



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

Monday, June 13, 2022, 7:00 p.m.
Broadcasted via YouTube <https://bit.ly/3czx8bA>

Chairperson: Trustee Leonard

A. COMMENCEMENT OF MEETING

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Agenda

Recommended Motion:
That the June 13, 2022 agenda be approved.

A.3. Approval of the Minutes

Recommended Motion:
That the May 9, 2022 Operations Policy and Planning Committee meeting minutes, be approved.

A.4. Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

B.1. Spectrum Secondary Artificial Turf Project – Bruce Bidney

B.2. Dogwood's Beyond Gas – Graham Tarling

B.3. Parents for Climate – Kate Lawes

B.4. Climate (Esquimalt High Student) - Isabella Miskiewicz

C. SUPERINTENDENT'S REPORT

C.1. Freedom of Information Requests

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: May 2022

E.2. 2023-2024 Annual Five Year Capital Plan

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2023-2024 Annual Five Year Capital Plan.

E.3. Revised Policy 3170, Operating Surplus and Revised Regulation 3170, Operating Surplus

Recommendation:

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

E.4. Revised Policy 8210, Orienting New Board Members

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revisions to Policy 8210 *Orienting New Board Members* as presented.

E.5. New Policy XXXX Role of Trustee

Recommendation:

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

E.6. New Policy XXXX Role of the Board

Recommendation:

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

E.7. 2022-2023 Meeting Format Options

F. FACILITIES PLANNING

F.1. Operations Update: June 2022

F.2. Victoria High School Seismic Project Update

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

I. NOTICE OF MOTION

J. GENERAL ANNOUNCEMENTS

K. ADJOURNMENT

Recommended Motion:

That the meeting adjourn.

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



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

Regular Minutes

Monday, 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.

Chair

Secretary-Treasurer



SD61 Climate Action Plan

Some excerpts from May's Climate Action report to committee:

- > SD61 has committed to decreasing their GHG emissions by 50% from 2010 levels by 2030.
- > Based on the current actions SD61 will only achieve a 40% reduction.
- > Some electrification of school heating will be required to reach the needed 50% reduction.



Electrification Benefits

Cedar Hill Middle School replacement is a great step forward in reducing GHG emissions.

Heat pump benefits:

- > **3x more efficient** than gas boilers
- > **Heat and cool**
- > **Ideal for Victoria's** mild climate
- > Price of electricity is **stable** unlike gas
- > **No harmful emissions** produced
- > Earthquake **safe**



Electrification Costs

Prior electrification quotes have been high and energy cost savings less than HE gas boilers.

- > What cost of gas was used in the comparisons?
- > BC mandate for gas backup – rationale?

Additional sources of funding for electric heat pumps

- > Ministry of Education's Carbon Neutral Capital Program
- > Opportunity of air-conditioned schools as community cooling centers

Fortis Renewable Natural Gas (RNG)

The May report reflected that RNG is part of the solution to reaching the 2030 target. Its potential benefit, timeliness and other drawbacks must be seriously considered before decisions are made:

- > Projected amounts of RNG in the gas supply: **FACT or FICTION?**
- > The **carbon tax** on non-RNG gas will continue to escalate cost
- > Different **sources** of RNG were not created equal
- > The gas network constantly **leaks methane**
- > RNG creates **local air pollution** when burned just like regular gas
- > Fortis is fighting to slow down or **prevent electrification**



The path to 50% by 2030

The climate clock continues to tick towards midnight and SD61 has just 8 years to bend the GHG emissions curve down to meet their 2030 target.

Implementation of electric heat pumps is the **only sure strategy** for SD61 to reduce emissions quickly enough.

An implementation program to replace end-of-life gas boilers with electric heat pumps **must be developed right now and initiated as soon as possible** in order to hit the 2030 target.

TO: Operations Policy and Planning Committee
FROM: Deb Whitten, Interim Superintendent of Schools
RE: Fees for Freedom of Information Requests (Information Only)
DATE: June 13, 2022

Purpose

To review the current Greater Victoria School District Board [Policy 1161 – Freedom of Information of Privacy Act](#) and [Regulation 1161.1 Fees for Access to Information](#), and put in place a process for the District to begin charging fees over and above the November 2021 amendment to the Freedom of Information and Protection of Privacy Act (FOIPPA), which introduced a \$10 fee for general freedom of information (FOI) requests. Requests for personal information, continue to be without a cost.

Background

From 2011-2018, the District received between 5 to 10 FOI requests per year. Since 2019, that number has increased significantly:

2018: 8 FOI requests

2019: 31 FOI requests

2020: 37 FOI requests

2021: 30 FOI requests

2022: 19 FOI requests (to date)

Depending on the detail of the FOI request, time spent by staff in locating information, collating and preparation of the information for disclosure, can take up to 8 hours and more, per request – over and above the 3 hours which are free-of-charge.

The Freedom of Information and Protection of Privacy Act Section 75 Fees is clear when fees may be charged:

Fees

- 75 (1) The head of a public body may require an applicant who makes a request under section 5 to pay to the public body the following:
- (a) a prescribed application fee;
 - (b) prescribed fees for the following services:
 - (i) locating and retrieving the record;
 - (ii) producing the record;
 - (iii) preparing the record for disclosure, except for time spent severing information from the record;

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- (iv) shipping and handling the record;
- (v) providing a copy of the record.
- (2) Subsection (1) (b) (i) does not apply to the first 3 hours spent on a request.
- (3) Subsection (1) does not apply to a request for the applicant's own personal information.
- (4) If an applicant is required to pay fees for services under subsection (1) (b), the head of the public body
 - (a) must give the applicant a written estimate of the total fees before providing the services, and
 - (b) may require the applicant to pay a deposit in an amount set by the head of the public body.

[Schedule 1 – Schedule of Maximum Fees](#) outlines the fees as follows:

Schedule 1		
Schedule of Maximum Fees		
Item	COLUMN 1 Description of Services	COLUMN 2 Management Fees
1	For applicants other than commercial applicants:	
	(a) for locating and retrieving a record	\$7.50 per 1/4 hour after the first 3 hours
	(b) for producing a record manually	\$7.50 per 1/4 hour
	(c) for producing a record from a machine readable record from a server or computer	\$7.50 per 1/4 hour for developing a computer program to produce the record
	(d) for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hour
	(e) for shipping copies	actual costs of shipping method chosen by applicant
	(f) for copying records	
	(i) floppy disks	\$2 per disk
	(ii) CDs and DVDs, recordable or rewritable	\$4 per disk
	(iii) computer tapes	\$40 per tape, up to 2 400 feet
	(iv) microfiche	\$3 per fiche
	(v) microfilm duplication	\$25 per roll for 16 mm microfilm, \$40 per roll for 35 mm microfilm
	(vi) microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	(vii) photographs, colour or black and white	\$5 to produce a negative \$12 each for 16" x 20" photograph \$9 each for 11" x 14" photograph \$4 each for 8" x 10" photograph \$3 each for 5" x 7" photograph
	(viii) photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix) dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(x) dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(xi) scanned electronic copy of a paper record	\$0.10 per page
	(xii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
	(xiii) slide duplication	\$0.95 each
	(xiv) audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
	(xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
2	For commercial applicants for each service listed in Item 1	the actual cost to the public body of providing that service

