



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

Monday, May 9, 2022, 7:00 p.m.
Broadcasted via YouTube <https://bit.ly/3czx8bA>

Chairperson: Trustee Leonard

A. COMMENCEMENT OF MEETING

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Agenda

Recommended Motion:
That the May 9, 2022 agenda be approved.

A.3. Approval of the Minutes

Recommended Motion:
That the April 11, 2022 Operations Policy and Planning Committee meeting minutes, be approved.

A.4. Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

C. SUPERINTENDENT'S REPORT

C.1. Staffing Update – District Principal Sherstobitoff

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. Middle and Secondary Enrollment Report – Interim Deputy Superintendent Roberts

E.2. Monthly Financial Report: April 2022

E.3. Policy XXXX Whistleblower

Recommendation:

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

E.4. 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.

E.5. Policy XXXX Role of Trustee

Recommendation:

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

E.6. 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.7. Policy 3170 Operating Surplus and Regulation 3170 Operating Surplus

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revisions to Policy 3170 *Operating Surplus* (formerly *Reserves*) as presented.

E.8. Policy 8210 Orienting the New Board Members – Information Only

F. FACILITIES PLANNING

- F.1. Operations Update: May 2022**
- F.2. Victoria High School Seismic Project Update**
- F.3. Energy Manager Report**
- F.4. 2021 Carbon Neutral Action Report**
- F.5. 2023-2024 Annual Five Year Capital Plan Draft**

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

Trustee Watters - Reinvigorate the Greater Victoria Foundation for Learning

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) reinvigorate the Greater Victoria Foundation for Learning.

Trustee Duncan – Elementary Strings

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to communicate with AMIS (Advocacy for Music in Schools) Victoria who will secure donations to fund the full elementary strings program in the amount of \$208, 817 required for the 2022-2023 school year. Further that the Board of Education of School District No. 61 provide a signed letter to all donors guaranteeing that all funds donated for the specific purpose of funding Elementary Strings for the 2022-2023 school year, be used for the Elementary Strings program only. The Superintendent will report back at the May 2022 Board of Education meeting.

I. NOTICE OF MOTION

J. GENERAL ANNOUNCEMENTS

K. ADJOURNMENT

Recommended Motion:

That the meeting adjourn.

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



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

Regular Minutes

Monday, April 11, 2022, 7:00 p.m.

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

Trustees Present: Elaine Leonard (Chair), Ryan Painter, Angie Hentze, Jordan Watters, Tom Ferris, Nicole Duncan, Anne 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, District Principal, Sean McCartney Andy Canty, Director, Information Technology for Learning, Kelly Gorman, Recorder

Stakeholders: Connor McCoy, President, VPVPA

A. COMMENCEMENT OF MEETING

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

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Agenda

Moved By Trustee Painter

That the April 11, 2022 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved By Trustee Watters

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, as amended.

Trustee Duncan requested answers to her questions relative to shop remediations under L.1. The answers will be posted on the District website under the April 11, 2022 Operations Policy and Planning Committee meeting as supplemental information.

Motion Carried Unanimously

A.4. Business Arising from Minutes

Trustee Duncan I.1.b. requested Enrollment data for Middle and Secondary schools. Interim Deputy Superintendent Roberts will provide an update at a future meeting.

Trustee Whiteaker reminded the Board of the Board approved motion to create a Waste Policy Committee.

B. PRESENTATIONS TO THE COMMITTEE

None.

C. SUPERINTENDENT'S REPORT

C.1. Administrative Regulations

Interim Superintendent Whitten provided an update.

Trustees had questions of clarification.

D. PERSONNEL ITEMS

None.

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: March 2022

Secretary-Treasurer Morris provided the report for information.

Trustees had questions of clarification.

Moved By Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) table E.2. to E.5. to a future Operations Policy and Planning Committee meeting.

Trustees discussed the motion.

For: Duncan, Whiteaker

Against: Painter, Leonard, Hentze, Ferris, Watters

Motion Defeated (2 to 5)

E.2. Policy XXXX Whistleblower

Secretary-Treasurer Morris presented the policy.

Moved By Trustee Watters

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

Trustees debated the Policy with a suggestion being made to refer the motion in order to make further edits discussed by Trustees.

Moved By Trustee Painter

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) approve new Whistleblower policy*" be referred to the May 9, 2022 Operations Policy and Planning Committee meeting.

Trustees debated the motion.

For: Painter, Whiteaker, Hentze, Duncan, Ferris

Operations Policy and Planning Committee Meeting April 11, 2022

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Against: Watters, Leonard

Motion Carried (5 to 2)

E.3. Policy XXXX Social Media Use

Moved By Trustee Painter

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

Trustees debated the motion with a suggestion being made to refer the motion in order to make edits discussed by Trustees.

Moved By Trustee Painter

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) approve new Social Media Use policy*" be referred to the May 9, 2022 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

E.4. Policy 4304 Revision - Bullying & Harassment

Moved By Trustee Painter

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

Trustees debated the motion with a suggestion being made to refer the motion in order to make edits discussed by Trustees.

Moved By Trustee Whiteaker

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) approve revised 4304 Bullying and Harassment policy*" be referred to the May 2, 2022 Education Policy and Directions Committee meeting.

For: Whiteaker, Duncan, Painter, Watters, Hentze, Ferris.

Against: Leonard

Motion Carried (6 to 1)

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

Operations Policy and Planning Committee Meeting April 11, 2022

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Trustees debated the Policy with a suggestion being made to bring a revised Policy, and the suite of associated policies, to the May 9, 2022 Operations Policy and Planning Committee meeting.

F. FACILITIES PLANNING

F.1. Operations Update: April 2022

Director of Facilities Morris presented the April Operations update.

Trustees had questions of clarification.

F.2. Victoria High School Seismic Project Update

Associate Director of Facilities Services Vistisen-Harwood provide an update.

F.3. Lead in Water Report

Director of Facilities Morris presented the report and let the Committee know the District is in compliance and that the report had been submitted to the Ministry of Education and the health authority, as well as posted to the District website.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

H. NEW BUSINESS

None.

I. NOTICE OF MOTION

None.

J. GENERAL ANNOUNCEMENTS

None.

K. ADJOURNMENT

Moved By Trustee Whiteaker

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:58 p.m.

Chair

Secretary-Treasurer

Human Resource Services Department

Staffing Update May 2022

To: Operations Policy and Planning Committee
From: T. Sherstobitoff, District Principal
Date: May 2022

Summary of Staffing Numbers for the 2021-2022 School Year

| | Continuing Contracts | "On-Call" Status Note: These employees could be in Temporary Contracts | New Hires July 1, 2021 – May 1, 2022 <--- Note: New hire included in totals |
|----------|---------------------------------|--|---|
| ASA | 26 | n/a | 6 |
| BCPVPA | 106 | n/a | 1 |
| CUPE 382 | 230 | 41 | 36 |
| CUPE 947 | 236 – Support Staff 496 – EA | 19 – Support Staff 127 – EA | 24 – Support Staff 116 – EA |
| EXEMPT | 45 | n/a | 5 |
| GVTA | 1174 | 836 Note: This number may include Teachers choosing to TTOC while "on leave" | 163 |

- **GVTA Teaching Staff**

- The teacher specialization areas Human Resource Services continues to experience the greatest recruitment challenges remain in French Immersion (Elementary and Middle), Counselling, Elective/Exploratory (Home Economics, Industrial Education, Computers), and Secondary Core (Physics, Chemistry, Math).
- We continue to monitor the number of available TTOCs available to cover daily replacements for illness, short term leaves, and contract language preparation time (remedy and low incidence time). There have not been significant shortages but there have been shortages during times illness numbers were high. As well, because fewer TTOCs are available for work, learning events requiring TTOC coverage have been cancelled and/or offered in a different manner.
- Spring Staffing Process for the 2022-2023 School Year: Continuing teaching positions 0.7 or greater will be posted in the May mobility rounds. This will be followed by a process to place teachers identified as "excess to needs" (ETN). So far, 18 teachers have been identified as ETN, totaling a FTE of 10.22. Some of these teachers may be eligible for the mobility rounds; those who do not acquire positions during mobility will be placed in positions. There will be ample FTE available for placements thus resulting in no GVTA lay-offs.

- **CUPE 947 Educational Assistant Staff**

- Along with the other school districts in the province, GVSD61 continues to experience EAG replacement shortages.
- For most of the year COVID continued to present challenges; we were only able to host 2 EAG Bridge Programs. One is currently in session with 25 participants.
- We continue to hire and explore retention strategies
 - Creating positions with more hours as per the School Board commitment
 - Providing paid professional development opportunities and training

- **Employment Standards Act**

- The Province has introduced amendments to the B.C. Employment Standards Act regarding the five-day paid sick leave entitlement. These amendments include the following changes:
 - Sick leave entitlement will be based on each calendar year, rather than the “employment year” of each individual employee; and
 - Employees who are not contractually accruing sick banks will be entitled to the maximum of five paid days of sick leave.
- School Districts in BC are struggling to develop a consistent process to apply the changes and are awaiting further direction from BCPSEA in order to implement this change.

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

Office of the Associate Superintendent

Colin Roberts – Associate Superintendent

To: Operations Policy and Planning Committee

From: Colin Roberts

Date: May 9, 2022

RE: Enrollment Update

The table on the following page provides information that may be useful in assessing District enrollment trends for the 2022-23 school-year.

When reviewing the information please note the following:

- The asterisk indicates which schools are dual track.
- The enrollment counts do not reflect the exact September 2022 enrolments anticipated. Factors such as student migration between now and the beginning of the 2022-23 school-year, further student transfers that might occur, and confirmation of International Student Program registrants will result in changes to these numbers for most schools.
- Headcounts for February 2021 were impacted by COVID-19, particularly at the secondary school level where the number of International Student Program registrations was considerably lower than in the average year.
- Comparing the “Headcount at February 2021” against the “Headcount for September at February 2022” provides insight into anticipated enrollment growth at the middle and secondary levels, although the “COVID factor” mentioned above needs to be weighed when reviewing secondary school numbers.
- Although enrollments reported are headcount, the Ministry of Education and Child Care will continue to allocate funding to districts for the 2022-23 school-year on the course-based model that has been in effect for a number of years.

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Middle and Secondary Enrollment Headcount Summary

| MIDDLE SCHOOL | FUNCTIONAL CAPACITY | HEADCOUNT at FEB 2021 | HEADCOUNT FOR SEPT 2022 at APR 2022 |
|-------------------------|--------------------------------|----------------------------------|--|
| Arbutus* | 500 | 442 | 413 |
| Cedar Hill* | 550 | 465 | 549 |
| Central* | 600 | 547 | 489 |
| Colquitz | 550 | 506 | 529 |
| Glanford | 400 | 352 | 347 |
| Gordon Head | 375 | 316 | 349 |
| Lansdowne* | 875 | 680 | 701 |
| Monterey | 425 | 389 | 418 |
| Rockheights | 400 | 225 | 240 |
| Shoreline* | 425 | 306 | 372 |
| | | | |
| TOTALS | | 4228 | 4407 |
| | | | |
| SECONDARY SCHOOL | FUNCTIONAL CAPACITY | HEADCOUNT at FEB 2021 | HEADCOUNT FOR SEPT 2022 at APR 2022 |
| Esquimalt* | 975 | 724 | 835 |
| Lambrick Park | 750 | 498 | 551 |
| Mt. Douglas | 950 | 844 | 885 |
| Oak Bay* | 1300 | 1202 | 1357 |
| Reynolds* | 1100 | 979 | 1049 |
| Spectrum | 1200 | 1025 | 1173 |
| Vic High* | 800 | 720 | 842 |
| | | | |
| TOTALS | | 5992 | 6692 |

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - April 2022

| | 2021-2022 | | | | | 2020-2021 | | | | |
|------------------------------------|--------------------|-------------------|--------------------|-------------------|------------|--------------------|-------------------|--------------------|-------------------|------------|
| | Budget | Apr 2022 | YTD | Available | % !! | Budget | Mar 2021 ** | YTD | Available | % |
| 602 CE/HL OTHER FEES | 20 | 25 | 45 | (25) | -125% !! | 300 | 10 | 229 | 71 | 24% |
| 605 CE/HL REGISTRATION FEES | 5,100 | 700 | 5,250 | (150) | -3% !! | 10,650 | 275 | 6,800 | 3,850 | 36% |
| 621 MINISTRY BLOCK FUNDING | 194,758,768 | 19,387,364 | 154,908,962 | 39,849,806 | 20% !! | 182,905,359 | 18,055,360 | 127,217,894 | 55,687,465 | 30% |
| 629 OTHER MIN OF ED GRANTS | 2,456,163 | 763,825 | 1,930,374 | 525,789 | 21% !! | 8,356,917 | 659,835 | 5,268,587 | 3,088,330 | 37% |
| 641 REVENUE -OTHER PROV MINISTRIES | 171,515 | 0 | 168,515 | 3,000 | 2% !! | 125,870 | 1,744 | 113,763 | 12,107 | 10% |
| 642 REVENUE -OTHER SCHOOL DIST | 0 | 2,700 | 2,700 | (2,700) | 0% !! | 0 | 0 | 0 | 0 | 0% |
| 643 SUMMER SCHOOL FEES | 0 | 0 | 0 | 0 | 0% !! | 1,720 | 0 | 1,720 | 0 | 0% |
| 644 CE/HL COURSE FEES | 2,900 | 2,175 | 10,150 | (7,250) | -250% !! | 25,000 | 1,300 | 22,400 | 2,600 | 10% |
| 645 REVENUE-CAFETERIA | 95,226 | 9,131 | 95,213 | 13 | 0% !! | 44,782 | 4,639 | 40,010 | 4,772 | 11% |
| 647 OFFSHORE STUDENTS TUITION FEES | 14,973,989 | 144,841 | 15,233,922 | (259,933) | -2% !! | 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 | 1,230,689 | 155,609 | 1,095,544 | 135,145 | 11% !! | 915,767 | 111,229 | 619,219 | 296,548 | 32% |
| 651 COMMUNITY USE OF FACILITIES | 1,488,905 | 124,283 | 1,266,051 | 222,854 | 15% !! | 862,854 | 67,274 | 645,190 | 217,664 | 25% |
| 652 COMMUNITY USE OF FIELDS | 51,670 | 5,664 | 46,937 | 4,733 | 9% !! | 1,327 | 0 | 1,327 | 0 | 0% |
| 653 COMMUNITY USE OF THEATRE | 54,271 | 17,160 | 48,176 | 6,095 | 11% !! | 1,347 | | 1,348 | (1) | 0% |
| 654 PARKING FEES | 26,273 | 25 | 28,663 | (2,390) | -9% !! | 12,300 | | 12,300 | 0 | 0% |
| 655 RENTALS LIAB INS REVENUE | 6,000 | 70 | 5,705 | 295 | 5% !! | 20 | | 20 | 0 | 0% |
| 659 OTHER RENTALS & LEASES | 777,126 | 28,273 | 689,329 | 87,797 | 11% !! | 673,109 | 15,000 | 595,528 | 77,581 | 12% |
| 661 INTEREST | 5,537 | 865 | 4,925 | 612 | 11% !! | 6,331 | 357 | 4,371 | 1,960 | 31% |
| 669 INVESTMENT REVENUE | 347,492 | 37,000 | 286,596 | 60,896 | 18% !! | 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% |
| GRAND TOTAL | 230,634,285 | 20,679,711 | 189,762,223 | 40,872,062 | 18% | 222,360,116 | 19,133,137 | 163,232,989 | 59,127,127 | 27% |

NOTE: April 2021 Month End Report not available due to timing of May 2021 OPPS agenda and April 2021 Month End.

