



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

Monday, April 11, 2022, 7:00 p.m.  
Broadcasted via YouTube <https://bit.ly/3czx8bA>

Chairperson: Trustee Leonard

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**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 April 11, 2022 agenda be approved.

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

Recommended Motion:  
That the March 7, 2022 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee meeting minutes as they pertain to Operations Policy and Planning Committee, be approved.

**A.4. Business Arising from Minutes**

**B. PRESENTATIONS TO THE COMMITTEE**

**C. SUPERINTENDENT'S REPORT**

**C.1. Administrative Regulations**

**D. PERSONNEL ITEMS**

**E. FINANCE AND LEGAL AFFAIRS**

**E.1. Monthly Financial Report: March 2022**

**E.2. Policy XXXX Whistleblower**

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve new Whistleblower policy.

**E.3. Policy XXXX Social Media Use**

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve new Social Media Use policy.

**E.4. Policy 4304 Revision - Bullying & Harassment**

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised 4304 Bullying and Harassment policy.

**E.5. Policy 8251 Revision – Trustees' Code of Conduct**

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised 8251 Trustees' Code of Conduct policy.

**F. FACILITIES PLANNING**

**F.1. Operations Update: April 2022**

**F.2. Victoria High School Seismic Project Update**

**F.3. Lead in Water Report**

**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)  
Combined Education Policy and Directions Committee and  
Operations Policy and Planning Committee Meetings  
REGULAR MINUTES**

Monday, March 7, 2022, 7:00 p.m.

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

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

Trustees Suspended: Diane McNally, Rob Paynter

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

Stakeholders: Connor McCoy, President, VPVPA

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**A. COMMENCEMENT OF MEETING**

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

**A.1. Acknowledgement of Traditional Territories**

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

**A.2. Approval of the Combined Operations Policy and Planning and Education Policy and Directions Committee meeting agenda**

**Moved By** Trustee Duncan

That the March 7, 2022 Combined Education Policy and Directions Committee and Operations Policy and Planning meetings agenda be approved.

**Motion Carried Unanimously**

**A.3. Recognition of Student Representative**

Aditya Nagrath was not able to attend.

**B. EDUCATION POLICY AND DIRECTIONS COMMITTEE MEETING**

**B.1. Approval of the Minutes**

**Moved By** Trustee Leonard

That the February 7, 2022 Education Policy and Directions Committee meeting minutes be approved.

**Motion Carried Unanimously**

**B.2. Business Arising from Minutes**

None

**C. PRESENTATIONS TO THE COMMITTEE**

**STAFF PRESENTATIONS**

- C.1.** District Principal Hovis began with an overview of District literacy goals. The overarching goal is to improve literacy outcomes for all learners, to address the inequity of outcomes for Indigenous learners, Children and Youth in Care, and students with Diverse Learning Needs.

Principal McCoy from Quadra Elementary presented on the Early Literacy Collaboration Teacher (ELCT). ELCT Sarah has shared numerous resources with teachers and assessed the needs of students. Principal McCoy views ELCT Sarah's contributions as immeasurable.

Principal Fawcett and Vice-Principal Cox from Frank Hobbs Elementary provided an update on their Literacy Collaboration Teams. In 2018 Frank Hobbs Elementary collaborated with staff to create 5 Bold Steps.

1. Foster Learning opportunities
2. Commit to Assessment for Learning
3. Schedule time for collaboration
4. Embed competencies and Big Ideas into daily instructional practices
5. Facilitate Social Emotional Learning practices inside and outside of the classroom.

District Early Learning Support teacher Shortt presented on the Early Career Teacher Literacy Series. The goal is to build a network of collaboration and support.

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

- C.2.** Interim Superintendent Whitten spoke to the memo provided by District Principal Hovis and District Vice-Principal Shortreed that provided an update on the Fortis BC Curriculum and Teacher Librarians.

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

**D. NEW BUSINESS**

None

**E. NOTICE OF MOTION**

None

**F. GENERAL ANNOUNCEMENTS**

None

**G. OPERATIONS POLICY AND PLANNING COMMITTEE MEETING**

**G.1. Approval of the Minutes**

**Moved By** Trustee Ferris

That the February 14, 2022 Operations Policy and Planning Committee meeting minutes be approved, as amended.

Trustee Duncan requested additional wording for item H.1. “ and Trustee Duncan” be placed following Trustee Whiteaker.

**Motion Carried Unanimously**

**G.2. Business Arising from Minutes**

Trustee Whiteaker requested it be noted under I in Notice of Motion two of the three motions put forward by Trustee Whiteaker were deemed In-Camera items by the Chair and as such the motions were withdrawn until they can be discussed in public.

## **H. PRESENTATIONS TO THE COMMITTEE**

None

## **I. SUPERINTENDENT'S REPORT**

- I.1.** Interim Deputy Superintendent Roberts provided the enrollment update.

Trustees provided thanks and questions of clarification were asked.

- I.2.** District Principal McCartney provided an update on the Administrative Regulations Manual and the Administrative Procedures Manual.

Trustees provided thanks and questions of clarification were asked.

## **J. PERSONNEL ITEMS**

None

## **K. FINANCE AND LEGAL AFFAIRS**

- K.1.** Secretary-Treasurer Morris provided an update on the 2022-2023 Budget. The sixth committee meeting will be on March 8, 2022. The public meeting will be on March 10, 2022.

- K.2.** Secretary-Treasurer Morris provided an update on the Cedar Hill Middle School Replacement Project - Neighborhood Learning Centre. The Neighborhood Learning Centre will consist of a multipurpose room and community kitchen. A purpose built Indigenous Welcome Center and an enhanced gymnasium. The multipurpose room will help the school with future enrollment, if that were to occur as well as community use of the space.

## **L. FACILITIES PLANNING**

### **L.1. Operations Update: March 2022**

Director of Facilities Morris provided the March update.

Trustees provided thanks and questions of clarification were asked. Trustee Duncan requested clarification regarding shop consumables and will forward her email to a future meeting to get answers to questions.

- L.2.** Associate Director Facilities Services Marni presented the Victoria High School Seismic Project report.

Trustees provided thanks and questions of clarification were asked further in relation to volleyball courts and parking to be brought to a future meeting.

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

None

## **N. NEW BUSINESS**

- N.1.** Interim Superintendent Whitten spoke to the motion. The first Climate Action committee meeting was held on March 2, 2022 and the \$15,000 budget was added to the Terms Of Reference in the procedural notes.

That the motion” *That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to create a process and guidelines for approval of the Committee expenditures and further provide the Board with a plan for the \$15,000.00 currently budgeted for the Climate Action Committee.*” be tabled indefinitely.

- N.2.** Trustees debated the motion from Trustee Whiteaker.

**Moved By** Trustee Ferris

That the Board of Education of School District No. 61 (Greater Victoria) re-affirm its motion of June 2021 “*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to oversee the creation of a Working Committee and consultation process, as outlined in Bylaw 9210, to prepare a draft Compost and Waste policy proposal which is in alignment with our environmental values and goals.*”

**Against (6): Ferris, Duncan, Hentze, Watters, Leonard, Painter**

**Abstain (1): Whiteaker**

**Motion Defeated**

**Moved By** Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) rescind the motion of June 2021 “*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to oversee the creation of a Working Committee and consultation process, as outlined in Bylaw 9210, to prepare a draft Compost and Waste policy proposal which is in alignment with our environmental values and goals.*”

**For (3): Leonard, Ferris, Painter**

**Against (3): Whiteaker, Hentze, Duncan**

**Abstain (1): Watters**

**Motion Defeated**

- N.3.** Trustee Whiteaker provided rationale for the motion.



The motion “*That the Board of Education of School District No. 61 (Greater Victoria) petition the Minister of Education for an order under Section 30 of the School Act, to reduce the number of Trustees for School District 61 from 9 to 7, to take effect in the upcoming election October 2022.*” was ruled out of order by Chair Leonard.

Trustee Painter ruled the motion out of order as per Ministry guidelines.

**N.4.** Trustee Duncan provided rationale for the motion.

**Moved By** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) request that before considering 3rd reading of the bylaw and concluding a Purchase and Sale Agreement with VHS, the Superintendent provide for the Board’s review, a report outlining the impacts including any future costs and risks associated with the “custody, maintenance and safekeeping” of the residual SD61 lands, and how the VHS proposal achieves the objectives of the Bowker Creek Blueprint and the Daylighting Feasibility Study.

**For (3):** Duncan, Whiteaker, Hentze

**Against (4):** Ferris, Watters, Leonard, Painter

**Motion Defeated**

**O. NOTICE OF MOTION**

None

**P. GENERAL ANNOUNCEMENTS**

None

**Q. ADJOURNMENT unanimously done 926pm**

**Moved By** Trustee Painter

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 9:26 p.m.

