



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

Monday, February 14, 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 February 14, 2022 agenda be approved.

A.3. Approval of the Minutes

Recommendation:
That the January 17, 2022 Operations Policy and Planning Committee meeting minutes be approved.

A.4. Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

B.1. Peninsula Streams Society – Kyle Armstrong

B.2. Land Disposal at Lansdowne Middle School – Jody Watson

B.3. Teacher-Librarian Policy Proposal – Travis Richey

C. SUPERINTENDENT'S REPORT

C.1 Administrative Regulations Manual and Administrative Procedures Manual

C.2. 2022-2023 Calendar Draft- Interim Deputy Superintendent Roberts

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2022/2023 school calendar on the School District's website for a period of one month:

2022/2023 School Calendar*

School Opening	September 6, 2022
First non-instructional day	September 23, 2022
National Day for Truth and Reconciliation	September 30, 2022
Thanksgiving	October 10, 2022
Second non-instructional day (Province wide)	October 21, 2022
Remembrance Day	November 11, 2022
Third non-instructional day	November 14, 2022
Schools close for Winter vacation	December 19, 2022
Schools re-open after Winter vacation	January 3, 2023
Fourth non-instructional day	February 17, 2023
Family Day	February 20, 2023
Schools close for Spring vacation	March 20, 2023
Schools re-open after Spring vacation	April 3, 2023
Good Friday	April 7, 2023
Easter Monday	April 10, 2023
Fifth non-instructional day	May 19, 2023
Victoria Day	May 22, 2023
Administrative Day and School Closing	June 30, 2023

- Sixth non-instructional day to be chosen by each school

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report – January 2022

E.2. 2022-2023 Budget

E.3. Policy

i. Policy XXXX: Whistleblower

F. FACILITIES PLANNING

F.1. Victoria High School Seismic Project Update 14

F.2. Operations Update - February 2022

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

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 of the Whole
REGULAR MINUTES**

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

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

Trustees Present: Elaine Leonard (Chair), Angie Hentze, Nicole Duncan, Rob Paynter, Ann Whiteaker, Ryan Painter, Jordan Watters, Tom Ferris

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, Connor McCoy, President, VPVPA, Chris Clarke, GVTA, Mark Morrison GVTA, Brian Whin-Yates Vice-President CUPE 382, 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 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 Hentze

That the January 17, 2022 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved By Trustee Duncan

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

Motion Carried Unanimously

Moved By Trustee Duncan

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, as amended.

Trustee Duncan requested additional wording for item F.1. Bylaw 9330.1, *Appeals Process*: after sample forms "and right of appeal to ombudsperson and Superintendent of Appeals".

Motion Carried Unanimously

A.4. Business Arising from Minutes

Trustee Duncan thanked Trustee Leonard and Secretary-Treasurer for updating the November 8, 2021 meeting minutes.

B. PRESENTATIONS TO THE COMMITTEE

B.1. Ian Graeme presented on the proposed SD61 Lansdowne Middle School, South Campus land disposal. Trustees provided thanks for the presentation, questions of clarification were asked.

C. SUPERINTENDENT'S REPORT

C.1. Climate Action Plan

Interim Superintendent Whitten provided background for the memo and introduced the presentation.

Energy Manager Leslie presented on the Strategic Energy Management Plan, the Climate Change Accountability Report and highlighted the need for a Climate Action Plan. District Principal Powell reflected that an integral part of the Climate Action Plan should be provision of sustainability education, training and leadership opportunities for students, staff, and educators.

Interim Superintendent Whitten provided context with regards to the recommended motion.

Trustees provided thanks for the presentation, questions of clarification were asked.

Moved By Trustee Watters

Trustees discussed the motion and suggested revisions to the Terms of Reference. Questions of clarification were asked.

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.

Motion Carried Unanimously

C.2. Administrative Regulations Manual

Interim Superintendent Whitten and District Principal McCartney provided an update on the current process to update the Administrative Regulations manual.

Questions of clarification were asked.

D. PERSONNEL ITEMS

None

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: November 2021

By consensus the Committee moved to the December monthly financial report.

E.2. Budget Change Report: November 2021

By consensus the Committee moved to the December budget change report.

E.3. Monthly Financial Report: December 2021

Secretary-Treasurer Morris presented the report and highlighted that the District is ahead of where they were last year in both revenue collection and spending, the 2021-2022 Amended Budget would be presented at February's meeting, and that COVID may impact overall replacements and overtime budgets, especially in custodial staffing. Questions of clarification were asked.

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

Secretary-Treasurer Morris provided highlights. The District has added \$100,000 to the expense side of the Amended Budget for heat detector recall. Under Special Purpose funds, the restart funds have been fully allocated due to the purchase of masks.

E.5. 2022-2023 Budget

Secretary-Treasurer Morris provided an update. The student symposium had to be cancelled due to COVID and it will be replaced with a ThoughtExchange in order to add student voice to the budget. Infrastructure departments are presenting to the Budget Advisory Committee this week and the Learning Team on February 8, 2022. Over the next six weeks the Committee will discuss options on how to balance the budget.

F. FACILITIES PLANNING

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

Secretary-Treasurer Morris thanked Associate Secretary-Treasurer Stride and Director of Facilities Services Morris for all of their work on the report. No misspending was found. The main issue with SJ Burnside was the escalation and misunderstood scope with an old building under renovation. There was a lack of regular reporting to the Board as well as weak archiving of documentation at Facilities. Budget monitoring and accountability appear to have gaps. The results are two new recommendations number 9 and 10 that are in the Report. Questions of clarification were asked.

F.2. Operations Update: December 2021

By consensus the Committee moved to the January operations update.

F.3. Victoria High School Seismic Project Update 12

By consensus the Committee moved to the Victoria High School seismic project update #13.

F.4. Operations Update: January 2022

Director of Facilities Services Morris presented the report. Inclement weather lead to frozen pipes and a great deal of work for the Facilities Department. Omnicron has been challenging for the custodial department due to sick time required for staff. The heat detector recall was a life safety concern and needed to be handled quickly. Replacing the detectors takes two staff members. 80% of them have been replaced. Questions of clarification were asked.

F.5. Victoria High School Seismic Project Update 13

Associate Director Facilities Services Vistisen-Harwood presented the report highlighting \$31 million has been spent to date and the project is on budget. Staff are working on the tender plans for the exterior site plan, including the artificial turf field, track and volleyball courts. An application for further risk reserve funding is being developed. Questions of clarification were asked.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None

H. NEW BUSINESS

H.1. BCSTA - BC Hydro - Trustee Watters

Trustee Watters presented the motion. Questions of clarification were asked.

Moved By Trustee Watters

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 Utilities Commission, the Premier of British Columbia, Minister of Education, Minister of Finance, Minister of Environment and Clean BC.

Motion Carried Unanimously

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

Trustee Watters presented the motion. Questions of clarification were asked.

Moved By Trustee Watters

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.

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

Abstain (1): Trustee Paynter

Motion Carried

I. NOTICE OF MOTION

None

J. GENERAL ANNOUNCEMENTS

None

K. ADJOURNMENT

Move By Trustee Painter

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 10:14 p.m.

Chair

Secretary-Treasurer

DRAFT

Rain Gardens For Headwaters:

Building Community Capacity for Stormwater Green Infrastructure

Kyle Armstrong (MSc)

Restoration Coordinator

(250) 508.8456 | Kyle.Armstrong@PeninsulaStreams.ca

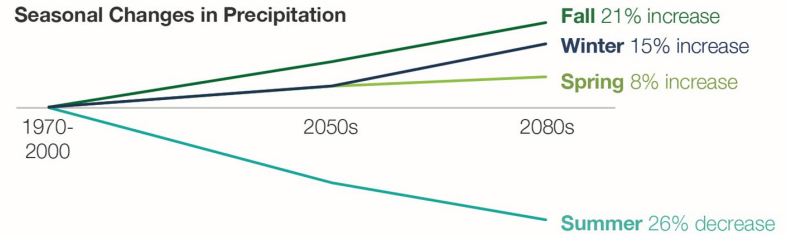
www.peninsulastreams.ca

The logo for Peninsula Streams features the word "Peninsula" in a blue serif font, "Streams" in a blue cursive font, and a large blue stylized letter "S" that overlaps both words. The background of the slide includes a large, faint circular graphic with a pie chart segment and several smaller circular graphics, some of which are also pie charts, arranged in a pattern that suggests a landscape or data visualization.

Peninsula Streams

Issue

- **Urbanization** increases impervious surface area of watersheds leads to poor aquatic conditions in local waterways (**Hot, Fast, Toxic**) impacting biological communities
- **Aging Infrastructure** provides opportunity for change in stormwater management





Solution

- Shift from removing to **holding water on the landscape**
- **Resilience** to Climate Change, with **benefits** to wildlife and people
- Low cost - **High Impact** (when built to scale)



Rain Gardens for Headwaters: Goal

Build community capacity for Green Stormwater Infrastructure (GSI) and local awareness of Stormwater Management Planning

- Based off of other successful programs in Vancouver, Washington, and Oregon
- Most GSI over engineered / **misunderstood**
- Built without community Involvement (huge **missed opportunities**)





Rain Gardens for Headwaters: SD 61 Demonstration Sites

- Hands on **education** and community outreach
- Opportunity to work in synergy with District **flooding issues**
- **Expertise** and experience to build; **Social Infrastructure** to support long term Maintenance





Anticipated Locations

- Monterey Middle School
- Campus View Elementary
- Oaklands



Thank You



**TD Friends of the
Environment
Foundation**

What's a Rain Garden? Green Stormwater Infrastructure Explained

January 12, 2022

Rain gardens are vegetated areas in urban environments, designed to capture, hold, cool and filter water on the landscape. Rain gardens hold water where it can either evaporate, be transpired by plants (loss of water through leaves, stems, and flowers), or seep deep into the soil and groundwater. These gardens are an example of 'Green Infrastructure,' which are environmentally conscious, adaptable structures that attempt to work with, rather than against, the natural environment in developed areas.

As we witnessed first hand during the 2021 summer heatwave and November floods, extreme weather patterns are increasing in frequency and intensity. This causes destruction and damage to urban and natural environments. To address these impacts, Peninsula Streams Society created the 'Rain Gardens for Headwaters Program', which takes a scalable grassroots approach to help change how society manages rainwater. Our outreach and education helps citizen scientists in our community identify opportunities for Green Stormwater Infrastructure projects. Once identified, we assist in the planning, design, construction, and maintenance of a rain garden for their community.



Parking lot drain overwhelmed by flooding water likely contaminated from parked vehicles. Drain leads directly into Bowker Creek.

Why Rain Gardens Matter in Urban Environments

Urban development uses a lot of impermeable materials to create sidewalks, driveways, rooftops and roads. These structures replace the deep organic soils, plants, wetlands, and streams that absorb and uptake precipitation. When it rains or snows, water runs across hard surfaces like cement collecting pollutants and fine sediments. It then quickly flows through engineered drains and pipe networks that lead directly to our local natural waterways. This devastates stream and coastal ecosystems by eroding banks, washing away and smothering spawning substrates, inputting pollutants, and undermining the establishment of productive invertebrate communities on which fish feed.

Rain gardens provide a much-needed buffer for aquatic ecosystems against these toxic flows by holding water on the landscape, allowing it to slowly release into creeks throughout wet and dry seasons, helping to maintain fish-friendly habitat. Properly designed rain gardens can also filter some of the thousands of chemicals found in storm water, including fertilizers, heavy metals. They even help filter 6PPD quinone, a highly toxic, reactive chemical derived from

vehicle tires that is thought to be a significant source of mortality in pre-spawned coho in our urbanized watersheds.

Rain Gardens are becoming a viable solution for urban environments facing climate change and development. Peninsula Streams aims to tap into these benefits, building storm and drought resilient environments through its Rain Gardens for Headwaters Program. Our restoration coordinator Kyle Armstrong says that “Rain Gardens are a low-tech and low-cost form of green infrastructure that essentially work as surrogate wetlands. When built to scale, they can provide a powerful environmental buffer for our local urban streams, waterways, and coastlines and the animals and people that use them.”



Target location for rain garden in the Tetayut Creek Headwaters, Central Saanich. Rain gardens can hold up to 30% more water than lawns and, because they are designed to retain water, have far stronger filtering capabilities than bioswales.

Through regionally coordinated and local efforts, the Rain Gardens for Headwaters program aims to take Rain Gardens from obscure to commonplace, increasing resilience to the impacts of impermeable surfaces and storm water runoff. The program's central pillars of stewardship, education, and research combine to create an engaging program in which residents can participate.

We assist communities in developing their storm water management and infrastructure goals while providing them with the tools and knowledge to deliver their own green storm water infrastructure location, design, planning, permitting, fundraising, installation, communication, monitoring, and future upkeep.



Working with the Friends of Bowker Creek volunteers and School District 61 staff to identify opportunities and develop Rain Garden Demonstration sites in the Bowker Creek and Colquitz Watersheds.

How a Rain Garden is Built

There are various types of Rain Gardens that range in technical complexity. Our strategy is to first collaborate with the community to identify areas where parking lot curbs can be cut, allowing water to flow out of the lot and into the garden. Next, an appropriately sized depression in the ground is excavated and partially filled with highly porous soils and wood chips. Plants are carefully selected and planted by communities for the desired conditions and function, and voilà! A Rain Garden has been built!

Sound like a winning combination of local stewardship, climate change adaptation, and maintenance of stream health? Join Peninsula Streams as we embark on this new project. Get involved by signing up on our [website](#)! We are looking for maintenance help in the Bowker Creek, Tetayut, and Colquitz watersheds. Or, you can make a financial or in-kind [donation](#) to the Rain Gardens for Headwaters Program!

Further resources:

[Rain Garden Fact Sheet from USDA \(downloadable PDF\)](#)

[Benefits of Rain Gardens - The Native Plant Herald \(article\)](#)

[Why do we Need Rain Gardens? - MSU Article](#)

[Tire Chemicals and Coho Salmon - Washington Stormwater](#)

Peninsula Streams would like to thank the Pacific Salmon Foundation, City of Victoria Strategic Plan Grants, and TD Friends of the Environment for their generous contributions to the Rain Gardens for Headwaters Program.

If you are interested in supporting this work, please consider making a [donation](#) to Pen Streams!

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Type here..


Name*

Email*

Website

Save my name, email, and website in this browser for the next time I comment.

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[What's In The Water? Community Water Quality Monitoring, Volunteering, and a Life full of Science](#)

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Peninsula Streams Society

Peninsula Streams coordinates restoration and habitat conservation projects throughout Greater Victoria. Our goal is to build healthy aquatic habitat that supports self-sustaining populations of native species in both freshwater and marine environments.

