



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

Monday, October 17, 2022, 7:00 p.m.  
Broadcasted via YouTube <https://bit.ly/3czx8bA>

Chairperson: Trustee Leonard

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**A. COMMENCEMENT OF MEETING**

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

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

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

Recommended Motion:  
That the October 17, 2022 agenda be approved.

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

Recommended Motion:  
That the September 20, 2022 Operations Policy and Planning Committee meeting minutes, be approved.

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

**B. PRESENTATIONS TO THE COMMITTEE**

**C. SUPERINTENDENT'S REPORT**

**C.1. Recognition of Student Rep: Jules Dawkins, Esquimalt High School**

**D. PERSONNEL ITEMS**

**D.1. Human Resources Update**

**D.2. Occupational Health and Safety Annual Report**

**E. FINANCE AND LEGAL AFFAIRS**

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

**E.2. 2022-2023 Budget Change Report**

**E.3. 2022-2023 Enrolment, Capacity & Funding Update**

**E.4. Crossing Guard Implementation Update**

**E.5. Policy XXXX Role of Chair and Vice Chair**

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve Policy XXXX Role of Chair and Vice Chair as presented.

**E.6. Policy 8110 Role of Board**

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8110 Role of the Board as presented.

**F. FACILITIES PLANNING**

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

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

**F.3. [Cedar Hill Middle School Replacement Project Engagement Report March 3, 2022](#)**

**F.4. [Cedar Hill Middle School Replacement Project Engagement Report June 27, 2022](#)**

**F.5. Long Range Facilities Plan Process**

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Long Range Facilities Plan Process 2024 to 2030 as presented.

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

**H. NEW BUSINESS**

**I. NOTICE OF MOTION**

**I.1. Bylaw 9360 Item #5 - General Meeting of the Board, Trustee Leonard**

**Recommendation:**

That the Board of Education of School District No. 61 (Greater Victoria) A special meeting will be called upon less than the normal 48 hours (**two business days**) notice, in writing or by telephone, with such meeting being deemed to have been properly convened if a majority of trustees agree to waive the normal 48 hours (**two business days**) of written notice.

**J. GENERAL ANNOUNCEMENTS**

**K. ADJOURNMENT**

**Recommended Motion:**

That the meeting adjourn.

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



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

**Regular Minutes**

Monday, September 20, 2022, 7:00 p.m.

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

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

Administration: Deb Whitten, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Andy Canty, Director, Information Technology for Learning, Sarah Winkler, VPVPA Kelly Gorman, Recorder

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**A. COMMENCEMENT OF MEETING**

The meeting was called to order at 7:08 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 September 20, 2022 agenda be approved with the following amendment:

Move F. Facilities Planning to C and renumber accordingly.

That the September 20, 2022 agenda be approved with the following additions:

C.2.b. Cedar Hill Middle School Seismic Replacement

D.1.b. Student and Family Affordability Fund Update

**Motion Carried Unanimously**

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

**Moved By** Trustee Painter

Trustee Duncan asked if whether or not the Aviation program at Mount Douglas Secondary school had received students **and whether or not the aviation shop remediation's had been completed.**

That the June 13, 2022 Operations Policy and Planning Committee meeting minutes be approved, as amended.

**Motion Carried Unanimously**

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

Trustee Duncan

F.1. Do we have clarity about the aviation shop remediation and whether or not it has been completed, and whether or not we have received students into that shop yet?

Director of Facilities Vistisen-Harwood reported that the Mt. Douglas Secondary aviation shop consultation is complete and that machinery movement is still to occur. The hanger where the plane will be stored has had full consultation completed as well and is safe for occupancy.

Deputy Superintendent Caldwell will provide an update on student enrollment in the aviation program at the October 17, 2022 Operations Policy and Planning Committee meeting.

## **B. PRESENTATIONS TO THE COMMITTEE**

- B.1.** Chloe Faught and Amelita Kucher representing Salish Sea Environmental Educators Provincial Specialist Association Chapter presented on Green Schools and Waste.

Trustees provided thanks for the presentation.

## **C. FACILITIES PLANNING**

### **C.1. Operations Update: August 2022**

Director of Facilities Services Vistisen-Harwood provided the report for information.

Trustees provided thanks to all facilities staff for their hard work over the summer to get the schools ready for September.

### **C.2. Victoria High School Seismic Project Update**

**a.** Director of Facilities Services Vistisen-Harwood provided the Victoria High School Seismic project update. Victoria High School will have a capacity of 1000 students once it has been completed. This is an increase of 200 students.

**b.** Trustee Whiteaker requested an update on the Cedar Hill Middle School seismic project public input session hosted by the District. Secretary-Treasurer Morris will provide an update at the October 17<sup>th</sup>, 2022 Operations Policy and Planning Committee meeting.

### **C.3. Revised Minor Capital – 2023-2024 Annual Five-Year Capital Plan**

Secretary-Treasurer Morris and Director of Facilities Services Vistisen-Harwood provided the update to phase projects to implement heat pumps.

Trustees thanked staff for completing additional work over the summer on the revised plan.

**Moved By** Trustee Ferris

WHEREAS the Board of Education of School District No. 61 (Greater Victoria) approved its 2023-2024 Five Year Annual Capital Plan in June 2022 and wishes to revise the Minor Capital projects in the approved plan;

BE IT RESOLVED that the Board of Education of School District No. 61 (Greater Victoria) approve the revised Minor Capital projects in the 2023-2024 Annual Five Year Capital Plan, as presented.

**Motion Carried Unanimously**

**D. SUPERINTENDENT'S REPORT**

**D.1. a. Seizure Action Plan**

Superintendent Whitten presented the Seizure Action Plan for 2022-2023.

Trustees provided thanks to staff for the report.

**b. Student and Family Affordability Fund**

Superintendent Whitten and Secretary-Treasurer Morris reported that the District is currently collecting feedback from Rightsholders, Stakeholders, and Administration, on where need exists to develop a spending plan.

Trustees provided thanks and questions of clarification were asked.

**E. PERSONNEL ITEMS**

None

**F. FINANCE AND LEGAL AFFAIRS**

**F.1. Monthly Financial Report: August 2022**

Secretary-Treasurer Morris provided the report for information.

Trustee Duncan requested the reports from June 2022 and July 2022.

**F.2. Budget Change Report: September 2022**

Secretary-Treasurer Morris presented the report for information.

Trustees provided thanks and questions of clarification were asked.

**F.3. New Policy 8110 Role of the Board**

Trustees discussed the Policy and made revisions.

By consensus, Trustees agreed to change “*Ensure*” to “*Provide*” under Section 3.0 Policy 3.2 iv.

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.3. ii. To change “provide” to “ensure”. Plus add “prior to decision making”

Secretary-Treasurer Morris stated that staff will provide opportunities for engagement and will meet the obligations of the Board. Staff will not be able to ensure that all members of the public feel that engagement opportunities were provided.

**Moved By** Trustee Leonard

That Policy 8110, *Role of the Board* retain original wording under Section 3.3. ii.

For: Leonard, Hentze, Watters, Ferris, Painter

Against: Whiteaker, Duncan

Abstain: Painter

**Motion Carried (5 to 2)**

By consensus, Trustees agreed to change “District” to “Superintendent” under Section 3.0 Policy 3.4 iii.

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.5. ii.

3.5

ii. Delegate the authority to the Superintendent and define commensurate accountabilities **as per the School Act**.

**Moved By** Trustee Leonard

That Policy 8110, *Role of the Board* retain the original wording under Section 3.5. ii.

**Motion Carried Unanimously**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.5. iii.

3.5

iii. **Propose new policies and identify the purpose and the criteria for any new policies in accordance with Bylaw 9210.**



**Moved By** Trustee Leonard

That Policy 8110, *Role of the Board* retain the original wording under Section 3.5. iii.

For: Ferris, Leonard

Against: Whiteaker, Duncan, Watters, Hentze, Painter

**Motion Defeated (2 to 5)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.6. v.

3.6

v. Respect the authority of the Superintendent to carry out executive action and support the Superintendent's action which are exercised within the delegated discretionary powers of the position **and communicate any Board direction including any required changes and improvement.**

**Moved By** Trustee Leonard

That Policy 8110, *Role of the Board* retain the original wording under Section 3.6. v.

For: Ferris, Leonard, Painter, Watters, Hentze

Against: Whiteaker, Duncan

**Motion Carried (5 to 2)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.6. iv.

3.6

iv. Evaluate the Superintendent in accordance with ~~a pre-established performance appraisal mechanism~~, Policy 2100.1 Superintendent Evaluation.

**Moved By** Trustee Leonard

That Policy 8110, *Role of the Board* retain the original wording under Section 3.6. iv.

For: Ferris, Leonard, Painter, Watters, Hentze

Against: Whiteaker, Duncan

**Motion Carried (5 to 2)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.9. i.

3.9

i. Approve budget process and timelines ~~at the outset of~~ **prior to** the budget process

**Moved By** Trustee Leonard

That Policy 8110, *Role of the Board* retain the original wording under Section 3.9. i.

For: Ferris, Leonard, Painter, Watters, Hentze

Against: Whiteaker, Duncan

**Motion Carried (5 to 2)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 3.10.

3.10

Add "**other**" to the list.

By consensus, Trustees agreed to add xiii) "**other**" Under Section 3.10. With wording to be provided.

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 5.0.

5.0

Add "**5.2 Bylaw 9210 The Development of Policy**"

By consensus, Trustees agreed to add "**5.2 Bylaw 9210 The Development of Policy**" Under Section 5.2.

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 4.1.

#### 4.0

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

By consensus, Trustees agreed to add “***Bylaws and Regulations***” Under Section 4.1.

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 4.0. **4.2.**

#### 4.0

**4.2 Evaluation of the effectiveness of the Superintendent in achieving established priorities and key results.**

By consensus, Trustees agreed to not add “***4.2 Evaluation of the effectiveness of the Superintendent in achieving established priorities and key results.***” Under Section 4.0.

**Moved By** Trustee Leonard

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

**Motion Carried Unanimously**

Meeting recessed at 9:10 p.m.

The meeting reconvened at 9:15 p.m.

#### **F.4. New Policy XXXX Role of the Chair and Vice-Chair**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend New Policy XXXX Role of the Chair and Vice-Chair under Section 1.

~~1. The Chairperson provides Board leadership and is primarily responsible for safeguarding the integrity of the Board's governance processes.~~

**Moved By** Trustee Leonard

That New Policy XXXX *Role of the Chair and Vice-Chair* retain the original wording under Section 1.

For: Leonard, Ferris, Painter, Hentze, Watters

Against: Duncan, Whiteaker

**Motion Carried (5 to 2)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 2.2. iii.

2.2

iii. Ensure that each Trustee has a full and fair opportunity to ask questions and to be heard.

**Moved By** Trustee Leonard

That New Policy XXXX *Role of the Chair and Vice-Chair* retain the original wording under Section 2.2 iii.

For: Ferris

Against: Duncan, Whiteaker Leonard, Painter, Hentze, Watters

**Motion Defeated (1 to 6)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 2.3. iv.

2.3

iv. ~~Facilitate, or a~~ Arrange for the facilitation of, the Superintendent evaluation in accordance with Policy 2100.1 Superintendent Evaluation and take responsibility for compiling and reporting the Superintendent evaluation.

**Moved By** Trustee Leonard

That New Policy XXXX *Role of the Chair and Vice-Chair* retain the original wording under Section 2.3 iv.

For: Leonard, Painter, Hentze, Watters

Against: Duncan, Whiteaker

Abstain: Ferris

**Motion Carried (4 to 2)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 2.4. i.

2.4

i. Bring all matters requiring a ~~corporate~~ decision to the Board.

**Moved By** Trustee Leonard

That New Policy XXXX *Role of the Chair and Vice-Chair* retain the original wording under Section 2.4 i.

For:

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

**Motion Defeated (0 to 7)**

Discussion ensued amongst Trustees and staff with a suggestion being made to amend the policy under section 2.7. i.

2.7

i. Treat all Trustees ~~equally~~ **equitably** and ensure that each Trustee has equal access to information.

By consensus, Trustees agreed to change “*equally*” to “*equitably*” under Section 3.0 Policy 3.4 iii.

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

None

**H. NEW BUSINESS**

None

**I. NOTICE OF MOTION**

None

**J. GENERAL ANNOUNCEMENTS**

None

**K. ADJOURNMENT**

**Moved By** Trustee Painter

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 9:44 p.m.

DRAFT

To: Operations Policy and Planning Committee

From: T. Sherstobitoff, District Principal, Human Resource Services

### District Staffing Numbers

- Summary of District Staffing as of October 7, 2022

	Number of Employees in Continuing and Temporary Contracts	Number of Employees On-Call
ASA	30	n/a
BCPVPA	108	n/a
CUPE 382	199	32
CUPE 947	Support Staff 254 Educational Assistants 446	Support Staff 27 Educational Assistants 98
EXEMPT	43	n/a
GVTA	1369	742

### Educational Staffing Job Postings

- The table below shows the number of teaching vacancies posted in the June, Summer and September rounds for the last 4 years.

GVTA	June Postings	Summer Postings	September Postings	Total Number
2019-20	288	153	175	616
2020-21	151	89	131	371
2021-22	182	106	142	430
2022-23	242	150	138	530

- The table below shows the number of CUPE 947 vacancies in September for the last 4 school years

CUPE 947	Total Number
2019-20	120
2020-21	105
2021-22	115
2022-23	102

### Educational Staffing

- Teacher Staffing: Update**
  - District Elementary Strings Program
    - 25 School staffed totaling 1.762 FTE as per the Spring Budget allocation (11 continuing positions and 14 temporary position).

- Areas difficult to fill: Home Ec. and Tech Ed. (Middle), Counselling (all levels), French Immersion (Elementary and Middle), French as a Second Language (Middle) and Math/Chemistry/Physics (Secondary).