As per the District's Regulation 1161.1 [Schedule B – Fees for Access to Information – Other Records](#), a fee schedule for the various items pertaining to the FOI request is already in place, which closely mirrors the above schedule. Fees are not to be a barrier to an FOI request, the public body is in its right to review requests and provide a fee estimate for completing it. Notice that a fee will be charged to complete the FOI request is provided to the requestor with a breakdown of the fees, prior to any work being done on the request. **A deposit may be required. In the interest of transparency, we will be adding to the [District's Request for Access to Information](#) site effective July 1, 2022, to reflect that a fee may be charged to complete the request** using the provincial government's language as follows:

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Processing fees may be charged for:

Please note that additional processing fees may apply to General FOI requests, depending on the size and complexity of the request description. [Section 75 of the Freedom of Information and Protection of Privacy Act](#) outlines the processing fees that can be charged for non-personal FOI requests for the following tasks or services:

- locating, retrieving and producing the record;
- preparing the record for disclosure;
- shipping and handling the record (no charge when sent by email);
- providing a copy of the record.

There are no processing fees charged for:

- the first three hours spent locating and retrieving a record; or
- time spent severing (removing) information from a record.

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

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - May 2022

	2021-2022					2020-2021				
	Budget	May 2021	YTD	Available	% !!	Budget	May 2021	YTD	Available	%
602 CE/HL OTHER FEES	20	0	45	(25)	-125% !!	300	30	284	16	5%
605 CE/HL REGISTRATION FEES	5,100	200	5,450	(350)	-7% !!	10,650	175	7,825	2,825	27%
621 MINISTRY BLOCK FUNDING	194,758,768	19,387,366	174,296,328	20,462,440	11% !!	182,905,359	18,112,608	163,641,480	19,263,879	11%
629 OTHER MIN OF ED GRANTS	2,614,029	952,979	2,883,353	(269,324)	-10% !!	8,356,917	1,319,853	7,987,521	369,396	4%
641 REVENUE -OTHER PROV MINISTRIES	171,515	0	168,515	3,000	2% !!	125,870	0	125,870	0	0%
642 REVENUE - OTHER SCHOOL DIST	0	0	2,700	(2,700)	0% !!	0	0	2,700	(2,700)	0%
643 SUMMER SCHOOL FEES	0	0	0	0	0% !!	1,720	0	1,720	0	0%
644 CE/HL COURSE FEES	2,900	3,625	13,775	(10,875)	-375% !!	25,000	0	21,675	3,325	13%
645 REVENUE-CAFETERIA	110,685	15,471	110,683	2	0% !!	53,297	7,005	52,387	910	2%
647 OFFSHORE STUDENTS TUITION FEES	14,973,989	24,630	15,258,552	(284,563)	-2% !!	8,953,171	(67,870)	9,495,394	(542,223)	-6%
648 LOCAL EDUCATION AGREEMENTS	832,036	89,610	832,036	(0)	0% !!	966,444	0	724,833	241,611	25%
649 MISC FEES & REVENUE	1,278,541	86,162	1,181,706	96,835	8% !!	950,767	215,227	918,773	31,994	3%
651 COMMUNITY USE OF FACILITIES	1,488,905	98,733	1,364,784	124,121	8% !!	862,854	62,965	770,360	92,494	11%
652 COMMUNITY USE OF FIELDS	51,670	18,669	65,606	(13,936)	-27% !!	1,327	1,620	3,347	(2,020)	-152%
653 COMMUNITY USE OF THEATRE	54,271	25,829	74,005	(19,734)	-36% !!	1,347	313	1,660	(313)	-23%
654 PARKING FEES	26,273	1,688	30,351	(4,078)	-16% !!	12,300	35	13,605	(1,305)	-11%
655 RENTALS LIAB INS REVENUE	6,000	70	5,775	225	4% !!	20	0	40	(20)	-100%
659 OTHER RENTALS & LEASES	777,126	59,523	748,852	28,274	4% !!	673,109	51,895	673,931	(822)	0%
661 INTEREST	5,537	927	5,853	(316)	-6% !!	6,331	444	5,203	1,128	18%
669 INVESTMENT REVENUE	347,492	61,530	348,126	(634)	0% !!	517,520	52,033	488,662	28,858	6%
671 SURPLUS FROM PRIOR YEAR	13,192,739	0	13,192,739	0	0% !!	17,979,328	0	17,979,328	0	0%
GRAND TOTAL	230,697,596	20,827,012	210,589,235	20,108,361	9%	222,403,631	19,756,333	202,916,596	19,487,035	9%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - May 2022