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Chair

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Secretary-Treasurer

# Office of the Superintendent

*Deb Whitten – Interim Superintendent*

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**TO: The Board of Education**

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

**RE: Administrative Regulations**

**DATE: April 11, 2022**

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**Update:**

This is an information item to provide another update related to the review of Administrative Regulations. The intent of this memo is to:

- 1) outline the process that will be used to bring updated Administrative Regulations forward, following Bylaw 9220
- 2) share two examples of minor updates

Process Overview (per Bylaw 9220):

- Superintendent is responsible for formulation and compilation of new or amended Administrative Regulations
- New or amended Administrative Regulations are presented in writing to the Board agenda setting meeting as information items only, unless:
  - o Content involves direct monetary attachment (must include accompanying motion)
  - o Content should receive special consideration (must include accompanying motion)
- Agenda setting meeting includes Administrative Regulations as an agenda item
- The Board directs any changes to information items or accepts them (no directed changes). If brought with a motion, the Board considers the motion following usual process.
- Minor updating of Administrative Regulations will be done without submission to the Board. The Board will be advised in writing of any such updates for their information.

If changes to policy are proposed or required, these will be brought to Policy Sub-Committee. These changes may then result in the need to update or amend Administrative Regulations per the above process.

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

The attached flow chart is a visual representation of the above process. The last page also outlines the process for new or amended Administrative Procedures.

Examples of Administrative Regulations With Minor Updates:

**Appendix A: Revised Administrative Regulations in section 5000.**

**5132** Student Dress Code – Completed

**5141** Concussion Awareness – Completed

**Appendix B: Flow Chart**

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

One *Learning* Community



## Appendix A: Revised Administrative Regulations in section 5000

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

One *Learning* Community



# POLICY 5132

## STUDENT DRESS CODE

Adopted: April 23, 2018

Revised:

Frequency of Review: Annually

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### 1.0 RATIONALE

- 1.1 The District is committed to providing students with learning environments that are safe, responsive, and inclusive.
- 1.2 The District recognizes that decisions about dress reflect individual expression of identity, socio-cultural norms, and economic factors and are intensely personal.

### 2.0 DEFINITIONS

### 3.0 POLICY

- 3.1 Students may attend school and school-related functions in dress of their choice under the conditions that the choices:
  - 3.1.1 Conform with established health and safety requirements for the intended activity; and
  - 3.1.2 Do not promote drugs or alcohol; display offensive language or images; or encourage discrimination.
- 3.2 Cloverdale Traditional Elementary School may have a standard school uniform.

### 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 5132 - Student Dress Code
- ii. Policy 4305 – Gender Identity and Gender Expression
- iii. Regulation 4305 - Gender Identity and Gender Expression
- iv. The B.C. Human Rights Code

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# Regulation 5132

## STUDENT DRESS CODE

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### Background

The Superintendent shall:

- Ensure that all schools are safe, caring, and orderly
- Ensure Dress Code enforcement is in compliance with District Policy
- Develop positive and welcoming cultures
- Develop, implement, and continually evaluate practices that are equitable, ethical, and respectful
- Train staff to enforce the Dress Code in a way that creates the least embarrassment for the student and the least impact on student learning

### Procedures

#### 1. The Principal shall:

- 1.1 Ensure that the Student Dress Code is limited to the criteria outlined in the District Policy subsections 3.1.1 (health and safety concerns); and 3.1.2 (drug and alcohol, offensive language or images and discrimination concerns).
- 1.2 Develop school procedures; in consultation with students, staff and parents, that:
  - 1.2.1 Communicates and reinforces clear expectations of student dress;
- 1.3 Supports the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type and size;
- 1.4 Provide continued opportunities for discussion and feedback regarding the procedures;
- 1.5 Annually review the procedures with students, staff and parents.

#### 2. Students Shall:

- 2.1 Have the opportunity to advise and consult with the principal on matters related to student dress;
- 2.2 Have the opportunity to annually review the procedures with the principal.

**3. Staff shall:**

- 3.1 Have the opportunity to advise and consult with the principal on matters related to student dress;
- 3.2 Have the opportunity to annually review the procedures with the principal.

**4. Parents shall:**

- 4.1 Have the opportunity to advise and consult with the principal on matters related to student dress;
- 4.2 Have the opportunity to annually review the procedures with the principal.

**Guidelines**

**5. Staff shall respond to Student Dress Code Violations in a manner that:**

- 5.1 Treats the violation as minor on the continuum of school rule violations;
- 5.2 Does not require the removal of students from a classroom or a loss of class time;
- 5.3 Does not require a parent or guardian to bring extra clothes for their child;
- 5.4 Does not require the student to wear clothing provided by the school and instead ask the student to wear additional clothing of their own to obscure the violating dress choice.

## STUDENT DRESS CODE

### BACKGROUND

The Superintendent shall:

- Ensure that all schools are safe, caring, and orderly
- Ensure Dress Code enforcement is in compliance with District Policy
- Develop positive and welcoming cultures
- Develop, implement, and continually evaluate practices that are equitable, ethical, and respectful
- Train staff to enforce the Dress Code in a way that creates the least embarrassment for the student and the least impact on student learning

### PROCEDURES

#### 1. The Principal shall:

- 1.1 Ensure that the Student Dress Code is limited to the criteria outlined in the District Policy subsections 3.1.1 (health and safety concerns); and 3.1.2 (drug and alcohol, offensive language or images and discrimination concerns).
- 1.2 Develop school procedures; in consultation with students, staff and parents, that:
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- 1.3 Supports the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type and size;
- 1.4 Provide continued opportunities for discussion and feedback regarding the procedures;
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#### 2. Students Shall:

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#### 3. Staff shall:

- 3.1 Have the opportunity to advise and consult with the principal on matters related to student dress;
- 3.2 Have the opportunity to annually review the procedures with the principal.



#### **4. Parents shall:**

- 4.1 Have the opportunity to advise and consult with the principal on matters related to student dress;
- 4.2 Have the opportunity to annually review the procedures with the principal.

#### **Guidelines**

#### **5. Staff shall respond to Student Dress Code Violations in a manner that:**

- 5.1 Treats the violation as minor on the continuum of school rule violations;
- 5.2 Does not require the removal of students from a classroom or a loss of class time;
- 5.3 Does not require a parent or guardian to bring extra clothes for their child;
- 5.4 Does not require the student to wear clothing provided by the school and instead ask the student to wear additional clothing of their own to obscure the violating dress choice.

Reference: (TBD)

Adopted: April 11, 2022

Revised: (TBD)

## **POLICY 5141.22**

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### **CONCUSSION AWARENESS**

The Greater Victoria School District recognizes that the health and safety of students are essential preconditions for effective learning and is committed to promoting concussion awareness in schools. All partners in education, including the Ministry of Education, administrators, educators, school staff, students, parents, school volunteers, and community-based organizations, have important roles to play in promoting student health and safety and in fostering and maintaining healthy and safe environments in which students can learn.

#### **A concussion, which can only be diagnosed by a medical professional:**

- is a brain injury that causes changes in the way in which the brain functions and that can lead to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty in concentrating or remembering), emotional/behavioural (e.g., depression, irritability), and/or related to sleep (e.g., drowsiness, difficulty in falling asleep),
- may be caused either by a direct blow to the head, face, or neck or by an impact to the body that transmits a force to the head that causes the brain to move rapidly within the skull,
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness) .

A concussion can have a significant impact on a student – cognitively, physically, emotionally, and socially. It is very important to students' long-term health and academic success that individuals in schools have information on appropriate strategies to help minimize risk of concussion, steps to follow if they suspect that a student may have a concussion, and effective management procedures to guide

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practice when a student with a diagnosed concussion returns to school which may include accommodation strategies, and when a student returns to physical activity after a diagnosed concussion.

The Greater Victoria School District will develop and implement concussion management strategies. These strategies may include, but are not limited to: communication strategies, prevention strategies, awareness initiatives, identification of concussion process, diagnosed concussion management resources and strategies.

*Greater Victoria School District*

Approved: June 15, 2015

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## REGULATION 5141

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### CONCUSSION AWARENESS

The purpose of the Concussion Awareness Policy and Regulation is to promote student health and safety and to foster healthy and safe environments in which students can learn. It is expected that this will be the joint responsibility of parents, students, school staff and the community.

#### **Concussion Diagnosis**

A concussion is a clinical diagnosis made by a medical doctor or nurse practitioner. It is critical that a student with a suspected concussion be examined by a medical professional.

#### **Prevention strategies**

Concussion prevention is important, “..... there is evidence that education about concussion leads to a reduction in the incidence of concussion and improved outcomes from concussion.....”<sup>1</sup>

Any time a student/athlete is involved in physical activity, there is a chance of sustaining a concussion. Therefore it is important to take a preventative approach encouraging a culture of safety mindedness when students are physically active.

One approach to the prevention of any type of injury includes primary, secondary and tertiary strategies. Listed below are the three strategies for concussion injury prevention<sup>2</sup> :

- Primary – information/actions that prevent concussions from happening (e.g., rules and regulations, minimizing slips and falls by checking that classroom floor and activity environments provide for safe traction and are obstacle free):

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<sup>1</sup> Journal of Clinical Sport Psychology, 2012, 6, 293-301; Charles H Tator, Professor of Neurosurgery, Western Hospital, Toronto, ON Can.

<sup>2</sup> Journal of Clinical Sport Psychology, 2012, 6, 293-301; Charles H Tator, Professor of Neurosurgery, Western Hospital, Toronto, ON Can.