Address

P.O. Box 6000
9860 West Saanich Road
North Saanich, BC V8L 4B2

Charitable Status

#86500 1457 RR0001

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Bowker Creek

URBAN
WATERSHED
RENEWAL
INITIATIVE

Collaborative Opportunities for Bowker Creek Flood Mitigation on SD61 Properties

Creating Possibilities

Jody Watson, Supervisor
CRD Environmental Stewardship & Initiatives

School District #61
February 14, 2022



Overview

- Present key findings from Daylighting Feasibility Study (DFS)
- Outline consultation SD61
- Identify SD properties with important flood mitigation potential
- Request a collaborative approach
- Recommend that SD direct staff to work with BCI partners to examine options





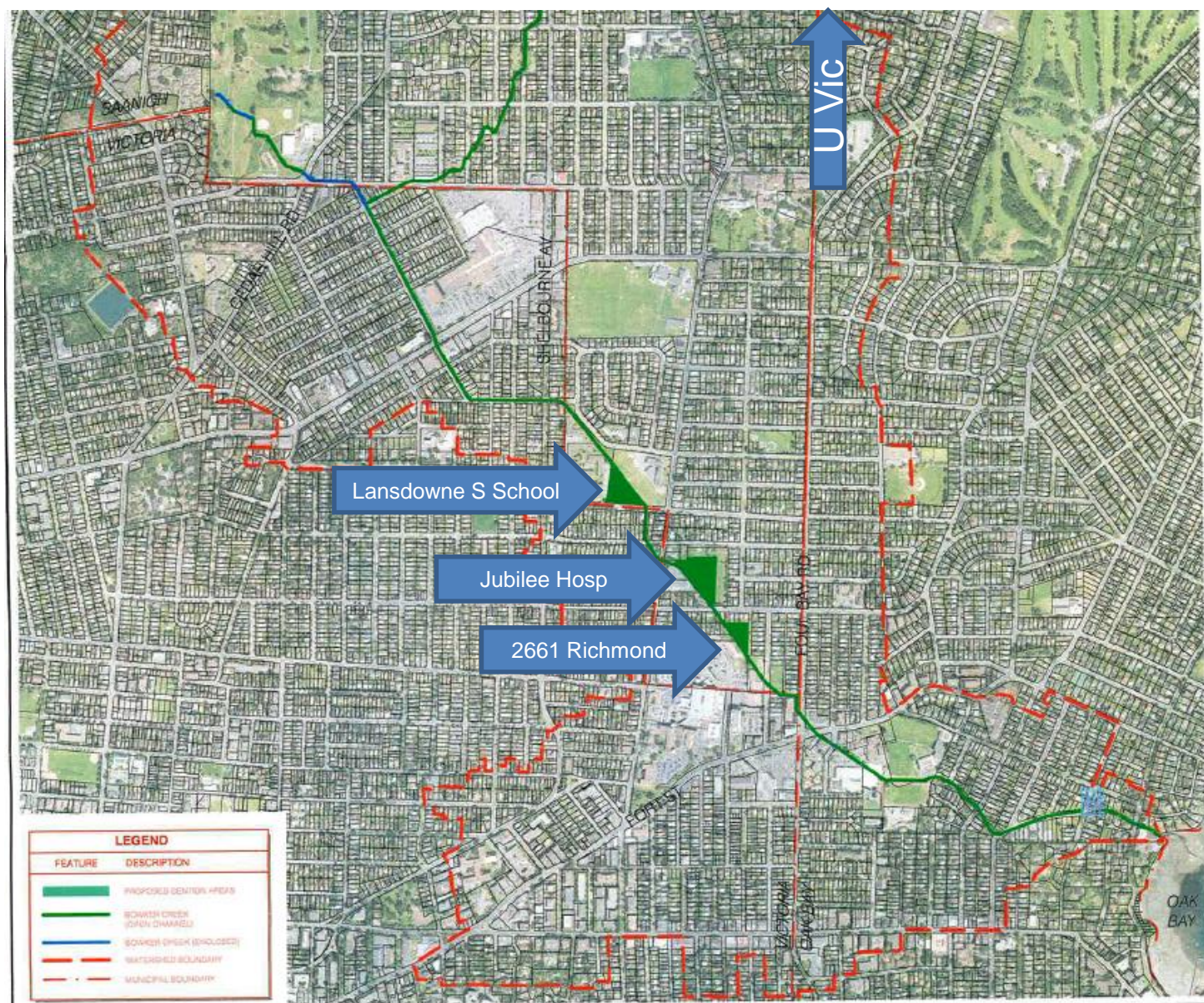
BCI Consultation with SD61

- 1999 Watershed Mgt Plan
- 2007 Letter to SD61
 - identified the importance of Richmond School property for stormwater mgt and flood mitigation
- 2010 Bowker Creek Blueprint
- 2009-2015 Restoration of Bowker Creek through Oak Bay High School
- 2018 SD61 endorsed BP
 - highlighted Richmond School property as an opportunity to work together
- 2019 –SD61 staff participated in DFS with municipal partners
- 2020 – Completed DFS and developed concept for Richmond School property in consultation with SD61



Master Drainage Plan (2007)

- Looked at existing and future hydrology through modelling scenarios
- Incorporated climate change
- Developed engineering solutions to reduce flooding
- Four properties along creek identified for proposed detention
- Key findings:
 - Already experience significant flooding which will increase if we do nothing
 - Detention provides greatest reduction in peak flows for frequent storm events (6-mo, 2-yr)



LEGEND	
FEATURE	DESCRIPTION
	PROPOSED DETENTION AREAS
	BOWKER CREEK (OPEN CHANNELS)
	BOWKER CREEK (CLOSED)
	WATERSHED BOUNDARY
	MUNICIPAL BOUNDARY

kwj KERR WOOD LEIDAL
CONSULTING ENGINEERS

Project No. 283.288 Date MARCH 2007

600 28 600
Scale in Metres 1:15000

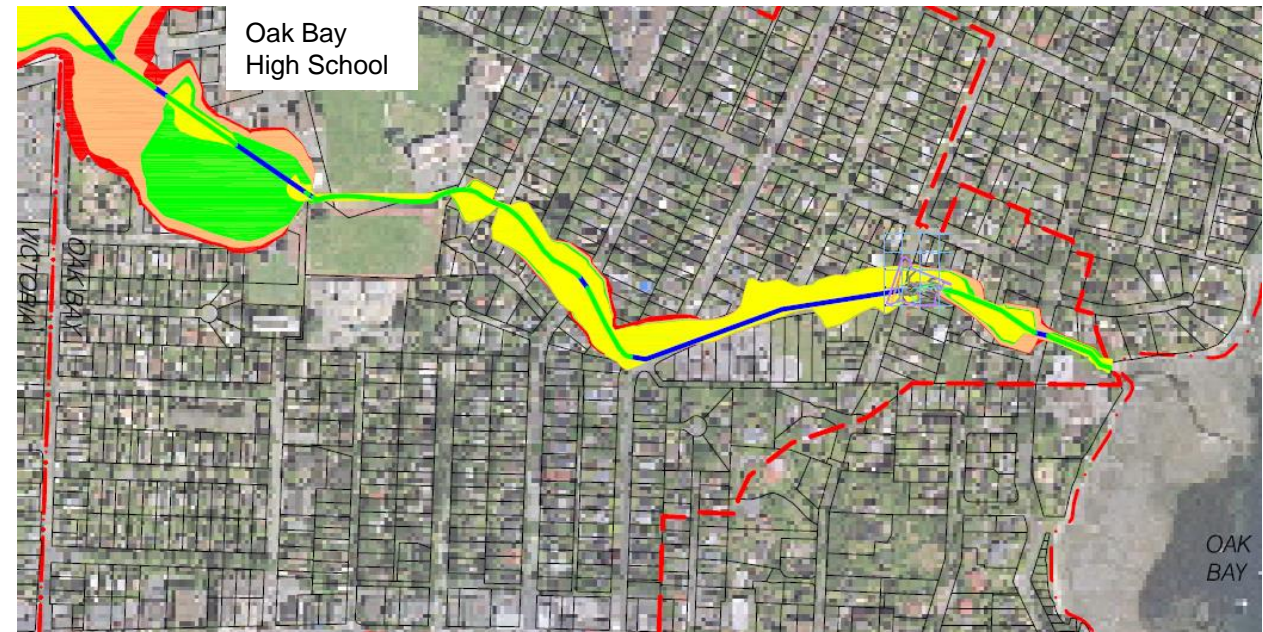
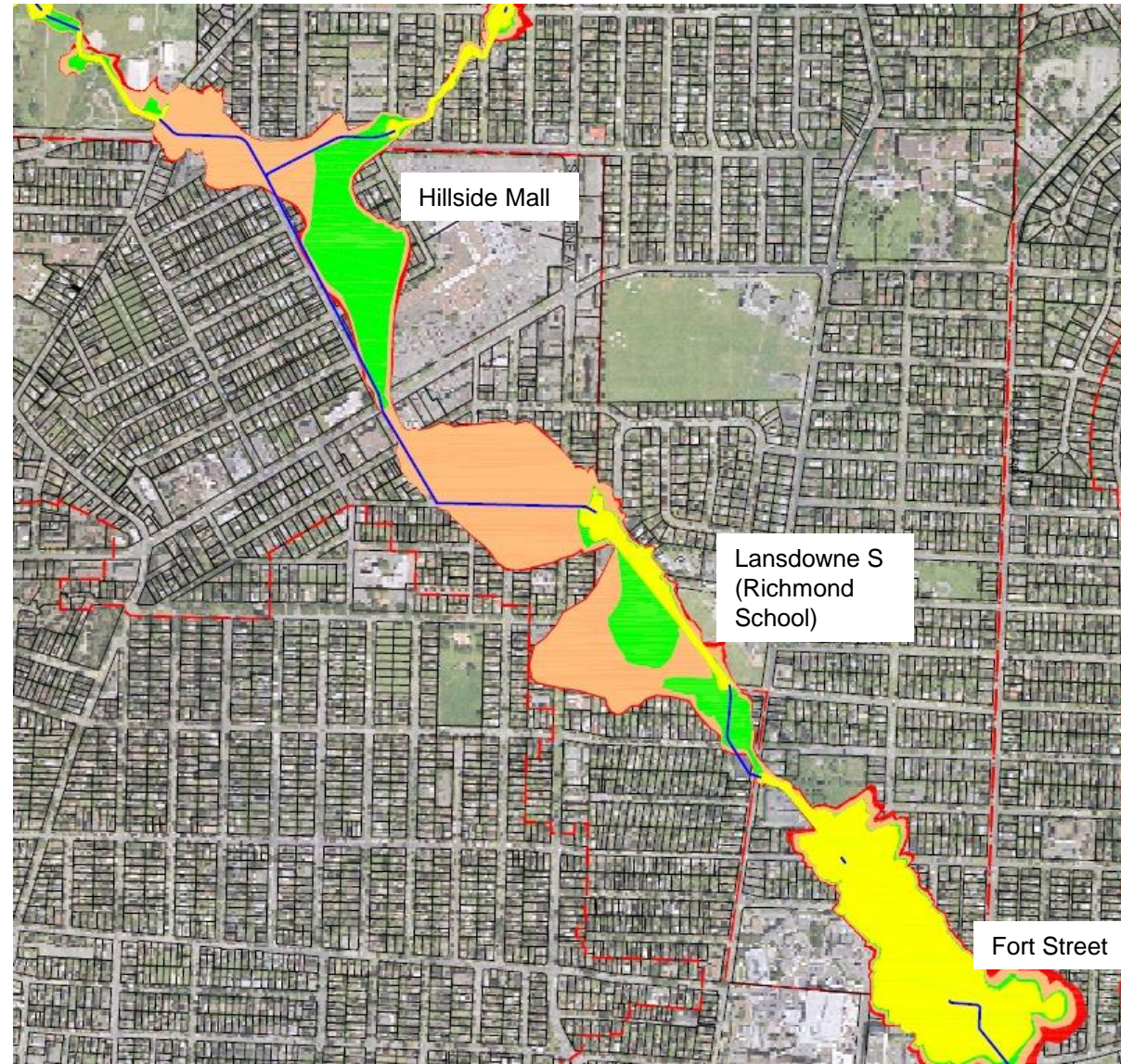
CAPITAL REGIONAL DISTRICT

**BOWKER CREEK MASTER DRAINAGE PLAN
PROPOSED DETENTION**

FIGURE 4-7B



Projected Future Flooding (do nothing)





Detention Options Analysis

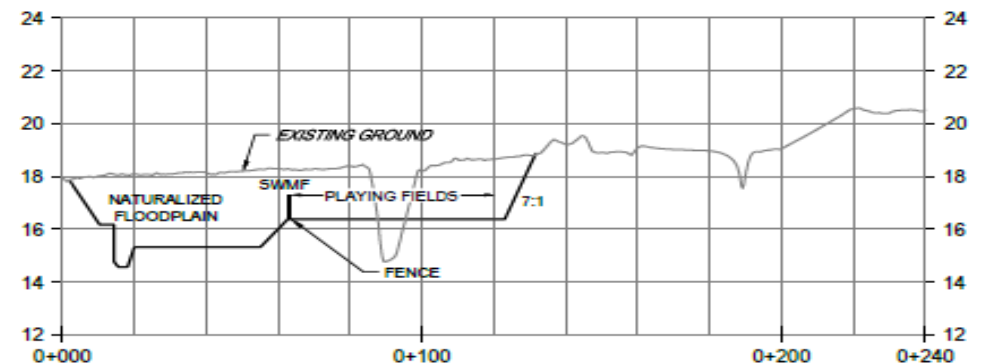
- 9 sites analyzed as potential SWMF
- Based on analysis, the following were investigated further:
 - **UVic**
 - **Lansdowne N Middle School**
 - **Lansdowne S (Richmond)**
 - **2661 Richmond (BC Hydro)**
- Best opportunities due to:
 - Effective reduction in peak flows
 - Best climate adaptation options
 - Publically owned greenspace
 - Likelihood of climate adaptation funding
- SD 61 staff involved, received final concepts March 2020

Location	Potential	Comments
U Vic	Best	Ideal location, large site and catchment, excellent pot'l to reduce peak downstream flows, highest priority for SWMF, need better understanding of UVic SW infrastructure
Lansdowne S (Richmond) School	Best	In-stream, clear reduction of peak flows by 15% for all storms
2661 Richmond Rd	Good	In-stream, effective at reducing peak flows downstream during 2-yr and 25-yr storm events
Lansdowne N School	Good	Off-stream, effective at reducing peak flows downstream during 2-yr and 25-yr storm events
Jubilee Hospital	Good	In-stream, smaller site, medium catchment
Cedar Hill Middle School	Fair	Off-stream, small site and catchment
Doncaster	Poor	Off-stream, small site and catchment
St. Michael's	Poor	Off-stream, small site and catchment
Campus View	Fair/Good	Off-stream, small site, large catchment, good alternative if UVic not possible



Daylighting Feasibility Study (2020)

- Define route to daylight all closed sections of Bowker Creek
- Incorporate creation of greenways
- Options for large stormwater management facilities (SWMF)
- Phase of re-development and major infrastructure renewal – want to be ready for opportunities when they arise
- Key Goals
 - Flood Mitigation – daylighting/detention
 - Environmental Stewardship - daylighting
 - Building the Community - greenways





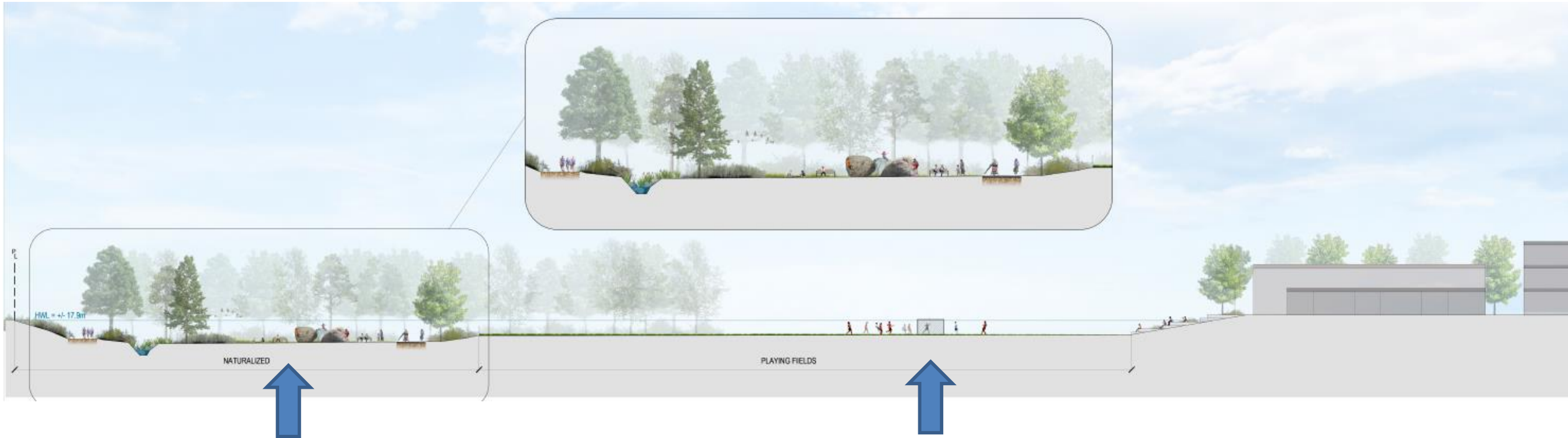
What could
implementation
look like?

DFS (2020)
Concept





What could implementation look like?



Fenced riparian area beside creek would flood during frequent storm events (~2 year)

Dual use dry pond (playing field) would flood during infrequent storm events (~25 year) for less than 24 hours



What could
implementation
look like?

Hospice Concept





What could a collaborative concept look like?





What are other BCI members doing?