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - April 2022

| | 2021-2022 | | | | | | | 2020-2021 | | | | | | | |
|--------------------------------------|-------------|------------|-------------|--------------|-------------|------------|-------|-----------|-------------|-------------|-------------|--------------|-------------|------------|--------|
| | Budget | Apr 2022 | YTD | Encumbrances | Total Exp | Available | % | !! | Budget | Mar 2021 ** | YTD | Encumbrances | Total Exp | Available | % |
| SALARIES | | | | | | | | | | | | | | | |
| 111 CERTIFICATED TEACHERS | 94,958,874 | 9,527,663 | 75,378,921 | | 75,378,921 | 19,579,953 | 21% | !! | 90,089,229 | 9,024,154 | 62,441,081 | | 62,441,081 | 27,648,148 | 31% |
| 112 P&VP SALARIES | 14,587,783 | 1,184,560 | 11,844,475 | | 11,844,475 | 2,743,308 | 19% | !! | 13,817,002 | 1,192,032 | 10,610,649 | | 10,610,649 | 3,206,353 | 23% |
| 114 ALLIED SPECIALISTS | 1,853,609 | 182,790 | 1,478,341 | | 1,478,341 | 375,268 | 20% | !! | 2,077,045 | 177,518 | 1,234,331 | | 1,234,331 | 842,714 | 41% |
| 115 DEPARTMENT HEAD ALLOWANCES | 261,249 | 25,724 | 205,991 | | 205,991 | 55,258 | 21% | !! | 257,686 | 25,620 | 179,935 | | 179,935 | 77,751 | 30% |
| 120 EXEMPT STAFF (CERT) | 1,383,839 | 73,372 | 1,158,619 | | 1,158,619 | 225,220 | 16% | !! | 1,255,874 | 93,560 | 938,483 | | 938,483 | 317,391 | 25% |
| 121 EXEMPT STAFF (NON-CERT) | 3,897,462 | 300,367 | 3,168,875 | | 3,168,875 | 728,587 | 19% | !! | 3,717,960 | 280,191 | 2,696,612 | | 2,696,612 | 1,021,348 | 27% |
| 122 CUSTODIANS | 2,464,775 | 269,325 | 1,885,672 | | 1,885,672 | 579,103 | 23% | !! | 2,400,837 | 165,477 | 1,600,625 | | 1,600,625 | 800,212 | 33% |
| 123 JANITORS | 3,649,570 | 422,717 | 3,113,843 | | 3,113,843 | 535,727 | 15% | !! | 3,473,549 | 239,451 | 2,476,867 | | 2,476,867 | 996,682 | 29% |
| 125 FOREMEN | 519,337 | 47,533 | 395,786 | | 395,786 | 123,551 | 24% | !! | 533,365 | 37,789 | 394,439 | | 394,439 | 138,926 | 26% |
| 126 TRADESMEN/LABOURERS | 4,162,376 | 421,529 | 3,293,586 | | 3,293,586 | 868,790 | 21% | !! | 3,944,506 | 338,957 | 2,864,461 | | 2,864,461 | 1,080,045 | 27% |
| 131 SCHOOL ASSISTANT SALARIES | 17,719,018 | 1,518,278 | 12,930,868 | | 12,930,868 | 4,788,150 | 27% | !! | 16,718,774 | 1,367,302 | 10,322,403 | | 10,322,403 | 6,396,371 | 38% |
| 142 CLERICAL SALARIES | 8,939,570 | 713,092 | 6,875,368 | | 6,875,368 | 2,064,202 | 23% | !! | 8,726,248 | 710,231 | 6,067,161 | | 6,067,161 | 2,659,087 | 30% |
| 161 TTOC SALARIES | 9,974,004 | 1,085,049 | 8,025,908 | | 8,025,908 | 1,948,096 | 20% | !! | 8,690,529 | 742,193 | 5,267,729 | | 5,267,729 | 3,422,800 | 39% |
| 165 RELIEF LABOUR | 496,414 | 25,581 | 388,599 | | 388,599 | 107,815 | 22% | !! | 442,857 | 32,397 | 345,511 | | 345,511 | 97,346 | 22% |
| 167 SCHOOL ASSIST RELIEF | 423,854 | 7,445 | 203,178 | | 203,178 | 220,676 | 52% | !! | 704,426 | 1,606 | 91,091 | | 91,091 | 613,335 | 87% |
| 168 CASUAL CLERICAL SALARIES | 72,395 | 2,216 | 15,127 | | 15,127 | 57,268 | 79% | !! | 131,698 | 2,253 | 33,564 | | 33,564 | 98,134 | 75% |
| 191 TRUSTEES INDEMNITY | 226,442 | 19,097 | 188,247 | | 188,247 | 38,195 | 17% | !! | 222,622 | 18,649 | 166,674 | | 166,674 | 55,948 | 25% |
| 199 RECOVERIES | (364,579) | (82,401) | (546,981) | | (546,981) | 182,402 | -50% | !! | (658,886) | (89,771) | (693,548) | | (693,548) | 34,662 | -5% |
| TOTAL -- SALARIES | 165,225,992 | 15,743,938 | 130,004,423 | 0 | 130,004,423 | 35,221,569 | 21% | !! | 156,545,321 | 14,359,611 | 107,038,068 | 0 | 107,038,068 | 49,507,253 | 32% |
| BENEFITS | | | | | | | | | | | | | | | |
| 211 TEACHER BENEFITS | 22,377,578 | 2,392,492 | 17,682,336 | | 17,682,336 | 4,695,242 | 21% | !! | 21,162,210 | 2,230,972 | 14,423,613 | | 14,423,613 | 6,738,597 | 32% |
| 212 P&VP BENEFITS | 2,932,145 | 293,162 | 2,325,235 | | 2,325,235 | 606,910 | 21% | !! | 2,774,310 | 287,417 | 2,027,698 | | 2,027,698 | 746,612 | 27% |
| 214 ALLIED SPECIALISTS BENEFITS | 374,431 | 38,029 | 299,407 | | 299,407 | 75,024 | 20% | !! | 427,871 | 38,701 | 238,610 | | 238,610 | 189,261 | 44% |
| 215 DEPT HEAD ALLOWANCE BENEFITS | 61,655 | 6,176 | 41,102 | | 41,102 | 20,553 | 33% | !! | 61,587 | 6,177 | 34,492 | | 34,492 | 27,095 | 44% |
| 218 EMPLOYEE FUTURE BENEFITS EXPENSE | 407,329 | 775 | (304,308) | | (304,308) | 711,637 | 175% | !! | 380,735 | 303,932 | 48,565 | | 48,565 | 332,170 | 87% |
| 220 EXEMPT (CERT) - BENEFITS | 254,553 | 17,215 | 214,311 | | 214,311 | 40,242 | 16% | !! | 241,079 | 22,105 | 170,855 | | 170,855 | 70,224 | 29% |
| 221 EXEMPT (N-CERT) BENEFITS | 747,381 | 65,076 | 600,610 | | 600,610 | 146,771 | 20% | !! | 730,674 | 61,726 | 493,742 | | 493,742 | 236,932 | 32% |
| 222 CUSTODIAN BENEFITS | 499,633 | 57,716 | 427,689 | | 427,689 | 71,944 | 14% | !! | 528,185 | 60,982 | 348,786 | | 348,786 | 179,399 | 34% |
| 223 JANITOR BENEFITS | 740,182 | 74,348 | 632,337 | | 632,337 | 107,845 | 15% | !! | 783,233 | 94,169 | 539,121 | | 539,121 | 244,112 | 31% |
| 225 FOREMEN BENEFITS | 111,179 | 10,778 | 83,711 | | 83,711 | 27,468 | 25% | !! | 117,340 | 13,226 | 86,325 | | 86,325 | 31,015 | 26% |
| 226 TRADESMEN/LABOURER BENEFITS | 890,085 | 89,454 | 705,283 | | 705,283 | 184,802 | 21% | !! | 867,605 | 67,494 | 632,309 | | 632,309 | 235,296 | 27% |
| 231 SCHOOL ASSISTANT BENEFITS | 4,075,679 | 373,102 | 3,101,093 | | 3,101,093 | 974,586 | 24% | !! | 3,979,035 | 327,058 | 2,517,663 | | 2,517,663 | 1,461,372 | 37% |
| 242 CLERICAL BENEFITS | 2,092,848 | 164,369 | 1,604,155 | | 1,604,155 | 488,693 | 23% | !! | 2,076,352 | 1,459,113 | 1,459,113 | | 1,459,113 | 617,239 | 30% |
| 261 TTOC BENEFITS | 1,727,729 | 188,796 | 1,415,192 | | 1,415,192 | 312,537 | 18% | !! | 1,588,704 | 123,401 | 869,628 | | 869,628 | 719,076 | 45% |
| 265 RELIEF LABOUR BENEFITS | 61,059 | 16,173 | 60,824 | | 60,824 | 235 | 0% | !! | 65,279 | (43,441) | 49,408 | | 49,408 | 15,871 | 24% |
| 267 RELIEF ASSISTANT BENEFITS | 52,307 | 4,947 | 42,389 | | 42,389 | 9,918 | 19% | !! | 79,726 | 3,056 | 19,390 | | 19,390 | 60,336 | 76% |
| 268 CASUAL CLERICAL BENEFITS | 9,918 | 694 | 3,233 | | 3,233 | 6,685 | 67% | !! | 21,977 | (18) | 3,902 | | 3,902 | 18,075 | 82% |
| 291 TRUSTEE BENEFITS | 14,266 | 1,100 | 10,003 | | 10,003 | 4,263 | 30% | !! | 13,580 | 1,160 | 10,211 | | 10,211 | 3,369 | 25% |
| 299 OTHER - BENEFITS | (72,583) | (6,109) | (59,783) | | (59,783) | (12,800) | 18% | !! | (79,458) | 0 | (70,123) | | (70,123) | (9,335) | 12% |
| TOTAL -- BENEFITS | 37,357,374 | 3,788,293 | 28,884,820 | 0 | 28,884,820 | 8,472,554 | 23% | !! | 35,820,024 | 3,767,854 | 23,903,308 | 0 | 23,903,308 | 11,916,716 | 33% |
| SERVICES & SUPPLIES | | | | | | | | | | | | | | | |
| 311 AUDIT | 27,940 | 0 | 52 | | 52 | 27,888 | 100% | !! | 26,924 | 0 | 296 | | 296 | 26,628 | 99% |
| 312 LEGAL | 378,439 | 145,990 | 470,424 | | 470,424 | (91,985) | -24% | !! | 229,697 | 86,117 | 210,995 | | 210,995 | 18,702 | 8% |
| 323 SOFTWARE MAINTENANCE | 1,153,995 | 40,461 | 1,032,217 | 5,831 | 1,038,049 | 115,946 | 10% | !! | 1,037,863 | 42,071 | 671,708 | | 671,708 | 366,155 | 35% |
| 324 HARDWARE MAINTENANCE | 109,634 | 0 | 97,065 | | 97,065 | 12,569 | 11% | !! | 99,099 | 0 | 97,172 | | 97,172 | 1,927 | 2% |
| 331 CONTRACTED TRANSPORTATION | 1,058,899 | 67,157 | 571,140 | 446,311 | 1,017,451 | 41,448 | 4% | !! | 929,640 | 80,657 | 540,724 | 445,039 | 985,763 | (56,123) | -6% |
| 332 TRANSPORTATION ASSISTANCE | 14,000 | 2,770 | 20,412 | | 20,412 | (6,412) | -46% | !! | 27,003 | 2,643 | 16,254 | | 16,254 | 10,749 | 40% |
| 334 SCHOOL JOURNEYS | 21,264 | 226 | 9,541 | | 9,541 | 11,723 | 55% | !! | 9,728 | 45 | 2,203 | | 2,203 | 7,525 | 77% |
| 341 PRO-D & TRAVEL | 930,608 | 51,466 | 419,555 | | 419,555 | 511,053 | 55% | !! | 1,840,391 | 15,686 | 398,993 | | 398,993 | 1,441,398 | 78% |
| 342 TRAVEL MILEAGE | 3,107 | 745 | 2,162 | | 2,162 | 945 | 30% | !! | 2,393 | 0 | 465 | | 465 | 1,928 | 81% |
| 343 LOCAL MILEAGE | 79,270 | 6,447 | 42,021 | | 42,021 | 37,249 | 47% | !! | 69,954 | 3,979 | 26,930 | | 26,930 | 43,024 | 62% |
| 364 LEASES | 109,851 | 9,154 | 91,542 | | 91,542 | 18,309 | 17% | !! | 111,354 | (829) | 83,892 | | 83,892 | 27,463 | 25% |
| 371 MEMBERSHIP FEES | 111,962 | 1,137 | 113,039 | | 113,039 | (1,077) | -1% | !! | 117,851 | 2,955 | 106,302 | | 106,302 | 11,549 | 10% |
| 391 PREMIUMS | 423,447 | 0 | 417,815 | | 417,815 | 5,632 | 1% | !! | 439,970 | 0 | 421,053 | | 421,053 | 18,917 | 4% |
| 392 DEDUCTIBLES PAID | 0 | 1,300 | 1,300 | | 1,300 | (1,300) | 0% | !! | 0 | 0 | 0 | 0 | 0 | 0 | 0% |
| 399 SERVICES RECOVERY | (1,294) | 0 | (4,955) | | (4,955) | 3,661 | -283% | !! | (1,378) | (1,215) | (16,380) | | (16,380) | 15,002 | -1089% |
| 421 VISA EXPENSE | 16,410 | 4,110 | 16,719 | | 16,719 | (309) | -2% | !! | 27,000 | 1,824 | 11,350 | | 11,350 | 15,650 | 58% |
| 422 BANK SERVICE CHARGES | 131,243 | 12,177 | 93,947 | | 93,947 | 37,296 | 28% | !! | 107,100 | 7,990 | 58,580 | | 58,580 | 48,520 | 45% |
| 431 LAND TELEPHONE | 173,733 | 14,195 | 137,412 | | 137,412 | 36,321 | 21% | !! | 158,436 | 25,886 | 134,619 | | 134,619 | 23,817 | 15% |
| 438 CELL PHONES | 230,164 | 17,929 | 167,115 | | 167,115 | 63,049 | 27% | !! | 846,955 | 640,520 | 788,337 | | 788,337 | 58,618 | 7% |
| 439 DIGITAL SERVICES RECOVERY | 728,064 | 0 | 728,064 | | 728,064 | 0 | 0% | !! | | | | | | | |

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - April 2022

| | 2021-2022 | | | | | | | 2020-2021 | | | | | |
|---------------------------------|-------------|------------|-------------|--------------|-------------|---------------------|--|-------------|-------------|-------------|--------------|-------------|----------------|
| | Budget | Apr 2022 | YTD | Encumbrances | Total Exp | Available % | | Budget | Mar 2021 ** | YTD | Encumbrances | Total Exp | Available % |
| 441 POSTAGE | 55,912 | 3,127 | 28,954 | | 28,954 | 26,958 48% !! | | 55,106 | 838 | 32,359 | | 32,359 | 22,747 41% |
| 444 COURIER SERVICE | 13,118 | 185 | 7,118 | | 7,118 | 6,000 46% !! | | 36,353 | 131 | 33,958 | | 33,958 | 2,395 7% |
| 445 ADVERTISING | 119,238 | 12,279 | 133,562 | | 133,562 | (14,324) -12% !! | | 78,867 | 1,686 | 73,196 | | 73,196 | 5,671 7% |
| 446 PHOTOCOPYING | 250,404 | 24,898 | 229,308 | | 229,308 | 21,097 8% !! | | 251,108 | 26,320 | 159,272 | | 159,272 | 91,836 37% |
| 447 PRINTING SERVICES | 17,664 | 28 | 4,542 | | 4,542 | 13,122 74% !! | | 22,019 | 872 | 10,188 | | 10,188 | 11,831 54% |
| 448 AGENT FEE | 1,495,058 | 17,622 | 1,401,743 | | 1,401,743 | 93,315 6% !! | | 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 | 300 | 6,840 | | 6,840 | 6,907 50% !! | | 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 | 76 | 1,982 | | 1,982 | 2,313 54% !! | | 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 | 6,817 | 75,435 | 8,103 | 83,538 | 462 1% !! | | 100,434 | 4,223 | 86,449 | 4,978 | 91,428 | 9,006 9% |
| 467 FLEET TELEMATICS | 19,500 | 1,096 | 12,531 | | 12,531 | 6,969 36% !! | | 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 | 4,109,649 | 471,593 | 3,281,028 | 414,713 | 3,695,742 | 413,907 10% !! | | 2,730,910 | 235,397 | 1,460,359 | 412,686 | 1,873,046 | 857,664 31% |
| 481 PORTABLE MOVES | 57,769 | 21,336 | 34,160 | 12,289 | 46,448 | 11,321 20% !! | | 60,000 | 0 | 20,940 | | 20,940 | 39,060 65% |
| 499 COST RECOVERIES | (7,396) | (6,310) | (13,721) | | (13,721) | 6,325 -86% !! | | (11,497) | (13,348) | (24,845) | | (24,845) | 13,348 -116% |
| 501 CAFETERIA FOOD | 180,513 | 22,523 | 140,148 | | 140,148 | 40,365 22% !! | | 147,857 | 8,872 | 87,409 | | 87,409 | 60,448 41% |
| 503 WOOD | 14,652 | 332 | 10,658 | | 10,658 | 3,994 27% !! | | 14,629 | 91 | 10,747 | | 10,747 | 3,882 27% |
| 504 METAL | 7,803 | (825) | 7,025 | | 7,025 | 778 10% !! | | 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) | 19 | 2,324 | | 2,324 | (3,081) 407% !! | | 1,328 | 5 | 2,722 | | 2,722 | (1,394) -105% |
| 511 ADMINISTRATIVE SUPPLIES | 335,345 | 28,373 | 198,001 | | 198,001 | 137,344 41% !! | | 265,789 | 9,622 | 152,152 | | 152,152 | 113,637 43% |
| 512 COPY/PRINTER SUPPLIES | 201,218 | 18,120 | 144,186 | | 144,186 | 57,032 28% !! | | 206,737 | 7,952 | 108,713 | | 108,713 | 98,024 47% |
| 514 JANITORIAL SUPPLIES | 462,000 | 92,889 | 513,689 | 15,102 | 528,792 | (66,792) -14% !! | | 403,383 | (23,997) | 314,090 | | 314,090 | 89,293 22% |
| 515 VEHICLE SUPPLIES | 69,311 | 9,360 | 76,992 | | 76,992 | (7,681) -11% !! | | 62,782 | 2,932 | 56,929 | | 56,929 | 5,853 9% |
| 516 MEDICAL SUPPLIES | 4,981 | 647 | 3,563 | | 3,563 | 1,418 28% !! | | 6,539 | 41 | 3,153 | | 3,153 | 3,386 52% |
| 517 TIRE PURCHASES | 0 | 6,437 | 6,542 | | 6,542 | (6,542) 0% !! | | | | | | | |
| 518 VEHICLE FUEL PURCHASES | 156,992 | 17,708 | 156,699 | | 156,699 | 293 0% !! | | 154,195 | 848 | 110,465 | | 110,465 | 43,730 28% |
| 519 INSTRUCTIONAL SUPPLIES | 8,139,792 | 357,075 | 2,524,539 | 40,999 | 2,565,538 | 5,574,254 68% !! | | 10,663,778 | 232,064 | 2,590,275 | 153,396 | 2,743,671 | 7,920,107 74% |
| 520 BOOKS & GUIDES | 620,047 | 61,835 | 296,178 | 399 | 296,577 | 323,470 52% !! | | 568,470 | 16,113 | 258,973 | | 258,973 | 309,497 54% |
| 525 MAGAZINES & PERIODICALS | 5,632 | 309 | 7,286 | | 7,286 | (1,654) -29% !! | | 7,475 | 1,412 | 7,075 | | 7,075 | 400 5% |
| 530 AUDIO VISUAL MATERIALS | 62 | 6 | 59 | | 59 | 3 5% !! | | 4,945 | 0 | 4,994 | | 4,994 | (49) -1% |
| 534 SOFTWARE | 30,582 | 626 | 14,829 | 4,616 | 19,445 | 11,137 36% !! | | 97,547 | 2,454 | 110,288 | | 110,288 | (12,741) -13% |
| 541 LIGHT & POWER | 1,537,413 | 148,789 | 1,172,225 | | 1,172,225 | 365,188 24% !! | | 1,660,528 | 144,175 | 1,066,504 | | 1,066,504 | 594,024 36% |
| 551 GAS | 1,321,138 | 2,858 | 975,619 | | 975,619 | 345,519 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 | 17,491 | 366,995 | | 366,995 | 75,622 17% !! | | 442,617 | 17,801 | 322,342 | | 322,342 | 120,275 27% |
| 562 SEWER USER CHARGE | 298,153 | 24,979 | 270,302 | | 270,302 | 27,851 9% !! | | 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 | 121 | 126,089 | | 126,089 | 95,471 43% !! | | 220,372 | 20,393 | 167,496 | | 167,496 | 52,876 24% |
| 581 FURNITURE & EQUIP PURCH | 1,202,845 | 217,101 | 832,594 | 409,096 | 1,241,690 | (38,845) -3% !! | | 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 | 1,672,037 | 408,212 | 903,393 | 321,894 | 1,225,287 | 446,750 27% !! | | 1,722,128 | 62,493 | 974,369 | 6,283 | 980,652 | 741,476 43% |
| 594 RECONCILIATION ADJUSTMENTS | 0 | 244 | (690) | | (690) | 690 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 | (295,996) | 68 | (372,991) | | (372,991) | 76,995 -26% !! | | (246,698) | (7,635) | (250,294) | | (250,294) | 3,596 -1% |
| TOTAL -- SERVICES & SUPPLIES | 28,050,919 | 2,363,606 | 18,197,578 | 1,679,351 | 19,876,929 | 8,173,990 29% !! | | 29,994,771 | 2,089,279 | 14,427,134 | 1,187,462 | 15,614,595 | 14,380,176 48% |
| | | | | | 0 | !! | | | | | | 0 | |
| GRAND TOTAL | 230,634,285 | 21,895,838 | 177,086,821 | 1,679,351 | 178,766,172 | 51,868,113 22% !! | | 222,360,116 | 20,216,744 | 145,368,510 | 1,187,462 | 146,555,971 | 75,804,145 34% |

NOTE: April 2021 Month End Report not available due to timing of May 2021 OPPS agenda and April 2021 Month End.

POLICY XXXX

Drafted: May 2022

Adopted: TBA

Revised:

Frequency of Review: Annual **WHISTLEBLOWER PROTECTION**

RATIONALE

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

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

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

“Personnel” means Employees and Trustees;

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

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

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

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

“Wrongdoing” refers to:

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

POLICY

- The School District is committed to supporting ethical conduct in its operations, and seeks to foster a culture in which Employees and Trustees are encouraged to

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

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.
- Current or former employees may choose whether to report wrongdoing through the school district internal process or externally to the Office of the Ombudsperson. Current and former employees do not need to complete any internal school district process before contacting the Office of the Ombudsperson.
- The 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 BC Ombudsperson can investigate reprisal complaints from current and former employees under the Public Interest Disclosure Act. Where the Public Interest Disclosure Act does not apply, the reprisal complaint should be investigated through the school district process.
- 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.
- The Board expects other individuals who deal with the School District, including parents, volunteers and contracted service workers, who have serious concerns about any aspect of the School District's operations with respect to potential evidence of wrongdoing, to come forward and voice those concerns to the Chairperson of the Board, the Superintendent of Schools, Secretary-Treasurer or the Ombudsperson.

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

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

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
Regulation xxxx Whistleblower*

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

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 to derive personal benefit from actions or decisions made in their official capacity.

3.0 POLICY

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 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 A Board of Education's authority and responsibility rest solely within the corporate board. Trustees have no individual authority.

3.4 Creating understanding and building respectful relationships between board members is instrumental to fostering healthy debate and ensuring an effective decision-making process.

3.5 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.

3.6 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 Trustees' Code of Conduct.

3.7 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.

3.8 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

3.9 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.