- Secondary – expert management of a concussion that has occurred (e.g., Identification, and Management – Return to Learn and Return to Physical Activity) that is designed to prevent the worsening of a concussion:
- Tertiary – strategies help prevent long-term complications of a concussion (chronic trauma encephalopathy) by advising the participant to permanently discontinue a physical activity/sport based on evidence-based guidelines.

### **Identification Strategies**

If a student receives a blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull, and as a result may have suffered a concussion, the individual (e.g., teacher/coach) responsible for that student must take immediate action.

**A concussion can only be diagnosed by a medical professional.**

### **Communication Strategies**

If you suspect a student may have a concussion, the student should stop playing the activity or sport right away. He/she should not be left alone and should be seen by a doctor as soon as possible that day. If a student is knocked out for more than a minute, call an ambulance to take him/her to the hospital immediately. Do not move him/her or remove athletic equipment like a helmet; wait for paramedics to arrive.

Anyone with a suspected concussion should not go back to play that day, even if he/she says he/she is feeling better. Problems caused by a head injury can get worse later that day or night. He/she should not return to activity until he/she has been seen by a doctor.

If an individual has a suspected concussion their parents should be contacted and advised of the potential concussion and advised that the individual should see a doctor that day.

If an individual has experienced a concussion or suspected concussion while participating in activities in the community the parent/guardian needs to advise school staff of the concussion or suspected concussion.

**Concussion guidelines for Teachers/Coaches/Parents can be located at:**

<http://educators.cattonline.com/>

<http://ppc.cattonline.com/resources/files/return-to-learn.pdf>

[http://horizon.parachutecanada.org/wp-content/uploads/2014/10/Teachers\\_Concussion\\_Guidelines.pdf](http://horizon.parachutecanada.org/wp-content/uploads/2014/10/Teachers_Concussion_Guidelines.pdf)

## CONCUSSION AWARENESS

### BACKGROUND

The purpose of the Concussion Awareness is to promote student health and safety and to foster healthy and safe environments in which students can learn. It is expected that this will be the joint responsibility of parents, students, school staff and the community.

### CONCUSSION DIAGNOSIS

A concussion is a clinical diagnosis made by a medical doctor or nurse practitioner. It is critical that a student with a suspected concussion be examined by a medical professional.

### PREVENTION STRATEGIES

Concussion prevention is important, “..... there is evidence that education about concussion leads to a reduction in the incidence of concussion and improved outcomes from concussion.....”

Any time a student/athlete is involved in physical activity, there is a chance of sustaining a concussion. Therefore it is important to take a preventative approach encouraging a culture of safety mindedness when students are physically active.

One approach to the prevention of any type of injury includes primary, secondary and tertiary strategies. Listed below are the three strategies for concussion injury prevention:

- Primary – information/actions that prevent concussions from happening (e.g., rules and regulations, minimizing slips and falls by checking that classroom floor and activity environments provide for safe traction and are obstacle free):
- Secondary – expert management of a concussion that has occurred (e.g., Identification, and Management – Return to Learn and Return to Physical Activity) that is designed to prevent the worsening of a concussion:
- Tertiary – strategies help prevent long-term complications of a concussion (chronic trauma encephalopathy) by advising the participant to permanently discontinue a physical activity/sport based on evidence-based guidelines.

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## IDENTIFICATION STRATEGIES

If a student receives a blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull, and as a result may have suffered a concussion, the individual (e.g., teacher/coach) responsible for that student must take immediate action.

**A concussion can only be diagnosed by a medical professional.**

## COMMUNICATION STRATEGIES

If you suspect a student may have a concussion, the student should stop playing the activity or sport right away. They should not be left alone and should be seen by a doctor as soon as possible that day. If a student is knocked out for more than a minute, call an ambulance to take them to the hospital immediately. Do not move them or remove athletic equipment like a helmet; wait for paramedics to arrive.

Anyone with a suspected concussion should not go back to play that day, even if they says they are feeling better. Problems caused by a head injury can get worse later that day or night. They should not return to activity until he/she has been seen by a doctor.

If an individual has a suspected concussion their parents should be contacted and advised of the potential concussion and advised that the individual should see a doctor that day.

If an individual has experienced a concussion or suspected concussion while participating in activities in the community the parent/guardian needs to advise school staff of the concussion or suspected concussion.

**Concussion guidelines for Teachers/Coaches/Parents can be located at:**

Cattonline.com

<http://cattonline.com/school-professional-course/>

[http://horizon.parachutecanada.org/wp](http://horizon.parachutecanada.org/wp-content/uploads/2014/10/Teachers_Concussion_Guidelines.pdf)

[content/uploads/2014/10/Teachers\\_Concussion\\_Guidelines.pdf](http://horizon.parachutecanada.org/wp-content/uploads/2014/10/Teachers_Concussion_Guidelines.pdf)

Reference: (TBD)

Adopted: April 11, 2022

Revised: (TBD)

## Appendix B: Flow Chart

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

One *Learning* Community





# Process for Changes to Board Policy or Administrative Regulation

## Board Policy

Policy Sub-Committee

Operations Policy and Planning Committee Meeting.  
Motion must accompany the Policy.

Board Meeting.  
Motion must accompany the Policy.

## Administrative Regulation

Minor Updating

Done without submission of each updated regulation

The Board will be advised in writing of any such updates for their information.

## Administrative Regulation

New or Amended

Presented in writing at the Board Agenda setting meeting

Operations Policy and Planning Committee Meeting.

Operations Policy and Planning Committee pass a motion. Motion must accompany the Regulation.

Board Meeting.  
Motion must accompany the Regulation.

Minor updating will be done without submission to the Board. The Board will be advised in writing of any such updates for their information.

## Process for Administrative Procedure

### Administrative Procedure

New or Amended

Created and reviewed by  
the District Leadership  
Team.

Final Approval by the  
Superintendent.

Done without submission  
of each new or amended  
Procedure.

## Administrative Regulations to be Updated

100	<b>Philosophy of Education</b>
110	Employment Equity
1000	<b>Community Relations</b>
1160.2	Staff/Student Personal Information
1161	Freedom of Information and Protection of Privacy
1161.1	Fees for Out of Province Information
1240	School Volunteers
1241	Volunteer Drivers
1300	Use of Web-Based Software, Apps Websites regulations
1330	Community Use of School Facilities and Grounds
1300.2	Digital Responsibility for Employees
1300.3	Digital Responsibility for Students
1311.1	Elections – Polling Stations in Schools – Completed and Posted
1422	Recognition of Significant Contributions to the District – Completed and Posted
2000	<b>Administration</b>
2211/2213	Principal and Vice-Principal Selection, Transfer, Assignment, Evaluation and Professional Learning.
3000	<b>Business and Non-Instructional Operations</b>
3323	Purchasing Services
3450.1	Schools' Non-Public Funds
3517.3	Video Surveillance
3545.1	Transportation
3545.2	Field Trip
3545.25	Overnight Accommodation
3548	Signing Authority
4000	<b>Personnel</b>
4112.2	Teaching Personnel – Documentation – Completed and Posted
4114	Criminal Records Review – Completed and Posted
4115.1	Teacher Exchanges (Within District #61) – Completed and Posted
4300.1	Health and Safety
4300.2	Site-Based Joint Occupational Health and Safety Committees – Completed and Posted
4304	Bullying and Harassment
5000	<b>Students</b>
5118.2	Registration and Transfers
5123	Student Placement
5131.5	Tobacco and Vapour products free environment
5131.7	Suspension of Students
5132	Student Dress Code – Completed
5141	Concussion Awareness – Completed
5141.1	Provision of Menstrual Products
5141.11	Workplace Hazardous Materials
5145	Police Questioning of Students in School
6000	<b>Instruction</b>
6114	Maintenance of Order
6160	Charges for Course Fees, Activities, Materials
6161	Sale of School Supplies
6163.7	Animals in School and District Facilities
6164.3	Nutrition and Sale of Food to Students
6164.03	Physical Restraint/Hold or Seclusion
7000	<b>New Construction</b>
7310.2	Minor Renovations and School Funded Projects
8000	<b>Internal Board Operations</b>

