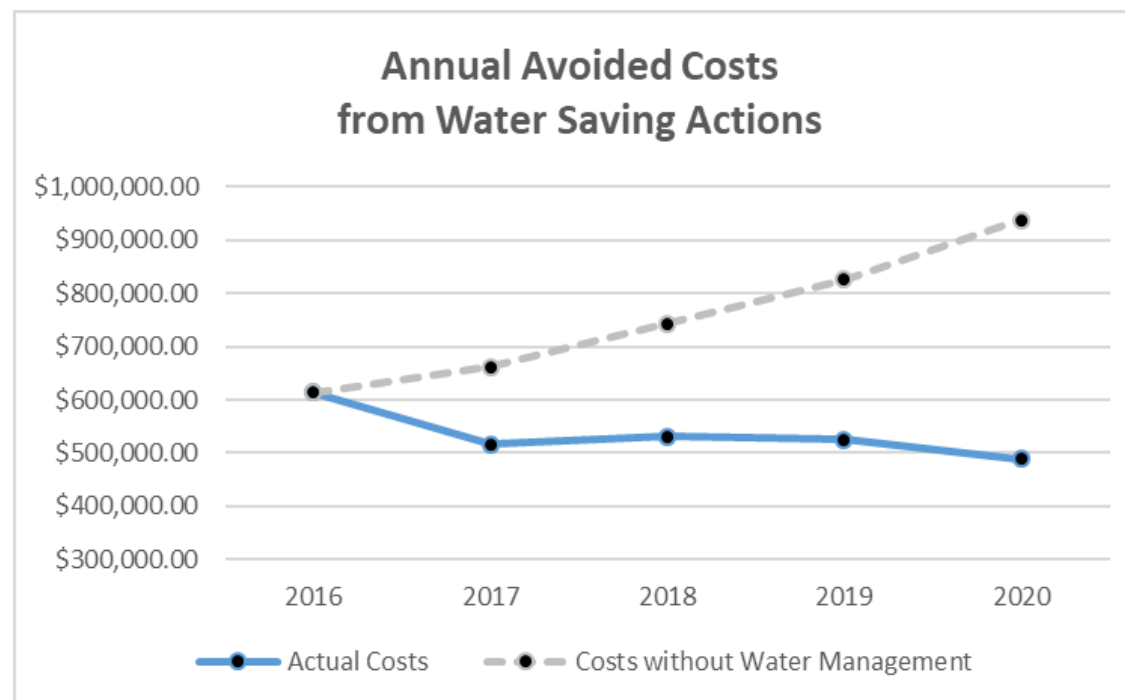
2020 Greater Victoria School District 61
Greenhouse Gas Distribution by Source



Through building heat energy projects since 2010 we have been able to avoid nearly \$1.2 million in natural gas costs.
Annual savings now exceed \$150,000 per year.



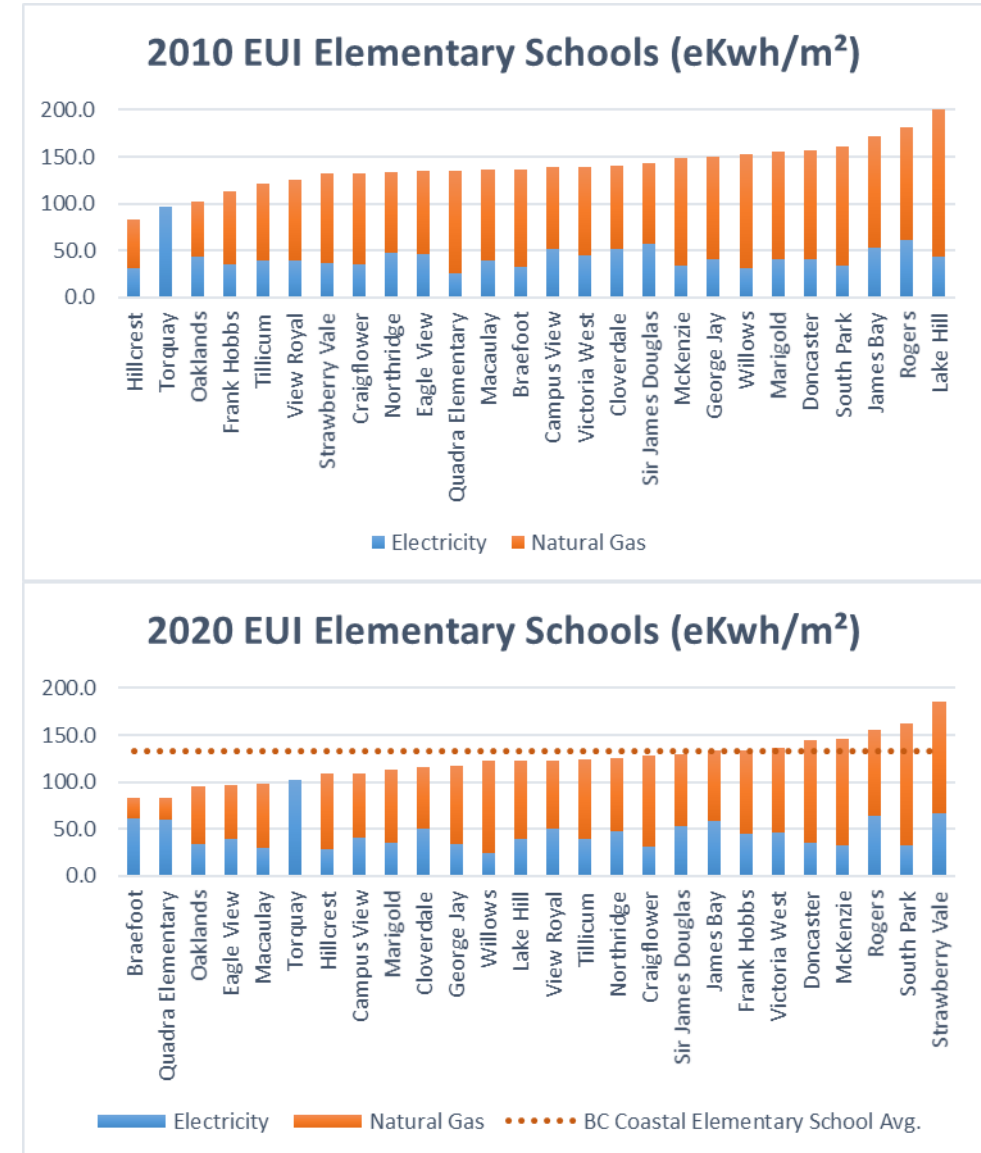
Water conservation efforts since 2016 have resulted in avoiding over \$450,000 in costs in 2020 alone



Energy Utilization Index

The tool we use to measure and compare building efficiency and performance is referred to as Energy Utilization Index EUI or Building Energy Performance Index BEPI. It is a measure of energy used per unit area. We will be using kilowatt hours per square meter.

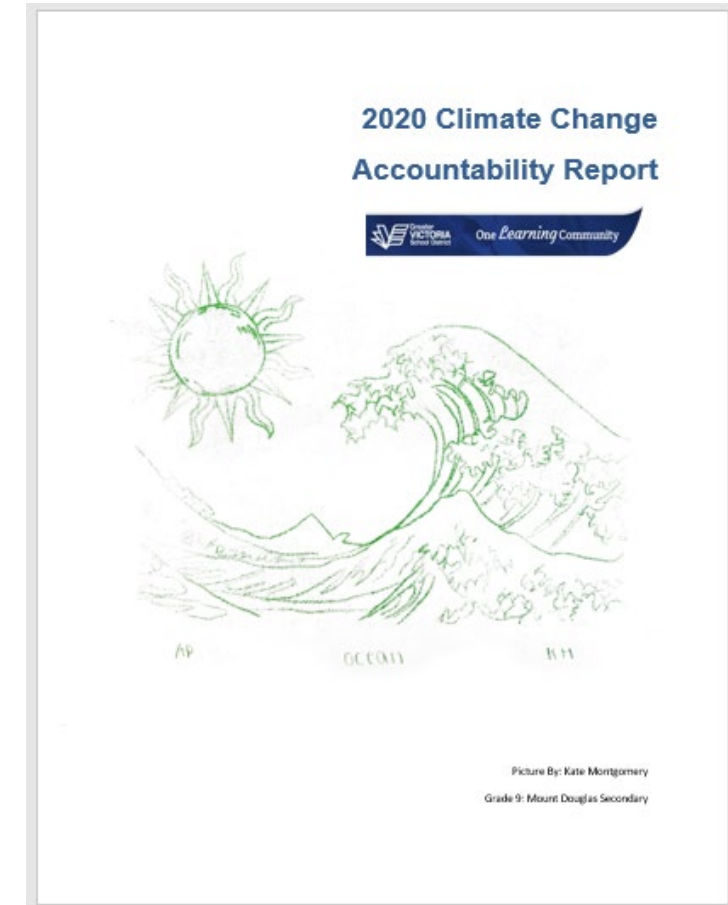
Comparisons to similar buildings from similar geographic regions should reveal how efficiently a building is using its energy resources and could also indicate opportunities for improvement through intervention.



