



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

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

**Monday, November 21, 2022, 7:00 p.m.**

**Chairperson: Trustee Duncan**

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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 November 21, 2022 agenda be approved.

**A.3. Trustee Election**

a. Election of Chair

b. Motion to Destroy Election Ballots/Text Messages

Recommended Motion:

That the election ballots/text messages be destroyed.

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

Recommended Motion:

That the October 17, 2022 Operations Policy and Planning Committee meeting minutes, be approved.

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

**B. PRESENTATIONS TO THE COMMITTEE**

**Public Presentation**

**District Occupational Health and Safety Committee – Cindy Romphf**

**Custodial Issues in the District – VCPAC President Tracy Humphreys**

**Staff Presentation**

**Information Technology For Learning Department Update – Director of Information Technology Andy Canty**

**C. SUPERINTENDENT'S REPORT**

**D. PERSONNEL ITEMS**

**E. FINANCE AND LEGAL AFFAIRS**

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

**E.2. Budget Change Report: October 2022**

**E.3. Student and Family Affordability Fund Update**

**E.4. Cedar Hill Middle School Design Approval**

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Cedar Hill Middle School Design as presented.

**F. FACILITIES PLANNING**

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

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

**F.3. Long-range Facilities Plan**

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**

**H.1. Trustee Duncan – Response to VCPAC and GVTA Letters**

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to respond to the letters received by the Board from VCPAC dated October 12, 2022 and GVTA dated October 17, 2022 correspondence.

**I. NOTICE OF MOTION**

**J. GENERAL ANNOUNCEMENTS**

**K. ADJOURNMENT**

Recommended Motion:

That the meeting adjourn.

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



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

**REGULAR MINUTES**

Monday, October 17, 2022, 7:00 p.m.

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

Trustee Regrets: Jordan Watters

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, Jim Vair, Director of Human Resources, Tammy Sherstobitoff, District Principal Human Resources, Andy Canty, Director, Information Technology for Learning, Mora Cunningham, Manager of Major Capital Projects, Sarah Winker, VPVPA, Kelly Gorman, Recorder

Partners: Winona Waldron, GVTA, Jane Massy, CUPE 947, Tracy Humphreys, VCPAC

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**A. COMMENCEMENT OF MEETING**

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

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

Chair 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 Duncan

Remove E.5 and E.6 from the agenda.

**Motion Carried Unanimously**

**Moved by** Trustee Ferris

That the October 17, 2022 agenda be approved with the following amendment:

Move F.1. and F.2. to E.1. and E.2. and renumber accordingly.

**Motion Carried Unanimously**

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

**Moved by** Trustee Painter

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

For: Leonard, Ferris, Hentze, Whiteaker, Painter, Duncan

Abstain: McNally and Paynter

**Motion Carried (6 to 2)**

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

Trustee Duncan

A.4. Requested an update on the aviation program. Deputy Superintendent Caldwell stated that the aviation program at Mount Douglas Secondary school began receiving students September 2022.

D.1.b. Student and Family Affordability Fund, when will the Board see a plan? Superintendent Whitten anticipates that within the next two weeks an update will be provided to the Board.

F.1. Would like the Monthly Financial Report for June 2022 added to a future meeting.

**B. PRESENTATIONS TO THE COMMITTEE**

**C. SUPERINTENDENT'S REPORT**

- C.1.** Superintendent Whitten introduced Jules Dawkins from Esquimalt High School.

**D. PERSONNEL ITEMS**

- D.1.** District Principal Human Resources Sherstobitoff provided the Human Resources Update.

Trustees had questions of clarification and provided thanks for the report.

- D.2.** Director of Human Resources Vair provided the Occupational Health and Safety Annual Report.

Trustees had questions of clarification and provided thanks for the report.

**E. FINANCE AND LEGAL AFFAIRS**

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

Director of Facilities Services Vistisen-Harwood provided an update.

Trustees had questions of clarification.

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

Director of Facilities Services Vistisen-Harwood provided an update.

**E.3. Monthly Financial Report: September 2022**

Secretary-Treasurer Morris provided the report for information.

Questions of clarification were asked. Trustee Paynter to send staff questions relative to the report.

**E.4. 2022-2023 Budget Change Report**

Secretary-Treasurer Morris provided the report for information.

Questions of clarification were asked.

**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 9:00 p.m.*

*The meeting reconvened at 9:05 p.m.*

**E.5. 2022-2023 Enrolment, Capacity & Funding Update**

Secretary-Treasurer Morris provided the report for information.

### Enrolment

The District has increased 212 FTE students from last year.

1478 indigenous students are enrolled in the District.

### Functional Capacity

Elementary 90% capacity utilization

Middle 86% capacity utilization

Secondary 92% capacity utilization

District 88% capacity utilization

### Funding

\$3.3 million higher operating grant than previous year. Enrolment is up 19.116 FTE from the preliminary budget at which time the Board took a 164 FTE enrolment increase risk to balance the 22-23 preliminary budget.

Questions of clarification were asked.

#### **E.6. Crossing Guard Implementation Update**

Secretary-Treasurer Morris provided the report for information.

Staff recommend that the Board advocate for funding going forward.

### **F. FACILITIES PLANNING**

#### **F.1. [Cedar Hill Middle School Replacement Project Engagement Report March 3, 2022](#)**

Reports provided for information.

#### **F.2. [Cedar Hill Middle School Replacement Project Engagement Report June 27, 2022](#)**

Reports provided for information.

Trustees had questions of clarification and provided thanks for the report.

#### **F.3. Long Range Facilities Plan Process**

Secretary-Treasurer Morris presented the memo and proposed process timeline.

**Moved by** Trustee Ferris

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

**Moved by** Trustee Whiteaker

That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) approve the Long Range Facilities Plan Process 2024 to 2030 as presented.*” be tabled to the November 21, 2022 Operations Policy and Planning Committee meeting.

For: Hentze, McNally, Duncan, Paynter, Whiteaker

Against: Leonard, Ferris, Painter

**Motion Carried (5 to 3)**

Trustee Duncan requested the District Facilities Plan Ad Hoc Committee reconvene to report on the recommendations in the existing Long Term Facilities Plan.

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

**H. NEW BUSINESS**

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

**Moved by** Trustee Leonard

Trustees discussed the motion.

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.

For: Leonard, Ferris, Painter, Hentze

Against: McNally, Duncan, Paynter, Whiteaker

**Motion Defeated(4 to 4)**

**I. NOTICE OF MOTION**

None.

**J. GENERAL ANNOUNCEMENTS**

**K. ADJOURNMENT**

**Moved by** Trustee Painter

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 10:27 p.m.