## MONTHLY FINANCIAL REPORT - OPERATING REVENUES - March 2022

	2021-2022					2020-2021				
	Budget	Mar 2022	YTD	Available	% !!	Budget	Mar 2021	YTD	Available	%
602 CE/HL OTHER FEES	20	0	20	0	0% !!	300	10	229	71	24%
605 CE/HL REGISTRATION FEES	5,100	650	4,550	550	11% !!	10,650	275	6,800	3,850	36%
621 MINISTRY BLOCK FUNDING	194,758,768	19,241,288	135,521,598	59,237,170	30% !!	182,905,359	18,055,360	127,217,894	55,687,465	30%
629 OTHER MIN OF ED GRANTS	2,456,163	329,429	1,166,549	1,289,614	53% !!	8,356,917	659,835	5,268,587	3,088,330	37%
641 REVENUE -OTHER PROV MINISTRIES	171,515	27,438	168,515	3,000	2% !!	125,870	1,744	113,763	12,107	10%
643 SUMMER SCHOOL FEES	0	0	0	0	!!	1,720	0	1,720	0	0%
644 CE/HL COURSE FEES	2,900	1,450	7,975	(5,075)	-175% !!	25,000	1,300	22,400	2,600	10%
645 REVENUE-CAFETERIA	86,095	12,831	86,082	13	0% !!	44,782	4,639	40,010	4,772	11%
647 OFFSHORE STUDENTS TUITION FEES	14,973,989	56,994	15,089,081	(115,092)	-1% !!	8,953,171	174,835	9,589,094	(635,923)	-7%
648 LOCAL EDUCATION AGREEMENTS	989,902	0	742,427	247,475	25% !!	966,444	0	724,833	241,611	25%
649 MISC FEES & REVENUE	1,098,844	81,325	939,935	158,909	14% !!	915,767	111,229	619,219	296,548	32%
651 COMMUNITY USE OF FACILITIES	1,488,905	122,697	1,141,768	347,137	23% !!	862,854	67,274	645,190	217,664	25%
652 COMMUNITY USE OF FIELDS	51,670	420	41,273	10,397	20% !!	1,327	0	1,327	0	0%
653 COMMUNITY USE OF THEATRE	54,271	7,019	31,016	23,255	43% !!	1,347		1,348	(1)	0%
654 PARKING FEES	26,273	0	28,638	(2,365)	-9% !!	12,300		12,300	0	0%
655 RENTALS LIAB INS REVENUE	6,000	335	5,635	365	6% !!	20		20	0	0%
659 OTHER RENTALS & LEASES	777,126	14,808	661,056	116,070	15% !!	673,109	15,000	595,528	77,581	12%
661 INTEREST	5,537	461	4,060	1,477	27% !!	6,331	357	4,371	1,960	31%
669 INVESTMENT REVENUE	347,492	37,585	249,597	97,896	28% !!	517,520	41,279	389,028	128,492	25%
671 SURPLUS FROM PRIOR YEAR	13,192,739	0	13,192,739	0	0% !!	17,979,328		17,979,328	0	0%
<b>GRAND TOTAL</b>	<b>230,493,309</b>	<b>19,934,729</b>	<b>169,082,512</b>	<b>61,410,797</b>	<b>27%</b>	<b>222,360,116</b>	<b>19,133,137</b>	<b>163,232,989</b>	<b>59,127,127</b>	<b>27%</b>



# MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - March 2022

	2021-2022						!!	2020-2021					
	Budget	Mar 2022	YTD	Encumbrances	Total Exp	Available %		Budget	Mar 2021	YTD	Encumbrances	Total Exp	Available %
439 DIGITAL SERVICES RECOVERY	728,064	728,064	728,064		728,064	0	0%						
441 POSTAGE	54,262	685	25,826		25,826	28,436	52% !!	55,106	838	32,359		32,359	22,747 41%
444 COURIER SERVICE	13,118	286	6,933		6,933	6,185	47% !!	36,353	131	33,958		33,958	2,395 7%
445 ADVERTISING	119,238	27,020	121,283		121,283	(2,045)	-2% !!	78,867	1,686	73,196		73,196	5,671 7%
446 PHOTOCOPYING	225,316	60,205	204,410		204,410	20,906	9% !!	251,108	26,320	159,272		159,272	91,836 37%
447 PRINTING SERVICES	17,625	312	4,514		4,514	13,111	74% !!	22,019	872	10,188		10,188	11,831 54%
448 AGENT FEE	1,495,058	59,663	1,384,121		1,384,121	110,937	7% !!	655,445	83,673	421,823		421,823	233,622 36%
450 GRANTS	66,515	0	39,945		39,945	26,570	40% !!	59,827	750	39,158		39,158	20,669 35%
451 CULTURAL ENRICHMENT	0	0	0		0	0	0% !!	10,232	400	400		400	9,832 96%
452 HONORARIA	13,747	3,150	6,540		6,540	7,207	52% !!	16,647	600	5,500		5,500	11,147 67%
453 SCHOLARSHIPS	10,000	0	5,000		5,000	5,000	50% !!	7,000	0	6,000		6,000	1,000 14%
457 GIFT / GIFT CERTIFICATES	4,295	0	1,906		1,906	2,389	56% !!	1,818	0	1,829		1,829	(11) -1%
460 LICENCES	20,500	0	22,064		22,064	(1,564)	-8% !!	21,935	0	10,469	11,466	21,935	0 0%
461 FREIGHT AND CARTAGE	200	0	(177)		(177)	377	188% !!	200	0	(100)		(100)	300 150%
462 SECURITY	84,000	7,202	68,618	9,500	78,118	5,882	7% !!	100,434	4,223	86,449	4,978	91,428	9,006 9%
467 FLEET TELEMATICS	19,500	862	11,436		11,436	8,064	41% !!	20,700	0	18,545		18,545	2,155 10%
468 CONTRACT SERV - FACIL	0	0	0		0	0	0% !!	809,265	61,719	637,139	119,043	756,183	53,082 7%
469 MISCELLANEOUS SERVICES	4,111,329	394,802	2,809,435	584,249	3,393,684	717,645	17% !!	2,730,910	235,397	1,460,359	412,686	1,873,046	857,864 31%
481 PORTABLE MOVES	57,769	7,214	12,824	33,625	46,448	11,321	20% !!	60,000	0	20,940		20,940	39,060 65%
499 COST RECOVERIES	(7,396)	0	(7,411)		(7,411)	15	0% !!	(11,497)	(13,348)	(24,845)		(24,845)	13,348 -116%
501 CAFETERIA FOOD	163,333	9,596	117,625		117,625	45,708	28% !!	147,857	8,872	87,409		87,409	60,448 41%
503 WOOD	14,348	702	10,326		10,326	4,022	28% !!	14,629	91	10,747		10,747	3,882 27%
504 METAL	7,603	365	7,850		7,850	(247)	-3% !!	3,408	0	3,954		3,954	(546) -16%
505 APPLIED TECHNOLOGY SUPPLIES	801	0	0		0	801	100% !!	2,323	0	0		0	2,323 100%
506 DRAFTING SUPPLIES	498	0	530		530	(32)	-6% !!	968	0	1,022		1,022	(54) -6%
508 AUTOMOTIVE	(757)	(6)	2,305		2,305	(3,062)	405% !!	1,328	5	2,722		2,722	(1,394) -105%
511 ADMINISTRATIVE SUPPLIES	333,499	6,007	169,628		169,628	163,871	49% !!	265,789	9,622	152,152		152,152	113,637 43%
512 COPY/PRINTER SUPPLIES	194,814	12,857	126,065		126,065	68,749	35% !!	206,737	7,952	108,713		108,713	98,024 47%
514 JANITORIAL SUPPLIES	462,000	23,567	420,800	42,482	463,282	(1,282)	0% !!	403,383	(23,997)	314,090		314,090	89,293 22%
515 VEHICLE SUPPLIES	69,311	5,489	67,632		67,632	1,679	2% !!	62,782	2,932	56,929		56,929	5,853 9%
516 MEDICAL SUPPLIES	4,364	57	2,915		2,915	1,449	33% !!	6,539	41	3,153		3,153	3,386 52%
517 TIRE PURCHASES	0	68	104		104	(104)	0% !!						
518 VEHICLE FUEL PURCHASES	156,992	25,054	138,992		138,992	18,000	11% !!	154,195	848	110,465		110,465	43,730 28%
519 INSTRUCTIONAL SUPPLIES	8,234,627	156,970	2,167,464	33,141	2,200,605	6,034,022	73% !!	10,663,778	232,064	2,590,275	153,396	2,743,671	7,920,107 74%
520 BOOKS & GUIDES	631,951	12,200	234,343	399	234,741	397,210	63% !!	568,470	16,113	258,973		258,973	309,497 54%
525 MAGAZINES & PERIODICALS	5,334	0	6,976		6,976	(1,642)	-31% !!	7,475	1,412	7,075		7,075	400 5%
530 AUDIO VISUAL MATERIALS	35	0	53		53	(18)	-51% !!	4,945	0	4,994		4,994	(49) -1%
534 SOFTWARE	31,222	77	14,204		14,204	17,018	55% !!	97,547	2,454	110,288		110,288	(12,741) -13%
541 LIGHT & POWER	1,537,413	153,599	1,023,436		1,023,436	513,977	33% !!	1,660,528	144,175	1,066,504		1,066,504	594,024 36%
551 GAS	1,321,138	366,107	972,761		972,761	348,377	26% !!	1,117,626	184,712	643,916		643,916	473,710 42%
552 OIL	55,000	0	27,737		27,737	27,263	50% !!	120,000	0	9,178		9,178	110,822 92%
561 WATER	442,617	13,872	349,504		349,504	93,113	21% !!	442,617	17,801	322,342		322,342	120,275 27%
562 SEWER USER CHARGE	298,153	18,527	245,324		245,324	52,829	18% !!	283,784	18,406	201,591		201,591	82,193 29%
563 STORMWATER	80,678	0	80,678		80,678	(0)	0% !!	77,360	0	75,834		75,834	1,526 2%
572 GARBAGE DISPOSAL	221,560	16,059	125,969		125,969	95,591	43% !!	220,372	20,393	167,496		167,496	52,876 24%
581 FURNITURE & EQUIP PURCH	1,169,394	63,694	615,493	469,417	1,084,910	84,484	7% !!	919,066	77,302	786,373	34,570	820,942	98,124 11%
582 VEHICLE PURCHASES	255,093	0	15,476		15,476	239,618	94% !!	59,486	0	59,486		59,486	0 0%
590 COMPUTER PURCHASES	1,665,793	103,782	495,182	712,654	1,207,836	457,957	27% !!	1,722,128	62,493	974,369	6,283	980,652	741,476 43%
594 RECONCILIATION ADJUSTMENTS	0	(172)	(934)		(934)	934	0% !!	0	1,635	1,249		1,249	(1,249) 0%
595 INTERFUND TRANSFERS	(1,000,000)	0	0		0	(1,000,000)	100% !!	0	0	0	0	0	0 0%
599 SUPPLIES RECOVERIES	(297,061)	(972)	(373,058)		(373,058)	75,997	-26% !!	(246,698)	(7,635)	(250,294)		(250,294)	3,596 -1%
TOTAL -- SERVICES & SUPPLIES	28,042,686	2,507,316	15,833,972	2,432,580	18,266,552	9,776,134	35% !!	29,994,771	2,089,279	14,427,134	1,187,462	15,614,595	14,380,176 48%
					0		!!					0	
GRAND TOTAL	230,493,309	21,652,551	155,190,984	2,432,580	157,623,564	72,869,745	32% !!	222,360,116	20,216,744	145,368,510	1,187,462	146,555,971	75,804,145 34%