- Taking DLFS to councils, staff getting into details
- Update Bowker Creek Blueprint (2.0) with updated DLFS information
- Examining funding options through climate adaptation funding
- CoV possible project at Spirit Gardens



Collaboration with SD61

- BCI would like to discuss opportunity for collaboration on this site and at other SD61 properties. Is a Design Charette, as was done for the Oak Bay High Restoration, a logical next step?
- Request SD 61 to join the BCI partners in looking at solutions to downstream flooding
- Recommend that SD61 direct staff to work with BCI partners to examine potential options and funding for future implementation

Bowker Creek Initiative (BCI)

Multi-stakeholder steering committee tasked with coordinating efforts to implement the Bowker Creek Watershed Management Plan

- Established 2004
- 3 municipalities (Saanich, Victoria, Oak Bay)
- Regional District (CRD)
- University of Victoria
- 6 Community Associations
- SD61 staff representative (starting 2022)
- Coordinator position cost-shared
- 3 key documents:
- <https://www.crd.bc.ca/bowker-creek-initiative/resource-library/reports-studies>
- Master Drainage Plan (2007)
- Bowker Creek Blueprint (2010)
- Daylighting Feasibility Study (2020)



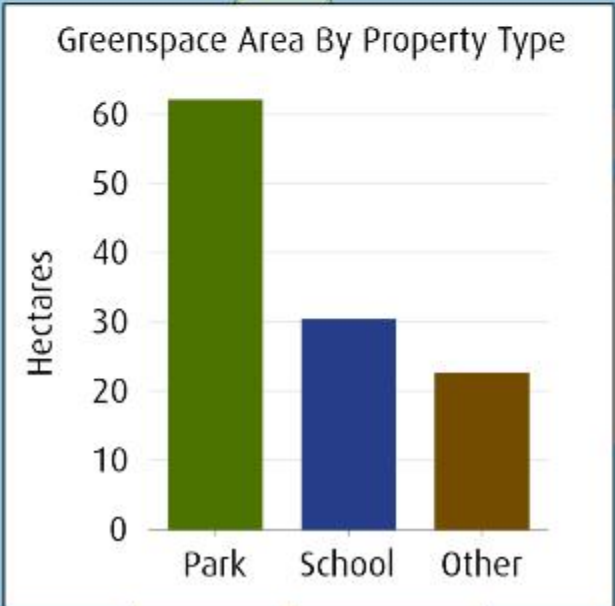
**Bowker
Creek**

URBAN
WATERSHED
RENEWAL
INITIATIVE



Key SD61 Properties in the Bowker Creek Watershed

-  Bowker Creek
-  Park
-  SD61 Property
-  Other Greenspace
-  Bowker Creek Watershed





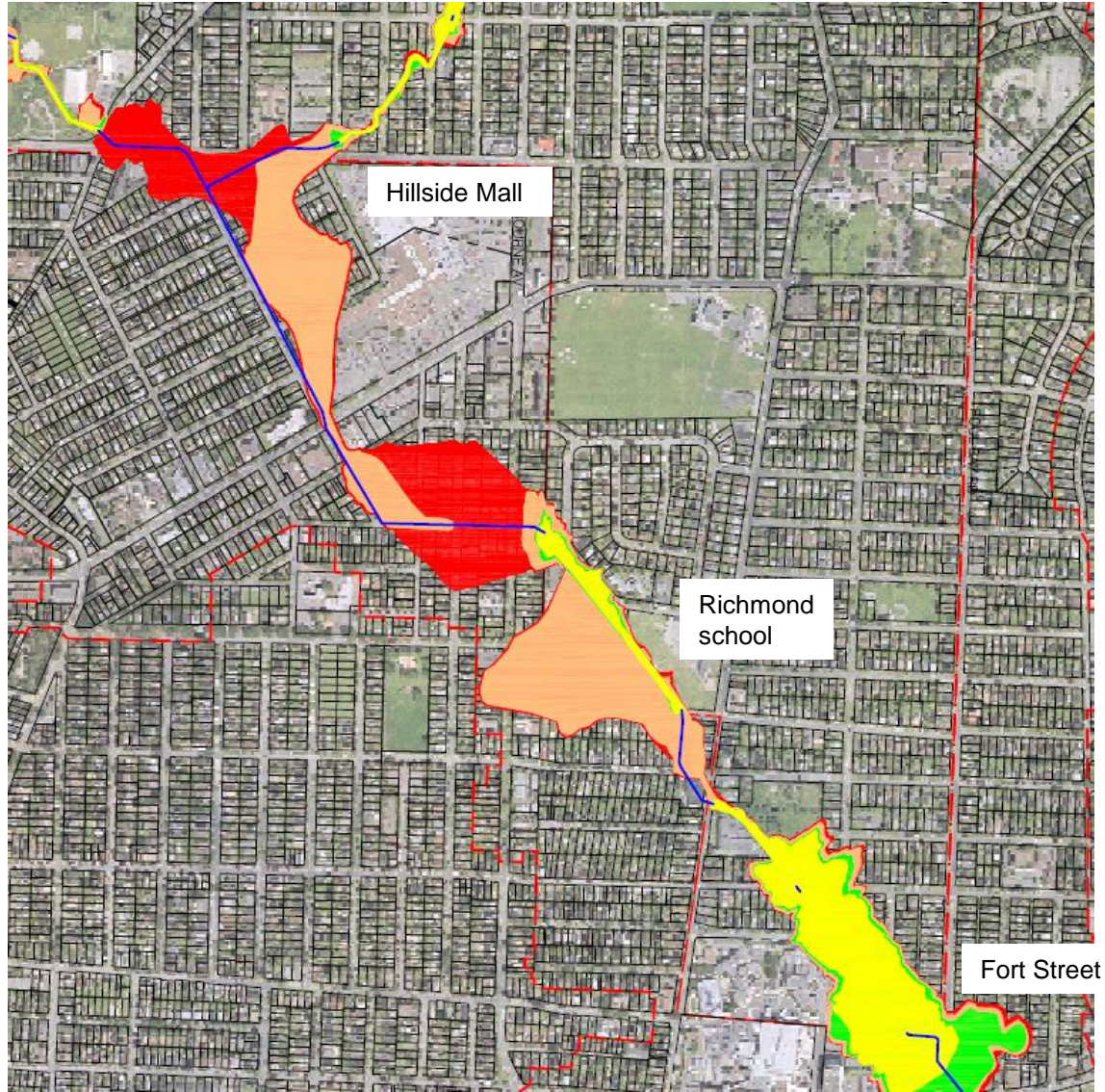
Master Drainage Plan (2007)

- Understanding hydrology of the watershed
- Examining areas of erosion
- Modeling to predict flows and areas at risk of flooding (and calibrating with known floods and flow data)
- Incorporated climate change
- Developed engineering solutions to flooding and erosion





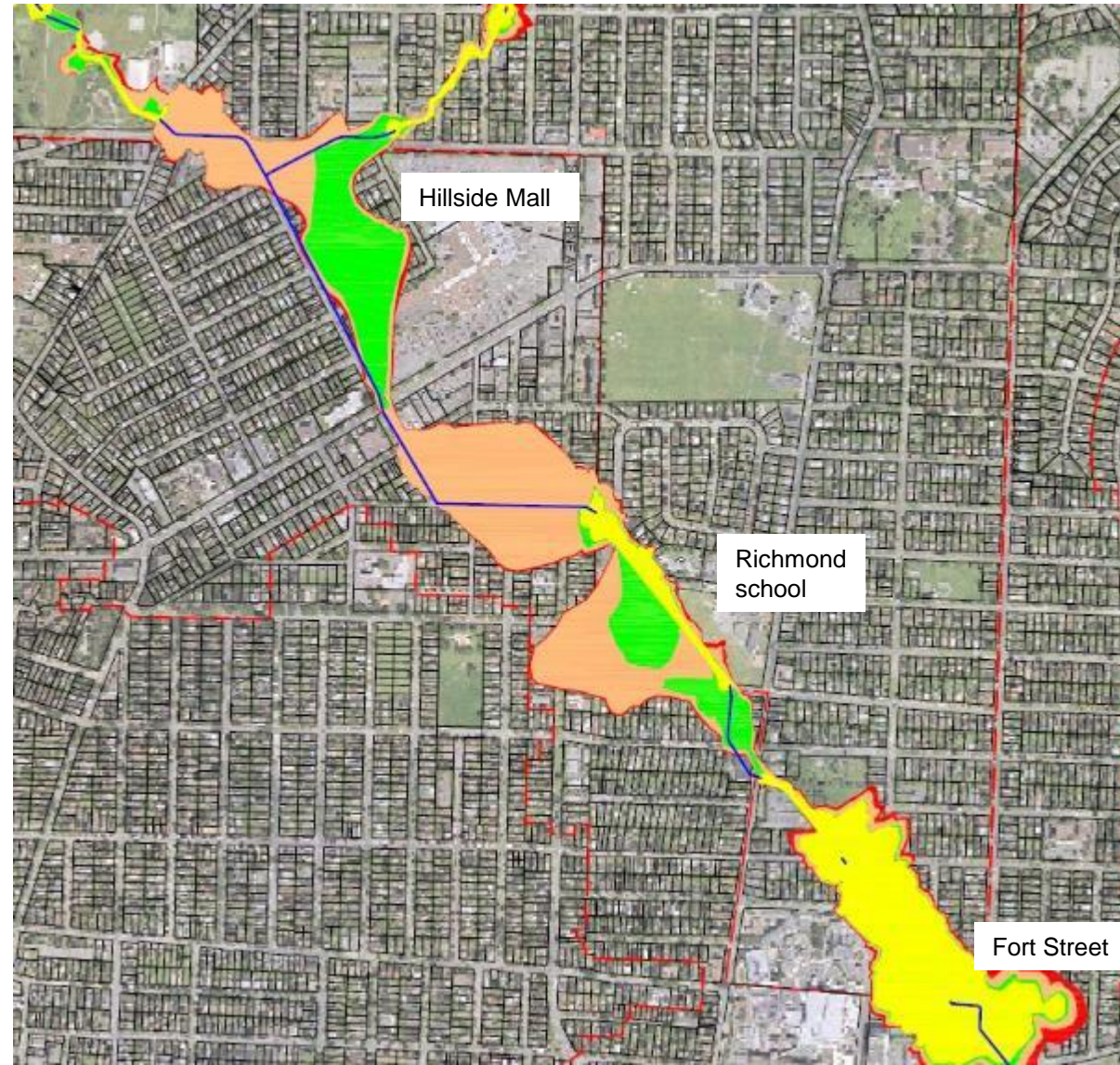
Current Flooding (2006 modeling)



CONCLUSION: Significant flooding predicted for Lansdowne South Campus (100 and 200 year events) and downstream (all flood events)



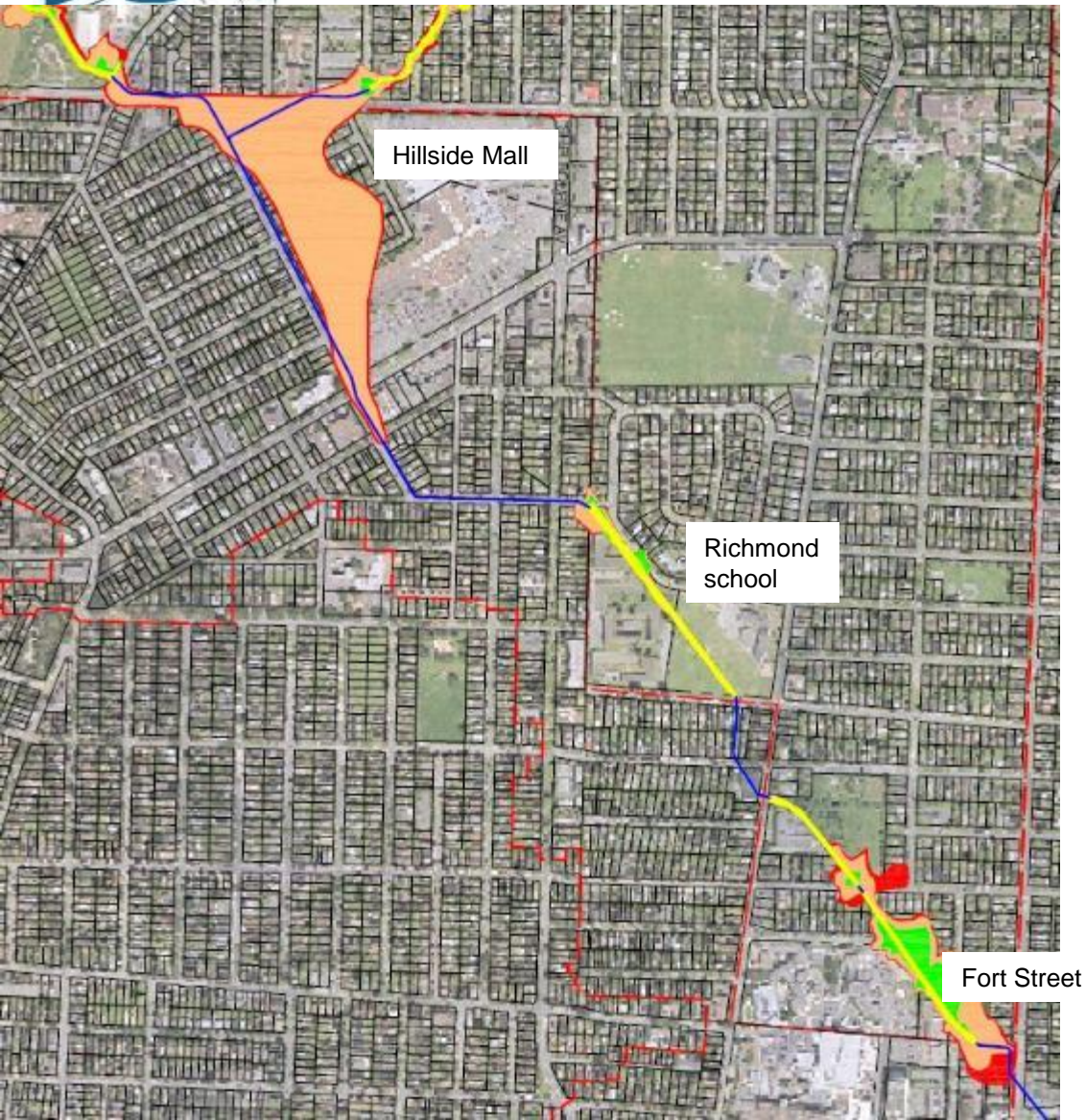
Projected Future Flooding (do nothing)



CONCLUSION: Flooding predicted for Lansdowne South Campus and downstream, for all flood events



Flooding With Proposed Upgrades



CONCLUSION: Most flooding alleviated at Lansdowne South Campus and significantly minimized downstream.



Number of flooded houses or buildings per Scenario (watershed)

	Currently	Future w no upgrades	With upgrades (pipes)	With upgrades (daylight)	With upgrades (daylight & detention)
10 year flood	38	53	0	0	0
25 year flood	72	143	0	0	0
100 year flood	193	301	72	27	20
200 year flood	297	305	78	44	36

After the storm: Cleaning up flooded basements throughout Greater Victoria

Flooded homes days before Christmas seem like a final poke in the eye from the year of the pandemic, Oak Bay Mayor Kevin Murdoch said Tuesday, as he fielded calls from residents dealing with sodden basements.

Cindy E. Harnett
Dec 22, 2020 9:19 AM



Jason Morrow with Downs Construction removes soaking wet carpet liners from a home on Pacific Street in Oak Bay after flooding along Bowker Creek. ADRIAN LAM, TIMES COLONIST