	2021-2022							2020-2021						
	Budget	May 2022	YTD	Encumbrances	Total Exp	Available	%	Budget	May 2021	YTD	Encumbrances	Total Exp	Available	%
SALARIES														
111 CERTIFICATED TEACHERS	94,956,315	9,484,186	84,863,107		84,863,107	10,093,208	11%	90,089,229	9,123,600	80,757,784		80,757,784	9,331,445	10%
112 P&VP SALARIES	14,587,783	1,184,992	13,029,467		13,029,467	1,558,316	11%	13,817,002	1,166,283	12,945,536		12,945,536	871,466	6%
114 ALLIED SPECIALISTS	1,853,609	180,626	1,658,968		1,658,968	194,641	11%	2,077,045	177,082	1,588,494		1,588,494	488,551	24%
115 DEPARTMENT HEAD ALLOWANCES	261,249	25,644	231,635		231,635	29,614	11%	257,686	25,611	231,315		231,315	26,371	10%
120 EXEMPT STAFF (CERT)	1,383,839	73,372	1,231,991		1,231,991	151,848	11%	1,255,874	93,561	1,125,604		1,125,604	130,270	10%
121 EXEMPT STAFF (NON-CERT)	3,897,462	294,187	3,463,062		3,463,062	434,400	11%	3,717,960	287,340	3,271,292		3,271,292	446,668	12%
122 CUSTODIANS	2,467,263	190,000	2,075,672		2,075,672	391,591	16%	2,400,837	173,825	2,026,694		2,026,694	374,143	16%
123 JANITORS	3,649,570	278,619	3,392,462		3,392,462	257,108	7%	3,473,549	248,878	3,102,443		3,102,443	371,106	11%
125 FOREMEN	519,337	30,792	426,578		426,578	92,759	18%	533,365	37,961	490,900		490,900	42,465	8%
126 TRADESMEN/LABOURERS	4,217,376	281,479	3,575,065		3,575,065	642,311	15%	3,964,506	292,210	3,596,384		3,596,384	368,122	9%
131 SCHOOL ASSISTANT SALARIES	17,709,964	1,593,277	14,524,145		14,524,145	3,185,819	18%	16,711,811	1,496,353	13,302,415		13,302,415	3,409,396	20%
142 CLERICAL SALARIES	8,936,303	722,310	7,597,678		7,597,678	1,338,625	15%	8,726,248	717,725	7,513,302		7,513,302	1,212,946	14%
161 TTOC SALARIES	9,984,607	1,164,442	9,190,350		9,190,350	794,257	8%	8,705,012	827,498	7,150,230		7,150,230	1,554,782	18%
165 RELIEF LABOUR	496,414	47,872	436,471		436,471	59,943	12%	442,857	63,364	461,702		461,702	(18,845)	-4%
167 SCHOOL ASSIST RELIEF	427,036	20,974	224,152		224,152	202,884	48%	704,393	19,106	104,925		104,925	599,468	85%
168 CASUAL CLERICAL SALARIES	72,055	2,292	17,419		17,419	54,636	76%	130,972	3,279	37,274		37,274	93,698	72%
191 TRUSTEES INDEMNITY	226,442	19,097	207,344		207,344	19,098	8%	222,622	18,649	203,972		203,972	18,650	8%
199 RECOVERIES	(634,246)	(47,429)	(594,410)		(594,410)	(39,836)	6%	(764,391)	(30,154)	(804,210)		(804,210)	39,819	-5%
TOTAL -- SALARIES	165,012,378	15,546,733	145,551,156	0	145,551,156	19,461,222	12%	156,466,577	14,742,169	137,106,057	0	137,106,057	19,360,520	12%
BENEFITS														
211 TEACHER BENEFITS	22,376,974	2,693,293	20,375,629		20,375,629	2,001,345	9%	21,162,210	2,568,758	19,283,679		19,283,679	1,878,531	9%
212 P&VP BENEFITS	2,932,145	289,165	2,614,400		2,614,400	317,745	11%	2,774,310	278,220	2,584,714		2,584,714	189,596	7%
214 ALLIED SPECIALISTS BENEFITS	374,431	41,911	341,318		341,318	33,113	9%	427,871	39,973	320,853		320,853	107,018	25%
215 DEPT HEAD ALLOWANCE BENEFITS	61,655	6,838	47,940		47,940	13,715	22%	61,587	6,865	47,565		47,565	14,022	23%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	407,329	(379)	(304,687)		(304,687)	712,016	175%	380,735	569	56,209		56,209	324,526	85%
220 EXEMPT (CERT) - BENEFITS	254,553	14,519	228,829		228,829	25,724	10%	241,079	18,042	210,525		210,525	30,554	13%
221 EXEMPT (N-CERT) BENEFITS	747,381	67,196	667,806		667,806	79,575	11%	730,674	61,978	619,988		619,988	110,686	15%
222 CUSTODIAN BENEFITS	500,153	45,299	472,989		472,989	27,164	5%	528,185	33,259	428,238		428,238	99,947	19%
223 JANITOR BENEFITS	740,182	55,402	687,739		687,739	52,443	7%	783,233	43,464	646,746		646,746	136,487	17%
225 FOREMEN BENEFITS	111,179	7,687	91,398		91,398	19,781	18%	117,340	8,555	107,419		107,419	9,921	8%
226 TRADESMEN/LABOURER BENEFITS	901,855	68,690	773,974		773,974	127,881	14%	127,881	69,188	798,629		798,629	73,376	8%
231 SCHOOL ASSISTANT BENEFITS	4,073,507	386,013	3,487,106		3,487,106	586,401	14%	3,977,378	346,484	3,205,266		3,205,266	772,112	19%
242 CLERICAL BENEFITS	2,092,064	166,831	1,770,986		1,770,986	321,078	15%	2,076,352	174,193	1,806,105		1,806,105	270,247	13%
261 TTOC BENEFITS	1,729,555	207,104	1,622,296		1,622,296	107,259	6%	1,591,347	144,761	1,208,840		1,208,840	382,507	24%
265 RELIEF LABOUR BENEFITS	61,059	14,966	75,789		75,789	(14,730)	-24%	65,279	19,299	89,624		89,624	(24,345)	-37%
267 RELIEF ASSISTANT BENEFITS	52,745	10,757	53,146		53,146	(401)	-1%	79,722	10,043	34,388		34,388	45,334	57%
268 CASUAL CLERICAL BENEFITS	9,871	836	4,069		4,069	5,802	59%	21,878	(6)	3,893		3,893	17,985	82%
291 TRUSTEE BENEFITS	14,266	1,100	11,103		11,103	3,163	22%	13,580	1,160	12,531		12,531	1,049	8%
299 OTHER - BENEFITS	(72,583)	(6,400)	(66,184)		(66,184)	(6,399)	9%	(79,458)	0	(70,123)		(70,123)	(9,335)	12%
TOTAL -- BENEFITS	37,368,321	4,070,826	32,955,646	0	32,955,646	4,412,675	12%	35,825,307	3,824,805	31,395,089	0	31,395,089	4,430,218	12%
SERVICES & SUPPLIES														
311 AUDIT	27,940	0	52		52	27,888	100%	26,924	0	296		296	26,628	99%
312 LEGAL	378,439	52,480	522,904		522,904	(144,465)	-38%	229,697	14,434	268,882		268,882	(39,185)	-17%
323 SOFTWARE MAINTENANCE	1,153,995	3,286	1,035,504	5,831	1,041,335	112,660	10%	1,091,587	53,310	821,874	1,585	823,459	268,128	25%
324 HARDWARE MAINTENANCE	109,634	0	97,065		97,065	12,569	11%	99,099	0	97,172		97,172	1,927	2%
331 CONTRACTED TRANSPORTATION	1,058,899	64,592	635,733	381,718	1,017,451	41,448	4%	929,640	80,890	696,278	293,778	990,055	(60,415)	-6%
332 TRANSPORTATION ASSISTANCE	14,000	2,814	23,226		23,226	(9,226)	-66%	27,003	2,687	24,360		24,360	2,643	10%
334 SCHOOL JOURNEYS	22,993	967	10,508		10,508	12,485	54%	10,613	576	4,122		4,122	6,491	61%
341 PRO-D & TRAVEL	959,906	57,487	477,042		477,042	482,864	50%	1,843,761	43,679	572,331		572,331	1,271,430	69%
342 TRAVEL MILEAGE	3,231	17	2,179		2,179	1,052	33%	2,393	0	465		465	1,928	81%
343 LOCAL MILEAGE	79,534	3,310	45,331		45,331	34,203	43%	68,241	3,036	34,346		34,346	33,895	50%
364 VEHICLE LEASES	109,851	9,154	100,696		100,696	9,155	8%	111,354	9,154	111,210		111,210	144	0%
371 MEMBERSHIP FEES	111,912	1,713	114,752		114,752	(2,840)	-3%	121,544	1,069	108,220		108,220	13,324	11%
391 PREMIUMS	423,447	0	417,815		417,815	5,632	1%	439,970	0	415,846		415,846	24,124	5%
392 DEDUCTIBLE PAID	0	0	1,300		1,300	(1,300)	0%	0	0	0		0	0	0%
399 SERVICES RECOVERY	(1,294)	0	(4,955)		(4,955)	3,661	-283%	(1,588)	(210)	(16,590)		(16,590)	15,002	-945%
421 VISA EXPENSE	16,410	2,337	19,057		19,057	(2,647)	-16%	17,000	3,654	16,757		16,757	10,243	38%
422 BANK SERVICE CHARGES	131,243	13,534	107,482		107,482	23,761	18%	107,100	7,754	73,965		73,965	33,135	31%
431 LAND TELEPHONE	173,733	13,936	151,348		151,348	22,385	13%	157,136	3,210	151,569		151,569	5,567	4%
438 CELL PHONES	233,182	17,189	184,304		184,304	48,878	21%	848,173	16,281	823,070		823,070	25,103	3%
439 DIGITAL SERVICES RECOVERY	728,064	0	728,064		728,064	0	0%	0	0	0		0	0	0%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - May 2022