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Chair

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Secretary-Treasurer

DRAFT

## MONTHLY FINANCIAL REPORT - OPERATING REVENUES - October 2022

	2022-2023						2021-2022				
	Budget	Oct 2022	YTD	Available	%		Budget	Oct 2021	YTD	Available	%
602 CE/HL OTHER FEES	20	0	30	(10)	-50%	!!	80	0	10	70	88%
605 CE/HL REGISTRATION FEES	5,100	440	2,840	2,260	44%	!!	5,550	425	1,925	3,625	65%
621 MINISTRY BLOCK FUNDING	194,583,765	18,929,544	40,920,365	153,663,400	79%	!!	194,777,362	18,340,375	39,646,747	155,130,615	80%
629 OTHER MIN OF ED GRANTS	2,214,753	107,246	215,695	1,999,058	90%	!!	2,354,658	103,589	214,926	2,139,732	91%
641 REVENUE -OTHER PROV MINISTRIES	111,290	0	83,852	27,438	25%	!!	166,975	0	112,828	54,147	32%
642 REVENUE -OTHER SCHOOL DISTRICTS	3,240	540	540	2,700	83%	!!	0	0	0	0	0%
644 CE/HL COURSE FEES	2,900	710	1,420	1,480	51%	!!	13,050	2,900	3,625	9,425	72%
645 REVENUE-CAFETERIA	30,621	19,636	26,842	3,779	12%	!!	123,426	10,349	10,351	113,075	92%
647 OFFSHORE STUDENTS TUITION FEES	15,104,719	475,708	12,206,950	2,897,769	19%	!!	15,057,308	1,600,478	14,298,122	759,186	5%
648 LOCAL EDUCATION AGREEMENTS	989,902	0	205,007	784,895	79%	!!	832,036	0	257,931	574,105	69%
649 MISC FEES & REVENUE	1,540,102	108,738	837,793	702,309	46%	!!	1,519,807	120,744	664,475	855,332	56%
651 COMMUNITY USE OF FACILITIES	1,687,020	240,460	510,898	1,176,122	70%	!!	1,488,905	154,523	442,000	1,046,905	70%
652 COMMUNITY USE OF FIELDS	83,218	275	275	82,943	100%	!!	51,670	4,412	41,146	10,524	20%
653 COMMUNITY USE OF THEATRE	59,144	4,399	8,702	50,442	85%	!!	87,769	2,979	6,402	81,367	93%
654 PARKING FEES	36,860	1,437	6,590	30,270	82%	!!	26,273	1,439	16,405	9,868	38%
655 RENTALS LIAB INS REVENUE	6,120	470	5,436	684	11%	!!	6,000	565	4,090	1,910	32%
659 OTHER RENTALS & LEASES	768,212	29,359	296,688	471,524	61%	!!	777,126	122,023	307,189	469,937	60%
661 INTEREST	6,100	5,565	9,861	(3,761)	-62%	!!	5,537	365	1,435	4,102	74%
669 INVESTMENT REVENUE	362,660	129,345	392,801	(30,141)	-8%	!!	347,492	32,736	81,208	266,284	77%
671 SURPLUS FROM PRIOR YEAR	6,717,367	8,218,621	8,218,621	(1,501,254)	-22%	!!	13,192,739	0	13,192,739	0	0%
						!!					
<b>GRAND TOTAL</b>	<b>224,313,113</b>	<b>28,272,493</b>	<b>63,951,206</b>	<b>160,361,907</b>	<b>71%</b>		<b>230,833,763</b>	<b>20,497,902</b>	<b>69,303,554</b>	<b>161,530,209</b>	<b>70%</b>

# MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - October 2022

	2022-2023								2021-2022						
	Budget	Oct 2022	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Oct 2021	YTD	Encumbrances	Total Exp	Available	%
SALARIES															
111 CERTIFICATED TEACHERS	96,999,420	9,454,644	18,841,926		18,841,926	78,157,494	81%	!!	95,142,399	9,451,233	18,542,376		18,542,376	76,600,023	81%
112 P&VP SALARIES	14,111,193	1,154,179	4,655,812		4,655,812	9,455,381	67%	!!	14,724,483	1,181,007	4,700,343		4,700,343	10,024,140	68%
114 ALLIED SPECIALISTS	1,833,306	183,506	366,676		366,676	1,466,630	80%	!!	1,853,609	181,003	364,478		364,478	1,489,131	80%
115 DEPARTMENT HEAD ALLOWANCES	265,171	38,767	51,626		51,626	213,545	81%	!!	261,249	31,266	51,263		51,263	209,986	80%
120 EXEMPT STAFF (CERT)	965,970	74,426	288,393		288,393	677,577	70%	!!	1,383,839	363,304	668,051		668,051	715,788	52%
121 EXEMPT STAFF (NON-CERT)	3,781,838	281,595	1,101,545		1,101,545	2,680,293	71%	!!	3,897,368	293,850	1,239,890		1,239,890	2,657,478	68%
122 CUSTODIANS	1,436,744	118,041	474,355		474,355	962,389	67%	!!	2,467,263	261,054	741,685		741,685	1,725,578	70%
123 JANITORS	4,008,951	305,168	1,327,558		1,327,558	2,681,393	67%	!!	3,649,570	423,786	1,302,071		1,302,071	2,347,499	64%
125 FOREMEN	518,053	27,569	135,748		135,748	382,305	74%	!!	519,337	60,849	172,894		172,894	346,443	67%
126 TRADESMEN/LABOURERS	3,953,725	302,621	1,343,799		1,343,799	2,609,926	66%	!!	4,219,860	406,027	1,405,942		1,405,942	2,813,918	67%
131 SCHOOL ASSISTANT SALARIES	18,783,994	1,583,215	2,874,571		2,874,571	15,909,423	85%	!!	17,709,964	1,534,281	2,789,901		2,789,901	14,920,063	84%
142 CLERICAL SALARIES	9,008,060	699,270	2,206,646		2,206,646	6,801,414	76%	!!	8,941,058	709,550	2,278,230		2,278,230	6,662,828	75%
161 TTOC SALARIES	7,768,180	1,119,850	1,840,415		1,840,415	5,927,765	76%	!!	9,909,200	1,388,844	1,929,087		1,929,087	7,980,113	81%
165 RELIEF LABOUR	281,852	40,401	144,487		144,487	137,365	49%	!!	496,414	46,715	219,341		219,341	277,073	56%
166 382 EXTRA STAFF SALARIES	309,591	7,538	97,337		97,337	212,254	69%	!!	0	0	0		0	0	0%
167 SCHOOL ASSIST RELIEF	271,705	32,486	61,368		61,368	210,337	77%	!!	445,811	32,287	66,145		66,145	379,666	85%
168 CASUAL CLERICAL SALARIES	77,774	1,105	15,880		15,880	61,894	80%	!!	77,122	(667)	8,041		8,041	69,081	90%
191 TRUSTEES INDEMNITY	232,137	19,097	76,389		76,389	155,748	67%	!!	226,442	18,649	74,560		74,560	151,882	67%
199 RECOVERIES	(95,508)	(13,801)	(67,939)		(67,939)	(27,569)	29%	!!	(685,170)	(33,305)	(114,082)		(114,082)	(571,088)	83%
TOTAL -- SALARIES	164,512,156	15,429,677	35,836,592	0	35,836,592	128,675,564	78%	!!	165,239,818	16,349,733	36,440,216	0	36,440,216	128,799,602	78%
BENEFITS															
211 TEACHER BENEFITS	23,279,867	1,885,859	4,991,527		4,991,527	18,288,340	79%	!!	22,420,890	1,810,387	4,726,948		4,726,948	17,693,942	79%
212 P&VP BENEFITS	2,878,683	189,702	843,307		843,307	2,035,376	71%	!!	2,960,032	185,648	800,742		800,742	2,159,290	73%
214 ALLIED SPECIALISTS BENEFITS	423,495	34,507	85,272		85,272	338,223	80%	!!	374,431	31,971	86,115		86,115	288,316	77%
215 DEPT HEAD ALLOWANCE BENEFITS	63,641	7,287	10,177		10,177	53,464	84%	!!	61,655	4,663	7,478		7,478	54,177	88%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	443,778	13,813	(156,384)		(156,384)	600,162	135%	!!	0	30,130	(382,609)		(382,609)	382,609	0%
220 EXEMPT (CERT) - BENEFITS	178,705	11,805	50,407		50,407	128,298	72%	!!	254,553	63,980	116,545		116,545	138,008	54%
221 EXEMPT (N-CERT) BENEFITS	722,329	46,613	202,349		202,349	519,980	72%	!!	747,363	45,703	230,805		230,805	516,558	69%
222 CUSTODIAN BENEFITS	300,279	28,367	121,993		121,993	178,286	59%	!!	526,883	49,402	163,967		163,967	362,916	69%
223 JANITOR BENEFITS	837,871	69,075	318,939		318,939	518,932	62%	!!	782,272	68,356	265,440		265,440	516,832	66%
225 FOREMEN BENEFITS	108,273	5,342	30,891		30,891	77,382	71%	!!	116,510	10,065	33,210		33,210	83,300	71%
226 TRADESMEN/LABOURER BENEFITS	826,327	66,700	308,328		308,328	517,999	63%	!!	947,182	77,166	288,142		288,142	659,040	70%
231 SCHOOL ASSISTANT BENEFITS	4,508,159	397,345	849,635		849,635	3,658,524	81%	!!	4,262,788	326,637	686,881		686,881	3,575,907	84%
242 CLERICAL BENEFITS	2,161,932	172,058	608,725		608,725	1,553,207	72%	!!	2,191,773	153,916	573,428		573,428	1,618,345	74%
261 TTOC BENEFITS	1,482,352	230,533	381,133		381,133	1,101,219	74%	!!	1,716,996	289,362	388,510		388,510	1,328,486	77%
265 RELIEF LABOUR BENEFITS	27,903	4,328	14,819		14,819	13,084	47%	!!	61,059	15,864	37,097		37,097	23,962	39%
266 382 EXTRA STAFF BENEFITS	30,650	713	10,070		10,070	20,580	67%	!!	0	0	0		0	0	0%
267 RELIEF ASSISTANT BENEFITS	27,445	3,552	6,814		6,814	20,631	75%	!!	55,516	11,655	26,077		26,077	29,439	53%
268 CASUAL CLERICAL BENEFITS	7,772	204	2,326		2,326	5,446	70%	!!	10,567	(318)	(214)		(214)	10,781	102%
291 TRUSTEE BENEFITS	13,464	1,100	4,401		4,401	9,063	67%	!!	14,266	(1,028)	2,448		2,448	11,818	83%
299 OTHER - BENEFITS	58	0	0		0	58	100%	!!	(72,583)	0	0		0	(72,583)	100%
TOTAL -- BENEFITS	38,322,983	3,168,903	8,684,729	0	8,684,729	29,638,254	77%	!!	37,432,153	3,173,559	8,051,010	0	8,051,010	29,381,143	78%
SERVICES & SUPPLIES															
311 AUDIT	29,972	2,540	1,016		1,016	28,956	97%	!!	27,940	6,752	52	0	52	27,888	100%
312 LEGAL	225,000	62,274	82,132		82,132	142,868	63%	!!	378,439	70,609	138,986	0	138,986	239,453	63%
323 SOFTWARE MAINTENANCE	1,068,131	94,082	799,411	71,163	870,574	197,557	18%	!!	1,121,963	66,906	468,335	67,772	536,107	585,856	52%
324 HARDWARE MAINTENANCE	109,741	45,138	98,442		98,442	11,299	10%	!!	97,065	65,070	97,065	0	97,065	0	0%
331 CONTRACTED TRANSPORTATION	880,500	67,983	89,507	815,840	905,347	(24,847)	-3%	!!	1,058,899	74,474	85,717	922,552	1,008,269	50,630	5%
332 TRANSPORTATION ASSISTANCE	15,000	3,128	5,330		5,330	9,670	64%	!!	14,000	2,291	3,700	0	3,700	10,300	74%
334 SCHOOL JOURNEYS	8,494	180	20,066		20,066	(11,572)	-136%	!!	32,253	1,672	3,269	0	3,269	28,984	90%
341 PRO-D & TRAVEL	1,174,378	68,257	281,988	9,361	291,349	883,029	75%	!!	959,877	34,679	114,780	0	114,780	845,097	88%
342 TRAVEL MILEAGE	2,800	210	210		210	2,590	93%	!!	3,474	0	131	0	131	3,343	96%
343 LOCAL MILEAGE	69,835	6,052	11,896		11,896	57,939	83%	!!	78,004	3,810	11,164	0	11,164	66,840	86%
364 LEASES	109,851	9,154	36,617		36,617	73,234	67%	!!	109,851	9,154	36,617	0	36,617	73,234	67%
371 MEMBERSHIP FEES	114,008	4,542	87,680		87,680	26,328	23%	!!	113,828	8,214	100,529	0	100,529	13,299	12%
391 PREMIUMS	427,403	3,840	89,161		89,161	338,242	79%	!!	423,447	371,960	413,875	0	413,875	9,572	2%
399 SERVICES RECOVERY	0	0	(10,646)		(10,646)	10,646	0%	!!	(1,294)	0	(3,941)	0	(3,941)	2,647	-205%
421 VISA EXPENSE	16,000	1,564	4,452		4,452	11,548	72%	!!	16,410	1,234	4,192	0	4,192	12,218	74%
422 BANK SERVICE CHARGES	124,555	15,225	45,622		45,622	78,933	63%	!!	131,243	24,141	25,137	0	25,137	106,106	81%
431 LAND TELEPHONE	173,713	3,058	43,577		43,577	130,136	75%	!!	173,713	14,091	42,453	0	42,453	131,260	76%

# MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - October 2022

	2022-2023								2021-2022						
	Budget	Oct 2022	YTD	Encumbrances	Total Exp	Available	%		Budget	Oct 2021	YTD	Encumbrances	Total Exp	Available	%
438 CELL PHONES	173,245	16,963	67,216		67,216	106,029	61%	!!	230,838	16,174	63,751	0	63,751	167,087	72%
439 DIGITAL SERVICES RECOVERY	793,240	0	0		0	793,240	100%	!!	728,064	0	0	0	0	728,064	100%
441 POSTAGE	35,182	2,114	20,275	2,434	22,709	12,473	35%	!!	56,866	5,082	16,646	758	17,404	39,462	69%
444 COURIER SERVICE	25,733	6,898	13,237		13,237	12,496	49%	!!	11,974	1,479	1,743	0	1,743	10,231	85%
445 ADVERTISING	110,466	12,837	116,126		116,126	(5,660)	-5%	!!	119,138	25	40,043	0	40,043	79,095	66%
446 PHOTOCOPYING	81,308	28,947	44,776		44,776	36,532	45%	!!	281,000	11	24,535	0	24,535	256,465	91%
447 PRINTING SERVICES	10,458	1,780	3,737		3,737	6,721	64%	!!	15,708	1,237	1,450	0	1,450	14,258	91%
448 AGENT FEE	819,926	217,857	875,780		875,780	(55,854)	-7%	!!	1,678,110	403,475	1,101,233	0	1,101,233	576,877	34%
450 GRANTS	68,515	0	0		0	68,515	100%	!!	101,757	0	0	0	0	101,757	100%
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100%	!!	0	0	0	0	0	0	0%
452 HONORARIA	13,100	3,300	4,700		4,700	8,400	64%	!!	13,655	65	2,065	0	2,065	11,590	85%
453 SCHOLARSHIPS	8,450	4	4,204		4,204	4,246	50%	!!	13,000	0	5,000	0	5,000	8,000	62%
457 GIFT / GIFT CERTIFICATES	3,103	93	93		93	3,010	97%	!!	4,335	530	1,654	0	1,654	2,681	62%
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	0%	!!	200	0	(177)	0	(177)	377	188%
462 SECURITY	84,000	5,601	24,136	11,176	35,312	48,688	58%	!!	84,000	6,614	23,417	13,691	37,108	46,892	56%
467 FLEET TELEMATICS	24,500	905	10,152		10,152	14,348	59%	!!	19,500	738	6,444	0	6,444	13,056	67%
469 MISCELLANEOUS SERVICES	3,422,425	175,071	634,908	453,479	1,088,387	2,334,038	68%	!!	3,942,714	458,196	1,135,131	1,049,324	2,184,455	1,758,259	45%
481 PORTABLE MOVES	60,000	0	18,312		18,312	41,688	69%	!!	57,769	0	5,400	40,838	46,238	11,531	20%
499 COST RECOVERIES	(6,917)	(54)	(6,971)		(6,971)	54	-1%	!!	(7,396)	(3,378)	(1,208)	0	(1,208)	(6,188)	84%
501 CAFETERIA FOOD	71,940	30,716	30,442		30,442	41,498	58%	!!	195,725	4,742	14,943	0	14,943	180,782	92%
503 WOOD	3,317	8,432	10,894		10,894	(7,577)	-228%	!!	14,959	3,160	6,091	0	6,091	8,868	59%
504 METAL	253	641	1,192		1,192	(939)	-371%	!!	7,556	48	112	0	112	7,444	99%
505 APPLIED TECHNOLOGY SUPPLIES	801	0	0		0	801	100%	!!	801	0	0	0	0	801	100%
506 DRAFTING SUPPLIES	0	0	103		103	(103)	0%	!!	530	0	0	0	0	530	100%
508 AUTOMOTIVE	(43)	25	25		25	(68)	158%	!!	2,506	884	1,067	0	1,067	1,439	57%
511 ADMINISTRATIVE SUPPLIES	218,802	27,852	86,155		86,155	132,647	61%	!!	386,904	26,051	68,805	0	68,805	318,099	82%
512 COPY/PRINTER SUPPLIES	74,571	24,798	46,315		46,315	28,256	38%	!!	202,761	16,664	35,903	0	35,903	166,858	82%
514 JANITORIAL SUPPLIES	462,000	71,526	205,276		205,276	256,724	56%	!!	462,000	63,180	171,737	0	171,737	290,263	63%
515 VEHICLE SUPPLIES	45,000	8,408	41,688		41,688	3,312	7%	!!	69,311	4,937	17,956	0	17,956	51,355	74%
516 MEDICAL SUPPLIES	1,677	147	809		809	868	52%	!!	5,439	437	1,507	0	1,507	3,932	72%
517 TIRE PURCHASES	25,000	1,784	10,933		10,933	14,067	56%	!!	0	0	0	0	0	0	0%
518 VEHICLE FUEL PURCHASES	180,534	24,688	77,457		77,457	103,077	57%	!!	157,174	16,077	61,030	0	61,030	96,144	61%
519 INSTRUCTIONAL SUPPLIES	3,960,125	280,939	875,602	38,363	913,965	3,046,160	77%	!!	7,356,509	346,601	1,021,068	94,992	1,116,060	6,240,449	85%
520 BOOKS & GUIDES	778,226	31,692	63,268	509	63,777	714,449	92%	!!	582,666	46,873	84,721	399	85,120	497,546	85%
525 MAGAZINES & PERIODICALS	2,809	1,033	2,281		2,281	528	19%	!!	8,316	606	1,498	0	1,498	6,818	82%
530 AUDIO VISUAL MATERIALS	0	33	33		33	(33)	0%	!!	573	26	26	0	26	547	95%
534 SOFTWARE	9,876	1,169	14,861		14,861	(4,985)	-50%	!!	27,587	(15,182)	66,060	0	66,060	(38,473)	-139%
541 LIGHT & POWER	1,537,413	91,864	257,367		257,367	1,280,046	83%	!!	1,537,413	81,116	268,014	0	268,014	1,269,399	83%
551 GAS	1,340,500	272	(114,018)		(114,018)	1,454,518	109%	!!	1,321,138	(179)	(43,242)	0	(43,242)	1,364,380	103%
552 OIL	55,000	0	0		0	55,000	100%	!!	55,000	14,610	14,610	0	14,610	40,390	73%
561 WATER	442,617	53,793	149,323		149,323	293,294	66%	!!	442,617	77,806	210,284	0	210,284	232,333	52%
562 SEWER USER CHARGE	298,153	39,390	99,982		99,982	198,171	66%	!!	298,153	46,949	129,827	0	129,827	168,326	56%
563 STORMWATER	80,678	82,581	82,581		82,581	(1,903)	-2%	!!	80,678	82,434	82,434	0	82,434	(1,756)	-2%
572 GARBAGE DISPOSAL	255,000	16,441	31,134		31,134	223,866	88%	!!	221,560	19,378	39,511	0	39,511	182,049	82%
581 FURNITURE & EQUIP PURCH	602,230	25,507	191,685	120,754	312,439	289,791	48%	!!	1,779,566	70,249	332,291	32,454	364,745	1,414,821	80%
582 VEHICLE PURCHASES	341,925	0	275,681	43,274	318,955	22,970	7%	!!	260,650	0	15,476	55,966	71,442	189,209	73%
590 COMPUTER PURCHASES	1,783,907	80,229	815,023	37,064	852,087	931,820	52%	!!	1,876,652	4,535	186,811	73,341	260,152	1,616,500	86%
594 RECONCILIATION ADJUSTMENTS	0	102	167		167	(167)	0%	!!	0	943	(143)	0	(143)	143	0%
595 INTERFUND TRANSFER	(1,388,855)	0	0		0	(1,388,855)	100%	!!	0	0	0	0	0	0	0%
599 SUPPLIES RECOVERIES	(11,462)	(2,510)	(12,475)		(12,475)	1,013	-9%	!!	(1,303,796)	(71,225)	(106,515)	0	(106,515)	(1,197,281)	92%
TOTAL -- SERVICES & SUPPLIES	21,477,974	1,761,095	6,760,927	1,603,417	8,364,344	13,113,630	61%	!!	28,161,792	2,487,025	6,651,070	2,362,929	9,013,999	19,147,793	68%
GRAND TOTAL	224,313,113	20,359,676	51,282,248	1,603,417	52,885,665	171,427,448	76%	!!	230,833,763	22,010,317	51,142,296	2,362,929	53,505,225	177,328,538	77%