Flooding November 2021



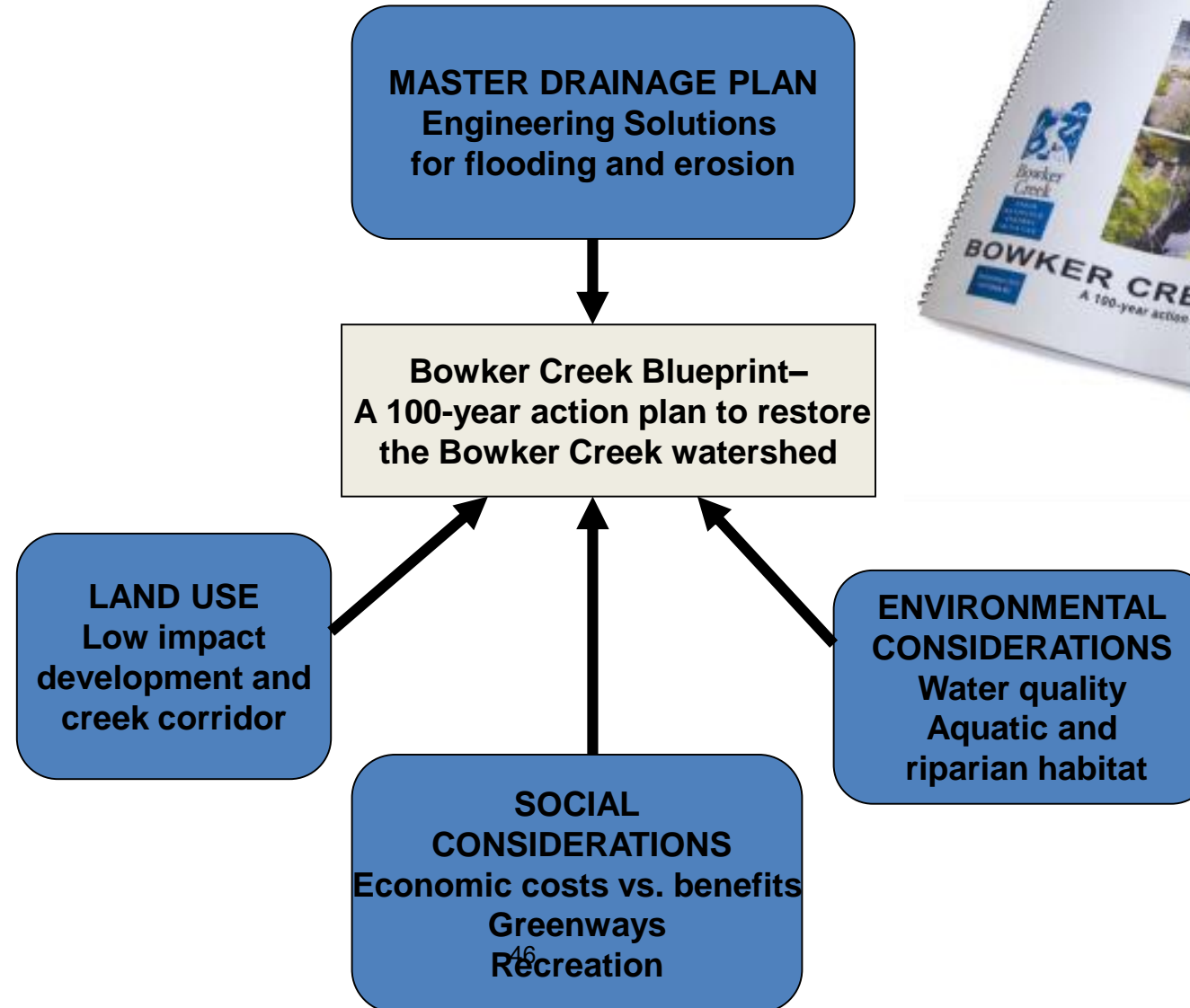


Bowker Creek Blueprint

A 100-yr action plan to restore the Bowker Creek Watershed

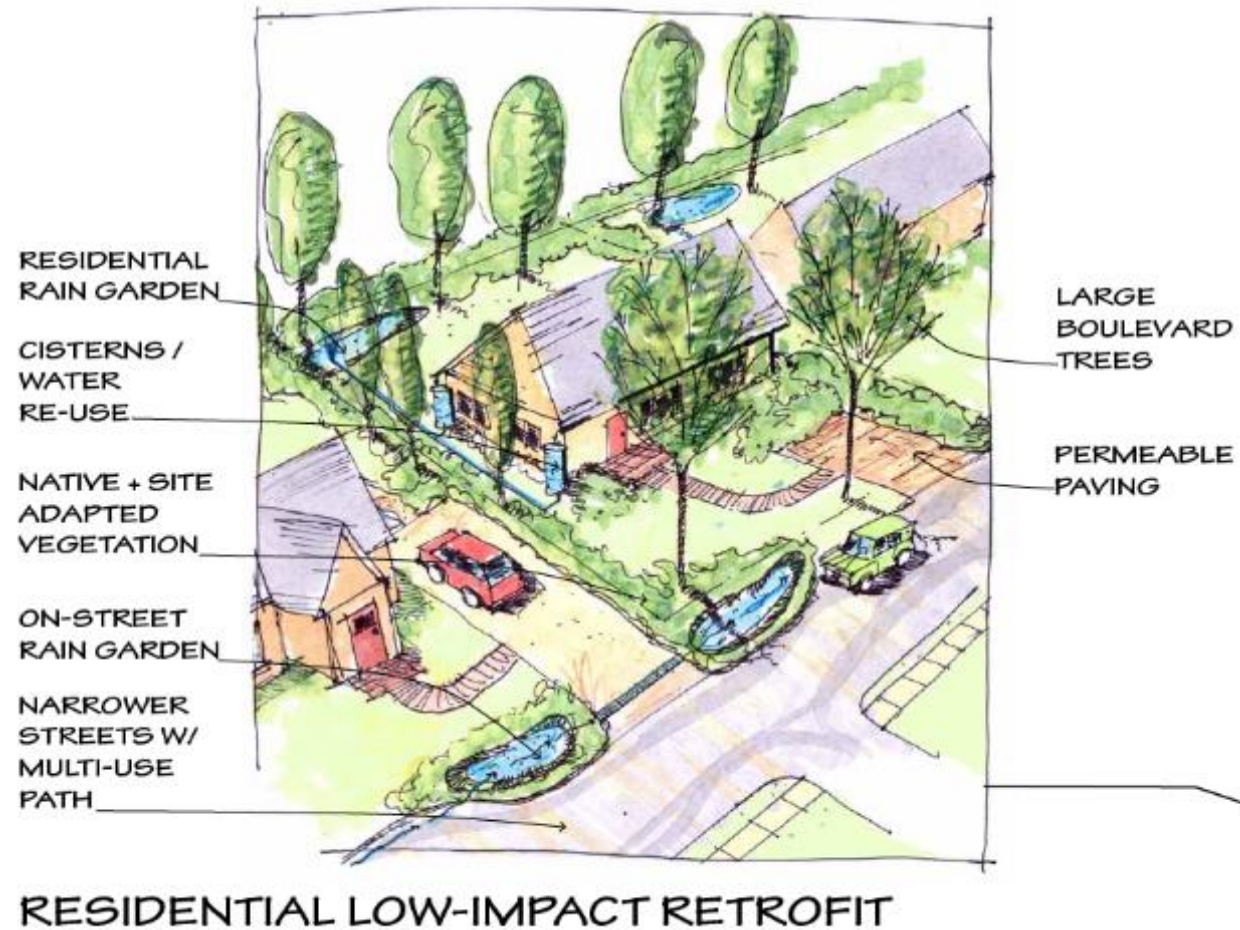
Bowker Creek Watershed Management Plan Goals

- ❖ Take responsibility for actions that affect the watershed
- ❖ Manage flows effectively
- ❖ Improve and expand public areas, natural areas and biodiversity
- ❖ Achieve and maintain acceptable water quality





What's in the Blueprint?



- 9 key principles
- 33 Watershed actions
- 17 reaches (piped and open sections) each with a set of specific integrated actions
- 10 short-term priority actions
- Monitoring program
- Illustrative images to depict the 100-yr vision
- Specific actions for SD61 Properties: OBH and Richmond Elementary



Daylighting Feasibility Study

- Define route to daylight all closed sections of Bowker Creek
- Incorporate creation of greenways
- Options for large SWMFs (storm water management facilities)
- Phase of re-development and major infrastructure renewal – want to be ready for opportunities when they arise
- Includes consideration of all SD61 properties in the watershed





Dual Use Dry Ponds for Stormwater Management



- Dual use dry ponds at schools are common in other communities across Canada
- They provide stormwater management during infrequent storms, while maintaining recreational use
- eg. Wet fields for 24 hours once every 1-2 years, flooded fields for 24 hours once every 25 years or more



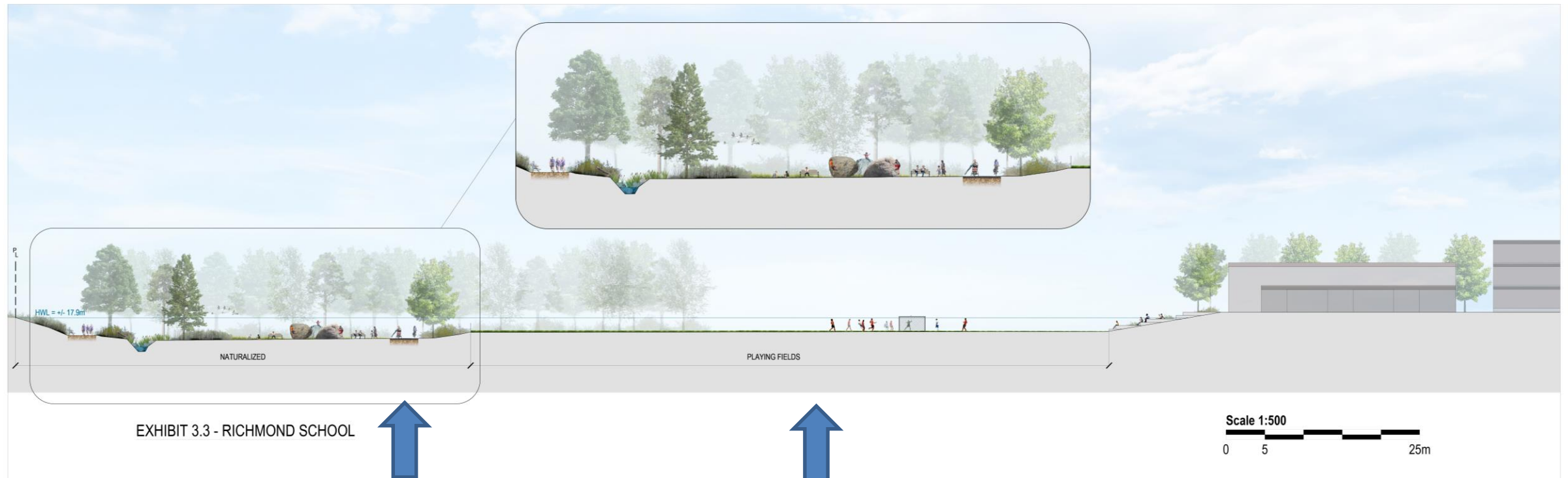
Recommendation: Lansdowne South



- Meander the creek to improve habitat (currently shown to the west) and expand greenspace adjacent to the school
- Widen and naturalize the creek with native species and a riparian buffer
- Safe, sloping creek banks with slower flow to limit erosion and improve safety
- Good potential for a stormwater management facility to mitigate local and downstream flood risk
- Excellent opportunities for a greenway and outdoor classroom



Vision for Lansdowne South: A naturalized creek with stormwater feature



Fenced riparian area beside creek would flood during frequent storm events (~2 year)

Dual use dry pond (playing field) would flood during infrequent storm events (~25 year) for less than 24 hours



Lansdowne Middle School North Campus



Stormwater management potential: Good

- Located 2 blocks north of creek
- Large site with slight to moderate slope
- Dual use 200 x 300 m² dry pond (playing field) to be flooded for 24-48 hours once every 5-10 years
- Peak flows are predicted to be reduced by 10% from existing peak flows



Campus View Elementary School



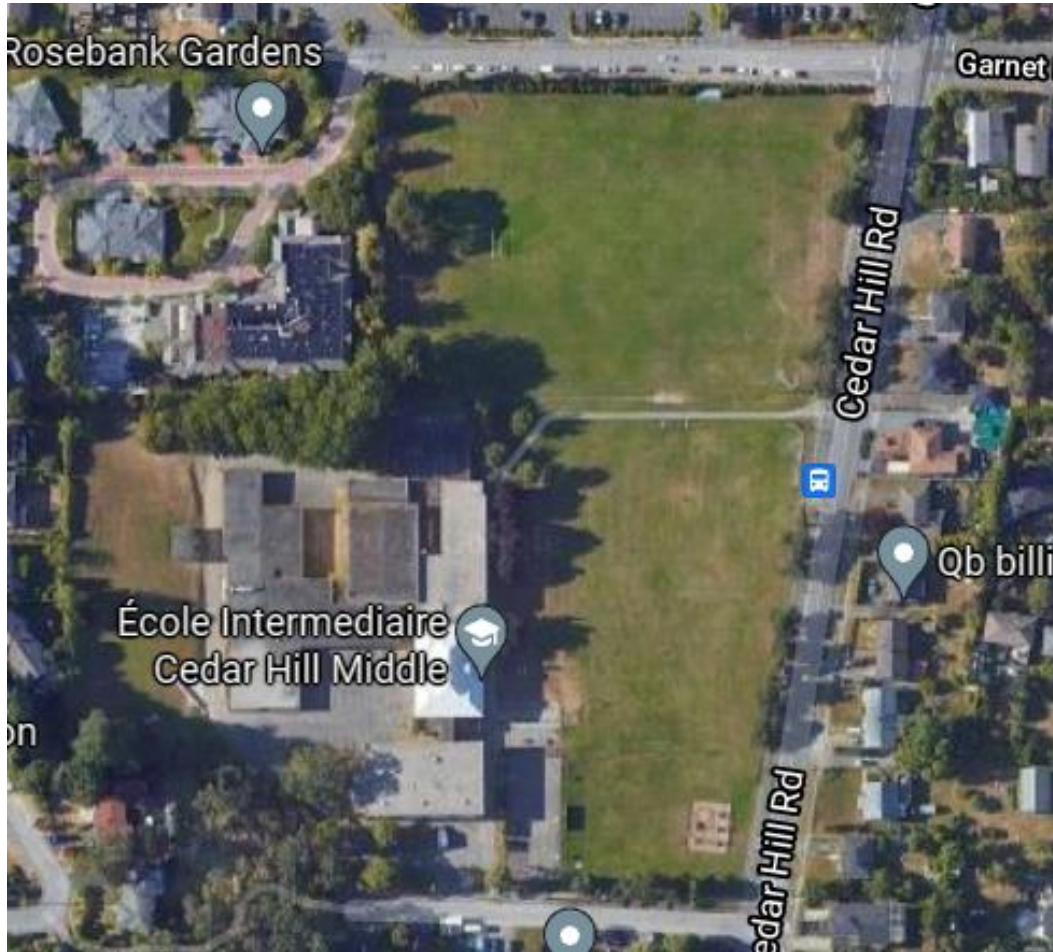
Stormwater management potential: Fair to Good

- Large upstream sub-catchment
- Moderate slopes





Cedar Hill Middle School



Stormwater management potential: Fair

- Located 2 blocks from Bowker Creek (culverted)
- Smaller site with moderate slope

Blueprint recommendation:

Greenway along Cedar Hill Road



“A young person’s surroundings are always a silent educator and the best way to inoculate a sense of environmental responsibility and stewardship in youth is to model it.

Allowing an important waterway to pass through our property in a ditch silently teaches students that the environment doesn’t really matter – whereas a rehabilitated and healthy creek, with safe and reasonable access, speaks volumes about how one should value the environment”

Garrett Brisdon, Vice Principal, Oak Bay High School



School Board of Greater Victoria
556 Boleskine Rd,
Victoria, BC
V8Z 1E8

RE: Policy Proposal for Board consideration

To the Trustees of School District 61,

On behalf of The Greater Victoria Teacher-Librarian Association, I wish to submit for discussion and approval the enclosed draft proposal for equitable and reliable funding of SD61 school library collections.

The Board of Education [Bylaw 9210](#) states: *"The Board believes that to fulfill its democratic mandate in representing the public interest it must be involved in or give leadership in all stages of policy development and implementation."*

It is in this spirit we submit our proposal for consideration. Teacher-Librarians look to foster collaborative working relationships with *all* stakeholders in SD61. We hope that this proposal inspires discussion and helps us work towards our common goal of creating equitable learning environments that fuel student engagement, achievement, and a greater sense of belonging.

As part of our submission, we ask for the opportunity to speak to this proposal and field questions from Trustees and other stakeholders at the upcoming Operations Policy & Planning Committee meeting on February 14th, 2022.

Thank you for your time and consideration. We look forward to hearing from you.

Sincerely,

Travis Richey
Teacher-Librarian
Rogers Elementary & Strawberry Vale Elementary

Enclosure: Policy Proposal

Policy Proposal

Equitable & Reliable Funding for SD61 School Library Collections

RATIONALE FOR POLICY

- A. All libraries in SD61 need equitable & reliable district funding.
- B. Currently, school administrators and budget committees allocate funds received from the district. There is no district-wide formula, recommendation, or ratio for funding school libraries. Funding varies greatly between levels, but also from school to school at the same level (see Figure 1 & 2¹).
- C. Research-backed recommendations about the amount of funding school libraries need to maintain and develop their collections, engage patrons, and stay relevant is \$35-62 per student².
- D. Even with fundraising, grants, PAC contributions, and donations, no school library in SD61 is funded to the level that research tells us brings about the greatest degree of student achievement.
- E. Currently, the average district dollars spent on library resources across schools is \$7 per student. \$7 isn't enough money to buy a single book. Cumulatively, it's not enough to replace all the lost and damaged books at any given school in a single year. The result, after years of underfunding, is that the quality of our school library collections have invariably deteriorated.
- F. Some schools in our district receive \$0 in district funds³. Regretably, some of our most vulnerable school populations also have the lowest funded libraries in the district.

Fig.1

Average Per Student Funding

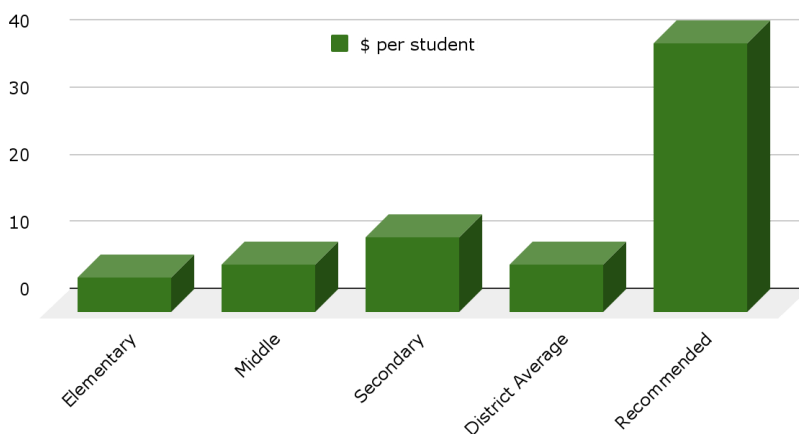


Fig. 2



¹ GVTLA survey data (2021)

² Asselin et. al. (2003)

³ GVTLA survey data (2021)

DEFINITIONS

base level funding: the minimum annual district-funded dollars-per-student allocated to the purchase of library resources and supplies.

base level plus: public funds allocated to the purchase of library resources and supplies over and above the district-funded base level.