	2021-2022							2020-2021							
	Budget	May 2022	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	May 2021	YTD	Encumbrances	Total Exp	Available	%
441 POSTAGE	57,483	2,302	31,256		31,256	26,227	46%	!!	54,408	1,026	34,962		34,962	19,446	36%
444 COURIER SERVICE	13,118	81	7,199		7,199	5,919	45%	!!	36,220	1,070	35,995		35,995	225	1%
445 ADVERTISING	119,238	6,531	140,094		140,094	(20,856)	-17%	!!	78,366	8,401	113,098		113,098	(34,732)	-44%
446 PHOTOCOPYING	264,891	0	229,308		229,308	35,584	13%	!!	257,042	19,435	205,211		205,211	51,831	20%
447 PRINTING SERVICES	14,101	0	4,542		4,542	9,559	68%	!!	22,762	605	10,793		10,793	11,969	53%
448 AGENT FEE	1,495,058	22,156	1,423,899		1,423,899	71,159	5%	!!	655,445	18,642	502,125		502,125	153,320	23%
450 GRANTS	66,515	0	39,945		39,945	26,570	40%	!!	59,827	0	39,158		39,158	20,669	35%
451 CULTURAL ENRICHMENT	0	0	0		0	0	0%	!!	10,232	0	400		400	9,832	96%
452 HONORARIA	13,747	4,630	11,470		11,470	2,277	17%	!!	16,647	2,050	9,350		9,350	7,297	44%
453 SCHOLARSHIPS	13,000	0	5,000		5,000	8,000	62%	!!	7,000	0	6,000		6,000	1,000	14%
457 GIFT / GIFT CERTIFICATES	4,295	125	2,107		2,107	2,188	51%	!!	1,818	0	2,081		2,081	(263)	-14%
460 LICENCES	20,500	0	22,064		22,064	(1,564)	-8%	!!	21,935	0	21,930		21,930	5	0%
461 FREIGHT AND CARTAGE	200	0	(177)		(177)	377	188%	!!	200	0	(100)		(100)	300	150%
462 SECURITY	84,000	9,067	84,502	6,706	91,208	(7,208)	-9%	!!	100,434	11,620	103,149	4,978	108,127	(7,693)	-8%
467 FLEET TELEMATICS	19,500	583	13,115		13,115	6,385	33%	!!	20,700	591	20,625		20,625	75	0%
468 CONTRACT SERV - FACIL	0	0	0		0	0	0%	!!	829,265	70,671	772,878	141,723	914,601	(85,336)	-10%
469 MISCELLANEOUS SERVICES	4,084,454	254,365	3,535,393	342,989	3,878,382	206,072	5%	!!	2,735,993	236,914	1,886,777	195,850	2,082,627	653,366	24%
481 PORTABLE MOVES	57,769	0	34,160	12,289	46,448	11,321	20%	!!	60,000	0	37,663		37,663	22,337	37%
499 COST RECOVERIES	(7,396)	(19)	(13,740)		(13,740)	6,344	-86%	!!	(11,497)	(26)	(24,876)		(24,876)	13,379	-116%
501 CAFETERIA FOOD	180,437	27,624	167,772		167,772	12,665	7%	!!	152,833	13,134	120,529		120,529	32,304	21%
503 WOOD	14,652	1,164	11,822		11,822	2,830	19%	!!	15,543	2,473	13,857		13,857	1,686	11%
504 METAL	7,874	651	7,675		7,675	199	3%	!!	3,806	73	3,743		3,743	63	2%
505 APPLIED TECHNOLOGY SUPPLIES	801	0	0		0	801	100%	!!	2,323	182	182		182	2,141	92%
506 DRAFTING SUPPLIES	498	0	530		530	(32)	-6%	!!	968	0	968		968	0	0%
508 AUTOMOTIVE	468	182	2,506		2,506	(2,038)	-436%	!!	1,328	212	1,994		1,994	(666)	-50%
511 ADMINISTRATIVE SUPPLIES	337,528	29,031	227,032		227,032	110,496	33%	!!	266,095	23,745	193,024		193,024	73,071	27%
512 COPY/PRINTER SUPPLIES	203,707	22,871	167,057		167,057	36,650	18%	!!	197,479	17,081	144,356		144,356	53,123	27%
514 JANITORIAL SUPPLIES	462,000	53,251	566,940	3,538	570,478	(108,478)	-23%	!!	403,383	44,303	427,485	42,392	469,877	(66,494)	-16%
515 VEHICLE SUPPLIES	69,311	9,061	86,053	0	86,053	(16,742)	-24%	!!	62,782	6,391	74,116	0	74,116	(11,334)	-18%
516 MEDICAL SUPPLIES	4,981	481	4,044		4,044	937	19%	!!	6,676	584	3,838		3,838	2,838	43%
517 TIRE PURCHASES	0	2,304	8,846		8,846	(8,846)	0%	!!	0	0	0	0	0	0	0%
518 VEHICLE FUEL PURCHASES	156,992	27,167	183,866		183,866	(26,874)	-17%	!!	154,137	15,375	139,872		139,872	14,265	9%
519 INSTRUCTIONAL SUPPLIES	8,067,849	335,047	2,859,586	44,028	2,903,613	5,164,236	64%	!!	10,591,060	367,563	3,448,365	130,353	3,578,718	7,012,342	66%
520 BOOKS & GUIDES	588,956	43,044	339,222	399	339,620	249,336	42%	!!	569,297	65,847	378,601	6,252	384,853	184,444	32%
525 MAGAZINES & PERIODICALS	5,829	378	7,664		7,664	(1,835)	-31%	!!	7,163	247	7,819		7,819	(656)	-9%
530 AUDIO VISUAL MATERIALS	62	511	570		570	(508)	-819%	!!	4,945	0	4,994		4,994	(49)	-1%
534 SOFTWARE	31,062	4,646	19,475		19,475	11,587	37%	!!	106,775	6,565	121,017	4,591	125,608	(18,833)	-18%
541 LIGHT & POWER	1,537,413	139,803	1,312,028		1,312,028	225,385	15%	!!	1,660,528	124,523	1,355,534		1,355,534	304,994	18%
551 GAS	1,321,138	149,228	1,124,847		1,124,847	196,291	15%	!!	1,117,626	118,770	911,225		911,225	206,401	18%
552 OIL	55,000	0	27,737		27,737	27,263	50%	!!	120,000	0	9,178		9,178	110,822	92%
561 WATER	442,617	19,288	386,283		386,283	56,334	13%	!!	442,617	20,321	358,074		358,074	84,543	19%
562 SEWER USER CHARGE	298,153	29,221	299,523		299,523	(1,370)	0%	!!	283,784	24,180	241,218		241,218	42,566	15%
563 STORMWATER	80,678	0	80,678		80,678	(0)	0%	!!	77,360	0	75,834		75,834	1,526	2%
572 GARBAGE DISPOSAL	221,560	26,552	152,641		152,641	68,919	31%	!!	220,372	22,231	210,784		210,784	9,588	4%
581 FURNITURE & EQUIP PURCH	1,516,977	253,422	1,086,017	253,590	1,339,607	177,370	12%	!!	1,029,336	102,089	956,407	289,233	1,245,640	(216,304)	-21%
582 VEHICLE PURCHASES	255,093	0	15,476		15,476	239,618	94%	!!	59,486	35,044	94,530		94,530	(35,044)	-59%
590 COMPUTER PURCHASES	1,703,465	42,659	946,052	329,901	1,275,953	427,512	25%	!!	1,732,890	303,562	1,322,639	242,581	1,565,221	167,670	10%
594 RECONCILIATION ADJUSTMENTS	0	557	(133)		(133)	133	0%	!!	0	7	1,194		1,194	(1,194)	
595 INTERFUND TRANSFERS	(1,000,000)	0	0		0	(1,000,000)	100%	!!	0	0	0		0	0	
599 SUPPLIES RECOVERIES	(303,796)	59,067	(313,924)		(313,924)	10,128	-3%	!!	(276,805)	(27,291)	(303,305)		(303,305)	26,500	-10%
TOTAL -- SERVICES & SUPPLIES	28,316,897	1,819,851	20,017,429	1,380,987	21,398,416	6,918,481	24%	!!	30,110,231	1,897,732	18,299,463	1,353,316	19,652,778	10,457,453	35%
					0			!!					0		
GRAND TOTAL	230,697,596	21,437,409	198,524,231	1,380,987	199,905,217	30,792,379	13%	!!	222,402,115	20,464,706	186,800,608	1,353,316	188,153,924	34,248,191	15%