- 3.10 Trustees shall ensure comments are issue-based and not personal, demeaning or disparaging with regard to any person, including Board staff or fellow Trustees.
- 3.11 Trustees must maintain confidentiality in regard to in camera issues.
- 3.12 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.
- 3.13 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.
- 3.14 No trustee shall use confidential information for either personal gain or to the detriment of the Board.
- 3.15 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.
- 3.16 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.
- 3.17 Trustees are required to adhere to all Board bylaws, policies, regulations, and procedures and Ministry directives regarding gifts, benefits and hospitality.
- 3.18 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.
- 3.19 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.
- 3.20 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.

3.21 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.

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

3.23 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.

3.24 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.

3.25 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.

3.26 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.

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

3.28 Consequences for failure of individual Trustees to adhere to the Trustee Code of Conduct are specified in Policy 8251 Appendix – Trustee Code of Conduct Sanctions.

4.0 RESPONSIBILITIES

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act*
- 4.2 Abide by the policies of the Board, all applicable legislation and regulations, in particular the School Act, and the Oath of Office.

5.0 REFERENCES

Nil

DRAFT

POLICY #XXXX

ROLE OF THE TRUSTEE

Drafted: December 2020/January 2021/May 2022

Adopted: TBA

Revised:

Frequency of Review: TBA

1.0 RATIONALE

- 1.1 Trustees are elected in accordance with the Local Government Act. The B.C. School Act prescribes eligibility requirements for running for the office of School Trustee.

2.0 DEFINITIONS

Nil

3.0 POLICY

- 3.1 The role of the Trustee is to contribute to the Board as it carries out its legislated mandate, to achieve its vision and goals related to student success. The oath of office taken by each Trustee when they assume office binds that person to work diligently and faithfully in the cause of public education. A Trustee must first and foremost be concerned with the interests of the school Board and its stated mission.
- 3.2 Trustees balance their governance role with their representative role, participating in decision-making that benefits the whole district while representing the interests of their constituents. In carrying out their role, trustees have the challenge of balancing their responsibilities and allegiances as representatives of their communities with their role as education leaders within the decision-making body of the board as a whole.
- 3.3 The Board of Education is a corporation. The decisions of the Board in properly constituted meetings are those of the corporation. The School Act gives no individual authority to trustees. As members of the Board, trustees are accountable to the public for the collective decisions of the Board, and for the delivery and quality of educational services.
- 3.4 A Trustee must serve the community as an elected representative, but the Trustee's primary task is to act as a member of the corporate Board. School

Board trustees collectively and individually have a public duty to carry out their responsibilities and the work of the Board in good faith and with reasonable diligence. A Trustee's fiduciary duties are owed to the school Board which is, in turn, accountable to the electorate.

3.5 Roles and Responsibilities of Individual Trustees

The Trustee shall:

- i. Become familiar with district policies and procedures, meeting agendas and reports in order to participate in board business.
- ii. Refer governance queries issues and problems not covered by board policy to the board for Board discussion and decision. *For example a policy may be silent on an issue that needs review by the Board.*
- iii. Arrange personal contact with staff through the Superintendent.
- iv. Keep the board and district management informed in a timely manner of all matters coming to their attention that might affect the district.
- v. Refrain from becoming involved in or expressing judgments on any school-level or community disputes or concerns, but listen to complainants and refer them to the district's Complaints Policy #1155.
- vi. Support the decision of the board and monitor progress to ensure decisions are implemented.
- vii. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.
- viii. Participate in board/trustee development sessions, including orientation, so that the quality of leadership and service in the district can be enhanced.
- ix. After attending conferences, seminars or workshops at board expenses, the trustee shall submit a report to the board, which report will be included in the next Board agenda package.

- x. Be knowledgeable and respectful of the roles of those who work with and for the board.
- xi. Attend meetings of the Board, participate in, and contribute to the debate regarding potential decisions of the Board in order to provide the best solutions possible for the education of students within the District as determined by majority vote of the Board.
- xii. Attend committee meetings or meetings as a Board representative, as assigned and accepted, and report to the Board in a timely manner through standing committees or through Trustee Reports on the Board agenda, following reporting timelines determined by Board vote and Policy.
- xiii. Strive to develop a positive and respectful learning and working culture both within the Board and the District.
- xiv. Continue to carry out duties with integrity and responsibility during an election period.
- xv. Always adhere to the Trustee Code of Conduct.

4.0 RESPONSIBILITIES

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

5.0 REFERENCES

Nil

POLICY xxxxx

Social Media Use

Drafted: ~~May~~ April 2022

Adopted: TBA

Revised:

Frequency of Review: Annual

1.0 RATIONALE

- 1.1 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.
- 1.2 It is important social media activity is professional and reflects the District's values of engagement, openness, partnerships, respect and integrity.
- 1.3 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.
- 1.4 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 information and 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.~~

3.3.1 Social media use must be undertaken in a manner that is respectful, privacy and copyright compliant and consistent with all District policies and regulations.

3.4.2 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 about or concerning ~~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

3.53.3 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 requiring timely response or action should be submitted directly to the Board Office, respective school, or appropriate department, via phone, email, or in-person.

3.63.4 Public Record

- All District and school social media sites must will 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 will be managed, stored, and retrieved to comply with the legislation.

3.73.5 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.

3.83.6 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 content a posting in violation of the provisions of this policy shall notify their respective teacher, supervisor or District Superintendent immediately.
- Inappropriate communications or use of District social media, or other electronic devices, are subject to the same policies and principles as other forms of work-related misconduct. Unauthorized or inappropriate 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 xxxxx

Social Media Use

Drafted: May 2022

Adopted: TBA

Revised:

Frequency of Review: Annual

1.0 RATIONALE

- 1.1 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.
- 1.2 It is important social media activity is professional and reflects the District's values of engagement, openness, partnerships, respect and integrity.
- 1.3 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.
- 1.4 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:
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 - 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 information and 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.

3.0 POLICY

- 3.1 Social media use must be undertaken in a manner that is respectful, privacy and copyright compliant and consistent with all District policies and regulations.
- 3.2 Social Media Activity:
 - When engaging 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)
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 - Content that is confidential

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- Any Trustee, employee or student that becomes aware of or has knowledge of content in violation of the provisions of this policy shall notify their respective teacher, supervisor or District Superintendent immediately.
- Inappropriate communications or use of District social media, or other electronic devices, are subject to the same policies and principles as other forms of work-related misconduct. Unauthorized or inappropriate 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

- 5.1 *School Act* Section 85.1

DRAFT

TO: Operations Policy & Planning Committee of the Whole
FROM: Kim Morris
RE: Policy 3170: Operating Surplus (formerly “Reserves”)
DATE: May 9, 2022

Background

At the December 6, 2021 Combined Operations Policy & Planning and Education Policy and Directions meeting a draft revision to Policy 3170 was discussed and staff was directed to put the draft revised policy out for consultation.

The draft revision was posted to the webpage <https://www.sd61.bc.ca/board-of-education/policiesregulations/draft-policies-for-feedback/> on January 5, 2022.

On January 5, 2022, an email was sent to GVTA, CUPE 947, CUPE 382, ASA and VCPAC providing a link to the webpage and inviting feedback. An email was also sent to the VPVPA. Staff worked with the Indigenous Education Department to place this item on a future Four Houses agenda.

The only piece of feedback was received from the Urban Peoples’ House Indigenous Advisory (UPHIA) President in which the suggestion is to offer opportunities first to the Nations to address unmet needs and then to UPHIA and Métis Nation of Greater Victoria.

Updated regulations have been included with the Operating Surplus Policy in the pickup.

Conclusion

The policy has been posted to the website with no feedback received, sent to Stakeholders with no feedback and reviewed by the Four Houses with one piece of feedback received. The feedback received from UPHIA speaks to the draft updated Policy’s 3.1 whereby as part of the annual budget process, the Board will engage with Rights Holders, and has been revised to include UPHIA and Métis Nation of Greater Victoria. As well the revised regulations speaks to reporting out on surplus at year end as well as during the annual budget process.

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revisions to Policy 3170 *Operating Surplus* (formerly *Reserves*) as presented.

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

POLICY

3170: ~~Board Reserves~~ Operating Surplus (Markup)

Adopted: November 27, 2017

Revised: January __, 2022

Frequency of Review: Annual

1.0 RATIONALE

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

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

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

2.0 DEFINITIONS

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

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

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

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

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

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

3.0 POLICY

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

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

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

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

4.0 RESPONSIBILITIES

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

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

5.0 REFERENCES

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

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

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

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

DRAFT

ADMINISTRATIVE REGULATION 3170

OPERATING SURPLUS BOARD RESERVES

BACKGROUND

The Board of Education has determined that its total unrestricted operating surplus reserves, excluding amounts budgeted for future years' operations (not beyond the next two to three fiscal years) and outstanding purchase order commitments should be maintained between 2% and up to 4.50% of the previous year's operating revenue~~total operating budget~~. ~~These reserves will serve the following purposes:~~

- ~~• Provide a source of funds for the Board to meet its ongoing financial obligations.~~
- ~~• Provide resources for new initiatives.~~
- ~~• Provide a source of funds that can be used for extraordinary or emergent expenditures.~~

PROCEDURES

1. Individual schools are expected to utilize their funding allocations in the current year and can maintain operating ~~reserves~~ carry forwards/surpluses as follows:

- Elementary and Middle Schools - \$40,000
- Secondary Schools - \$80,000

The limits above do not include purchase orders placed with the Purchasing Department by June 30th (year-end).

Where a school anticipates funding a school project in excess of \$10,000, a written request can be made to the Superintendent of Schools or designate for approval to maintain a higher ~~reserve~~ surplus balance.

2. Although not encouraged, ~~The~~ International Student Program, Continuing Education, Distributed Learning, English Language Learning, Aboriginal Nations Education, Student Services (Inclusive Learning, Learning Support and the Learning District Team), Facilities Services, Human Resource Services, Financial Services, Information Technology and the Board's administrative functions may, subject to the approval of the Superintendent of Schools or designate, cumulatively maintain a total operating reserve of between 1.0% and 2.5% of the total operating budget carry forward department surpluses for on-going initiatives that require multi-year allocations.

2. 3. Any amount of unspent targeted Indigenous Education operating funding in excess of expenses will be carried forward to the next year for the express purpose of Indigenous Education as per Ministry of Education policy.

3. Any amounts in excess of the operating surplus reserve limits will be included in general operating revenue.
4. Reporting of A report about the Board Reserves surplus will shall be provided to the Board of Education as part of the annual presentation of the audited financial statements in September and will form part of the annual budget process by June of each year.

Reference: (TBD)

Adopted: 2017

Revised: ~~(TBD)~~ [May 2022](#)

Administrative Regulation

1

POLICY 8210

ORIENTING NEW BOARD MEMBERS

BOARD ORIENTATION

Drafted: January 2021/May 2022

Adopted: September 1962

Revised: December 18, 1978, November 1981,

Frequency of Review: TBD

1.0 RATIONALE

- 1.1 ~~The Board~~ Incumbent Trustees and its staff the Superintendent shall assist each newly elected trustee-elect to understand the Board's function, policies, and procedures before said trustee takes office. ~~The following methods shall be employed.~~

2.0 DEFINITION

Nil

3.0 POLICY

Following the filing of nomination papers and during the period of their candidacy, the Superintendent will cooperate impartially with all candidates in providing them with information about the organization.

Once elected, the Board Chair, with the assistance of the Superintendent of Schools, will arrange for a series of meetings with trustees, the Superintendent and other district staff for the purpose of acquainting the newly-elected trustees with:

- 3.1 the roles of the Corporate Board and individual trustees;
~~The electee shall be given selected material on the job of being part of the Board.~~
- 3.2 the administration organizational structure and the roles and functions of the Superintendent and other district staff;
~~The electee shall be invited to attend Board meetings and to participate in its discussions.~~
- 3.3 the strategic plan;
~~The Secretary-Treasurer shall supply material pertinent to meetings and shall explain its use.~~
- 3.4 the policy and regulation development process;
- 3.5 the budget process;
~~The incoming member shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board.~~

~~A set of the Board's policies and regulations, and copies of the School Act, Regulation to the Act, Robert's Rules of Order, and other relevant documents, shall be given to the new trustee.~~

- 3.6 the Board meeting agenda development process;
- 3.7 programs and services in the district;
- 3.8 participation in the New Trustees' Academy organized by the British Columbia School Trustees' Association;
- 3.9 Relationship and Local Education Agreements with Songhees and Esquimalt First Nations;
- 3.10 Relationship and Education Agreement with the Métis Nation of Greater Victoria;
- 3.11 Relationship and Terms of Reference with Urban Peoples' House Indigenous Advisory (UPHIA); and
- 3.12 other areas as required or requested.

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

Nil

Update for May 9th, 2022

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

BUILDING MAINTENANCE SERVICES

Grounds Department Challenges

- Our Grounds department staff continue to help support our Operations Department's need for qualified staff to open buildings and clean the morning runs when Custodial absences require it.
- This has caused a service level decrease for grass cutting which in combination with hiring challenges has led to delays in getting to all school sites in our normal scheduled time line. We have finally filled the 6 positions for Seasonal Groundskeepers which will begin work on May 2nd.
- We are currently trying to fill the 6 Summer Student Groundskeeper positions with a start date of July 4th.
- Once we are fully staffed to our normal summer levels grass cutting should return to our normal level of service.

MINOR CAPITAL

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

- Following shops have equipment moved for safety placement, ducting installed and the dust collector interlocked
 - Esquimalt, Lambrick Park, Oak Bay, Reynolds, Spectrum, Vic High, Arbutus, Cedar Hill, Glanford, Gordon Head, Lansdowne, Monterey, Rockheights, Shoreline and Central.
- Safety line painting to occur over the summer months - Glanford, Lansdowne and Central
- Consultation in process - Mt. Doug
- Consultation complete and work in progress - Colquitz

Metal Shop Consultations - 80 % (4 out of 5 Consultation Completed for equipment placement)

- 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 (complete)– Consultant reviewing future plasma cutter ventilation requirements

Aviation Shop

- Mt. Doug – Consultation in process
 - Student teaching area inside the school and placement of equipment in process
 - Airplane hangar storage reviewed and clean up 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 - 95% complete

Strawberry Vale – Exterior Improvements

Full exterior siding replacement underway

Child Care Studio Progress

- Esquimalt Childcare Centre
 - 36 spaces – 12 infant toddler, and 24 spaces for children 2-5 -5 years of ages
- Uplands Elementary
 - 48 spaces for children ages 2.5 – 5 years of age.
- Glanford Child Care Center
 - 44 school age spaces

MAJOR CAPITAL

Victoria High School

- See project update report attached to the Operations Policy & Planning Committee agenda

Cedar Hill Seismic Project

- Design sent to the costing consultant and then will be sent to the Ministry for review
- Neighborhood Learning Centre Final

OPERATIONS

We recently had a Labor Adjustment Day to accommodate the reduction of 50% of the Daytime Custodians in Elementary and Middle Schools. 67 employees were directly affected with a potential for 5 employees to be laid off without a regular, continuing position. 19 Day Custodian jobs have been eliminated from the 2022-23 school year. This was largest and most complicated reorganization in Facilities in recent memory.

We would like to thank all staff that were affected for their professionalism and resilience during these tough times.

Employee morale has visibly declined and the resulting spike in absenteeism has been managed as efficiently as possible by the Facilities administration team. A big thank you to all members of the Facilities team as we adjust to the new normal.

TRANSPORTATION

We are still accepting applications for our inclusive busing. Window for registration will close April 29, 2022. Field trips are getting busier by the day! Thanks to our IT department we have rolled out an online application so all eligible SD61 staff can request field trips.

Field trips have increased by over 125% over last year and we are experiencing a 100% increase month over month. At this time we are fully booked for the last 3 weeks of the school year.

HEALTH & SAFETY

- Audit 47 schools JOHS function & reporting results to SLT
- Chair DOHS Committee
- Annual evaluation Facilities JOHS Committee
- Manage medical accommodations
- Exploring Ebase functions to assist health & safety needs
- Health & Safety Orientation completed for all new hires
- Build training PowerPoints for facilities (Fall Pro, Ladder safety etc.)

NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT

The Tec Team completed maintenance and realignment procedures on the Tec packages at Oak Bay, Uplands, Victor and Reynolds. We have also started to receive some of the projection equipment ordered back in October so we have Tec going into Central, George Jay and Uplands. The A/V team has been working with the IT Department to design and set up a broadcasting system for the Boardroom that will improve meeting broadcasting quality and help eliminate past problems. We have also been working at the Vic High construction site on the technology layout in the Theatre and the Multi-Purpose room and the overall network design.

CLIMATE and ENERGY

- 2021/22 LED lighting and controls remaining.
 - Facilities Building – 90% (due June 1st) / Fairey-tech – 75% (due June 1st)
- 2022/23 Lighting Audits completed. Preparing for BC Hydro rebate incentive application: Northridge, View Royal, Tillicum, Esquimalt, Quadra, Cloverdale Willows, Margaret Jenkins
- Energy Wise Network “Seat Warmer” Campaign
 - 32 units creating 14,000 kWh savings, \$1500 annually
- 2021 Carbon reporting data entry is complete (due April 30th)
 - Building (electricity, natural gas) / Fleet / Supplies (paper)
 - 2021 Carbon Footprint has increased to 5544 tCo2e; Consistent with increased building ventilation due to COVID
- Climate Change Accountability Report is now in progress
- 3 new Electric Vehicle chargers for Fleet
 - Includes addition of designated 200A 3P load-center with room expansion
 - Pre-approved for Rebate up to 75% (\$11,000)
 - Would facilitate charging for approx. 10 future vehicles

Opp Questions

1. Next Steps – BC Hydro Response Letter

SD61 Capital Staff were able to ask the following questions to BC Hydro

- Is there a precedent for a load displacement study?
- What would the costs be for both study and resulting infrastructure upgrades?

The initial answer was yes the costs would be very high, but BC Hydro could not give any specific number. When asked for a ballpark figure, BC Hydro indicated the costs could vary substantially depending on location and surrounding electrical grid.

There are also some older legislation and tariffs from 15 years ago that are partly responsible for the 100kW cap on net metering. This legislation is likely going to be reviewed soon, but is another obstacle right now.

There is an understand where BC Hydro is coming from when they are concerned about implications of dumping excessive amounts of power into their grid outside of their control. We are also not the only school district asking these questions.

2. Childcare Consultation Question

Q. Can we please verify that the drawing on the Feb 14 Vic high report showing childcare and playground is similar to the site drawing on the letter to the neighbourhood for consultation?

The school district staff meet with the community and school district garden committee prior to the community consultation. The drawings below in the community involvement brochure were presented in the February Vic High Board Report. The information and drawings below were distributed to surrounding homes and businesses, in alignment with Policy 7122. In addition, the information was sent to Victoria High School families via email the second week of February 2022. The current floor plan below in Appendix A and B is what is being proposed for the new childcare site and which was in the community consultation document. The drawing in Appendix C has been added to this document to show the secured play area for the childcare units.

Appendix A shows a conceptual design layout with two dry units and one wet unit containing all the washrooms and kitchen area. Appendix B indicates the placement of the units and shows a further nap room that is required for licensing purposes and the proposed mechanical rooms that will house the heating units. The approved funding is for 12 spaces for children under 36 months and a further 24 spaces for children 30 months to school age.