Teacher-Librarian: the teacher who, in addition to teaching students and collaborating with staff, is responsible for the management of the library space and collection, the procurement of resources, and prudent spending of library funds, both public and non-public.

POLICY STATEMENT

1. It is recommended that the SD61 adopt a **base level** model to fund school libraries.
2. Base level funds will be equal to \$10 of public funds per student in 2022-2023.
3. Annual percentage increases to the base level should be considered as part of a broader strategy to increase student engagement and achievement. Increases in line with inflation should also be considered.
4. Base level funding is a foundation upon which schools are expected to build with additional public funding. Schools are encouraged to supplement public funds with non-public funding from grants, fundraising, donations etc., hence **base level plus**.
5. Our efforts to achieve a base level plus funding model must not deprive or redirect funding from schools that already fund above the base level in order to supplement funding at schools that do not or for any other reason.

RESPONSIBILITIES

1. Base level funds are not a financial responsibility of schools, but an envelope of additional funding provided by the district, earmarked specifically for libraries.
2. School administrators and school budget committees are expected to provide additional funds to the base level amount. The district-funded base level, plus a school-level investment, is an acknowledgement of the shared responsibility of investing in a school's shared resources.
3. For their part, teacher-librarians are responsible for presenting school-level funding requests and rationale to school administrators and budget committees.
4. Teacher-librarians are encouraged to pursue non-public sources of funding (grants, donations, fundraising etc.), but school libraries shouldn't ever be expected to rely solely on these supplementary sources of funds
5. Non-public sources of funding, particularly those pursued and secured by the teacher-librarian, do not relieve the school of its responsibility to allocate school-level funds to the library.
6. Teacher-librarians, school administration, and senior leadership will work independently and in cooperation to provide an annual report to the Board detailing funding for school libraries at each school from all sources: public and

non-public.

- a. Here are some examples of some public (district funds) & non-public (fundraising, grants etc.) funding breakdowns from 2020-2021. We include these figures to highlight the lack of a coherent funding strategy and the resulting inequity.

2020-2021 Funding breakdowns at a selection of schools	
<p>Strawberry Vale Elementary School</p> <ul style="list-style-type: none"> ● \$22/student (all sources) ● Public funds: \$2500 (\$10/student) ● Non-Public: \$2900 (\$12/student) <ul style="list-style-type: none"> ○ Times Colonist grant of \$1900 ○ Virtual Book Fair proceeds of \$1000 	<p>James Bay Community School</p> <ul style="list-style-type: none"> ● \$27/student (all sources) ● Public funds: \$0 (\$0/student) ● Non-Public gift: \$5000 (\$27/student)
<p>École intermédiaire Arbutus Global Middle</p> <ul style="list-style-type: none"> ● \$13/student (all sources) ● Public funds: \$3800 (\$9/student) ● Non-Public TC grant: \$1900 (\$4/student) 	<p>École intermédiaire Shoreline Middle</p> <ul style="list-style-type: none"> ● \$11/student (all sources) ● Public funds: \$1000 (\$3/student) ● Non-public PAC donation: \$3000 PAC (\$8/student)
<p>École secondaire Esquimalt High School</p> <ul style="list-style-type: none"> ● \$10/student (all sources) ● Public funds: \$5352 (\$8/student) ● Non-Public TC grant: \$1900 (\$2/student) 	<p>École secondaire Victoria High School</p> <ul style="list-style-type: none"> ● \$20/student (all sources) ● Public funds: \$12546 (\$18/student) ● Non-Public: \$1900 TC grant (\$2/student)

REFERENCES

1. GVTLA Advocacy Survey, October 2021.
2. Asselin, M., Branch, J.L., & Oberg, D. (Eds.). (2003). [*Achieving Information Literacy: Standards for School Libraries*](#). The Canadian Association for School Libraries

Further Reading

1. [Advancing the Learning Community to Achieve School Goals](#)
2. [Facilitating Collaborative Engagement to Cultivate and Empower a Community of Learners – Leading Learning](#)
3. [Fostering Literacies to Empower Life-Long Learners – Leading Learning](#)
4. [Cultivating Effective Instructional Design to Co-plan, Teach and Assess Learning – Leading Learning](#)

TO: The Board of Education

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

RE: Administrative Regulations

DATE: February 14, 2022

Update:

This is an information item to provide an update related to Administrative Regulations.

The Administrative Regulations, examples of which are referenced and attached, will continue to be organized under the existing Policy numbering structure. These updated Administrative Regulations reflect current operations and will replace existing Regulations. Per Bylaw 9220, all of the updated documents will be brought in small groups/batches to Operations or Education Policy Committee prior to being published on the District website.

The new Administrative Procedures will be shared as a completed package later this spring, prior to being available and searchable on the District website. These are new documents that also reflect current operations, but are not directly connected to Board Policy or Administrative Regulations. A compiled Administrative Regulations and Procedures Manual will be published for school and district administrators / managers by September 2022.

Revised Administrative Regulations in section 1000: (included in packup)

- 1240 School Volunteers
 - Policy 1240, previous Regulation 1240
- 1311.1 Elections – Polling Stations in Schools
 - Policy 1311.1, previous Regulation 1311.1
- 1422 Recognition of Significant Contributions to the District
 - Policy 1422, previous Regulation 1422

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.

POLICY 1240

SCHOOL VOLUNTEERS

It is Board policy to encourage the involvement of volunteers in District schools. This involvement must not violate the contractual agreements between the Board and its professional and support staff.

Greater Victoria School District

Approved: March 9, 1981
Revised: September 24, 1984
Revised: June 1991
Reviewed: January 2018

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

REGULATION 1240

VOLUNTEERS IN THE SCHOOLS

Definitions:

District Staff, in this regulation, includes the Superintendent, senior administrative staff, managers, principals, and designates for each of these positions.

Exceptions

1. Note that this regulation does not apply to the following individuals:
 - 1.1. Students who serve as volunteers in the school in which they are enrolled.
 - 1.2. Dignitaries, performers, presenters, and other similar guests who attend a school on a one-time basis at the invitation of school personnel and whose interaction with the students during their visit is closely monitored by authorized school personnel.
 - 1.3. At the discretion of the principal, individuals who volunteer on an occasional basis and who have limited, supervised contact with students (e.g. transporting band equipment with no students in the vehicle, collecting tickets at the door of a school event)

Regulation

1. The principal will inform all staff, volunteers, and the school's parent advisory council, the Board's policy on volunteers in the schools and these attendant regulations, as required.
2. Under the direction of the District staff, volunteers may be used for various school programs, activities and functions and for a variety of tasks. Pursuant to the *School Act*, volunteers will not perform tasks that displace an employee.
3. Volunteers will abide by all District policies and regulations including health and safety standards. District oversight will be provided in appropriate circumstances.

4. Individuals wishing to volunteer at a school must seek approval from the school principal or designate. School administration, as appropriate, must be informed of volunteers that will be present in a school including the dates and times of the volunteering.
5. The District shall screen volunteers using the attached School Volunteer Information Form. The school principal is responsible to ensure this step is taken when school based volunteers are utilized.
6. The principal will require a person interested in being a volunteer to obtain a criminal record check when working alone with a student, on overnight field trips or volunteering on an ongoing basis. The principal may provide a letter to take to the local police station indicating that the purpose of the record check is to allow the person to volunteer in a school. The District will reimburse fees incurred by volunteer applicants in obtaining a Criminal Record Check.
7. Volunteers cannot be assigned to tasks that would compromise student, volunteer, or employee personal information. Volunteers will be held to the same standard of confidentiality as employees of the District.
8. Building/ maintenance volunteer projects must be approved by the Director of Facilities and follow the appropriate oversight provided.
9. Volunteers cannot be paid for the services they provide.
10. Principals have the right to refuse a volunteer's services and the right to revoke volunteer status.

Greater Victoria School District

Approved: March 1983
Revised: March 25, 1991
Revised: September 1994
Revised: April 21, 2008
Revised: January, 2018

SCHOOL VOLUNTEER INFORMATION

School: _____ Date: _____

Name: _____

Address: _____

Telephone: _____ Student's Name: _____

Number of days per month that you wish to volunteer: _____

Areas in which you wish to volunteer:

Driving: _____ Library: _____ Classroom: _____ Extra-curricular: _____

Other (please specify) _____

Areas of expertise: _____

Personal and work related character references:

Name: _____

Address: _____

Telephone: _____

Name: _____

Address: _____

Telephone: _____

Have you ever been convicted of a criminal offence for which you have not been subsequently pardoned?

Yes _____ No _____

I agree that the information provided on this form is true and accurate.

Volunteer's Signature

I have reviewed the information on this form.

Principal's Signature

SCHOOL VOLUNTEERS

BACKGROUND

The District acknowledges that school volunteers, through their donation of time and talent, provide a valuable contribution to the successful operation of a school. These individuals offer important opportunities for the enrichment of the school experiences of both students and staff as well as a sense of personal fulfillment as a result of their involvement in the life of the school. The District will strive to promote an environment within schools which welcomes volunteers, provides them with meaningful work and which shows appreciation for their efforts.

Involvement of volunteers is encouraged in activities for which the volunteer is qualified, which benefit the school, and which do not interfere with employees performing their regular duties or result in the displacement of an employee. The delivery of an effective volunteer program requires a harmonious relationship between school staff and volunteers.

While encouraging volunteer involvement in schools, the District expects its schools to be safe, secure and caring environments for students. Therefore, appropriate safeguards respecting the selection, role and supervision of volunteers must support the use of volunteers. The District, through its employees, must maintain control of school programs and school-sponsored activities.

PROCEDURES

1. The principal or vice principal will ensure that:
 - 1.1. Volunteers are selected on the basis of an ability to deal with students, skill in performing needed services, interest in the activity and personal character. In order to reinforce a sense of community, volunteers are encouraged from within the community at large and efforts should be made to involve a wide representation of the community.
 - 1.2. The District shall screen volunteers using the attached School Volunteer Information Form. Depending on the nature of the activity, the extent of supervision undertaken by the potential volunteer and if the volunteer is not known to the principal, there may be a need for an interview to determine the appropriateness of the volunteer candidate. All information collected in the screening process should be documented and treated as confidential, excepting the disclosure of information necessary to determine suitability. The Principal shall, in his or her discretion, determine whether any individual can volunteer or can continue to volunteer in a school.
 - 1.3. When a volunteer will **not** be under the direct supervision of a teacher or administrator or will have regular and ongoing involvement with students, a criminal record check is required. A criminal record check must be completed not less than every five years and may be requested at any time. The Criminal Record Check will be provided to the principal of the school in which the individual volunteers.
 - 1.4. Volunteers must meet all the criteria of conduct and deportment required by the Victoria School District.

- 1.5. Building/maintenance volunteer projects must be approved by the Director of Facilities and follow the appropriate oversight provided.
2. Individual staff members will:
 - 2.1. Conduct an orientation for volunteers including a review of relevant and applicable District and school policies and procedures.
 - 2.2. Provide any necessary direction or specific instruction related to the volunteer's assignment, with particular attention to procedures related to student safety, risk management and emergency procedures.
 - 2.3. Inform parents if their child is working exclusively with a volunteer on a regular basis.
 - 2.4. Be responsible for the general supervision of volunteers and provide feedback concerning the activities undertaken by the volunteers, recognizing that different levels of supervision of the volunteer may be necessary depending upon the nature of the activity being undertaken, and the age, experience and maturity of the volunteer. The individual staff member must be aware that younger volunteers or volunteers who supervise higher risk activities may require a heightened degree of supervision. It is the responsibility of the individual staff member to ensure an appropriate level of supervision of the volunteer in all the circumstances.
 - 2.5. Ensure that the school principal is notified of the services of school volunteers and that all pertinent information is provided to the principal by the staff sponsor.
3. School volunteers will:
 - 3.1. Not be under the influence of and/or in possession of illicit drugs or alcohol.
 - 3.2. Maintain confidentiality of students and of school matters.
 - 3.3. Comply with all applicable school and District policies and procedures.
 - 3.4. Accept and respect the exercise of professional judgment, supervision and decision making by staff members and school administrators.

Reference: Section 7.1, 26.1, 85, School Act
F495-1 District Volunteer Screening Process
F495-2 School Volunteer Application
F495-3 School Volunteer Code of Conduct
F495-4 Volunteer Interview

Adopted: (TBD)

Revised: (TBD)

SCHOOL VOLUNTEER INFORMATION

School: _____ Date: _____

Name: _____

Address: _____

Telephone: _____ Student's Name: _____

Number of days per month that you wish to volunteer: _____

Areas in which you wish to volunteer:

Driving: _____ Library: _____ Classroom: _____ Extra-curricular: _____

Other (please specify) _____

Areas of expertise: _____

Personal and work related character references:

Name: _____

Address: _____

Telephone: _____

Name: _____

Address: _____

Telephone: _____

Have you ever been convicted of a criminal offence for which you have not been subsequently pardoned?

Yes _____ No _____

I agree that the information provided on this form is true and accurate.

Volunteer's Signature

I have reviewed the information on this form.

Principal's Signature



The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.

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

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

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

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)

POLICY 1422

RECOGNITION OF SIGNIFICANT CONTRIBUTIONS TO THE DISTRICT

Adopted: May 28, 2018

Revised:

Frequency of Review:

1.0 RATIONALE

- 1.1 The Board values the significant contributions of staff, students, and community and is committed to ensuring the appropriate recognition.

2.0 DEFINITIONS

3.0 POLICY

- 3.1 The Greater Victoria School District and individual schools may formally recognize the contributions of individuals or groups but not name portions of the school.

4.0 RESPONSIBILITIES

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

5.0 REFERENCES

- i. Regulation 1422 – Recognition of Significant Contributions to the District
- ii. Policy 1421 – Naming School Sites

REGULATION 1422

RECOGNITION OF SIGNIFICANT CONTRIBUTIONS TO THE DISTRICT

Adopted: May 28, 2018

Revised:

Frequency of Review:

1. Individuals or groups can be recognized at the school level.
2. Individual trustees can recognize individuals or groups through regular trustee reports during board meetings.
3. Members of the public and members of staff may submit a request to the Chair of the Board for individuals or groups to be recognized at board meetings.
4. Recognition can occur in a variety of ways including but not limited to: plaques, scholarships, benches, recognition nights, community presentations at board meetings, and letters of thanks.

RECOGNITION OF SIGNIFICANT CONTRIBUTIONS TO THE DISTRICT

PROCEDURES

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3. Members of the public and members of staff may submit a request to the Chair of the Board for individuals or groups to be recognized at board meetings.
4. Recognition can occur in a variety of ways including but not limited to: plaques, scholarships, benches, recognition nights, community presentations at board meetings, and letters of thanks.

Reference: (TBD)

Adopted: (TBD)

Revised: (TBD)

Office of the Associate Superintendent

Colin Roberts – Interim Deputy Superintendent

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4220 Fax (250) 475-4112

To: Operations Policy and Planning Committee

From: Colin Roberts

Date: February 14, 2022

RE: School Calendar 2022-2023

After consultation with the following partner groups: ASA, CUPE 947, CUPE 382, GVTA, VCPAC and VPVPA (as well as School Districts No. 62 and No. 63) a draft calendar has been developed for the 2022/2023 School Year.

In accordance with the School Act, Boards must make their proposed calendar public by February 28, 2022 and submit their calendars to the Ministry by March 31, 2022. The Board must provide an opportunity to parents and representatives of employees to provide comments to the Board with respect to the proposed school calendar.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2022/2023 school calendar on the School District's website for a period of one month:

2022/2023 School Calendar*

School Opening	September 6, 2022
First non-instructional day	September 23, 2022
National Day for Truth and Reconciliation	September 30, 2022
Thanksgiving	October 10, 2022
Second non-instructional day	October 21, 2022 (Province wide)
Remembrance Day	November 11, 2022
Third non-instructional day	November 14, 2022
Schools close for Winter vacation	December 19, 2022
Schools re-open after Winter vacation	January 3, 2023
Fourth non-instructional day	February 17, 2023
Family Day	February 20, 2023
Schools close for Spring vacation	March 20, 2023
Schools re-open after Spring vacation	April 3, 2023
Good Friday	April 7, 2023
Easter Monday	April 10, 2023
Fifth non-instructional day	May 19, 2023
Victoria Day	May 22, 2023
Administrative Day and School Closing	June 30, 2023

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.