Miscellaneous Services

Follow up from April 2022 Operations Policy & Planning Committee

Please explain the change in the 2021-2022 Miscellaneous Services budget compared to the 2020-2021 Contracted Services + Miscellaneous Services budget

Budget April	2021-2022	2020-2021	Increase (Decrease)
Contracted Services Budget	-	809,265	
Miscellaneous Services Budget	4,109,649	2,730,910	
Total	4,109,649	3,540,175	569,474

Increased Budget in 2021-2022		
Youth & Family Counsellors		167,000
Post Secondary Institutions for Pathways & Partnerships		200,000
International Student Program Facilitators		183,000
Supplementary Funding to Nations		156,000
Total		706,000

DRAFT 5-Year Capital Plan 2023-2024

Operations Policy & Planning Meeting
June 13, 2022

DRAFT Planning Principles

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

DRAFT Annual Facilities Grant 2022-2023

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

DRAFT Additions 2023-2024

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

DRAFT New School 2023-2024

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

DRAFT Seismic 2023-2024

- Used to seismically upgrade existing school to mitigate seismic risk

- 6 Projects

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

- NOTE: Shoreline/Craigflower TBD

DRAFT School Enhancement Program (SEP) 2023-2024

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

DRAFT CNCP Intake 2023-2024

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

DRAFT Playground Enhancement Program 2023-2024

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

Submission Summary

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

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

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

Submission Summary

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

Submission Summary

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

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

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

Submission Summary

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

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

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

TO: Operations Policy & Planning Committee of the Whole
FROM: Kim Morris
RE: Policy 3170: Operating Surplus (formerly "Reserves")
DATE: May 9, 2022 and June 13, 2022

Background

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

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

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

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

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

Conclusion

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

Recommendation:

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

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

POLICY

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

Adopted: November 27, 2017

Revised: January __, 2022

Frequency of Review: Annual

1.0 RATIONALE

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

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

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

2.0 DEFINITIONS

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

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

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

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

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

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

3.0 POLICY

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

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

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

- iii. Restricted for Operations Spanning Multiple School Years: To support effective operational planning there will be situations where operating surplus funds may need to be carried over to future years.

Examples: future 2 fiscal years' Operations/Budget, future 2 fiscal years' schools and department surplus/carry-forwards; operating projects in progress; technology, utilities, equipment, and Capital projects, purchase order commitments; and educational programs spanning multiple years (e.g., distributed learning, summer school, International Student Program).

- 3.5 Where Operating Surplus is restricted for the purchase of tangible capital assets such as technology, equipment and capital projects, transfers may be made to the Local Capital Fund for future use. Operating Surplus transfers to Local Capital, will be made by Board motion and the purpose and use of the funds will be communicated through the Annual Budget process and the year-end financial reporting process. Operating Surplus transfers to Local Capital will only be made for specific initiatives that have a clear linkage to the Board's strategic goals, address capital assets investment or meet specific District need.
- 3.6 The Board may restrict Operating Surplus for future capital cost share to support major capital projects that are identified in the board's 5-year Capital Plan, and approved by the ministry for concept plan or business case development where no local or restricted capital reserves are available.
- 3.7 In order to limit the impact fluctuations expenses or revenues have on service delivery over time that may result in cuts to service, the Board will not restrict Operating Surplus for on-going expenses that span 3 or more years.
- 3.8 The Board will maintain a reasonable unrestricted operating surplus to support effective planning that includes risk mitigation for emergencies or unexpected increases in expenses and/or decreases in anticipated revenues to continue to provide educational services and maintain regular operations without implementing one-time service cuts. The unrestricted operating surplus will be maintained at between 2% and 4% of the previous year's operating revenue.

4.0 RESPONSIBILITIES

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

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

5.0 REFERENCES

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

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

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

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

DRAFT

ADMINISTRATIVE REGULATION 3170

OPERATING SURPLUS BOARD RESERVES

BACKGROUND

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

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

PROCEDURES

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

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

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

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

2. Although not encouraged, ~~The~~ International Student Program, Continuing Education, Distributed Learning, English Language Learning, ~~Aboriginal Nations~~ Education, Student Services (Inclusive Learning, Learning Support and the Learning District Team), Facilities Services, Human Resource Services, Financial Services, Information Technology and the Board's administrative functions may, subject to the approval of the Superintendent of Schools or designate, ~~cumulatively maintain a total operating reserve of between 1.0% and 2.5% of the total operating budget~~ carry forward department surpluses for on-going initiatives that require multi-year allocations.
2. 3. Any amount of unspent targeted Indigenous Education operating funding in excess of expenses will be carried forward to the next year for the express purpose of Indigenous Education as per Ministry of Education policy.