Where are we now ?

Climate Change Accountability Report

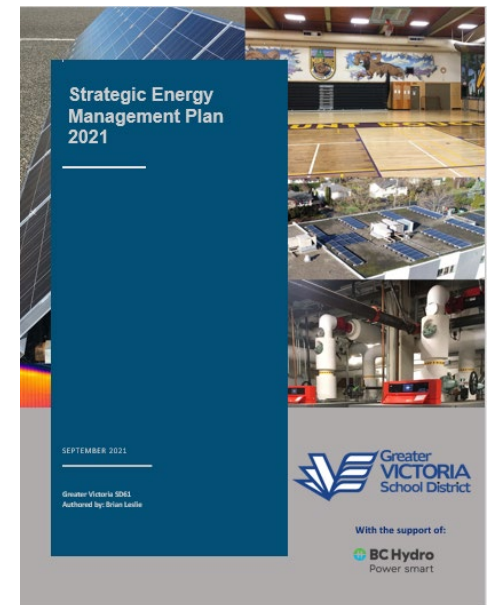
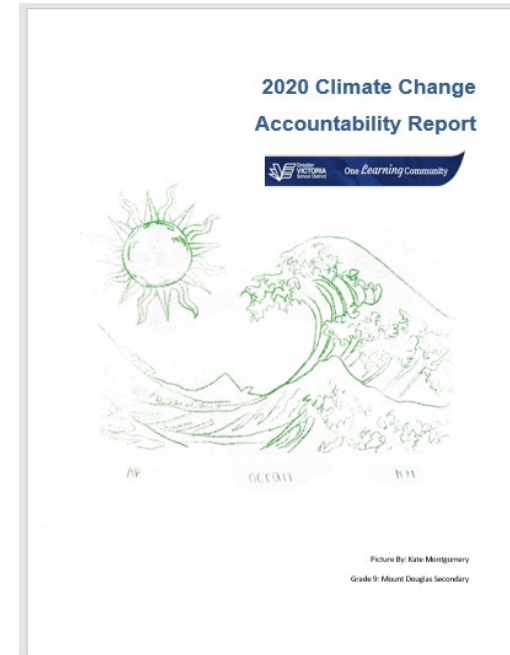
- Requirement of annual carbon emission reporting
- Brief summary of GHG emissions, progress, actions



Where do we want to be ?

Climate Action Plan

- Replaces Climate Change Accountability report
- Incorporates climate relevant aspects of the SEMP.
- Outlines our efforts and planned response towards climate change
- Celebrates and shares achievements
- Brings the district together in a unified effort



Where do we want to be ?

Climate Action Plan

- Replaces Climate Change Accountability report
- Incorporates climate relevant aspects of the SEMP.
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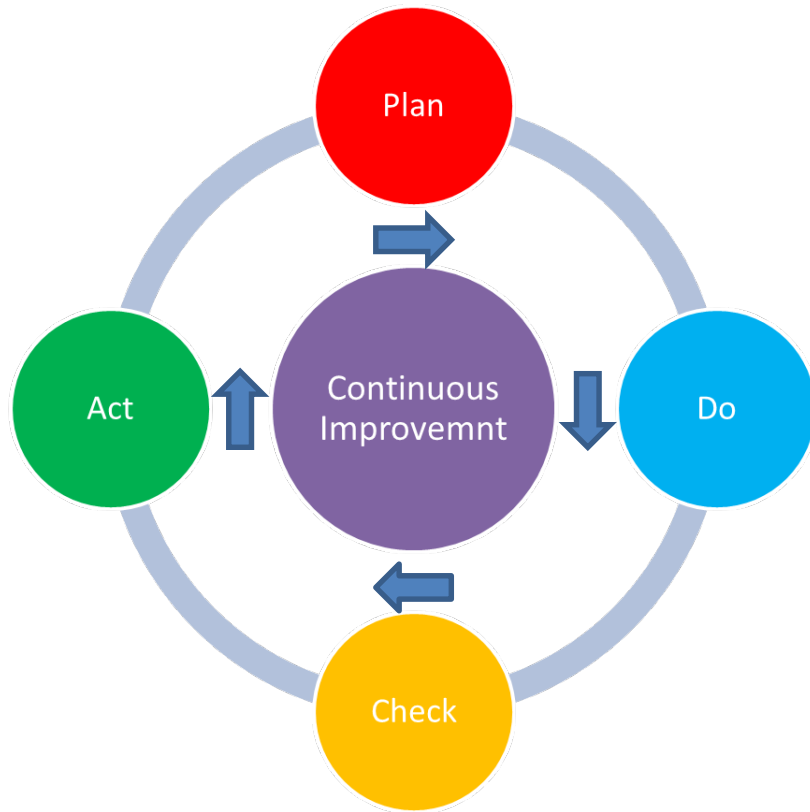
How do we get there ?
(and stay there)

LEARNING AND ENGAGEMENT

District Principal Sean Powell has been working on how to increase sustainability education and awareness training and learning opportunities for students, staff, and educators.

This will be a collaborative effort. It is important that the Rightsholders and Indigenous Communities are heard. Stakeholders in the District will also be included.

How do we get there ? (and stay there)



Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Interim Superintendent to establish an Ad Hoc Climate Action Committee to assist with the further development and implementation of a District Climate Action Plan as per Bylaw 9140;

AND FURTHER

That the Committee report its recommendations to the Operations Policy and Planning Committee by May 2023.

AND FURTHER

That a budget of \$15,000 be established to support the committee's work.

TO: The Board of Education

FROM: Deb Whitten, Interim Superintendent of Schools and Sean McCartney, District Principal

RE: Board Policy Handbook and Administrative Regulations Manual

DATE: January 17, 2022

Background:

This document is a summary of the ongoing work to create, review and align the new Administrative Regulations with existing Board Policies and Regulations. This work is guided by [Bylaw 9220 – Administrative Regulations](#), which outlines the process for creating, updating and sharing administrative regulations.

The goal of the current work is to create and implement both a Board Policy Handbook and an accompanying Administrative Regulations Manual, the first completed drafts of which are intended to be published by September, 2022.

The Board Policy Handbook will compile the Board Bylaws and Policies that provide broad governance objectives. The Administrative Regulations Manual will compile the operational guidelines that outline the processes to operationalize Board Policies. The Administrative Regulations Manual is intended to be the primary written document by which the Superintendent of Schools directs staff, consistent with the language and expectations of the Board Policy Handbook.

The Administrative Regulations Manual will be comprised of five sections, outlined in the attached overview grid. In some instances, the new Administrative Regulations replace existing Board Regulations, with minor updates or changes. We plan to publish this set of completed Administrative Regulations on the District website by the January 31st. Please see below and attached two examples.

Moving forward, we will share the remaining new Administrative Regulations, as they are completed, with Education Policy and/or Operations Policy and Planning meetings. These will then be posted on the District website after being shared.

Initial examples of new Administrative Regulations in section 100: (included in pickup)

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.

- Maintenance of Order – Policy 6114, previous Regulation 6114, new draft Administrative Regulation 112
- Polling at Schools – Policy 1311.1, previous Regulation 1311.1, new draft Administrative Regulation 131

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.

One *Learning* Community



Administrative Regulations

100 General Administration

110 General

- 1XX Maintenance of Order
- 1XX Video Surveillance
- 1XX Animals in Schools and District Facilities
- 1XX Environmental Learning and Sustainability
- 1XX Elections – Polling Stations in Schools
- 1XX National / International Competitions
- 1XX Framework for Enhancing Student Learning
- 1XX Corporate Partnerships

150 Communications

200 Curriculum, Instruction and Students

210 Students

- 2XX Suspension of Students

230 Curriculum and Instruction

- 2XX Inclusive Education – Modified/Partial Day Programming
- 2XX Registration and Transfer
- 2XX Sale of School Supplies
- 2XX Charges for Course Fees, Activities and Materials
- 2XX Field Trips

300 Business and Operations

310 Finance

- 3XX General Finance Procedures
- 3XX Contracting Services
- 3XX Schools Non-Public Funds
- 3XX Sharing of Rental Revenue
- 3XX Purchasing Services
- 3XX District Purchasing Card Guidelines

340 Facilities

- 3XX Security & Access
- 3XX Keying of District Buildings
- 3XX Building Security (Summer)
- 3XX Custodial Supervision
- 3XX Resources Conservation
- 3XX School Funded Project Requests
- 3XX Parking on School District Property

370 Transportation

- 3XX Approved Vehicles for Transporting Students

400 Personnel and Employee Relations

410 General

- 4XX Personnel Practices
- 4XX Digital Responsibility for Employees
- 4XX Standards of Conduct
- 4XX Honorarium for Staff
- 4XX Employment Equity
- 4XX Criminal Records Review