- **CUPE 947 Staffing Update (EAGs)**

- **30 Hour EAG positions** as per the Spring Budget allocation of 187 hours of additional time (Craigflower, George Jay, Quadra, Macaulay, Vic West).
- **Hiring** – positions filled but there continues to be issues around replacing daily EA absences
- **Concerns** – Post-COVID labor market, recruitment but more so the retention
- **Strategies** – advertising, Website, Make a Future Website, EAG Bridge Program:
- **EAG Bridge Program:** Some candidates who have equivalent education and or experiences are invited to participate in the District EA Bridge Program. So far, there have been 8 cohorts; of the 121 candidates trained, 110 were hired. The district has a retention rate of 67% (74 of 110 EAs).

#### EA Bridge Program Information

Program	Dates	Participants	# Hired	Retained 2021	Retained 2022
Bridge	Jan 22-Feb 23, 2018	19	19	8	6
Bridge 1.0	Sept. 16-Sept. 23, 2019	19	19	12	12
Bridge 2.0	Nov. 25-Dec. 6, 2019	13	11	6	4
Bridge 3.0	Mar. 2-Mar.13, 2020	12	12	9	9
Bridge 4.0	Oct. 26-Nov.6, 2020	14	14	13	7
Bridge 5.0	May 31-Jun. 18, 2021	16	16	16	13
Bridge 6.0	Oct. 12-Oct. 29, 2021	22	17	12	9
Bridge 7.0	April 25-May 13, 2022	25	21	-	20

- Opportunities have also been made available to GVTA TTOCs to interview for CUPE 947 EAG Spare Board. When these teachers are not called out for TTOC work, they have the opportunity to call each morning and be deployed as EAGs. Between last year and this year (2021-2022), 37 teachers were interviewed and hired for the EAG Spareboard.

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# HUMAN RESOURCE SERVICES

556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone: 250-475-4191 / Fax: 250-475-4113

TO: Board of Education

FROM: Jim Vair, Director

DATE: October 17, 2022

RE: Workplace Health and Safety Report

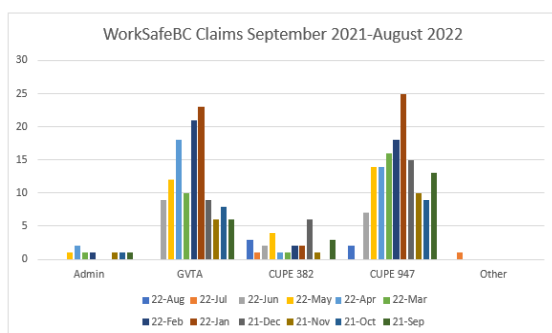
On February 24, 2020, the Board of Education adopted the following motion:

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to provide the Board of Education annually, a report on the District's compliance with workplace safety legislation and communicate any recommendations for operational and strategic level improvements.

The purpose of this memorandum is to provide a report for the 2021-2022 school year.

## COMPLIANCE WITH WORKPLACE SAFETY LEGISLATION

One indicator of compliance with workplace safety legislation is a review of WorkSafeBC claims. Each claim is investigated and a monthly report, including details of the incident that led to the claim, is made to the District Occupational Health and Safety (DOHS) committee for review and recommendations for improvements to safety procedures.



It should be noted that in January 2022, WorkSafeBC started to accept COVID-19 as an occupational disease. Most of the claims were accepted on the presumption that because of the worker's occupation they were at higher risk of contracting the disease

	22-Aug	22-Jul	22-Jun	22-May	22-Apr	22-Mar	22-Feb	22-Jan	21-Dec	21-Nov	21-Oct	21-Sep	Total Working Group
Admin	0	0	0	1	2	1	1	0	0	1	1	1	8
GVTA	0	0	9	12	18	10	21	23	9	6	8	6	122
CUPE 382	3	1	2	4	1	1	2	2	6	1	0	3	26
CUPE 947	2	0	7	14	14	16	18	25	15	10	9	13	143
Other	0	1	0	0	0	0	0	0	0	0	0	0	1
Total Month	5	2	18	31	35	28	42	50	30	18	18	23	300

Email: [hrrs@sd61.bc.ca](mailto:hrrs@sd61.bc.ca)

Website: [www.sd61.bc.ca](http://www.sd61.bc.ca)

It should be noted that in January 2022, WorkSafeBC started to accept COVID-19 as an occupational disease. Most of the claims were accepted on the presumption that because of the worker's occupation they were at higher risk of contracting the disease.

Summary of the WorkSafeBC claims from September 1<sup>st</sup> -August 31<sup>st</sup> for the years:

	<b>947</b>	<b>GVTA</b>	<b>P/VP</b>	<b>382</b>	<b>ASA</b>	<b>Other</b>	<b>TOTAL</b>
2021-2022	143	122	8	26	1	0	300
2020-2021	77	52	6	27	2	0	164
2019-2020	63	58	0	46	0	1	168

The DOHS committee also receives a monthly tally of Form 1's submitted under the Violence Prevention Protocol (VPP).

Summary of the VPP Form 1's for September 1<sup>st</sup> – August 31<sup>st</sup>:

	<b>947</b>	<b>GVTA</b>	<b>P/VP</b>	<b>382</b>	<b>ASA</b>	<b>OTHER</b>
2021-2022	453	209	44	2	1	2
2020-2021	355	111	30	0	1	3
2019-2020	376	95	17	0	0	3

Another indicator of compliance is the outcome of WorkSafeBC Inspection Reports. The following 12 Inspection Reports were issued/received in the 2021-2022 year:

IR 202118130078 (issued September 23, 2021)

- Potential Exposure to RCS dust & air sampling to support Silica Exposure Control Plan
- [OHS 6.112.3(1)(a)]
- The employer failed to ensure that air sampling was conducted using a sampling and analytical method referred to in OHS6.112.3(2) during the first shift of the work
- Order issued
- Notice of Compliance due October 26, 2021
- Complied on January 17, 2022

IR 202118647099 (issued October 4, 2021)

- The employer will provide an executive summary of the findings in a specific investigation [WCA 21(1)(a)(I); WCA 21 (1)(a); WCA 21(2)(b) and WCA 75 (3)]
- No order issued
- Notice of Compliance due October 18, 2021
- Complied on October 8, 2021

IR 202118130094 (issued November 10, 2021)

- Failure to Train JOHS Members within 6 months [WCA 21(2)(h)]
- The employer failed to provide WorkSafeBC with evidence that JOHS members had received the minimum training requirement at all sites as outlined in WCA 21(2)(h)
- Order issued
- Notice of Compliance due December 7, 2021
- Complied on December 6, 2021

IR 202118130098(issued November 10, 2021)

- Failure to demonstrate completion of annual evaluations at each of the sites [OHS 3.27(2)]
- The employer failed to provide WorkSafeBC with evidence each of the joint health & safety committees had performed annual evaluations of their effectiveness
- Order issued
- Notice of Compliance due January 31, 2022
- Complied on January 1, 2022

IR 202118130100 through 202118130127 (issued November 10, 2021-December 10, 2021)

Request that specific schools submit proof that an evaluation of the JOHS effectiveness was done [OHS 3.26(2) & 3.27(2)]

- The employer was requested to supply WorkSafeBC with evidence each of the joint health & safety committees had performed annual evaluations of their effectiveness
- Order issued
- Notice of Compliance due January 31, 2022
- Complied on January 1, 2022

IR 202218034065 (issued May 26, 2022)

- The employer will provide an executive summary of the findings in a specific investigation [WCA 21(1)(a)(I); WCA 21 (1)(a); WCA 21(2)(b) and WCA 75 (3)]
- No order issued
- Notice of Compliance due May 31, 2022
- Complied on June 8, 2022

IR 202215497087 (issued May 31, 2022)

- The employer will provide bullying and harassment policies, procedures, and training. [WCA 21(a); WCA 21 (2)(e); and WCA 75]
- No order issued
- Notice of Compliance due June 10, 2022
- Complied on June 10, 2022

IR 202215497088 (issued May 31, 2022)

- The employer will provide an executive summary of the findings in a specific investigation [WCA 21(1)(a)(I); WCA 21 (1)(a); WCA 21(2)(b) and WCA 75 (3)]
- No order issued
- Notice of Compliance due July 15, 2022
- Complied on July 15, 2022

IR 202218647064 (issued July 15, 2022)

- The employer will provide bullying and harassment policies, procedures, and training. [WCA 21(a); WCA 21 (2)(e); and WCA 75]
- No order issued
- Notice of Compliance due August 4, 2022
- Complied on August 4, 2022

IR 202218647065 (issued July 15, 2022) renumber to 202218647099

- The employer will provide an executive summary of the findings in a specific investigation [WCA 21(1)(a)(I); WCA 21 (1)(a); WCA 21(2)(b) and WCA 75 (3)]
- No order issued, but pending outcome of investigation
- Notice of Compliance due November 7, 2022
- Complied on: In progress; compliance due date was extended to date noted above

IR 202212480160 (issued July 15, 2022)

- The employer will provide bullying and harassment policies, procedures, and training. [WCA 21(a); WCA 21 (2)(e); and WCA 75]
- No order issued
- Notice of Compliance due September 22, 2022
- Complied on September 22, 2022

IR 202218439099 (issued July 15, 2022)

- Discussion about Risk Management Basics) REF0(1); OHS 3.3; OHS 3.5; WCA 3.1; OHS 3.26(1); OHS 3.26(2); WCA 69(1); WCA 21(1)
- No order issued
- No action required

## STRATEGIC LEVEL IMPROVEMENTS

### Violence Prevention Program:

Improvements to the Violence Prevention Program have been a major initiative undertaken over the past three years. Such initiative(s) arise from the following two WorkSafeBC orders in the Fall of 2018:

- Inspection Report 201812480159  
Date of Inspection: October 23, 2018  
EA –Unsafe Work  
One Order Issued under Workers’ Compensation Act 115 (2) (e):  
Employer has not provided adequate information, instruction, training & supervision to the workers tasked with complex needs students, including violence minimization.  
Complied on April 15, 2020, with completion of CPI training.
- Inspection Report 201812480158  
Date of Inspection: October 15, 2018  
EA –Unsafe Work  
Four Orders Issued:
  1. OHS 4.30 (2): Employer has not ensured that accurate information regarding the potential if a student for violence/aggression history is communicated to all staff and

Email: [hrrs@sd61.bc.ca](mailto:hrrs@sd61.bc.ca)

Website: [www.sd61.bc.ca](http://www.sd61.bc.ca)

staff have adequate time to read the necessary files for “bell to bell” workers.

2. OHS 4.30 (3) (b): Employer has not ensured workers have adequate instruction in minimizing incidents of violence/aggression.
3. OHS 4.3 (3) (a): Employer has failed to instruct workers on the potential risk of violence from students in the workplace.
4. OHS 4.28 (2): Risk assessment so far has focused on students and not on the consideration of the impact on workers in the workplace. The risk analysis must include previous experience in the workplace, occupational experience in similar workplaces and location-circumstances in which the risk of violence may occur.

Complied September 5, 2020, with delivery of the pilot program Violence Risk Assessment Final Reports.

2020-2021 actions taken to resolve the two orders: The District continued its efforts to continuously improve the ways data is collected related to violence in the workplace, reporting practices and the management of the control measures to prevent injuries of workers.

In 2021-2022, the District introduced an online application for tracking violent incidents, checklist for administrators and revised forms. The application allows real-time reporting to stakeholders to avoid injury and to implement corrective measures to protect staff.

#### **Violence Prevention Program (VPP) Manual:**

- The online October 2020 VPP manual is undergoing revision. It is anticipated to be ready in December 2022.
- The DOHS committee will review and provide advice and recommendations for improvements to the manual.

#### **Training:**

- 2,317 employees were provided with awareness training on violence in the workplace in the school year 2021-2022.

#### **Violence Risk Assessment:**

A total of 2,200 questionnaire requests were sent out to workers in the District in the beginning of March 2022. The Worker Violence Risk Assessment Questionnaire was hosted on G-Suite with 24 multiple choice questions and one comment section. Of those questionnaire requests that were sent out, 170 workers completed the individual questionnaires for analysis. The breakdown was as follows:

- 18 Principal/ Vice-Principals
- 0 Allied Specialists’ Association
- 1 CUPE 382 (Trades, Custodial, Grounds, Capital Projects)
- 49 CUPE 947 (Educational Assistants, Clerical staff)
- 102 Teachers
- 0 other

The top priorities listed were:

- Uniform instructions and expectations related to violence in the workplace
- Uniform reporting and follow-up for the violent incident within the District through the online reporting system
- Improve training on the VPP, problem-solving and effective techniques for workers to utilize in the schools

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**Recommended Changes Implemented or In-progress:**

- The Final Report of the Violence Risk Assessment for 2021-2022 was uploaded to each school's JOHS Committee in early August 2022
- Modification of the online Violent Incident Tracker to allow for easier review and reporting
- Modify the VPP Manual to reflect changes since the last changes to the document
- Develop a generalized risk rating by job descriptions for contact with students, members of the public, non-District personnel, and parent/caregivers
- Draft questionnaires that will clarify the needs that will be leading factors to reducing violence in the workplace between non-workers and workers for the 2022-2023 survey to workers
- Raise awareness of additional resources available to the District employees through the Employee & Family Assistance Program (LifeWorks), at school Joint Occupational Health & Safety (JOHS) and at DOHS Committee meetings.

The 2021-2022 violence risk assessment results indicated that 96.5% of the District's employees, including teachers, principals, vice-principals, clerical staff and educational assistants, are aware of existing violence prevention procedures that are in place. However, violence in the schools is still a concern and over 1 in 5 workers responded that they felt additional violence prevention training sessions are needed. The District plans to expand the training of staff to increase familiarity with the program and gain better use of the program moving forward.

In 2021-2022 surveys, 46.8 % of the workers responding had never experienced violence in the workplace.