Childcare Studio Community Consultation

Proposed Childcare Buildings and Parking Location—Victoria High School

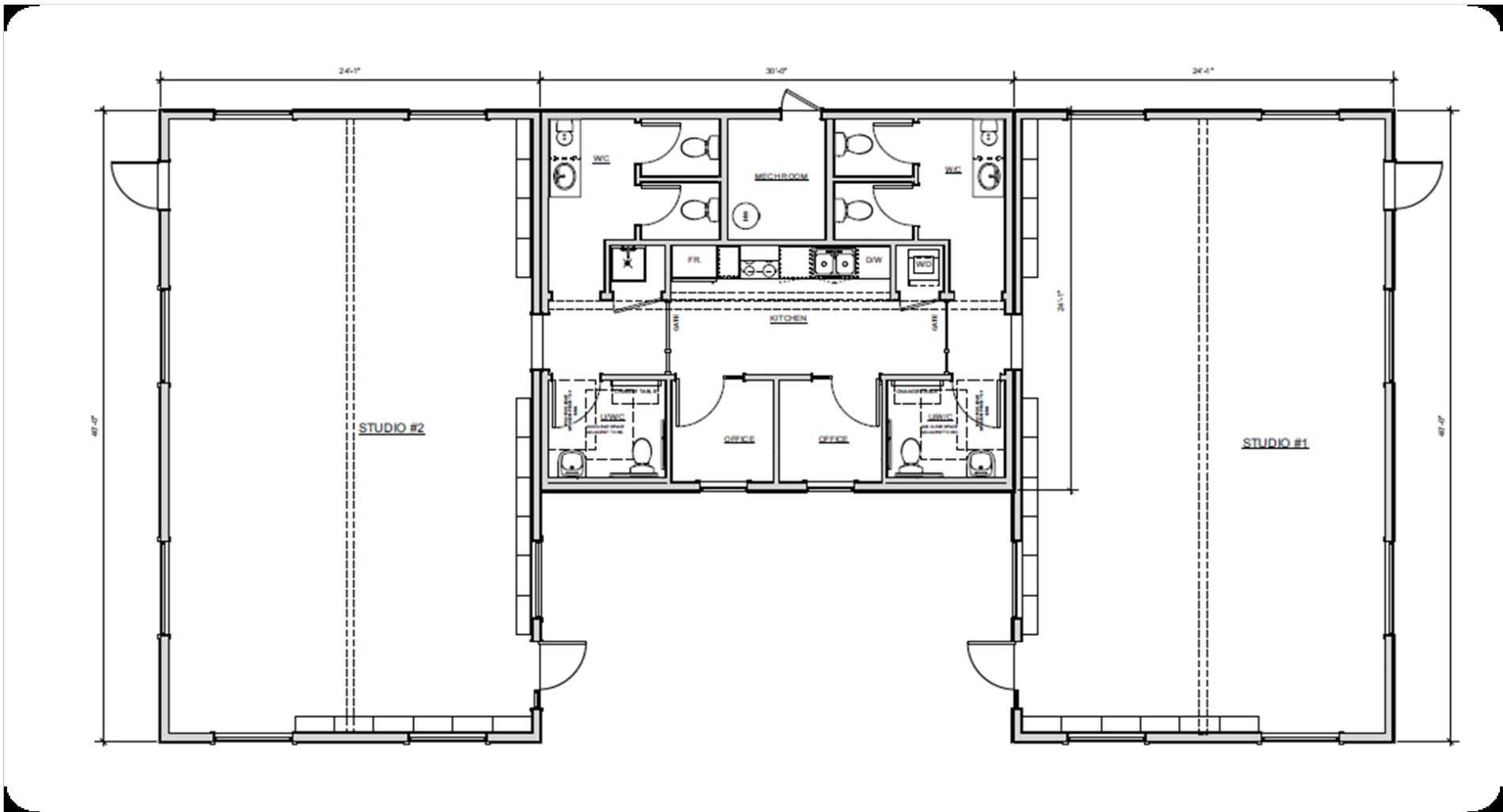
In the latter part of 2018, the Greater Victoria School District (GVSD) applied to the Ministry of Children and Families Development to create new childcare spaces on several Greater Victoria School District properties. The District was successful in all of their applications and received funding for a number of elementary school locations: Frank Hobbs, Doncaster, Macaulay, Victoria West, and Tillicum. In 2020, the District applied for the second round of childcare funding and was approved funding for two exclusive childcare units at the Victoria High School site.

The childcare units are built by GVSD employees, with two dry units attached to one wet unit that includes six bathrooms, storage, and a full kitchen as per licensing requirements. The childcare units will be licensed with one unit being full-time infant/toddler care and the other unit licensed for full time care for children ages 3-5 years old in consultation with Fernwood Neighbourhood Group (NRG). The childcare area will have a dedicated fenced area for participants with parking spots for childcare staff and a dedicated drop off / pick up parking for childcare families.

All childcare spots will be open to the Victoria High School population first and the community second. The District is still in the process of finalizing childcare providers for the approved sites and will not be taking waitlist applications. Visit the following website for more information on childcare providers and build information: www.sd61.bc.ca/childcare-studios.

The District has started to consult the community on the proposed location for the childcare units by meeting with school and community garden committees. The proposed location is chosen with the least impact on the current gardens. The District wants to further our consultation within the surrounding community. We welcome your feedback if you are interested. Please send feedback via email to community@sd61.bc.ca. The feedback period will close on Friday March 11, 2022.

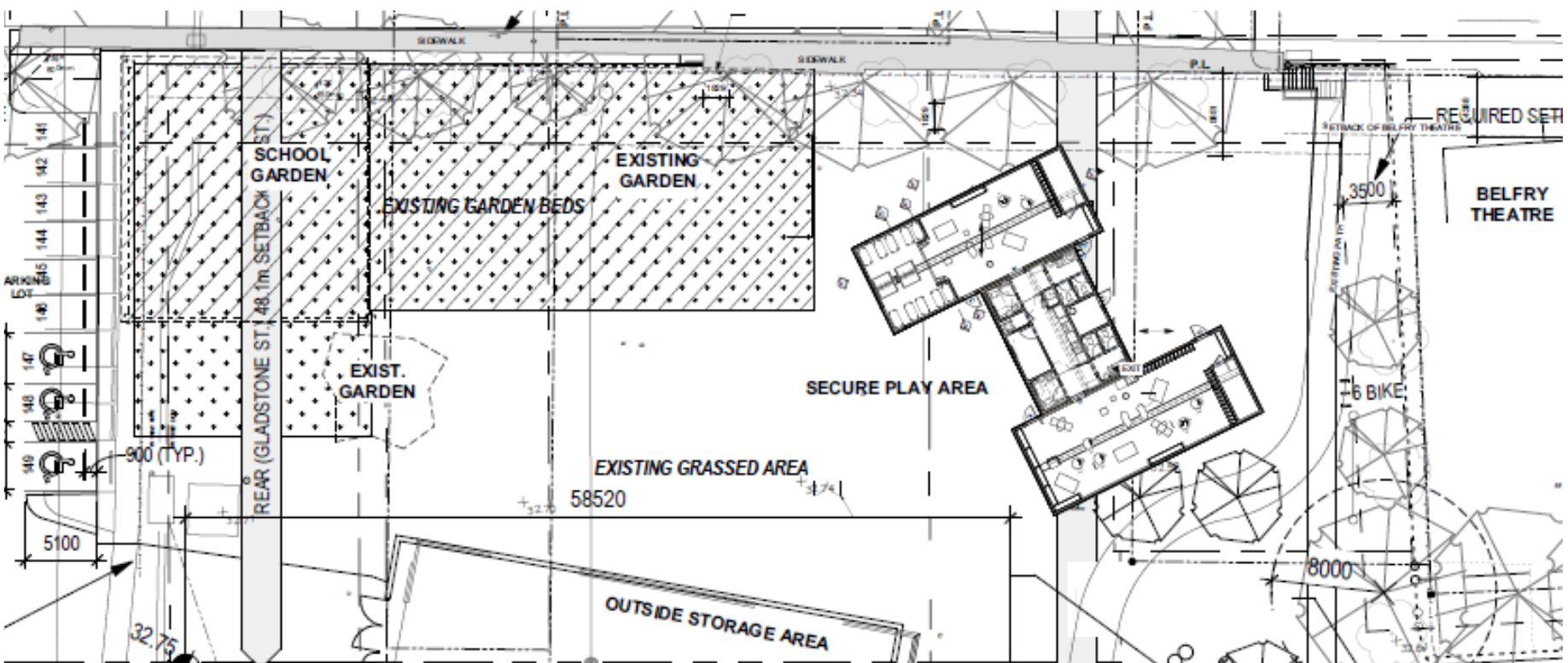
Appendix A – Conceptual Design Layout for Childcare Site



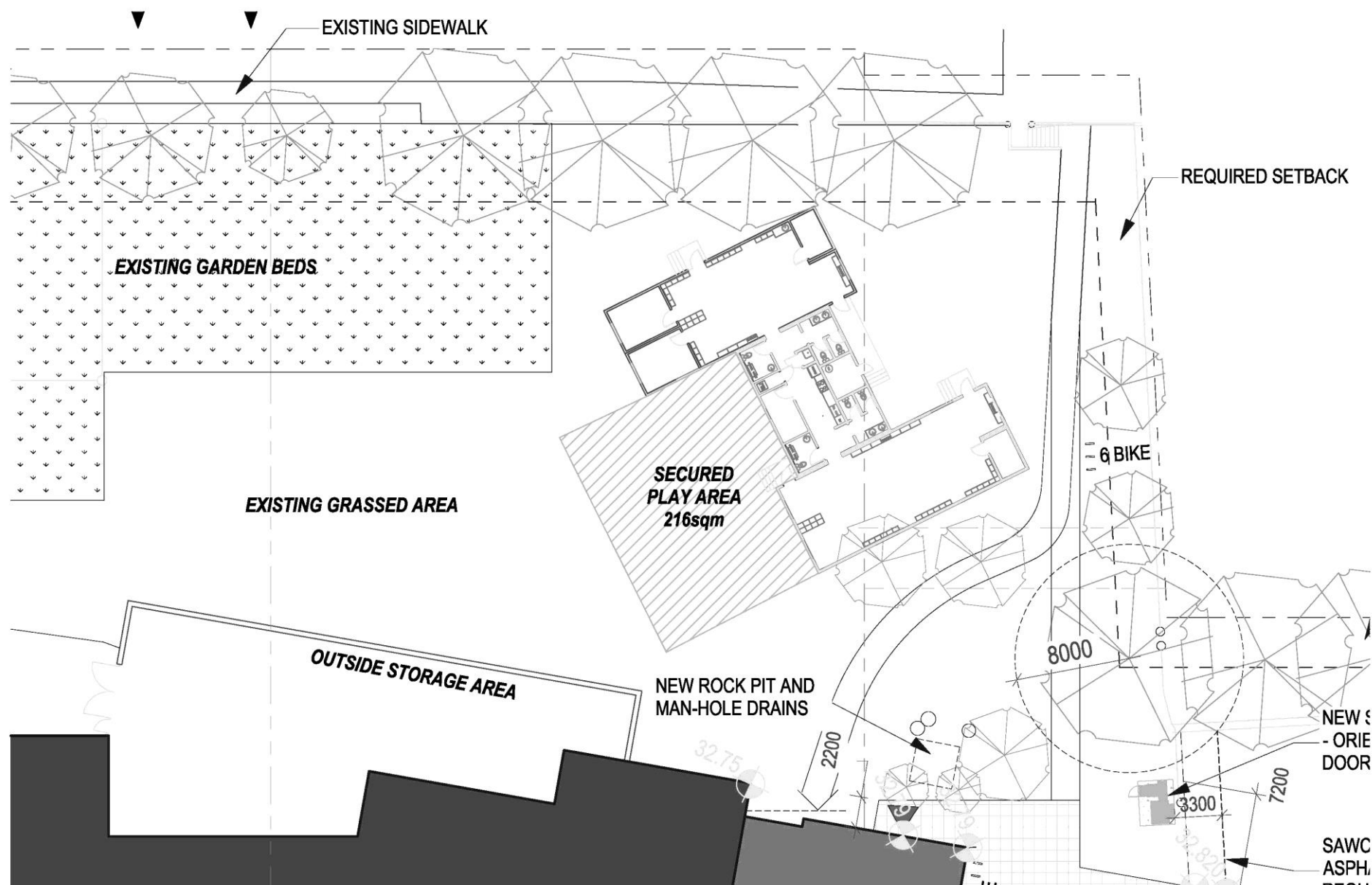
Appendix B – Proposed Location for Childcare Units and Parking off Gladstone Ave

Two dedicated drop off and pick up spaces for childcare will be allocated in the parking area off Gladstone. There will be another four parking spaces dedicated for the childcare staff on the Vic High site.

Three existing garden beds will need to be relocated for the current placement of the childcare units in consultation with school and garden committees.



Appendix C – Proposed Childcare location showing secured playing area



The following is the communities feedback received by the March 11, 2022 deadline for the child care consultation

Email 1

Hi there,

I received your notification letter to engage the community in the proposed childcare buildings and parking lot. I wanted to share some research with you from other countries and how they've integrated environmental education into early education and see if there was a possibility to partner with the community gardens to create as little impact on the existing gardens as possible and bring the kids in to learn more about the natural environment.

- [This Swedish study](#) (I've requested the full PDF and can attach to this email when received) on "forest gardens" in urban settings. "Four reported ideas were to give children opportunities to: feel a sense of belonging to a whole; experience self-regulation and systemic dependence; experience that they can co-create with non-human organisms; and imagine possible transformation of places."
- [A Japanese school](#) that created a "Growing Place... Creating Ecological Spaces at Schools that Educate and Engage Everyone"

I know that Vic High already has a community garden but I think expanding this project to include the younger children and community garden members (engaging those who are interested with background checks of course) would be a great way to prepare our children for climate change (see [BC Farms & Food article](#)). I also understand that there is a pretty rigorous curriculum that teachers must follow but I think the integration of the gardens and the knowledge the garden-tenders hold would be a radical change in the right direction to protect our environment for future generations. This is an opportunity for Victoria's public education system to be a leader in the global sustainability movement.

Also, to the parking piece:

I've been a part of committees and boards discussing the topic of the development of urban spaces of parking before. It seems to be the number one thing that people are interested in but I wanted to voice my opinion that parking will continue to be an issue as our population grows and if we don't move away from a car-based society. We have a finite amount of land and resources and I think it would encourage people to consider other modes of transportation if there is limited parking. See "[What bicycle-friendly Copenhagen can teach us about commuting](#)" article.

Not to mention the ecological impact that pavement causes. I worked with a cool organization in Portland called [Depave](#), on their site they say:

"The problem is concrete. Paved surfaces contribute to stormwater pollution, whereby rainwater carries toxic urban pollutants to local streams and rivers, greatly degrading water quality and riparian habitats. Pavement also disconnects us from our natural world. Dark impervious surfaces greatly contribute to the heat island effect which can affect communities by increasing summertime peak energy demand, air conditioning costs, air pollution and greenhouse gas emissions, heat related illness and mortality, and water quality (EPA)."

Lastly, I wanted to offer [SUPPLY Victoria](#)'s services as an environmental educator through reusable art materials with youth. We have introduced our creative reuse education model to over 500 students since our inception in 2018. We are currently running a tiny, free thrift store for art supplies [POP—UP](#) at the Vancouver Street Plaza. If there is room to partner with the school district, I would love to offer tours of POP—UP and offer creative reuse education workshops to the students of the GVSD.

I'm happy to do some more research on the topics listed above and present my findings if that is helpful or interesting.

Thank you for your time!

Email 2

To Whom it May

The letter sent regarding the Childcare studio does not have enough information for to make an informed decision.

For example the land used for the agricultural program is presented on the plans as it exists now with the Childcare Studio adjacent to it, yet the letter states the at least part of the dedicated agricultural land will have to be moved somewhere.

I know the proposed location is well used by the students and community.

My concern is where are your 1000 plus students going to hang out?

Does the school board not think that students need time to relax on school grounds?

Where is what seems to be a very successful agricultural program to be relocated?

Please feel free to call me [REDACTED] or email the necessary details and answers to my questions.

Thank you for your time and consideration, [REDACTED]

Letter 1

Dear SD61 School Trustees,

The [REDACTED] met on March 3, 2022. The SD 61 proposal for a daycare on site at Victoria High School was discussed and this letter summarizes concerns expressed by members of the community. It also serves as a follow-up to the letter sent by the [REDACTED] on February 9, 2022.

Lack of Public Consultation

The most pressing concern identified by the [REDACTED] in February was the lack of public consultation on the proposal. At that time the Board requested that SD61 engage with Fernwood residents **by holding a public meeting** to present site plans and take feedback from the community as a whole. SD61 did not fulfill this request, but instead delivered written notices to neighbours, including the [REDACTED], providing an outline of the proposal and a method of submitting feedback via email.

It is the opinion of the [REDACTED] that this is inadequate consultation, especially as we have received feedback that not all residents living near to Victoria High School received an invitation to participate and given that the turnaround time was short.

Lack of Detailed Information

A second concern identified by community members who participated in the [REDACTED] meeting is a lack of information about the proposed amenity. Specifically, neighbours noted that:

- The parking area to accommodate the building on the north end of the Victoria High School lot has not been delineated
- There have been no specific parameters provided related to the daycare playground and how it may impinge on existing garden areas
- The number of day care spots has not been provided

Concerns about School Policy Implementation

Two concerns about how school policies are being implemented were raised by the community. First, community members noted that questions about an agriculture program at Vic High and the potential for expanding the school's garden area have not been answered despite the fact that School Board Policy 1163¹ requires that land use decisions be student-focused. Second, residents expressed concern about the process by which potential contracts for operating the proposed daycare will be awarded noting that such details must be provided to the public as "background information that is timely and comprehensive" per School Board Regulation 1163².

Lack of Consideration for Alternatives

Community members are concerned that the proposed location of the daycare will impact daily use by high school students and noted that existing green space at Vic High is decreasing while the student population is expected to increase. Participants in the [REDACTED] meeting pointed out that there are alternatives, such as relocating the daycare onto the site of Spring Ridge Commons or reallocating funds to the [REDACTED] to build or renovate its facilities to increase existing day care capacity.

This is the second request from the [REDACTED] asking that this proposal be addressed through consultation with Vic High students and parents/caregivers — **as well as the general public** — as per School Board Regulation 7122.³ It is our sincere hope that SD61 will respond by giving the public the opportunity to provide input into this important proposal that affects our Fernwood Community.