440 Exempt Staff

- 4XX Recruitment and Appointment of Principals & Vice Principals
- 4XX Assignment and Reassignment of District and School-Based Principals and Vice-Principals
- 4XX Guide for Professional Growth, Supervision, and Evaluation of School Administrators
- 4XX Professional Growth Plans for School Principals & Vice Principals

460 Certificated Unionized Staff (Teachers)

- 4XX Teaching Personnel – Documentation
- 4XX Teacher Exchanges (Within District #61)

480 Support Staff

- 4XX Education Assistant and Youth Worker Practicum Placements

490 Volunteers

- 4XX School Volunteers

500 Health and Safety

- 5XX Fire Protection and Safety
- 5XX Student Accidents and Injuries
- 5XX Herbicide and Pesticide Use
- 5XX Workplace Hazardous Materials
- 5XX Health and Safety
- 5XX Physical Restraint/Hold or Seclusion
- 5XX Provision of Menstrual Products
- 5XX Nutrition and Sale of Food to Students
- 5XX Emergency Preparedness: Violent Threat Risk Assessment Procedures (VTRA)/ Critical Incident Response Team (CIRT)
 - Appendix A – Student Violence Threat Risk Assessment (VTRA) – Fair Notice to Parents

POLICY 6114

MAINTENANCE OF ORDER

Adopted: December 18, 2017
Frequency of Review: 5 Years

1.0 RATIONALE

- 1.1 Policy 6114 is based upon Section 177 of the *School Act*. Section 177 is intended to prevent the disruption of schools and school functions, and to ensure the protection of students and staff. This section allows the principal or other school administrator to direct a person to leave school property, and prevents the person from returning without prior approval of the principal or administrator. It also enables the principal or administrator to call for assistance from law enforcement if necessary. A person who contravenes this section of the *School Act* commits an offence. The purpose of providing this authority to principals and other administrators is to maintain order on school premises and to ensure the protection of students and staff.

2.0 DEFINITIONS

2.1 “school” means

- 2.1.1 a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction,
- 2.1.2 the teachers and other staff members associated with the unit, and
- 2.1.3 the facilities associated with the unit, and includes a Provincial resource program and a distributed learning school operated by a board.

3.0 POLICY

- 3.1 Exclusion orders from the school property may be issued in circumstances where the School District determines a person’s actions:
- 3.1.1 present a risk to the safety of students, staff, or others in the school community, or
 - 3.1.2 present significant and ongoing disruption to any educational programs offered by the school.

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

3.2 Exclusion orders may be made whether the actions contravening section 177 occur on or off school property.

3.3 Section 177 orders should not be made, except in unusual consequences, without first attempting to remedy the problem through other approaches.

4.0 RESPONSIBILITIES

4.1 The **Board of Education** is responsible to ensure compliance with the *School Act*.

4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

5.0 REFERENCES

5.1 *School Act*, section 177 [RSBC 1996]

REGULATION 6114

MAINTENANCE OF ORDER

1. The following individuals have the authority, under section 177 of the *School Act*, to direct individuals to immediately leave school property:
 - a) Superintendents
 - b) Assistant superintendents
 - c) Directors or their equivalent
 - d) Principals
 - e) Vice-Principals
 - f) When no principal or vice-principal is present in the school, a Teacher-in-charge
2. If an administrator deems necessary, a call for assistance from the police shall be made.
3. While Principals, Vice Principals and Directors have the authority to direct individuals to immediately leave school property, the Superintendent's office must be contacted for approval to issue written exclusion orders.
4. The Superintendent, Deputy Superintendents and the Associate Superintendent may directly issue section 177 exclusion orders for a period up to one school year at which time the exclusion order shall be reviewed.
5. The Superintendent shall inform the Board for all exclusion orders which extend past a period of five calendar days.
6. The following procedures shall be followed by administrators when an individual is directed to leave school property under section 177 of the *School Act*:
 - a) The incident shall be reported to the superintendent or designate.
 - b) The Superintendent's office shall provide written notification, as soon as possible, to the excluded person. The notification should include reasons for and length of exclusion, date for review and information regarding the review process. The school shall document the incident and include the following information at a minimum:

- i. Name of School;
 - ii. Date, time and location of incident(s);
 - iii. Description of incident(s);
 - iv. Name (and contact information if possible) of person excluded;
 - v. Length of exclusion;
 - vi. Date for review; and
 - vii. Name of person completing document
7. A person excluded from school property may appeal the exclusion order within 30 calendar days from when the order was issued. The appeal must be in writing and include the appellant's response to the information included in the notification of exclusion.
 8. If the exclusion order is issued by an authorized individual other than the Superintendent, then the appeal decision is made by the Superintendent. If the Superintendent was the issuer of the original exclusion order or the appellant is unsatisfied by the superintendents appeal decision, then the appellant may appeal to the Board of Education.
 9. Appeal decisions shall be rendered within 30 days of receiving the appeal. The appeal decisions shall be communicated in writing and include reasons for the decision.
 10. In the event that a decision of a board employee significantly impacts the education, health or safety of a student, an appeal of an exclusion order under section 177 may be heard through a section 11 appeal of the *School Act*.
 11. The District shall establish a system for recording and tracking the use of Section 177 at the school and district levels.

References:

- Section 177 and Section 11 of the *School Act* [RSBC 1996]
- Bylaw 9330.1 Appeal Process

Greater Victoria School District

Approved: December 18, 2017

MAINTENANCE OF ORDER

1. The following individuals have the authority, under section 177 of the *School Act*, to direct individuals to immediately leave school property:
 - 1.1. Superintendent
 - 1.2. Deputy Superintendent
 - 1.3. Associate Superintendent(s)
 - 1.4. Directors or their equivalent
 - 1.5. Principals
 - 1.6. Vice-Principals
 - 1.7. When no Principal or Vice-Principal is present in the school, a Teacher-in-charge
2. If an administrator deems necessary, a call for assistance from the police shall be made.
3. While Principals and Vice-Principals have the authority to direct individuals to immediately leave school property, the District Principal for that level (the Superintendent's designate) must be contacted for approval to issue written exclusion orders.
4. The District Principal may directly issue section 177 exclusion orders for a period up to one school year at which time the exclusion order shall be reviewed.
5. The following procedures shall be followed by administrators when an individual is directed to leave school property under section 177 of the *School Act*:
 - 5.1. The incident shall be reported to the District Principal for that level
 - 5.2. The District Principal's office shall provide written notification, as soon as possible, to the excluded person. The notification should include reasons for and length of exclusion, date for review and information regarding the appeal process. The school shall document the incident and include the following information at a minimum
 - 5.2.1. Name of School requesting the exclusion;
 - 5.2.2. Date, time and location of incident(s);
 - 5.2.3. Description of incident(s);
 - 5.2.4. Name (and contact information if possible) of person excluded;
 - 5.2.5. Length of exclusion to be determined in consultation with the District Principal;
 - 5.2.6. Date for review; and
 - 5.2.7. Name of person completing document
6. A person excluded from school property may appeal the exclusion order within 30 calendar days from when the order was issued. The appeal must be in writing and include the appellant's response to the information included in the notification of exclusion.

7. If the exclusion order is issued by the District Principal, then the appeal decision is made by the Deputy/Associate Superintendent. If the Superintendent was the issuer of the original exclusion order or the appellant is unsatisfied by the Superintendent's appeal decision, then the appellant may appeal to the Board of Education.
8. Appeal decisions shall be rendered within 30 days of receiving the appeal. The appeal decisions shall be communicated in writing and include reasons for the decision.
9. In the event that a decision of a board employee significantly impacts the education, health or safety of a student, an appeal of an exclusion order under section 177 may be heard through a section 11 appeal of the *School Act*.
10. All exclusion orders shall be issued and tracked through the office of the District Principals.

References: Section 177 and Section 11 of the *School Act* [RSBC 1996]
Bylaw 9330.1 Appeal Process

Adopted: (TBD)

Revised: (TBD)

POLICY 1311.1

POLLING AT SCHOOLS

The Board places great importance on the proper conduct of all Elections:
Federal, Provincial, School Board and Municipal.

All requested District facilities will be made available to those conducting a poll
and District staff shall cooperate fully to ensure that polls are run effectively and
with due attention to the needs of the public.

Greater Victoria School District

Adopted: October 26, 1987

Reviewed: June 2016

REGULATION 1311.1

POLLING AT SCHOOLS

1. Elections shall have precedence over any conflicting activities, under all circumstances.
2. No events that may cause a problem to the conduct of a poll are to be allowed on school premises on the day of an Election.
3. Personnel in schools having Polling Stations will ensure that their schools provide adequate support to the conduct of any poll.
4. The District Calendar shall include the annual School Board/Schools should make note that School Board and Municipal Elections are held on the third Saturday in November of each election year.
6. The Rentals Department shall be responsible for negotiating with those persons responsible for the conduct of elections as to space, equipment, heat and other requirements.
7. The Board's switchboard is to be open at least one hour prior to the opening of the polls on Election days and remain open until the time set by the Secretary- Treasurer.
8. Polling station equipment, wherever possible, is to be in place on the night prior to the opening of the Polling Station, and Polling Stations are to be opened at least 30 minutes before the time requested by Election officials.
9. Backup is to be available to all personnel responsible for opening schools for polls.
10. The janitor opening the school is to call the Board's switchboard as soon as possible after the school is opened.

