



**The Board of Education of School District No. 61 (Greater Victoria)  
Regular Board Meeting  
AGENDA  
Via Zoom**

**Monday, May 30, 2022, 7:30 p.m.  
Broadcasted via YouTube  
<https://bit.ly/3czx8bA>**

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**A. COMMENCEMENT OF MEETING**

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

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

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

**A.2. Approval of the Agenda**

Recommended Motion:  
That the May 30, 2022 agenda be approved.

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

a. Approval of the April 25, 2022 Regular Board Minutes

Recommended Motion:  
That the April 25, 2022 Regular Board minutes be approved.

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

**A.5. Student Achievement**

**A.6. District Presentations**

**A.7. Community Presentations** (5 minutes per presentation)

- a. Bruce Bidney, Principal, Spectrum Turf and Rink (STAR) Committee
- b. Ian Sander, Spectrum Turf and Rink (STAR) Committee
- c. James Postans, Spectrum Turf and Rink (STAR) Committee
- d. Karin Kwan, Parent, Music Programs in SD61

**B. CORRESPONDENCE**

**B.1. April 29, 2022, SD23 to Minister of Education, Additional Funding**

**B.2. May 2, 2022. BCSTA to Minister of Education, Indigenous-Focused Graduation Requirements Survey**

**C. TRUSTEE REPORTS**

**C.1. Chair's Report**

- a. Chair's Report
- b. Annual Workplan: June 2022

**C.2. Trustees' Reports** (2 minutes per verbal presentation)

**D. BOARD COMMITTEE REPORTS**

**D.1. Education Policy and Directions Committee**

- a. Draft minutes from the May 2, 2022 meeting – Information only
- b. Recommended motion from the May 2, 2022 meeting

Recommended Motion:

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

**D.2. Operations Policy and Planning Committee**

- a. Draft minutes from the May 9, 2022 meeting - Information only

b. Recommended motions from the May 9, 2022 meeting

i. New Policy XXXX *Whistleblower*

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy XXXX, *Whistleblower*.

ii. Revised Policy 8251, *Trustees' Code of Conduct*

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8252, *Trustees' Code of Conduct*.

iii. Carbon Neutral Action Report

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the Carbon Neutral Action Report as presented.

**D.3. Audit Committee Report**

a. 2021-2022 Audit Planning Report

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2021-2022 Audit Planning Report as presented to the Audit Committee.

b. Audit Committee Report – May 9, 2022 Meeting

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the March 2022 Quarterly Financial Report as presented to the Audit Committee.

**E. DISTRICT LEADERSHIP TEAM REPORTS**

**E.1. Interim Superintendent's Report**

a. Monthly Report

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) receive the Interim Superintendent's report as presented.

- b. Fossil Fuels Industry-sponsored Educational Materials
- c. 2022-2023 Board of Education and Standing Committee Meeting Dates

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2022-2023 Board of Education and Standing Committee meeting dates.

- d. Elementary Strings Report

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the one-time funding of \$208,817 from Advocacy for Music In Schools (AMIS) to provide a barrier-free opportunity to the estimated 1,503 grade five students in the 28 elementary schools to participate in a strings or alternative music program to be offered outside of the school day, as determined by each Principal in consultation with their respective Staff Committee and the School's Parent Advisory Council.

AND FURTHER,

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to complete a review of the Elementary Strings Program during the 2022-2023 school year.

Or alternatively:

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) decline, with thanks the one-time funding of \$208,817 from Advocacy for Music In Schools (AMIS).

- e. Trustee Questions

## **E.2. Secretary-Treasurer's Report**

- a. Monthly Report

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) receive the Secretary-Treasurer's report as presented.

- b. Shoreline Middle School: Local Capital Appropriation

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the expenditure of up to \$250,000 from Local Capital Reserve to create classroom space for a new 2022-2023 division at Shoreline Middle School.

**F. QUESTION PERIOD** (15 minutes total)

**G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

**G.1. Record of In-Camera Board of Education Meeting** – April 25, 2022

**G.2. Record of Special In-Camera Board of Education Meeting** – May 24, 2022

**H. NEW BUSINESS/NOTICE OF MOTIONS**

**H.1. New Business**

a. Elementary Strings Programming for 2022/23 – Trustee Whiteaker

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the donation in the amount of XXXX dollars from AMIS to support elementary strings programming for 2022/23.

**H.2. Notice of Motions**

**I. ADJOURNMENT**

Recommended Motion:

That the meeting be adjourned.



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

**MINUTES**

**Via Zoom**

**April 25, 2022, 7:30 p.m.**

Trustees Present: Ryan Painter, Board Chair, Tom Ferris, Vice-Chair, Nicole Duncan, Angie Hentze, Elaine Leonard, Jordan Watters, Ann Whiteaker

Trustees Suspended: Diane McNally, Rob Painter

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, Facilities Services, Andy Canty, Director, Information Technology for Learning, Shelly Niemi, Director, Indigenous Education, Marni Vistisen-Harwood, Associate Director, Facilities Services, Lisa McPhail, Manager, Communications and Community Engagement, Vicki Hanley, Recorder

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**A. COMMENCEMENT OF MEETING**

The meeting was called to order at 7:41 p.m.

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

Chair Painter 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 Leonard  
**Seconded by** Trustee Ferris

That the April 25, 2022 agenda be approved with the following additions:

A.8. Community Presentations

a. Music Education, Karin Kwan, Parent

H.1. New Business

c. Elementary Strings and Advocacy for Music in Schools, Trustee Duncan

**Motion Carried Unanimously**

### **A.3. Urban Peoples House Indigenous Advisory (UPHIA): Terms of Reference**

Chair Painter and Interim Superintendent Whitten welcomed Chair Simcoe of the Urban Peoples House Indigenous Advisory (UPHIA). Interim Superintendent Whitten shared how the Terms of Reference(TOR) were co-developed with the Indigenous Education Department and UPHIA. Interim Superintendent Whitten expressed her gratitude to the writing team for their commitment and vision to the Terms of Reference.

Chair Simcoe highlighted the values represented in the TOR: making educational and cultural contributions to Indigenous students and all students in SD61; and providing relevant, safe and joyful education for their children.

Chair Simcoe shared her appreciation for the development of the TOR and stated that she was looking forward to the future and what it brings for the educational experiences of Indigenous students in the District. Specifically, Chair Simcoe thanked Dr. Shelly Niemi and community members for the support to create the TOR.

Trustees expressed gratitude to Chair Simcoe and the writing team for the TOR.

**Moved by** Trustee Ferris  
**Seconded by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) approve the Terms of Reference for the Urban Peoples House Indigenous Advisory (UPHIA), as presented.

**Motion Carried Unanimously**

### **A.4. Approval of the Minutes**

- a. Approval of the March 14, 2022 Regular Board Minutes

Trustee Whiteaker pointed out that the first question in F. Question Period has the question and answer the same and will need to be amended.

**Moved by** Trustee Leonard  
**Seconded by** Trustee Ferris

That the March 14, 2022 Regular Board minutes be approved, as amended.

**Motion Carried Unanimously**

- b. Approval of the April 4, 2022 Special Board Budget Minutes

**Moved by** Trustee Leonard  
**Seconded by** Trustee Ferris

That the April 4, 2022 Special Board Budget minutes be approved.

**Motion Carried Unanimously**

- c. Approval of the April 7, 2022 Special Board Budget Minutes

**Moved by** Trustee Ferris  
**Seconded by** Trustee Whiteaker

That the April 7, 2022 Special Board Budget minutes be approved.

**Motion Carried Unanimously**

**A.5. Business Arising from the Minutes**

None

**A.6. Student Achievement**

None

**A.7. District Presentations**

None

**A.8. Community Presentations**

- a. Karin Kwan, attended the Board meeting to speak to Trustees about the importance of music education and to frustration relative to the cuts to music programs during the budget season this year.

**B. CORRESPONDENCE**

**B.1. March 8, 2022, SD5 to Premier Horgan et al, Student Services Funding**

**B.2. March 8, 2022, Canadian Humane Society to Trustees, Dissection Policy**

**B.3. March 11, 2022, SD69 to Federal & Provincial Gov't, Climate Action**

**B.4. March 11, 2022, SD69 to Minister of Education, K-12 Food Program**

**B.5. March 11, 2022, SD69 to Federal & Provincial Gov't, K-12 Food Program**

**B.6. March 11, 2022, Ms. Bojanowski to Chair Painter, Continuation of Virtual Meetings**

**B.7. March 15, 2022, Chair Painter to Minister of Education, Vic High/Caledonia Statutory Right of Way**

**B.8. March 15, 2022, Mr. Faerber to SD61 Trustees, Suspension of Trustees**



Trustee Duncan requested that the Chair respond to Mr. Faerber. Discussion ensued amongst the Trustees as to what the response should entail, given that the matter will now be before the courts for a judicial review.

**Moved by** Trustee Whiteaker  
**Seconded by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to reply to the March 15, 2022 from Mr. Faerber, in whatever capacity that he can and that is appropriate.

**Motion Carried Unanimously**

**B.9. March 17, 2022, GVTA to Minister of Education, Lansdowne South Disposal**

Trustee Duncan highlighted the letter sent from the GVTA to the Minister of Education relative to the Lansdowne South Campus land disposal.

**B.10. March 26, 2022, SD61 to Bays United Football Club, Vic High Artificial Turf**

**B.11. March 28, 2022, BCSTA to SD93, Hybrid Meetings**

**B.12. March 31, 2022, Mr. Faerber to Minister of Education, SD61 Trustees**

**C. TRUSTEE REPORTS**

**C.1. Chair's Report**

a. Chair's Report

None

b. Return to In-Person Meetings

Chair Painter referenced the letter at B.6. in the agenda package, relative to the continuation of livestreaming virtual board and committee meetings. Discussion ensued amongst the Trustees with a decision, by consensus, to continue the virtual meeting format for the remainder of the school year and re-evaluate the situation during the summer break.

c. Annual Workplan: May 2022

Chair Painter presented for information, the Board work plan for May 2022. Trustees requested information pertaining to the Carbon Neutral Report and Energy Managers Report and were advised that these reports would be included in the May 9, 2022 Operations Policy and Planning Committee meeting agenda.

Trustee Duncan questioned the Trustee assignment to the Policy Sub-Committee and requested information as to why new Trustees were not

assigned to the Committee when all other changes were made in December. Chair Painter provided the reasoning behind the decision which involved the two Trustees completing the work that they had started on policies. A suggestion was made to assign two new Trustees to start on different policies to review and allow Trustees Leonard and Watters to complete the work that they had started.

## C.2. Trustees' Reports

None

## D. BOARD COMMITTEE REPORTS

### D.1. Education Policy and Directions Committee

- a. The draft minutes from the April 4, 2022 meeting were presented for information.
- b. Recommended motion from the April 4, 2022 meeting
  - a. Industry-Sponsored Educational materials

That the Board of Education of School District No. 61 (Greater Victoria) direct the Interim Superintendent to meet with members of the Greater Victoria Teachers' Association to discuss the appropriate use of fossil fuel industry-sponsored educational materials, including those produced by Fortis BC, in the Greater Victoria School District.

Discussion ensued amongst the Trustees with a suggestion being made to amend the motion.

**Moved by** Trustee Duncan

*That the motion "That the Board of Education of School District No. 61 (Greater Victoria) direct the Interim Superintendent to meet with members of the Greater Victoria Teachers' Association to discuss the appropriate use of fossil fuel industry-sponsored educational materials, including those produced by Fortis BC, in the Greater Victoria School District" be amended to add "AND FURTHER; That the Superintendent report back to the Board at the May 30, 2022 Board of Education meeting."*

With no seconder the amendment failed.

Chair Painter called for the vote on the main motion, as presented.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Interim Superintendent to meet with members of the Greater Victoria Teachers' Association to discuss the appropriate use of fossil fuel industry-sponsored educational materials, including those produced by Fortis BC, in the Greater Victoria School District.

**Motion Carried**

For: Trustees Ferris, Hentze, Painter, Watters  
Against: Trustee Leonard  
Abstain: Trustees Duncan, Whiteaker

**D.2. Operations Policy and Planning Committee**

- a. The draft minutes from the April 11, 2022 meeting were presented for information.

**E. DISTRICT LEADERSHIP TEAM REPORTS**

**E.1. Interim Superintendent's Report**

- a. Monthly Report

Interim Superintendent Whitten provided the report and highlighted her gratitude for the Budget Advisory Committee and Financial Services Department, led by Secretary-Treasurer Morris, Associate Secretary-Treasurer Stride and Director of Finance Lutner, for successfully completing the 22-23 budget, the UPHIA writing team for their work on drafting the UPHIA Terms of Reference, and Director Niemi for her article in Inspir(ED) Spring 2022 issue.

**Moved by** Trustee Ferris  
**Seconded by** Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) receive the Interim Superintendent's report as presented.

**Motion Carried Unanimously**

- b. 2022-2023 School Calendar

**Moved by** Trustee Leonard  
**Seconded by** Trustee Ferris

That the Board of Education of School District No. 61 (Greater Victoria) approve the following 2022/2023 School Calendar dates:

School Opening  
First non-instructional day

September 6, 2022  
September 23, 2022

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

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

**Motion Carried Unanimously**

c. 2022-2023 Specialty Academy Fees

Interim Superintendent Whitten provided background and an explanation with regards to the programs of choice at District secondary schools.

**Moved by** Trustee Watters  
**Seconded by** Trustee Leonard

That the Board of Education of School District No. 61 (Greater Victoria) makes available to the public, via the District website, the schedules of fees that have been approved by the Parents' Advisory Council for the school where the Board proposes to offer specialty academies.

**Motion Carried Unanimously**

d. Trustee Questions

Trustees asked questions with respect to Youth and Family Counsellors, the judicial review of the two suspended Trustees, the Interim Superintendent meeting with students regarding music and CRD grants for waste reduction.

**E.2. Secretary-Treasurer's Report**

- a. Secretary-Treasurer Morris provided the report.

**Moved by** Trustee Whiteaker  
**Seconded by** Trustee Ferris

That the Board of Education of School District No. 61 (Greater Victoria) receive the Secretary-Treasurer's reports as presented.

**Motion Carried Unanimously**

b. Capital Bylaw No. 2022-23-CPSD61-01 – Capital Plan 2022/23

Secretary-Treasurer Morris presented the Bylaw and provided an overview of the Capital plan response letter from the Ministry of Education, approving projects put forward in June 2021.

**Moved by** Trustee Watters

**Seconded by** Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) approve Capital bylaw No. 2022/23-CPSD61-01 Capital Plan 2022/23.