Sincerely,

[REDACTED]

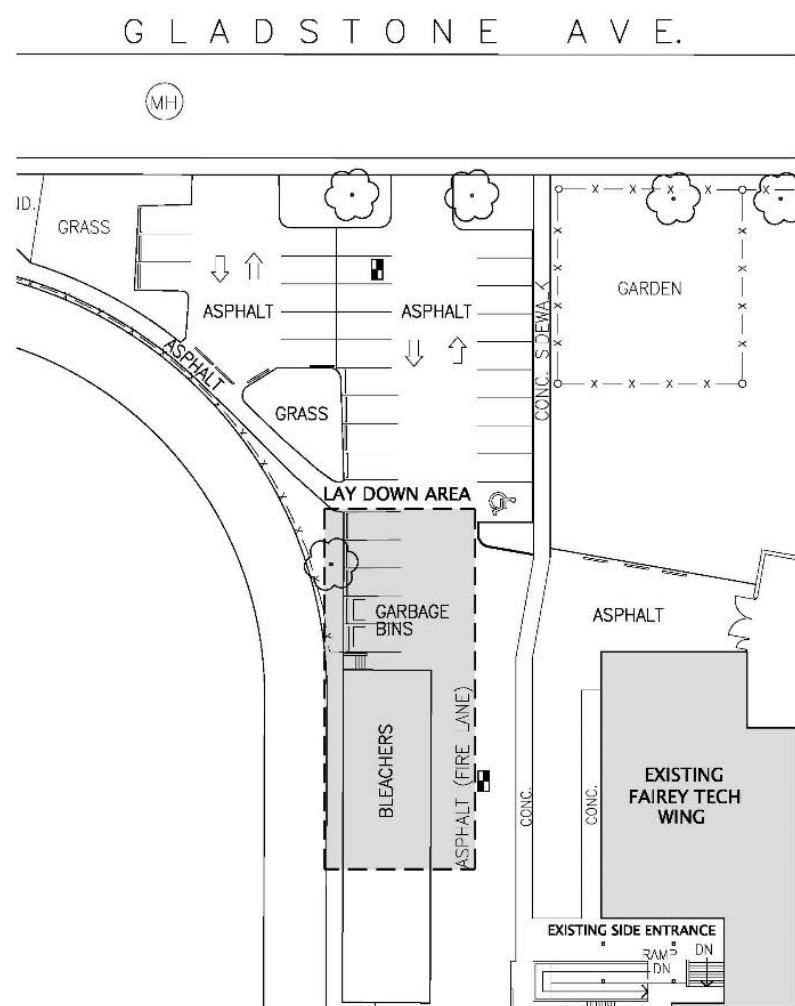
¹ <https://www.sd61.bc.ca/our-district/documents/name/policy-1163-consultation/>

² <https://www.sd61.bc.ca/our-district/documents/name/regulation-1163-consultation/>

³ School Board Regulation 7122 says, "The Greater Victoria School Board recognizes the right of the community, both those with children who attend the school and those without children, to be involved in the process of building and site development": <https://www.sd61.bc.ca/our-district/documents/name/regulation-7122-community-involvement-in-the-process-of-building-and-site-development-2/>

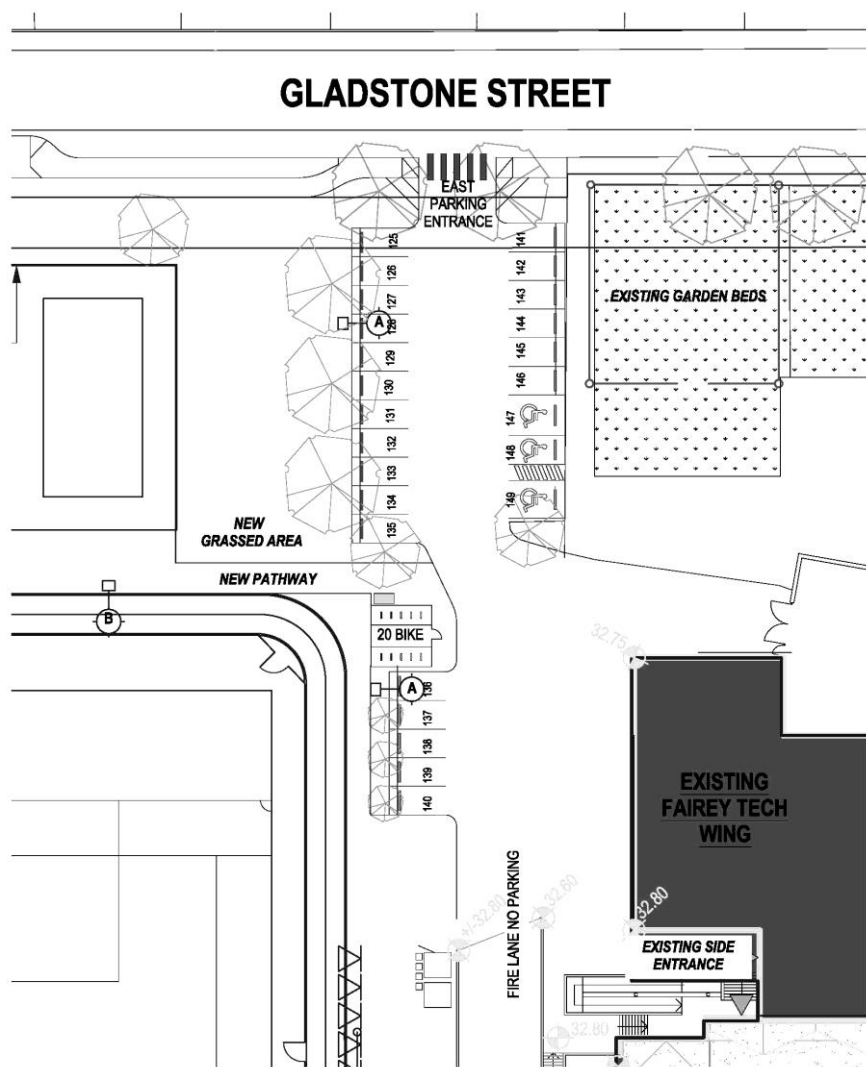
3. Q. Does the Parking at Vic High include the laydown area? And for my own interest, even if the parking lot includes the lay down area, the lay down area disappears after the project is over correct? Or am I mistaken about what a laydown area is? Or is the laydown area she's asking about is the Caledonia laydown area but that wouldn't make sense to me.

Prior to the start of construction there were 31 parking spots off Gladstone Avenue closest to the fairy tec building. Of these 31 parking spots 22 will remain off Gladstone Avenue within the new proposed site plan, with 3 being accessible. Of the new 22 parking spots five will move to the south, and are located within the current construction lay down area. Also in the laydown area will be the creation of a walking path and bike parking. Of the current 31 spots off Gladstone Ave, 9 will be eliminated in this area allowing for further green space to the east of the new volleyball courts. The proposed Vic High site plan will have a total of 149 parking spaces with a total of 5 accessible parking spots and two spots having electric charging stations.



Current Parking off Gladstone closest to Fairy Tec indicating current laydown area for construction

Proposed Parking off Gladstone



4. Q. How do Sand Volleyball Courts work in terms of Animals?

The School District has spoken to Volleyball BC regarding the Sand Volleyball Court. There is no concern with animal feces with a fenced in court area. The volleyball courts at the Vic High site will be fully fenced with gates. Maintenance for the courts is daily racking and seasonal tilling with a larger machine.

5. Q. Agriculture Program – Is there an Agriculture Program? If yes, is it expanding?

There is currently no agricultural program at Vic High and no future program is planned

6. Shop Related Question

At Ops in February 2022, under the Facilities Department monthly reporting I sought clarity from Mr. Morris, the Director of Facilities about whether shops remediation previously referred to as being school funded, (and I gave a few examples), were included in the 76% completion rate. I also asked who is responsible for overseeing the remediation of school funded “consumables”. In terms of tracking whether the “consumables” are available in all school shops Deputy Superintendent Roberts indicated that the first line of responsibility rests with the shop teacher. Further that the primary or next level of responsibility rests with the school principal and vice principal supported by the Joint Occupational Health & Safety Committee that is responsible for receiving the monthly shop inspection reports and for reviewing any concerns raised. Mr. Roberts also offered that the reporting is collated and made available to the Facilities Department and through an unspecified District reporting structure.

Last night at Ops I sought further clarity regarding which of the following items listed below, and not already identified as in need of remediation and funded by either the District or individual schools are considered “consumables”, and therefore funded by individual schools (see highlighted items for ease of reference): equipment guards (District), equipment spacing (District), delineation lines around equipment/safety lines and non-skid areas (District), eye wash stations (District), storage and isolation of hazardous materials, emergency response materials, eye protection (school funded), ear protection (school funded), protective clothing and equipment instructions and conflation zone signage (District). Please do correct my list above if I’ve got anything wrong.

The schools are responsible to purchase the following shop related items:
Ear Protection
Eye Protection
Protective Clothing
Small Hand tools and small power tools (i.e palm sanders, drill bits)
Shop supplies

For the yellow above:

| | |
|---|----------|
| Storage and isolation of hazardous materials: | School |
| Removal and disposal of hazardous materials: | District |
| Emergency response materials: | School |
| Protective clothing: | School |
| Equipment instructions: | School |

There is no current funding to replace shop equipment and this will reside as either a school funded request or a district cost. The cost to upgrade the dust collectors resides as a district cost and currently there is a submission for one dust collector replacement in the 5 year capital plan under the school enhancement projects. The current costs to replace all the dust collectors in the school district is around \$8.7M .



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 17 – May 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 \$40.6 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 | 51% | 57,945,417 | 28,152,413 | 29,793,004 | | 29,793,004 | 51% | 25,692,946 | 2,459,468 |
| 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 | 5,527,234 | 1,472,766 | | 1,472,766 | 21% | 5,518,191 | 9,043 |
| Vic High Capital Support | 4% | 100,000 | 4,139 | 95,861 | | 95,861 | 96% | 4,139 | 0 |
| Vic High Millwork | 13% | 1,395,400 | 178,450 | 1,216,950 | 27,452 | 1,189,499 | 85% | 108,586 | 69,863 |
| 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 | 59% | 40,000 | 23,430 | 16,570 | | 16,570 | 41% | 21,150 | 2,280 |
| A Parker - Vic High Seismic Moving | 8% | 50,000 | 3,813 | 46,187 | | 46,187 | 92% | 3,813 | 0 |
| A Parker - Vic High Seismic Transportation | 69% | 85,000 | 58,608 | 26,392 | | 26,392 | 31% | 54,644 | 3,965 |
| A Parker - Vic High TTOC | 0% | 20,000 | 0 | 20,000 | | 20,000 | 100% | 0 | 0 |
| Vic High Project Management | 53% | 713,450 | 380,625 | 332,825 | | 332,825 | 47% | 376,478 | 4,147 |
| Vic High Capital Tech Support | 8% | 50,000 | 4,127 | 45,873 | | 45,873 | 92% | 3,920 | 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 |
| | | 74,533,320 | 40,642,411 | 33,890,909 | 27,452 | 33,863,457 | 45% | 38,093,440 | 2,548,972 |

6. Communications:

General:

- Teachers and Department Heads have been consulted on classroom and gymnasium requirements.
- A review of the heritage building components that are to be salvaged has taken place with the school and alumni groups.
- Presentations has been made to Board by the architect.
- On-going communications with the City of Victoria regarding SRW's and Frontage Upgrades.
- Project Manager, Manager of Capital Projects, Associate Director of Facilities Services/Capital Implementation, Director of Facilities Services and the



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

- Consultation has occurred with the School and Community Garden Committees to discuss location of the child care unit. 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 closes May 10 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 found here: <https://www.sd61.bc.ca/news-events/seismic-projects/>.

Looking to May 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 Neighbourhood Learning Centre 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

West Face – Terracotta Repair

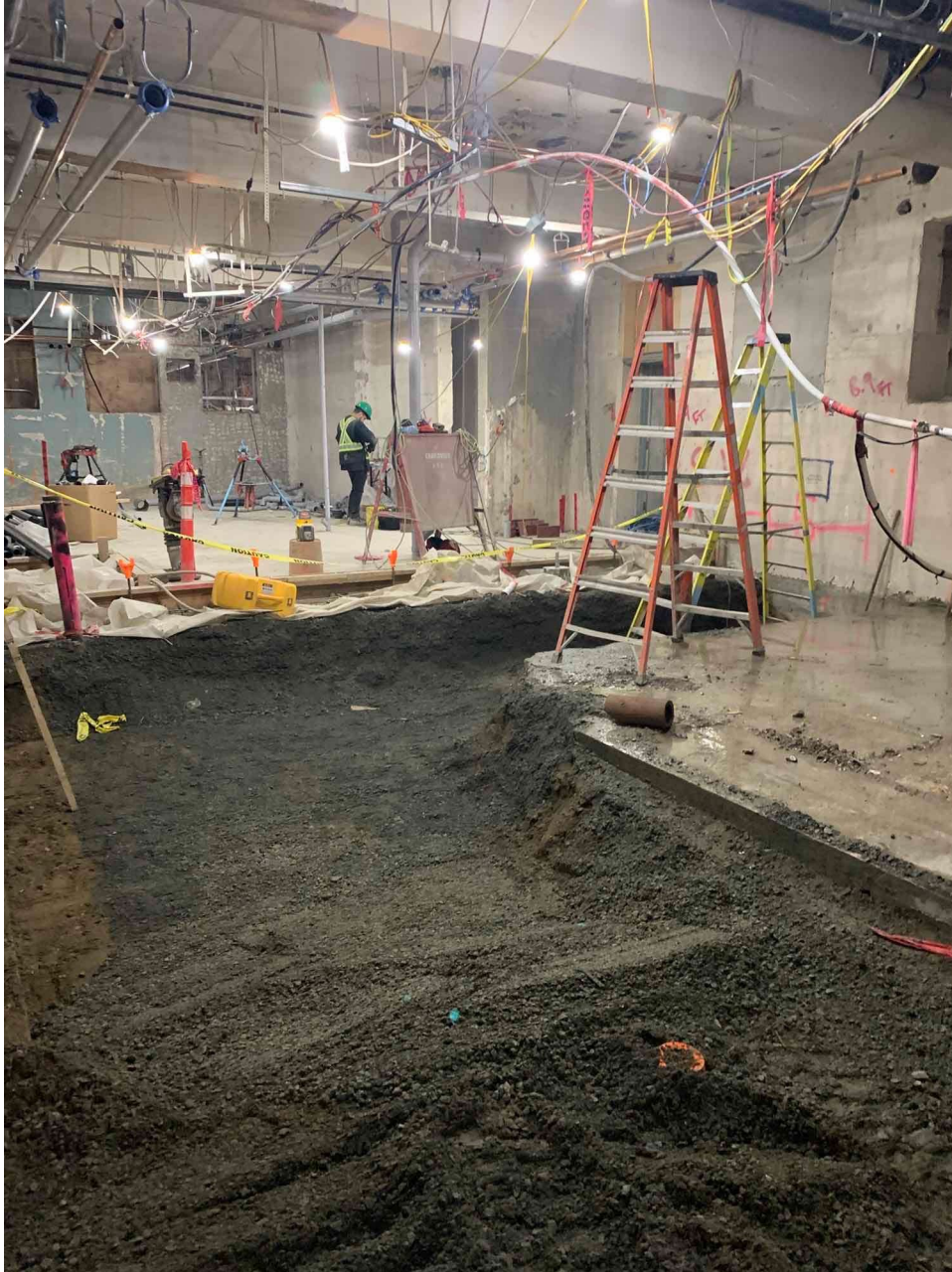


Air Handling Unit – Drop through the Roof



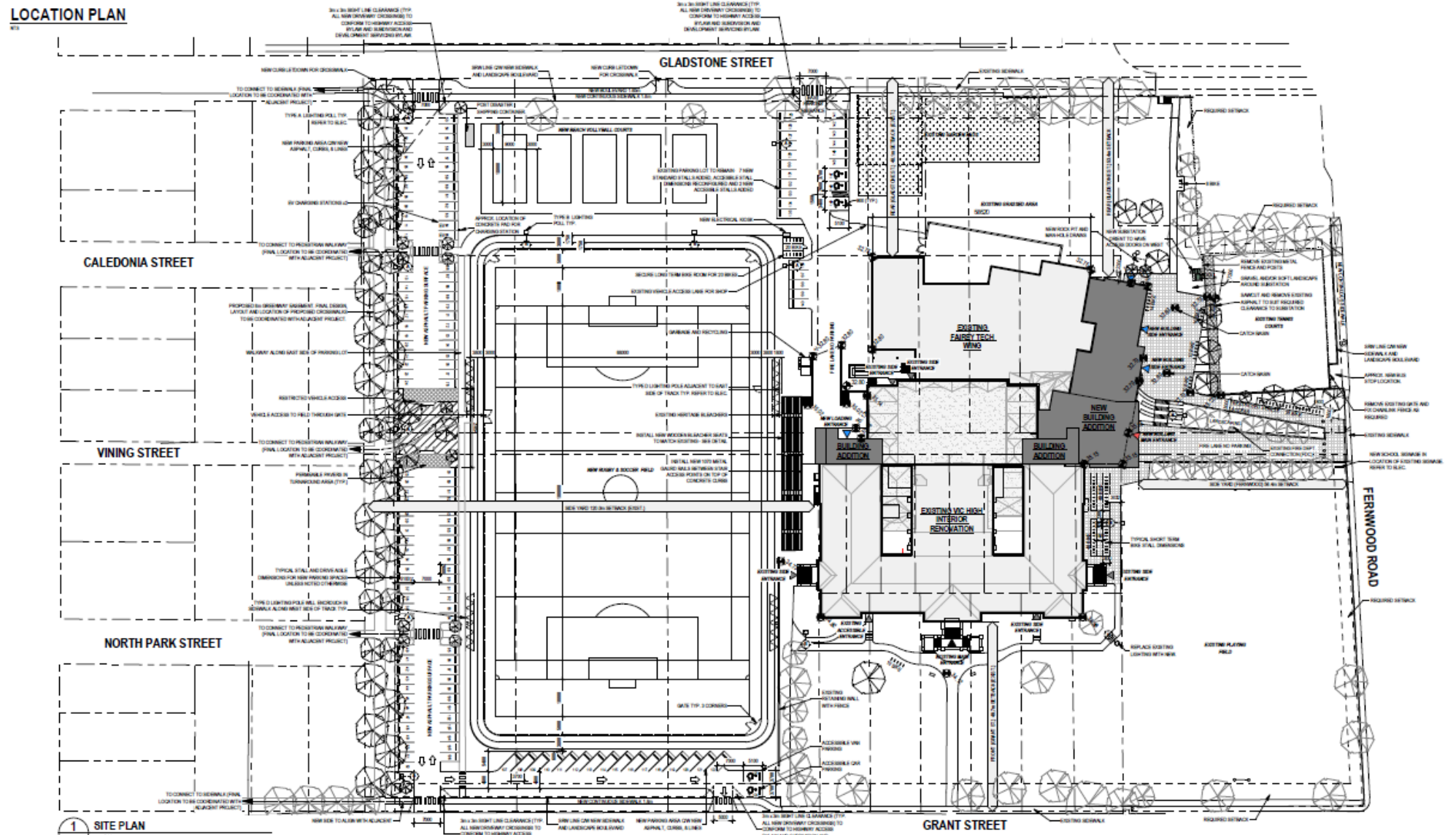


Basement Pipe Rough-in



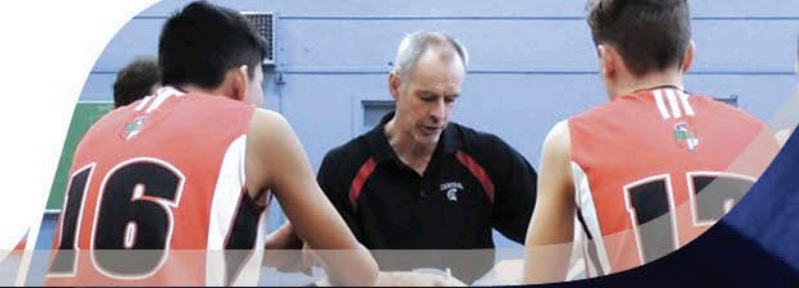


Proposed Site Plan

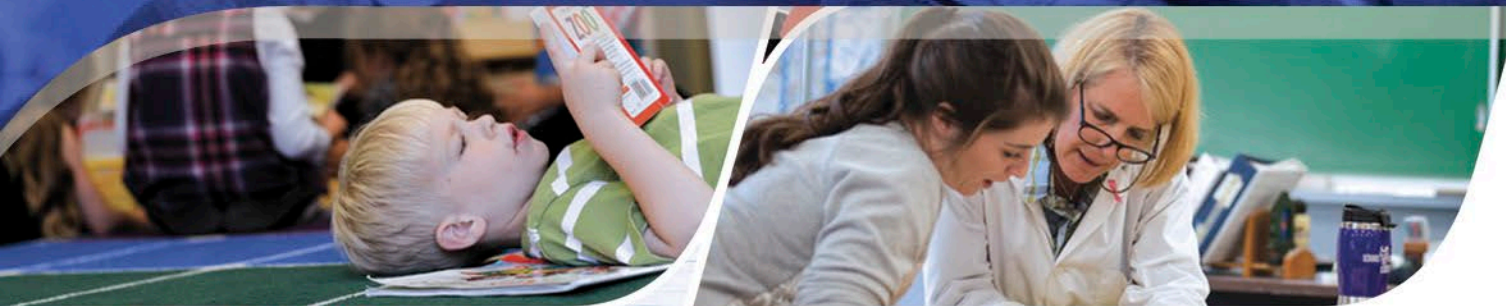


Artist's rendering of the addition and the NLC from Fernwood Street





One *Learning* Community



May 9, 2022 Operations Policy and Planning Committee Meeting

Energy Management

- Decreasing GHG
 - Conservation
 - Reducing Energy Waste
 - Generation (Solar, Wind...)
-
- Natural Gas, Electricity, Water, Fuel, Paper