Greater Victoria School District

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

Approved: October 26, 1987

Approved: October 26, 1987

ADMINISTRATIVE REGULATIONS 1XX

ELECTIONS - POLLING STATIONS IN SCHOOLS

PROCEDURES

1. The District calendar shall make note that the election of all Trustees, known collectively as a General School Election, must be held in the year 2014 and in every fourth year after that. The General Voting Day for the General School Election must be on the third Saturday in October in the year of the election.
2. The General School Election shall be conducted by the Board-appointed Chief Election Officer.
3. The Rentals Department shall be responsible for negotiating with individuals responsible for the conduct of elections (General School, Municipal, Provincial, and Federal) as to the venue, equipment, utilities and other requirements.
4. Elections shall take precedence over conflicting scheduled activities, under all circumstances.
5. Schools selected to have polling stations for an election shall provide adequate support to the conduct of a poll.
6. Schools shall ensure appropriate backup for all personnel responsible for opening schools for a poll.
7. Schools shall not schedule other events on school premises on the day of an election that may interfere with the conduct of a poll.

Reference: Part 4, Division 3, Section 35 School Act
Local Government Act
School Trustee Election Procedures in British Columbia

Adopted: (TBD)

Revised: (TBD)

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 TTOC 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 TTOC 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	
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)	<u>2,167,641</u>
- Local Capital Fund (overallocated)	320,646
- Ministry of Education Restricted	<u>2,975,006</u>
	<u>3,295,652</u>

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>

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - December 2021

	2021-2022					2020-2021				
	Budget	Dec 2021	YTD	Available	% !!	Budget	Dec 2020	YTD	Available	%
602 CE/HL OTHER FEES	300	0	20	280	93% !!	500	10	151	349	70%
605 CE/HL REGISTRATION FEES	10,650	225	2,925	7,725	73% !!	12,300	1,375	5,150	7,150	58%
621 MINISTRY BLOCK FUNDING	188,719,912	18,340,375	76,327,497	112,392,415	60% !!	183,882,816	17,861,485	74,334,490	109,548,326	60%
629 OTHER MIN OF ED GRANTS	2,265,789	94,719	404,075	1,861,714	82% !!	8,150,000	659,836	3,226,656	4,923,344	60%
641 REVENUE -OTHER PROV MINISTRIES	171,515	28,250	141,078	30,437	18% !!	91,409	0	91,979	(570)	-1%
643 SUMMER SCHOOL FEES	0	0	0	0	0% !!	28,581	0	1,720	26,861	94%
644 CE/HL COURSE FEES	25,000	0	2,900	22,100	88% !!	18,500	2,900	18,850	(350)	-2%
645 REVENUE-CAFETERIA	54,033	20,294	54,024	9	0% !!	22,578	8,548	23,177	(599)	-3%
647 OFFSHORE STUDENTS TUITION FEES	12,217,537	72,762	14,739,584	(2,522,047)	-21% !!	8,486,223	383,815	9,112,141	(625,918)	-7%
648 LOCAL EDUCATION AGREEMENTS	966,444	0	515,862	450,582	47% !!	1,030,941	0	531,558	499,383	48%
649 MISC FEES & REVENUE	1,032,921	42,731	771,618	261,303	25% !!	367,161	12,960	251,140	116,021	32%
651 COMMUNITY USE OF FACILITIES	938,226	106,757	720,347	217,879	23% !!	878,397	85,677	419,487	458,910	52%
652 COMMUNITY USE OF FIELDS	33,664	0	40,793	(7,129)	-21% !!	66,000	(80)	1,327	64,673	98%
653 COMMUNITY USE OF THEATRE	45,305	3,371	15,359	29,946	66% !!	90,000	0	1,348	88,653	99%
654 PARKING FEES	14,650	1,814	25,711	(11,061)	-76% !!	17,000	600	11,700	5,300	31%
655 RENTALS LIAB INS REVENUE	20	345	5,005	(4,985)	-24925% !!	0	20	20	(20)	
659 OTHER RENTALS & LEASES	748,109	28,273	457,486	290,623	39% !!	765,667	128,562	298,404	467,263	61%
661 INTEREST	5,537	610	2,692	2,845	51% !!	0	436	2,984	(2,984)	
669 INVESTMENT REVENUE	347,117	54,358	161,144	185,973	54% !!	1,030,000	66,147	252,196	777,804	76%
671 SURPLUS FROM PRIOR YEAR	13,192,739	0	13,192,739	0	0% !!	17,979,328	0	17,979,328	0	0%
GRAND TOTAL	220,789,468	18,794,884	107,580,859	113,208,609	51%	222,917,401	19,212,291	106,563,806	116,353,595	52%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - December 2021