## 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;

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

**“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

# POLICY xxxxx

## Social Media Use

Drafted: April 2022

Adopted: TBA

Revised:

Frequency of Review: Annual

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### 1.0 RATIONALE

1.1 This policy is intended to guide the use of social media for the purpose of achieving the vision, goals and objectives prescribed by the Ministry of Education and the School District. This policy applies to District Trustees, employees, and students.

### 2.0 DEFINITIONS

2.1 *Social media*: is defined as any website or applications that enables a user to create and share content or to participate in social networking. "Social media" includes, but is not limited to:

- Social networking sites (e.g. Facebook, Twitter, LinkedIn, Snapchat, Instagram)
- Video and photo sharing websites (e.g. YouTube, Flickr, Tiktok)
- Live streaming platforms (e.g. Facebook live, Instagram live)
- Blogs
- Podcasts
- Electronic messaging apps (e.g. WhatsApp)
- Video conference and live chat platforms
- Online news blogs hosted by media outlets, including the comment sections
- Facebook, Twitter, Instagram, LinkedIn
- Discussion forums and groups (e.g. Reddit)

2.2 *Content*: Includes online communications such as posts, blog posts, wall posts, tweets, document posting, images and video posting, comments, replies, direct messages, events, invitations, and other similar communications.

- Social networking sites (e.g. Facebook, Twitter, LinkedIn, Snapchat, Instagram)
- Video and photo sharing websites (e.g. YouTube, Flickr, Tiktok)

- Live streaming platforms (e.g. Facebook live, Instagram live)
- Blogs
- Podcasts
- Electronic messaging apps (e.g. WhatsApp)
- Video conference and live chat platforms
- Online news blogs hosted by media outlets, including the comment sections
- Facebook, Twitter, Instagram, LinkedIn
- Discussion forums and groups (e.g. Reddit)

### 3.0 POLICY

- 3.1 The Greater Victoria School District uses social media to communicate with parents, staff, students, and the broader community. Social media tools are also commonly used by Trustees, employees, and students to communicate with others.
- 3.2 Social media activity should be professional and reflect the district's values of engagement, openness, partnerships, respect, and integrity. Responsible personal and professional use of social media use will ensure the role, reputation, and interests of the entire District, employees and students are protected.
- 3.3 Social media must be undertaken in a manner that is respectful, privacy and copyright compliant and consistent with all District policies and regulations.
- 3.4 Social Media Activity:
  - Engaging with the public via social media is an excellent way to share information and engage with the learning community.
  - Trustees, employees, and students are encouraged to follow the district and school social media channels to stay informed about District activities.
  - When engaging with on social media:
    - Treat everyone with respect and equality
    - Remember that social media supports two-way conversations
    - Strive for accuracy
  - Trustees, employees, and students must conduct their social media use in accordance with professional standards and all District policies, including but not limited to:
    - Code of Conduct
    - Technology Usage
    - Bullying, Discrimination, Harassment and Sexual Harassment
    - Respectful Workplace

- Trustees, employees, and students must not share or post information, opinions, images, or links containing any of the following:
  - Content that threatens or defames any individual or organization
  - Violent, profane, or obscene content
  - Content that promotes, fosters, or perpetuates hate or discrimination
  - Marketing or advertising proposes (other than District endorsed sponsors/affiliations/partnerships)
  - Promotion of illegal activity
  - Information that may compromise the safety or security of the public or District technology
  - Information that individual Trustees, employees, or students without their consent
  - Content that is confidential
  - Content that violates a legal ownership interest of any other party, including violation of trademarks or copyright

### 3.5 Social Media Management

- Official District social media sites are maintained by District staff. District social media tools will not be used to promote commercial activities, personal opinions, or political campaigns.
- Staff endeavor to provide a timely response to social media enquiries; however, correspondence, general information requests, and concerns should be submitted directly to the Board Office, respective school, or appropriate department, via phone, email, or in-person.

### 3.6 Public Record

- All District and school social media sites must adhere to applicable laws, regulations, and policies, including applicable District bylaws and policies.
- Content generated or received within District social media channels are considered official records of the District. The Freedom of Information and Protection of Privacy Act applies to social media content, and therefore, all social media content generated or received within District social media tools must be managed, stored, and retrieved to comply with the legislation.

### 3.7 Copyright Laws

- Laws governing copyright and fair use or fair dealing of copyrighted material owned by others must be adhered to, including District copyrights and brand standards. The District logo should not be used without approval from the Superintendent or designate.

### 3.8 Compliance

- This policy is in addition to and complements all other District policies, including those that govern the use of technology, human resources, and the interests of the District.
- Any Trustee, employee or student that becomes aware of or has knowledge of a posting in violation of the provisions of this policy shall notify their supervisor immediately.
- Inappropriate communications or use District social media, or other electronic devices, are subject to the same policies and principles as other forms of work-related misconduct. Unauthorized use of District internet, email, and social media will result in the loss of access, and depending on the seriousness of the infraction, may result in disciplinary action.

## 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 administrative procedures are developed and enforced.

## 5.0 REFERENCES

- i. *School Act* Section 85.1

# POLICY 4304

## Bullying & Harassment

Drafted:  
Adopted: October 21, 2013  
Reviewed: April 7, 2022 DRAFT REVISION  
Frequency of Review: XXXX

### 1.0 RATIONALE

- 1.1 The Greater Victoria School district is dedicated to ensuring that employees are able to work in a safe environment, without fear of bullying or harassment. The definition of bullying and harassment according to WorkSafeBC's policies is as follows:

### 2.0 DEFINITION

- 2.1 *"Bullying and harassment includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated but, excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment."*

### 3.0 POLICY

- 3.1 The District will not tolerate and is committed to preventing any instance of bullying and harassment in the workplace.
- 3.2 All employees and Trustees share in the responsibility to ensure that the work environment is safe and welcoming. Employees are responsible for reporting any instances of bullying or harassment, whether they were the target, or they were witness to the bullying or harassment. All employees making a complaint of bullying or harassment in good faith can do so without fear of retaliation or reprisal.
- 3.3 Individuals are responsible for the content of their comments, posts and "likes" on social media and must ensure that their use of social media is consistent with Policy xxxx – Social Media Use by Board, District Staff, School Faculty and Staff and Students.

### 4.0 RESPONSIBILITIES

- 4.1 The Board of Education is responsible to ensure compliance with the School Act, WorkSafe legislation

### 5.0 REFERENCES

Nil

# **POLICY 8251**

## **Trustees' Code of Conduct**

Drafted:

Adopted: July 27, 1987

Revised: January 16, 2012

Reviewed: March 12, 2012

**March 16, 2022 DRAFT**

Frequency of Review: Annual

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### **1.0 RATIONALE**

- 1.1 Trustees are elected to their position, which carries with it the understanding that the electorate determines its support for the effectiveness of a Trustee at election time. As elected members of the Board of Education, Trustees fully acknowledge the public trust that is invested in the Board and the responsibility.
- 1.2 This Trustees' Code of Conduct represents the commitment of the Board of Trustees to meeting the highest standards of conduct and is designed to provide trustees with principles and standards for expected behavior in accordance with the Board's mission, vision and values and priorities outlined in the multi-year strategic plan.

### **2.0 DEFINITIONS**

- 2.1 Conflict of Interest: a situation in which a person is in a position, or perceived to in a position, to derive personal benefit from actions or decisions made in their official capacity.

### **3.0 POLICY**

#### **GENERAL**

- 3.1 Trustees will:
  - a) Carry out their responsibilities as detailed in Policy XXX - Role of Trustee with diligence.
  - b) Abide by the policies of the Board, all applicable legislation and regulations, in particular the School Act, and the Oath of Office.