WHEREAS in accordance with Section 142 of the *School Act*, the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board for the 2022/23 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 15, 2022 is hereby adopted.
2. This Capital Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Bylaw No.2022-23-CPSD61-01.

Read a first time the 25<sup>th</sup> day of April, 2022;

Read a second time the 25<sup>th</sup> day of April, 2022;

**Motion Carried Unanimously**

**Moved by** Trustee Ferris  
**Seconded by** Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of School District No. 61 (Greater Victoria) Capital Bylaw No. 202/23-CPSD61-01 at the April 25, 2022 Board meeting.

**Motion Carried Unanimously**

**Moved by** Trustee Watters  
**Seconded by** Trustee Leonard

Read a third time this 25<sup>th</sup> day of April, 2022, and finally passed and adopted the 25<sup>th</sup> day of April, 2022.

**Motion Carried Unanimously**

#### **F. QUESTION PERIOD**

**Q:** In cases where the board is no longer comprised of the required number of active trustees set out in section 30 of the *School Act*, where does the board derive its ability to act as a whole? Can the Board Chair please explain why a board's ability to act as whole does not depend on the ability of each of its trustees to exercise their core statutory duties as elected trustees (including but not limited to attendance and participation in public meetings of the board)? In this explanation, please provide the specific section(s) of legislation or board policy that specify the circumstances in which a quorum of aboard has an inherent or implied power to remove or suspend trustees?

**A:** The question of whether a Board of Education can suspend a trustee from their duties as a result of misconduct, or whether in the present case a suspension was excessive, is currently before the Supreme Court of British Columbia, so it would not be appropriate for an individual trustee to comment.

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

**G.1.** Record of In-Camera Board of Education Meeting – March 14, 2022

**G.2.** Record of Special In-Camera Board of Education Meeting – March 15, 2022

**G.3.** Record of Special In-Camera Board of Education Meeting – April 12, 2022

**G.4.** Record of Special In-Camera Board of Education Meeting – April 20, 2022

**H. NEW BUSINESS/NOTICE OF MOTIONS**

**H.1. New Business**

- a. Reinvigorate the Greater Victoria Foundation for Learning, Trustee Watters

Trustee Watters presented the motion and provided rationale.

**Moved by** Trustee Watters  
**Seconded by** Trustee Hentze

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

Discussion ensued amongst the Trustees with a suggestion being made to refer the motion to the Operations Policy and Planning Committee meeting in May.

**Moved by** Trustee Whiteaker  
**Seconded by** Trustee Duncan

That the motion *“That the Board of Education of School District No. 61 (Greater Victoria) reinvigorate the Greater Victoria Foundation for Learning”* be referred to the May 9, 2022 Operations Policy and Planning Committee meeting.

**Motion Carried**

For: Trustees Duncan, Ferris, Hentze, Watters, Whiteaker  
Against: Trustee Leonard  
Abstain: Trustee Painter

- b. Letter to Minister of Education re 2002-203 Funding and Budget Constraints, Trustee Watters

Trustee Watters presented the motion and provided rationale.

**Moved by** Trustee Watters  
**Seconded by** Trustee Ferris

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to the Minister of Education re 2022-2023 funding and budget constraints.

**Motion Carried Unanimously**

- c. Elementary Strings and Advocacy for Music in Schools, Trustee Duncane

Trustee Duncan presented the motion and provided rationale.

**Moved by** Trustee Duncan  
**Seconded by** Trustee Whiteaker

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.

Discussion ensued amongst the Trustees with a suggestion being made to refer the motion to a May standing committee meeting.

**Moved by** Trustee Watters  
**Seconded by** Trustee Hentze

That the 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*" be referred to the May 9, 2022 Operations Policy and Planning Committee meeting.

**Motion Carried**

For: Trustees Duncan, Hentze, Painter, Watters, Whiteaker  
Against: Trustee Ferris, Leonard

**Moved by** Trustee Whiteaker  
**Seconded by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to communicate and/or meet with AMIS (Advocacy for Music in Schools) Victoria in regards to the possibility to secure donations to fund the full elementary strings program and report back to the May 9, 2022 Operations Policy and Planning Committee meeting.

**Motion Carried**

For: Trustees Duncan, Hentze, Painter, Watters, Whiteaker  
Against: Trustees Ferris, Leonard



**H.2. Notice of Motions**

None

**I. ADJOURNMENT**

The meeting adjourned at 10:07 p.m.

**Moved by** Trustee Ferris

**Seconded by** Trustee Duncan

That the meeting be adjourned.

**Motion Carried Unanimously**

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Chair

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Secretary-Treasurer

DRAFT



April 29, 2022

Via email: [EDUC.Minister@gov.bc.ca](mailto:EDUC.Minister@gov.bc.ca)

Honourable Jennifer Whiteside  
Minister of Education  
PO Box 9045 Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Minister Whiteside:

On behalf of the Central Okanagan Board of Education, I am writing to request additional funding for the District's Annual Facility Grant.

The District's current funding level is neither adequate nor sustainable. Funding previously provided by the Provincial Government was not nearly sufficient to meet the demands in the system. Each year, staff continue to defer important maintenance projects to meet the budgets set by inadequate funding levels.

The total estimated costs of deferred maintenance in Central Okanagan Public Schools for 2022/2023 is \$9,828,530. This includes vital electrical, facility, site, and mechanical upgrades, as well as roof replacements and functional improvements. These costs are well above the District's current Annual Facility Grant of \$3,800,000, which has seen no increase for 17 years. The District increased the space this grant supports by over 17,000 sq. meters in recent years, with no additional funding.

Currently, Central Okanagan Public Schools serve families in the fastest growing region in Canada. While this Board continues to advocate for the new and replacement school spaces that our communities desperately require. We also must have sufficient funds to properly maintain both our existing school buildings and the significant number of portable classrooms we have been forced to place on many of our school sites.

Please provide the additional funding we require to provide safe and functional learning spaces for children in our large and rapidly growing district.

Yours sincerely,



Moyra Baxter, Chair  
Board of Education

copy: Central Okanagan Board of Education Trustees  
British Columbia School Trustees Association  
Norm Letnick, MLA for Kelowna-Lake Country  
Renee Merrifield, MLA for Kelowna-Mission  
Ben Stewart, MLA for Kelowna West  
Kevin Kaardal, Superintendent of Schools/CEO  
Delta Carmichael, Secretary-Treasurer/CFO  
Mitch Van Aller, Director of Operations

**Board of Education – Trustees**

Moyra Baxter  
Norah Bowman

Wayne Broughton  
Chantelle Desrosiers  
Julia Fraser

Amy Geistlinger  
Lee-Ann Tiede



British Columbia  
School Trustees  
Association

May 2, 2022

**The Honourable Jennifer Whiteside**

*Minister of Education*

PO Box 9045, Stn Prov Govt

Victoria B.C. V8W 9E2

educ.minister@gov.bc.ca

Dear Minister Whiteside,

**Subject: BCSTA Indigenous-Focused Graduation Requirements Survey**

On behalf of the British Columbia School Trustees Association (BCSTA), I am writing regarding the planned implementation of an Indigenous-focused graduation requirement for all students, beginning in the 2023/24 school year.

As you know, BCSTA serves and supports our members, all 60 of B.C.'s boards of education, in their key work of improving student achievement. With respect to the Indigenous-focused graduation initiative, we surveyed our member boards to gather additional thoughts and feedback from the perspective of boards.

The data collected shows there is support and enthusiasm for the proposed initiative, and it is seen as an important step on our collective journey towards reconciliation. In addition, the actions being taken by government align with the United Nations Declaration on the Rights of Indigenous Peoples and British Columbia's *Declaration on the Rights of Indigenous Peoples Act*. It is important that we are recognizing and demonstrating a deeper respect and understanding of Indigenous history, culture and traditions in an appropriate manner. We hope that these changes will aid the K-12 sector in addressing longstanding issues, including systemic racism, while also empowering and elevating Indigenous youth with improved educational outcomes.

While there is enthusiasm for the initiative, there is also recognition that it will need to be thoroughly supported by government to ensure its success. It will require adequate funding to find and/or train qualified individuals, develop curriculum materials, raise public awareness for parents and students on the curriculum and to create the ability to share resources and best practices province-wide. These are just a few examples of what will be required prior to launching the graduation requirement.



British Columbia  
School Trustees  
Association

In addition, it is essential that the local histories, cultures and traditions of Indigenous rightsholders across the province be considered in the development of the curriculum. This can be achieved by designing a province-wide 'umbrella' curriculum that is flexible enough to allow school districts to work collaboratively with local rightsholders to ensure their input is meaningfully represented.

This is an exciting step the province is taking and one that BCSTA supports. If you would like to discuss this further, please reach out to me.

Sincerely,

A handwritten signature in black ink that reads "Carolyn Broady". The signature is written in a cursive, flowing style.

**Carolyn Broady**

*President*

British Columbia School Trustees Association

CC: BCSTA member boards of education  
Suzanne Hoffman, CEO, BCSTA

## June

June 23, 2022: Last day of school

June 24, 2022: Administrative Day

### **Strategic Direction and Context**

- Acknowledge National Indigenous Peoples' Day – Traditional Welcome

### **External Compliance and Accountability**

- Approve the Five-Year Capital Plan and Bylaw for June 30 Submission to the Ministry of Education
- Monthly Financial Summary
- Audit Committee Report

### **Engagement with Stakeholders and Public Recognition Events**

- Attend Commencement Ceremonies
- Host the Annual Retirement Celebration



**The Board of Education of School District No. 61 (Greater Victoria)  
Education Policy and Directions Committee Meeting  
REGULAR MINUTES  
Monday, May 2, 2022, 7:00 p.m.**

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

Trustees Suspended: Diane McNally, Rob Paynter

Trustee Regrets: Jordan Watters

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

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**A. COMMENCEMENT OF MEETING**

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

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

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

**A.2. Approval of the Agenda**

**Moved By** Trustee Painter

That the May 2, 2022 agenda be approved.

**Motion Carried Unanimously**

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

**Moved By** Trustee Painter

That the April 4, 2022 Education Policy and Directions Committee meeting minutes be approved, as amended.

Trustee Duncan requested the following amendments under A.4:

A.4. Further to C.2. of the March 7, 2002 Education Policy and Directions Committee meeting agenda Trustee Duncan requested an update on whether staff had clarified if the Fortis materials were being used at any middle school or high school.

A.4. Interim Superintendent Whitten had no update and agreed to follow up with District Principal Hovis regarding middle schools and high schools.

**Motion Carried Unanimously**

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

None

**B. PRESENTATIONS TO THE COMMITTEE**

**Community Presentation**

**B.1.** Angela Carmichael provided an update concerning George Jay Elementary School relative to recent CommunityLINK budget reductions and urged the Board to advocate to the Ministry.

Trustees provided thanks for the presentation.

**Staff Presentation**

**B.2.** Student Isabella Miskiewicz and District Principal Halverson presented on Isabella's student capstone project: the revision of Regulation 5131.4 Substance Abuse. Isabella wanted to change the narrative of the Regulation from disciplinary to a proactive and comprehensive harm reduction approach to substance use. Isabella expressed gratitude for all of the help she received from District staff throughout the process.

Trustees provided thanks for the presentation.



- B.3.** District Principal Hovis, District Vice-Principal Shortt, and Associate Director Vistisen-Harwood presented an Early Years Update on childcare and the early years. Priority is building connection and belonging for children in their early years. Associate Director Vistisen-Harwood shared information on community childcare spaces within the school district. The Ministry has approved funding for 1035 spaces; 393 spaces have been created to date.

Trustees provided thanks for the presentation.

**C. NEW BUSINESS**

**C.1. Policy 4304 Revision – Bullying & Harassment**

Secretary-Treasurer Morris provided an update on the draft revised Policy.

Trustees discussed the draft revised Policy.

**Moved By** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) refer revised Policy 4304 *Bullying and Harassment* to Rights Holders and stakeholders for their feedback.

For: Duncan, Whiteaker

Against: Leonard, Painter, Ferris, Hentze

**Motion Defeated (2 to 4)**

By consensus it was agreed to strike 5.3 from the draft policy.

**Moved By** Trustee Leonard

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

For: Leonard, Ferris, Painter, Hentze, Whiteaker

Abstain: Duncan

**Motion Carried (5 to 0)**

**D. NOTICE OF MOTION**

**E. GENERAL ANNOUNCEMENTS**

**F. ADJOURNMENT**

**Moved By** Trustee Painter

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 8:22 p.m.

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Chair

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Secretary-Treasurer

DRAFT

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## **POLICY 4304**

### **Bullying & Harassment**

Drafted:  
Adopted: October 21, 2013  
Reviewed: May 2, 2022 DRAFT REVISION  
Frequency of Review: XXXX

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#### **1.0 RATIONALE**

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

#### **2.0 DEFINITION**

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

- 2.2 *The assertion of power through aggression and targets the competence level of the person being bullied or harassed*

#### **2.3 Good Faith**

- 2.3.1 a sincere intention to be fair, open, and honest, regardless of the outcome of the interaction; an obligation not to act dishonestly and not to act to undermine.
- 2.3.2 honest belief that misconduct may have occurred. An allegation is not in good faith if it is made with knowing or reckless disregard for information that would negate the allegation.

#### **2.4 Complaint**

- 2.4.1 statement that a situation is unsatisfactory or unacceptable
- 2.4.2 a formal allegation against a party
- 2.4.3 any issue raised regarding the conduct of an employee or trustee

### 3.0 POLICY

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

### 4.0 RESPONSIBILITIES

- 4.1 The Board of Education is responsible to ensure compliance with the School Act and , WorkSafe legislation through the Superintendent.
- 4.2 Students are responsible to ensure compliance with the School Code of Conduct.
- 4.3 Employees are obliged to ensure compliance with Workers Compensation Act.
- 4.4 Trustees are responsible to ensure compliance with Policy 8251 – Trustees' Code of Conduct (currently under review and drafted revision).

### 5.0 REFERENCES

- 5.1 Regulation 4304 Bullying & Harassment
- 5.2 Policy 8251 – Trustees' Code of Conduct (currently under review and drafted revision)
- ~~5.3 Policy XXXX – Trustee Sanctions (to be developed)~~
- 5.4 Human Rights Code, R.S.B,C, 1996, c. 210
- 5.5 Worker's Compensation Act



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

**Regular Minutes**

Monday, May 9, 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(7:21p.m.), 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, Andy Canty, Director, Information Technology for Learning, Lisa McPhail, Manager, Communications and Community Engagement, Kelly Gorman, Recorder

Stakeholders: Connor McCoy, President, VPVPA

**A. COMMENCEMENT OF MEETING**

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

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

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

**A.2. Approval of the Agenda**

**Moved By** Trustee Painter

That the May 9, 2022 agenda be approved.