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

	Revenue	Expenses
<b>2022-2023 Preliminary Budget - Operating (CARRIED April 7, 2022)</b>	<b>217,320,773</b>	<b>219,620,773</b>
<b>Surplus Appropriation (Board Approved)</b>		
Budgeted 22-23 Surplus Appropriation April 7, 2022 - Allocated to Expense	2,300,000	
	<b>2,300,000</b>	<b>0</b>
<b>Changes - Surplus Appropriation (CARRIED September 26, 2022)</b>		
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>
<b>Changes - Amended Budget</b>		
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)
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
Additional Elementary Strings Donation	250	250
Misc Donations and Revenues to October 31	11,789	11,789
Cafeteria Revenue to October 31	30,621	30,621
Cooper Smith Music Library Donations to October 31	13,095	13,095
Municipal Crossing Guard Contributions to October 31	60,160	60,160
Total Changes:	(129,552)	(129,552)
<b>Amended Budget to October 31, 2022</b>	<b>223,908,588</b>	<b>223,908,588</b>

### Reserves

- Reserve - District (CARRIED September 26, 2022)	1,172,813
- Reserve - International (CARRIED September 26, 2022)	328,441
Total Reserves (0.67% of revenue)	<u>1,501,254</u>
- Local Capital Fund (June 30, 2022)	3,477,091
- Ministry of Education and Child Care Restricted Capital Fund (June 30, 2022)	<u>2,980,325</u>
	<u>6,457,416</u>

## 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	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		5,000
Human Counselling Service Contract		5,000
	<u>48,000</u>	<u>48,000</u>
<b>French Immersion (OLEP)</b>		
French Immersion Growth Initiatives Grant	75,000	75,000
	<u>75,000</u>	<u>75,000</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

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TO: Operations Policy and Planning Committee  
FROM: Deb Whitten, Superintendent of Schools  
RE: Student and Family Affordability Fund Update  
DATE: November 21, 2022

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## **Background:**

The Greater Victoria School District received \$1.9 million in one-time funding from the Ministry of Education and Child Care to assist families temporarily facing financial challenges associated with going back to school. The Student and Family Affordability Fund was created to improve food security and assist parents, care-givers and students with school-associated costs, such as school supplies and education-related fees. As per Policy 6159 HARSHIP, and Regulation 6160 STUDENT FEES AND DEPOSITS, the funds will be provided to families in as flexible, private and stigma-free manner as possible.

Over the past six weeks, the District consulted with School PACs, the Indigenous Education Department, representatives of the Four Houses, School staff and the broader learning community to better understand the needs of families.

## **Allocation formula:**

The Senior Leadership Team used three sets of information to determine the allocations:

- 1) Principals provided information with the ranked priorities, scored and allocated based on priority (Food, Supplies, Fees, Transportation)
- 2) Principals provided information regarding the incremental number of families they estimate they'll be supporting during the 2022 – 2023 school year
- 3) The CommunityLINK vulnerability index was applied to ALL schools

The total allocation ranged from \$14,520 for the smallest school to \$87,478 for an equity seeking secondary school. School funds were allocated to the Indigenous Education Department; and the Four Houses, Songhees and Esquimalt Nations, Métis Nation and UPHIA, as well as the Welcome and Learning Centre.

All schools have received funds to support:

- Increased nutritional food/meals for before, during and after the school day;
- Additional basic goods required for learning such as school supplies and clothing/footwear for school activities;
- Additional support for fees for school extra-curricular activities and other school activities.

## **Reporting:**

Schools will be required to complete a reporting tool in January 2023 (interim projected expenditures) and July 2023 (final expenditures).

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**TO:** Operations Policy and Planning Committee  
**FROM:** Deb Whitten, Superintendent of Schools  
**DATE:** November 21, 2022  
**RE:** **Cedar Hill School Replacement Project**

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## **Background:**

Cedar Hill Middle School was originally built in 1931 as a Junior High School. The last addition was in 1975. The Facility Condition Index(FCI) is 0.82 and a new school's FCI is 0.0.