- c) Ensure fiduciary responsibility to the Board supersedes any conflicting loyalty such as that to their employer, advocacy or interest groups, and membership on other boards.
  - d) Protect and enhance the reputation of the District and Board.
- 3.2 A Board of Education's authority and responsibility rest solely within the corporate board. Trustees have no individual authority.

Board members actively debate the merits of every decision, but once a decision has been made, all members recognize the democratic majority when articulating their opinions on a decision.

- 3.3 Creating understanding and building respectful relationships between board members is instrumental to fostering healthy debate and ensuring an effective decision-making process.
- 3.4 Trustees will constructively engage with community members in the establishment and interpretation of Board policies and directions to ensure the best possible outcomes for students.
- 3.5 Trustees are individually responsible for the content of their comments, posts and "likes" on social media and must ensure that their use of social media is consistent with the Trustee Code of Conduct.
- 3.6 This Code operates as a supplement to the existing statutes governing the conduct of Trustees in all their roles. The following primary provincial and federal legislation govern the conduct of Trustees:
- School Act
  - Trustee's Oath of Office
  - Freedom of Information and Protection of Privacy Act
  - Human Rights Code
  - Worksafe
- 3.7 If there is uncertainty about the scope of any of the clauses contained in the Code, Trustees may consult with the Chair, Superintendent or Secretary-Treasurer, or ask the Board for clarification. A Trustee may request guidance from other Trustees, the Superintendent and the Secretary-Treasurer in regard to conflict of interest matters.
- 3.8 Trustees shall ensure comments are issue-based and not personal, demeaning or disparaging with regard to any person, including Board staff or fellow Trustees.



## **CONFIDENTIALITY**

- 3.9 Trustees must maintain confidentiality in regard to in camera issues.

No trustee shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by the Board. This is a continuous obligation that extends beyond the trustees' term of office.

Trustees should not access or attempt to gain access to confidential information in the custody or control of the Board unless it is necessary for the performance of their duties and the use and/or disclosure of the information is permitted in accordance with the provincial Freedom of Information and Protection of Privacy Act.

No trustee shall use confidential information for either personal gain or to the detriment of the Board.

If there is uncertainty about whether information is confidential, the trustee should consult with the Chair of the Board, Superintendent or Secretary-Treasurer, or ask the Board for clarification.

## **SPEAKING ON BEHALF OF THE BOARD**

- 3.10 The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other trustee shall speak on behalf of the Board unless expressly authorized by the Chair or the Board to do so. When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

## **GIFTS**

- 3.11 Trustees are required to adhere to all Board bylaws, policies, regulations, and procedures and Ministry directives regarding gifts, benefits and hospitality.

Trustees shall not accept a gift from any person or entity that has dealings with the Board, if a reasonable person might conclude that the gift could influence the Trustee in performance of their duties.

There are circumstances in which the acceptance of a gift, benefit or hospitality occurs as part of the social protocol or community events linked to official trustee business.

## **CONFLICT OF INTEREST**

- 3.12 Trustees shall avoid being placed in a position of conflict of interest. When a Trustee becomes aware that they are in a position that creates a conflict of interest, whether real or perceived, they must declare the nature and extent of the conflict at a public Board meeting and abstain from deliberating or voting on the issue giving rise to the conflict.

No trustee may obtain personal financial gain from the use or sale of Board-developed intellectual property such as, but not limited to inventions, creative writings and drawings, computer programs, technical innovations, or other items capable of being patented, since all such property remains exclusively that of the Board.

- 3.13 No trustee shall use the influence of their office for any purpose other than for the exercise of their official duties. This includes using the influence of the office to obtain employment for a family member, or otherwise using one's status as a trustee to improperly influence the decision of another person to the private advantage of oneself, or one's parents, children or spouse, staff members, friends, or associates, business or otherwise.

## **CAMPAIGN ACTIVITIES**

- 3.14 No trustee shall undertake individual campaign-related activities on Board property, unless organized by community organizations for all candidates' participation.

## **SUPERINTENDENT & STAFF**

- 3.15 Trustees will respect the authority vested in the role of Superintendent of Schools by definition in the School Act, and give the responsibility to manage and operationalize Board policies and directions to the Superintendent of Schools and their leadership team.
- 3.16 No trustee shall use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

Trustees shall be respectful of the role of staff members to provide advice based on political neutrality and objectivity and without undue influence from any individual Trustee.

Individual Trustees shall not provide direction to staff members. Trustees work with the Chair of the Board and the Superintendent. The Superintendent is responsible for communication directions and associated expectations to staff on behalf of the Board of Education.

- 3.17 Trustees recognize that only the Board and not individual Trustees, may assess the Superintendent's performance.

#### **4.0 RESPONSIBILITIES**

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act*, Worksafe and policies of the Board.

#### **5.0 REFERENCES**

Nil

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## **POLICY 8251**

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### **TRUSTEES' CODE OF ETHICS**

Whereas the role of School Trustee is fundamental to the education system in that it embodies the trust of the community in the important enterprise of developing directions to shape the minds, bodies, emotions and spirits of its youthful citizens, a Code of Ethics for Trustees is deemed essential.

Therefore, as a School Trustee—

- A. I will regard the well-being of every student as my primary obligation.**
1. I will make decisions in terms of what is best for the educational welfare of children. I will strive to meet the individual needs of each child regardless of their ability, race, colour, gender, sexual orientation or any other bias or discrimination.
- B. I will bring about positive change for all students and for the educational system.**
1. I will bring about desired changes through procedures that are both legal and ethical.
  2. I will strongly advocate for public education.
  3. I will strive to ensure that the educational system will provide the best quality of education possible for its students.
- C. I will undertake my duties diligently and with integrity.**
1. I will do everything possible to maintain the integrity, confidence and dignity of the office of School Trustee.

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

2. I will avoid being placed in a position of conflict of interest and refrain from using my Board position for personal gain.
3. I will endeavour to attend all Board meetings and serve on Standing Committees as appointed by the Chairman in consultation with me.
4. I recognize that the primary function of the Board is to establish policies by which the schools are to be administered and that the administration of the educational program and the conduct of school business shall be left to the employed superintendent of schools and his/ her professional and non-professional staff in line with Board Policy.

**D. I will respect the rights of fellow trustees, employees, students and parents.**

1. I will respect the intrinsic worth of fellow trustees, employees, students and parents and act to ensure through reasonable advocacy and other interventions that dignity, individuality and rights of such persons are safeguarded.
2. I will encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff and all elements of the community.
3. I will listen to what other Board members and other individuals or groups may have to say before making my final decisions which will be based upon all available facts in each situation.
4. I will endeavour to work with my fellow Board members in a spirit of harmony and cooperation to observe proper decorum and behaviour, to encourage full and open discussions in all matters with my fellow Board members, to treat them with respect and consideration and not to withhold or conceal from them any information which is necessary for Board members to make an informed decision.
5. I will refrain from unjustified personal attacks on the reputation of fellow Trustees or employees of the School District or their opinions, but I reserve the right to make honest and respectful criticism.
6. I will abide by majority decisions of the Board once they are made, but at the time I seek re-election to the Board I shall be free to repeat and support the minority opinion that I upheld when the decision was made.

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7. I will hold confidential all matters pertaining to schools that, if disclosed may needlessly injure individuals or the schools. However, I may disclose information to persons who have a legitimate need to know.

**E. I will endeavour to be competent and efficient in the performance of my office.**

1. I will endeavour to keep informed on all local, provincial and national education developments of significance.
2. I will earnestly try to interpret the needs and attitudes of the people of the community and do my best to translate them into the educational program of the schools.
3. I will encourage active cooperation by citizens, organizations and the media of communications, to help all the people of the communities to have the facts about the current school operation and proposed future development.
4. I will support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.

*Greater Victoria School District*

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Adopted: July 27, 1987  
Revised: January 16, 2012  
Reviewed: March 2012



# FACILITIES SERVICES

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

## Update for April 11<sup>th</sup>, 2022

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

### **BUILDING MAINTENANCE SERVICES**

- 1) The maintenance electrical team is continuing with the replacement of recalled heat detectors. This project will be prioritized until completed, as our goal is that the safety protection in place functions optimally for the staff and students while in our buildings.
- 2) Rogers Elementary gym has had air sampling for mold completed, to ensure it can be used safely until the summer break. Insurance claim submitted with hopes to have the gym up and running in prime condition for the next school year.
- 3) Implementing the new work order program eBase continues to move ahead. Foremen and employees from each maintenance department have been utilizing it for work order assignment and time allotment.
- 4) 100% of all drinking foundations/locations in the District meets the minimum requirement to be safe for drinking after a 30 second flush. Any site requiring a flush has signage indicating such.
- 5) 79% of all drinking locations in the District meet the District mandate to require no flush at all and be safe from standing water. As budgets allow, filtration will continue until no locations required flushing.