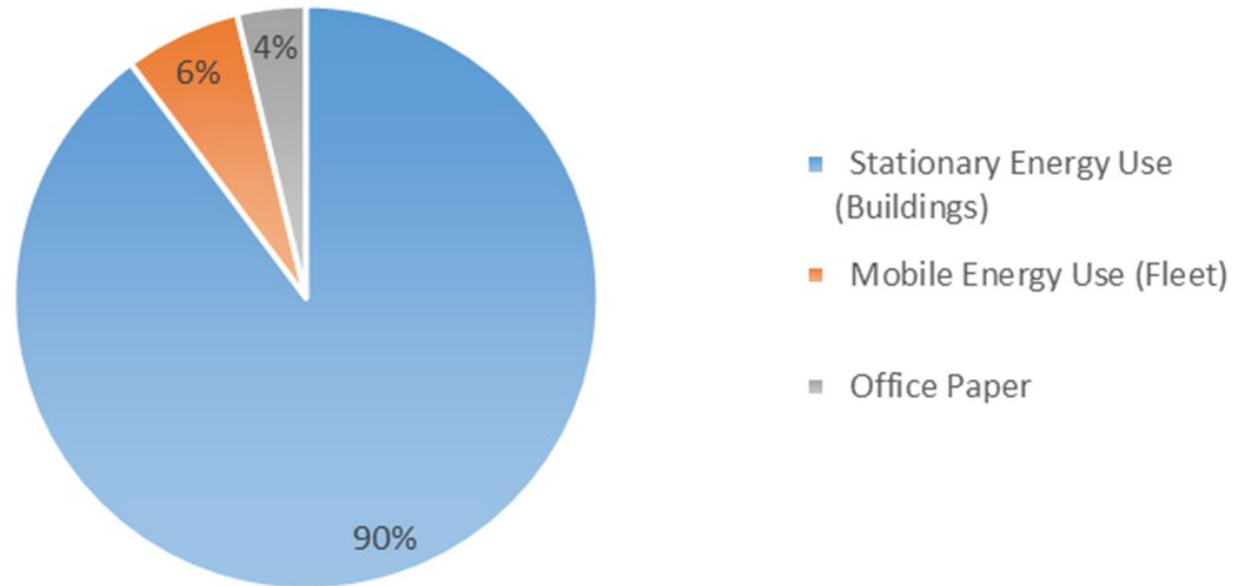
Energy Management SD61

- Decreasing GHG
- Conservation
- Reducing Energy Waste
- Generation (Solar, Wind...)
- **Natural Gas, Electricity,**
Water, Fuel, Paper

Greenhouse Gas (GHG) Sources

- Largest opportunities are in buildings
- Within buildings heating dominates GHG production

2021 Greater Victoria School District 61
Greenhouse Gas Distribution by Source

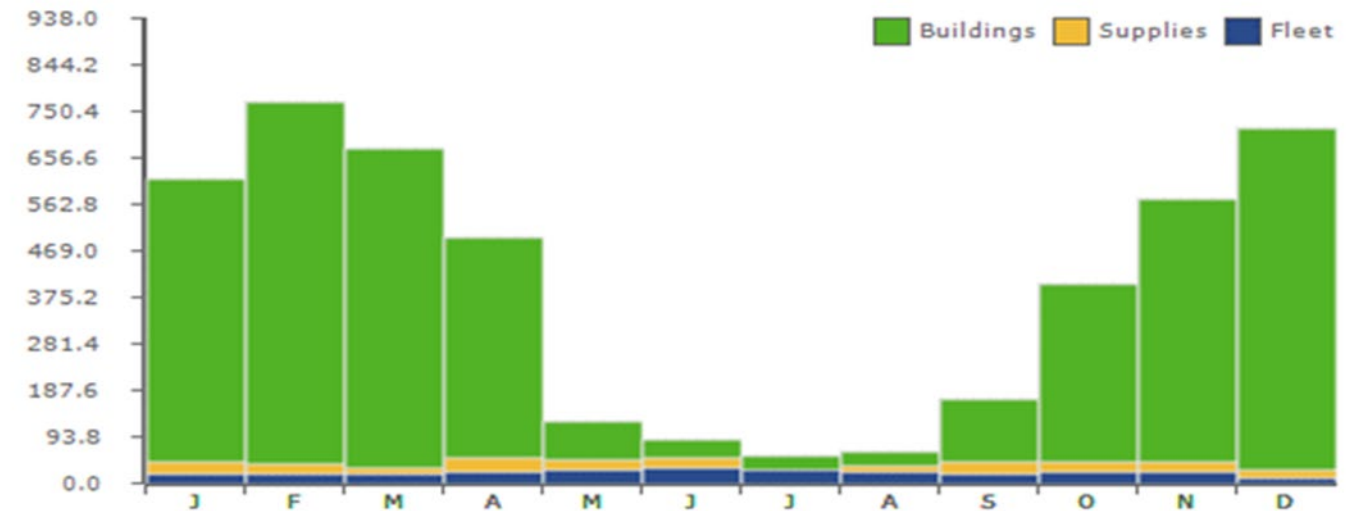


Greenhouse Gas (GHG) Sources

- Largest opportunities are in buildings
- Within buildings heating dominates GHG production

Total Emissions
Calendar Year 2018
School District 61 - Greater Victoria

Metric tonnes
CO2 equivalent (tCO2e)

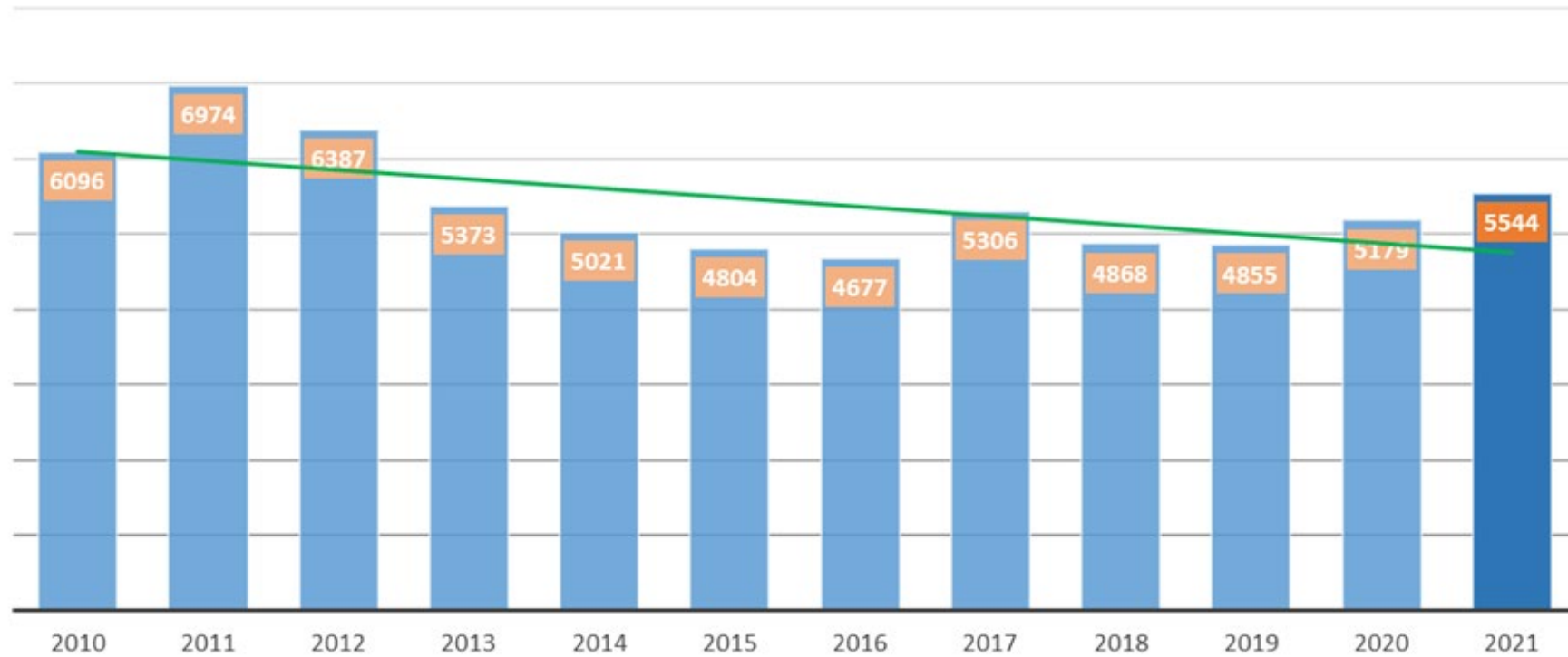


Click on the bars to view data for each month

COVID 19

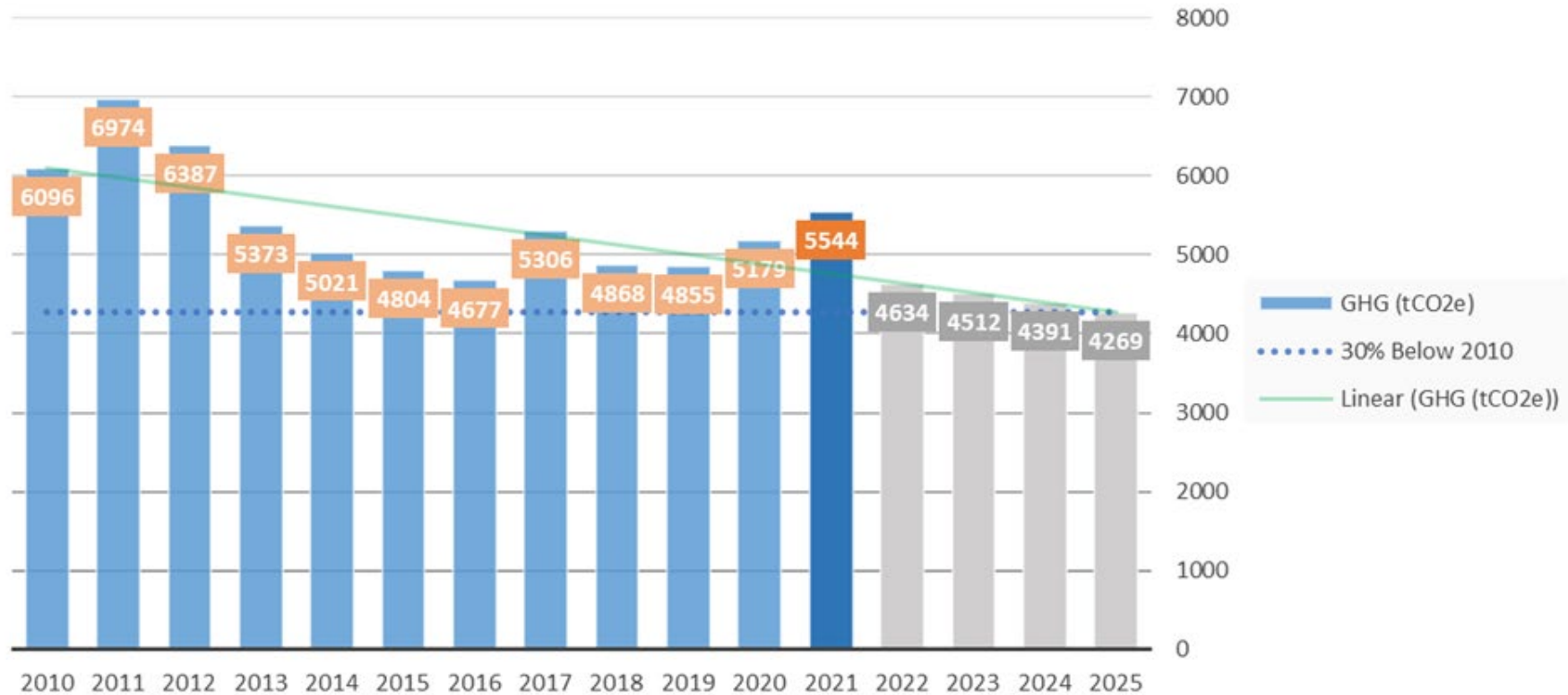
- Increased Mechanical Ventilation
- Increased Open Doors and Windows
- Increased Air Changes Per Hour
- Increased Emissions

2021 Greater Victoria School District 61 Greenhouse Gas Emissions (tCO₂e)

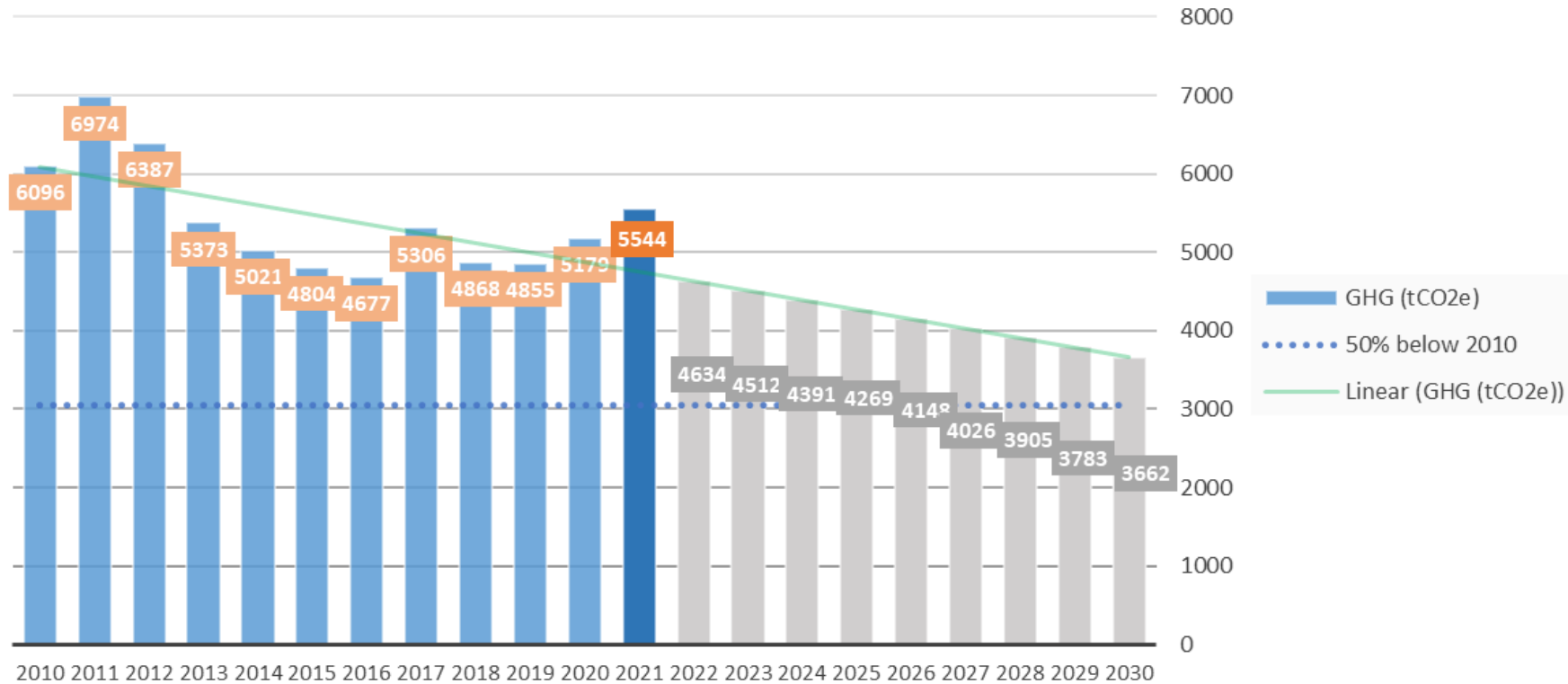


2020 Greenhouse Gas Emissions (tCO₂e)

with forecasted 2021-25



2021 Greenhouse Gas Emissions (tCO₂e) with forecasted 2021-30



Actions Taken in 2021 to Reduce Emissions

- Spectrum Community Boiler Upgrade
- Torquay Photo voltaic installation
- Energy Efficient Boiler Additives
- LED Lighting and Controls upgrades

Plans to Continue Reduce Emissions

- Buildings
- Fleet
- Supplies
- Behavior Change

Savings through Energy Management

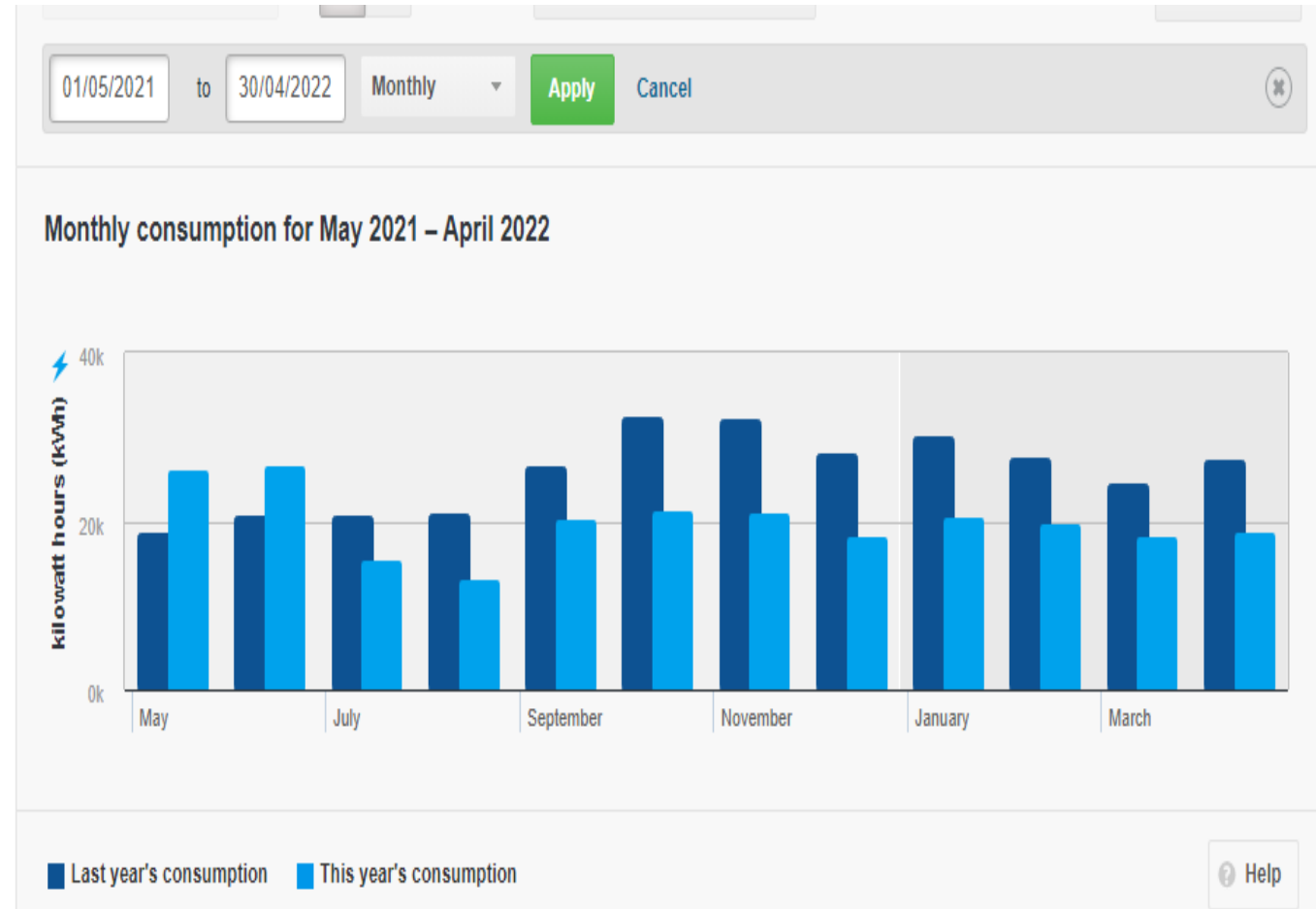
| Project | Cost Outlay | Source of Funding | Rebates/One-Time Savings | On-Going Annual | Co2 Emissions Reduction (tCO2e) | Net Present Value 15 yr / 5% |
|----------------------------------|----------------|-------------------|--------------------------|-----------------|---------------------------------|------------------------------|
| LED & Lighting Upgrades | 192,000 | AFG | (50,000) | (55,000) | 5.3 | (620,900) |
| Endotherm Pilot | 7,000 | AFG | (2,500) | (3,100) | 33.2 | (34,678) |
| Thermostats | 2,000 | AFG & COVID | - | (18,000) | 1.7 | (186,840) |
| Water Monitoring Real Time | 4,000 | AFG | TBD | TBD | - | - |
| Electricity Monitoring Real Time | 1,000 | AFG | (5,000) | TBD | 0.5 | (5,000) |
| EV Chargers | 19,000 | AFG | (19,000) | (3,500) | 0.0 | (55,330) |
| Oak Bay Transformer | - | - | (8,000) | (1,200) | - | (20,456) |
| Rental Light Removal | - | - | | (1,200) | - | (12,456) |
| Fairey Tech Boiler Rebate | - | - | (23,000) | - | - | (23,000) |
| Spectrum Boiler Rebate | - | - | (52,500) | - | - | (52,500) |
| Vic High Boiler Rebate | - | - | (44,000) | - | - | (44,000) |
| Energy Wise Network | 1,200 | AFG | (1,200) | (385) | - | (5,196) |
| Total | 226,200 | | (205,200) | (82,385) | 41 | (834,156) |

| | | |
|-----------|------------------|--|
| - | (52,500) | |
| - | (44,000) | |
| - | (5,196) | |
| 41 | (834,156) | |
| | | |
| | | |

- Taken \$226,000 and turned it into over \$1,000,000 (present value)
- Net \$834,000 in just one year
- This is only what was measureable or calculable
- Project similar results for at least next 3 years

Colquitz Middle School

- Full LED retrofit
- One of 11 schools in 2021
- Reduced Payback period (more efficient install)
- Was: 3 to 3.5 years
- Now: 1.5 to 2.5 years



2021 Climate Change Accountability Report



One *Learning* Community



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Declaration Statement:

This Climate Change Accountability Report for the period January 1, 2021 to December 31, 2021 summarizes our emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2021 to reduce our greenhouse gas emissions and our plans to continue reducing emissions in 2021 and beyond.