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - January 2022

	2021-2022						2020-2021					
	Budget	Jan 2022	YTD	Encumbrances	Total Exp	Available %	Budget	Jan 2021	YTD	Encumbrances	Total Exp	Available %
SALARIES												
111 CERTIFICATED TEACHERS	94,820,929	9,447,242	46,835,755		46,835,755	47,985,174	90,085,230	9,001,997	44,390,516		44,390,516	45,694,714
112 P&VP SALARIES	14,587,783	1,177,920	8,290,284		8,290,284	6,297,499	13,817,002	1,180,431	8,229,827		8,229,827	5,587,175
114 ALLIED SPECIALISTS	1,853,609	191,085	942,698		942,698	910,911	2,077,045	176,502	880,404		880,404	1,196,641
115 DEPARTMENT HEAD ALLOWANCES	261,249	25,804	128,660		128,660	132,589	2,57,686	25,620	128,694		128,694	128,992
120 EXEMPT STAFF (CERT)	1,383,839	85,176	938,503		938,503	445,336	1,255,874	104,424	751,362		751,362	504,512
121 EXEMPT STAFF (NON-CERT)	3,897,462	291,423	2,277,080		2,277,080	1,620,382	3,717,960	298,113	2,136,231		2,136,231	1,581,729
122 CUSTODIANS	2,464,775	173,234	1,260,934		1,260,934	1,203,841	2,400,837	173,442	1,258,155		1,258,155	1,142,682
123 JANITORS	3,649,570	263,885	2,120,854		2,120,854	1,528,716	3,473,549	209,332	1,974,284		1,974,284	1,499,265
125 FOREMEN	519,337	34,573	280,008		280,008	239,329	533,365	38,435	316,639		316,639	216,726
126 TRADESMEN/LABOURERS	4,162,376	308,285	2,292,825		2,292,825	1,869,551	3,800,686	286,634	2,225,216		2,225,216	1,575,470
131 SCHOOL ASSISTANT SALARIES	17,662,819	1,547,897	8,286,232		8,286,232	9,376,587	16,694,848	2,179,440	7,476,705		7,476,705	9,218,143
142 CLERICAL SALARIES	8,938,931	708,944	4,775,148		4,775,148	4,163,783	8,723,115	1,063,665	4,631,623		4,631,623	4,091,492
161 TTCC SALARIES	9,688,214	838,772	4,774,644		4,774,644	4,913,570	8,693,206	528,793	3,760,708		3,760,708	4,932,498
165 RELIEF LABOUR	496,414	24,799	305,214		305,214	191,200	442,235	24,791	277,188		277,188	165,047
167 SCHOOL ASSIST RELIEF	410,237	20,214	148,525		148,525	261,712	703,467	27,815	84,574		84,574	618,893
168 CASUAL CLERICAL SALARIES	71,495	212	10,164		10,164	61,331	133,967	6,075	28,842		28,842	105,125
191 TRUSTEES INDEMNITY	226,442	19,097	130,956		130,956	95,486	222,622	18,649	129,375		129,375	93,247
199 RECOVERIES	(566,643)	(46,610)	(369,969)		(369,969)	(196,674)	(543,181)	76,338	(495,959)		(495,959)	(47,222)
TOTAL -- SALARIES	164,528,838	15,111,952	83,428,514	0	83,428,514	81,100,324	156,489,513	15,420,497	78,184,384	0	78,184,384	78,305,129
BENEFITS												
211 TEACHER BENEFITS	22,345,021	2,363,322	10,495,111		10,495,111	11,849,910	21,161,255	2,242,193	9,972,981		9,972,981	11,188,274
212 P&VP BENEFITS	2,932,145	284,577	1,458,250		1,458,250	1,473,895	2,774,310	281,790	1,456,749		1,456,749	1,317,561
214 ALLIED SPECIALISTS BENEFITS	374,431	39,814	185,092		185,092	189,339	427,871	37,136	162,804		162,804	265,067
215 DEPT HEAD ALLOWANCE BENEFITS	61,655	6,216	22,522		22,522	39,133	61,587	6,150	22,126		22,126	39,461
218 EMPLOYEE FUTURE BENEFITS EXPENSE	407,329	5,356	(368,558)		(368,558)	775,887	380,735	9,569	(262,363)		(262,363)	643,098
220 EXEMPT (CERT) - BENEFITS	254,553	18,593	162,354		162,354	92,199	241,079	23,168	126,681		126,681	114,398
221 EXEMPT (N-CERT) BENEFITS	747,381	63,408	402,434		402,434	344,947	730,674	64,765	370,106		370,106	360,568
222 CUSTODIAN BENEFITS	499,633	41,710	280,502		280,502	219,131	528,185	31,949	257,898		257,898	270,287
223 JANITOR BENEFITS	740,182	52,925	423,550		423,550	316,632	783,233	45,350	400,321		400,321	382,912
225 FOREMEN BENEFITS	111,179	8,133	53,522		53,522	57,657	117,340	8,668	64,121		64,121	53,219
226 TRADESMEN/LABOURER BENEFITS	890,085	80,151	479,556		479,556	410,529	836,200	67,561	497,584		497,584	338,616
231 SCHOOL ASSISTANT BENEFITS	4,062,190	415,458	1,966,847		1,966,847	2,095,343	3,973,343	472,140	1,807,806		1,807,806	2,165,537
242 CLERICAL BENEFITS	2,092,694	161,969	1,118,775		1,118,775	973,919	2,075,606	230,713	1,118,334		1,118,334	957,272
261 TTCC BENEFITS	1,678,572	129,808	840,329		840,329	838,243	1,589,291	82,992	602,074		602,074	987,217
265 RELIEF LABOUR BENEFITS	61,059	(3,926)	37,541		37,541	23,518	65,190	15,541	76,235		76,235	(11,045)
267 RELIEF ASSISTANT BENEFITS	50,443	(30,283)	20,348		20,348	30,095	79,594	9,979	54,959		54,959	24,635
268 CASUAL CLERICAL BENEFITS	9,795	2,122	1,393		1,393	8,402	22,287	3,894	3,926		3,926	18,361
291 TRUSTEE BENEFITS	14,266	2,166	6,702		6,702	7,564	13,580	1,160	7,892		7,892	5,688
299 OTHER - BENEFITS	(72,583)	(6,109)	(41,164)		(41,164)	(31,419)	(79,458)	0	(53,500)		(53,500)	(25,958)
TOTAL -- BENEFITS	37,260,030	3,635,409	17,545,106	0	17,545,106	19,714,925	35,781,902	3,634,718	16,686,735	0	16,686,735	19,095,167
SERVICES & SUPPLIES												
310 PROFESSIONAL & TECHNICAL SERVICE	0	0	0	0	0	0	0	0	0	0	0	0
311 AUDIT	27,940	0	52	0	52	27,888	26,924	0	296	0	296	26,628
312 LEGAL	378,439	98,719	275,106	0	275,106	103,333	229,697	6,724	97,844	0	97,844	131,853
323 SOFTWARE MAINTENANCE	1,153,995	102,510	980,198	4,366	984,564	169,431	1,037,863	31,980	564,838	0	564,838	473,025
324 HARDWARE MAINTENANCE	109,634	0	97,065	0	97,065	12,569	99,099	0	96,790	0	96,790	2,309
331 CONTRACTED TRANSPORTATION	1,058,899	64,222	327,970	680,762	1,008,732	50,167	929,640	46,382	353,048	620,498	973,545	(43,905)
332 TRANSPORTATION ASSISTANCE	14,000	2,814	12,145	0	12,145	1,855	27,003	2,687	10,880	0	10,880	16,123
334 SCHOOL JOURNEYS	19,109	1,367	8,113	0	8,113	10,996	9,024	2,001	2,113	0	2,113	6,911
341 PRO-D & TRAVEL	906,426	103,266	291,763	0	291,763	614,663	1,785,024	96,971	353,206	0	353,206	1,431,818
342 TRAVEL MILEAGE	3,107	151	1,149	0	1,149	1,958	2,393	0	465	0	465	1,928
343 LOCAL MILEAGE	81,816	4,038	25,104	0	25,104	56,712	69,856	3,816	19,398	0	19,398	50,458
364 VEHICLE LEASES	109,851	9,154	64,079	0	64,079	45,772	111,354	18,365	74,737	0	74,737	36,617
371 MEMBERSHIP FEES	114,387	5,059	106,106	0	106,106	8,281	117,027	3,996	100,052	0	100,052	16,975
391 PREMIUMS	423,447	1,000	414,875	0	414,875	8,572	439,970	0	362,791	0	362,791	77,179
399 SERVICES RECOVERY	(1,294)	(1,015)	(4,955)	0	(4,955)	3,661	(1,378)	(45)	(14,850)	0	(14,850)	13,472
421 VISA EXPENSE	16,410	870	7,831	0	7,831	8,579	27,000	851	8,639	0	8,639	18,361
422 BANK SERVICE CHARGES	131,243	7,411	57,266	0	57,266	73,977	107,100	7,944	45,264	0	45,264	61,836
431 LAND TELEPHONE	173,733	13,952	84,271	0	84,271	89,462	161,536	15,087	93,251	0	93,251	68,285
438 CELL PHONES	227,557	16,672	117,030	0	117,030	110,527	813,366	15,728	129,118	0	129,118	684,248
439 DIGITAL SERVICES RECOVERY	792,108	0	0	0	0	792,108	0	0	0	0	0	0

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - January 2022

	2021-2022						2020-2021							
	Budget	Jan 2022	YTD	Encumbrances	Total Exp	Available %	!!	Budget	Jan 2021	YTD	Encumbrances	Total Exp	Available %	
441 POSTAGE	52,747	1,901	21,692	758	22,450	30,297	57% !!	53,626	2,538	29,279	2,274	31,553	22,073	41%
444 COURIER SERVICE	13,018	456	4,006	0	4,006	9,012	69% !!	36,253	6,823	31,716	0	31,716	4,537	13%
445 ADVERTISING	119,238	30,103	91,730	0	91,730	27,508	23% !!	78,867	9,145	59,840	0	59,840	19,027	24%
446 PHOTOCOPYING	224,282	1,776	125,692	0	125,692	98,590	44% !!	250,882	25,791	113,789	0	113,789	137,093	55%
447 PRINTING SERVICES	17,625	186	4,202	0	4,202	13,423	76% !!	22,019	1,826	8,023	0	8,023	13,996	64%
448 AGENT FEE	1,495,058	35,329	1,287,844	0	1,287,844	207,214	14% !!	655,445	68,392	296,814	0	296,814	358,631	55%
450 GRANTS	66,515	0	39,945	0	39,945	26,570	40% !!	59,827	0	38,408	0	38,408	21,419	36%
451 CULTURAL ENRICHMENT	0	0	0	0	0	0	0% !!	10,232	0	0	0	0	10,232	100%
452 HONORARIA	13,747	50	2,840	0	2,840	10,907	79% !!	16,647	1,975	4,900	0	4,900	11,747	71%
453 SCHOLARSHIPS	10,000	0	5,000	0	5,000	5,000	50% !!	6,000	0	6,000	0	6,000	0	0%
457 GIFT / GIFT CERTIFICATES	4,295	202	1,906	0	1,906	2,389	56% !!	1,818	581	1,746	0	1,746	72	4%
460 LICENCES	20,500	0	10,843	0	10,843	9,657	47% !!	21,935	0	10,469	11,466	21,935	0	0%
461 FREIGHT AND CARTAGE	200	0	(177)	0	(177)	377	188% !!	200	0	(100)	0	(100)	300	150%
462 SECURITY	84,000	7,422	50,926	12,294	63,219	20,781	25% !!	100,434	16,168	73,404	7,468	80,872	19,562	19%
467 FLEET TELEMATICS	19,500	1,534	9,479	0	9,479	10,021	51% !!	20,700	(994)	17,731	0	17,731	2,969	14%
468 CONTRACT SERV - FACIL	0	0	0	0	0	0	0% !!	794,265	54,087	511,712	131,756	643,468	150,797	19%
469 MISCELLANEOUS SERVICES	3,913,768	256,853	2,095,945	782,200	2,878,146	1,035,622	26% !!	2,678,381	212,558	1,087,020	539,402	1,626,422	1,051,959	39%
481 PORTABLE MOVES	57,769	0	5,400	40,838	46,238	11,531	20% !!	60,000	0	20,940	0	20,940	39,060	65%
499 COST RECOVERIES	(7,396)	507	(7,395)	0	(7,395)	(1)	0% !!	(11,497)	(3,893)	(11,497)	0	(11,497)	0	0%
501 CAFETERIA FOOD	135,948	23,245	85,592	0	85,592	50,356	37% !!	152,903	16,050	62,210	0	62,210	90,693	59%
503 WOOD	14,348	858	8,254	0	8,254	6,094	42% !!	14,536	378	9,562	0	9,562	4,974	34%
504 METAL	3,664	2,947	6,653	0	6,653	(2,989)	-82% !!	3,457	1,353	3,385	0	3,385	72	2%
505 APPLIED TECHNOLOGY SUPPLIES	801	0	0	0	0	801	100% !!	2,336	0	0	0	0	2,336	100%
506 DRAFTING SUPPLIES	498	0	0	0	0	498	100% !!	968	718	718	0	718	250	26%
508 AUTOMOTIVE	(757)	186	2,224	0	2,224	(2,981)	-394% !!	1,328	48	1,195	0	1,195	133	10%
511 ADMINISTRATIVE SUPPLIES	317,485	30,113	142,903	0	142,903	174,582	55% !!	261,905	19,898	125,313	0	125,313	136,592	52%
512 COPY/PRINTER SUPPLIES	189,445	20,016	92,255	0	92,255	97,190	51% !!	207,414	20,917	80,838	0	80,838	126,576	61%
514 JANITORIAL SUPPLIES	462,000	82,466	360,369	2,410	362,779	99,221	21% !!	403,383	36,229	237,648	0	237,648	165,735	41%
515 VEHICLE SUPPLIES	69,311	22,427	53,505	0	53,506	15,805	23% !!	62,782	38,488	45,831	0	45,831	16,951	27%
516 MEDICAL SUPPLIES	4,064	243	2,552	0	2,552	1,512	37% !!	6,539	(76)	2,420	0	2,420	4,119	63%
518 VEHICLE FUEL PURCHASES	156,992	17,666	98,494	0	98,494	58,498	37% !!	154,195	12,517	93,693	0	93,693	60,502	39%
519 INSTRUCTIONAL SUPPLIES	8,786,190	212,478	1,750,687	29,377	1,780,064	7,006,126	80% !!	10,202,488	196,305	2,084,571	80,952	2,165,523	8,036,965	79%
520 BOOKS & GUIDES	688,597	34,547	184,744	399	185,143	503,454	73% !!	571,720	42,782	200,614	0	200,614	371,106	65%
525 MAGAZINES & PERIODICALS	4,834	404	5,258	0	5,258	(424)	-9% !!	5,843	2,129	6,363	0	6,363	(520)	-9%
530 AUDIO VISUAL MATERIALS	35	0	31	0	31	4	11% !!	4,945	0	4,994	0	4,994	(49)	-1%
534 SOFTWARE	30,510	(55,238)	13,851	0	13,851	16,659	55% !!	97,089	18,727	102,614	1,694	104,308	(7,219)	-7%
541 LIGHT & POWER	1,537,413	163,308	711,265	0	711,265	826,148	54% !!	1,660,528	161,881	755,130	0	755,130	905,398	55%
551 GAS	1,321,138	156,070	357,286	0	357,286	963,852	73% !!	1,117,626	145,627	289,827	0	289,827	827,799	74%
552 OIL	55,000	0	27,737	0	27,737	27,263	50% !!	120,000	0	9,178	0	9,178	110,822	92%
561 WATER	442,617	42,126	318,315	0	318,315	124,302	28% !!	442,617	19,061	284,760	0	284,760	157,857	36%
562 SEWER USER CHARGE	298,153	43,371	212,282	0	212,282	85,871	29% !!	283,784	19,210	165,145	0	165,145	118,639	42%
563 STORMWATER	80,678	0	80,678	0	80,678	(0)	0% !!	77,360	0	75,834	0	75,834	1,526	2%
572 GARBAGE DISPOSAL	221,560	15,679	91,072	0	91,072	130,488	59% !!	220,372	26,318	125,975	0	125,975	94,397	43%
581 FURNITURE & EQUIP PURCH	1,093,826	39,956	445,776	175,264	621,040	472,786	43% !!	874,486	88,887	678,603	45,945	724,548	149,938	17%
582 VEHICLE PURCHASES	255,093	0	15,476	0	15,476	239,618	94% !!	59,486	0	59,486	0	59,486	0	0%
590 COMPUTER PURCHASES	1,669,867	68,283	329,560	759,602	1,089,161	580,706	35% !!	1,696,896	126,485	723,426	229,612	953,037	743,859	44%
594 RECONCILIATION ADJUSTMENTS	0	(53)	(923)	0	(923)	923	0% !!	0	(2,240)	(408)	0	(408)	408	0%
595 INTERFUND TRANSFERS	(1,000,000)	0	0	0	0	(1,000,000)	100% !!	0	0	0	0	0	0	0%
599 SUPPLIES RECOVERIES	(303,661)	(169,015)	(371,887)	69,665	(302,221)	(1,440)	0% !!	(129,306)	(57,571)	(143,211)	0	(143,211)	13,905	-11%
TOTAL -- SERVICES & SUPPLIES	28,381,322	1,518,590	11,639,055	2,557,935	14,196,991	14,184,331	50% !!	29,426,212	1,581,604	10,683,786	1,671,066	12,354,852	17,071,360	58%
GRAND TOTAL	230,170,190	20,265,951	112,612,675	2,557,935	115,170,610	114,999,580	50% !!	221,697,627	20,636,819	105,554,905	1,671,066	107,225,971	114,471,656	52%