**Motion Carried Unanimously**

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

**Moved By** Trustee Watters

That the April 11, 2022 Operations Policy and Planning Committee meeting minutes be approved, as amended.

C.1. add “and made suggestions to change language in Policy 5132, Student Dress Code to better reflect desired outcomes.”

**Motion Carried Unanimously**

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

None.

**B. PRESENTATIONS TO THE COMMITTEE**

None.

**C. SUPERINTENDENT'S REPORT**

**C.1. Staffing Update**

District Principal Sherstobitoff provided an update on staffing.

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

**D. PERSONNEL ITEMS**

None.

**E. FINANCE AND LEGAL AFFAIRS**

**E.1. Middle and Secondary Enrollment Report**

Interim Deputy Superintendent Roberts provided the Middle and Secondary Enrollment report as a follow up to last meeting.

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

**E.2. Monthly Financial Report: April 2022**

Secretary-Treasurer Morris provided the report for information noting due to month end processing timing in April 2021, that the April 2022 comparison in the report is March 2021.

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

**E.3. New Policy XXXX Whistleblower**

Trustees discussed new Policy XXXX *Whistleblower* and provided changes to be reflected in the version presented at the May 30, 2022 Board meeting.

**Moved By** Trustee Painter

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

**Motion Carried Unanimously**

**E.4. Policy 8251 Revision – Trustees’ Code of Conduct**

Trustees discussed suggested revisions to Policy 8251, *Trustees’ Code of Conduct*.

**Moved By** Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8251, *Trustees’ Code of Conduct*.

Trustees discussed the revisions to Policy 8251, *Trustees’ Code of Conduct* and provided changes to be reflected in the version presented at the May 30, 2022 Board meeting.

**Moved By** Trustee Whiteaker

That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy, 8251 Trustees’ Code of*

*Conduct*” be tabled to the June 13, 2022 Operations Policy and Planning Committee meeting.

For: Whiteaker, Duncan, Painter

Against: Leonard, Ferris, Watters, Hentze

**Motion Defeated (3 to 4)**

**Moved By** Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8251, *Trustees’ Code of Conduct*.

For: Leonard, Ferris, Watters, Hentze, Painter

Against: Duncan, Whiteaker

**Motion Carried (5 to 2)**

**Moved By** Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) recess for five minutes.

**Motion Carried Unanimously**

*Meeting recessed at 9:35 pm*

*Meeting reconvened at 9:40 pm*

Due to the time Chair Leonard moved to agenda item F. Facilities Planning.

**E.5. New Policy XXXX, Role of Trustee**

**Moved By** Trustee Painter

That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy, Role of Trustee*” be referred to the June 13, 2022 Operations Policy and Planning Committee Meeting.

**Motion Carried Unanimously**

**E.6. New Policy XXXX, Social Media Use**

**Moved By** Trustee Painter



That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy, Social Media Use*” be referred to the June 6, 2022 Education Policy and Directions Committee Meeting.

**Motion Carried Unanimously**

**E.7. Policy 3170, Operating Surplus and Regulation 3170, Operating Surplus**

**Moved by** Trustee Painter

That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) approve the revisions to Policy 3170 Operating Surplus (formerly Reserves) as presented*” be referred to the June 13, 2022 Operations Policy and Planning Committee Meeting.

**Motion Carried Unanimously**

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

Will be discussed at a future Operations Policy and Planning Committee meeting.

**F. FACILITIES PLANNING**

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

Director of Facilities Morris presented the May Operations update.

Trustees provided thanks for the report.

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

Associate Director of Facilities Services Vistisen-Harwood provided an update, questions of clarification were asked.

**F.3. Energy Manager Report**

Energy Manager Leslie presented the Energy Manager report.

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

**F.4. 2021 Carbon Neutral Action Report**

Energy Manager Leslie presented the report for information.

**Moved By** Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) accept the Carbon Neutral Action Report as presented.

**Motion Carried Unanimously**

**F.5. 2023-2024 Annual Five Year Capital Plan Draft**

Secretary-Treasurer Morris presented the 2023-2024 Annual Five Year Capital Plan Draft. The plan will come to the June 13, 2022 Operations Policy and Planning committee meeting as well as the Board meeting on June 20, 2022 for approval.

**G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

None.

**H. NEW BUSINESS**

**H.1. Reinvigorate the Greater Victoria Foundation for Learning**

Trustee Watters withdrew the motion:

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

**Moved By** Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) extend the meeting until 11:10pm.

**Motion Carried Unanimously**

**H.2. Elementary Strings**

**Moved By** Trustee Duncan

Trustee Duncan provided rationale for the motion.

Trustees discussed the 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.

For: Duncan, Whiteaker, Hentze

Against: Watters, Leonard, Ferris

Abstain: Painter

**Motion Defeated (3 to 3)**

**I. NOTICE OF MOTION**

Trustee Whiteaker will bring a motion to a future meeting concerning the Elementary Strings program for the 2022-2023 school year.

**J. GENERAL ANNOUNCEMENTS**

None.

**K. ADJOURNMENT**

**Moved By** Trustee Painter

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 11:11 p.m.

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Chair

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Secretary-Treasurer

## **POLICY XXXX**

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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 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

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*

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## **POLICY XXXX**

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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 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.
- Only the BC Ombudsperson can investigate reprisal complaints from current and former employees under the Public Interest Disclosure Act. Where the Public Interest Disclosure Act does not apply, the reprisal complaint should be investigated through the school district process.
- 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. If the concerns are regarding wrongdoing by the Superintendent, a Trustee or the Board of Education, the concern(s) should be directed to the BC Ombudsperson.

## REPORTING

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

## RESPONSIBILITY

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

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

## REFERENCES

*Public Interest Disclosure Act, 2019.*

*Public Interest Disclosure Act (Dec 1, 2019), Ministry of Attorney General  
Regulation xxxx Whistleblower*

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# **POLICY 8251**

## **Trustees' Code of Conduct**

Drafted:  
Adopted: July 27, 1987  
Revised: January 16, 2012  
Reviewed: March 12, 2012  
March 16, 2022 DRAFT  
Frequency of Review: Annual

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### **1.0 RATIONALE**

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

### **2.0 DEFINITIONS**

- 2.1 Conflict of Interest: a situation in which a person is in a position 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





We nurture each student's learning and well-being in a safe, responsive, and inclusive learning community.

## 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.
- ~~2.1~~ 2.2 *Fiduciary Duty: A fiduciary (the Trustee) is someone who has undertaken to act for and on behalf of another (the District) in a particular matter in circumstances which give rise to a relationship of trust and confidence. In such a relationship, good conscience requires the fiduciary to act at all times for the sole benefit and interest of the one who trusts (the District).*

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### 3.0 POLICY

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

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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 uphold~~ the ~~reputation-integrity~~ of the District and Board.

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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.

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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, bylaws 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, bylaws 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. No Trustee shall use confidential information for personal gain.~~

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~~3.14 No trustee shall use confidential information for either personal gain, or to the detriment of the Board.~~

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#### 4.0 RESPONSIBILITIES

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

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#### 5.0 REFERENCES

Nil

# 2021 Climate Change Accountability Report



One *Learning* Community



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## Table of Contents

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<b>1. Declaration Statement</b>	<b>4</b>
<b>2. Executive Summary</b>	<b>5</b>
<b>3. Greenhouse Gas Emissions</b>	<b>6</b>
Distribution	6
Our Goals	7
Current Progress	7
Achieving Our Goals	8
<b>4. Actions taken in 2020 to Reduce Emissions</b>	<b>9</b>
Spectrum Boiler Upgrade	9
Photo Voltaic Install Torquay	10
Energy Efficient Boiler Additives	10
Window Upgrades Mount Douglas	10
LED upgrades	10
<b>5. Plans to Continue Reducing Emissions</b>	<b>10</b>
Buildings	11
Fleet	12
Supplies	12
Behavior Change	12
<b>6. Climate Risk Management</b>	<b>13</b>
<b>7. Emissions and Offsets Summary Table</b>	<b>13</b>
<b>8. History of Greenhouse Gases and Offsets</b>	<b>14</b>
<b>9. Executive Signoff</b>	<b>15</b>



## 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.

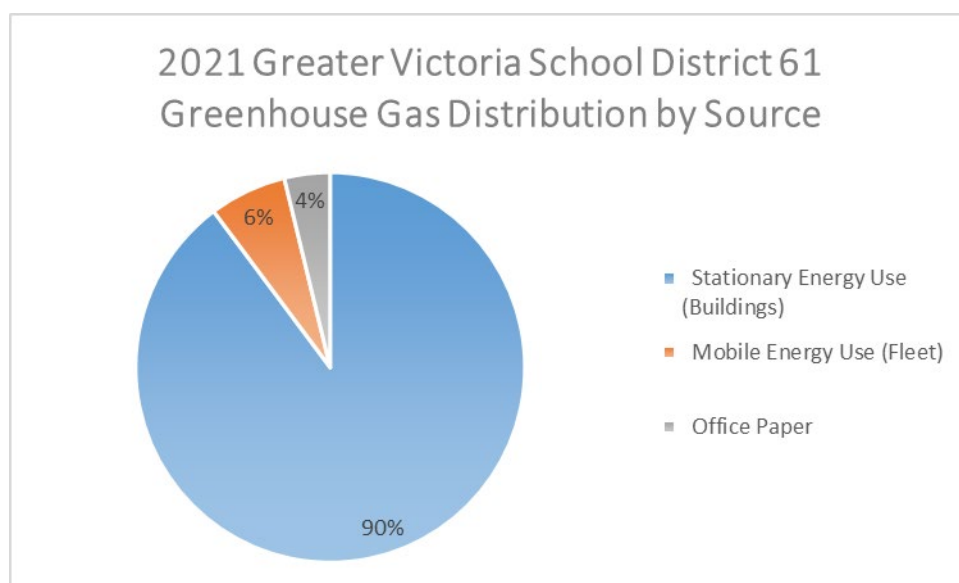
This year was highlighted by the completion of several highly impactful projects that will continue to positively affect emission levels going forward. The immediate impact of these projects is overshadowed by the results of COVID ventilation, but should become more visible as we return to normal.

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 3<sup>rd</sup> place provincially at the Energy Wise Summit. We will once again be participating in 2022.

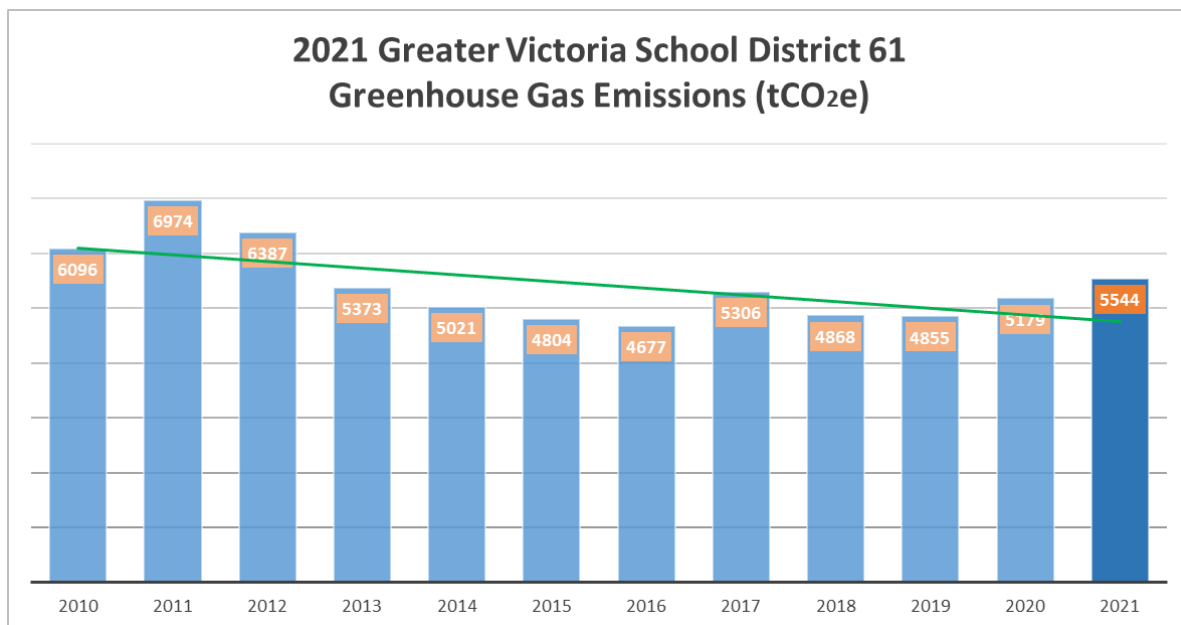
Mobile energy use and paper consumption account for just 10% of our emissions profile, but will not be ignored. 2021 saw continued development towards electrification of our fleet and EV charging infrastructure and more projects are underway for 2022.