Workers fulfill their responsibility by reporting all incidents of violence that are observed and/or experienced and they must be supported to report incidents of workplace violence. To that end, the District has launched an improved [Violent Incident Tracker](#) that allows online reporting by all employees in the District. The school administration, District Learning Team leads, the Superintendent or Deputy/Associate Superintendent responsible for the school, the Director of Human Resource Services and the District Occupational Health and Safety Advisor receive an email notification of the Form 1 completion.

**OPERATIONAL LEVEL IMPROVEMENTS****COVID-19**

Since March 2020, including into the 2021-2022 school year, the COVID-19 pandemic has presented operational health and safety challenges. The District updated exposure control plans for the school startups in September 2020 and 2021 based on the BC Centre for Disease Control COVID-19 Public Health Guidance for K-12 School Settings; Ministry of Education Provincial COVID-19 Health & Safety Guidelines for K-12 Settings and WorkSafeBC BC Education (K-12): Protocols for returning to operation. The Exposure Control plan was reviewed with DOHS committee and updated again with the committee's advice and recommendations.

At the school level, administrators have worked with staff and joint occupational health and safety committees to implement the safety measures and the Facilities Department deployed staff to meet the required cleaning levels required. Updated Exposure Control Plans, BC Centre for Disease Control COVID-19 Public Health Guidance for K- 12 School Settings and Ministry of Education Provincial COVID-19 Health & Safety Guidelines for K-12 Setting were posted on the District's website.

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## **Joint Occupational Health and Safety Committee Training**

District staff and worker representatives have identified the need for improved training for committee members to fulfill their responsibilities under the *Workers' Compensation Act*. Significant differences regarding the scheduling of training arose, resulting in the previously reported WorkSafeBC Inspection Report: IR 202118130057 (issued July 17, 2021) concerning the failure to train JOHS members within 6 months of taking a seat on the committee.

Initiatives are underway to improve training for committee members. For example, an arrangement was made with School District #23 to participate on October 6, 2022 in the completion of the 8 hours of required training for new members of the 2022-2023 JOHS committees. This training was attended by 33 GVSD staff. Another training session is being planned for a future Pro-D Day to allow the balance of the members still needing training to be trained.

## **Facilities Health and Safety Improvements**

Improvements were implemented in new employee orientation, safe work procedures, hazard identification and regular site inspections to reduce and prevent employee injuries.

Support for schools has focused on implementation of safety improvements in shops and streamlining the process for air quality complaints.

## **PRIORITIES FOR THE YEAR 2022-2023**

- Continue to respond to COVID-19, as necessary
- Continue to improve the Violence Prevention Program through the Violence Risk Assessment results, training, incident tracking and communication
- Continue the Joint Occupational Health and Safety Committees training and improving communication and implement improved support for inspections and investigations
- Continue to streamline and improve safety training requirements

## MONTHLY FINANCIAL REPORT - OPERATING REVENUES - September 2022

	2022-2023					!!	2021-2022				
	Budget	Sept 2022	YTD	Available	%		Budget	Sept 2021	YTD	Available	%
602 CE/HL OTHER FEES	20	30	30	(10)	-50%	!!	300	10	10	290	97%
605 CE/HL REGISTRATION FEES	5,100	2,160	2,400	2,700	53%	!!	10,650	1,300	1,500	9,150	86%
621 MINISTRY BLOCK FUNDING	194,583,765	10,365,717	21,990,821	172,592,944	89%	!!	188,719,912	10,043,092	21,306,372	167,413,540	89%
629 OTHER MIN OF ED GRANTS	2,214,753	108,449	108,449	2,106,304	95%	!!	2,265,789	111,337	111,337	2,154,452	95%
641 REVENUE -OTHER PROV MINISTRIES	111,290	82,313	83,852	27,438	25%	!!	143,265	87,759	112,828	30,437	21%
642 REVENUE -OTHER SCHOOL DISTRICTS	2,700	-	-	2,700	100%	!!	-	-	-	-	
644 CE/HL COURSE FEES	2,900	-	710	2,190	76%	!!	25,000	725	725	24,275	97%
645 REVENUE-CAFETERIA	7,206	7,206	7,206	0	0%	!!	1,381	2	2	1,379	100%
647 OFFSHORE STUDENTS TUITION FEES	15,104,719	305,916	11,731,242	3,373,477	22%	!!	12,217,537	388,977	12,697,644	(480,107)	-4%
648 LOCAL EDUCATION AGREEMENTS	989,902	-	205,007	784,895	79%	!!	966,444	-	257,931	708,513	73%
649 MISC FEES & REVENUE	1,083,119	282,058	729,055	354,064	33%	!!	1,022,320	48,879	543,731	478,589	47%
651 COMMUNITY USE OF FACILITIES	1,687,020	270,434	270,438	1,416,582	84%	!!	938,226	182,286	287,477	650,749	69%
652 COMMUNITY USE OF FIELDS	83,218	-	-	83,218	100%	!!	33,664	5,302	36,735	(3,071)	-9%
653 COMMUNITY USE OF THEATRE	59,144	4,303	4,303	54,841	93%	!!	45,255	1,866	3,424	41,831	92%
654 PARKING FEES	36,860	4,880	5,152	31,708	86%	!!	14,650	1,881	14,966	(316)	-2%
655 RENTALS LIAB INS REVENUE	6,120	4,966	4,966	1,155	19%	!!	20	3,470	3,525	(3,505)	-17525%
659 OTHER RENTALS & LEASES	768,212	91,859	267,329	500,883	65%	!!	748,109	105,347	185,166	562,943	75%
661 INTEREST	6,100	2,075	4,297	1,803	30%	!!	5,537	503	1,070	4,467	81%
669 INVESTMENT REVENUE	362,660	133,305	263,456	99,204	27%	!!	347,117	(17,728)	48,472	298,645	86%
671 SURPLUS FROM PRIOR YEAR	8,218,621	-	-	8,218,621	100%	!!	13,192,739	-	13,192,739	0	0%
						!!					
<b>GRAND TOTAL</b>	<b>225,333,429</b>	<b>11,665,671</b>	<b>35,678,713</b>	<b>189,654,716</b>	<b>84%</b>		<b>220,697,915</b>	<b>10,965,008</b>	<b>48,805,652</b>	<b>171,892,263</b>	<b>78%</b>



# MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - September 2022

	2022-2023							2021-2022							
	Budget	Sept 2022	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Sept 2021	YTD	Encumbrances	Total Exp	Available	%
SALARIES															
111 CERTIFICATED TEACHERS	96,717,436	9,413,436	9,387,282		9,387,282	87,330,154	90%	!!	91,857,606	9,120,197	9,091,143		9,091,143	82,766,463	90%
112 P&VP SALARIES	14,111,193	1,142,119	3,501,633		3,501,633	10,609,560	75%	!!	14,537,497	1,203,274	3,519,335		3,519,335	11,018,162	76%
114 ALLIED SPECIALISTS	1,919,873	183,170	183,170		183,170	1,736,703	90%	!!	1,822,554	183,475	183,475		183,475	1,639,079	90%
115 DEPARTMENT HEAD ALLOWANCES	265,171	12,859	12,859		12,859	252,312	95%	!!	261,249	19,997	19,997		19,997	241,252	92%
120 EXEMPT STAFF (CERT)	1,050,443	75,400	213,967		213,967	836,476	80%	!!	1,256,679	100,391	304,747		304,747	951,932	76%
121 EXEMPT STAFF (NON-CERT)	3,697,365	273,534	819,950		819,950	2,877,415	78%	!!	3,982,029	300,925	946,040		946,040	3,035,989	76%
122 CUSTODIANS	1,436,744	176,449	356,314		356,314	1,080,430	75%	!!	2,469,775	171,780	480,631		480,631	1,989,144	81%
123 JANITORS	4,008,951	454,902	1,022,390		1,022,390	2,986,561	74%	!!	3,649,570	287,848	878,285		878,285	2,771,285	76%
125 FOREMEN	518,053	48,746	108,180		108,180	409,873	79%	!!	518,053	40,462	112,045		112,045	406,008	78%
126 TRADESMEN/LABOURERS	3,953,725	454,777	1,041,178		1,041,178	2,912,547	74%	!!	3,778,151	383,910	999,915		999,915	2,778,236	74%
131 SCHOOL ASSISTANT SALARIES	18,067,990	1,121,420	1,291,356		1,291,356	16,776,634	93%	!!	17,033,996	1,080,889	1,255,620		1,255,620	15,778,376	93%
142 CLERICAL SALARIES	9,007,326	678,746	1,507,377		1,507,377	7,499,950	83%	!!	9,002,217	713,165	1,568,680		1,568,680	7,433,537	83%
161 TLOC SALARIES	7,792,687	668,393	720,565		720,565	7,072,122	91%	!!	7,766,444	459,146	540,242		540,242	7,226,202	93%
165 RELIEF LABOUR	281,852	38,936	104,086		104,086	177,766	63%	!!	401,326	36,812	172,626		172,626	228,700	57%
166 382 EXTRA STAFF SALARIES	309,591	22,569	89,799		89,799	219,792	71%	!!	0	0	0		0	0	
167 SCHOOL ASSIST RELIEF	239,708	25,451	28,881		28,881	210,827	88%	!!	659,563	29,834	33,859		33,859	625,704	95%
168 CASUAL CLERICAL SALARIES	94,416	9,022	14,775		14,775	79,641	84%	!!	144,948	6,051	8,708		8,708	136,240	94%
170 MONITORS	0	0	0		0	0		!!	25,000	0	0		0	25,000	
191 TRUSTEES INDEMNITY	232,137	19,097	57,291		57,291	174,846	75%	!!	233,660	18,749	55,910		55,910	177,750	76%
199 RECOVERIES	(111,748)	(6,768)	(54,139)		(54,139)	(57,609)	52%	!!	(355,375)	(69,475)	(80,776)		(80,776)	(274,599)	77%
299 OTHER - BENEFITS	0	0	0		0	0		!!	(10,265)	0	0		0	(10,265)	100%
TOTAL -- SALARIES	163,592,913	14,812,258	20,406,915	0	20,406,915	143,185,998	88%	!!	159,034,677	14,087,431	20,090,482	0	20,090,482	138,944,195	87%
BENEFITS															
211 TEACHER BENEFITS	23,212,185	2,148,123	3,105,667		3,105,667	20,106,518	87%	!!	21,645,657	2,006,888	2,916,561		2,916,561	18,729,096	87%
212 P&VP BENEFITS	2,878,683	192,133	653,606		653,606	2,225,077	77%	!!	2,922,038	194,518	615,094		615,094	2,306,944	79%
214 ALLIED SPECIALISTS BENEFITS	443,492	38,374	50,764		50,764	392,728	89%	!!	368,157	44,061	54,144		54,144	314,013	85%
215 DEPT HEAD ALLOWANCE BENEFITS	63,641	2,891	2,891		2,891	60,750	95%	!!	61,655	2,816	2,816		2,816	58,839	95%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	443,778	(175,602)	(170,197)		(170,197)	613,975	138%	!!	397,039	(448,362)	(412,740)		(412,740)	809,779	204%
220 EXEMPT (CERT) - BENEFITS	194,333	12,066	38,603		38,603	155,730	80%	!!	231,155	15,865	52,565		52,565	178,590	77%
221 EXEMPT (N-CERT) BENEFITS	706,195	43,910	155,736		155,736	550,459	78%	!!	763,618	55,551	185,102		185,102	578,516	76%
222 CUSTODIAN BENEFITS	300,279	41,084	93,626		93,626	206,653	69%	!!	500,703	34,068	114,565		114,565	386,138	77%
223 JANITOR BENEFITS	837,871	103,105	249,864		249,864	588,007	70%	!!	740,182	70,329	197,084		197,084	543,098	73%
225 FOREMEN BENEFITS	108,273	10,729	25,549		25,549	82,724	76%	!!	110,862	5,546	23,145		23,145	87,717	79%
226 TRADESMEN/LABOURER BENEFITS	826,327	99,782	241,628		241,628	584,699	71%	!!	808,344	61,354	210,976		210,976	597,368	74%
231 SCHOOL ASSISTANT BENEFITS	4,336,320	316,238	452,290		452,290	3,884,030	90%	!!	3,910,993	243,946	360,244		360,244	3,550,749	91%
242 CLERICAL BENEFITS	2,161,758	186,881	436,666		436,666	1,725,092	80%	!!	2,107,884	159,327	419,513		419,513	1,688,371	80%
261 TLOC BENEFITS	1,480,610	142,775	150,601		150,601	1,330,009	90%	!!	1,346,529	81,783	99,148		99,148	1,247,381	93%
265 RELIEF LABOUR BENEFITS	27,903	4,076	10,491		10,491	17,412	62%	!!	49,363	(4,584)	21,233		21,233	28,130	57%
266 382 EXTRA STAFF BENEFITS	30,650	2,268	9,357		9,357	21,293	69%	!!							
267 RELIEF ASSISTANT BENEFITS	24,212	2,856	3,263		3,263	20,949	87%	!!	84,572	13,956	14,422		14,422	70,150	83%
268 CASUAL CLERICAL BENEFITS	9,605	1,753	2,121		2,121	7,484	78%	!!	8,596	104	104		104	8,492	
270 MONITORS BENEFITS	0	0	0		0	0		!!	2,550	0	0		0	2,550	100%
291 TRUSTEE BENEFITS	13,464	1,100	3,301		3,301	10,163	75%	!!	14,721	1,167	3,476		3,476	11,245	76%
299 OTHER - BENEFITS	0	0	0	0	0	0		!!	(80,630)	0	0	0	0	(80,630)	100%
TOTAL -- BENEFITS	38,099,579	3,174,541	5,515,826	0	5,515,826	32,583,753	86%	!!	35,993,988	2,538,332	4,877,452	0	4,877,452	31,116,536	86%
SERVICES & SUPPLIES															
310 PROFESSIONAL & TECHNICAL SERVICES	0	0	0		0	0		!!	10,000	0	0	0	0	10,000	100%
311 AUDIT	29,972	0	(1,524)		(1,524)	31,496	105%	!!	27,940	0	(6,700)	0	(6,700)	34,640	124%
312 LEGAL	225,000	12,150	19,858		19,858	205,142	91%	!!	175,000	36,814	68,377	0	68,377	106,623	61%
323 SOFTWARE MAINTENANCE	1,068,131	199,621	705,328	64,008	769,336	298,795	28%	!!	1,092,826	98,314	401,428	68,834	470,262	622,564	57%
324 HARDWARE MAINTENANCE	109,741	0	53,304		53,304	56,437	51%	!!	109,634	0	31,995	0	31,995	77,639	71%
331 CONTRACTED TRANSPORTATION	880,500	6,551	21,524		21,524	858,976	98%	!!	1,057,045	6,943	11,244	997,026	1,008,270	48,775	5%
332 TRANSPORTATION ASSISTANCE	15,000	2,203	2,203		2,203	12,798	85%	!!	14,000	1,410	1,410	0	1,410	12,590	90%
334 SCHOOL JOURNEYS	9,448	19,491	19,886		19,886	(10,438)	-110%	!!	12,047	1,102	1,597	0	1,597	10,450	87%
341 PRO-D & TRAVEL	1,159,911	159,846	213,731	9,361	223,092	936,819	81%	!!	977,584	8,773	80,101	0	80,101	897,483	92%
342 TRAVEL MILEAGE	2,600	0	0		0	2,600	100%	!!	2,500	131	131	0	131	2,369	95%
343 LOCAL MILEAGE	66,866	3,786	5,843		5,843	61,023	91%	!!	75,879	4,579	7,354	0	7,354	68,525	90%
364 LEASES	109,851	9,154	27,463		27,463	82,388	75%	!!	109,851	9,154	27,463	0	27,463	82,388	75%
371 MEMBERSHIP FEES	114,008	1,488	83,138		83,138	30,870	27%	!!	111,509	444	92,314	0	92,314	19,195	17%
391 PREMIUMS	427,403	56,401	85,321		85,321	342,082	80%	!!	420,003	1,598	41,915	0	41,915	378,088	90%

# MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - September 2022

	2022-2023							2021-2022							
	Budget	Sept 2022	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Sept 2021	YTD	Encumbrances	Total Exp	Available	%
399 SERVICES RECOVERY	0	0	(10,646)		(10,646)	10,646		!!	(279)	(279)	(3,941)	0	(3,941)	3,662	-1312%
421 VISA EXPENSE	16,000	848	2,887		2,887	13,113	82%	!!	26,410	1,606	2,958	0	2,958	23,452	89%
422 BANK SERVICE CHARGES	124,555	22,116	30,397		30,397	94,158	76%	!!	120,055	4,233	996	0	996	119,059	99%
431 LAND TELEPHONE	173,713	14,279	40,518		40,518	133,195	77%	!!	196,005	14,285	28,363	0	28,363	167,642	86%
438 CELL PHONES	166,890	16,605	50,254		50,254	116,636	70%	!!	172,157	15,755	47,577	0	47,577	124,580	72%
439 DIGITAL SERVICES RECOVERY	793,240	0	0		0	793,240	100%	!!	622,518	0	0	0	0	622,518	100%
441 POSTAGE	30,868	14,090	18,161	3,245	21,406	9,462	31%	!!	39,446	3,869	11,565	1,895	13,460	25,986	66%
444 COURIER SERVICE	24,833	5,772	6,339		6,339	18,494	74%	!!	34,436	452	264	0	264	34,172	99%
445 ADVERTISING	110,466	26,137	103,289		103,289	7,177	6%	!!	103,127	9,775	40,018	0	40,018	63,109	61%
446 PHOTOCOPYING	30,974	169	15,829		15,829	15,145	49%	!!	72,805	24,524	24,524	0	24,524	48,281	66%
447 PRINTING SERVICES	9,458	737	1,957		1,957	7,501	79%	!!	37,890	213	213	0	213	37,677	99%
448 AGENT FEE	819,926	16,204	657,923		657,923	162,003	20%	!!	463,554	43,483	697,758	0	697,758	(234,204)	-51%
450 GRANTS	96,515	0	0		0	96,515	100%	!!	93,193	0	0	0	0	93,193	100%
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100%	!!	7,800	0	0	0	0	7,800	100%
452 HONORARIA	13,100	1,400	1,400		1,400	11,700	89%	!!	13,747	2,000	2,000	0	2,000	11,747	85%
453 SCHOLARSHIPS	8,300	4,200	4,200		4,200	4,100	49%	!!	0	5,000	5,000	0	5,000	(5,000)	
457 GIFT / GIFT CERTIFICATES	3,103	0	0		0	3,103	100%	!!	369	904	1,124	0	1,124	(755)	-205%
460 LICENCES	22,065	0	0		0	22,065	100%	!!	20,500	0	0	10,843	10,843	9,657	47%
461 FREIGHT AND CARTAGE	0	0	0		0	0		!!	200	0	(177)	0	(177)	377	188%
462 SECURITY	84,000	6,508	18,535	12,573	31,108	52,892	63%	!!	84,000	6,166	16,803	13,691	30,493	53,507	64%
467 FLEET TELEMATICS	24,500	2,724	9,248		9,248	15,252	62%	!!	24,500	781	5,706	0	5,706	18,794	77%
469 MISCELLANEOUS SERVICES	3,392,962	181,660	459,838	465,192	925,029	2,467,933	73%	!!	3,147,888	257,395	676,936	1,027,248	1,704,183	1,443,705	46%
481 PORTABLE MOVES	60,000	0	18,312		18,312	41,688	69%	!!	60,000	0	5,400	40,838	46,238	13,762	23%
499 COST RECOVERIES	(6,917)	(6,917)	(6,917)		(6,917)	0	0%	!!	(15,600)	0	2,169	0	2,169	(17,769)	114%
501 CAFETERIA FOOD	31,854		(274)		(274)	32,128	101%	!!	38,905	10,201	10,201	0	10,201	28,704	74%
503 WOOD	2,284	1,528	2,462		2,462	(178)	-8%	!!	6,598	2,931	2,931	0	2,931	3,667	56%
504 METAL	0	551	551		551	(551)		!!	0	64	64	0	64	(64)	
505 APPLIED TECHNOLOGY SUPPLIES	801	0	0		0	801	100%	!!	801	0	0	0	0	801	100%
506 DRAFTING SUPPLIES		103	103		103	(103)		!!					0		
508 AUTOMOTIVE	(43)	0	0		0	(43)	100%	!!	(1,566)	164	183	0	183	(1,749)	112%
511 ADMINISTRATIVE SUPPLIES	137,490	49,537	58,304		58,304	79,186	58%	!!	163,308	32,489	42,754	0	42,754	120,554	74%
512 COPY/PRINTER SUPPLIES	38,300	20,999	21,517		21,517	16,783	44%	!!	51,451	18,876	19,240	0	19,240	32,211	63%
514 JANITORIAL SUPPLIES	462,000	72,692	133,750		133,750	328,250	71%	!!	462,400	78,944	108,557	3,740	112,297	350,103	76%
515 VEHICLE SUPPLIES	45,000	16,251	33,280		33,280	11,720	26%	!!	45,000	(2,585)	13,019	0	13,019	31,981	71%
516 MEDICAL SUPPLIES	1,677	663	663		663	1,014	60%	!!	2,251	1,070	1,070	0	1,070	1,181	52%
517 TIRE PURCHASES	25,000	1,134	9,148		9,148	15,852	63%	!!							
518 VEHICLE FUEL PURCHASES	180,534	39,622	52,769		52,769	127,765	71%	!!	156,857	16,487	44,953	0	44,953	111,904	71%
519 INSTRUCTIONAL SUPPLIES	6,304,818	334,568	594,663	56,323	650,986	5,653,832	90%	!!	9,491,814	340,095	674,467	116,194	790,661	8,701,153	92%
520 BOOKS & GUIDES	832,193	25,387	31,577	11,930	43,506	788,687	95%	!!	836,422	22,775	37,848	4,191	42,039	794,383	95%
525 MAGAZINES & PERIODICALS	2,238	1,249	1,249		1,249	989	44%	!!	1,346	775	892	0	892	454	34%
534 SOFTWARE	7,593	1,455	13,692		13,692	(6,099)	-80%	!!	83,233	2,021	81,243	0	81,243	1,990	2%
541 LIGHT & POWER	1,537,413	70,190	165,503		165,503	1,371,910	89%	!!	1,567,413	71,666	186,898	0	186,898	1,380,515	88%
551 GAS	1,340,500	8,360	(114,291)		(114,291)	1,454,791	109%	!!	1,131,138	9,959	(43,063)	0	(43,063)	1,174,201	104%
552 OIL	55,000	0	0		0	55,000	100%	!!	120,000	0	0	0	0	120,000	100%
561 WATER	442,617	79,806	95,530		95,530	347,087	78%	!!	442,617	89,538	132,477	0	132,477	310,140	70%
562 SEWER USER CHARGE	298,153	32,012	60,592		60,592	237,561	80%	!!	283,784	50,589	82,878	0	82,878	200,906	71%
563 STORMWATER	80,678	0	0		0	80,678	100%	!!	77,360	0	0	0	0	77,360	100%
572 GARBAGE DISPOSAL	255,000	7,916	14,693		14,693	240,307	94%	!!	206,280	(13,894)	20,132	0	20,132	186,148	90%
581 FURNITURE & EQUIP PURCH	618,046	77,771	166,178	91,367	257,545	360,501	58%	!!	612,176	68,882	262,043	56,124	318,166	294,010	48%
582 VEHICLE PURCHASES	341,925	275,681	275,681	43,274	318,955	22,970	7%	!!	65,000	0	15,476	0	15,476	49,525	76%
590 COMPUTER PURCHASES	1,775,192	540,858	734,794	93,853	828,648	946,544	53%	!!	1,310,980	19,544	182,276	56,380	238,656	1,072,324	82%
594 RECONCILIATION ADJUSTMENTS	0	48	65		65	(65)		!!	0	(101)	(1,085)	0	(1,085)	1,085	
595 INTERFUND TRANSFER	(1,388,855)	0	0		0	(1,388,855)	100%	!!	(1,000,000)	0	0	0	0	(1,000,000)	100%
599 SUPPLIES RECOVERIES	(11,253)	(2,712)	(9,965)		(9,965)	(1,288)	11%	!!	(6,857)	(5,348)	(35,290)	0	(35,290)	28,433	-415%
TOTAL -- SERVICES & SUPPLIES	23,640,937	2,432,616	4,999,831	851,126	5,850,957	17,789,980	75%	!!	25,669,250	1,374,568	4,164,045	2,397,004	6,561,049	19,108,201	74%
					0								0		
GRAND TOTAL	225,333,429	20,419,415	30,922,572	851,126	31,773,698	193,559,731	86%	!!	220,697,915	18,000,331	29,131,979	2,397,004	31,528,983	189,168,932	86%

## 2022-2023 Budget Change Report: October 2022 - Operating

### 2022-2023 Preliminary Budget - Operating (CARRIED April 7, 2022)

Revenue	Expenses
<b>217,320,773</b>	<b>219,620,773</b>

### Surplus Appropriation (Board Approved)

Budgeted 22-23 Surplus Appropriation April 7, 2022 - Allocated to Expense

2,300,000

<b>2,300,000</b>	<b>0</b>
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### Changes - Surplus Appropriation (CARRIED September 26, 2022)

Net School Funded Balances	1,347,625	1,347,625
The Link School Funded Balance	76,694	76,694
International Student Program	-	-
Continuing Education	-	-
Purchase Order Commitments	1,273,565	1,273,565
Department Carry Forwards	1,719,483	1,719,483
	<b>4,417,367</b>	<b>4,417,367</b>
	<b>224,038,140</b>	<b>224,038,140</b>

### Changes - Amended Budget

Early Learning Framework Implementation (ELFI) Supports	2,907	2,907
Industry Training Authority Grant	(30,511)	(30,511)
Enrolment Adjustment (in misc revenue - enrol will be recalculated in December)	(324,291)	(324,291)
ASSAI 21/22 Deferred Revenue	1,540	1,540
ASSAI PEN Funding Adjustment (none in 2022/23)	(3,000)	(3,000)
Misc Donations and Revenues to August 31	8,331	8,331
BC Hydro Grant (Energy Manager Salary)	50,626	50,626
Adjust Cafeteria Revenue budget (budget adjusted as actual revenues received)	(100,000)	(100,000)
Adjust Theatre Revenue budget (budget adjusted as actual revenues received)	(55,998)	(55,998)
Elementary Strings Donation	213,260	213,260

Total Changes: **(237,136)** **(237,136)**

### Amended Budget to October 14, 2022

<b>223,801,004</b>	<b>223,801,004</b>
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## Reserves

- Reserve - District (Pending Board Approval)	1,172,813
- Reserve - International	328,441
Total Reserves (0.67% of revenue)	<b>1,501,254</b>
- Local Capital Fund	3,477,091
- Ministry of Education Restricted	2,980,325
	<b>6,457,416</b>