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - January 2022

	2021-2022					2020-2021				
	Budget	Jan 2022	YTD	Available	% !!	Budget	Jan 2021	YTD	Available	%
602 CE/HL OTHER FEES	20	0	20	0	0% !!	300	15	166	134	45%
605 CE/HL REGISTRATION FEES	5,100	675	3,600	1,500	29% !!	10,650	850	6,000	4,650	44%
621 MINISTRY BLOCK FUNDING	194,634,007	20,711,524	97,039,021	97,594,986	50% !!	182,318,934	17,202,320	91,536,810	90,782,124	50%
629 OTHER MIN OF ED GRANTS	2,216,087	113,864	517,939	1,698,148	77% !!	8,373,802	698,284	3,924,940	4,448,862	53%
641 REVENUE -OTHER PROV MINISTRIES	171,515	0	141,078	30,437	18% !!	112,019	20,040	112,020	(1)	0%
643 SUMMER SCHOOL FEES	0	0	0	0	0% !!	1,720	0	1,720	0	0%
644 CE/HL COURSE FEES	2,900	0	2,900	0	0% !!	25,000	75	18,925	6,075	24%
645 REVENUE-CAFETERIA	60,722	6,687	60,711	11	0% !!	34,775	5,056	28,233	6,542	19%
647 OFFSHORE STUDENTS TUITION FEES	14,973,989	237,726	14,977,311	(3,322)	0% !!	8,953,171	475,041	9,412,952	(459,781)	-5%
648 LOCAL EDUCATION AGREEMENTS	989,902	0	515,862	474,040	48% !!	966,444	0	531,558	434,886	45%
649 MISC FEES & REVENUE	1,065,985	65,212	836,830	229,155	21% !!	846,677	80,114	505,484	341,193	40%
651 COMMUNITY USE OF FACILITIES	1,588,905	146,815	867,162	721,743	45% !!	862,854	96,308	515,795	347,059	40%
652 COMMUNITY USE OF FIELDS	51,670	0	40,793	10,877	21% !!	1,327	0	1,327	0	0%
653 COMMUNITY USE OF THEATRE	54,221	4,258	19,618	34,603	64% !!	1,347	0	1,348	(1)	0%
654 PARKING FEES	26,273	2,927	28,638	(2,365)	-9% !!	12,300	300	12,000	300	2%
655 RENTALS LIAB INS REVENUE	6,000	(15)	4,990	1,010	17% !!	20	0	20	0	0%
659 OTHER RENTALS & LEASES	777,126	53,273	510,759	266,367	34% !!	673,109	153,562	451,966	221,143	33%
661 INTEREST	5,537	545	3,238	2,299	42% !!	6,331	569	3,553	2,778	44%
669 INVESTMENT REVENUE	347,492	22,076	183,219	164,273	47% !!	517,520	48,622	300,819	216,701	42%
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	230,170,190	21,365,567	128,946,426	101,223,764	44%	221,697,628	18,781,157	125,344,963	96,352,665	43%

TO: Operations Policy & Planning Committee
FROM: Kim Morris
RE: Policy XXXX: Whistleblower
DATE: February 14, 2022

Background

The Operations Policy & Planning Committee last discussed the draft Whistleblower policy at its December 6, 2021 meeting. The version discussed at that meeting is attached as Appendix A.

At the December 6, 2021 meeting, it was decided to have Trustees Leonard and Duncan meet to draft the next version of the policy. The policy received from Trustee Duncan is attached as Appendix B.

In the meantime, BCPSEA has extended the timeline for compliance to December 31, 2023 and has provided a district template and toolkit for Board's to use to develop or update their policies. The BCPSEA template wording is attached as Appendix C

Conclusion

In light of the information received from BCPSEA, the Committee may wish to spend time reviewing the template language in Appendix C.

Recommendation:

None. Information for Committee discussion.

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.

POLICY XXXX

WHISTLEBLOWER PROTECTION

RATIONALE

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

DEFINITIONS

Wrongdoing:

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

POLICY

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

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

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

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

ANNUAL REPORTING

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

RESPONSIBILITY

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

REFERENCES

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

APPROVED: XXXXX

POLICY XXXX

WHISTLEBLOWER PROTECTION

RATIONALE

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

DEFINITIONS

"wrongdoing" means a wrongdoing referred to in section 7 (1) (a) to (e) [*wrongdoings and reporting of offences*] of the Public Interest Disclosure Act.

"reprisal" means a measure referred to in section 31 (1) (a) to (e) [*protection of employee from reprisals*] of the Public Interest Disclosure Act;

POLICY

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

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

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

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

Nothing in this Policy should be construed as limiting an employee's right to a remedy that may be available to the employee under a collective agreement, a contract, another enactment or an employee's right to a remedy that the employee may pursue as a civil remedy. No provision in a contract or agreement between the school district shall be enforceable to the extent that it would prevent a request for advice, a disclosure, a complaint about a reprisal or cooperation with an investigation under the Public Disclosure Act.

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

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

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

ANNUAL REPORTING

The Superintendent of Schools - shall submit an annual written report to the Board, at a public board meeting and make the annual report available to the public on the school district website. The annual report will meet the requirements set out in sections 38 and 39 of the Public Interest Disclosure Act.

RESPONSIBILITY

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

REFERENCES

The Board requires the Superintendent of Schools to prepare an Administrative Regulation in accordance with Bylaw 9220 and present it to the Board for approval. The Board requires that the Superintendent of Schools prepare a report with respect to the implementation of the Policy which shall be presented to the Board on or before the earlier of the following dates: a. that date one year after the adoption of the policy; b. that date fixed by the Board for presentation of such a report.

Public Interest Disclosure Act, 2019.
Office of the BC Ombudsperson

APPROVED: XXXXX

TRUSTEE DRAFT

POLICY XXXX

WHISTLEBLOWER PROTECTION

RATIONALE

The Board of Education of School District No. 61 (Greater Victoria) is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency. The School District encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia Public Interest Disclosure Act ("PIDA").

The purpose of this Policy and related Procedures is to establish a process, in compliance with the PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

This Policy applies to alleged wrongdoing related to the School District's operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

DEFINITIONS

In this Policy and the Procedures, the following capitalized terms are defined as indicated:

"Advice" means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or the PIDA;

"Discloser" means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;

"Discloser" means an Employee or Trustee who makes a Disclosure;

"Disclosure" means a report of Wrongdoing made under this Policy;

"Employee" refers to a past and present employee of the School District;

"FIPPA" means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;

“Investigation” means an investigation undertaken by the School District under this Policy or by the Ombudsperson under the PIDA;

“Personal Information” has the same meaning set out in FIPPA, namely “recorded information about an identifiable individual”, and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;

“Personnel” means Employees and Trustees;

“PIDA” means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

“Procedure” means the School District’s Administrative Procedure associated with this Policy, as amended;

“Reprisal” means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of a member of Personnel because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;

“Trustee” means a past or present member of the School District’s Board of Education; and

“Wrongdoing” refers to:

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

POLICY

- The School District is committed to supporting ethical conduct in its operations, and seeks to foster a culture in which Employees and Trustees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about the PIDA, this Policy and the Procedures.

- The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.
- The School District will not commit or tolerate Reprisals against any Employee or Trustee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.
- The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under the PIDA and FIPPA.
- All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, the PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

REPORTING

Each year, the Superintendent shall prepare, in accordance with the requirements of the PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

RESPONSIBILITY

The Superintendent is responsible for the administration of this Policy, and shall ensure that training and instruction is available to all Employees and Trustees concerning this Policy, the Procedures and the PIDA.

In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of Personnel

REFERENCES

Public Interest Disclosure Act, 2019.

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

APPROVED: XXXXX



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 14 – February 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 \$35 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 was submitted to the Ministry February 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	115,069.81	0	0	0%	115,070	0
Vic High Seismic Fees 2019	100%	3,589	3,589.09	(0)	(0)	0%	3,589	0
Vic High Seismic Construction	33%	49,672,931.00	22,734,479.03	26,938,451.97	26,938,451.97	54%	17,044,519	5,689,960
SJ Construction	100%	5,933,870	5,933,870.37	(0)	(0)	0%	5,933,870	0
Vic High Equipment	3%	700,000	28,526.53	671,473	671,473	96%	28,527	0
Vic High Seismic Fees 2020	65%	7,000,000.00	5,490,441.22	1,509,558.78	1,509,558.78	22%	5,158,947	331,494
Vic High Capital Support	4%	100,000	4,139.00	95,861	95,861	96%	4,139	0
Vic High Millwork	2%	1,395,400	41,161.49	1,354,239	1,354,239	97%	0	41,161
SJ Capital Support	100%	114,877	114,876.60	0	0	0%	114,877	0
Vic High Moving	0%	100,000	-	100,000	100,000	0%	0	0
SJ Moving	100%	113,640	113,639.88	0	0	0%	113,640	0
Vic High Bussing	47%	40,000	17,190.08	22,810	22,810	57%	6,840	10,350
A Parker - Vic High Seismic Moving	6%	50,000	3,813.34	46,187	46,187	92%	3,813	0
A Parker - Vic High Seismic Transportation	47%	85,000.00	47,595.50	37,404.50	37,405	44%	37,024	10,572
A Parker - Vic High TTOC	0%	20,000	-	20,000	20,000	100%	0	0
Vic High Project Management	49%	713,450	368,276.82	345,173	345,173	48%	355,974	12,302
Vic High Capital Tech Support	5%	50,000	3,507.78	46,492	46,492	93%	2,889	619
SJ Capital Tech Support	100%	0	-	0	0	0%	0	0
Prior Year Completed Expenses	100%	53,007	-	53,007	53,007	100%	0	0
		66,260,834	35,020,177	31,240,657	-	47%	28,923,717	6,096,460

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.



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 14 – February 2022

- 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 Terracotta and Window Tender results have been awarded.
- The Tender results for specialties, and wood flooring closed in December and is within budget.

Work Starting Soon or Underway:

- Consultant has completed final site plan for the new turf field, volleyball courts and other site upgrades.
- Completion of sub-floors at lower level and roof slabs at lower levels.
- Continuing the safety shoring, demolition and installation of the drag struts.
- Flooring infill (furring) for wood floors work has started.
- 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.
- Finalize Tender Package #9 for the turf field and site work release date in late February.
- Finalizing plaster replacement requirement on inside of exterior walls.
- Gym floor tenders have been received and will be awarded in February.

Looking to March 2022

- Complete the West stairwell tower structure.
- Continue concrete work for East stairwell tower structure.
- 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.
- Conceptual design for amenities updates to the auditorium being completed.
- Tender Servery Equipment.



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 Major Capital Projects
- Gordon Wallace, Project Manager – Major Capital Projects

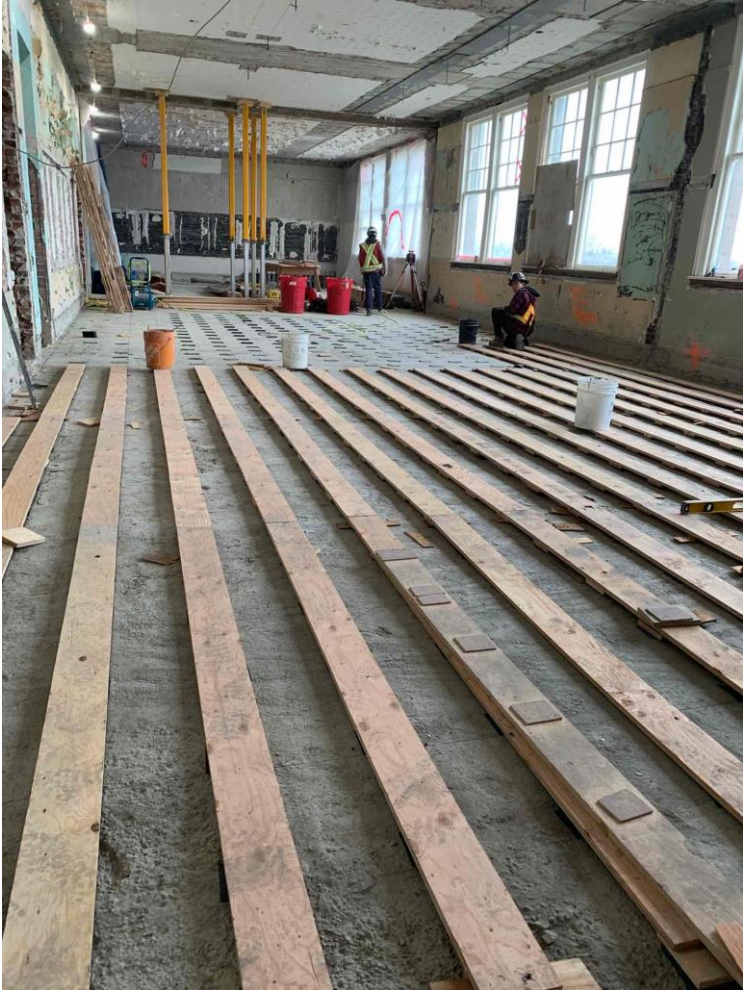
Appendix 2 – Risk Analysis

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

IDENTIFIED RISKS	Probability	Consequence / Impact		
		Cost	Schedule	
Heritage Issues	Moderate	Low	Low	Previously Identified Project Risk
Building Code Issues with City of Victoria	Moderate	Low	Low	Previously Identified Project Risk
Approval Delays by City of Victoria	Moderate	Moderate	High	Previously Identified Project Risk, has caused some delay
Inflationary Pressures	Low	Low	None	Previously Identified Project Risk
COVID impact on supply chain and procurement	Moderate	Moderate	Moderate	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



February 2022 – Level 2 Floor Infill Sleeper Installation



February 2022 – Drone View NLC Addition



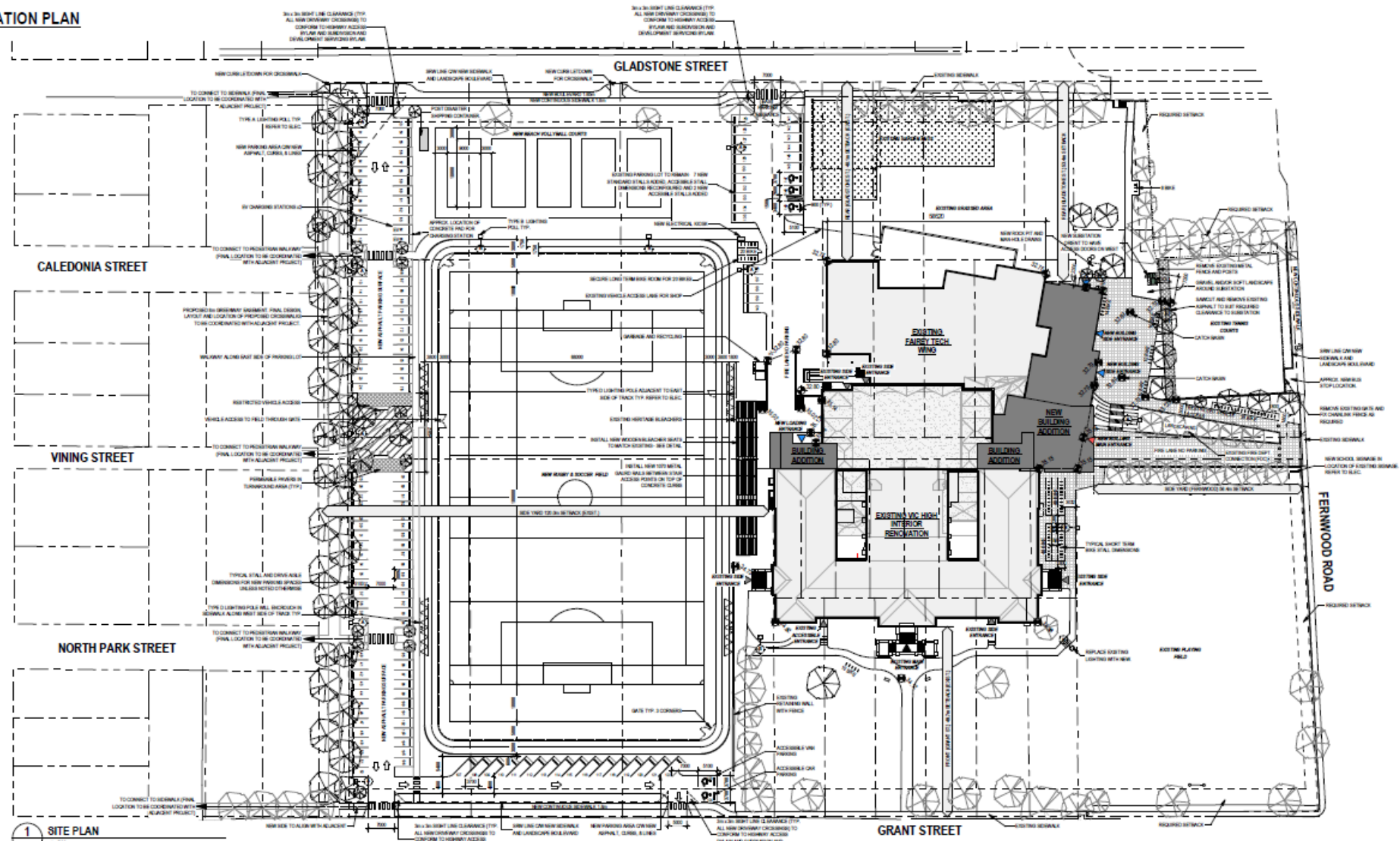
February 2022 – Drone View – East Stair Tower