By June 30, 2022 the Greater Victoria School District 61 final 2021 Climate Change Accountability Report will be posted to our website at <https://www.sd61.bc.ca/news-events/climate-action-initiatives/>

Executive Summary

On behalf of the Greater Victoria School District, I am pleased to submit our Carbon Change Accountability Report for 2021.

Once again we found ourselves in the midst of a pandemic year. As the presence of COVID on Vancouver island increased, so did our measures to prevent transmission. Mechanical ventilation, as well as open doors and windows increased again from 2020 levels. There was also no period of closure like we saw in the spring of 2020. As a results we experienced:

- 7% increase in emission levels from 2020
- 14% increase overall since the start of the pandemic.

It is important that we recognize that these increases represent successful efforts to reduce COVID transmission rates, and not a lack of effort to reduce emissions.

Our board remains committed to the reduction of greenhouse gases and has not lost perspective regarding the climate emergency in a year that saw unprecedented weather events both globally and locally.

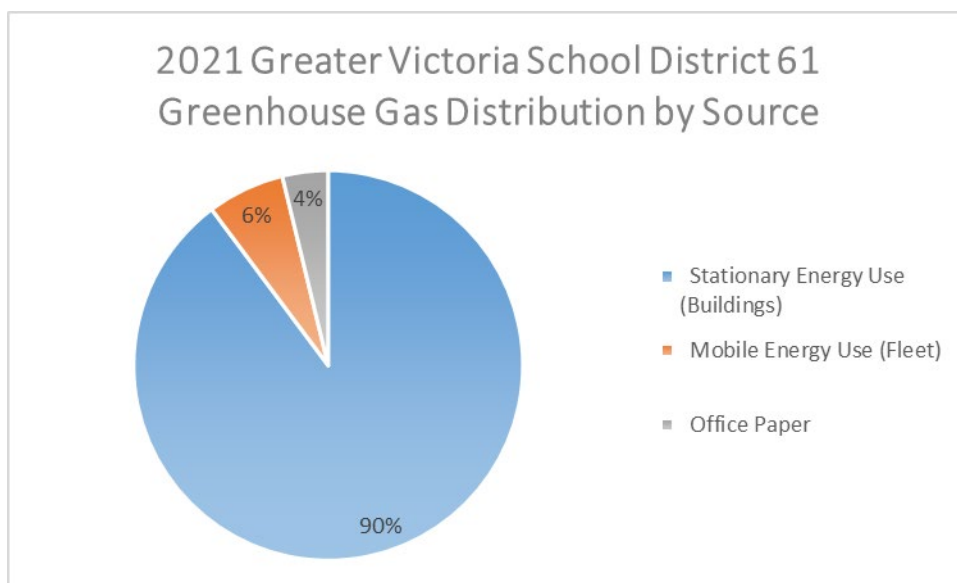
This year was highlighted by the completion of several highly impactful projects that will continue to positively affect emission levels going forward. The immediate impact of these projects is overshadowed by the results of COVID ventilation, but should become more visible as we return to normal.

2021 Projects are highlighted by:

- Partial retrofit of Spectrum Community Secondary School with high efficiency condensing boilers which have contributed to a 25% reduction in natural gas consumption across the entire school.
- 24kW photovoltaic installation at Torquay Elementary which has generated over 20 MWh of clean electricity in its first year of operation.
- Introduction of Boiler Loop Additive at Lakehill Elementary School, Rogers Elementary School, and Monterey Middle School. Results in other studies have shown an average of 8.4% reduction in natural gas consumption and resulting emissions.
- Purchase of 2 high efficiency condensing boilers for Victoria High School
- Complete LED lighting and controls upgrades of 11 schools in 2021 alone

Greenhouse Gas Emissions

Distribution:



The primary source for greenhouse gas emissions within the district has always been from buildings, and continues to be. Within our buildings, heating during the winter season accounts for the vast majority of our total emissions and consequently presents the largest opportunity for conservation as well.

Heating system upgrades, and improvement of building envelopes remain at the forefront of our efforts to reduce overall emissions. High initial investment costs are the largest obstacle we face in this area.

While difficult to measure, programs that create behavioral change, awareness, and accountability will also be important as we continue to work towards achieving our goals. Unlike other mechanical improvements to buildings, these approaches can exist with very little capital investment. This is why we are always working to develop policies and programs that will foster participation from all staff and students. In 2021 our participation in the Energy Wise Network resulted in an effective campaign to replace personal space heaters with seat warmers. This campaign proudly achieved 3rd place provincially at the Energy Wise Summit. We will once again be participating in 2022.

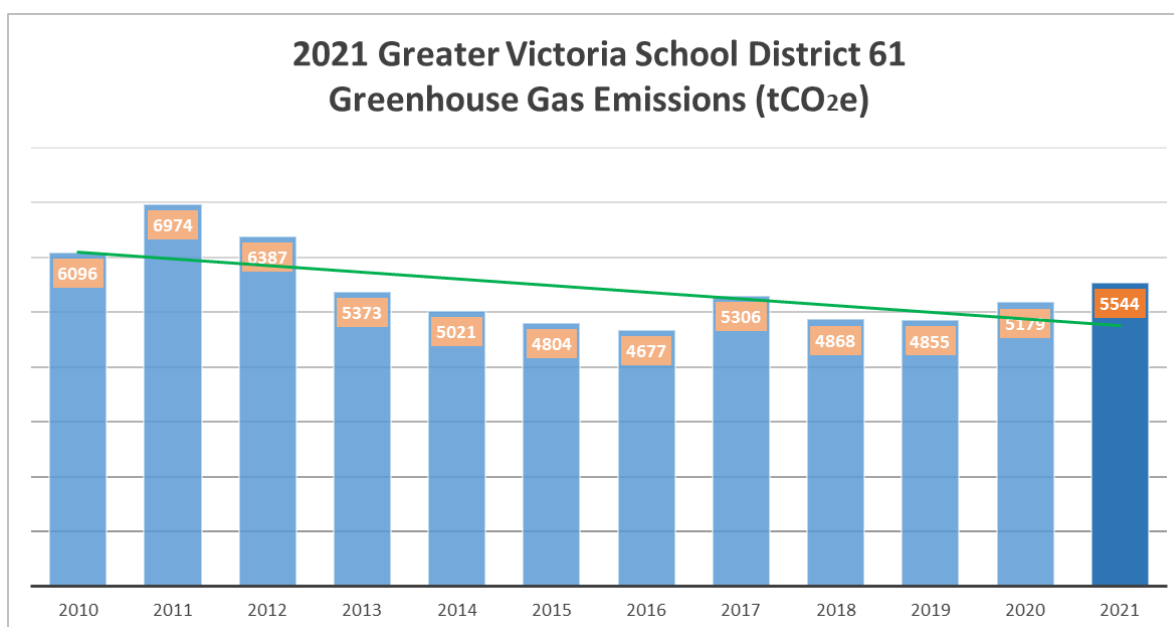
Mobile energy use and paper consumption account for just 10% of our emissions profile, but will not be ignored. 2021 saw continued development towards electrification of our fleet and EV charging infrastructure and more projects are underway for 2022.

Our goals:

At the Greater Victoria School district our goals for reduction of GHG emissions align with the goals of the province:

- 30% by 2025
- 40% by 2030 (fleet)
- 50% by 2030 (buildings)
- 60% by 2040

Current Progress:



The above chart shows combined greenhouse gas emissions generated by our district for each year since 2010.

The trend-line (green) indicates the average trend across 2010 to 2021. The decreasing trend is the product of our efforts and investments since 2010. It represents green choices and an overall effort from everyone at the district.

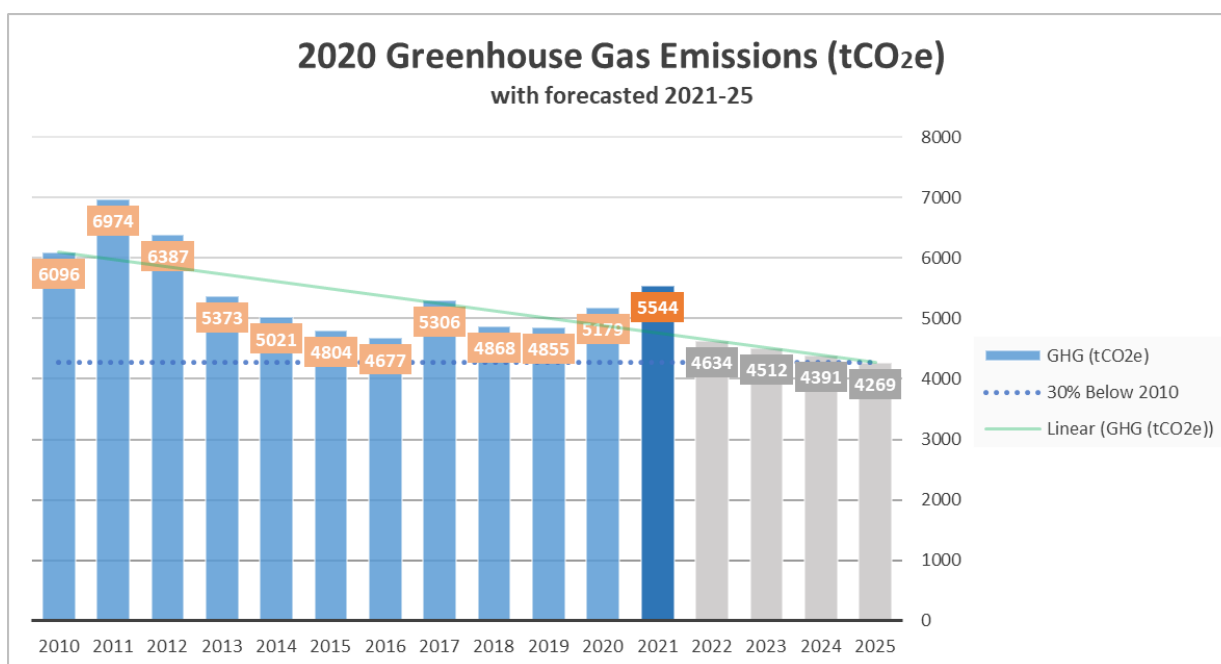
The uptick in 2017 reflects a year with a relatively high amount of heating degree days, as well as the beginning of adopting smaller class sizes. This uptick is common throughout the province. The uptick in 2020 and 2021 is a reflection of increased ventilation during the heating season, in order to ensure a safer workplace during COVID.

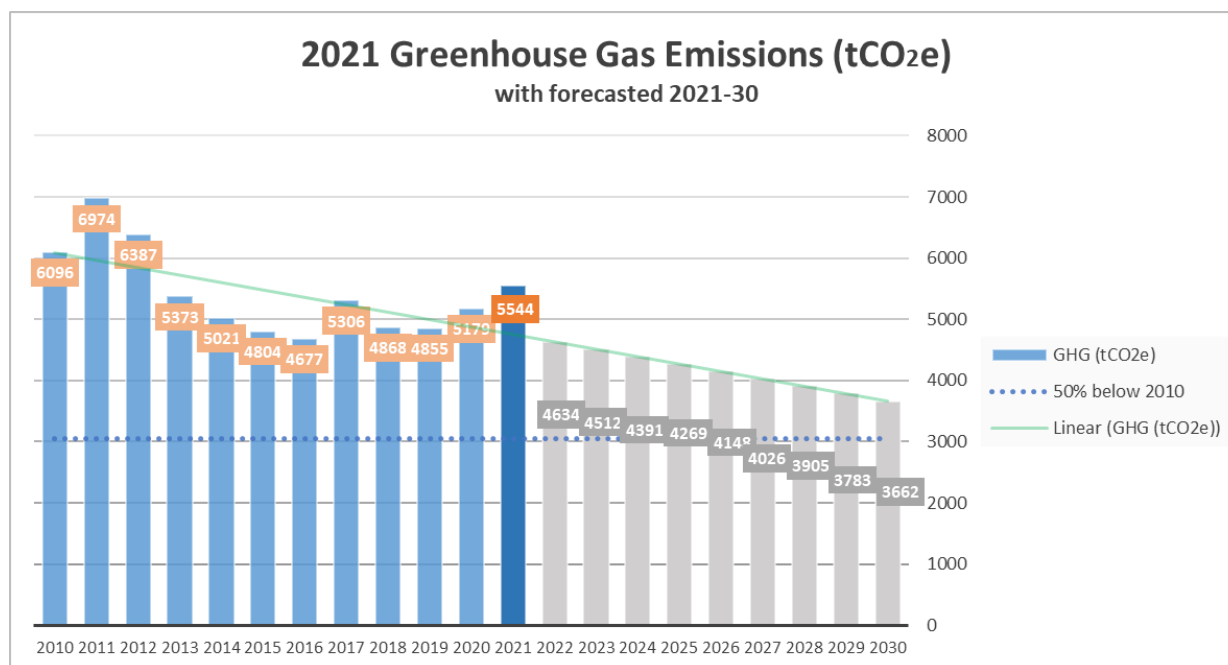
Achieving our goals:

Looking ahead to 2025, we are excited to see that we remain on pace to meet our first goal of 30% GHG emission reduction in spite of the large increase in emissions due to COVID action.

While this chart is validation for our investments so far, it must not be mistaken for victory. We cannot simply coast across the finish line at this point.

COVID action (albeit temporary) has taken us off the average pace to meet the 2030 projections. Our investments and efforts must now increase to keep up. We will need to embrace new technologies, and move forward with new funding for additional GHG reducing projects. We must continue to hold ourselves accountable for waste and educate each other on best practices in our everyday activities.





Actions Taken in 2021 to Reduce Emissions

Spectrum Community Secondary School Boiler Upgrade:

This project began in the summer of 2021 and was completed just in time for heating season. It involved the replacement of obsolete and failing natural gas boilers with new and efficient condensing boilers. Heating system controls were also updated in order to integrate the new components.

Results are showing a 25% overall decrease in natural gas consumption across the entire school since the retrofit.

Torquay Elementary Photo Voltaic Install:

A large 24kW photovoltaic installation was completed at Torquay Elementary School. This install went online in May 2021 and will have generated over 20 MWh of clean electricity by the end of its first year of operation.

Energy Efficient Boiler Additives:

Rogers Elementary, Lakehill Elementary and Monterey Middle School were targeted for a new pilot study that will attempt to achieve the same results experienced at other educational facilities.

This pilot study involves the introduction of an additive that facilitates better conduction of heat within the boiler system. Condensing boilers were targeted due to innate advantages to lower operating temperatures. This should result in higher efficiencies overall. Typical results in other studies have shown an average of 8.4% increase in efficiency. We are very excited to see similar results in our own buildings, however we will need to wait until normal ventilation protocols return in order to compare with baseline years.

LED Lighting and Controls Upgrade:

Complete LED lighting and controls upgrades took place across 11 schools in 2021. These upgrades will conserve well over 600 MWh per year. BC Hydro electricity is a considerably clean source of energy, however, this decrease in electrical building load and increase in electrical capacity could be considered the first step towards further electrification of heating. Electrification of heating will need to play a significant role in GHG reduction as we move beyond our 30% reduction targets.

Plans to Continue Reducing Emissions

Buildings

Heating and Ventilation:

With the vast majority of the district carbon footprint associated with maintaining building temperature and air quality, this will always be a prime focus. Unfortunately major upgrades are expensive and in most cases will only justify their costs when replacing equipment that is at or near end of life. The District is currently preparing for the installation of 2 new high efficiency condensing boilers at Victoria High as well as a second phase of DDC upgrades at Spectrum Community Secondary School. There are also plans for five new projects within the 23/24 capital plan

Building Envelope:

Window and roofing upgrades/repairs are ongoing throughout the district. Mount Douglas Secondary School's upgrade to energy efficient windows is currently underway and now into phase 4.

Boiler Additives:

Pending a review of our existing pilot program, we will look to expand on the use of boiler additives to achieve better efficiency in our heating systems.

Re-commissioning and retro-commissioning of building systems:

Excellent incentive programs exist to investigate and correct issues that prevent buildings from operating the way they were intended. Other findings may bring to light opportunities to incorporate changes in original design that will further enhance performance of older buildings.

The school district is poised to take advantage of opportunities in the very near future and on a continuous basis.

Photovoltaic Generation:

The business case for large scale photovoltaic systems on the rooftop of schools is beginning to make economic and environmental sense. As new technologies emerge and demand for clean electricity increases we will begin to take on more projects like the 2021 Torquay Elementary photovoltaic install.

LED Retrofits:

The district has been moving forwards with LED technology since May 2019, and plans to completely retrofit all buildings by the end of 2024. Electricity saved will help decrease infrastructure requirements towards electrification of buildings

Renewable Natural Gas:

Perhaps one of the most misunderstood and greatest potential contributors to decreasing net emissions is through the purchase of renewable natural gas. Methane that has been captured before it is released into the atmosphere can be burned for energy. The resulting emissions will have only a fraction of global warming potential of the methane that was captured.

Renewable natural gas is captured from waste, and livestock (not fossil fuels). Much like 100% recycled paper, it is a more expensive up front, but when considering the high cost of electrification of heat, and the expense of maintenance, the business case here is strong.

Limited supply makes this only part of an overall solution.