## 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.

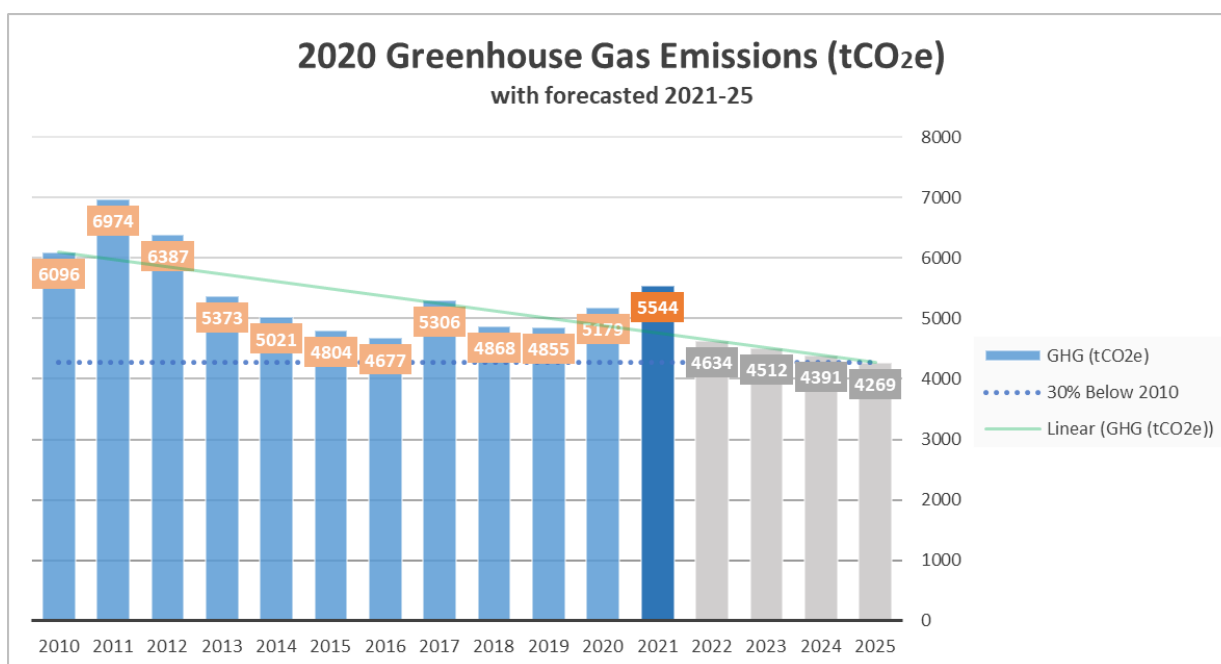
The uptick in 2017 reflects a year with a relatively high amount of heating degree days, as well as the beginning of adopting smaller class sizes. This uptick is common throughout the province. The uptick in 2020 and 2021 is a reflection of increased ventilation during the heating season, in order to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

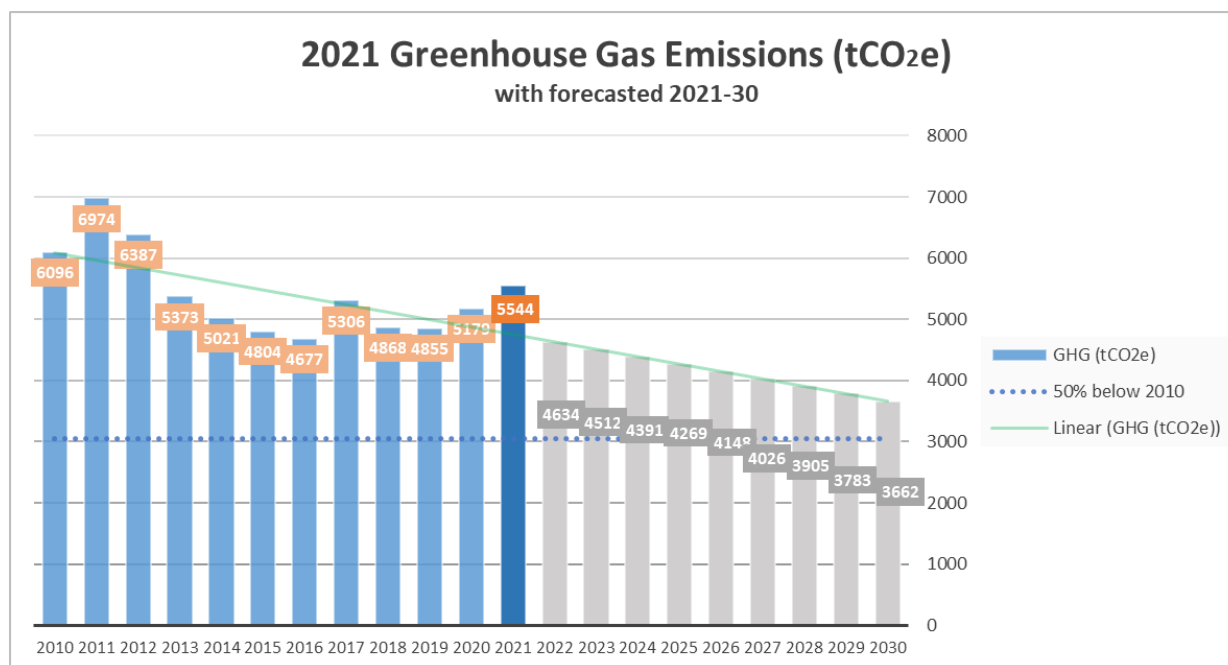
## Achieving our goals:

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 tCO<sub>2</sub>e 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

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

Offset Investment (\$25 per tCO <sub>2</sub> e) [Grand Total Offsets to be Retired x \$25/tCO <sub>2</sub> e]	\$138,600
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## 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](mailto:Carbon.Neutral@gov.bc.ca) by no later than May 31, 2022.]*

---

**TO:** Board of Education  
**FROM:** Kim Morris, Secretary-Treasurer  
**DATE:** May 30, 2022  
**RE:** **Audit Committee Report – May 9, 2022 Meeting**

---

**Background:**

The Audit Committee held a meeting on May 9, 2022. KPMG, the Board's external financial auditors, presented the Audit Planning Report for the 2021-2022 fiscal year. New business included discussion of the March 2022 Quarterly Financial Report.

There are two recommendations to the Board from the Audit Committee.

**Recommendations:**

**2021-2022 Audit Planning Report**

Lenora Lee, Engagement Partner, of KPMG presented the Audit Planning Report for 2021-2022. Trustees recommended that the Board approve the Audit Planning Report for 2021-2022 through the Audit Committee Report.

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2021-2022 Audit Planning Report as presented to the Audit Committee.

**March 2022 Quarterly Financial Report**

Katrina Stride, Associate Secretary-Treasurer, provided highlights of the quarterly financial report for the period ending March 31, 2022. Trustees recommended that the Board accept the March 2022 Quarterly Financial Report through the Audit Committee Report.

That the Board of Education of School District No. 61 (Greater Victoria) accept the March 2022 Quarterly Financial Report as presented to the Audit Committee.

*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.*



# School District No. 61 (Greater Victoria)

Audit Planning Report for the year ending  
June 30, 2022

Prepared on May 3, 2022, for presentation on  
May 9, 2022

[kpmg.ca/audit](http://kpmg.ca/audit)

# Table of contents

Executive summary	2
Materiality	3
Areas of audit focus	4
Audit risks	7
Audit quality: How do we deliver audit quality?	8
Key deliverables and milestones	9
Appendices	10

## KPMG contacts

The contacts at KPMG in connection with this report are:

**Lenora Lee**  
Engagement Partner  
Tel: 250-480-3588  
lenoramlee@kpmg.ca

**Madison Yesaki**  
Engagement Manager  
Tel: 250-480-3650  
myesaki@kpmg.ca

## Our refreshed Values

### What we believe



We do what is right.



We never stop learning and improving.



We think and act boldly.



We respect each other and draw strength from our differences.



We do what matters.

# Executive summary

## Areas of audit focus

Our audit of School District No. 61 (Greater Victoria) (the “School District”) is risk-focused. As required by professional auditing standards, we have identified the presumed risk of management override as a significant risk in our audit. See page 7 for further details.

We have identified the following key areas of audit focus:

- Financial reporting implications of COVID-19
- Tangible capital assets and deferred capital revenue
- Expenses, including salaries and benefits expense
- School generated funds
- Revenue, deferred revenue and unearned revenue

See pages 4 to 6 for further details.

## Effective communication

We are committed to transparent and thorough reporting of issues to management and the Audit Committee (the “Committee”). This is achieved through formal and informal meetings and communications throughout the year. If you have any comments you would like to bring to our attention, please contact Lenora Lee.

See Appendix 1.

## Materiality

Materiality has been determined based on revenue as per the amended annual budget. We have determined materiality to be \$4,600,000 (2021 - \$4,400,000).

See page 3.

## Quality control and independence

We are independent and have a robust and consistent system of quality control. We provide complete transparency on all services and follow the School District’s approved protocols.

See page 8.

## Current developments

Please refer to Appendix 2 for additional information related to the implementation of PS 3280 Asset Retirement Obligations accounting standard and Appendix 3 for other current developments updates.

This report to the Committee is intended solely for the information and use of management, the Committee and the Board of Trustees and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report to the Committee has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.





# Materiality

Materiality is used to identify risks of material misstatements, develop an appropriate audit response to such risks, and evaluate the level at which we think misstatements will reasonably influence users of the financial statements. It considers both quantitative and qualitative factors.

To respond to aggregation risk, we design our procedures to detect misstatements at a lower level of materiality. Professional standards require us to re-assess materiality at the completion of our audit based on period-end results or new information in order to confirm whether the amount determined for planning purposes remains appropriate.

Materiality determination	Comments	Amount
<b>Materiality</b>	Established by considering various metrics that are relevant to the users of the financial statements and determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements. The corresponding amount for the prior year's audit was \$4,400,000.	\$4,600,000
<b>Benchmark</b>	Based on revenue as per the amended annual budget for the year ending June 30, 2022. This benchmark is consistent with the prior year.	\$260,919,614
<b>% of Benchmark</b>	The prescribed range is between 0.5% and 3.0% of the benchmark. The corresponding percentage for the prior year's audit was 1.76%.	1.76%
<b>Audit misstatement posting threshold</b>	Threshold used to accumulate misstatements identified during the audit. The corresponding amount for the prior year's audit was \$200,000.	\$230,000

## We will report to the Committee:

-  Corrected audit misstatements
-  Uncorrected audit misstatements

# Areas of audit focus

Areas of focus	Why are we focusing here?	Our audit approach
<p><b>Financial reporting implications of COVID-19</b></p>	<p>In the 2022 fiscal year, the School District continued to experience financial impacts from the COVID-19 pandemic. The School District incurred COVID-19 expenses, which were funded by special purpose funds carried over from 2021 and grants from the Ministry of Education (the “Ministry”).</p>	<ul style="list-style-type: none"> <li>- Update our understanding of the impacts of the COVID-19 pandemic on the School District’s operations. Assess the appropriateness of any related financial statement disclosures in describing the impacts of the pandemic on the School District.</li> <li>- Agree any specific grant funding to confirmations received directly from the Ministry. Obtain an understanding of the types of costs eligible to be funded from the grant and ensure the costs funded by the grant are eligible costs.</li> <li>- Select a sample of expenses incurred and compare the amount to supporting documentation.</li> <li>- Obtain an understanding of the changes in revenue and expenses related specifically to the COVID-19 pandemic, including the impact of changes in international student enrollment. Corroborate significant changes noted by reviewing supporting documentation.</li> </ul>
<p><b>Tangible capital assets and deferred capital revenue</b></p>	<p>The School District has on-going capital projects and incurs capital expenditures in the normal course of its operations. In addition, it has a number of child care facility projects completed or in progress funded by Ministry of Children and Family Development</p>	<ul style="list-style-type: none"> <li>- Obtain an understanding of the process activities and controls over tangible capital assets and deferred capital revenue.</li> <li>- Select a sample of tangible capital asset additions and agree the amount recorded to supporting documentation. Assess whether the amount was appropriate to capitalize.</li> <li>- Obtain an understanding of the funding sources for additions incurred during the year. Ensure the cumulative expenditures incurred for capital projects did not exceed the total approved funding in the related certificate of approval.</li> <li>- Review agreements for contingencies and contractual commitments and related disclosure requirements.</li> <li>- Review the information related to deferred capital revenue, which is used to support our additional reporting to the Office of the Auditor General (“OAG”).</li> </ul>

# Areas of audit focus (continued)

Areas of focus	Why are we focusing here?	Our audit approach
<p><b>Expenses, including salaries and benefits</b></p>	<p>The School District's expenses are closely monitored against approved budgets and to ensure compliance with the balanced budget requirements in the Budget Transparency and Accountability Act.</p> <p>Salaries and benefits are the most significant expense incurred by the School District and involve many collective agreements and terms.</p>	<ul style="list-style-type: none"> <li>- Update our understanding of the process activities and controls over expenses, including salaries and benefits expense.</li> <li>- Select a sample of expenses incurred and ensure the controls were implemented as designed.</li> <li>- Perform a walkthrough of the payroll process to ensure that the process activities and controls are implemented as designed.</li> <li>- Obtain an understanding of the fluctuations in expenses relative to prior year and the approved budget. Corroborate significant variances noted by reviewing supporting documentation.</li> <li>- Perform analytical procedures based on the change in head count and pay rates for salaries and benefits expense. Test the completeness and accuracy of the head count information and agree the pay rates to union and other employment agreements.</li> <li>- Select a sample of payments made, trade payables recorded and invoices received subsequent to year-end and ensure they are recorded in the appropriate fiscal year.</li> <li>- Obtain valuation report for employee benefit obligation performed by Mercer as at March 31, 2022. Since 2022 is a full actuarial valuation year, we will evaluate the assumptions applied and data used to determine the estimated liability.</li> </ul>
<p><b>School generated funds</b></p>	<p>School generated funds are deposited into School District-held accounts and are held and monitored centrally by Finance. Unearned revenue is tracked by school for unspent funds. Expenses must be incurred for their intended purpose.</p>	<ul style="list-style-type: none"> <li>- Update our understanding of the process activities and controls over school generated funds.</li> <li>- Review and assess the appropriateness of the monitoring and authorization controls over school generated receipts and expenditures to assess the risk of misappropriation of such funds, whether due to fraud or error.</li> </ul>

# Areas of audit focus (continued)

Areas of focus	Why are we focusing here?	Our audit approach
<p><b>Revenue, deferred revenue and unearned revenue</b></p>	<p>The School District receives operating grants and special purpose funding from the Ministry each year for its operations. Operating grants are recognized as revenue in the fiscal year to which they relate. Special purpose funding must be used for the purposes specified by the Ministry. The special purpose grants are recorded in deferred revenue and recognized as revenue as eligible expenditures consistent with the funding's specified purpose are incurred.</p> <p>Unearned revenue includes tuition fees for programs to be delivered in future periods and receipt of proceeds for services or products to be delivered in a future period. Revenue is recognized when the courses, services or products are provided.</p>	<ul style="list-style-type: none"> <li>- Update our understanding of the process activities and controls over revenue, deferred revenue and unearned revenue.</li> <li>- Obtain a confirmation from the Ministry for the funding provided in the 2022 fiscal year. Agree the operating grants to the revenue recognized and the special purpose funding received to deferred revenue.</li> <li>- Ensure the special purpose funding recognized as revenue is consistent with the expenditures incurred and the purpose of the funding specified by the Ministry.</li> <li>- Perform analytical procedures over unearned international student tuition fees based on the number of students and fees. Test the completeness and accuracy of the international students head count and agree the fees to the approved rates.</li> </ul>
<p><b>Accumulated operating surplus policy</b></p>	<p>In 2021 the Ministry released the K-12 public education accumulated operating surplus policy which provides guidelines and resources for school districts to ensure there is a clear, transparent understanding of the reasonable accumulation and planned use of operating surplus.</p>	<ul style="list-style-type: none"> <li>- Update our understanding the School District's policy over the accumulation and planned use of operating surpluses.</li> <li>- Review the School District's surplus policy to assess its alignment with the Ministry's guidelines and the School District's practices.</li> </ul>

# Audit risks

## Significant risk - professional requirements

Presumption of the risk of fraud resulting from management override of controls.

## Why is it significant?

Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.