The Ministry of Education and Child Care provides funding to address high risk seismic school facilities in earthquake zones. The Ministry is particularly concerned with schools that are comprised of H1 blocks. The majority of Cedar Hill Middle School (5 blocks) has been identified as an H1 risk which means it has the highest risk of complete structure failure in a seismic event.

Seismic funding is provided separately from other funding and its purpose is to provide safe schools. Typically, the Ministry funds the lowest cost option which is usually a seismic upgrade. The approval for a replacement school is unusual and is indicative of the high risk associated with Cedar Hill Middle School.

In 2018, the Ministry supported a business case that explored options for seismic upgrade. Option 4: Replacement, was supported by the Ministry which means that every part of the school will be new and safe including the elimination of lead and asbestos.

The Ministry and the School District have signed an agreement outlining the approved scope, schedule and budget. The scope includes seismic replacement with a Neighbourhood Learning Centre, and a low carbon design with a capacity for 575 students. Included in the design is an ability for future expansion.

To date in the Ministry Project Approval Process, the following items have been completed:

- Supported on the Seismic Mitigation Program list created by Engineers and Geoscientists of British Columbia
- Board prioritized on the SD61 Five-Year Annual Capital Plan Submission
- Ministry supported a business case that explores options for seismic upgrade
- Ministry approved the option for seismic replacement
- Capital Project Funding Agreement including scope, schedule and budget signed by District and Ministry
- Ministry approved Conceptual Design Review Phase
- Ministry approved Schematic Design Review Phase
- Ministry approved Design Development Review Phase
- Ministry approved project to move to construction documents

The following items remain to be completed:

- Pre-tender Review Phase (Spring 2023)
- Approval to Tender (Spring 2023)
- Post Tender Access to Supplemental Items & Economic Adjustment (Summer 2023)
- Access to Risk Reserves (if required with proper substantiation)
- Project Closure (Winter 2025)

Throughout the project School District No. 61 has worked in collaboration with the architecture firm KMBR to formalize the visioning/engagement process. In addition, over the past school year there were multiple opportunities for individuals to provide input on the project including three public information sessions. All feedback from the community was provided to the Board, along with regular project updates from KMBR and the Facilities Department.

The approved design elements are built to today's Building Code Standards which provides improved mobility with an elevator in a central location as well as: four small learning neighbourhoods each with classrooms, collaboration areas, inclusive spaces and breakout rooms; 21 classrooms with sinks, natural light, technology packages, whiteboards and shelving; six exploratory spaces; four inclusive education rooms; seven breakout rooms; a braille room; counselling offices; sensory room; collaborative learning spaces; a gymnasium with inclusive changerooms; a Learning Commons; a multi-purpose area; an Indigenous Welcome space; an outside basketball court.

The new Cedar Hill Middle School will be the greenest school in the district with a net zero energy ready by design incorporating air source heat pumps, ground source heat pumps, and a geothermal field and 100kW Photovoltaic system. The design achieves a 90% reduction in Green House Gas Emissions versus a baseline model.

Active and safe transportation for staff and students has been carefully considered and the new design will include two entrances to drop off/pick up including parking spaces for waiting, additional parking on Gregory Place, safer raised curbs and a buffer between pedestrians and cars.

The new school will provide a safe, 21<sup>st</sup> Century, green learning environment while honouring the historical preservation of items from the 'old' school.

### **Recommended Motion:**

That the Board of Education of School District No. 61 approve the design development of Cedar Hill Middle School seismic replacement major capital project for advancement to construction phase, as presented.



# One *Learning* Community



# Cedar Hill Middle School Seismic Replacement Project



November 21, 2022

Operations Policy & Planning Committee

# Introduction

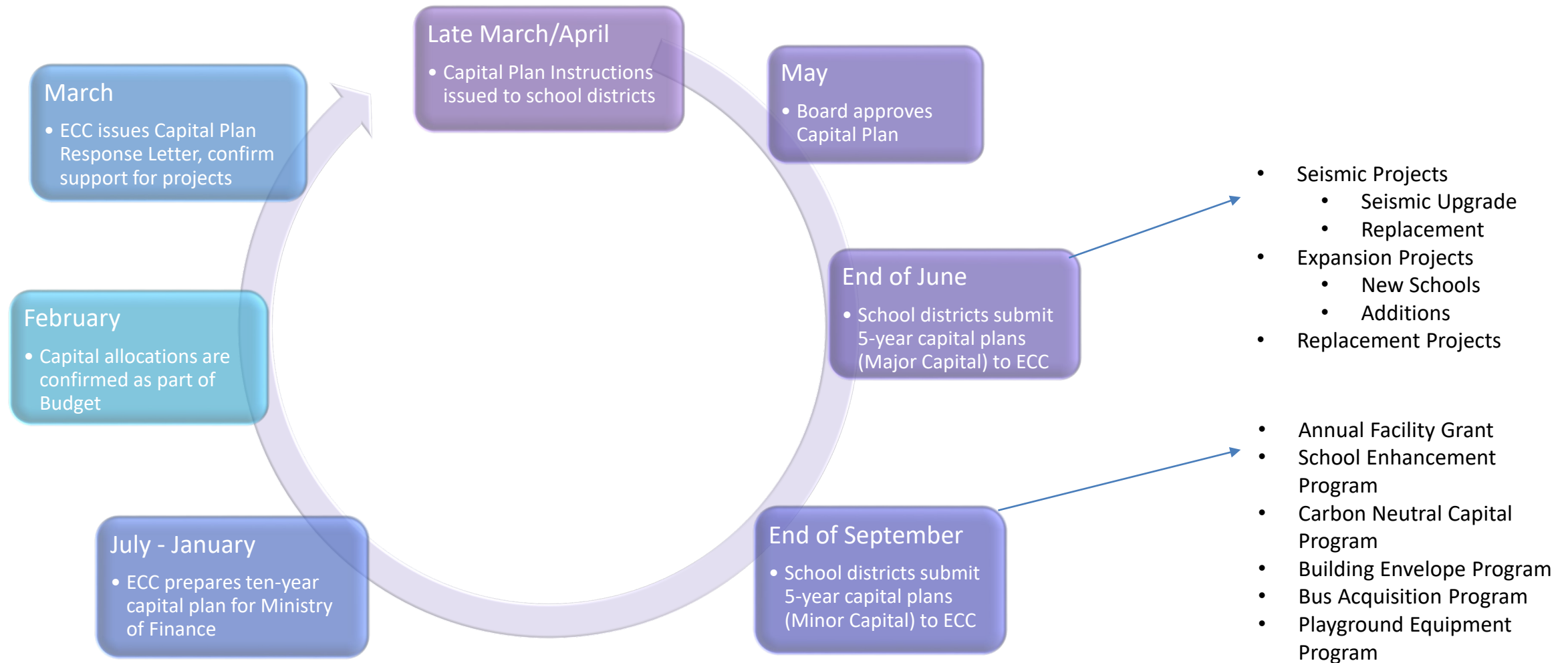
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We'll walk you through:

- Capital Planning including timelines
- Current state
- Funding application options (PDR)
- Enrolment
- Design process: phases, consultation and features of new school

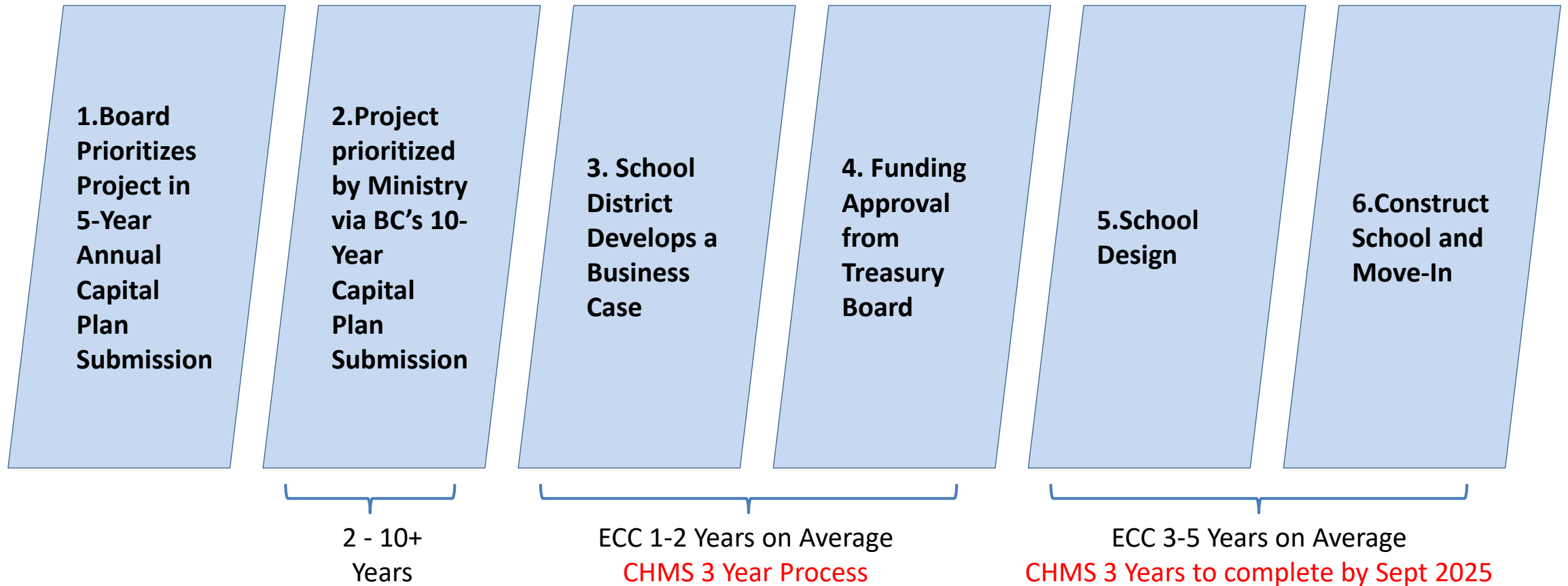
# Capital Planning Process – Annual 5 - Year Plan

## Annual Process with the Ministry of Education and Childcare (ECC)



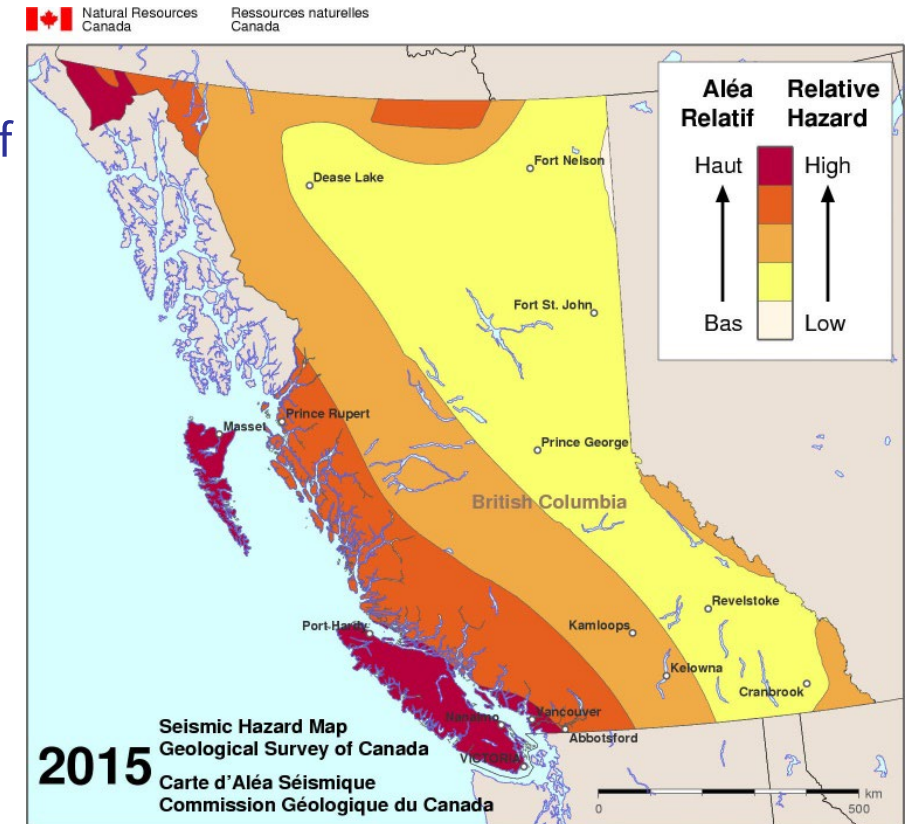
# 5-Year Annual Capital Planning Process

## Funding Approval Process with the Ministry of ECC



# Provincial Seismic Mitigation Program

- Ministry of ECC provides funding to address high risk seismic school facilities in earthquake zones
- ECC is particularly concerned with schools that are comprised of H1 blocks
  - H1: structures at highest risk of widespread damage or structural failure; not repairable after the seismic event
- Seismic funding is provided separately from other funding and its purpose is to provide safe schools
- Most often ECC funds the lowest cost option, which is usually a seismic upgrade
- Approval for a replacement school is unusual and is indicative of the high risk associated with CHMS