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

Reference: (TBD)

Adopted: 2017

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

Administrative Regulation

1

POLICY 8210

ORIENTING NEW BOARD MEMBERS

BOARD ORIENTATION

Drafted: January 2021/May 2022

Adopted: September 1962

Revised: December 18, 1978, November 1981,

Frequency of Review: TBD

1.0 RATIONALE

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

2.0 DEFINITION

Nil

3.0 POLICY

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

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

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

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

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

4.0 RESPONSIBILITIES

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

5.0 REFERENCES

Nil

POLICY #XXXX

ROLE OF THE TRUSTEE

Drafted: December 2020/January 2021/May 2022

Adopted: TBA

Revised:

Frequency of Review: TBA

1.0 RATIONALE

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

2.0 DEFINITIONS

Nil

3.0 POLICY

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

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

3.5 Roles and Responsibilities of Individual Trustees

The Trustee shall:

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

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

4.0 RESPONSIBILITIES

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

5.0 REFERENCES

Nil

POLICY 8110

ROLE OF THE BOARD

Drafted: December 2020/May 2022

Adopted: TBA

Revised:

Frequency of Review: TBA

1.0 RATIONALE

- 1.1 As the corporate entity established by provincial legislation and given authority by the School Act and attendant regulations, the Board of Education shall provide overall direction and leadership to the Greater Victoria School District #61. It is accountable for the provision of appropriate educational programs and services to enrolled students of the District to enable their success, in keeping with the requirements of government legislation.
- 1.2 The Board is therefore charged with the responsibility of providing an education system that is organized and operated in the best interests of the students it serves. It exercises this responsibility through setting of clear strategic direction and the wise use of resources in alignment with the strategic plan and District goals.

2.0 DEFINITIONS

Nil

3.0 POLICY

3.1 Accountability to the Provincial Government

The Board shall:

- i. Act in accordance with all statutory requirements of provincial legislation to implement educational standards and policies.
- ii. Perform Board functions required by governing legislation and existing Board policy.

3.2 Develop and maintain a Culture of Student Learning

The Board shall:

- i. Ensure board agendas reflect the Board's commitment to improving student success
- ii. Ensure the GVSD strategic plan references student learning key results.
- iii. Ensure the Framework for Enhancing Student Learning and the Indigenous Education Enhancement Agreements, Terms of Reference and Memorandum of Understanding are reviewed at least annually including identification of trends and areas of focus.
- iv. Ensure resources for approved initiatives to improve student outcomes are included in the annual budget.

3.3 Accountability to and Engagement of Community

The Board shall:

- i. Make decisions that address the needs of the student population in the District.
- ii. Establish processes and provide opportunities for community engagement.
- iii. Report District outcomes including student outcomes to the community at least once annually.
- iv. Develop procedures for and hear appeals as required by statute and/or Board policy
- v. Model a culture of respect and integrity.

3.4 Strategic Planning

The Board shall:

- i. Provide overall direction for the District by establishing foundational statements.
- ii. Annually set District priorities and key results to be included in the District's Strategic Plan.
- iii. Annually ensure evaluation of the effectiveness of the District in achieving established priorities and key results.
- iv. Approve the District's Strategic Plan and any adjustments thereto

3.5 Policy

The Board shall:

- i. Identify how the Board is to function
- ii. Delegate the authority to the Superintendent and define commensurate accountabilities.
- iii. Identify the purpose and the criteria for any new policies.
- iv. Make the final decision as to the approval of all policy statements.
- v. Develop, assess, review and revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation.
- vi. Ensure motions which are intended to have continuing effect are integrated into existing or new policy statements.

3.6 Board/Superintendent Relations

The Board shall:

- i. Select the Superintendent
- ii. Provide the Superintendent with clear Board direction
- iii. Delegate in writing administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations
- iv. Evaluate the Superintendent in accordance with a pre-established performance appraisal mechanism, Policy 2100.1 Superintendent Evaluation.
- v. Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position
- vi. Ensure all Board members interact with the Superintendent in a respectful and professional manner

3.7 Political Advocacy/Influence

The Board shall:

- i. Engage with Ministry of Education, BCSTA and BCPSEA and other provincial partners.
- ii. Advance District positions and priorities including through BCSTA where applicable
- iii. Act as an advocate for public education and the District

3.8 Board Development

The Board shall:

- i. Annually develop a Board development plan aligned with District priorities and Board evaluation outcomes
- ii. Formally evaluate the Board's effectiveness in the second year in a four-year term in accordance with a pre-established performance appraisal mechanism Policy#_____

3.9 Fiscal Accountability

The Board shall:

- i. Approve budget process and timelines at the outset of the budget process
- ii. In collaboration with the Superintendent, identify budget assumptions and draft priorities to be used in the creation of the draft annual operating budget
- iii. Approve the annual budget and allocation of resources to achieve desired results
- iv. Annually approve the District's updated Five-Year Capital Plan
- v. Annually appoint or reappoint the auditor and approve the terms of engagement
- vi. Review annually the audit report and management letter and approve those recommendations to be implemented
- vii. Make decisions regarding ratification of any memoranda of agreement in local bargaining matters
- viii. Approve the acquisition and disposition of District land and buildings
- ix. Monitor the fiscal management of the District through receipt of quarterly variances analyses and year-end projections
- x. Approve borrowing for capital expenditures within provincial restrictions
- xi. Approve transfer of funds to/from restricted and non-restricted surplus funds
- xii. Approve the audited Annual Financial Statements, including appropriation of surplus as set out in Policy 3170 *Operating Surplus*.

3.10 Additional Responsibilities

The Board shall:

- i. Approve annual District calendar in accordance with legislation and collective agreements

- ii. Approve Board Authorized Courses
- iii. Provide direction at the commencement of a naming or renaming process and approve the naming or renaming of educational facilities and land in accordance with Policy #1421 *Naming School Sites*
- iv. Recognize students, staff and community members for significant accomplishments
- v. Approve contracts and agreements as required by legislation
- vi. Review the student enrolment and staffing report
- vii. Approve changes to student fee schedules
- viii. Hear unresolved complaints of discrimination or harassment that cannot be heard by the Superintendent
- ix. Approve the implementation and cessation of District programs
- x. Approve catchment areas for schools and District programs
- xi. Approve changes in grade configurations
- xii. Approve the closure of a school or reopening of a closed school

4.0 RESPONSIBILITIES

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

5.0 REFERENCES

- 5.1 The *School Act*

Office of the Associate Superintendent

Colin Roberts – Interim Deputy Superintendent

To: Operations Policy and Planning Committee

From: Colin Roberts

Date: June 13, 2022

RE: Potential for Hybrid Board Meetings

Staff have conducted a preliminary assessment of the potential for the District to host Hybrid Board Meetings at some point in the coming school-year. The bullets below summarize items that the Board might wish to bear in mind when considering the meeting formats in the 2022-2023 school year.

- Hosting a hybrid (Zoom/Teams coupled with in-person) meeting becomes significantly more challenging when there is a requirement to simultaneously live stream the meeting via YouTube.
- Hosting a hybrid meeting while simultaneously broadcasting the meeting will require on-site IT support for the entire duration of the meeting.
- Each time dialogue switches from an on-site speaker to a remote participant, the IT support person will be required to manually control the system to ensure that the correct person appears and can be heard on the streamed view and in the Board Room, somewhat similar to a radio host controlling the interchange of live dialogue and recorded material.
- Frequent shifts from on-site speakers to remote participants may make the meeting feel disjointed. The system would work more effectively if the remote participants were to speak a single time (e.g. 5-minute presentation) and there was no expectation of opportunity for question and answer dialogue.
- Similarly, debate among trustees would be very challenging to support if one or more trustees were connected remotely.
- The current layout of the Board Room does not appropriately support projection of the image of the remote participants speaking, as the screen is directly behind the head of the table.
- If hybrid meetings were to become common practice, it is recommended that a control station be created in the Board Room to enable the IT support to be provided effectively. The audio-visual equipment in the room (screen/camera) may also need to be upgraded to show the agenda and presentation slides on one screen, and the remote participants on a second screen. Multiple cameras may be required to clearly see who is speaking. The desk and chairs in the room may need to be reconfigured so that the image of Trustees participating remotely do not appear to be looming over the Chair behind their back.