	2021-2022							2020-2021						
	Budget	Dec 2021	YTD	Encumbrances	Total Exp	Available	!!	Budget	Dec 2020	YTD	Encumbrances	Total Exp	Available	%
SALARIES														
111 CERTIFICATED TEACHERS	92,439,043	9,414,882	37,388,513		37,388,513	55,050,530	60% !!	92,232,891	8,837,227	35,388,519		35,388,519	56,844,372	62%
112 P&VP SALARIES	14,537,497	1,213,659	7,112,364		7,112,364	7,425,133	51% !!	14,264,021	1,187,205	7,049,396		7,049,396	7,214,625	51%
114 ALLIED SPECIALISTS	1,863,893	200,381	751,612		751,612	1,112,281	60% !!	2,077,045	176,950	703,901		703,901	1,373,144	66%
115 DEPARTMENT HEAD ALLOWANCES	261,249	25,789	102,856		102,856	158,393	61% !!	257,686	25,768	103,074		103,074	154,612	60%
120 EXEMPT STAFF (CERT)	1,529,776	110,058	853,327		853,327	676,449	44% !!	1,236,645	147,972	646,938		646,938	589,707	48%
121 EXEMPT STAFF (NON-CERT)	3,982,029	633,202	1,985,656		1,985,656	1,996,373	50% !!	3,716,279	449,403	1,838,119		1,838,119	1,878,160	51%
122 CUSTODIANS	2,469,775	174,732	1,087,700		1,087,700	1,382,075	56% !!	2,400,837	176,322	1,084,712		1,084,712	1,316,125	55%
123 JANITORS	3,649,570	279,088	1,856,969		1,856,969	1,792,601	49% !!	3,480,867	270,086	1,764,952		1,764,952	1,715,915	49%
125 FOREMEN	518,053	38,375	245,434		245,434	272,619	53% !!	507,865	38,704	278,205		278,205	229,660	45%
126 TRADESMEN/LABOURERS	3,778,151	243,112	1,984,539		1,984,539	1,793,612	47% !!	3,703,806	323,548	1,938,583		1,938,583	1,765,224	48%
131 SCHOOL ASSISTANT SALARIES	17,537,127	2,387,753	6,738,336		6,738,336	10,798,791	62% !!	16,602,651	1,494,554	5,297,265		5,297,265	11,305,386	68%
142 CLERICAL SALARIES	9,003,952	1,072,945	4,066,205		4,066,205	4,937,747	55% !!	8,878,888	704,688	3,567,958		3,567,958	5,310,930	60%
161 TTOC SALARIES	7,834,733	873,379	3,935,872		3,935,872	3,898,861	50% !!	7,994,486	788,333	3,231,915		3,231,915	4,762,571	60%
165 RELIEF LABOUR	401,326	25,332	280,416		280,416	120,910	30% !!	416,901	21,955	252,397		252,397	164,504	39%
167 SCHOOL ASSIST RELIEF	703,847	30,671	128,311		128,311	575,536	82% !!	703,895	7,546	56,758		56,758	647,137	92%
168 CASUAL CLERICAL SALARIES	130,651	432	9,952		9,952	120,699	92% !!	128,042	4,629	22,767		22,767	105,275	82%
170 MONITORS	25,000	0	0		0	25,000	100% !!			0		0	0	
191 TRUSTEES INDEMNITY	233,660	18,649	111,858		111,858	121,802	52% !!	224,095	18,452	110,726		110,726	113,369	51%
199 RECOVERIES	(307,030)	(207,264)	(323,359)		(323,359)	16,329	-5% !!	(313,840)	(312,194)	(572,297)		(572,297)	258,457	-82%
TOTAL -- SALARIES	160,592,302	16,535,175	68,316,562	0	68,316,562	92,275,740	57% !!	158,513,060	14,361,148	62,763,887	0	62,763,887	95,749,173	60%
BENEFITS														
211 TEACHER BENEFITS	21,782,896	1,662,113	8,131,789		8,131,789	13,651,107	63% !!	21,971,877	1,560,292	7,730,788		7,730,788	14,241,089	65%
212 P&VP BENEFITS	2,922,038	187,974	1,173,674		1,173,674	1,748,364	60% !!	2,864,159	197,482	1,174,959		1,174,959	1,689,200	59%
214 ALLIED SPECIALISTS BENEFITS	376,508	29,439	145,278		145,278	231,230	61% !!	427,871	27,144	125,668		125,668	302,203	71%
215 DEPT HEAD ALLOWANCE BENEFITS	61,655	4,375	16,306		16,306	45,349	74% !!	61,587	4,540	15,977		15,977	45,610	74%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	397,039	51,154	(373,915)		(373,915)	770,954	194% !!	380,735	63,724	(271,932)		(271,932)	652,667	171%
220 EXEMPT (CERT) - BENEFITS	281,405	16,406	143,761		143,761	137,644	49% !!	237,368	20,950	103,513		103,513	133,855	56%
221 EXEMPT (N-CERT) BENEFITS	763,618	98,255	339,026		339,026	424,592	56% !!	720,720	61,774	305,341		305,341	415,379	58%
222 CUSTODIAN BENEFITS	500,703	40,934	238,791		238,791	261,912	52% !!	528,185	19,714	225,949		225,949	302,236	57%
223 JANITOR BENEFITS	740,182	54,269	370,625		370,625	369,557	50% !!	765,791	42,825	354,971		354,971	410,820	54%
225 FOREMEN BENEFITS	110,862	5,884	45,389		45,389	65,473	59% !!	111,730	6,192	55,453		55,453	56,277	50%
226 TRADESMEN/LABOURER BENEFITS	808,344	50,133	399,405		399,405	408,939	51% !!	814,837	62,845	430,023		430,023	384,814	47%
231 SCHOOL ASSISTANT BENEFITS	4,032,031	535,841	1,551,390		1,551,390	2,480,641	62% !!	3,951,400	336,991	1,335,666		1,335,666	2,615,734	66%
242 CLERICAL BENEFITS	2,108,301	231,418	956,806		956,806	1,151,495	55% !!	2,112,680	162,850	887,621		887,621	1,225,059	58%
261 TTOC BENEFITS	1,359,773	136,278	710,521		710,521	649,252	48% !!	1,462,292	91,598	519,082		519,082	943,210	65%
265 RELIEF LABOUR BENEFITS	49,363	10,092	41,467		41,467	7,896	16% !!	59,617	16,888	60,694		60,694	(1,077)	-2%
267 RELIEF ASSISTANT BENEFITS	90,648	11,692	50,632		50,632	40,016	44% !!	79,659	10,817	44,980		44,980	34,679	44%
268 CASUAL CLERICAL BENEFITS	6,638	114	(730)		(730)	7,368	111% !!	21,477	(17)	32		32	21,445	100%
270 MONITORS BENEFITS	2,550	0	0		0	2,550	100% !!			0		0	0	
291 TRUSTEE BENEFITS	14,721	1,041	4,536		4,536	10,185	69% !!	13,670	1,122	6,732		6,732	6,938	51%
299 OTHER - BENEFITS	(90,895)	(35,055)	(35,055)		(35,055)	(55,840)	61% !!	(67,441)	(51,643)	(53,500)		(53,500)	(13,941)	21%
TOTAL -- BENEFITS	36,318,380	3,092,356	13,909,697	0	13,909,697	22,408,683	62% !!	36,518,214	2,636,088	13,052,017	0	13,052,017	23,466,197	64%
SERVICES & SUPPLIES														
310 PROFESSIONAL & TECHNICAL SERVICE	10,000	0	0		0	10,000	100% !!	10,000	0	0		0	10,000	100%
311 AUDIT	27,940	0	52		52	27,888	100% !!	26,924	0	296		296	26,628	99%
312 LEGAL	235,000	660	176,388		176,388	58,612	25% !!	93,580	39,167	91,120		91,120	2,460	3%
323 SOFTWARE MAINTENANCE	1,126,119	151,325	877,687	1,585	879,272	246,847	22% !!	1,046,778	(14,187)	532,858		532,858	513,920	49%
324 HARDWARE MAINTENANCE	109,634	0	97,065		97,065	12,569	11% !!	99,099	0	96,790		96,790	2,309	2%
331 CONTRACTED TRANSPORTATION	1,057,045	100,767	263,748	744,816	1,008,564	48,481	5% !!	987,107	99,069	306,666	757,577	1,064,243	(77,136)	-8%
332 TRANSPORTATION ASSISTANCE	14,000	2,814	9,331		9,331	4,669	33% !!	32,353	0	8,193		8,193	24,160	75%
334 SCHOOL JOURNEYS	14,644	2,334	6,746		6,746	7,898	54% !!	20,524	0	113		113	20,412	99%
341 PRO-D & TRAVEL	970,236	32,723	188,496		188,496	781,740	81% !!	1,323,453	14,390	256,235		256,235	1,067,218	81%
342 TRAVEL MILEAGE	2,500	588	998		998	1,502	60% !!	3,193	465	465		465	2,728	85%
343 LOCAL MILEAGE	79,759	5,981	21,067		21,067	58,692	74% !!	77,135	3,721	15,582		15,582	61,553	80%
345 STAFF TRAINING	0	0	0		0	0	!!			0		0	0	
364 LEASES	109,851	9,154	54,925		54,925	54,926	50% !!	115,235	0	56,373		56,373	58,862	51%
371 MEMBERSHIP FEES	112,176	406	101,047		101,047	11,129	10% !!	108,718	1,302	96,056		96,056	12,662	12%
391 PREMIUMS	420,003	0	413,875		413,875	6,128	1% !!	372,100	0	362,791		362,791	9,309	3%
399 SERVICES RECOVERY	(279)	0	(3,941)		(3,941)	3,662	-1312% !!	(1,378)	0	(14,805)		(14,805)	13,427	-974%
421 VISA EXPENSE	26,410	1,318	6,962		6,962	19,448	74% !!	27,000	1,409	7,788		7,788	19,212	71%
422 BANK SERVICE CHARGES	120,055	9,788	49,855		49,855	70,200	58% !!	117,655	7,682	37,320		37,320	80,335	68%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - December 2021