## Our audit approach

As the risk is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- Testing of journal entries and other adjustments,
- Performing a retrospective review of estimates, and
- Evaluating the business rationale of significant unusual transactions.

## Inquiries required by professional standards

Professional standards require that we obtain your view on the risk of fraud. We make similar inquiries to management as part of our planning process:

- Are you aware of, or have you identified any instances of actual, suspected, possible, or alleged non-compliance of laws and regulations or fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets? If so, have the instances been appropriately addressed and how have they been addressed?
- What are your views about fraud risks in the School District?
- How do you exercise effective oversight of management's processes for identifying and responding to the risk of fraud in the School District and internal controls that management has established to mitigate these fraud risks?
- Has the School District entered into any significant unusual transactions?



# Audit quality: How do we deliver audit quality?

**Quality** essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contribute to its delivery.

**‘Perform quality engagements’** sits at the core along with our commitment to continually monitor and remediate to fulfil on our quality drivers.

Our **quality value drivers** are the cornerstones to our approach underpinned by the **supporting drivers** and give clear direction to encourage the right behaviours in delivering audit quality.

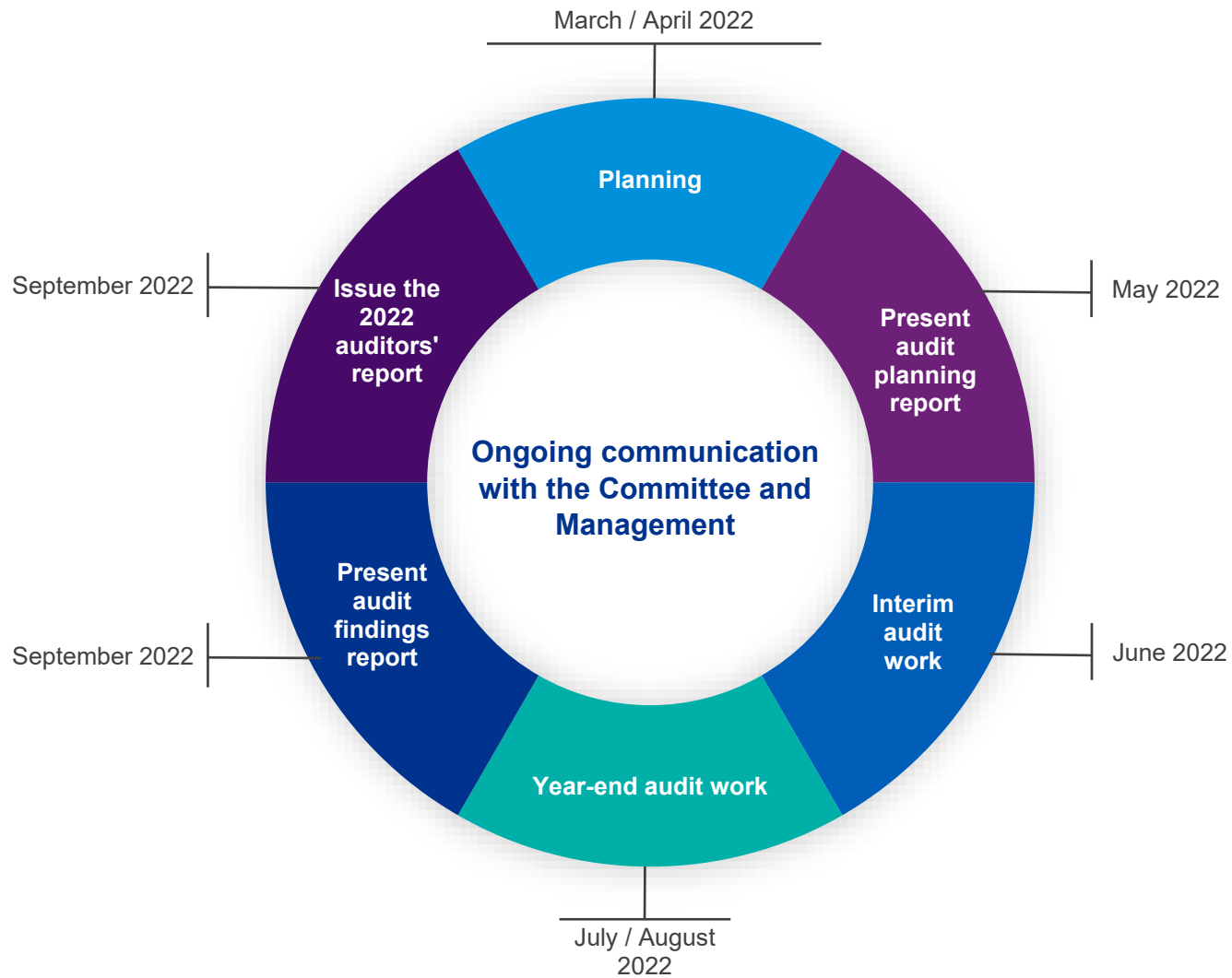
We define **‘audit quality’** as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality controls**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics, and integrity**.



**Doing the right thing. Always.**

# Key deliverables and milestones



# Appendices

**Appendix 1: Required communications**

**Appendix 2: Implications of PS 3280 Asset Retirement Obligations**

**Appendix 3: Current developments and insights**





# Appendix 1: Required communications

<b>Auditors' report</b>	<b>Engagement letter</b>
A copy of our draft auditors' report setting out the conclusion of our audit will be provided at the completion of the audit.	The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter.
<b>Audit findings report</b>	<b>Management representation letter</b>
At the completion of the audit, we will provide our findings report to the Committee.	We will obtain from management certain representations at the completion of the audit. In accordance with professional standards, a copy of the representation letter will be provided to the Committee.
<b>Independence</b>	<b>Internal control deficiencies</b>
At the completion of our audit, we will re-confirm our independence to the Committee.	Control deficiencies identified during the audit will be communicated to management and the Committee.

# Appendix 2: Implications of PS 3280 Asset Retirement Obligations

PS 3280 Asset Retirement Obligations (“PS 3280”) is a new accounting standard effective for the fiscal years beginning on or after April 1, 2022. This standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets by public sector entities. This significant new accounting standard has implications that have the potential to go beyond financial reporting.

## Financial reporting implications

A liability for asset retirement costs will be recorded with a corresponding increase in the cost of tangible capital assets in productive use, resulting in a decrease (increase) to the net financial assets (net debt) reported in the Statement of Financial Position.

Asset retirement obligations associated with tangible capital assets that are not recognized or no longer in productive use are expensed.

Additional non-cash expenses for the amortization of tangible capital assets and accretion will be recognized annually.

The total cost of legally required retirement activities will be recognized earlier in a tangible capital asset’s life. There is no change to the total cost recorded over an asset’s life.

A rigorous process needs to be established to support updates to the ARO measurement on an annual basis post-initial implementation.

## Asset management implications

The asset retirement date used to determine the asset retirement liability needs to be consistent with the useful life of the related tangible capital asset. As a result, public sector entities need to assess whether the useful lives of tangible capital assets continue to be accurate and consistent with asset management plans.

Many public sector entities are using the implementation of PS 3280 as an opportunity to develop or refine their asset management plans.

## Funding implications

PS 3280 does not provide guidance on how the asset retirement liability should be funded. Many public sector entities currently fund retirement costs as they are incurred at the end of the asset’s life. Public sector entities will need to assess whether this practice remains appropriate or if funding will be obtained over the life of the asset.

## Budget implications

In addition to budgeting for costs associated with the initial implementation of PS 3280, public sector entities will need to consider if the non-cash accretion expense and additional amortization expense will be included in the annual budget.

Public sector entities operating under balanced budget legislation or similar guidelines will need to obtain guidance from the provincial government to determine the impact of PS 3280 on current requirements.

## Capital planning implications

PS 3280 requires legal obligations associated with the retirement of tangible capital assets to be recorded when the assets are acquired, constructed or developed. As a result, the cost of legally required retirement activities will need to be considered at the inception of a capital project to determine the financial viability and impact of the project.

# Appendix 3: Current developments and insights

## New accounting standards

Standard	Summary and implications
Asset Retirement Obligations	<ul style="list-style-type: none"><li>- The new standard is effective for fiscal years beginning on or after April 1, 2022.</li><li>- The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs will be recognized as an integral cost of owning and operating tangible capital assets. PSAB currently contains no specific guidance in this area.</li><li>- The ARO standard will require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets ("TCA"). The amount of the initial liability will be added to the historical cost of the asset and amortized over its useful life.</li><li>- As a result of the new standard, the public sector entity will have to:<ul style="list-style-type: none"><li>• Consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset;</li><li>• Carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements;</li><li>• Begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.</li></ul></li></ul>
Revenue	<ul style="list-style-type: none"><li>- The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.</li><li>- The standard notes that in the case of revenues arising from an exchange transaction, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.</li><li>- The standard notes that unilateral revenues arise when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.</li></ul>

# Appendix 3: Current developments and insights (continued)

## New accounting standards (continued)

Standard	Summary and implications
Employee Future Benefit Obligations	<ul style="list-style-type: none"><li>- PSAB has initiated a review of sections PS3250 <i>Retirement Benefits</i> and PS3255 <i>Post-Employment Benefits, Compensated Absences and Termination Benefits</i>. In July 2020, PSAB approved a revised project plan.</li><li>- PSAB intends to use principles from International Public Sector Accounting Standard 39 <i>Employee Benefits</i> as a starting point to develop the Canadian standard.</li><li>- Given the complexity of issues involved and potential implications of any changes that may arise from the review of the existing guidance, PSAB will implement a multi-release strategy for the new standards. The first standard will provide foundational guidance. Subsequent standards will provide additional guidance on current and emerging issues.</li><li>- PSAB released an exposure draft on proposed section PS3251, <i>Employee Benefits</i> in July 2021. Comments to PSAB on the proposed section were due by November 25, 2021. Proposed Section PS 3251 would apply to fiscal years beginning on or after April 1, 2026 and should be applied retroactively. Earlier adoption is permitted. The proposed PS3251 would replace existing Section PS 3250 and Section PS 3255. This proposed section would result in organizations recognizing the impact of revaluations of the net defined benefit liability (asset) immediately on the statement of financial position. Organizations would also assess the funding status of their post-employment benefit plans to determine the appropriate rate for discounting post-employment benefit obligations.</li></ul>
Purchased Intangibles	<ul style="list-style-type: none"><li>- In October 2019, PSAB approved a proposal to allow public sector entities to recognize intangibles purchased through an exchange transaction. Practitioners are expected to use the definition of an asset, the general recognition criteria and the GAAP hierarchy to account for purchased intangibles.</li><li>- PSAB has approved Public Sector Guideline 8 which allows recognition of intangibles purchased through an exchange transaction. Narrow-scope amendments were made to Section PS 1000 <i>Financial statement concepts</i> to remove prohibition on recognition of intangibles purchased through exchange transactions and PS 1201 <i>Financial statement presentation</i> to remove the requirement to disclose that purchased intangibles are not recognized.</li><li>- The effective date is April 1, 2023 with early adoption permitted. Application may be retroactive or prospective.</li></ul>

# Appendix 3: Current developments and insights (continued)

## New accounting standards (continued)

Standard	Summary and implications
Concepts Underlying Financial Performance	<ul style="list-style-type: none"><li>- PSAB is in the process of reviewing the conceptual framework that provides the core concepts and objectives underlying Canadian public sector accounting standards.</li><li>- PSAB released four exposure drafts in early 2021 for the proposed conceptual framework and proposed revised reporting model, and their related consequential amendments. The Board is in the process of considering stakeholder comments received.</li><li>- PSAB is proposing a revised, ten chapter conceptual framework intended to replace PS 1000 <i>Financial Statement Concepts</i> and PS 1100 <i>Financial Statement Objectives</i>. The revised conceptual framework would be defined and elaborate on the characteristics of public sector entities and their financial reporting objectives. Additional information would be provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts would be introduced.</li><li>- In addition, PSAB is proposing:<ul style="list-style-type: none"><li>• Relocation of the net debt indicator to its own statement and the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained.</li><li>• Separating liabilities into financial liabilities and non-financial liabilities.</li><li>• Restructuring the statement of financial position to present non-financial assets before liabilities.</li><li>• Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).</li><li>• Removal of the statement of rereasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities), including a new component called “accumulated other”.</li><li>• A new provision whereby an entity can use an amended budget in certain circumstances.</li><li>• Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position.</li></ul></li></ul>

# Appendix 3: Current developments and insights (continued)

## New auditing standards

Standard	Key observations
Revised CAS 315, Identifying and Assessing the Risks of Material Misstatement	<p>Revised CAS 315, Identifying and Assessing the Risks of Material Misstatement has been released and is effective for audits of financial statements for periods beginning on or after December 15, 2021.</p> <p>The standard has been significantly revised, reorganized and enhanced to require a more robust risk identification and assessment in order to promote better responses to the identified risks. Key changes include:</p> <ul style="list-style-type: none"><li>- Enhanced requirements relating to exercising professional skepticism</li><li>- Distinguishing the nature of, and clarifying the extent of, work needed for indirect and direct controls</li><li>- Clarification of which controls need to be identified for the purpose of evaluating the design and implementation of controls</li><li>- Introduction of scalability</li><li>- Incorporation of considerations for using automated tools and techniques</li><li>- New and revised concepts and definitions related to identification and assessment of risk</li><li>- Strengthened documentation requirements</li></ul> <p>CPA Canada published a Client Briefing document to help you better understand the changes you can expect on your 2023 audit.</p> <p><a href="https://www.cpacanada.ca/-/media/site/operational/rg-research-guidance-and-support/docs/02965-rg-revised-cas-315-briefing.pdf?la=en&amp;hash=2AE4BAC401B4A90E67526E18C7DEBD81A799D4E2">https://www.cpacanada.ca/-/media/site/operational/rg-research-guidance-and-support/docs/02965-rg-revised-cas-315-briefing.pdf?la=en&amp;hash=2AE4BAC401B4A90E67526E18C7DEBD81A799D4E2</a></p>