## 2022-2023 Budget Change Report: October 2022 - Special Purpose

	Revenue	Expenses
<b>Changing Results for Young Children (CR4YC) &amp; Strengthening Early Years to Kindergarten Transitions (SEY2KT)</b>		
Ministry Grant - Changing Results for Young Children (CR4YC)	11,250	11,250
Ministry Grant - Strengthening Early Years to Kindergarten Transitions (SEY2KT) Project	19,000	19,000
	<u>30,250</u>	<u>30,250</u>
<b>Early Learning and Child Care Capacity Funding</b>		
Ministry Grant	175,000	
1.0 FTE Acting District Principal, Early Learning		150,871
Unallocated (TBD)		24,129
	<u>175,000</u>	<u>175,000</u>
<b>Student and Family Affordability Fund</b>		
Ministry Grant	1,953,010	
Unallocated (TBD)		1,953,010
	<u>1,953,010</u>	<u>1,953,010</u>
<b>Mental Health in Schools</b>		
Ministry Grant - Early Action Initiative	48,000	
Elementary & Middle School Allocations: SEL and Mental Health Literacy (\$1,000/school)		38,000
Indigenous Education Department - Boys Club and Mental Health Framework		5,000
Human Nature Counselling Services		5,000
	<u>48,000</u>	<u>48,000</u>

2022-2023 Budget Change Report: October 2022 - Capital

	Revenue	Expenses
<b>Local Capital</b>		
Pacifica Housing Advisory Quit Claim	1,000,000	
	1,000,000	0

Enrollment Summary Sheet  
September 29, 2022 FTE Enrollment

Ministry Submission September 29, 2022 on October 12, 2022

September 29, 2022 FTE Enrollment																	Enrollment									
																	A*	B*		A*+B*						
																		Adult Enrollment			2021-2022	DIFFERENCE				
																	School Age Enrollment	Non-graduated Adults	Graduated Adults	Total Reg Funded FTE	Total Reg Funded FTE	2022-2023 Vs. 2021-2022				
Elementary	K	1	2	3	4	5	6	7	8	9	10	11	12	EU												
Braefoot	28.0000	38.0000	40.0000	45.0000	39.0000	43.0000									233.0000			233.0000	241.0000	(8.000)						
Campus View	57.0000	79.0000	77.0000	78.0000	81.0000	84.0000									456.0000			456.0000	456.0000	0.000						
Cloverdale	64.0000	48.0000	59.0000	48.0000	62.0000	49.0000									330.0000			330.0000	314.0000	16.000						
Craigflower	36.0000	30.0000	25.0000	25.0000	29.0000	30.0000									175.0000			175.0000	148.0000	27.000						
Doncaster	73.0000	63.0000	71.0000	71.0000	72.0000	65.0000									415.0000			415.0000	426.0000	(11.000)						
Eagle View	62.0000	39.0000	60.0000	23.0000	42.0000	35.0000									261.0000			261.0000	252.0000	9.000						
Frank Hobbs	41.0000	42.0000	40.0000	47.0000	51.0000	41.0000									262.0000			262.0000	250.0000	12.000						
George Jay	63.0000	74.0000	84.0000	64.0000	76.0000	83.0000									444.0000			444.0000	450.0000	(6.000)						
Hillcrest	36.0000	39.0000	52.0000	52.0000	62.0000	61.0000									302.0000			302.0000	302.0000	0.000						
James Bay	35.0000	27.0000	24.0000	28.0000	32.0000	36.0000									182.0000			182.0000	174.0000	8.000						
Lake Hill	35.0000	40.0000	35.0000	43.0000	32.0000	40.0000									225.0000			225.0000	212.0000	13.000						
Macaulay	89.0000	89.0000	84.0000	91.0000	83.0000	77.0000									513.0000			513.0000	491.0000	22.000						
Margaret Jenkins	61.0000	74.0000	84.0000	66.0000	80.0000	72.0000									437.0000			437.0000	460.0000	(23.000)						
Marigold	37.0000	59.0000	42.0000	47.0000	56.0000	31.0000									272.0000			272.0000	284.0000	(12.000)						
McKenzie	44.0000	41.0000	46.0000	42.0000	32.0000	37.0000									242.0000			242.0000	238.0000	4.000						
Northridge	43.0000	44.0000	51.0000	42.0000	49.0000	40.0000									269.0000			269.0000	253.0000	16.000						
Oaklands	76.0000	80.0000	70.0000	92.0000	91.0000	96.0000									505.0000			505.0000	505.0000	0.000						
Quadra	75.0000	79.0000	76.0000	74.0000	84.0000	75.0000									463.0000			463.0000	441.0000	22.000						
Rogers	35.0000	38.0000	40.0000	64.0000	43.0000	62.0000									282.0000			282.0000	284.0000	(2.000)						
Sir James Douglas	58.0000	81.0000	73.0000	62.0000	75.0000	84.0000									433.0000			433.0000	455.0000	(22.000)						
South Park	21.0000	27.0000	28.0000	30.0000	30.0000	30.0000									166.0000			166.0000	165.0000	1.000						
Strawberry Vale	38.0000	39.0000	51.0000	36.0000	42.0000	44.0000									250.0000			250.0000	263.0000	(13.000)						
Sundance	16.0000	19.0000													35.0000			35.0000	17.0000	18.000						
Tillicum	77.0000	78.0000	73.0000	72.0000	67.0000	42.0000									409.0000			409.0000	402.0000	7.000						
Torquay	45.0000	47.0000	53.0000	56.0000	53.0000	57.0000									311.0000			311.0000	321.0000	(10.000)						
Victoria West	49.0000	57.0000	55.0000	45.0000	48.0000	49.0000									303.0000			303.0000	290.0000	13.000						
View Royal	42.0000	49.0000	58.0000	49.0000	40.0000	43.0000									281.0000			281.0000	288.0000	(7.000)						
Willows	68.0000	71.0000	106.0000	106.0000	94.0000	106.0000									551.0000			551.0000	594.0000	(43.000)						
A	Total Elementary FTE	1404.0000	1491.0000	1557.0000	1498.0000	1545.0000	1512.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	9007.0000	0.0000	0.0000	9007.0000	8976.0000	31.000						
																	Check 9007.00					Check 9007.00				
Middle	K	1	2	3	4	5	6	7	8	9	10	11	12	SU												
Arbutus							124.0000	140.0000	145.0000	1.0000					410.0000			410.0000	421.0000	(11.000)						
Cedar Hill							200.0000	163.0000	172.0000						535.0000			535.0000	508.0000	27.000						
Central							158.0000	148.0000	179.0000					1.0000	486.0000			486.0000	511.0000	(25.000)						
Colquitz							175.0000	189.0000	166.0000						530.0000			530.0000	516.0000	14.000						
Glanford							106.0000	122.0000	111.0000					1.0000	340.0000			340.0000	342.0000	(2.000)						
Gordon Head							113.0000	107.0000	115.0000						335.0000			335.0000	317.0000	18.000						
Lansdowne							239.0000	230.0000	227.0000						696.0000			696.0000	720.0000	(24.000)						
Monterey							129.0000	144.0000	137.0000					3.0000	413.0000			413.0000	404.0000	9.000						
Rockheights							92.0000	76.0000	78.0000						246.0000			246.0000	215.0000	31.000						
Shoreline							134.0000	125.0000	115.0000						374.0000			374.0000	360.0000	14.000						
B	Total Middle FTE	0.0000	0.0000	0.0000	0.0000	0.0000	1470.0000	1444.0000	1445.0000	1.0000	0.0000	0.0000	0.0000	5.0000	4365.0000	0.0000	0.0000	4365.0000	4314.0000	51.0000						
																	Check 4365.00					Check 4365.00				
Secondary	K	1	2	3	4	5	6	7	8	9	10	11	12	SU	School Age Enrollment	Non-graduated Adults	Graduated Adults	Total Reg Funded FTE								
Esquimalt										221.3750	204.5625	202.9375	233.8125	2.0625	864.7500	0.6875		865.4375	740.5625	124.875						
Lambrick Park										98.0000	130.0625	143.3125	134.2500	3.1875	508.8125			508.8125	536.6875	(27.875)						
Mount Douglas										140.0000	182.3125	221.5000	229.6250	4.0000	777.4375			777.4375	809.7500	(32.313)						
Oak Bay										303.0000	375.3750	333.0000	347.6250	6.0000	1365.0000			1365.0000	1271.7500	93.250						
Reynolds										239.0000	242.1250	237.5328	286.3449	11.7500	1016.7527			1016.7527	1072.7846	(56.032)						
Spectrum										242.0000	307.0625	253.8125	273.3750		1076.2500			1076.2500	1097.0000	(20.750)						
Victoria										243.0000	181.3750	169.8750	222.3125	10.3750	826.9375			826.9375	761.3125	65.625						
c	Total Secondary FTE	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1486.3750	1622.8750	1561.9703	1727.3449	37.3750	6435.9402	0.6875	0.0000	6436.6277	6289.8471	146.7806						
																	Check 6435.94					Check 6436.63				
Other	K	1	2	3	4	5	6	7	8	9	10	11	12	SU												
Victor	1.0000							3.0000	2.0000	2.0000	3.0000	2.0000		6.0000	19.0000			19.0000	18.0000	1.000						
Continuing Ed															5.0000			5.0000	14.1250	0.750						
The Link											1.6250	1.2500	3.0625		5.9375	6.6250	3.2500	9.1875	31.6875	(22.500)						
SJ Burnside Education								1.0000	8.0000	24.0000	32.0000	103.0000			168.0000			168.0000	164.0000	4.000						
d	Total Other FTE	1.0000	0.00																							

# September 29, 2022 Headcount Enrollment & Capacity

Ministry Submission September 29, 2022 on October 12, 2022

Elementary		MOECC Funded Headcount	International Headcount	Total Headcount	Functional Capacity	Capacity Utilization
A	Braefoot	233	2	235	309	76%
	Campus View	456	4	460	464	99%
	Cloverdale	330		330	332	99%
	Craigflower	175		175	219	80%
	Doncaster	415	1	416	438	95%
	Eagle View	261		261	283	92%
	Frank Hobbs	262	3	265	351	75%
	George Jay	444		444	509	87%
	Hillcrest	302	8	310	373	83%
	James Bay	182	1	183	196	93%
	Lake Hill	225		225	324	69%
	Macaulay	513		513	483	106%
	Margaret Jenkins	437	6	443	487	91%
	Marigold	272		272	283	96%
	McKenzie	242	1	243	309	79%
	Northridge	269		269	286	94%
	Oaklands	505	1	506	487	104%
	Quadra	463		463	505	92%
	Rogers	282		282	332	85%
	Sir James Douglas	433		433	460	94%
	South Park	166	1	167	196	85%
	Strawberry Vale	250		250	309	81%
	Sundance	35		35	109	32%
	Tillicum	409		409	396	103%
	Torquay	311	1	312	327	95%
	Victoria West	303		303	332	91%
	View Royal	281		281	399	70%
	Willows	551	2	553	569	97%
Total Elementary HC		9,007	31	9,038	10,067	90%
Middle						
B	Arbutus	410	10	420	500	84%
	Cedar Hill	535	3	538	550	98%
	Central	486	2	488	600	81%
	Colquitz	530		530	550	96%
	Glanford	340	1	341	400	85%
	Gordon Head	335	3	338	375	90%
	Lansdowne	696	3	699	875	80%
	Monterey	413	4	417	425	98%
	Rockheights	246		246	400	62%
	Shoreline	374	2	376	425	88%
Total Middle HC		4,365	28	4,393	5,100	86%
Secondary						
C	Total Headcount					
	Esquimalt	754	92	846	975	87%
	Lambrick Park	442	125	567	750	76%
	Mount Douglas	705	197	902	950	95%
	Oak Bay	1,224	143	1,367	1,300	105%
	Reynolds	906	113	1,019	1,100	93%
	Spectrum	1,057	99	1,156	1,200	96%
	Victoria	781	78	859	1,000	86%
Total Secondary HC		5,869	847	6,716	7,275	92%
Other						
D	Victor	19		19	150	13%
	Continuing Ed	71	3	74	See SJ Burnside	
	The Link	52	6	58	See SJ Burnside	
	SJ Burnside Education	168		168	625	48%
Total Other HC		310	9	319	775	41%
MOECC Funded Headcount						
A+B+C+D Total HC		19,551	915	20,466	23,217	88%



Greater Victoria School District No. 61  
2022/23 Ministry of Education and Child Care Operating Grant Comparison