### **MINOR CAPITAL**

#### **Woodshop Upgrades - 70 % (12 of 17 Shops Complete)**

- Following shops have equipment moved for safety placement and ducting completed. Esquimalt, Lambrick Park, Oak Bay, Reynolds, Spectrum, Vic High, Arbutus, Cedar Hill, Glanford, Gordon Head, Lansdowne, Monterey, Rockheights, and Shoreline.
- Glanford and Lansdowne - Safety line painting to occur over the summer months
- Central – Woodshop equipment moved. Safety switch installation and plugs in process and safety line painting over the summer months.
- Mt. Doug – Consultation in process.
- Colquitz-Consultation in process

#### **Metal Shop 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

#### **Aviation Shop**

- Mt. Doug – Consultation in process

#### **Fire Alarm and Heat Detector Upgrades**

Planning underway and items purchased for fire alarm upgrade at McKenzie Elementary (summer project).

Project underway for the replacement of heat detectors throughout the school district - 70% complete.

#### **Strawberry Vale – Exterior Improvements**

Full exterior siding replacement underway.

#### **Child Care Studio Progress**

- Marigold – 2 child care units and parking area
  - Site prep complete, units moved on site progressing towards completion early May 2022.
- Eagle View – 2 room addition to the school for child care
  - Walls erected and truss install early April .
- View Royal – 2 studio addition underway
  - Truss installation completed over Spring Break, working towards lock up stage.

#### **MAJOR CAPITAL**

##### **Victoria High School**

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

##### **Cedar Hill Seismic Project**

- Design nearing completion (interior)
- Neighborhood Learning Centre Final

#### **OPERATIONS**

We have hired 10 new casual custodians to bolster our backup crew, accounting for high absenteeism. We are trying a new model of orientation training and on boarding with new staff with good success! We tackled some much needed floor care during Spring Break due to a very wet and muddy winter.

#### **TRANSPORTATION**

We have closed registration for our regular scheduled busing. As of today, we have 146 students registered and routed.

Our inclusive busing registration opened March 18 and will close at the end of April. At this time, we have 36 students registered. We will route all students once to registration portal is closed.



We are anxiously awaiting the arrival of our new IC Electric buses scheduled to arrive at the end of April!

#### **HEALTH & SAFETY**

- Initiated science lab safety plan/guide for staff
- Manage medical accommodations
- Exploring ebase functions to assist health & safety needs
- Health & Safety Orientation completed for all new hires
- Site safety plan template developed for all capital projects
- Audit the new JOHS folder structure and follow up

#### **NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT**

The Tec team completed 450 Service Requests during the month of March. Maintenance and alignment procedures were completed on the Tec packages at Willows, Reynolds, Monterey, Lansdowne South, Cloverdale, Macaulay, Frank Hobbs, Vic High Topaz Campus, Gordon Head, Marigold and Quadra. We have begun the preliminary wiring at View Royal for the new PA System and the team has taken the first step at Vic West in preparation of a new telephone system. Our Network Systems Coordinator was also able to take advantage of Spring Break and rebuild the network control panel for the annex area in the Tolmie Building.

#### **CLIMATE and ENERGY**

- 2021/22 LED lighting and controls new progress
  - Strawberry Vale – Complete (savings \$8,500 /year) - Submitted
  - Tolmie Building – Complete (savings \$8,500 /year) - Submitted
  - Facilities Building – 85% (due June 1<sup>st</sup>)
  - Fairey Tech – 0% (due June 1<sup>st</sup>)
- Lambrick Secondary thermostat empowerment update
  - Was able to successfully provide holiday setback to participating classrooms over spring break. Will look to evaluate savings using March 2022 bill.
- 2022/23 Lighting Audits completed
  - Northridge, View Royal, Tillicum
  - Esquimalt, Quadra, Cloverdale
  - Central and Oaklands delayed until 2023 (increasing scope of retrofit, needs study)
  - Willows and Margaret Jenkins (added to 2022 upgrades)
- Energy Wise Network “Seat Warmer” Campaign Extended
  - 15 more seat warmers purchased
  - 5 already distributed (~\$250 /year savings)
- Spring Break Programmable Thermostat Audit / Holiday Setback
  - Audit included over 60 thermostats
  - Reduced Victor School March electricity consumption by 50% (~\$2,000 savings)
  - Holiday setback of ~50 thermostats (~\$1,500 savings)
  - Corrected settings on 8 thermostats on permanent hold (\$1,500/year savings)
- 2021 Carbon reporting data entry has commenced (due April 30<sup>th</sup>)



# Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 16 – April 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 \$38 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 Risk Reserve funding was submitted and approved by the Ministry February 2022 for \$8.2m.

Vic High Seismic COA	Progress/ Completion (%)	Budget	Expenses Posted to Date	Remainder	Commitments	Remainder After Commitments	% Available	Prior Period Expenses	Change from Prior Period
Vic High Seismic Fees 2017	100%	115,070	115,070	0		0	0%	115,070	0
Vic High Seismic Fees 2019	100%	3,589	3,589	(0)		(0)	0%	3,589	0
Vic High Seismic Construction	42%	57,945,417	25,692,946	32,252,471		32,252,471	56%	24,755,617	937,328
SJ Construction	100%	5,933,870	5,933,870	(0)		(0)	0%	5,933,870	0
Vic High Equipment	4%	700,000	28,527	671,473		671,473	96%	28,527	0
Vic High Seismic Fees 2020	79%	7,000,000	5,518,191	1,481,809		1,481,809	21%	5,511,115	7,076
Vic High Capital Support	4%	100,000	4,139	95,861		95,861	96%	4,139	0
Vic High Millwork	8%	1,395,400	108,586	1,286,814	53,151	1,233,662	88%	74,006	34,580
SJ Capital Support	100%	114,877	114,877	0		0	0%	114,877	0
Vic High Moving	0%	100,000	0	100,000		100,000	0%	0	0
SJ Moving	100%	113,640	113,640	0		0	0%	113,640	0
Vic High Bussing	53%	40,000	21,150	18,850		18,850	47%	17,190	3,960
A Parker - Vic High Seismic Moving	8%	50,000	3,813	46,187	0	46,187	92%	3,813	0
A Parker - Vic High Seismic Transportation	64%	85,000	54,644	30,357		30,357	36%	51,120	3,524
A Parker - Vic High TTOC	0%	20,000	0	20,000		20,000	100%	0	0
Vic High Project Management	53%	713,450	376,478	336,972		336,972	47%	372,424	4,055
Vic High Capital Tech Support	8%	50,000	3,920	46,080		46,080	92%	3,714	206
SJ Capital Tech Support	0%	0	0	0		0	0%	0	0
Prior Year Completed Expenses		53,007		53,007		53,007	100%	0	0
		<b>74,533,320</b>	<b>38,093,440</b>	<b>36,439,880</b>	<b>53,151</b>	<b>36,386,729</b>	<b>49%</b>	<b>37,102,710</b>	<b>990,730</b>

## 6. Communications:

General:

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



## Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 16 – April 2022

Secretary-Treasurer are meeting bi-weekly to review the project budget.

- Consultation has occurred with the School and Community Garden Committees to discuss location of the child care unit. Consultation document has been sent to families and community for feedback. Feedback was open until March 11, 2022 and is now closed.

### 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 scope have been awarded.
- The Tender results for specialties, and wood flooring closed in December and is within budget and have been awarded.
- Gym floor tenders have been received and now awarded.
- The Building Permit Amendment for the site work has been submitted in March 2022 for City of Victoria approval.
- Site Work Tender Packages going out week of April 4, 2022

### Work Starting Soon or Underway:

- 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 (level 4).
- Continuing work on the ceiling support anchor grid in areas where the shoring has been removed.
- Work has commenced on the plaster replacement requirement on inside exterior walls.
- Design requirements for structural support and delivery of the air handling units is in progress.
- Exterior heritage window replacement underway.
- Exterior brick and terra cotta upgrade underway.
- Video #2 of site progress has been released and posted to the District website.

### Looking to April 2022

- Complete the West stairwell tower structure.
- Continue concrete work for East stairwell tower structure – critical pathway.
- Complete structural steel work.
- Continue work on the concrete shear walls and drag struts for Level 4.
- Continue work on NLC concrete walls, columns and slabs.
- Conceptual design for amenities updates to the auditorium being complete.
- Looking to award the Civil work contract.