# Appendix 3: Current developments and insights (continued)

## Thought leadership – Environmental, social, and governance (ESG)

Thought leadership	Overview	Links
<b>Unleashing the Positive in Net Zero</b>	CoP26 in Glasgow made some progress to tackling climate change but there is much more to do. At KPMG, we're committed to accelerating the changes required to fight climate change. Our Global portal provides links to further thought leadership to help drive real change.	<a href="#">Link to Global portal</a>
<b>KPMG Climate Change Financial Reporting Resource Centre</b>	KPMG's climate change resource centre provides FAQs to help you identify the potential financial statement impacts for your business.	<a href="#">Link to Global portal</a>
<b>You Can't Go Green Without Blue – The Blue Economy is Critical to All Companies' ESG Ambitions</b>	In this report, KPMG considers how leading corporates and investors can take action to capture the value that can be found in a healthy, sustainable ocean economy.	<a href="#">Link to Canadian portal</a>
<b>ESG, Strategy and the Long View</b>	This paper presents a five-part framework to help organizations understand and shape the total impact of their strategy and operations on their performance externally – on the environment, consumers, employees, the communities in which it operates, and other stakeholders – and internally.	<a href="#">Link to Global portal</a>
<b>Inclusion and diversity practices</b>	In 2021 societal changes brought more attention to inclusion and diversity. In this age of transparency, businesses must act proactively to implement strategic inclusion and diversity practices. It has become increasingly important for organizations to adopt I&D initiatives in order to foster an enjoyable work environment for their employees. Learn how to consider your own organizations' unique context, meet with the stakeholders you want to include, understand where they are at, and guide them along their own individual transformation journey.	<a href="#">Link to Canadian portal</a>

# Appendix 3: Current developments and insights (continued)

## Thought leadership – Digital and technology

Thought leadership	Overview	Link
<b>Going digital, faster in Canada</b>	Pre-COVID-19, private and public organizations were moving towards a digital business model, travelling at varying speeds. But the pandemic forced a dramatic acceleration, both in the speed of change and the required investment to digitally transform. According to Canadian insights from KPMG's recent global survey, organizations are investing heavily in technology to address immediate concerns, ranging from falling revenue and interrupted supply chains to building longer-term competitiveness and operational resilience.	<a href="#">Link to Canadian portal</a>

## Thought leadership – Board, Audit Committee and C-Suite

Resources	Summary	Links
<b>Accelerate</b>	Our Accelerate series offer insight into the key issues that will drive the Audit Committee agenda in 2022 in a number of key areas: cyber-related risk, digital transformation in the finance function, the 'Great Resignation' impacting finance, climate-related physical risks, enterprise risk management, and building a climate-conscious organization.	<a href="#">Link to Canadian Accelerate 2022 Insights series</a>
<b>KPMG 2021 CEO Outlook – Canadian Insights</b>	This year we surveyed over 1,300 CEOs globally and the results are pointing to an optimistic outlook amongst Canadian CEOs. Some of the key themes coming out of the survey include expectations for aggressive growth through expansion, investment in both people and technology as well as a focus on delivering on environmental, social and governance (ESG) and sustainability commitments.	<a href="#">Link to Canadian portal</a>
<b>Board Leadership Centre + Audit Committee Guide</b>	<p>KPMG in Canada Board Leadership Centre engages with directors, board members and business leaders to discuss timely and relevant boardroom challenges and deliver practical thought leadership on risk and strategy, talent and technology, globalization and regulatory issues, financial reporting and more.</p> <p>The new Audit Committee Guide – Canadian Edition from our Board Leadership Centre provides timely, relevant and trusted guidance to help both new and seasoned audit committee members stay informed.</p>	<p><a href="#">Link to Canadian portal</a></p> <p><a href="#">Link to 2021 guide</a></p>





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KPMG member firms around the world have 227,000 professionals in 146 countries.



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**TO:** Audit Committee

**FROM:** Kim Morris, Secretary-Treasurer

**DATE:** May 9, 2022

**RE:** **March 31, 2022 Quarterly Financial Report**

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## Background

The format of the Quarterly Financial Report is consistent with Schedule 2A “*Schedule of Operating Revenue By Source*” and Schedule 2B “*Schedule of Operating Expense by Object*” of the School District’s financial statements. The budget reflected in the financial statements is the Annual Operating Budget approved by the Board in June 2021. The Annual Operating Budget is based on estimated revenue and expenses for the year. It does not include budget related to approved surplus carry-forwards from prior years.

The March 2022 Quarterly Financial Report has been updated from previous quarterly financial reports to include the Amended Annual Operating Budget which was approved by the Board in February 2022. The Amended Annual Operating Budget is based on revenue and expenses calculated on actual September 30, 2021 enrolment counts, grants confirmed subsequent to the approval of the Annual Operating Budget, and budget related to approved surplus carry-forwards from prior years. It does not include budget adjustments made subsequent to the approval of the Amended Annual Operating Budget that are presented in the monthly Budget Change Reports.

The updated quarterly financial report shows the year-to-date actual revenue and expenditures as a percentage of both the Annual Operating Budget and the Amended Annual Operating Budget. Actual expenditures reflect all costs for the year including those related to approved surplus-carryforwards from prior years and those added subsequent to the approval of the Amended Annual Operating Budget.

The prior year information has been included for comparative purposes.

## Revenue

Ministry of Education Operating Grant as a percentage of the related annual operating budget is 72.17%, which is slightly higher than the 69.57% in the prior year. Operating grant revenue is recognized as it is received.

Other Ministry of Education Grants as a percentage of the related annual operating budget is 36.51%. The amount of revenue recognized in each quarter is affected by the receipt of new grants, as well as the timing

*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.*

of grant payments. The budget and actual revenue in the prior year included the Teacher Labour Settlement that has been rolled into the operating grant in the current year.

Revenue from Other Provincial Ministries in the current year is related to the After School Sport and Arts Initiative (ASSAI) grants from the Ministry of Tourism, Arts, Culture and Sport (\$135K), the ERASE School District Mentorship Grant from the Ministry of Public Safety and Solicitor General (\$28K), and from the sale of surplus assets through public auction by the Province of BC Asset Investment Recovery Service (\$6K).

Offshore Tuition Fees are fees received for the International Education (IE) Program. All Offshore Tuition Fees related to the current school year that were collected and deferred in the previous school year have been brought into revenue as of July 1, 2021. Offshore Tuition Fees as a percentage of the related annual operating budget are 123.50% compared to 115.90% in the prior year. This translates into tuition fees that have exceeded the annual operating budget by \$2.8M. The amended annual operating budget was adjusted to reflect the \$2.8M increase in revenue.

Local Education Agreement (LEA) Tuition is revenue received from the Federal Government to support the LEA with the Songhees Nation. This revenue is based on actual enrolment and the equivalent amount is deducted from the Ministry of Education Operating Grant.

The Summer School program was not offered in 2021. Instead, individual courses were offered by Distributed Learning in The Link Summer Session. In the prior year, almost all of the Summer School Fees for the first session were recognized in June 2020 and the second session that was expected to start in July 2020 was cancelled.

Continuing Education Fees consist of registration and course fees for Continuing Education and The Link (Distributed Learning). Continuing Education Fees as a percentage of the related annual operating budget are 31.90% compared to 94.02% in the prior year. Continuing Education Fees are lower in the current year due to the 'near normal' return to the classroom in September 2021.

Rentals and Leases revenue as a percentage of the related annual operating budget is 107.28% compared to 69.18% in the prior year. Rentals and Leases revenue has increased \$654K from the prior year as a result of opening up school facilities to external rental clients, as well as clarification of rental policies and resulting availability of space to rental clients. The amended annual operating budget was adjusted to reflect an anticipated \$624K additional rental revenue in the current year.

Investment Income as a percentage of the related annual operating budget is 71.93% as compared to 38.19% in the prior year. The budget and actual income are lower in the current year as a result of lower interest rates due to the COVID-19 pandemic. Interest rates started at 1.45% in July 2020 and dropped to .95% in July 2021. Interest rates had not changed from .95% by the end of March 2022.

Miscellaneous Revenue includes other grants, fees, commissions, rebates, and general donations. The amount and timing of this revenue varies each year. The budget in the current year was increased in anticipation of higher administrative fees in International Education and to incorporate budgets for Industry Training Authority (ITA) grants and vendor rebates. Revenue in the current year is higher than the prior year mostly due to an increase in homestay and activity fees collected by International Education.

Total Operating Revenue is 73.13% of the related annual operating budget as compared to 68.66% in the prior year.

### **Expenditure by Object**

Teacher, Educational Assistants and Substitute Salaries to date are 72.23% of the combined related annual operating budgets as compared to 67.41% in the prior year. As these positions start in September and are paid over 10 months, it is expected that approximately 7/10<sup>th</sup> (70%) of the salaries would be incurred to date. Teacher and Educational Assistant salaries were lower in the prior year due to lower enrolment and a shortage

of Educational Assistants. Substitute salaries are higher in the current year due to an increase in leaves of absence.

Principals and Vice Principals, Support Staff and Other Professionals salaries are 72.53% of the combined related annual operating budgets as compared to 71.85% in the prior year. These positions are generally paid over 12 months; therefore, it is expected that salaries to date would approximate 75% of the annual operating budgets.

Salary budgets and expenses for all employee groups would have also seen an increase in the current year due to bargained or approved wage increases and step increments.

Employee Benefits are at 69.61% of the related annual operating budget compared to 66.06% in the prior year. Employee benefits are slightly higher in the current year as they are tied to the higher salaries expenditure.

Total Salaries and Benefits are 71.80% of the related annual operating budget as compared to 68.03% in the prior year.

Services are at 114.42% of the related annual operating budget as compared to 106.06% in the prior year. The annual operating budget for Services was adjusted in the current year for anticipated increases in marketing and recruitment activity in International Education, the movement of the Next Generation Network (NGN) services recovery from Utilities into Services, as well as other service-based expenses such as software maintenance, legal fees and service contracts. The amended annual operating budget in the current year was further increased due to higher than anticipated enrolment in International Education. Actual expenses in the current year are \$2.9M higher than the prior year with \$1.2M of that amount coming from International Education and \$700K from NGN.

Student Transportation as a percentage of the related annual operating budget is at 49.32% as compared to 54.85% in the prior year. Student Transportation expenses were \$30K higher in the prior year due to additional bussing costs for Willows students to attend before- and after-school care at Victor as a result of delaying the opening of Sundance-Bank Elementary.

Professional Development and Travel is at 54.97% of the related annual operating budget as compared to 61.25% in the prior year. Professional Development and Travel expenses are comparable to the prior year and remain low due to limited professional development opportunities and higher travel risks due to the COVID-19 pandemic.

Rentals and Leases expenditures are at 75.00% of the related annual operating budget as compared to 72.80% in the prior year. The budget for Rentals and Leases expenditures was reduced slightly in the current year to reflect the expected cost of the operating leases on fleet vehicles for Facilities Services. Actual expenditures in the current year are comparable to the prior year.

Dues and Fees are at 106.37% of the related annual operating budget as compared to 109.66% in the prior year. Actual expenses in the current year are comparable to the prior year.

Insurance is at 99.48% of the related annual operating budget as compared to 113.19% in the prior year. Insurance expense in the current year is comparable to the prior year.

Supplies are at 53.56% of the related annual operating budget as compared to 65.21% in the prior year. Current year expenditures are lower than the prior year mainly due to one-time purchases in the prior year for the opening of Lansdowne South.

Utilities are at 73.80% of the related annual operating budget as compared to 68.90% in the prior year. The reduction in the current year budget is a result of moving the Next Generation Network (NGN) budget and related expenses out of Utilities and into Digital Services Recovery reported under Services. Utilities costs,

particularly natural gas, have increased compared to the prior year. The amended annual operating budget for utilities reflects the anticipated cost increases.

Capital Asset Purchases are expenditures from the operating fund that will be transferred to the capital fund. In the current year, there are no capital asset purchases budgeted in the operating fund. The Board approved that capital asset purchases of up to \$1M be moved from the operating fund to Local Capital. Capital asset purchases of \$762K currently in the operating fund will be funded by prior year appropriated surplus or transferred to Local Capital at year end. Capital asset purchases in the current year include furniture, school signs, specialized equipment for schools, computer technology and multi-function devices for schools; network infrastructure; and tools and equipment for Facilities Services.

Total Services and Supplies are 83.00% of the related annual operating budget as compared to 75.66% in the prior year.

Total Operating Expenditures are 72.81% of the related annual operating budget as compared to 68.71% in the prior year. The higher percentage expended in the current year as compared to the prior year may be a result of improved efforts to spend current budget on current students.

Overall, the year-to-date results are higher when compared to the prior year and reflect school district operations with some ongoing impacts of the COVID-19 pandemic.

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)**  
**QUARTERLY FINANCIAL REPORT**  
**MARCH 31, 2022**  
**ACTUAL AS A PERCENTAGE OF THE ANNUAL AND AMENDED ANNUAL OPERATING BUDGETS**