	2022/23 Final Operating Grant (December 2022)			2022/23 Preliminary Operating Grant (March 2022)			Variance 22/23 Prelim vs 21/22 Final Operating Grant		2021/22 Final Operating Grant (December 2021)			Variance 22/23 Final Operating Grant vs 21/22 Final Operating Grant	
	Est. Enrol	Unit Rate	Prelim Funding	Est. Enrol	Unit Rate	Prelim Funding	Enrol Increase / (Decrease)	Funding Increase / (Decrease)	Final Enrol	Unit Rate	Final Funding	Enrol Increase / (Decrease)	Funding Increase / (Decrease)
			(A)			(A)	(B-A) = ( C )				(B)	(D-B)	
<b>Enrolment Based Funding</b>													
Regular Schools	19,826.940	\$ 7,885	\$ 156,335,423	19,619.137	\$ 7,885	\$ 154,696,895	207.803	\$ 1,638,528	19,579.097	\$ 7,885	\$ 154,381,181	247.843	\$ 1,954,242
Continuing Education	5.000	7,885	39,425	3.625	7,885	28,583	1.375	\$ 10,842	4.625	7,885	36,468	0.375	2,957
Distributed Learning	5.938	6,360	37,763	18.000	6,360	114,480	-12.063	\$ (76,717)	28.938	6,360	184,043	(23.000)	(146,280)
Alternate Schools	168.000	7,885	1,324,680	182.000	7,885	1,435,070	-14.000	\$ (110,390)	182.000	7,885	1,435,070	(14.000)	(110,390)
Home School Students	40.000	250	10,000	45.000	250	11,250	-5.000	\$ (1,250)	45.000	250	11,250	(5.000)	(1,250)
Course Challenges	2.000	246	492	1.000	246	246	1.000	\$ 246	1.000	246	246	1.000	246
<b>Total September Enrolment Based Funding</b>	<b>20,005.878</b>		<b>157,747,783</b>	<b>19,822.762</b>		<b>156,286,524</b>	<b>183.116</b>	<b>1,461,259</b>	<b>19,794.660</b>		<b>156,048,258</b>	<b>211.218</b>	<b>1,699,525</b>
<b>Enrolment Decline Funding</b>			<b>0</b>			<b>0</b>		<b>0</b>			<b>0</b>		<b>0</b>
<b>Unique Student Needs</b>													
(a) English Language Learning	2,111	1,585	3,345,935	1,863	1,585	2,952,855	248	\$393,080	1,848	1,585	2,929,080	263.000	416,855
(b) Indigenous Education	1,478	1,565	2,313,070	1,454	1,565	2,275,510	24	\$37,560	1,454	1,565	2,275,510	24.000	37,560
(c) Special Needs								\$0				-	0
- Level 1	21	44,850	941,850	22	44,850	986,700	(1)	(\$44,850)	23	44,850	1,031,550	(2.000)	(89,700)
- Level 2	937	21,280	19,939,360	875	21,280	18,620,000	62	\$1,319,360	889	21,280	18,917,920	48.000	1,021,440
- Level 3	403	10,750	4,332,250	385	10,750	4,138,750	18	\$193,500	386	10,750	4,149,500	17.000	182,750
(d) Adult Education	13.813	5,030	69,477	8.229	5,030	41,392	5.584	\$28,085	8.000	5,030	40,240	5.813	29,237
(e) Equity of Opportunity Supplement			956,617			956,617		\$0			967,134		(10,517)
			<b>31,898,559</b>			<b>29,971,824</b>		<b>1,926,735</b>			<b>30,310,934</b>		<b>1,587,625</b>
<b>Salary Differential</b>			<b>5,478,797</b>			<b>5,478,797</b>		<b>0</b>			<b>5,470,970</b>		<b>7,827</b>
<b>Unique Geographic Factors</b>			<b>2,316,051</b>			<b>2,316,051</b>		<b>0</b>			<b>2,156,674</b>		<b>159,377</b>
<b>Summer Learning</b>			<b>0</b>			<b>0</b>		<b>0</b>			<b>0</b>		<b>0</b>
<b>Curriculum &amp; Learning Support Fund</b>			<b>178,152</b>			<b>178,152</b>		<b>0</b>			<b>174,167</b>		<b>3,985</b>
<b>Distributed Learning February and May</b>													
K-Grade 9 School Age February	0.000	3,180	0	0.000	3,180	0	0.000	0	0.000	3,180	0	-	0
Grade 10-12 School Age February	16.000	6,360	101,760	16.000	6,360	101,760	0.000	0	16.875	6,360	107,325	(0.875)	(5,565)
Adults February	2.000	5,030	10,060	2.000	5,030	10,060	0.000	0	2.125	5,030	10,689	(0.125)	(629)
K-Grade 9 School Age May	0.000	2,120	0	0.000	2,120	0	0.000	0	0.000	2,120	0	-	0
Grade 10-12 School Age May	9.625	6,360	61,215	9.625	6,360	61,215	0.000	0	11.625	6,360	73,935	(2.000)	(12,720)
Adults May	1.500	5,030	7,545	1.500	5,030	7,545	0.000	0	1.875	5,030	9,431	(0.375)	(1,886)
<b>Continuing Education February and May</b>													
School Age February	9.250	7,885	72,936	9.250	7,885	72,936	0.000	0	11.375	7,885	89,692	(2.125)	(16,756)
Adults February	8.000	5,030	40,240	8.000	5,030	40,240	0.000	0	7.750	5,030	38,983	0.250	1,257
School Age May	4.250	7,885	33,511	4.250	7,885	33,511	0.000	0	11.750	7,885	92,649	(7.500)	(59,138)
Adults May	5.000	5,030	25,150	5.000	5,030	25,150	0.000	0	10.000	5,030	50,300	(5.000)	(25,150)
<b>SUB-TOTAL</b>			<b>\$ 197,971,759</b>			<b>\$ 194,583,765</b>		<b>\$ 3,387,994</b>			<b>\$ 194,634,007</b>		<b>\$ 3,337,752</b>
<b>Additional Operating Funds</b>													
- Provincial Holdback Allocation								0					0
<b>SUB-TOTAL</b>			<b>0</b>			<b>0</b>		<b>0</b>			<b>0</b>		<b>0</b>
<b>TOTAL OPERATING GRANT</b>			<b>\$ 197,971,759</b>			<b>\$ 194,583,765</b>		<b>\$ 3,387,994</b>			<b>\$ 194,634,007</b>		<b>\$ 3,337,752</b>



# Office of the Secretary-Treasurer

*Kim Morris - Secretary Treasurer*

**TO: Operations Policy & Planning Committee**

**FROM: Kim Morris**

**RE: Crossing Guard Update**

**DATE: October 17, 2022**

---

Background:

1. Greater Victoria Crossing Guard Association ("GVCGA")

At its June 20, 2022 Regular Board meeting the Board received Greater Victoria Crossing Guard Association's (GVCGA) June 6, 2022 letter advising last notice of service and cessation of the GVCGA's coordination of crossing guard services in SD61.

History of crossing guard coordination in SD61 is as follows:

Late 1990's – 2006: VCPAC

2006 – 2018: Beacon Community Services

2018 - 2022: GVCGA

Over the years a variety of funders paid GVCGA for the GVCGA crossing guard program: municipal budgets, community and corporate grants and PAC fundraising.

GVCGA provided crossing guard services to 13 schools at 19 crosswalks.

2. Internal

In addition, 8 schools at 11 intersections not provided services by GVCGA, use district-to-school staffing allocations intended for playground supervision at recess and lunch, to staff hours for cross walks before and after school.

*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.*

As well, the District historically pays an independent contractor for cross walk services at South Park Elementary at recess and lunch due to the necessity to cross the road to access play grounds and the use of Beacon Hill Park during break times.

In summary:

- 21 schools use crossing guards: 8 schools staffed internally using supervision hours, 13 schools serviced by GVCGA at a total of 30 intersections.
- A total of 45 hours per day are required to service all 30 intersections: 22.5 before school, 22 after school and 0.5 mid-day.

Issue:

1. Crossing guard services are essential for the health and safety of students. With the cessation of service by GVCGA, the District needed a plan to continue service in an equitable and sustainable manner.
2. Inequity has been identified in that some schools have had the benefit of receiving community funded crossing guards, while others have made difficult staffing and scheduling choices by attending to safety in cross walks by staffing from existing supervision staffing. The District should seek to harmonize the funding sources for all schools given the importance of safety of students.
3. While there is appreciation for the efforts by community organizations to provide services, there has been uncertainty in depending on community organizations to coordinate services for 13 schools as evidenced by the historical providers above. The District should seek a solution that sustains provision of service that eliminates transition and disruption.

Actions Taken to Date:

1. Survey of all elementary and middle SD61 schools with 97% response rate to determine whether or not crossing guards are utilized, the types personnel utilized, funding, number of intersections, times of day and duration of service.
2. Costing for wages and benefits to bring crossing guard services in house utilizing SD61 staff with less than 35 hours/week to provide the service: \$350,206 +/- inflation and CUPE collective agreement increases over time.
3. The Chair and Superintendent connected with five Municipal Partners over the summer to begin discussions around provision and funding of crossing guard services. Letters of funding request were sent to municipal partners. Final responses are included in

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

One *Learning* Community



Appendix “A”. Please note District of Oak Bay confirmed funding from Staff to Staff. The Board awaits a letter from Mayor and Council.

4. Staffing SD61 CUPE 947 employees. Human Resources Services, CUPE 947 Executive, School Principals and Vice-Principals and employees with less than 35 hour/week assignments quickly organized themselves in the very few days before school started so that crossing guards were in crosswalks and at intersections for the first day of school. Many thanks to everyone for quick action putting this important safety measure in to place for our students to start their new school year.
5. Confirmation of funding. The Municipal Partners below have committed to funding all or part of their municipalities’ crosswalks/intersections previously provided by GVCGA AND previously provided by SD61 as follows:

	# of Crosswalks/ Intersections	Funding Requested	Funding Confirmed	Funding Received	Duration	Funding Shortfall 22-23	Funding Shortfall 23-24 & Subsequent
Esquimalt	3	22,560	22,560	22,560	On-Going	-	-
Oak Bay	2	22,560	22,560	-	1 Year (22-23)	-	22,560
Saanich	16	181,006	82,720		1 Year (22-23)	98,286	181,006
Victoria	9	86,480	82,720		On-Going	3,760	
View Royal	3	37,600	37,600		1 Year (22-23)	-	37,600
	<b>33</b>	<b>350,206</b>	<b>248,160</b>	<b>22,560</b>		<b>102,046</b>	<b>241,166</b>

As noted above the District has a \$102,046 funding shortfall for 22-23 due to Saanich’s 50% funding commitment for which there is no current resolve and a small shortfall in the City of Victoria area which staff are working on and expect resolution.

Also noted above some municipalities have committed for the 22-23 year only. If these funding commitments are not continued there will be a \$241,166 shortfall for 23-24 and subsequent years.

The Board will need to:

- a) advocate for on-going funding by negotiating memorandums of agreement to secure this funding in a sustainable and permanent way;
- b) budget for the shortfall thus removing resources from other areas of the budget;
- or
- c) reduce crossing guard services by the amount of the shortfall to balance.

Recommendation:

None. Information only.

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

One *Learning* Community



**From:** [Ryan Painter](#)  
**To:** [Trustees](#)  
**Subject:** Esquimalt Crossing Guards  
**Date:** Thursday, August 25, 2022 8:55:01 PM

---

Good evening,

I've just received word from Mayor Desjardins that Esquimalt Council had approved our funding request for the full amount.

Ryan

Get [Outlook for Android](#)



The Corporation of the District of Saanich | Mayor's Office  
770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | [www.saanich.ca](http://www.saanich.ca)

September 9, 2022

sent via email: [rpainter@sd61.bc.ca](mailto:rpainter@sd61.bc.ca)

Greater Victoria Board of Education  
c/o Chair Ryan Painter  
Greater Victoria School District No. 61  
556 Boleskine Road  
Victoria, BC V8Z 1E8

Dear Chair Painter:

**Re: Crossing Guard Services Funding**

Thank you for your letter of August 26<sup>th</sup> which recognizes Saanich's ongoing commitment of more than 20 years providing funding to support crossing guard services at key intersections in Saanich. In fact, our commitment goes well beyond 20 years. In 1985, Council established a merit-based warrant system to inform the need for crossing guard services which has guided our investments in supporting crossing guards for the last 37 years. This warrant system recognizes the balance between infrastructure investments which reduce the need for crossing guards in the long term and providing safe routes to school for students. We are proud of this support of crossing guards in Saanich and eager to see it continue under our well-established structure.

We can appreciate the financial pressure the School District faces midway through this budget cycle and the challenges of cost sharing like School District 63. However, the District of Saanich is also not immune to the financial pressures of our community. As such we have revised our proposal to provide one-time funding for the eight (8) locations that were previously supported through the Greater Victoria Crossing Guard Association.

As we have previously outlined, the funding for crossing guards in Saanich is established through Council policy based on several factors such as numbers of young pedestrians, volumes of vehicle traffic and other criteria such as the type of intersections to be crossed.

Application of the policy currently funds 8 locations in School District 61's catchment, these are located at:

1. Cedar Hill Rd. @ Rowan St.
2. Burnside Rd. @ Grange Rd.
3. Burnside Rd. @ Marigold Rd.
4. Cook St. @ Quadra St.
5. McKenzie Ave. @ Gordon Head Rd.
6. Lansdowne Rd. @ Richmond Rd.
7. San Juan Ave. @ Tyndall Ave.
8. Shelbourne Ave. @ Cedar

The list above are the locations that the District of Saanich is prepared to fund for the 2022-2023 school year at an expected cost of \$82,720. As you know, these are challenging financial times and we are unable to take on additional financial responsibility beyond our established policy. Our staff are happy to work with your staff to review additional locations for consideration in future years against our policy and develop a regional Memorandum of Understanding consistent with School District 63 for the purposes of defining an ongoing funding model for crossing guard services.

Sincerely,



Fred Haynes  
Mayor

cc: Saanich Council  
Brent Reems, District of Saanich CAO  
Harley Machielse, District of Saanich Director of Engineering  
Deb Whitten, SD61 Superintendent of Schools  
Kim Morris, SD61 Treasurer

**Finance  
Department**

#1 Centennial Square  
Victoria  
British Columbia  
V8W 1P6

Tel 250.361.0273  
Fax 250.361.0278  
[www.victoria.ca](http://www.victoria.ca)



August 31, 2022

Greater Victoria School District  
556 Boleskine Road  
Victoria, BC V8Z 1E8

Attention: Kim Morris – Secretary-Treasurer

Dear Ms. Morris,

**RE: School Crossing Guard Funding**

Please accept this letter as confirmation that the City of Victoria's 2023 budget will include funding of \$82,720 to continue the provision of crossing guard services for Council's consideration of approval as part of the 2023 financial planning process.

This funding is intended to cover six (6) schools and eight (8) intersections. The six schools are Oaklands School (2 intersections), Margaret Jenkins (1 intersection), Quadra (2 intersections), Sir James Douglas (1 intersection), South Park (1 intersection), and George Jay (1 intersection).

Sincerely,

A handwritten signature in black ink, appearing to read "Susanne Thomson".

Susanne Thomson  
Deputy City Manager and Chief Financial Officer

Cc: Philip Bellefontaine, Director of Engineering and Public Works



## TOWN OF VIEW ROYAL

45 View Royal Avenue, Victoria, BC, Canada V9B 1A6

Ph. 250-479-6800 • Fx. 250-727-9551 • E. [info@viewroyal.ca](mailto:info@viewroyal.ca) • [www.viewroyal.ca](http://www.viewroyal.ca)

September 14, 2022

Board of Education  
Attn: Ryan Painter, Chair  
556 Boleskine Road  
Victoria, BC V8Z 1E8

VIA Email: [rpainter@sd61.bc.ca](mailto:rpainter@sd61.bc.ca)

Dear Mr. Painter,

### **Re: Crossing Guard Services Funding**

---

Thank you for your recent correspondence regarding crossing guard services funding.