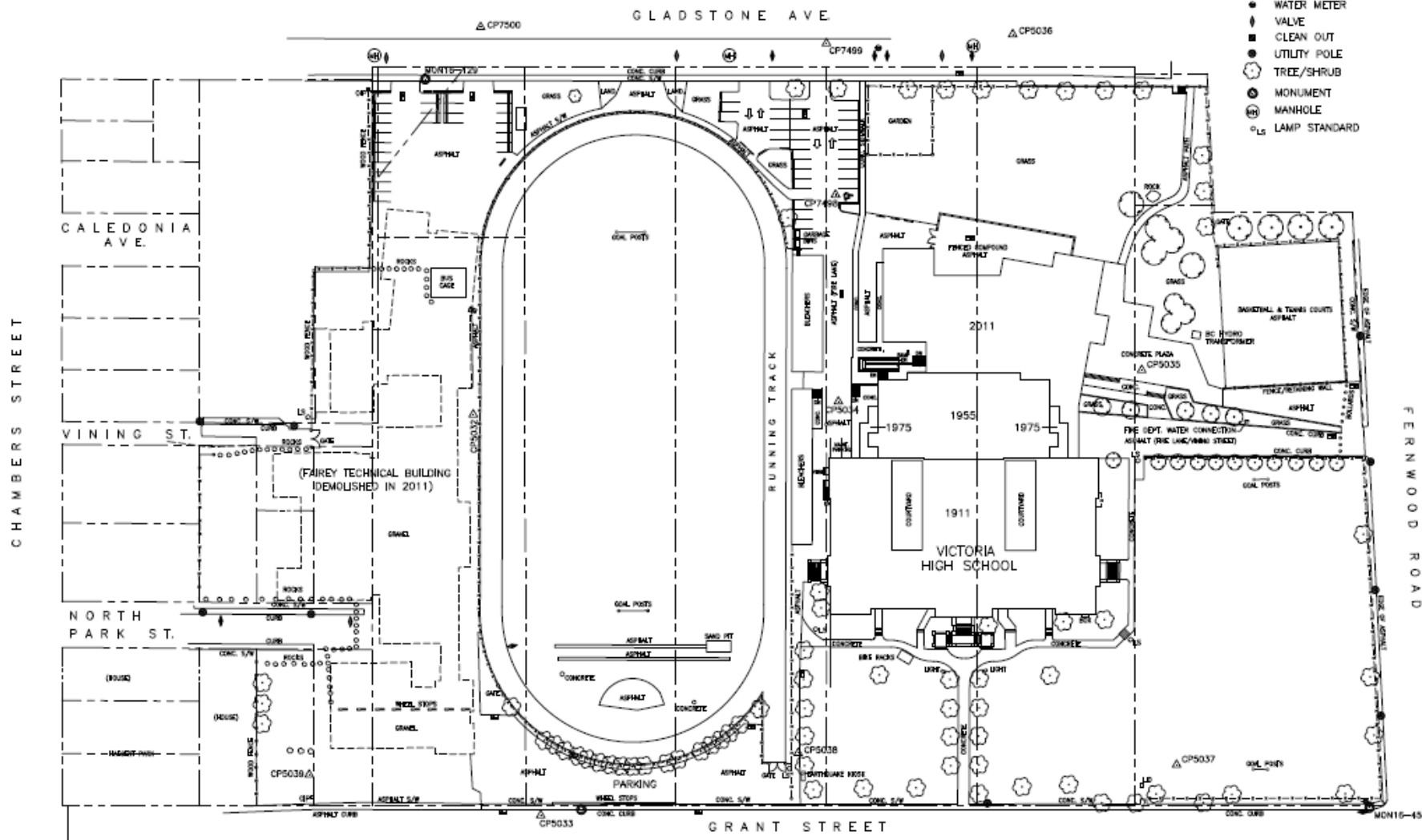
Victoria High School Seismic Upgrade /Addition Project
SD61 – Board Report 14 – February 2022

Proposed Site Plan

LOCATION PLAN

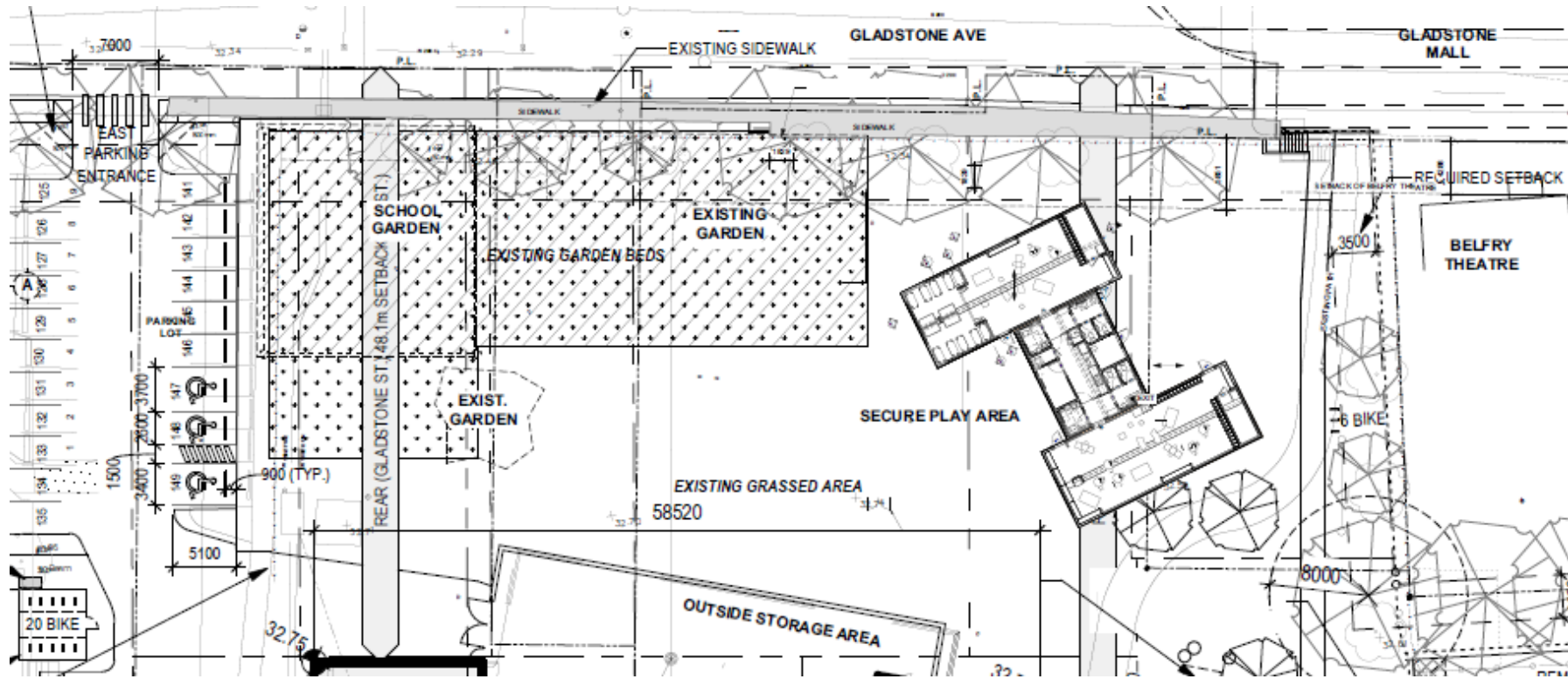


Existing Site Plan

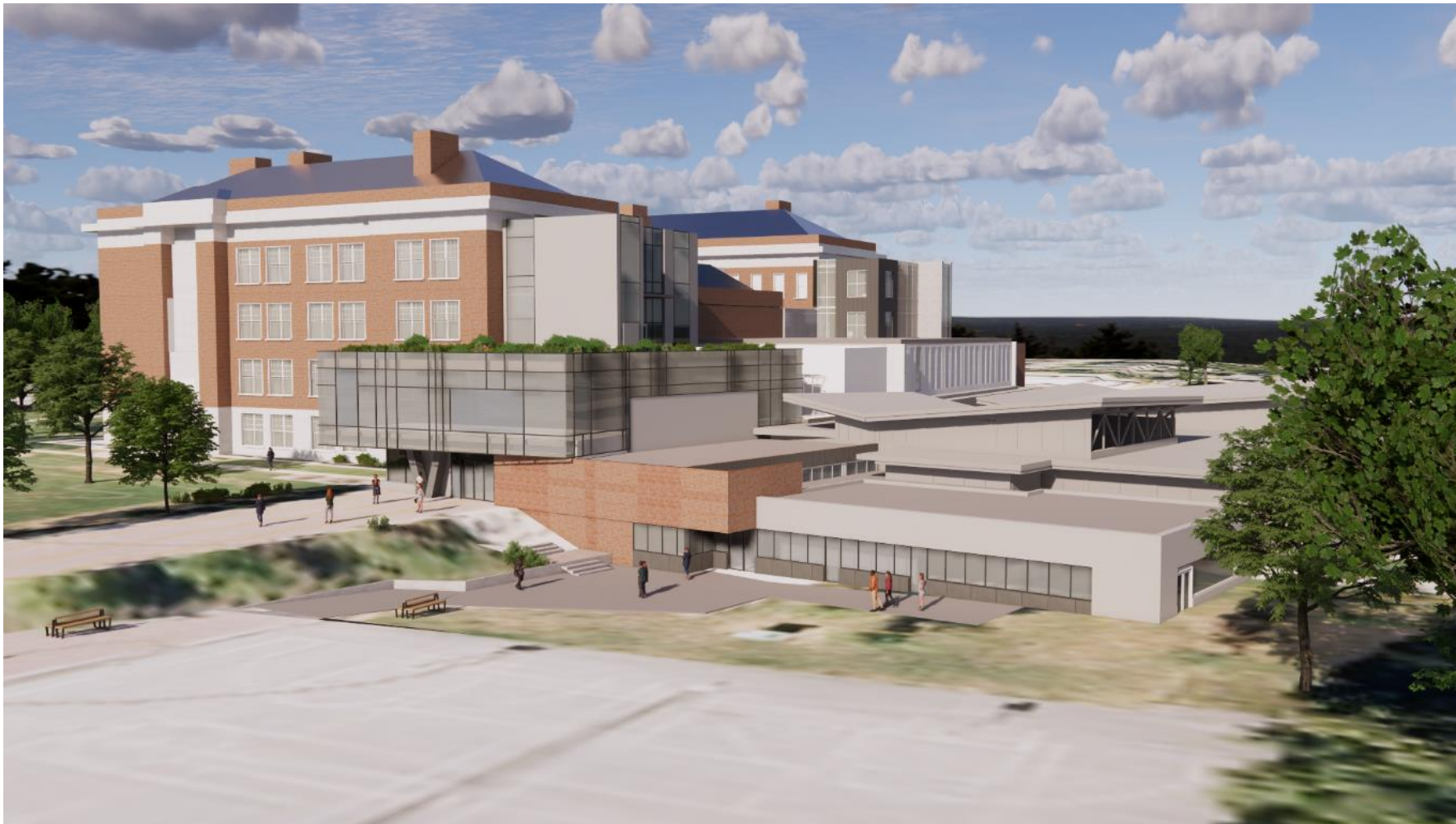




Proposed Site Plan for Child Care Studios



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





FACILITIES SERVICES

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

Update for February 14th, 2022

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

BUILDING MAINTENANCE SERVICES

- 1) The team came together to efficiently get the COVID test kits broken up and distributed to the schools/staff. This effort was made achievable with the support of the fore-people by rescheduling some SR's and prioritizing the distribution of the test kits, as well as team members from Tolmie Board Office.
- 2) The maintenance crew has been able to perform duties with recent surges of the Omicron, with no reported cases of infection. This show the team is taking precautions outside of the work day.
- 3) Working diligently alongside the capital electrical team to efficiently change out recalled Heat detectors. This work has been prioritized as the safety of the students and staff is our first concern.

MINOR CAPITAL

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

- Glanford - 90% 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
- Mechanical Drawings in Progress for Esquimalt Dust Collector upgrade if SEP funding approved
- Last Woodshop Consultation in Progress - Colquitz –waiting on Principal and Teacher feedback

Metal Shop Upgrade Consultations

- Consultations underway for equipment placement and ventilation requirements at
 - Reynolds (complete) – Consultant reviewing future welding booths
 - Cedar Hill (complete)
 - Mt. Doug (In Progress)
 - Lambrick Park (In Progress)-Consultant Reviewing ventilation for grinders
 - Oak Bay (In Progress) – Consultant reviewing future plasma cutter ventilation requirements

- Esquimalt Metal Shop –equipment placement and safety lines complete, recently installed plasma cutter; needs air connection (waiting on regulator parts).

Fire Alarm and Heat Detector Upgrades

Planning underway and items purchased for fire alarm upgrade at McKenzie Elementary
Project Underway for the replacement of heat detectors throughout the school district - 40% complete

Child Care Studio Progress

- Marigold – 2 child care units and parking area
 - Building permit was received late December
 - Site prep underway
- Eagle View – 2 room addition to the school for child care
 - Walls being erected
- View Royal – 2 studio addition underway
 - Underground plumbing complete and concrete pour scheduled

MAJOR CAPITAL

Victoria High School

- See project update report attached to the February 14th, 2022 Operations Policy & Planning Committee agenda

Cedar Hill Seismic Project

- Next steps lead by KMBR Architects include functional program (how should the space be organized?), schematic design options (floorplans) and design development.
- Neighbourhood Learning Centre finalization

OPERATIONS

All the schools were already after the winter break with much needed extra cleaning and maintenance.

Big thanks all the staff that helped shovel snow of the closure day.

Operations has been hit hard with absenteeism due to the new variant.

Thank you to Cartage and the Grounds for help cleaning the day areas. The district has not had any functional closures to date.

Huge thanks to the Admin Team in Operations for having to deal with a very large number of absences and making sure every shift was covered daily.

TRANSPORTATION

Web portals on the District website for both scheduled and inclusive busing; have been created for the start of school bus registration:

- Regular Program Bussing/BC Transit – **Monday, February 14 – Thursday, March 17**
- Inclusive Busing/BC Transit – **Friday, March 18 – Friday, April 29**
- SJ Burnside BC Transit – **September 2022**

We are actively reviewing and improving the previously issued RFP for inclusive busing. The RFP will be issued in March with an April closing date.

We have hired a new certified mechanic to replace the one that retired and he starts March 14, 2022.

HEALTH & SAFETY

- Health & Safety – Ebase set up complete
- Norelco Crane – Safety plan – this is now complete and being reviewed before putting into action
- New Ladder safety training and Inventory collection system

CLIMATE and ENERGY

- 2021/22 LED lighting and controls upgrades ON HOLD most of January due to fire alarm upgrades:
 - Colquitz Middle School – Complete (savings \$13,750 /year)
 - Craigflower Elementary – Complete (savings \$4,000 /year)
 - Frank Hobbs Elementary – Complete (savings \$4,000 /year)
 - Uplands – Complete (savings \$4,000 /year)
 - Strawberry Vale – 70% (up from 60%)
- Energy Wise Network seat warmers for space heaters campaign update:
 - All seat warmers have been distributed 85% adoption rate.
 - 8 x 1500w Heaters removed, 3 more sent home with owner.
- Lambrick Secondary thermostat empowerment program rolled out
 - Identified 3 rooms with overheating issues
 - Problems were corrected, rooms are quite noticeably cooler and more comfortable
 - Well received by teaching staff.
- Starting 2022/23 Lighting Audits