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

The aforementioned factors have brought staff to an initial determination that there are four viable options for the 2022-23 school-year.

Description of Option		Primary Advantages/Disadvantages
Option 1	Return to meetings which are entirely in-person in the Tolmie Board Room, with the meeting being live-streamed via YouTube.	<ul style="list-style-type: none"> • No technological challenges; reliable; best supports “natural” dialogue and debate; no significant costs incurred; presentation view recently improved • Restricts active participation in meetings to only those able to attend in-person.
Option 2	Continue with the practice adopted for the 2021-22 school-year with all participants connecting to the meeting remotely via Zoom or equivalent platform, with the meeting being live-streamed via YouTube.	<ul style="list-style-type: none"> • Relatively reliable platform; permits good dialogue and debate; relatively low cost. • Active participation restricted to only those who have received the meeting link in advance; latency between Zoom and YouTube stream can be confusing for participants.
Option 3	Trustees attend in-person. Other participants have the option of attending in-person or engaging remotely through Zoom or equivalent platform, while the meeting is being live-streamed via YouTube.	<ul style="list-style-type: none"> • Greatest potential to facilitate public engagement. • Greatest potential technological problems; least fluid platform for dialogue and debate; greatest financial commitment; again, latency could cause confusion for remote participants.
Option 4	Return to Board meetings in-person; maintain Standing Committee (Ed and OPPs) as remote (Zoom or equivalent).	<ul style="list-style-type: none"> • Allows for stakeholders and public participation in meetings that have more flexibility for participation ie. Committee meetings. • Allows Trustees to meet in person with stakeholders and members of the public in the gallery for Board meetings to do Board work where there is less participation expected from the public.



FACILITIES SERVICES

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

Update for June 13th, 2022

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

BUILDING MAINTENANCE SERVICES

- 1) Our grounds and maintenance staff have been stepping up to assist in custodial duties when illness has been causing staff shortages in the schools.
- 2) The 6 positions filled for seasonal grounds keeping have helped assist the team catching up on lawn maintenance.
- 3) We will be able to hire 6 additional seasonal students grounds keepers that will be starting July 4th, these students will be well utilized to keep up with the grounds departments duties, returning the district to normal levels of service.
- 4) Rogers Elementary Gym has moved forward with its insurance claim and work will begin in the summer. Unless there are unforeseen issues, there should be a new gym floor for next school year.

MINOR CAPITAL

Woodshop Upgrades - 70 % (12 of 17 shops complete)

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

Metal Shop Consultations - 80 % (4 out of 5 consultations completed for equipment placement)

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

Aviation Shop

Consultation in process | Plane hangar storage review and cleanup still in progress – Mt Doug.

Fire Alarm Upgrade

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

Childcare Update

- **Hillcrest** -Building permit now received. Site prep awarded.
- **Lake Hill** -Site prep awarded. Waiting on building permit

MAJOR CAPITAL

Victoria High School

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

Cedar Hill Seismic Project

- Revised design sent to the costing consultant and then will be sent to the Ministry for review

OPERATIONS

May has been a busy month for Operations. We have hired 5 new employees.

We have had a shortage of staff due to Covid and want thank the Maintenance Department for their help back filling.

June is going to busy getting ready for summer clean up and Cartage will be busy starting teacher moves at the end of the month.

TRANSPORTATION

All transportation registration portals are closed. We are and will continue to accept registrations.

Total registrations:

- Inclusive Transportation - 72
- Regular scheduled transportation - 146
- BC Transit Passes - 39

We are striving to maintain 14 inclusive routes again this year.

4 regular schedule routes will be serviced by SD61 school buses, we will be hiring 2 drivers over the summer. Hoping to gain one route to service the Songhees Nation

Our field trips have been a huge success. Since September school start-up we have performed 116 field trips, this is on top of our "scheduled" seismic move from Fairey Tech to SJ Willis and our Lambrick park Baseball Academy bus move.

HEALTH & SAFETY

- Tracking/coordinating upcoming training for trades staff
- Tracking injuries
- Chair DOHS Committee & reviewing recommendations

- Site inspections
- Coordinating Annual hearing test for schools

Priority for June 2022

- Planning for execution of portable ladder inventory collection
- Planning for re-classification of confined spaces of all 52 sites

NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT

The Tec team completed maintenance and realignment procedures on the Tec packages at S.J.Burnside, Spectrum, Campus View, and Central. We have new technology going into Campus View, Monterey, Lambrick Park, George Jay and Uplands and we are prepping three additional classrooms at Sundance. The network Systems Coordinator is making good progress on the elementary Wi-Fi coverage project and we are also testing out a new synchronized clock system with Braefoot Elementary that is 60% cheaper in material costs and uses 80% less energy.

CLIMATE and ENERGY

- 2021/22 LED lighting and controls completion of final 2 buildings
 - Completed LED Upgrades / Submitted for rebate
- 2022/23 Lighting Audits completed. Next year's projects have been submitted with incentive applications
 - Esquimalt, Northridge, Quadra, Tillicum, Margaret Jenkins, View Royal, Cloverdale, Willows, and Sundance
- Energy Wise Network "Summer Savings" Campaign. This program is an effort by BC Hydro and Fortis that help facilitate campaigns on energy savings involving behavioral change.
 - Commenced initial interviews with stakeholders, preparing Information poster
- 2021 Carbon Action Accountability Report completed
 - Annual report on Climate Action and GHG Emissions, Uploaded to website along with Strategic Energy Management plan 2021
 - 3 new electric vehicle chargers for fleet underway.
- Work started on 2022 Strategic Energy Management Plan
- Work started for behavior change campaigns targeting facilities and school staffs
- Starting energy audits for all schools, with key focus on off-schedule ventilation.
- BC Hydro Energy manager funding has been increased from 50% to 60% of annual salary.



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 18 – June 2022

1. Project Summary

Victoria High School is the oldest high school in Western Canada. The existing school facility at the current location includes the Original School Built 1913 which is a heritage-registered building, an addition built in 1955 containing the Andrews Gym and a number of specialty classrooms, and an addition built in 2011 containing the Fairey Tech Shop Wing.

The project consists of the Seismic Upgrade of the existing 1913 and 1955 portions of the school, an addition to increase the capacity and provide a Neighbourhood Learning Centre. The project also includes the upgrade and renewal of S.J. Willis Junior Secondary School to accommodate the students during the Vic High project.

2. Project Team

The School District Project Team is identified in Appendix 1.

3. Scope

Upgrading and renewal of SJ Willis School to accommodate 800 students during the Vic High renovation. This work is now complete.