At its September 6, 2022 meeting, Town of View Royal Council approved your request to fund crossing guard services in the amount of \$37,600 for the 2022-2023 school year.

However, this approval is for the 2022-2023 school year alone. The Town of View Royal does not agree that Local Government should be funding crossing guard services in perpetuity.

Sincerely,

David Screech  
Mayor



---

## **POLICY XXXX**

### **Role of Chair and Vice-Chair**

Drafted: May 3, 2022/September 9, 2022/September 22, 2022

Adopted:

Revised:

Reviewed:

Frequency of Review: Annual

#### **1. RATIONALE**

The Chairperson provides Board leadership and is primarily responsible for safeguarding the integrity of the Board's governance processes. The Chairperson is the Board's spokesperson and represents the Board in the community. More specifically, the Chairperson shall:

#### **2. POLICY**

##### **2.1.Meetings**

- i. Preside over all Board meetings ensuring they are fair, open and thorough yet efficient, orderly and productive.
- ii. Ensure that Board meetings are conducted in accordance with the *School Act* and remain focused on Board governance matters.
- iii. Ensure that Roberts Rules of Order are followed.
- iv. Ensure the Board adheres to its Governance Policies and Meeting Procedures.
- v. Act as an ex-officio member of all committees appointed by the Board.

##### **2.2.The Agenda**

- i. Prior to each Board meeting confer with the Vice-Chair, Secretary-Treasurer and Superintendent to develop the Board Agenda in a manner that is consistent with the Board's Annual Work Plan.
- ii. Encourage all Trustees present to vote on all Agenda items.

- 
- iii. Ensure that each Trustee has a full and fair opportunity to ask questions and to be heard.

### 2.3. Chairperson-Superintendent

- i. Keep the Superintendent and the Board informed on all matters that might affect the District.
- ii. Convey directly to the Superintendent any concerns which may affect the administration of the District.
- iii. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
- iv. Facilitate, or arrange for the facilitation of, the Superintendent evaluation in accordance with Policy 2100.1 Superintendent Evaluation and take responsibility for compiling and reporting the Superintendent evaluation.

### 2.4. Corporate Responsibilities

- i. Bring all matters requiring a decision to the Board.
- ii. Act as a Signing Officer for the District.
- iii. Serve as an officer of the Board authorized to witness the use of the Board's Corporate Seal.
- iv. Act as official spokesperson for the Board by stating positions consistent with Board direction and policies.
- v. Appoint members of all Board Committees.

### 2.5 Board Integrity

- i. Monitor the Board's conduct to ensure it is consistent with Board Governance Policies and any other lawful obligations imposed on the Board.
- ii. Lead Board Meeting debriefings and periodic Board Self-Evaluations to ensure continuous improvement of Board governance practices.

---

## 2.6 Duties of the Vice-Chair

- i. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
- ii. In the absence of the Chair and Vice-Chair, the Board shall designate another trustee to perform the duties of the Chair.

## 2.7 Leadership – Board Chair and Vice Chair

- i. Treat all Trustees equitably and ensure that each Trustee has equal access to information.
- ii. Practice leadership in a manner that is viewed ethically and has the support of those with whom they work most directly.

## 3. REFERENCES

### 3.1 Policy 2100.1 Superintendent Evaluation

## POLICY XXXX

### Role of Chair and Vice-Chair

Drafted: May 3, 2022/September 9, 2022/September 22, 2022/October 3, 2022

Adopted:

Revised:

Reviewed:

Frequency of Review: Annual

#### 1. RATIONALE

The Chairperson provides Board leadership and is primarily responsible for safeguarding the integrity of the Board's governance processes. The Chairperson is the Board's spokesperson and represents the Board in the community. **The authority of the Chair does not exceed that of an individual Trustee.** More specifically, the Chairperson shall:

#### 2. POLICY

##### 2.1.Meetings

- i. Preside over all Board meetings ensuring they are fair, open and thorough yet efficient, orderly and productive.
- ii. Ensure that Board meetings are conducted in accordance with the *School Act Part 6 – Boards of Education and* **board bylaws and policies.** ~~and remain focused on Board governance matters.~~
- iii. Ensure that Roberts Rules of Order are followed and in all meetings of the Board of Trustees, procedures shall be governed by Robert's Rules of Order, except where provisions of the bylaws of the Board or the School Act may conflict, in which case the latter shall prevail.
- iv. Ensure the Board adheres to **its Governance Policies and Meeting Procedures bylaws and policies.**
- v. Act as an ex-officio member of all **standing** committees appointed by the Board.

---

## 2.2.The Agenda

- i. Prior to each Board meeting confer with the Vice-Chair, Secretary-Treasurer and Superintendent to develop the Board Agenda ~~in a manner that is consistent with~~ **consideration of** the Board's Annual Work Plan.
- ii. ~~Encourage all Trustees present to vote on all Agenda items.~~ **Ensure that all Trustees have an opportunity to vote on all agenda items.**
- iii. Ensure that each Trustee has a full and fair opportunity to **ask questions and to** be heard.

## 2.3.Chairperson-Superintendent

- i. Keep the Superintendent and the Board informed on all matters that might affect the District.
- ii. Convey directly to the Superintendent any concerns which may affect the administration of the District.
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- i. Bring all matters requiring a decision to the Board.
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- 
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- i. Monitor the Board's conduct to ensure it is consistent with Board Governance Policies and any other lawful obligations imposed on the Board.
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## 2.7 Leadership – Board Chair and Vice Chair

- i. Treat all Trustees ~~equally~~ **equitably** and ensure that each Trustee has equal access to information.
- ii. Practice leadership in a manner that is viewed ethically and has the support of those with whom they work most directly.

## 3. REFERENCES

### 3.1 Policy 2100.1 Superintendent Evaluation

# POLICY 8110

## ROLE OF THE BOARD

Drafted: December 2020/May 2022/**September 2022**

Adopted: TBA

Revised:

Frequency of Review: TBA

### 1.0 RATIONALE

The Board is charged with the responsibility of providing a public education system that is organized and operated in the best interests of the students and community it serves for the purpose of preparing citizens for participation in a democratic society. It exercises this responsibility through setting and assessing clear strategic directions and policy, and the allocation 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 **M**aintain 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~~Provide 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 as they relate to the School Act.
- iii. Propose new policies, ~~Identify~~ the purpose and the criteria for any new policies in accordance with Bylaw 9210 The Development of Policy.
- 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
- ~~ii.~~
- 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
- ~~xii-xiii.~~ Other requirements of legislation, Board bylaws, policies and regulations

#### 4.0 RESPONSIBILITIES

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

#### 5.0 REFERENCES

- 5.1 The *School Act*
- 5.2 **Bylaw 9210 The Development of Policy**



# FACILITIES SERVICES

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

## Update for October 17<sup>th</sup>, 2022

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

### **BUILDING MAINTENANCE SERVICES**

- Monthly wood shop audits are occurring and allowing the trades to keep on top of any deficiencies that need to be addressed in a timely fashion. Work orders are generated and actioned depending on the severity of the deficiency. All audit documents are being sent to the appropriate Principal.
- Annual eye wash inspections have started by the mechanical department to ensure all eye wash stations are operating at peak performance for the safety of the students and staff. Eye wash stations are being added in locations that may have been overseen, in places such as art rooms that are working with photography equipment.
- The paint department is working diligently to add Hi-Vis nosing / kick to interior and exterior stairs at multiple locations through the school district.

### **MINOR CAPITAL**

#### **Woodshop Upgrades 95 % (17 of 17 Shops Complete)**

- There are a few shops that need to have teacher outlet for projectors, outlet(s) on sanding tables (waiting on parts) and equipment installed once arrived, but interlocks, safety spacing and painting complete.

#### **Metal Shop Consultations = 100 % (5 out of 5 Consultations Completed)**

- Maintenance Dept will be moving forward with metal shop installations.

#### **Aviation Shop**

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

#### **DDC Upgrade**

- Direct Digital Control (DDC) upgrade at Spectrum nearing completion. Rogers, South Park and Frank Hobbs work will be complete by February 2023 and will assist with GHG reductions.

#### **Child Care Update**

- **Hillcrest** -Building permit now received. Forming well underway, and services complete.
- **Lake Hill** -Site prep underway and forming in progress
- **McKenzie** - Development permit received. Waiting on building permit to start parking lot

## **MAJOR CAPITAL**

### **Victoria High School**

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

### **Cedar Hill Seismic Project**

- Design approved by the Ministry.

## **OPERATIONS**

The first month of schools' return has gone well we have been very lucky with great weather to help keep the buildings clean. Carpets have been reintroduced to K-3 classrooms from pre-COVID. Transition to 50% daytime custodians at elementary and middle school continues as teachers and other staff come to understand the daytime limitations relative to things like facility and desk cleaning and spills. The custodial working group will be re-convening in November to troubleshoot the transition.

Thank you to the hardworking custodians in the midst of this transition as we work out the bottlenecks. It is important to manage the workload and expectations of staff to limit pressure on the custodians and potential for safety concerns and higher absenteeism.

The Rentals and Operation departments are very busy organizing for the upcoming Municipal Elections as a large number of our Facilities are being utilized for polling stations.

## **TRANSPORTATION**

Processing of late registrations is complete and the department has added on more Inclusive and Diverse routes to accommodate late registrations.

Field trip requests are coming in steadily. Last year we did a total of 100 field trips in the school year and to date we are over that number of scheduled field trips.

At this time we have 5 SD61 buses on scheduled routes leaving one spare bus.

## **FLEET & GROUNDS**

We are in the process of preparing/servicing all winter equipment. This includes servicing 12 snow blowers, testing all bulk sanders and briners and making sure plows are ready for install.

A new snow plan is being created that will be sent to all schools and facility staff in preparation of a snow event. There are no custodians at 21 of our sites to open the buildings to shovel and de-ice the primary paths, sidewalks and lots requiring us to create a plan for pathways, parking lots and sidewalks in time for staff/student arrival times at all sites.

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

The tec team is working on new tec package installations at Mount Doug, Vic West, Rockheights, Esquimalt, Shoreline and Cloverdale.

Maintenance sweeps at Quadra, Marigold, Tillicum, Oaklands, South Park, Sir James Douglas, Strawberry Vale and Willows are complete.

The communication and security access technicians have been focusing on staff changes, as we modify voice mail systems in the schools and update or issue new access control fobs to staff.

On the network side we have completed the WiFi upgrades in Marigold and Northridge, with McKenzie being next on the list.

## **CLIMATE and ENERGY**

- 2022/23 LED Lighting upgrades: Esquimalt Secondary and Northridge 95% complete. Tillicum now underway.
- Building energy audits ongoing at 13 schools. Documenting of major energy systems, potential energy saving measures, historical energy use. Special attention to uncontrolled exhaust fans, and thermostats.
- 2022 Strategic Energy Management Plan first draft nearing completion
  - PUMA utility monitoring is now online. Hydro and Natural Gas up to date. Water tracking will be updated, and will now encompass entire district including Oak Bay.
- Energy Wise Network student/staff engagement for “lights out” sticker campaign ready for pilot
- BC Hydro - Continuous optimization program submitted for 3 schools- Sir James Douglas Elementary, Central Middle School and Torquay Elementary
- Lighting Audits for 2023/24 LED lighting upgrades have started at Monterey, Rogers, Lakehill, George Jay, Central, Oaklands, McKenzie, and Shoreline.
- Unscheduled exhaust fans at Arbutus, and Uplands being upgraded to timer controls which is a result of the building audit findings. Excellent return on investment from electricity, and natural gas savings. Should result in measurable carbon emissions savings for 2022/23

## Questions from Last Meeting

### 1. Late Student Registration – Bussing

There were 143 late requests received between June - Sept 2022 for the 2022/23 school year, with bus registration closing end of April 2022. There were 26 inclusive bussing requests with the remainder being regular bussing requests (includes transit pass requests). All late registrations that met transportation eligibility criteria were approved were accommodated .

### 2. Desk Cleaning within a 24 hour period. Is this happening?

No, desk top cleaning is occurring weekly. The following is an excerpt from the health and safety guidelines from Aug 25, 2022 from the Ministry of Education

- Cleaning and disinfection of frequently touched surfaces should occur at least once in a 24-hour period and when visibly dirty.
- Frequently touched surfaces are items touched by larger numbers of students and staff. They can include doorknobs, light switches, hand railings, water fountains and toilet handles, as well as shared equipment (e.g., computer keyboards, PE/sports and music equipment), appliances (e.g., microwaves) and service counters (e.g., library circulation desk), and may change from day to day based on utilization.
- Frequently touched items like toys or manipulatives that may not be able to be cleaned often (e.g., fabrics) or at all (e.g., sand, foam, playdough, etc.) can be used.
- Carpets and rugs (e.g., in Kindergarten and StrongStart classes) can also be used. Cleaning and disinfection activities should focus on spaces that have been utilized by staff or students. Many schools and districts have implemented procedures such as securing unoccupied spaces or adding sign-in sheets posted next to room entrances to help custodial staff focus their efforts on spaces that have been used.
- The following school districts scrub desktops weekly: SD79, SD61, SD62 \*\*
- The following school district scrubs desktops when visibly soiled: SD68 \*\*
- The following school district scrubs desktops daily: SD63 \*\*

\*\* it should be noted that the Cleaning Area SqFt/FTE varies between districts, depending on individual budgets.

### 3. Have other staff using product had WHIMIS training?

Besides custodial employees, CUPE 947 employees have WHIMIS training as part of the onboarding procedures.



## 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, and 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 800 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 August 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.