	2021-2022 Annual Operating Budget	2021-2022 Amended Annual Operating Budget	Actual March 31, 2022	Percentage of Annual Operating Budget	Percentage of Amended Annual Operating Budget	2020-2021 Annual Operating Budget	2020-2021 Amended Annual Operating Budget	Actual March 31, 2021	Percentage of Annual Operating Budget	Percentage of Amended Annual Operating Budget
<b>REVENUE</b>										
Ministry of Education Operating Grant	187,786,620	193,644,105	135,521,598	72.17%	69.98%	182,851,875	181,222,755	127,217,894	69.57%	70.20%
Other Ministry of Education Grants	3,194,956	3,205,989	1,166,549	36.51%	36.39%	8,738,816	9,457,671	5,268,587	60.29%	55.71%
Other Provincial Ministries	112,750	171,515	168,515	149.46%	98.25%	50,000	112,019	113,763	227.53%	101.56%
Offshore Tuition Fees	12,217,537	14,973,989	15,089,081	123.50%	100.77%	8,273,723	8,953,171	9,589,094	115.90%	107.10%
Local Education Agreement Tuition	966,444	989,902	742,427	76.82%	75.00%	1,030,941	966,444	724,833	70.31%	75.00%
Summer School Fees	-	-	-	0.00%	0.00%	28,581	1,720	1,720	6.02%	100.00%
Continuing Education Fees	25,000	2,900	7,975	31.90%	275.00%	31,300	25,000	29,429	94.02%	117.72%
Rentals and Leases	1,779,874	2,404,195	1,909,385	107.28%	79.42%	1,815,064	1,550,957	1,255,713	69.18%	80.96%
Investment Income	352,652	353,029	253,657	71.93%	71.85%	1,030,000	523,851	393,399	38.19%	75.10%
Miscellaneous Revenue	1,062,708	1,194,432	1,030,587	96.98%	86.28%	658,400	904,948	659,229	100.13%	72.85%
Budgeted Prior Year Operating Surplus Appropriation	5,658,406	6,126,523				7,046,806	10,822,003			
<b>Total Operating Revenue</b>	<b>213,156,947</b>	<b>223,066,579</b>	<b>155,889,774</b>	<b>73.13%</b>	<b>69.88%</b>	<b>211,555,506</b>	<b>214,540,539</b>	<b>145,253,661</b>	<b>68.66%</b>	<b>67.70%</b>
<b>EXPENDITURE BY OBJECT</b>										
Teachers Salaries	92,198,153	94,960,978	66,031,525	71.62%	69.54%	91,528,262	89,963,160	62,621,334	68.42%	69.61%
Principals and Vice Principals Salaries	14,385,816	14,547,515	10,631,597	73.90%	73.08%	14,147,870	13,786,046	10,583,566	74.81%	76.77%
Educational Assistants Salaries	18,641,764	19,539,401	12,708,141	68.17%	65.04%	18,886,902	18,707,819	11,556,734	61.19%	61.77%
Support Staff Salaries	19,273,071	19,344,762	13,533,348	70.22%	69.96%	18,802,445	18,795,672	13,098,486	69.66%	69.69%
Other Professionals Salaries	4,957,013	5,129,702	3,843,353	77.53%	74.92%	4,798,558	4,786,880	3,440,053	71.69%	71.86%
Substitutes Salaries	8,570,336	10,515,777	7,512,521	87.66%	71.44%	8,139,995	9,745,649	5,737,895	70.49%	58.88%
Employee Benefits	36,054,086	37,158,497	25,096,527	69.61%	67.54%	36,182,266	35,635,937	23,903,308	66.06%	67.08%
<b>Total Salaries and Benefits</b>	<b>194,080,239</b>	<b>201,196,632</b>	<b>139,357,012</b>	<b>71.80%</b>	<b>69.26%</b>	<b>192,486,298</b>	<b>191,421,163</b>	<b>130,941,376</b>	<b>68.03%</b>	<b>68.40%</b>
Services	6,314,984	8,617,023	7,225,422	114.42%	83.85%	4,092,856	6,299,832	4,341,040	106.06%	68.91%
Student Transportation	1,076,545	1,086,008	530,940	49.32%	48.89%	1,019,460	965,667	559,181	54.85%	57.91%
Professional Development and Travel	727,897	688,548	400,124	54.97%	58.11%	674,017	652,116	412,830	61.25%	63.31%
Rentals and Leases	109,851	109,851	82,388	75.00%	75.00%	115,235	111,354	83,892	72.80%	75.34%
Dues and Fees	105,199	114,387	111,902	106.37%	97.83%	96,315	117,027	105,617	109.66%	90.25%
Insurance	420,003	423,447	417,815	99.48%	98.67%	372,000	426,154	421,053	113.19%	98.80%
Supplies	6,493,917	6,874,404	3,477,970	53.56%	50.59%	6,847,371	9,034,542	4,465,054	65.21%	49.42%
Utilities	3,828,312	3,956,279	2,825,129	73.80%	71.41%	4,512,684	4,512,684	3,109,378	68.90%	68.90%
Capital Asset Purchases	-	-	762,282	0.00%	0.00%	1,339,270	1,000,000	929,089	69.37%	92.91%
Local Capital Transfer	-	-	-	0.00%	0.00%	-	-	-	0.00%	0.00%
<b>Total Services and Supplies</b>	<b>19,076,708</b>	<b>21,869,947</b>	<b>15,833,972</b>	<b>83.00%</b>	<b>72.40%</b>	<b>19,069,208</b>	<b>23,119,376</b>	<b>14,427,134</b>	<b>75.66%</b>	<b>62.40%</b>
<b>Total Operating Expenditure</b>	<b>213,156,947</b>	<b>223,066,579</b>	<b>155,190,984</b>	<b>72.81%</b>	<b>69.57%</b>	<b>211,555,506</b>	<b>214,540,539</b>	<b>145,368,510</b>	<b>68.71%</b>	<b>67.76%</b>

TO: The Board of Education  
FROM: Deb Whitten, Interim Superintendent of Schools  
RE: Superintendent's Report  
DATE: May 30, 2022

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Please see below the opportunities the Interim Superintendent has been involved with during the month of May aligned to the Strategic Plan:

Goal 1: Create an inclusive and culturally responsive learning environment that will support and improve all learners' personal and academic success.

- Representative Advisory Council of Students' Dinner – May 2, 2022.
- Administrators' meeting – *Street Data* Workshop with Shane Safir - May 5, 2022.
- Planning Sustainability in Schools – Virtual Meeting – May 31, 2022.
- Mt. Doug Evening of Dance – May 16, 2022.

Goal 2: Create a culturally responsive learning environment that will support Indigenous learners' personal and academic success.

- Regular individual meetings with Esquimalt Nation; Songhees Nation; Urban Indigenous Peoples' House Advisory (UPHIA); and the Métis Nations of Greater Victoria.
- Regular meetings with the Four Houses.
- Meet bi-weekly with the Director of Indigenous Education.
- Indigenous Film Festival – May 20, 2022.

Goal 3: Create an inclusive and culturally responsive learning environment that will support learners' physical and mental well-being.

- Zoom meetings with the Ministry of Education.
- Monthly meetings with VPVPA President and Vice President.
- Music Program Meetings – May 2 and May 3, 2022.

Gratitude: The Interim Superintendent would like to thank the following:

- Thank you to Shelly Niemi, Director of Indigenous Education, and the Indigenous Education Department for hosting the District's Indigenous Film Festival on May 20, 2022.

**Recommended Motion:** *That the Board of Education of School District No. 61 (Greater Victoria) accept the Superintendent's Report, as presented.*

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TO: The Board of Education

FROM: Deb Whitten, Interim Superintendent of Schools

RE: Fossil Fuels Industry-sponsored Educational Materials

DATE: May 30, 2022

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At the April 25, 2022 Regular Board meeting, the following motion was passed:

*That the Board of Education of School District No. 61 (Greater Victoria) direct the Interim Superintendent to meet with members of the Greater Victoria Teachers' Association to discuss the appropriate use of fossil fuel industry-sponsored educational materials, including those produced by Fortis BC, in the Greater Victoria School District.*

As an update the Associate Superintendent met with members of the Joint Committee on Curriculum Implementation (JCCI) on April 14, 2022 and part of their discussion included the use of industry-sponsored education materials and the Board of Education's motion. At that time, the Greater Victoria Teachers' Association (GVTA) chair for the Professional Development Committee and member of JCCI, indicated that the GVTA had also tabled a motion to not use the Fortis BC curriculum. Subsequent to this JCCI meeting, the GVTA motion to not use the Fortis BC curriculum was passed.

As learning resources have shifted from textbooks to online resources it is important to bring attention to the language of the Collective Agreement and Policy and Regulations. As per Article F. 23 of the [Collective Agreement](#), **Professional Autonomy**, *Teachers shall, within the bounds of this Agreement and consistent with the requirements of the prescribed curriculum, have individual professional autonomy so long as it is consistent with effective educational practice. This autonomy may be exercised in determining the methods of instruction and the planning, presentation and evaluation of course materials in the classes to which they are assigned.*

[Policy 6161.1 Learning Resources for Classroom Use](#) was adopted June 18, 1979 and revised May 12, 1980. Regulation 6161.1 was last revised in 2019, to ensure gender neutral language was being used, but no other revisions were done at that time. Given the date of the last revisions and the reduction of text materials it is recommended that the Policy and Regulation 6161.1 are reviewed and revised to reflect the expectation that

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the classroom resources support the current Ministry Curriculum. This includes the core competencies such as critical thinking, personal and social responsibilities and communication as well as curriculum competencies.

The revisions to the Policy and Regulation should be viewed through the Local Education Agreements including the Esquimalt and Songhees Education Agreement, the Urban Peoples House Indigenous Advisory Terms of Reference and the Métis Education Agreement.

The GVTA, through the JCCI committee, will have an opportunity to provide feedback regarding the revision of Regulation 6161.1 Learning Resources for Classroom Use.

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One *Learning* Community



School District No. 61 (Greater Victoria)  
 556 Boleskine Road, Victoria, BC V8Z 1E8  
 Phone (250) 475-4162 Fax (250) 475-4112

*Deb Whitten – Interim Superintendent*

TO: The Board of Education

FROM: Deb Whitten, Interim Superintendent of Schools

RE: 2022-2023 Board of Education & Standing Committee Meeting Dates

DATE: May 30, 2022

Education Policy and Directions	Operations Policy and Planning Committee	Board of Education
Monday, Sept. 12/22	Monday, Sept. 19/22	Monday, Sept. 26/22
Monday, Oct. 3/22	Monday, Oct. 17/22	Monday, Oct. 24/22
		Monday, November 7, 2022 <b><i>Inaugural Board Meeting – Swearing in of new Trustees</i></b>
Monday, Nov. 14/22	Monday, Nov. 21/22	Monday, Nov. 28/22
Monday, Dec. 5/22 (combined with OPPS)	Monday, Dec. 5/22 (combined with Ed)	Monday, Dec. 12/22
Monday, Jan. 9/23	Monday, Jan. 16/23	Monday, Jan. 30/23
Monday, Feb. 6/23	Monday, Feb. 13/23	Monday, Feb. 27/23
Monday, Mar. 6/23 (combined with OPPS)	Monday, Mar. 6/23 (combined with Ed)	Monday, Mar. 13/23
Monday, Apr. 3/23	Monday, Apr. 17/23	Monday, Apr. 24/23
Monday, May 1/23	Monday, May 8/23	Monday, May 29/23
Monday, June 5/23	Monday, June 12/23	Monday, June 19/23

**Recommended Motion:**

*That the Board of Education of School District No. 61 (Greater Victoria) approve the 2022-2023 Board of Education and Standing Committee meeting dates.*

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TO: The Board of Education  
FROM: Deb Whitten, Interim Superintendent of Schools  
RE: Elementary Music Program  
DATE: May 30, 2022

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## Purpose

To provide a comprehensive overview of the Greater Victoria School District's Bylaws, School Board Policies and Regulations pertaining to equity, donations, charitable trust funds and fundraising as considerations for the Board whether to accept or decline a one-time donation from Advocacy for Music in Schools (AMIS) in the amount of \$208,817 to maintain the Elementary Strings program for 2022-2023.

## Background

The elementary school strings program in the Greater Victoria School District has been provided to 16 of the 28 elementary schools for the past 14 years. The staffing provided to the 16 schools has been constant since 2007. The staffing allocated to each school does not reflect the student population of the school and has not been generated using a specific formula. The schools receiving the additional staffing are: Campus View, Cloverdale, Doncaster, Frank Hobbs, Hillcrest, Lake Hill, Margaret Jenkins, Marigold, Northridge, Oaklands, Quadra, Sir James Douglas, South Park, Strawberry Vale, Torquay (staffing is included in Gordon Head Middle School staffing) and Willows. Seven of the 16 schools are French Immersion schools and two currently receive funding from CommunityLINK.

Schools that receive CommunityLINK funding have a 30% vulnerability or higher based on the MCFD Vulnerability Index (3 year average), Stats Can Low Income Cut Off (LICO % of students from low income families) and the percentage of Indigenous Students attending the school. There are currently 8 elementary schools with a vulnerability of 30% or higher.

Elementary schools that have not received additional staffing for Elementary Strings offer music as per the curriculum from a teacher providing prep or from the classroom teacher. In schools that receive the additional Elementary Strings staffing not all grade 5 students choose to participate in the Strings Program. Some students choose to remain in the class with the classroom teacher while others leave for the Strings class.

The BC Arts Education curriculum for Kindergarten to grade 5 aims to encourage students' artful habits through engaged arts learning. The curriculum includes a general arts program, as well as four core discipline-specific programs; dance, drama, music and visual arts. The Arts Education curriculum offers opportunities for students to explore, understand, respect, and appreciate their own and others' cultural heritage through artistic works.

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## Staffing History of Elementary Strings Program

### Greater Victoria School District No. 61

#### Music Staffing History

Schools	Total 07/08	Total 08/09	Total 09/10	Total 10/11	Total 11/12	Total 12/13	Total 13/14	Total 14/15	Total 15/16	Total 16/17	Total 17/18	Total 18/19	Total 19/20	Total 20/21	Total 21/22
Campus View	0.096	0.100	0.100	0.100	0.100	0.100	0.150	0.150	0.150	0.150	0.150	0.155	0.155	0.155	0.155
Cloverdale	0.057	0.100	0.100	0.107	0.100	0.120	0.150	0.150	0.101	0.150	0.150	0.160	0.160	0.160	0.160
Doncaster	0.100	0.100	0.100	0.100	0.100	0.195	0.150	0.150	0.150	0.150	0.210	0.150	0.150	0.150	0.150
Frank Hobbs	0.085	0.100	0.100	0.100	0.100	0.100	0.085	0.085	0.085	0.085	0.085	0.059	0.059	0.059	0.059
Hillcrest	0.103	0.100	0.100	0.100	0.100	0.100	0.085	0.085	0.085	0.085	0.085	0.065	0.065	0.065	0.065
Lake Hill	0.100	0.100	0.100	0.100	0.100	0.100	0.085	0.085	0.085	0.085	0.085	0.085	0.085	0.085	0.085
Margaret Jenkins	0.064	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.117	0.117	0.117	0.117
Marigold	0.120	0.120	0.120	0.100	0.100	0.100	0.100	0.085	0.085	0.085	0.085	0.088	0.085	0.085	0.085
Northridge	0.120	0.100	0.100	0.100	0.100	0.100	0.090	0.090	0.090	0.090	0.090	0.090	0.090	0.090	0.090
Oaklands	0.124	0.100	0.100	0.100	0.100	0.100	0.090	0.090	0.090	0.090	0.090	0.090	0.090	0.090	0.090
Quadra	0.120	0.100	0.100	0.100	0.100	0.100	0.090	0.090	0.090	0.090	0.090	0.090	0.090	0.090	0.090
Sir James Douglas	0.096	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.117	0.117	0.117	0.117
South Park	0.113	0.100	0.100	0.100	-	0.100	0.085	0.085	0.085	0.085	0.085	0.088	0.088	0.088	0.088
Strawberry Vale	-	-	-	-	0.100	0.100	0.090	0.085	0.085	0.085	0.085	0.085	0.085	0.085	0.085
Sundance	0.050	0.050	0.050	0.050	0.050	0.050	0.085	-	-	-	-	-	-	-	-
Torquay (in GMHS)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Willows	0.113	0.100	0.100	0.100	0.100	0.100	0.110	0.110	0.110	0.110	0.110	0.112	0.112	0.112	0.112
<b>TOTAL ELEMENTARY</b>	<b>1.461</b>	<b>1.470</b>	<b>1.470</b>	<b>1.457</b>	<b>1.450</b>	<b>1.665</b>	<b>1.645</b>	<b>1.540</b>	<b>1.491</b>	<b>1.540</b>	<b>1.600</b>	<b>1.551</b>	<b>1.548</b>	<b>1.548</b>	<b>1.548</b>

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## Advocacy for Music in Schools (AMIS) Proposal

Advocacy for Music in Schools is a sub-committee of the Victoria Confederation of Parents Councils (VCPAC). AMIS is a not-for-profit organization, but not a registered charity and as such is not able to provide charitable tax receipts to the donors. The proposal that AMIS has put forward is to maintain the Elementary Strings program as per the staffing allocation and delivery for the 2022-2023 school year (status quo) through funding provided by a number of donors including one larger, a yet to be named foundation. Some donors will choose to be anonymous. At the time of writing, and although requested by staff, the majority donor name has not been provided.