The seismic upgrade of Victoria High School and additions comprise about 1,100 square metres of new space that will provide two new stairwells, an elevator to improve circulation and exiting of the school, and an increase to the school capacity from 825 to 1000 students. There will also be additional new space for a Neighbourhood Learning Centre (NLC) that co-locates the International Community Association, as well as, providing enhancements to the new Multi-purpose Room to make it more flexible for school and community use, and the astronomy deck/outdoor classroom. Site works will include additional parking and landscaping, and a new artificial turf field as a part of the NLC funding package.

4. Schedule

The following Table 1 sets out target milestone dates. Note that the Construction Manager has completed updates to his Construction Schedule based on the current progress of the demolition/abatement work, and of the concrete and drag struts work. They have also included scheduling information provided by the other major trades, particularly mechanical and electrical, and we have been informed that the most probable date for Substantial Completion and Occupancy is now May 2023. A general theme from the major trades is a forecast lack of skilled manpower, and concerns about the supply chain for construction materials and equipment.

Subsequent discussions with the School and District Staff have concluded that Victoria High School should stay at the Topaz campus through the end of the 2022/23 school year and relocate back to the Fernwood campus in the summer of 2023.

Table 1 – Timetable for Key Milestones

MILESTONES/DELIVERABLES	TARGET DATE	REVISED TARGET DATE
Complete final Tender Package	May 2021	Spring 2022
Substantial Completion of Vic High	July 2022	May 2023
Relocate School from SJ Willis	August 2022	July 2023
Final Completion of Vic High Project	October 2022	August 2023

5. Budget:

- Contract expenditures to date total to an aggregate value of about \$42.7 Million – currently within budget.
- The Construction Manager, Durwest, is forecasting budget overages for increased scope, and the SD is working to mitigate this risk.
- A request for additional Risk Reserve funding was submitted and approved by the Ministry February 2022 for \$8.2m.

Vic High Seismic COA	Progress/ Completion (%)	Budget	Expenses Posted to Date	Remainder	Commitments	Remainder After Commitments	% Available	Prior Period Expenses	Change from Prior Period
Vic High Seismic Fees 2017	100%	115,070	115,070	0		0	0%	115,070	0
Vic High Seismic Fees 2019	100%	3,589	3,589	(0)		(0)	0%	3,589	0
Vic High Seismic Construction	54%	57,945,417	30,165,866	27,779,551		27,779,551	48%	28,152,413	2,013,452
SJ Construction	100%	5,933,870	5,933,870	(0)		(0)	0%	5,933,870	0
Vic High Equipment	4%	700,000	28,527	671,473		671,473	96%	28,527	0
Vic High Seismic Fees 2020	79%	7,000,000	5,537,930	1,462,070		1,462,070	21%	5,527,234	10,697
Vic High Capital Support	4%	100,000	4,139	95,861		95,861	96%	4,139	0
Vic High Millwork	15%	1,395,400	216,206	1,179,194	39,289	1,139,905	82%	178,450	37,756
SJ Capital Support	100%	114,877	114,877	0		0	0%	114,877	0
Vic High Moving	0%	100,000	0	100,000		100,000	0%	0	0
SJ Moving	100%	113,640	113,640	0		0	0%	113,640	0
Vic High Bussing	59%	40,000	23,430	16,570		16,570	41%	23,430	0
A Parker - Vic High Seismic Moving	9%	50,000	4,748	45,252		45,252	91%	3,813	935
A Parker - Vic High Seismic Transportation	74%	85,000	62,573	22,428		22,428	26%	58,608	3,965
A Parker - Vic High TTOC	0%	20,000	0	20,000		20,000	100%	0	0
Vic High Project Management	54%	713,450	384,817	328,633		328,633	46%	380,625	4,192
Vic High Capital Tech Support	9%	50,000	4,333	45,667		45,667	91%	4,127	206
SJ Capital Tech Support	0%	0	0	0		0	0%	0	0
Prior Year Completed Expenses		53,007		53,007		53,007	100%	0	0
		74,533,320	42,713,614	31,819,706	39,289	31,780,416	43%	40,642,411	2,071,203

6. Communications:

General:

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



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

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

7. Procurement:

- Construction Manager Durwest Construction Management was selected as the Construction Manager for the Vic High project, through a comprehensive RFP Process.
- Tender Packages 1 through 8 have competitively Tendered the majority of the Building Trades.
- The Terracotta and Window scope have been awarded.
- The Tender results for specialties, and wood flooring closed in December and is within budget and have been awarded.
- Gym floor tenders have been received and now awarded.
- The Building Permit Amendment for the site work was submitted in March 2022 for City of Victoria approval. Followed up with the City of Victoria and they are back logged and will not expedite the permit. This may cause further project delays.

Work Starting Soon or Underway:

- Continuing the safety shoring, demolition and installation of the drag struts.
- Flooring infill (furring) for wood floors work has started.
- Continuing work on concrete shear walls at upper levels (level 4). Last cement pour Friday June 10th and then all shoring can be removed.
- Design work for the ceiling support grid completed in all areas but the Roper Gym and Auditorium. Work continuing on the installation of grid in areas where the shoring has been removed.
- Work has commenced on plaster replacement requirement on inside exterior walls.
- Design requirements for structural support and delivery of the air handling units is in progress.
- Exterior heritage window replacement underway with select stain glass repair in progress.
- Exterior brick and terra cotta upgrade underway.
- Floor install underway
- Millwork progressing well with installation scheduled to start in Sept

Looking to June 2022

- Complete the West stairwell tower structure
- Continue concrete work for East stairwell tower structure – critical pathway.
- Complete structural steel work.
- Continue work on drag struts for Level 4.
- Continue work on NLC concrete walls, columns and slabs.
- Conceptual design for amenities updates to the auditorium nearing completion.
- Work continuing on the window installation and the brick and terra cotta upgrade.
- Tender Package #9 for site work, closed looking to award within the next two weeks.



Appendix 1 – Project Team

School District 61

- Kim Morris, Secretary-Treasurer
- Aaron Parker, Vic High Principal
- Chuck Morris, Director of Facilities
- Marni Vistisen-Harwood, Associate Director of Facilities / Capital Implementation
- Mora Cunningham, Manager of Major Capital Projects
- Gordon Wallace, Project Manager – Major Capital Projects

Appendix 2 – Risk Analysis

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

IDENTIFIED RISKS	Probability	Consequence / Impact		
		Cost	Schedule	
Heritage Issues	Moderate	High	High	Previously Identified Project Risk
Building Code Issues with City of Victoria	Moderate	Low	Low	Previously Identified Project Risk
Approval Delays by City of Victoria	Moderate	High	High	Previously Identified Project Risk, has caused some delay
Inflationary Pressures	High	High	None	Previously Identified Project Risk
COVID impact on supply chain and procurement	Moderate	High	High	No Ministry funding allocated to this Risk.
Land Exchange & Lease	Low	Low	Low	
City of Victoria, street frontage upgrades	High	Moderate	Low	Still under discussion, finalizing scope of design work.

Appendix 3

Interior Plaster de-bonding and removal and structural steel install





West Face Exterior Repointing and Compromised Block Removal



Washroom Masonry Install – Level 0 Northwest Wing



Steel Stud Framing and Secondary Grid Ceiling on Level 2 (Northwest Wing)





Flooring Prep with Raecolith Removed – Level 2 West







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