## 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.

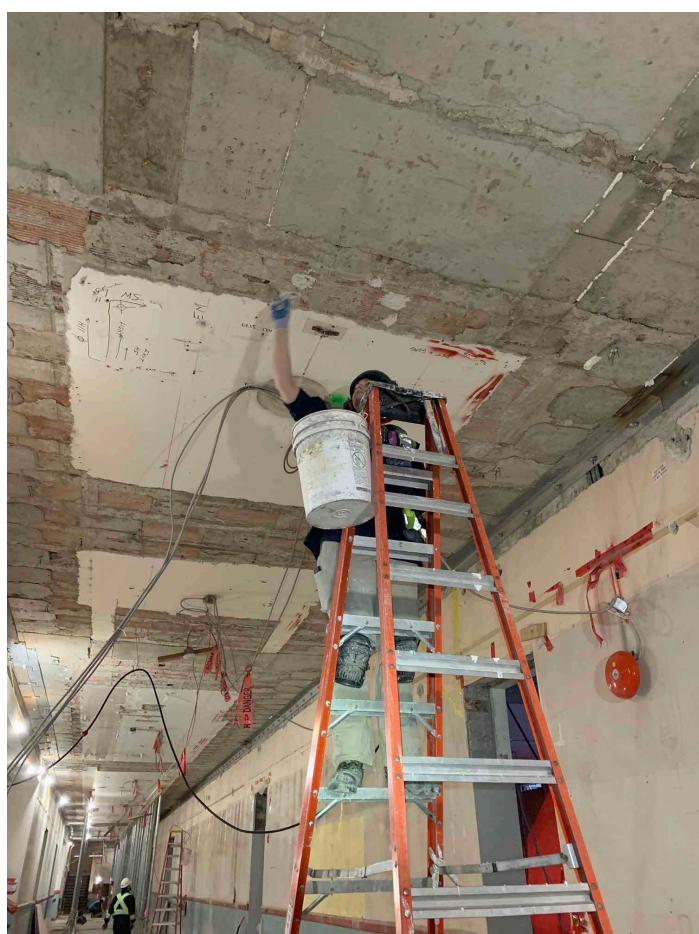




### Appendix 3



Level 2 slab on the learning commons area – NE side



Fire Stop Patching





Scaffolding on West side for heritage window replacement



Craning used to place the heating units

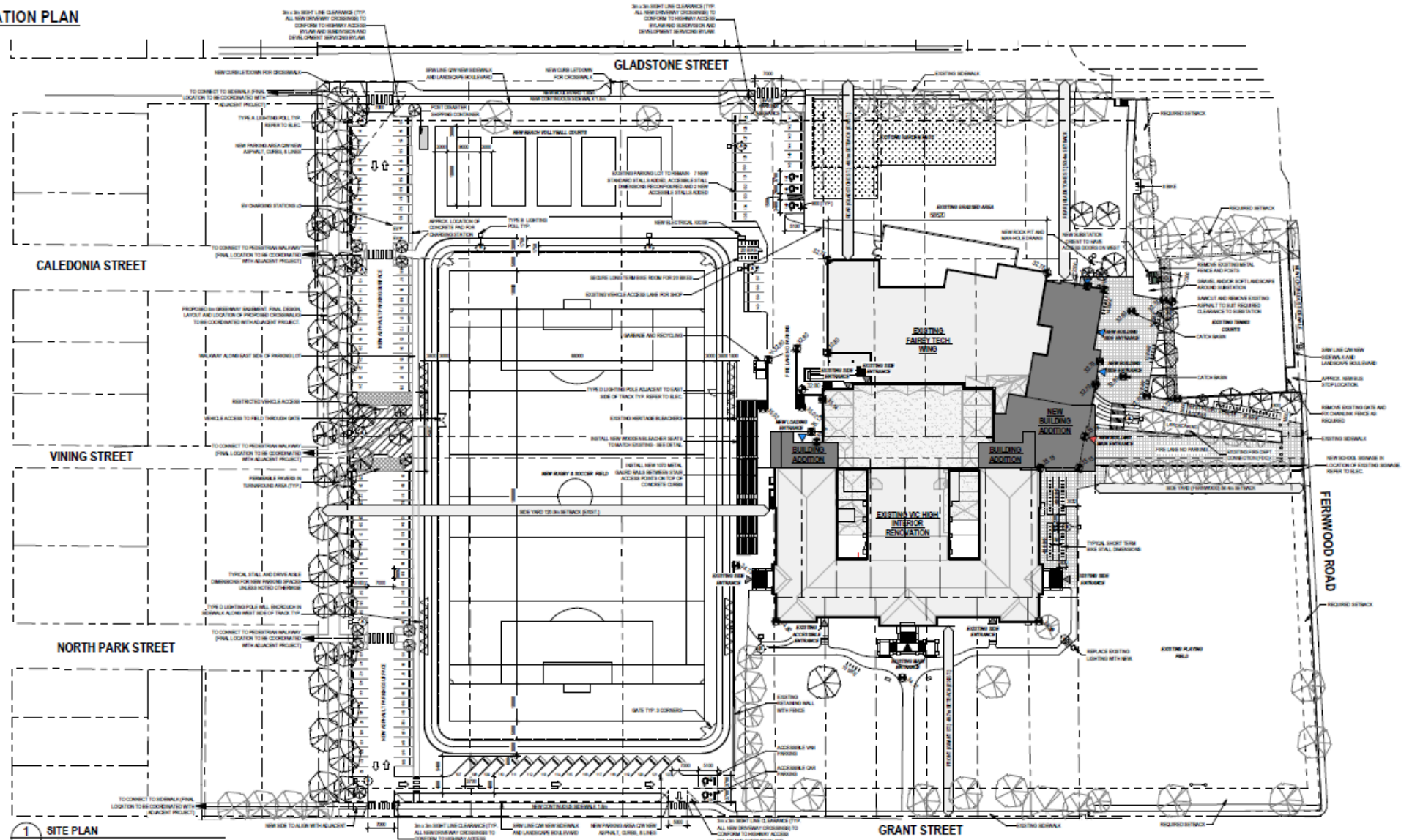




# Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 16 – April 2022

## Proposed Site Plan

### LOCATION PLAN



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



























SCHOOL FACILITY INFORMATION				TEST INFORMATION						MITIGATION STRATEGY & PUBLIC COMMUNICATION PLAN		ADDITIONAL INFORMATION		
School District Number	Ministry Facility Code	School Facility Name	Year Built	Date of Test (mm/yyyy)	Total Samples	Water Fixture Type	Room Location	Lead Level Result (mg/L)	Exceed Maximum Acceptable Concentrations	Mitigation Strategy Description	Describe Public Communication Plan	Comments	Next Scheduled Date of Testing (mm/yyyy)	Ministry Submission Period
61	06161018	Victoria High	1911	Dec/19	1	Water Fountain	GYM-0030	0.000	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Dec/22	30/Mar/22
61	06161004	Victoria West Elementary	1969	Dec/19	1	Water Filling Station	CORRIDOR-1064	0.000	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Dec/22	30/Mar/22
61	06161004	Victoria West Elementary	1969	Dec/19	1	Water Fountain	CORRIDOR-1064	0.003	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Dec/22	30/Mar/22
61	06161004	Victoria West Elementary	1969	Feb/21	1	Sink	MEDIC-1057	0.001	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Feb/24	30/Mar/22
61	06161004	Victoria West Elementary	1969	Dec/19	1	Sink	STAFF-1055	0.001	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Dec/22	30/Mar/22
61	06161004	Victoria West Elementary	1969	Dec/19	1	Water Fountain	CORRIDOR-1049	0.003	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Dec/22	30/Mar/22
61	06161004	Victoria West Elementary	1969	Dec/19	1	Water Filling Station	CORRIDOR-1049	0.000	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Dec/22	30/Mar/22
61	06161004	Victoria West Elementary	1969	Dec/19	1	Water Fountain	CORRIDOR-1032	0.000	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Dec/22	30/Mar/22
61	06161004	Victoria West Elementary	1969	Dec/19	1	Sink	ANNEX-A1001	0.001	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Dec/22	30/Mar/22
61	06161004	Victoria West Elementary	1969	Feb/21	1	Sink	KITCH-1038	0.000	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Feb/24	30/Mar/22
61	06161004	Victoria West Elementary	1969	Dec/19	1	Sink	KITCH-1038	0.002	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Dec/22	30/Mar/22
61	06161004	Victoria West Elementary	1969	Feb/21	1	Sink	KITCH-1038	0.000	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Feb/24	30/Mar/22
61	06161029	View Royal Elementary	1948	Jul/19	1	Sink	DAYCARE	0.002	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Jul/22	30/Mar/22
61	06161029	View Royal Elementary	1948	Jul/19	1	Sink	DAYCARE	0.003	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Jul/22	30/Mar/22
61	06161029	View Royal Elementary	1948	Oct/19	1	Water Filling Station	CORRIDOR-1065	0.000	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Oct/22	30/Mar/22
61	06161029	View Royal Elementary	1948	Oct/19	1	Sink	MEDIC-1007A	0.003	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Oct/22	30/Mar/22
61	06161029	View Royal Elementary	1948	Oct/19	1	Sink	STAFF-1042	0.001	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Oct/22	30/Mar/22
61	06161029	View Royal Elementary	1948	Oct/19	1	Water Filling Station	CORRIDOR-1019	0.000	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Oct/22	30/Mar/22
61	06161029	View Royal Elementary	1948	Oct/19	1	Sink	CLASS-0027	0.004	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Oct/22	30/Mar/22
61	06161029	View Royal Elementary	1948	Oct/19	1	Water Fountain	DAYCARE	0.001	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Oct/22	30/Mar/22
61	06161029	View Royal Elementary	1948	Oct/19	1	Water Fountain	CORRIDOR-1031	0.002	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Oct/22	30/Mar/22
61	06161029	View Royal Elementary	1948	Oct/19	1	Sink	KITCH-1044	0.002	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Oct/22	30/Mar/22
61	06161029	View Royal Elementary	1948	Oct/19	1	Sink	DAYCARE	0.001	No	Lead filter installed with lead free fixtu Information is provided to School staff None.			Oct/22	30/Mar/22