	2021-2022						2020-2021							
	Budget	Dec 2021	YTD	Encumbrances	Total Exp	Available	!!	Budget	Dec 2020	YTD	Encumbrances	Total Exp	Available	%
431 LAND TELEPHONE	195,034	13,961	70,319		70,319	124,715	64% !!	142,640	15,353	78,164		78,164	64,476	45%
438 CELL PHONES	226,026	17,955	100,358		100,358	125,668	56% !!	806,575	18,429	113,390		113,390	693,185	86%
439 DIGITAL SERVICES RECOVERY	622,518	0	0		0	622,518	100% !!							
441 POSTAGE	49,809	573	19,790	758	20,548	29,261	59% !!	47,585	3,783	26,741	2,274	29,015	18,570	39%
444 COURIER SERVICE	37,563	415	3,550		3,550	34,013	91% !!	12,664	4,296	24,892		24,892	(12,228)	-97%
445 ADVERTISING	123,127	10,735	61,627		61,627	61,500	50% !!	80,652	2,667	50,695		50,695	29,957	37%
446 PHOTOCOPYING	211,488	86,299	123,916		123,916	87,572	41% !!	211,961	27,811	87,999		87,999	123,962	58%
447 PRINTING SERVICES	36,725	1,911	4,015		4,015	32,710	89% !!	43,274	74	6,197		6,197	37,077	86%
448 AGENT FEE	463,554	29,247	1,252,515		1,252,515	(788,961)	-170% !!	135,326	60,910	228,422		228,422	(93,096)	-69%
450 GRANTS	63,193	0	39,945		39,945	23,248	37% !!	59,827	0	38,408		38,408	21,419	36%
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100% !!	10,232	0	0		0	10,232	100%
452 HONORARIA	13,747	300	2,790		2,790	10,957	80% !!	17,647	0	2,925		2,925	14,722	83%
453 SCHOLARSHIPS	0	0	5,000		5,000	(5,000)	!!	0	0	6,000		6,000	(6,000)	
457 GIFT / GIFT CERTIFICATES	1,750	0	1,704		1,704	46	3% !!	4,666	310	1,165		1,165	3,501	75%
459 LAUNDRY	0	0	0		0	0	!!					0	0	
460 LICENCES	20,500	10,843	10,843		10,843	9,657	47% !!	20,500	10,469	10,469		10,469	10,031	49%
461 FREIGHT AND CARTAGE	200	0	(177)		(177)	377	188% !!	200	0	(100)		(100)	300	150%
462 SECURITY	84,000	10,910	43,504	13,691	57,194	26,806	32% !!	100,434	3,626	57,236	13,691	70,927	29,507	29%
467 FLEET TELEMATICS	24,500	1,224	7,944		7,944	16,556	68% !!	19,200	0	18,725		18,725	475	2%
468 CONTRACT SERV - FACIL	0	0	0	0	0	0	!!	526,574	57,850	457,625	92,243	549,868	(23,294)	-4%
469 MISCELLANEOUS SERVICES	3,370,605	351,279	1,839,093	928,852	2,767,944	602,661	18% !!	1,925,399	126,339	874,462	432,673	1,307,136	618,263	32%
481 PORTABLE MOVES	60,000	0	5,400	40,838	46,238	13,762	23% !!	60,000	0	20,940		20,940	39,060	65%
499 COST RECOVERIES	(18,645)	(6,694)	(7,902)		(7,902)	(10,743)	58% !!	0	0	(7,605)		(7,605)	7,605	
501 CAFETERIA FOOD	114,635	17,424	62,346		62,346	52,289	46% !!	140,321	7,846	46,160		46,160	94,161	67%
503 WOOD	9,741	689	7,396		7,396	2,345	24% !!	12,020	3,566	9,184		9,184	2,836	24%
504 METAL	1,334	431	3,706		3,706	(2,372)	-178% !!	1,395	1,238	2,032		2,032	(637)	-46%
505 APPLIED TECHNOLOGY SUPPLIES	801	0	0		0	801	100% !!	2,336	0	0		0	2,336	100%
506 DRAFTING SUPPLIES	0	0	0		0	0	!!					0	0	
508 AUTOMOTIVE	(1,566)	57	2,038		2,038	(3,604)	230% !!	0	463	1,147		1,147	(1,147)	
511 ADMINISTRATIVE SUPPLIES	267,932	16,244	112,790		112,790	155,142	58% !!	244,895	14,077	105,415		105,415	139,480	57%
512 COPY/PRINTER SUPPLIES	191,254	11,857	72,239		72,239	119,015	62% !!	184,233	11,444	59,921		59,921	124,312	67%
514 JANITORIAL SUPPLIES	462,400	54,509	277,903	15,666	293,569	168,831	37% !!	403,383	37,688	201,419	16,795	218,214	185,169	46%
515 VEHICLE SUPPLIES	45,000	2,115	31,079		31,079	13,921	31% !!	15,000	1,362	7,343		7,343	7,657	51%
516 MEDICAL SUPPLIES	4,064	0	2,309		2,309	1,755	43% !!	5,523	298	2,496		2,496	3,027	55%
518 VEHICLE FUEL PURCHASES	156,992	769	80,829		80,829	76,163	49% !!	155,098	15,001	81,176		81,176	73,922	48%
519 INSTRUCTIONAL SUPPLIES	6,773,520	161,308	1,538,210	24,795	1,563,005	5,210,515	77% !!	10,799,960	613,133	1,888,267	75,463	1,963,730	8,836,230	82%
520 BOOKS & GUIDES	692,285	21,100	150,197	399	150,596	541,689	78% !!	624,587	37,351	157,831		157,831	466,756	75%
525 MAGAZINES & PERIODICALS	1,844	218	4,854		4,854	(3,010)	-163% !!	4,731	330	4,234		4,234	497	11%
530 AUDIO VISUAL MATERIALS	29	6	31		31	(2)	-8% !!	0	50	4,994		4,994	(4,994)	
534 SOFTWARE	31,668	38	69,090		69,090	(37,422)	-118% !!	53,682	337	83,887		83,887	(30,205)	-56%
541 LIGHT & POWER	1,567,413	148,937	547,958		547,958	1,019,455	65% !!	1,717,413	149,346	593,249		593,249	1,124,164	65%
551 GAS	1,131,138	154,773	201,217		201,217	929,921	82% !!	1,090,848	3,041	144,200		144,200	946,648	87%
552 OIL	120,000	0	27,737		27,737	92,263	77% !!	120,000	9,178	9,178		9,178	110,822	92%
561 WATER	442,617	22,818	276,189		276,189	166,428	38% !!	432,060	26,755	265,699		265,699	166,361	39%
562 SEWER USER CHARGE	283,784	22,402	168,911		168,911	114,873	40% !!	267,796	27,166	145,935		145,935	121,861	46%
563 STORMWATER	77,360	(199)	80,678		80,678	(3,318)	-4% !!	77,360	0	75,834		75,834	1,526	2%
572 GARBAGE DISPOSAL	206,280	17,560	75,393		75,393	130,887	63% !!	216,810	22,454	99,657		99,657	117,154	54%
581 FURNITURE & EQUIP PURCH	816,129	32,123	405,821	76,313	482,134	333,995	41% !!	872,454	60,305	589,716	35,166	624,882	247,572	28%
582 VEHICLE PURCHASES	65,000	0	15,476	55,966	71,442	(6,442)	-10% !!	98,206	0	59,486		59,486	38,720	39%
590 COMPUTER PURCHASES	1,391,499	49,075	261,277	525,782	787,058	604,441	43% !!	1,590,827	158,210	596,941	211,172	808,113	782,714	49%
594 RECONCILIATION ADJUSTMENTS	0	(3)	(869)	0	(869)	869	!!	0	410	1,832		1,832	(1,832)	
595 INTERFUND TRANSFER	(1,000,000)	0	0		0	(1,000,000)	100% !!	100,000	0	0		0	100,000	100%
599 SUPPLIES RECOVERIES	(2,954)	(19,175)	(202,872)	69,665	(133,207)	130,253	-4409% !!	(29,644)	28,878	(85,640)		(85,640)	55,996	-189%
TOTAL -- SERVICES & SUPPLIES	23,878,786	1,561,893	10,120,465	2,499,125	12,619,590	11,259,196	47% !!	27,886,126	1,714,863	9,102,183	1,637,053	10,739,236	17,146,890	61%
					0		!!					0		
GRAND TOTAL	220,789,468	21,189,425	92,346,724	2,499,125	94,845,849	125,943,619	57% !!	222,917,400	18,712,099	84,918,087	1,637,053	86,555,140	136,362,260	61%

2021-2022 Budget Change Report: December 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 - September 27, 2021)			
Net School Funded Balances	1,610,877	1,610,877	
The Link School Funded Balance	80,000	80,000	
International Student Program	280,000	280,000	
Continuing Education	1,813	1,813	
Purchase Order Commitments	618,487	618,487	
Department Carry Forwards	2,840,184	2,840,184	
Year 1 of 5 Network Infrastructure	406,350	406,350	
Year 2 of 2 Shop Upgrades	350,000	350,000	
Reserve - District	921,622	921,622	*Unallocated
Reserve - International	425,000	425,000	*Unallocated
	7,534,333	7,534,333	
	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 to Nov 30	2,473	2,473	
-Cooper Smith Music Library revenues to November 30	5,415	5,415	
-EA Bridging, Professional Learning & Advertising		100,000	
-ERASE Grant	28,250	28,250	
- Misc Donations and Revenues to Dec 31	1,328	1,328	
- Theatre Revenues - School Allocation to Dec 31	50	50	
- Actual Cafeteria Revenues to Dec 31	30,009	30,009	
-Cooper Smith Music Library revenues to Dec 31	1,385	1,385	
-Heat Sensors		100,000	
Total Changes:	98,188	645,677	
Amended Budget to December 31, 2021	220,789,468	221,336,957	
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	320,646		
- Ministry of Education Restricted	2,975,006		
	3,295,652		

2021-2022 Budget Change Report: December 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
Disposable Masks		8,780
Masks - Students & Staff		21,853
	<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
2020/21 Carry Forward (approval)	34,953	
Payment to Songhees Nation		15,001
Payment to Esquimalt Nation		6,600
TBD		13,352
	<u>57,172</u>	<u>57,172</u>

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 6thth, 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