Unforeseen market delays are creating potential for further schedule delays. The project team is working to mitigate. If the project is delayed options include remaining at the Topaz Campus for part of the 2023/2024 school year with a mid-year move or moving students and staff into Victoria High main campus for September 2023 startup while completing the Neighbourhood Learning Centre (ICA and other space) spaces for mid-year use.

**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 \$53 Million. The budget has now been 100% allocated and the project continues to experience unforeseen pressures.
- 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 in February 2022 for \$8.2m.
- A further request for the remaining Risk Reserve funding for \$2.6m has been approved by the Ministry.
- The \$79.75m maximum project budget is fully allocated..
- An additional request has been submitted to the Ministry for additional Risk Reserve. Staff is awaiting a response.

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	56%	67,176,506	39,136,460	28,040,046		28,040,046	42%	34,415,317	4,721,143
SJ Construction	100%	5,933,870	5,933,870	(0)		(0)	0%	5,933,870	0
Vic High Equipment	6%	700,000	44,139	655,861	30,941	624,920	89%	44,139	0
Vic High Seismic Fees 2020	80%	7,000,000	6,201,505	798,495		798,495	11%	5,678,981	522,524
Vic High Capital Support	10%	100,000	10,170	89,830		89,830	90%	10,170	0
Vic High Millwork	46%	1,395,400	450,402	944,998	3,507	941,491	67%	398,605	51,797
SJ Capital Support	100%	114,877	114,877	0		0	0%	114,877	0
Vic High Moving	1%	100,000	604	99,396		99,396	0%	0	604
SJ Moving	100%	113,640	113,640	0		0	0%	113,640	0
Vic High Bussing	63%	40,000	25,350	14,650		14,650	37%	25,350	0
A Parker - Vic High Seismic Moving	11%	50,000	5,274	44,726		44,726	89%	5,274	0
A Parker - Vic High Seismic Transportation	85%	85,000	71,864	13,136		13,136	15%	69,177	2,687
A Parker - Vic High TLOC	0%	20,000	0	20,000		20,000	100%	0	0
Vic High Project Management	55%	713,450	395,234	318,216		318,216	45%	393,385	1,849
Vic High Capital Tech Support	5%	50,000	5,883	44,117		44,117	88%	4,952	930
SJ Capital Tech Support	0%	0	0	0		0	0%	0	0
Prior Year Completed Expenses		53,007		53,007		53,007	100%		0
		<b>83,764,409</b>	<b>52,627,930</b>	<b>31,136,479</b>	<b>34,448</b>	<b>31,102,031</b>	<b>37%</b>	<b>47,326,397</b>	<b>5,301,533</b>





**6. Communications:**

General:

- Teachers and Department Heads have been consulted on classroom and gymnasium requirements.
- A review of the heritage building components that are to be salvaged has taken place with the school and alumni groups.
- Presentations has been made to Board by the architect.
- On-going communications with the City of Victoria regarding SRW's and Frontage Upgrades.
- 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.
- The Principal will work to form a committee to plan and organize the move with Facilities staff being a key partner.

**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 9 have competitively tendered and awarded.
- The contract for the Turf Field installation is underway.
- TP#10 for the finishing carpentry is now in the tender process.

**Work Starting Soon or Underway:**

- The safety shoring, demolition, wood floor infill and installation of the drag struts are nearly complete.
- Steel stud framing installation underway.
- Interior drywall has started.
- Installation of the ceiling support anchor grid system nearing completion.
- Re-plastering on inside exterior walls.
- Exterior heritage window replacement underway with select stain glass repair in progress.
- Exterior brick and terra cotta upgrade underway.
- Chimney construction and HVAC handling underway.
- Millwork shop build completing and installation scheduled to start November.
- Completing drainage for the sports field.
- Completing concrete work for East stairwell tower structure – critical pathway.

**Looking to November 2022**

- Completion of the East stairway tower.
- Old Building, Framing, Drywalling and Finishing Level 0 and Attic.
- New Expansion, Exterior Boarding.
- New Expansion, Cladding.
- Complete work on NLC concrete bleachers.
- Conceptual design for amenities updates to the auditorium nearing completion.
- Work continuing on the window installation and the brick and terra cotta upgrade
- Installing sub-base for sports field and chain link fence work commencing
- Start of millwork installation



## Appendix 1 – Project Team

### School District 61

- Kim Morris, Secretary-Treasurer
- Aaron Parker, Vic High Principal
- Marni Vistisen-Harwood, Director of Facilities
- 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 on	
		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	High	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

### Excavation and new fill in the Turf Field Area



### Framing and drywall in NLC Learning Commons







East Face scaffolding removal



Scaffolding setup on south face for exterior envelope work



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



- F.3.**     [Cedar Hill Middle School Replacement Project Engagement  
Report March 3, 2022](#)
  
- F.4.**     [Cedar Hill Middle School Replacement Project Engagement  
Report June 27, 2022](#)

**TO: Operations Policy & Planning Meeting**  
**FROM: Kim Morris**  
**RE: Long Range Facilities Plan**  
**DATE: October 17, 2022**

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## Background

The Board's current Long Range Facilities Plan (LRFP) was developed between 2017 and 2018. Long Range Facilities Plans are integral to a Board's capital, financial and learning planning as well as a key compliance document for the Ministry capital plan submissions and major capital project applications.

## Issue

The Board's LRFP is nearing its fifth year and should be renewed/redeveloped. The proposed draft process is attached. The proposed plan includes community consultation and a two-year timeline.

## Recommendation

That the Board of Education of School District No. 61 (Greater Victoria) approve the Long Range Facilities Plan 2024 to 2030 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.*

# Long Range Facilities Plan: July 2024 to June 2030/Board Approved \_\_\_\_\_, 2022

**DRAFT**

Delivery	Date	Event Description	Meeting Type
May-December 2022		Data Gathering & Analysis	Staff
September 26		Approval of Proposed Long Range Facilities Plan Process	Regular Open
January 2023		Introduction - We're Developing a Plan for the Future of SD61 Facilities, What should we consider?	
	January xx	- Board Working Session #1: Strategic Facilities Planning	Board and Staff
	January xx	- DLT/PVP Meetings	Staff
	January xx	- <b>IN PERSON + SURVEY</b> -Public consultation #1 (incl. Municipal Partners)	Public
	January xx	- ST meeting with Facilities Team	Staff
	January xx	- Committee formation & Committee Meeting #1	Committee
May 2023		Process, Timeline & Criteria	
	March 2023	- Board Working Session #2: Guiding Principles and Criteria Weighting	Board and Staff
	April 2023	- Committee Meeting #2	Committee
	April 2023	- DLT/PVP Meetings	Staff
	May 2023	<b>VIRTUAL</b> - Public consultation #2 - What we heard/Guiding Principles/Scorecard	Public
	May 2023	- Board adopts Weighted Criteria/Scorecard	Board
October 2023		Scenarios	
	June-September 2023	- Develop potential scenarios	Staff
	October 2023	- Board Working Session #3	Board and Staff
	October 2023	- Committee meeting #3	Committee
	October 2023	<b>IN PERSON WORKSHOP</b> - Public Consultation #3 - Scenarios	Public
January 2024		Scoring and Evaluation	
	November 2023	- Feedback period for additional potential scenarios	Public
	Nov-Dec 2023	- Scoring all scenarios, analysis, report	Staff
	January 2024	- Board Working Session #4	Board and Staff
	January 2024	- Committee meeting #4	Committee
	January 2024	- Municipal Partner Meeting #2	Board, Staff, Municipalities
	January 2024	- Board Meeting: Engagement Report/Presentations/Scenarios Evaluation	
March 2024		Recommendations	
	February	- Feedback period for scenario reaction	
	February	- Recommendation formulation	Staff
	February	- Board working session #5	Board and Staff
	February	- Committee meeting #5	Committee
	March	<b>VIRTUAL</b> - Public Consultation #4	Public
	March xx	Board Meeting: Recommendations	
April 2024		Adoption	
	April	- Committee meeting #6	Committee
	April	- Municipal Partner meeting #3	Board, Staff, Municipalities
	April	- Board approves LRFP	Board
July 2024 - June 2030		Implement, Monitor, Measure, Report	



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## BYLAW 9360

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### GENERAL MEETING OF THE BOARD

1. The Board of Education of School District 61 will regularly meet on the fourth Monday of each month except where the fourth Monday is a statutory holiday, in which case the meeting will take place on the next working day, except for the months of July and August, when no meeting will be held and for the month of December, when the meeting will be on the second Monday of the month.
2. In addition to the regularly scheduled meetings of the Board the newly elected Board will meet for the first time within 30 days after the official results of the election of trustees will have been declared, for the purpose of receiving the results, the swearing in of Trustees, and the selection of the Chair and Vice-Chair of the Board. This inaugural meeting of the Board will be called and chaired by the Secretary-Treasurer of the School District until the Chair is elected, at which time the elected Chair will preside.
3. Each year thereafter during the term of office, the election of Chair, Vice-Chair, and Board representatives will take place at the November Board meeting. At the meeting following, the Chair will appoint, after first canvassing Trustees for interest, Trustees to external and internal committees, as well as family of schools, municipal and First Nation liaison roles.
4. The Chair, the Secretary-Treasurer or any three trustees, may call a special meeting of the Board, in addition to the regularly scheduled general meetings of the Board.
5. A special meeting will be called upon less than the normal forty-eight hours' notice, in writing or by telephone, with such meeting being deemed to have been properly convened if a majority of trustees agree to waive the normal forty-eight hours of written notice.
6. The following procedural matters will be implemented:
  - Meetings will be conducted in two major sections:

The first will encompass the agenda, minutes, correspondence, and acceptance of presentations from the public and employee groups;

The second will be for the consideration of Board Committee Reports and Special Reports to the Board.

- The meetings should be conducted in a timely manner and time guidelines and limits adhered to with respect to:
  - \* general meetings of the Board of Education commence at 7:30 p.m. and continue until no later than 10:30 p.m., save as may be extended by majority consent
  - \* Starting the meeting on time
  - \* The Community Presentations period is limited to a maximum of six speakers, each speaking a maximum of five minutes; there can only be three speakers per issue (numbers and time may be extended at the discretion of the Chair)
  - \* Individuals or delegations wishing to make a presentation will be advised of their placement on an upcoming agenda on the Wednesday before the Regular meeting. Presentations on behalf of groups will be presentation by the spokesperson(s) of that group, who will be identified on the agenda.
  - \* There will be no public debate with presenters; information only will be received
  - \* The Question Period is limited to 15 minutes
- 7. The public will be encouraged to attend the Education Policy and Directions, or the Operations Policy and Planning Standing Committee meetings, rather than a Board meeting, to facilitate dialogue with the public before decisions are made.

In addition to the opportunities to participate at Standing Committees, the Board Chair will ask partner groups including the Greater Victoria Teachers' Association (GVTA), the Canadian Union of Public Employees (CUPE Locals 947 and 382), the Victoria Confederation of Parent Advisory Councils (VCPAC), Esquimalt and



Songhees Nations, Student Representatives, and the Victoria Principals and Vice-Principals Association (VPVPA), whether they would like to provide comment on motions prior to them being debated by the Board. Each stakeholder representative will have up to two minutes to provide comment through the Chair.

8. In the event that the Board may fail to conclude the business of the agenda by the time of adjournment the Chair may ask the board to prioritize the remaining agenda items. Agenda items not concluded at the meeting, will be placed on the next month's agenda, and given priority to before new business, if a Special meeting is not called to address unfinished business.
9. All agendas will be prepared by the Chair of the Board, and circulated by the Chair or designate. Proposed agenda items will be provided to the Secretary-Treasurer no later than the Tuesday before the meeting.
10. The agenda will be adopted by ordinary motion as the first item of business at each meeting.
11. The Agenda will contain the following:

Guidelines for the meeting format including outlining opportunities for public and stakeholder comments

- A. Acknowledgement of Traditional Territories; Adoption of the Agenda; Approval of Previous Minutes and Business Arising from the Minutes and Presentations of which first priority will be given to schools, and then to the public and community.
- B. Opportunity for Comments from the Public (15 minutes)
- C. Correspondence
- D. Chair's Report; Trustee Reports
- E. Board Committee Reports:
  - (1) Education Policy and Directions Motions
  - (2) Operations Policy and Planning Motions

F. Staff Reports

G. Question Period

H. Public Disclosure of In-Camera Items

I. New Business/Notice of Motions

J. Adjournment

The order of the Agenda will be as above, unless varied at the meeting by majority vote.

12. All votes will be recorded in the Regular board meeting minutes with the Trustee's name and yes, no or abstain. Absent Trustees' names will be recorded as absent for the vote.
13. An electronic copy of the General Meeting Agenda will be made available to the media, partner groups and the public (website) through the Secretary-Treasurer's three days before the meeting.
14. The Board Chair may reschedule any regularly scheduled general meeting of the Board to a different time and date in order to meet the business requirements of the Board. The Board may, by ordinary resolution, cancel a regular general meeting of the Board.
15. In accordance with Section 67 of the *School Act*, Trustees may participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other. Such attendance shall only be permitted where Trustee participation is prevented by extraordinary circumstances and can be accommodated by staff.
16. With the exception of poll votes pursuant to Bylaw 9011, and electronic meetings called by the Chair, the Board will not conduct meetings electronically. For the purposes of this bylaw, electronic communications that would constitute a meeting include communications shared among all trustees that materially advance or

debate a matter before the Board. This Bylaw does not prohibit the electronic provision of information pertaining to a matter before the Board.

*Greater Victoria School District*

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Adopted: April 27, 1981

Various Revisions

Revised: November 25, 1991

Revised: June 23, 1997

Revised: January 16, 2006

Revised: January 19, 2009 (corrected)

Revised: November 17, 2014

Revised: December 14, 2015

Revised: June 20, 2016

Revised: April 24, 2017

Revised: April 23, 2018

Revised: April 26, 2021