Net-Zero Ready Building:

Planning for the new Cedar Hill Middle School is now underway. We are focusing on energy efficiency, conservation, and low carbon mechanical systems in order to produce our first net zero ready building. The new building will have the potential to eventually achieve net zero energy with the future expansion of its 100kW rooftop photo voltaic system. To further this initiative the Board of Education is committing \$500K from its reserves to self-fund part of this initiative, and is outside the Ministry funding for a new build

Fleet

Electric Vehicles and Charging Infrastructure:

Projects have already begun in 2022 for the addition of:

- 7 new electric charging stations for fleet vehicles and buses
- 4 new electric buses

In addition plans are in place to begin the electrification of fleet through the purchase of electric vehicles in 2022/23 and as they become readily available.

Supplies:

District policy already calls for the use of 100% recycled material when possible, however we still missed an opportunity with our paper consumption. In 2021 we created over 40 tCO₂e from the times we used less than 100% recycled paper in our buildings.

Moving forward we will look to raise awareness of this policy, and help our buildings to make the best choice when ordering supplies. New products that use alternative recycled fibers are being piloted.

Behavior Change:

Programs that create behavioral change, awareness, and accountability transcend all of the above categories. These approaches can exist with very little capital investment. This is why we are always working to develop policies and programs that will foster participation from all staff and students. In 2022 we will again be participating in the Energy Wise Network with a incentivized program to decrease summer electricity usage. We will also be expanding on our popular “Space Heater Defeater” campaign from 2021.

The board has requested and approved the formation of a Climate Action Committee in order to help promote a positive culture shift towards eco-friendly habits across the district and to help plan for the future.

Behavioral change will be critical towards eliminating the gap between 2030 goals and current projections.

Climate Risk Management

2021 gave us some strong examples of what unprecedented climate change events can look like. More work needs to be done to fully understand the risks that these types of events represent to our buildings and occupants.

As a direct result of the record setting events of the 2021 summer “heat dome”, the district has moved to incorporate heat pumps into both existing and new construction child care portables.

These heat pumps will help provide a safe space for occupants during summer while decreasing winter energy demands and costs. They will also serve as a model for future projects.

Emissions and Offsets Summary Table

| Greater Victoria School District 61 2021 GHG Emissions and Offsets | |
|--|------|
| GHG Emissions created in Calendar Year 2020 | |
| Total Emissions (tCO ₂ e) | 5558 |
| Total BioCO ₂ | 13.9 |
| Total Offsets (tCO ₂ e) | 5544 |
| Adjustments to Offset Required GHG Emissions Reported in Prior Years | |
| Total Offsets Adjustment (tCO ₂ e) | 0 |
| Grand Total Offsets for the 2020 Reporting Year | |
| Grand Total Offsets (tCO ₂ e) to be Retired for 2020 Reporting Year | 5544 |

| | |
|---|-----------|
| Offset Investment (\$25 per tCO ₂ e) <i>[Grand Total Offsets to be Retired x \$25/tCO₂e]</i> | \$138,600 |
|---|-----------|

History of Greenhouse Gases and Offsets

| Year | Totals | Emissions | Offsets Purchased |
|------|------------|-----------|-------------------|
| 2010 | 6082 | 6096 | \$152,050 |
| 2011 | 6950 | 6974 | \$173,750 |
| 2012 | 6362 + 22 | 6387 | \$159,050 |
| 2013 | 5545 - 172 | 5373 | \$134,325 |
| 2014 | 5041-20 | 5021 | \$125,525 |
| 2015 | 4823-19 | 4804 | \$120,100 |
| 2016 | 4449+228 | 4677 | \$116,925 |
| 2017 | 5290+16 | 5306 | \$132,250 |
| 2018 | 4849 + 19 | 4868 | \$120,566 |
| 2019 | 4856 | 4856 | \$120,566* |
| 2020 | 5178 + 6 | 5184 | \$129,600 |
| 2021 | 5544 | 5558 | \$138,600 |

* Offsets purchased for 2019 were based on 2018 to allow for COVID disruptions.

Retirement of Offsets:

In accordance with the requirements of the *Climate Change Accountability Act* and Carbon Neutral Government Regulation, *The Greater Victoria School District 61 (the Organization)* is responsible for arranging for the retirement of the offsets obligation reported above for the 2020 calendar year, together with any adjustments reported for past calendar years (if applicable). The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (**the Ministry**) ensuring that these offsets are retired on the Organization's behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

Executive sign-off:

Executive Sign-off:

| | |
|---------------------|-------|
| Signature | Date |
| | |
| Name (please print) | Title |
| | |

[Please email your signed, completed report to Carbon.Neutral@gov.bc.ca by no later than May 31, 2022.]

DRAFT 5-Year Capital Plan 2023-2024

Operations Policy & Planning Meeting
May 9, 2022

DRAFT Planning Principles

1. Safety
2. Enrolment & Capacity
3. Existing Building Condition
4. Climate
5. Funding Categories Available

DRAFT Annual Facilities Grant 2022-2023

- Used to maintain assets that are not minor or major capital threshold
 - 47 projects (up 6 from 21-22)

DRAFT Additions 2023-2024

- Used to increase capacity of existing schools
 - 2 Projects (up 1 from 22-23)
 - Sundance Elementary
 - Increase capacity to 200
 - Reynolds Secondary
 - Increase capacity to 1325

DRAFT New School 2023-2024

- Used to add new space to the District via new schools
 - 2 Projects (up 1 from 22-23):
 - Site acquisition and construction of downtown Victoria Elementary School
 - New Sundance Elementary School as alternative to addition (proposed) and seismic (approved in 22-23 plan to advance to next stage)

DRAFT Seismic 2023-2024

- Used to seismically upgrade existing school to mitigate seismic risk

- 6 Projects

- | | |
|-----------------|------------------|
| • Reynolds | Upgrade 7 blocks |
| • McKenzie | Upgrade 3 blocks |
| • James Bay | Upgrade 1 block |
| • Victoria West | Upgrade 3 blocks |
| • Northridge | Upgrade 4 blocks |

- NOTE: Shoreline/Craigflower TBD

DRAFT School Enhancement Program (SEP) 2023-2024

- Used to renovate or upgrade buildings that are not big enough for major capital but bigger than AFG can manage
 - 5 Projects (down 1 from 22-23)
 - South Park – Roofing - Replacement Phase 1
 - Esquimalt – HVAC - Dust Collection System Woodshop
 - SJ Burnside – Exterior Wall Systems – Windows
 - Mount Douglas – Exterior Wall Systems – Window Upgrade Phase 5
 - Central – Interior Construction – Gym Floor Replacement

DRAFT CNCP Intake 2023-2024

- Used to improve carbon neutrality
 - 5 Projects
 - Vic High – HVAC – Mechanical Upgrade Phase 2
 - Reynolds – HVAC – Replace Existing Boiler
 - Lambrick Park – HVAC - Boiler replacement
 - Doncaster – HVAC – Replace Air Handler Units
 - Sundance – HVAC – Replace Unit Ventilators/Upgrade DDC

DRAFT Playground Enhancement Program 2023-2024

- Used to add or replace playground equipment that may have previously fallen to PACs to fundraise
 - 3 Projects (all universally accessible playgrounds)
 - Hillcrest - Replacement
 - Frank Hobbs - replacement
 - Vic West - new

Submission Summary

| | |
|----------------------------|----------------------------|
| Submission Summary: | AFG 2022/2023 2022-05-31 |
| Submission Type: | Expenditure Plan |
| School District: | Greater Victoria (SD61) |
| Open Date: | 2022-04-01 |
| Close Date: | 2022-05-31 |
| Submission Status: | Draft |

| Submission Category | Sum Total Project Cost |
|---------------------|------------------------|
| AFG | \$4,086,641 |
| Total | \$4,086,641 |

| AFG | | | | | | | |
|----------------|--------------------|-----------------------------------|------------------------|-------------------|---------------|--|--------------------|
| Project Number | Existing Facility? | Facility/Site | Project Type | VFA Requirement # | SD Project ID | Project Description | Total Project Cost |
| 156215 | Yes | Arbutus Global Middle School | Asbestos Abatement | | | Asbestos - All facilities | \$100,000 |
| 156176 | Yes | Braefoot Elementary | Site Upgrades | | | Site Improvements - Repair asphalt | \$50,000 |
| 156179 | Yes | Campus View Elementary | Site Upgrades | | | Site Improvements - trench and asphalt repairs | \$50,000 |
| 156172 | Yes | Central Middle School | Roofing (AFG) | | | Roof Replacement | \$300,000 |
| 156205 | Yes | Cloverdale Traditional Elementary | Electrical (AFG) | | | Energy Upgrades - LEDs | \$15,000 |
| 156189 | Yes | Colquitz Middle School | Electrical (AFG) | | | Security Upgrade | \$25,000 |
| 156173 | Yes | Doncaster Elementary | Roofing (AFG) | | | Roof Replacement | \$400,000 |
| 156169 | Yes | Eagle View Elementary | Plumbing (AFG) | | | Sprinkler system upgrade | \$125,000 |
| 156188 | Yes | Eagle View Elementary | Electrical (AFG) | | | Security Upgrades | \$25,000 |
| 156194 | Yes | Ecole Macaulay Elementary | Electrical (AFG) | | | Telephone Systems Upgrades | \$10,000 |
| 156177 | Yes | Ecole Marigold School | Site Upgrades | | | Site Improvements - Asphalt Replacement | \$75,000 |
| 156190 | Yes | Ecole Marigold School | Electrical (AFG) | | | Security Upgrades | \$25,000 |
| 156200 | Yes | Ecole Quadra Elementary | Electrical (AFG) | | | Energy Upgrades - LED | \$25,000 |
| 156187 | Yes | Ecole Willows Elementary | Electrical (AFG) | | | Network Upgrade | \$10,000 |
| 156204 | Yes | Ecole Willows Elementary | Electrical (AFG) | | | Energy Upgrades - LEDs | \$30,000 |
| 156183 | Yes | Esquimalt High | Electrical (AFG) | | | Infrastructure Upgrade | \$30,000 |
| 156198 | Yes | Esquimalt High | Electrical (AFG) | | | LED - Energy Upgrades | \$50,000 |
| 156178 | Yes | Frank Hobbs Elementary | Site Upgrades | | | Site Improvements | \$50,000 |
| 156214 | Yes | Frank Hobbs Elementary | Site Upgrades | | | Site Improvements - Field | \$100,000 |
| 156174 | Yes | George Jay Elementary | Accessibility Upgrades | | | Elevator Upgrade | \$80,000 |

Submission Summary

| | | | | | | |
|--------|-----|-----------------------------------|-----------------------|--|---|--------------------|
| 156175 | Yes | Glanford Middle School | Site Upgrades | | Site Upgrades - Repair of the front drop off area | \$100,000 |
| 156213 | Yes | Glanford Middle School | Site Upgrades | | Site Improvements - Field | \$66,641 |
| 156185 | Yes | Hillcrest Elementary | Electrical (AFG) | | Network Upgrade | \$10,000 |
| 156208 | Yes | Hillcrest Elementary | Exterior Wall Systems | | Building Envelope Improvements | \$150,000 |
| 156184 | Yes | James Bay Community | Electrical (AFG) | | Network Upgrade | \$10,000 |
| 156186 | Yes | Lake Hill Elementary | Electrical (AFG) | | Network and Telephone Systems Upgrades | \$20,000 |
| 156195 | Yes | Lambrick Park Secondary | Electrical (AFG) | | System Upgrades - PA | \$15,000 |
| 156210 | Yes | Lambrick Park Secondary | HVAC (AFG) | | Metal Shop HVAC Upgrades | \$300,000 |
| 156202 | Yes | Margaret Jenkins Elementary | Electrical (AFG) | | Energy Upgrades - LEDs | \$35,000 |
| 156181 | Yes | Mckenzie Elementary | Site Upgrades | | Site Improvements - Parking Lots | \$300,000 |
| 156191 | Yes | Mckenzie Elementary | Electrical (AFG) | | Security Upgrades | \$25,000 |
| 156212 | Yes | Mount Douglas Secondary | HVAC (AFG) | | Shop HVAC Upgrades | \$50,000 |
| 156197 | Yes | Northridge Elementary | Electrical (AFG) | | System Upgrades - PA | \$15,000 |
| 156199 | Yes | Northridge Elementary | Electrical (AFG) | | Energy Upgrades -LED | \$30,000 |
| 156211 | Yes | Oak Bay Secondary | HVAC (AFG) | | Metal Shop HVAV Upgrades | \$50,000 |
| 156170 | Yes | Reynolds Secondary | Roofing (AFG) | | Roof Replacement | \$425,000 |
| 156196 | Yes | Rogers Elementary | Electrical (AFG) | | System Upgrades -PA | \$15,000 |
| 156192 | Yes | Shoreline Community Middle School | Electrical (AFG) | | PA and Telephone Upgrades | \$10,000 |
| 156193 | Yes | Sir James Douglas Elementary | Electrical (AFG) | | PA and Telephone System Upgrade | \$25,000 |
| 156207 | Yes | Sir James Douglas Elementary | Electrical (AFG) | | Energy Upgrades | \$50,000 |
| 156180 | Yes | South Park Family School | Site Upgrades | | Site Improvements - Asphalt Repairs | \$100,000 |
| 156171 | Yes | Spectrum Community School | Roofing (AFG) | | Roof Replacement | \$300,000 |
| 156182 | Yes | Spectrum Community School | Electrical (AFG) | | Infrastructure Upgrade | \$30,000 |
| 156209 | Yes | Strawberry Vale Elementary | Exterior Wall Systems | | Building Envelope Improvements | \$300,000 |
| 156206 | Yes | Sundance Elementary | Electrical (AFG) | | Energy Upgrades - LEDs | \$10,000 |
| 156201 | Yes | Tillicum Community School | Electrical (AFG) | | Energy Upgrades -LEDs | \$35,000 |
| 156203 | Yes | View Royal Elementary | Electrical (AFG) | | Energy Upgrades - LEDs | \$35,000 |
| | | | | | Submission Category Total: | \$4,086,641 |

Submission Summary

| | |
|----------------------------|------------------------------|
| Submission Summary: | Major 2023/2024 2022-06-30 |
| Submission Type: | Capital Plan |
| School District: | Greater Victoria (SD61) |
| Open Date: | 2022-04-01 |
| Close Date: | 2022-06-30 |
| Submission Status: | Draft |

| Submission Category | Sum Total Project Cost |
|---------------------|------------------------|
| New School | \$68,267,920 |
| Addition | \$39,044,425 |
| Seismic | \$65,225,322 |
| Site Acquisition | |
| Total | \$172,537,667 |

| ADDITION | | | | | |
|------------------|----------------|-------------------------------------|------------------|---|---------------------|
| SD Category Rank | Project Number | Facility/Site | Project Type | Project Description | Total Project Cost |
| 1 | 150126 | Sundance Elementary | Addition | Increase capacity to 200 seats | \$15,854,346 |
| 2 | 156365 | Reynolds Secondary | Addition | 200 seat addition. | \$23,190,079 |
| | | | | Submission Category Total: | \$39,044,425 |
| NEW SCHOOL | | | | | |
| SD Category Rank | Project Number | Facility/Site | Project Type | Project Description | Total Project Cost |
| 1 | 150203 | New Hillside Area Elementary School | New (School) | Proposed New 350 Capacity K-5 School in Vic High Catchment Area | \$39,846,477 |
| 2 | 156803 | Sundance Elementary | New (School) | New School for Sundance Site | \$28,421,443 |
| | | | | Submission Category Total: | \$68,267,920 |
| SEISMIC | | | | | |
| SD Category Rank | Project Number | Facility/Site | Project Type | Project Description | Total Project Cost |
| 1 | 150443 | Reynolds Secondary | Upgrade | Seismic Upgrade of 7 H1 Blocks | \$27,822,565 |
| 2 | 150409 | Mckenzie Elementary | Upgrade | Seismic Upgrade of 1 H1 Block, 1 H2 Block and 1 H3 Block | \$4,488,657 |
| 3 | 150380 | James Bay Community | Upgrade | Seismic upgrade of 1 H1 Block | \$2,354,136 |
| 4 | 150473 | Victoria West Elementary | Upgrade | Seismic Upgrade of 3 H1 Blocks | \$11,686,488 |
| 5 | 150419 | Northridge Elementary | Upgrade | Seismic Upgrade of 4 H1 Blocks | \$18,873,476 |
| | | | | Submission Category Total: | \$65,225,322 |
| SITE ACQUISITION | | | | | |
| SD Category Rank | Project Number | Facility/Site | Project Type | Project Description | Total Project Cost |
| 1 | 156366 | Hillside Area | Site Acquisition | Site Acquisition for a new school in the Hillside Area due to potential future growth | |
| | | | | Submission Category Total: | |

Submission Summary

| | |
|----------------------------|------------------------------|
| Submission Summary: | Minor 2023/2024 2022-09-30 |
| Submission Type: | Capital Plan |
| School District: | Greater Victoria (SD61) |
| Open Date: | 2022-04-01 |
| Close Date: | 2022-09-30 |
| Submission Status: | Draft |

| Submission Category | Sum Total Funding Requested |
|---------------------|-----------------------------|
| CNCP | \$3,250,000 |
| SEP | \$3,900,000 |
| PEP | \$495,000 |
| Total | \$7,645,000 |

| CNCP | | | | | |
|----------------------------|----------------|---|-----------------------|---|-------------------------|
| SD Category Rank | Project Number | Facility/Site | Project Type | Project Description | Total Funding Requested |
| 1 | 156217 | Victoria High | HVAC (CNCP) | Phase 2 - Vic High Mechanical Upgrade | \$750,000 |
| 2 | 156669 | Reynolds Secondary | HVAC (CNCP) | Replace existing Boiler | \$800,000 |
| 3 | 151404 | Lambrick Park Secondary | HVAC (CNCP) | Replace existing boilers with new energy efficient units. New units will save | \$700,000 |
| 4 | 151402 | Doncaster Elementary | HVAC (CNCP) | Replace the original AHU that serve four classrooms and replace with unit | \$300,000 |
| 5 | 153612 | Sundance Elementary - Leased To Sd93 Ecole Beausoleil Sundance | HVAC (CNCP) | Replace original 1969 Unit Ventilators that are at the end of their life and upgrade school's DDC system. Replacement of these units and upgrading the DDC will | \$700,000 |
| Submission Category Total: | | | | | \$3,250,000 |
| PEP | | | | | |
| SD Category Rank | Project Number | Facility/Site | Project Type | Project Description | Total Funding Requested |
| 1 | 153613 | Hillcrest Elementary | Replacement (PEP) | Hillcrest has a small older playground that is not accessible. Like to replace this | \$165,000 |
| 2 | 156216 | Frank Hobbs Elementary | Replacement (PEP) | School has no accessible playground and currently has a playground that was | \$165,000 |
| 3 | 152033 | Victoria West Elementary | New (PEP) | Vic West has a diverse community of needs. The school has one playground that | \$165,000 |
| Submission Category Total: | | | | | \$495,000 |
| SEP | | | | | |
| SD Category Rank | Project Number | Facility/Site | Project Type | Project Description | Total Funding Requested |
| 1 | 151681 | South Park Family School | Roofing (SEP) | Roof Replacement - Phase 1 of an historic slate roof. Roof is starting to leak in | \$1,500,000 |
| 2 | 153608 | Esquimalt High | HVAC (SEP) | Upgrade the dust collector at Esq Woodshop to ensure collector is sized correctly | \$750,000 |
| 3 | 156218 | Burnside Community | Exterior Wall Systems | Phase 1 - Exterior Repairs including window replacement, modillions, soffits and | \$800,000 |
| 4 | 156670 | Mount Douglas Secondary | Exterior Wall Systems | Phase 5 - Window Upgrade | \$450,000 |
| 5 | 151685 | Central Middle School | Interior Construction | Gym Floor Replacement. The current floor is in need of replacement which will be | \$400,000 |
| Submission Category Total: | | | | | \$3,900,000 |