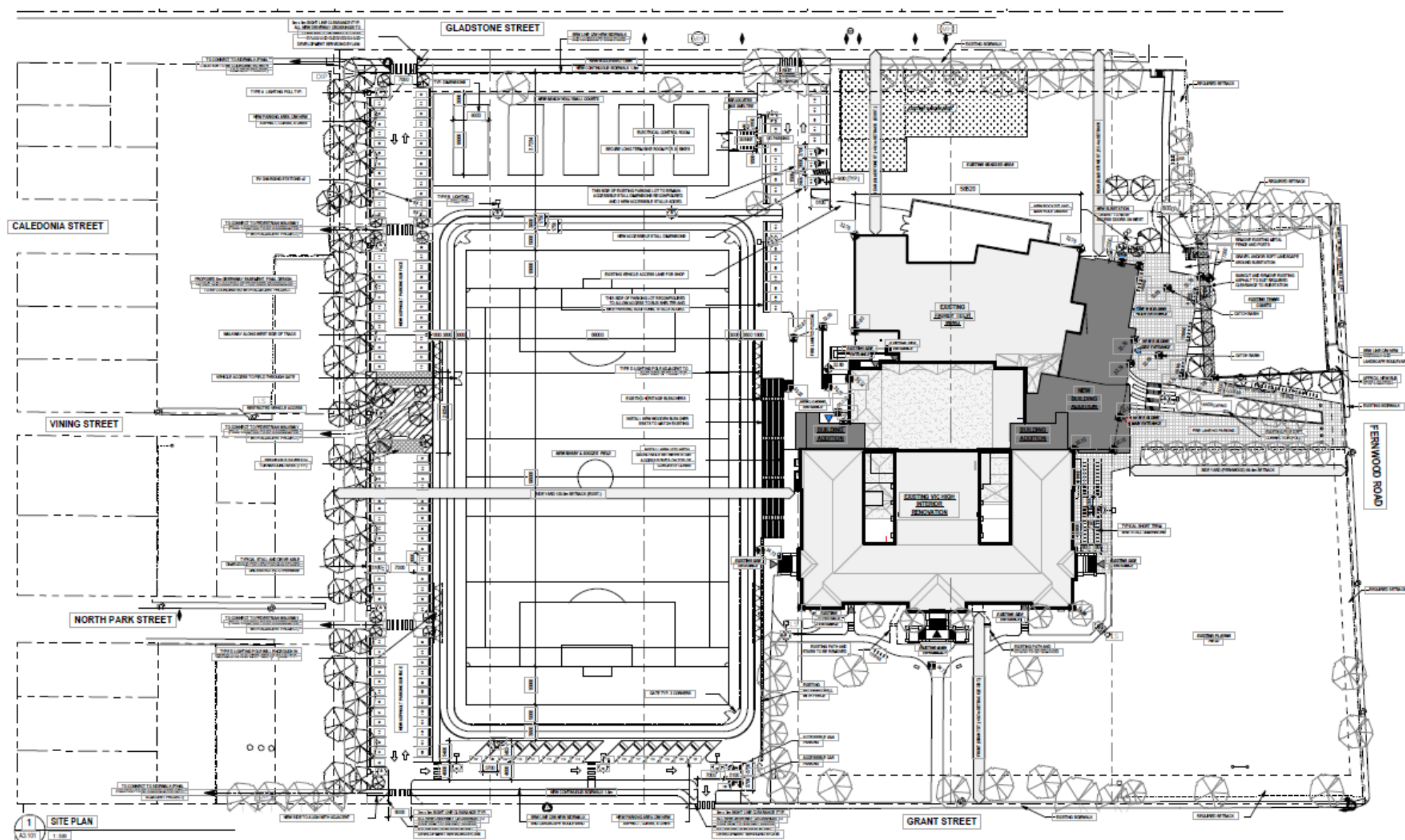
November 2021 – Concrete Patch for Drag Strut





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





FACILITIES SERVICES

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

Update for January 17th, 2022

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

BUILDING MAINTENANCE SERVICES

Colder than normal temperatures caused some major issues for the District.

- McKenzie Elementary: Frozen water line in ceiling space. Flooding occurred in some classrooms and hallway. No lasting damage.
- Rogers Elementary: Frozen water line in the exterior wall of the gymnasium. Floor has warped due to water absorption.
- Victoria High Topaz Campus: New steam boiler that was added to replace the severely aged existing boilers had a control board failure. Electric heaters were deployed to classrooms to maintain building temperature in effected wings. Replacement parts were flown in from Ontario and boiler was returned to operation after several days.
- Lansdowne South Middle South Campus: Boiler failure occurred and secondary boiler could not be used due to awaiting replacement parts for existing issue. Parts were scavenged from the secondary boiler to repair the primary. Heat was restored to the building within a day.

MINOR CAPITAL

Woodshop Upgrades - 76 % (13 of 17 Shops Complete)

- Lambrick Park: Complete; safety lines painted over winter break
- Glanford: 80% complete; electrical panel installed over winter break; working on equipment placement and line painting over spring break
- Lansdowne: 60% complete; All equipment moved, starting on electrical panel and junction box installation and safety line painting
- Esquimalt Secondary: Mechanical drawings in progress for dust collector upgrade if SEP funding approved
- Colquitz Middle: consultation in progress
- All middle school and high school dust collectors are interlocked
- All middle school strobe lights installed

Child Care Studio Progress

- Oaklands: Occupancy obtained December 2021
- George Jay: Scheduled for occupancy January 2022
- Braefoot: Scheduled occupancy January 2022
- Marigold: Building Permit received December 2021
- Eagle View: Slab pour scheduled, weather dependent
- View Royal: Interior underground plumbing in progress

MAJOR CAPITAL

Victoria High School

- See project update report attached to the January 17, 2022 Operations Policy & Planning Committee agenda

Cedar Hill Seismic Project

- Visioning engagement and report complete
- Next steps lead by KMBR Architects include functional program (how should the space be organized?), schematic design options (floorplans) and design development.

OPERATIONS

Winter break was the perfect timing for us to complete some extra cleaning including some Kindergarten carpets and refinishing the gym floor at Braefoot.

Big thanks to the Custodial staff that were out help clearing snow over the break.

Some minor flooding occurred, and staff were great in quickly responding and protecting our buildings.

TRANSPORTATION

All hands on deck to prep snow removal equipment for the upcoming season. This includes rebuilding/servicing 2 truck mount sander units, servicing all snow blowers and mounting snow plows.

Due to Government mandated fuel restrictions, most field trips for the month were cancelled. Most schools used private contractors to complete the scheduled field trips.

We did continue to provide the seismic bus move for Vic High and the Baseball Academy transfers for Lambrick Park.

NETWORK, COMMUNICATION and SECURITY

The team has been busy adding voice amplification systems throughout Willows as well as completing standard projection system maintenance at Craigflower, Hillcrest, Lansdowne, Rockheights, Rogers, Torquay and View Royal. We also investigated the WiFi coverage issues at Hillcrest.

CLIMATE and ENERGY

- 2021/22 LED lighting and controls upgrades progress update:
 - Uplands – Complete (savings \$4,000 /year)
 - Strawberry Vale – 60%
 - Tolmie Building – 85%
 - Facilities Building – 50%
- Programmable Thermostats installed at Victor (savings \$1,200 /year)
- Energy Wise Network seat warmers for space heaters campaign update:
 - Added 2 more seat warmers to the campaign bringing total to 11.
- Climate Action Plan and presentation near completion
- Preparing signage to enable night and holiday thermostat setback at Lambrick
Secondary by means of empowering staff to help reduce natural gas consumption.
- Looking into nighttime and holiday setback solutions at facilities building.

SUNDANCE SCHOOL

Entire school now has full WiFi coverage. The School accessible bathroom is now complete.



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 13 – January 2022

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 the Seismic Upgrade of the existing 1913 and 1955 portions of the school, an addition to increase the capacity and provide a Neighbourhood Learning Centre. The project also includes the upgrade and renewal of S.J. Willis Junior Secondary School to accommodate the students during the Vic High 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 the 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. They have 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 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	32%	50,068,331	21,145,332	28,922,999		28,922,999	58%	17,044,519	4,100,814
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	5,298,806	1,701,194		1,701,194	24%	5,158,947	139,859
Vic High Capital Support	4%	100,000	4,139	95,861		95,861	96%	4,139	0
Vic High Millwork	0%	1,000,000		1,000,000		1,000,000	100%	0	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	8%	50,000	3,813	46,187	0	46,187	92%	3,813	0
A Parker - Vic High Seismic Transportation	52%	85,000	44,072	40,929		40,929	48%	37,024	7,048
A Parker - Vic High TLOC	100%	20,000	0	20,000		20,000	100%		0
Vic High Project Management	45%	713,450	364,130	349,320		349,320	49%	355,974	8,156
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		53,007		53,007		53,007	100%		0
		66,260,834	33,185,470	33,075,364	0	33,075,364	50%	28,923,717	4,261,753

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 have been made to Board by the architect.
- On-going communications with the City of Victoria regarding Statutory Rights of Way and Frontage Upgrades.



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 13 – January 2022

- 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 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.
- The Millwork and Window Tender results have been received and discussions are taking place on next steps.
- The Tender results for specialties, and wood flooring closed in December and is within budget.
- Exterior Site Plan is in progress including Turf Field, Track, Volleyball courts, Parking, Lighting and Municipal Frontage Upgrades.

Work Starting Soon or Underway:

- 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.
- Exploring plaster replacement requirement on the inside of the exterior walls.
- Continuing work on concrete shear walls at upper levels. Shear Walls 1,2,5,6 and 7 are now at the second level.
- Continuing work on the ceiling support anchor grid design and input from engineers on fastening.