Should a wage increase occur, AMIS has agreed to being open to addressing the shortfall after May 31, 2022 by either increasing the donation to the School District or by reducing the status quo staffing allocation to schools for cost containment.

The process for collecting and receipting donations involves AMIS collecting 100% of the donations and if the intended target of \$208K is met, to provide the School District No.61 with the funds along with a list of donors. School District No.61 would then deposit the funds for the intended purpose and issue tax receipts to donors. Once tax receipts have been issued, the donation cannot be refunded or cancelled.

## Considerations as per Board Bylaws or Board Policy

- Blue font denotes Bylaw or Policy language that may pertain to the discussion

### **BYLAW 9111 CHARITABLE TRUST FUND**

A By-Law to establish a perpetual Trust Fund for the handling of financial contributions for purposes acceptable to the Board.

WHEREAS Canada Revenue Agency has approved the Board's application for 'registered charity' status and

WHEREAS the Board may therefore issue receipts which may be used by contributors to support deductions claimed under Sub-Paragraph 110 (l)(a)(i) of the Income Tax Act.

NOW THEREFORE the Board of Education of School District No. 61 (Greater Victoria) in open meeting enacts the following:

THAT the Secretary-Treasurer cause to be established upon the Board's books of account, a separate Trust Fund designated as 'School District No. 61 (Greater Victoria) Charitable Trust'.

THE SPECIFIC PURPOSE for the Trust shall be:

To provide a mechanism by which individuals and/or private corporations may contribute financially for purposes acceptable to the Board of Education of School District No. 61 (Greater Victoria).

### **THE TERMS OF THE SAID TRUST shall be as follows:**

#### 1. Revenue

##### (a) Approved Programs

- (i) On receiving a Trust contribution designated to an approved or an existing program, the Secretary-Treasurer or his/her designate shall issue a receipt bearing the income tax registration number.
- (ii) The receipt shall identify the program for which the contribution has been designated.

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(b) Unapproved Programs

- (i) On receiving a contribution to an unapproved or non-existent program, the Secretary-Treasurer or his/her designate shall issue an interim receipt which does not bear the income tax registration number.
- (ii) The contribution shall be credited to the general Suspense Account and the Secretary-Treasurer shall report the contribution to the Board at its next meeting.
- (iii) In the event the Board approved the establishment of the program for which the funds were contributed, the Secretary-Treasurer or his/her designate shall then issue a receipt bearing the income tax registration number 1067999927 RR0001. The receipt shall identify the program for which the contribution is to be used.
- (iv) In the event, however, the Board does not approve the establishment of the program for which the funds were contributed, the funds shall be returned forthwith to the contributor with the Board's regrets.

(c) Allocation of Contributions

- (i) No contributor shall be permitted to specify that the contribution is to be directed towards a particular person.

2. Disbursements

All commitments and disbursements made against the Trust shall be cleared through the Secretary-Treasurer or his/her designate.

3. Auditing

All records, book and documents concerning the Trust shall be available for auditing as required by law.

## POLICY 110 EQUITY

### 1.0 RATIONALE

- 1.1 The Board recognizes that the District contains equity seeking schools and equity seeking populations.
- 1.2 The Board recognizes that equal, where everyone is treated the same, is not always equitable and that more equitable communities can be created by fostering a barrier-free environment where individuals benefit equally. It recognizes that some people may require additional or unique approaches in order to achieve equal benefit.

### 3.0 POLICY

- 3.1 The Board shall strive to identify and eliminate barriers and give each student the opportunity to fulfill their potential by:
  - 3.1.1 Recognizing and valuing diversity;
  - 3.1.2 Implementing equity and diversity initiatives;
  - 3.1.3 Using equity as the lens through which it makes decisions regarding the distribution of financial resources, human resources, and programming; and
  - 3.1.4 Educating staff about the principles of equity and diversity.

## POLICY 1325 PARTNERSHIP

The Greater Victoria School Board recognizes and supports the development of mutually beneficial partnerships between the Board, schools and the community, including business and non-business sectors, which are consistent with Board policies, regulations and values. The Board believes these relationships can be an important aspect of a child's education and will benefit the educational system as a

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whole.

..... It is important to note that:

- Partnerships must enhance learning opportunities

### POLICY 1325.2 FUND-RAISING

It is the intent of the Greater Victoria School Board that:

1. School fund-raising activities should enhance the educational program, and/or have educational or cultural value.
2. Children and the schools should not be exploited through sales and canvassing activities.
3. Principals should be given maximum discretionary powers, and be held accountable for their decisions. In making their decisions, principals should have the support of their Parents' Committees.

### POLICY 3451 DONATIONS TO SCHOOLS

The Board believes that an adequate level of funding should be provided from tax revenues to ensure that an appropriate educational program is available to all students based on their needs.

Notwithstanding that belief, the Board recognizes the present lack of funding and the desirability of enhancing education to whatever extent is possible. To this end, the Board encourages donations to the District by parents and other interested parties. Unless otherwise directed by the donor, donations will be used to provide equipment facilities or services which are additional to those provided from taxation sources.

It is contemplated that the District may establish a Charitable Trust under its control, in which event donors are to be encouraged to make contributions to that Trust rather than to independent trusts, or societies. The District will obtain a charitable status under the Income Tax Act and will issue tax receipts for all donations wherever legally permitted.

### Other Considerations

During previous Board, Budget and Committee discussions relative to the proposal to privately fundraise the necessary funds to maintain the Elementary Strings program for the 2022-2023 year, it has been noted that large donations for specific purposes have been accepted by the District. More specifically, Bays United Football Club for the Vic High artificial turf field. Please note the distinctions between the AMIS proposal and Bays United, that is Bays United has not requested a tax receipt and the funds are intended as an investment in the field in exchange for a dedicated number of hours of use.

Another example that has been cited is the payment of academy fees as donations. It should be noted that again, the academy fee is a purchase of service and is not tax receipted. Parents/guardians pay the District a fee for their specific child(ren) in exchange for service in the form of staffing, coaching and services and supplies associated with the academy program.

### POLICY 6142.02 FINE ARTS PROGRAM POLICY

It is the desire of the Board of School Trustees to stress the full development of the individual student and to this end the Board fully supports and encourages a comprehensive fine arts education for all children during the elementary years. The Board encourages each elementary school to develop a balanced fine arts program (including drama, dance, music and visual arts) that may include curricular instruction and co-curricular experiences. At the secondary level the

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Board encourages schools to provide the widest selection possible of arts courses and to fully integrate arts programs into the school. [All schools are encouraged to provide quality learning experiences in the arts for all students.](#)

### Recommended Motion

*That the Board of Education of School District No. 61 (Greater Victoria) accept the one-time funding of \$208,817 from Advocacy for Music In Schools (AMIS) to provide a barrier-free opportunity to the estimated 1,503 grade five students in the 28 elementary schools to participate in a strings or alternative music program to be offered outside of the school day, as determined by each Principal in consultation with their respective Staff Committee and the School's Parent Advisory Council.*

**AND FURTHER,**

*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to complete a review of the Elementary Strings Program during the 2022-2023 school year.*

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## SUPPORTS AND CONSIDERATIONS

SUPPORTS	CONSIDERATIONS
Allows for an additional music offering to occur for one year	One-time funding is not sustainable
An additional music offering occurs for all Grade 5 students	May not be enough musical instruments
Principals in consultation could determine the additional music opportunity	Staffing costs may increase mid-year  Sets a precedent for donations to pay for staffing
All 28 elementary schools receive additional funding	The funding would have to be received by May 31, 2022 in order to appropriately staff for September 2022
Enhances the educational program.	May not be a purpose acceptable to the Board per Bylaw and Policy

Alternatively,

### Recommended Motion

*That the Board of Education of School District No. 61 decline, with thanks the one-time funding of \$208,817 from Advocacy for Music In Schools (AMIS).*

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## SUPPORTS and CONSIDERATIONS

SUPPORTS	CONSIDERATIONS
Aligns with the Bylaws and Policies of the District	Doesn't allow for an alternative program delivery for one year. Reduces one supplementary music offering for Grade 5 students in 16 schools.
The district is not receiving donations to pay for educational staffing	Grade 5 students in 16 schools do not have an option to participate in an Elementary Strings program
Allows for a reset	16 Elementary schools do not receive historic staffing
Maintains BC Arts Curriculum as per Ministry directive	Possibly fewer students take Strings in Middle and Secondary School

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# Office of the Superintendent

*Deb Whitten – Interim Superintendent*

TO: The Board of Education

FROM: Deb Whitten, Interim Superintendent of Schools

RE: Superintendent Report

DATE: May 30, 2022

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During this portion of the Board Meeting, Trustees will have the opportunity to raise questions. Where possible, an immediate response will be provided. In the event that research is necessary before a response is provided, the matter will be postponed until a researched response can be provided.

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**TO: Board of Education**

**FROM: Kim Morris**

**RE: Monthly Report**

**DATE: May 30, 2022**

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The purpose of this memo is to update the Board on some of the activities of the Secretary-Treasurer's office since April's report.

➤ Trustee Elections

On April 29, 2022 we had our first prospective candidate drop into the Board office. This is great news as we see enthusiasm for community members running for election to serve students. A reminder to all that nomination period is August 30 to September 9, 2022. More information can be found at <https://www.sd61.bc.ca/board-of-education/trustee-elections/>. We'll continue to update the page as elections processes progress.

➤ May 20 Indigenous Film Festival

During the first ever Indigenous Film Festival held on the District's May 20<sup>th</sup> pro-d day, I attended 2 films: *Tzouhalem: Examining the story of Cowichan Chief Tzouhalem through accounts from both historians and First Nations elders, and how he subdued his rivals and transformed himself into the most powerful First Nations leader in the Pacific Northwest*; and *Invasion: In this era of "reconciliation", Indigenous land is still being taken at gunpoint. INVASION is a true cinematic experience about the Unist'ot'en Camp, Gidimt'en checkpoint and the larger Wet'suwet'en Nation. Michael Toledano and Sam Vinal capture these communities standing up to the Canadian government and corporations who continue colonial violence against Indigenous peoples.* Huge thank you to the Indigenous Education Department team for the outstanding initiative, the opportunity to attend and the learning.

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➤ Payroll Staffing Changes

On April 30, 2022 we bid a fond farewell to our long serving and outstanding Payroll Manager Lynn Yearwood as she embarks on a well-deserved retirement. At the same time, we welcomed Chris Hardie as our new Payroll Manager bringing a wealth of industry experience from PowerSchool Atrieve, the District's integrated financial and HR software, specializing in the areas of Finance and Payroll.

➤ Art Inventory

As reported in the Fall, our art inventory has been compiled and site verification is underway. To date the following schools' art pieces have been verified on site:

- Tillicum
- Cloverdale
- Quadra
- Rogers
- South Park
- James Bay
- Macaulay
- Vic West
- Craigflower
- Doncaster
- View Royal
- Oaklands
- George Jay

Once all sites have been verified, the art will be appraised and insured. Big thank you to Vicki Hanley, Executive Assistant, for site verifications and Caroline Manders, Executive Assistant, for inventory compilation.

In addition to the initiatives above:

- BCASBO (BC Association of Business Officials) AGM
- AMIS Meeting
- Songhees Chief and Council meeting
- Budget Advisory Committee 22-23 Process Debrief
- Audit Committee
- Continue to serve as BCASBO representative on provincial Ministry Funding Equity Committee and K-12 SOGI Collaborative Committees
- Bi-weekly Vic High construction project meetings with Facilities staff and the Principal
- Bi-weekly Facilities and Superintendent meetings
- Weekly Senior Leadership Team meetings
- Monthly Student Representative Council meetings
- Ministry meetings as requested
- Weekly Chair Superintendent meetings for agenda setting

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**TO: Board of Education**

**FROM: Kim Morris**

**RE: Shoreline Middle School: Local Capital Appropriation**

**DATE: May 30, 2022**

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Background:

Shoreline Middle School's projected enrolment and resulting school organization will require an added division for the 2022-2023 school year. Due to the school's capacity utilization an added division requires the addition of physical classroom space to accommodate the enrolment projected.

Various options with costs ranging from \$180k to \$600k were explored by Facilities Staff, District Team and Senior Leadership in consultation with the Principal and the Principal's consultation with school Staff. The chosen option is to renovate a multi-purpose space to create a classroom.

All other added divisions for the 2022-2023 school year can be accommodated with existing space in the schools in which the divisions have been added.

Issue:

The renovation requires a budget of \$210,000 with a \$40,000 contingency given economic escalation trends experienced locally and provincially. Options to fund include the Operating fund, Annual Facilities Grant and Local Capital.

Annual Facilities Grant cannot be used to add space. During the budget process significant risk was taken by depending on Operating fund surplus to balance a significant portion of the 2022-2023 budget deficit. Significant spending is also planned for 2022-2023 from Local Capital. However, Local Capital does have remaining projected reserves that can fund the Shoreline division.

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Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve the expenditure of up to \$250,000 from Local Capital Reserve to create classroom space for a new 2022-2023 division at Shoreline Middle School.

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One *Learning* Community



## SECTION 72 REPORT

**Present:**

Trustees Ryan Painter, Chair, Tom Ferris, Vice-Chair, Nicole Duncan, Angie Hentze, Elaine Leonard, Jordan Watters and Ann Whiteaker

**Sanctioned/Suspended:**

Trustees 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, Facilities Services, Marni Vistisen-Harwood, Associate Director, Facilities Services, Lisa McPhail, Manager, Communications and Community Engagement, Vicki Hanley, Recorder

The Board of Education discussed the following matters:

- Property
- Legal
- Personnel
- Privacy



## SECTION 72 REPORT

**Present:**

Trustees Ryan Painter, Chair, Tom Ferris, Vice-Chair, Nicole Duncan, Angie Hentze, Elaine Leonard, Jordan Watters, Ann Whiteaker

**Sanctioned/Suspended:**

Trustees Diane McNally, Rob Paynter

**Administration:**

Kim Morris, Secretary-Treasurer

The Board of Education discussed the following matter:

- Personnel