Looking to February 2022

- Finalize Tender Package #9 for the turf field and site work release date in February
- Finalize plaster replacement requirement on inside of exterior walls.
- 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
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- Chuck Morris, Director of Facilities
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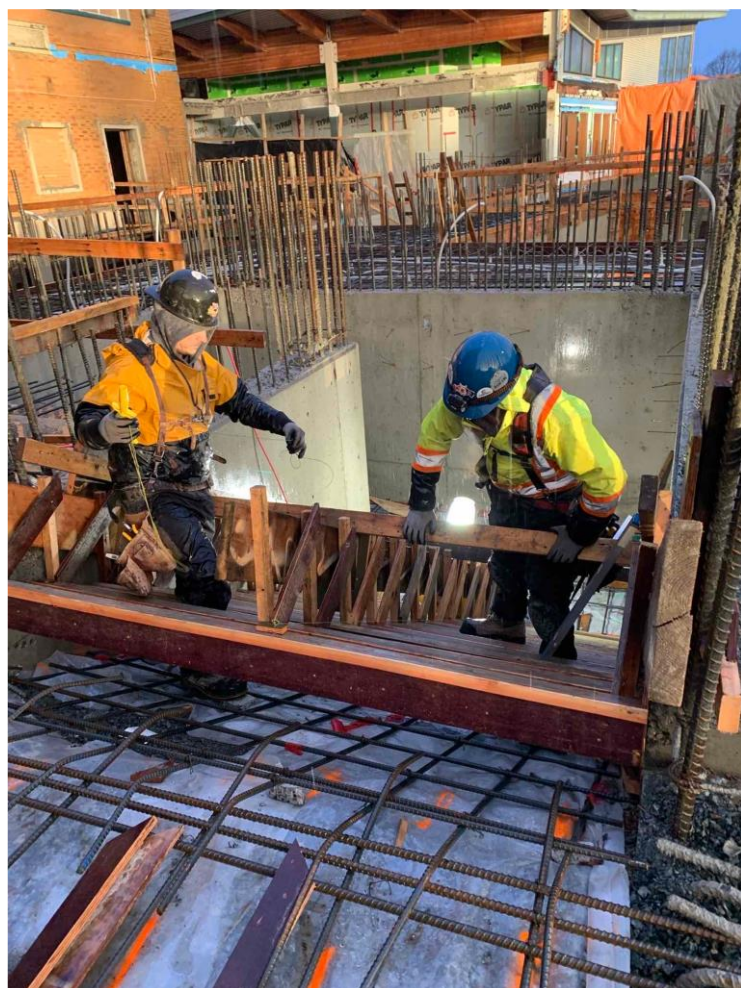
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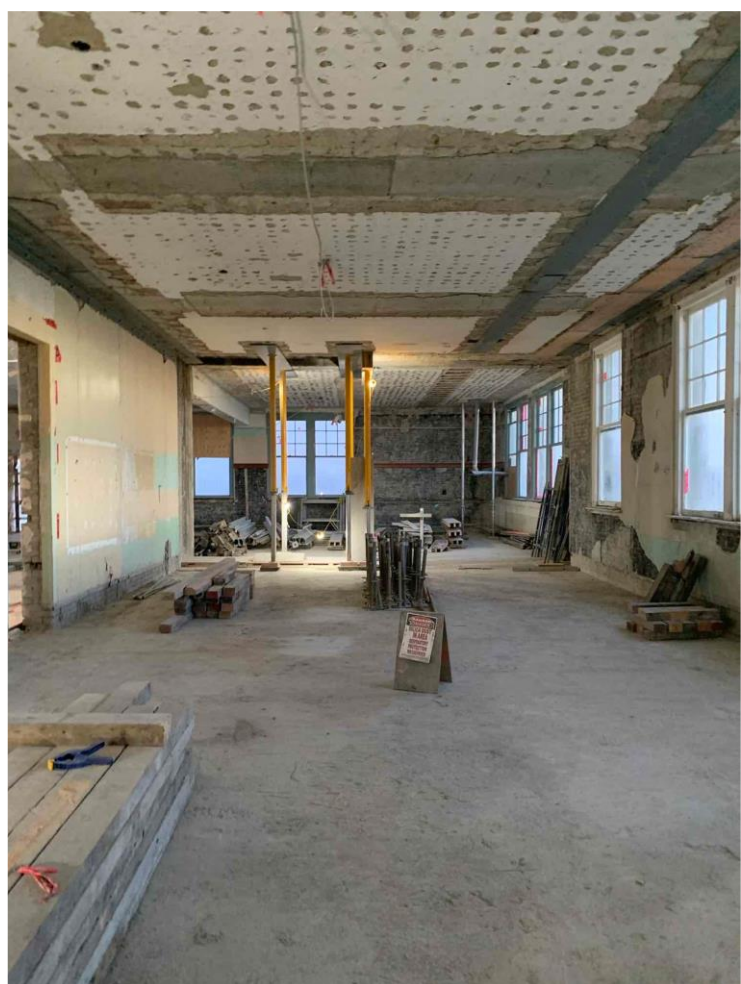
IDENTIFIED RISKS	Probability	Consequence	Impact	
		Cost	Schedule	
Heritage Issues	Moderate	Low	Low	Previously Identified Project Risk
Building Code Issues with City of Victoria	Moderate	Low	Low	Previously Identified Project Risk
Approval Delays by City of Victoria	Moderate	Moderate	High	Previously Identified 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



December 2021 – Forming Stairs between Basement and Level 1



December 2021 – Classroom on Level 4 West



December 2021 – Stair #1 – Level 3 Concrete Walls Being Formed

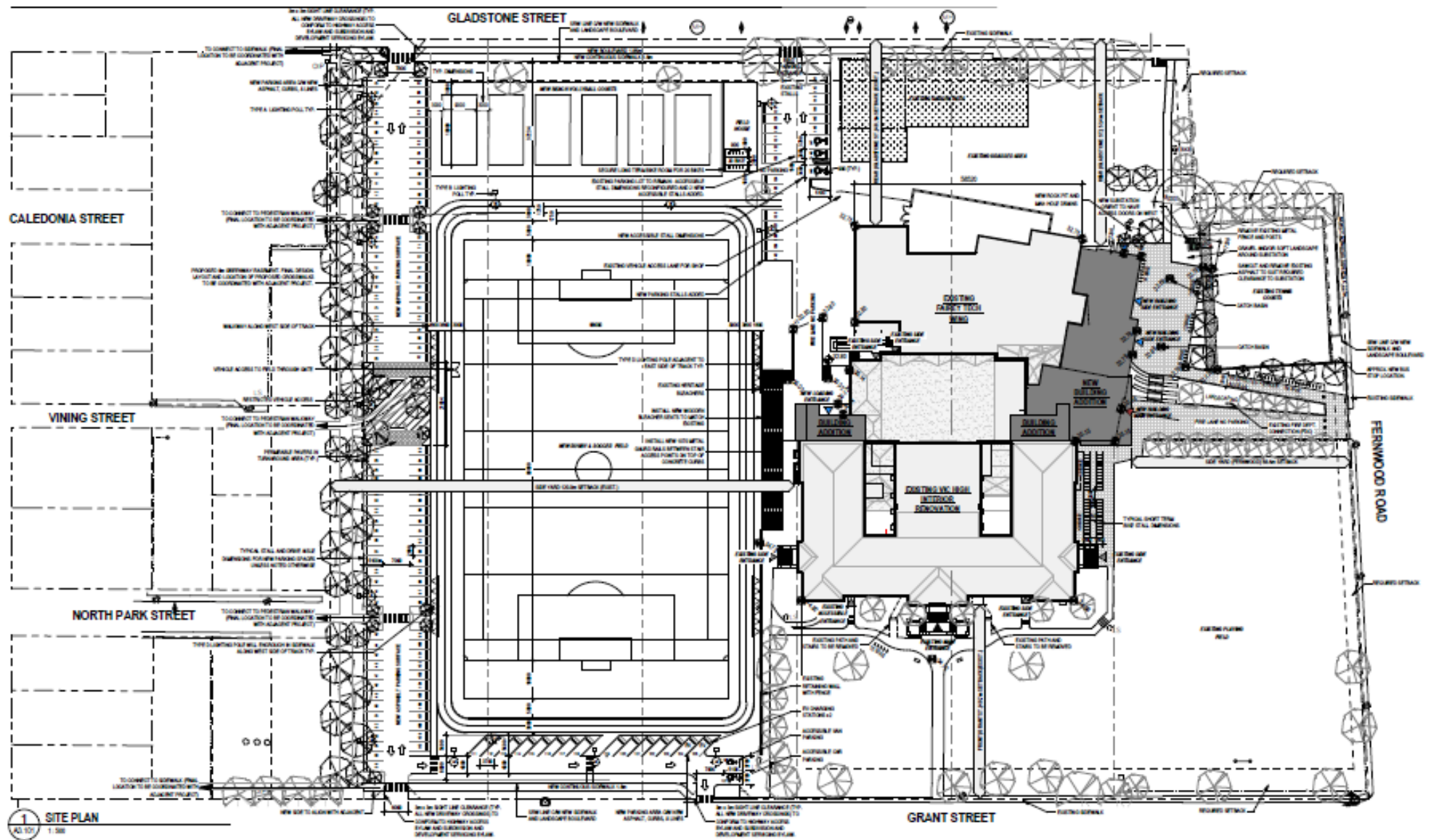


December 2021 – NLC Building – Slab on Grade Underground Piping Installation



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 13 – January 2022

Proposed Site Plan



Proposed Site Plan for Child Care Studios





Artist's rendering of the addition and the NLC from Fernwood Street