# Quick Facts – Cedar Hill Middle School

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Originally Built:	1931 (91 years old)
Last Addition:	1975
Number of Additions:	7
Facility Condition Index (FCI):	0.82 (the lower FCI, the better condition, a new school's FCI is 0.0)
Size:	6,681 sq. m
Deferred Maintenance:	\$10,853,236
Capacity:	575
Constructed as:	Junior High School
Seismic Rating:	5-H1 Blocks, 2-H2 and 2-H3
Heritage Status:	Recently removed from Heritage Registry

# Existing Cedar Hill Middle School

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## ✓ In 2018, the Ministry supported a business case that explored options for seismic upgrade: Project Description Report (PDR)

Option 1	Option 2	Option 3	✓ Option 4
Upgrade Phased	Upgrade Not Phased	Partial Upgrade/Partial Replacement	Replacement
<ul style="list-style-type: none"> <li>• More expensive than replacement</li> <li>• Only addresses seismic; end of life systems remain (roofs, windows, heating, asbestos etc.)</li> <li>• Higher life cycle costs (\$\$ to operate over time)</li> <li>• Does not address accessibility issues</li> <li>• Future addition is not possible</li> </ul>	<ul style="list-style-type: none"> <li>• 92% of the cost of replacement</li> <li>• Students moved to SJ Willis during construction</li> <li>• Only addresses seismic; end of life systems remain (roofs, windows, heating, asbestos etc.)</li> <li>• Does not address accessibility issues</li> <li>• Higher life cycle costs (\$\$ to operate over time)</li> <li>• Future addition is not possible</li> </ul>	<ul style="list-style-type: none"> <li>• Eliminated as viable option: <ul style="list-style-type: none"> <li>• logistically difficult</li> <li>• functionally compromised learning</li> <li>• costs as much as replacement</li> <li>• 3 blocks are not seismically upgraded</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Option 4 supported by the Ministry</li> <li>• Support is indicative of the high risk and poor condition</li> <li>• Every part of the school will be safe and new</li> <li>• Will eliminate lead and asbestos</li> <li>• Will be fully accessible</li> <li>• Can have an addition in the future</li> <li>• Will be our greenest school with low operating costs</li> </ul>

# Capital Project Funding Project Agreement

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Ministry/District signed an agreement outlining approved Scope, Schedule and Budget

## Project Scope:

Seismic replacement with NLC, and low carbon design, 375 Elementary/200 Secondary (575 capacity), grades 6 – 8 inclusive.

## Project Schedule: (completion dates)

- Design Development – December 31, 2021 (New Date: November 2022)
- Construction Documents – August 31, 2022 (New Date: Winter 2023)
- Contract Award – October 31, 2022 (New Date: Spring 2023)
- Construction – October 15, 2024 (New Date: June 2025)
- Occupancy – December 31, 2024 (New Date: September 2025)
- Demolition – May 30, 2025 (New Date: Summer 2025)
- Final Completion – August 31, 2025 (New Date: November 2025, Demolition and installation of Geothermal)

# Ministry Approved Budget

## Ministry of Education and Childcare Contributions

- **Construction** \$18,073,120
- **Soft Costs** \$ 9,166,769
  - Design fees, Municipal fees, Equipment, Energy Modelling, Moving
- **Supplemental Items** \$ 8,377,557
  - Site Conditions, NLC funding (\$2,918,700), off-site services
  - Requires Ministry approval to access at tender award
- **Risk Items** \$ 3,622,922
  - Hazardous abatement, demolition, economic adjustment, approval delays
  - Requires Ministry approval at the end of the project or once risks are fully realized and with proper documentation.
- **Economic Adjustment** \$ 3,615,270
  - Requires Ministry approval to access at tender award.

**Ministry Total** \$42,855,638

## Board of Education Contribution

- Allocated to the construction budget \$3,618,499
- Allocated to the Solar Panels \$538,375

**Board Total** \$4,156,874

**Total Funding Allocated to Project** **\$47,012,512**

# Why is the new school the same Capacity?

- Our current project approval is for Seismic Replacement not an Expansion project
- Expansion funding is a different Ministry funding envelope and will require a separate project request and approval
- Expansion projects are approved based on the 10-year enrollment projections provided annually in the District's capital plan
- The school must be over-enrolled to qualify
- Cedar Hill Middle School's 10-year functional enrollment projections:

2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
535	568	599	602	625	638	642	630	622	619



- In 2024, the enrollment is forecast to be 599 and continues to indicate growth until 2028
- Once over capacity SD61 can request an addition in the 5-year Annual Capital Plan
- New design includes ability for future expansion

# Ministry Project Approval Processes - COMPLETE

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- ✓ Supported on the Seismic Mitigation Program list created by Engineers and Geoscientists of British Columbia
- ✓ Board prioritized on the SD61 Five-Year Annual Capital Plan Submission
- ✓ Ministry supported a business case that explores options for seismic upgrade
- ✓ Ministry approved the option for seismic replacement
- ✓ Capital Project Funding Agreement including scope, schedule and budget signed by District and Ministry
- ✓ Ministry approved Conceptual Design Review Phase
- ✓ Ministry approved Schematic Design Review Phase
- ✓ Ministry approved Design Development Review Phase
- ✓ Ministry approved project to move to construction documents

# Ministry Project Approval Process – TO DO

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- ☐ Pre-tender Review Phase (Spring 2023)
- ☐ Approval to Tender (Spring 2023)
- ☐ Post Tender Access to Supplemental Items & Economic Adjustment (Summer 2023)
- ☐ Access to Risk Reserves (if required with proper substantiation)
- ☐ Project Closure (Winter 2025)

\*Throughout the duration of the project the Manager of Major Capital provides formal monthly updates to the Ministry.

# Governance Structure

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- **Steering Committee**
  - Working group to establish consultation, design: Architects, Principal, Vice-Principal, Deputy Superintendent, Manager of Major Capital, Manager of Communications
  - Meets weekly and or bi-weekly
- **Core Committee**
  - Decision making body: Superintendent, Secretary-Treasurer, Director of Facilities Services
  - Meets when a critical decision needs to be made
- **Board of Education**
  - Apprised of Core Committee decisions
  - Design approval (not legislated or required but built into SD61's process)



# Public Engagement Overview

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- SD61 worked in collaboration with the architecture firm KMBR to formalize visioning/engagement process
- KMBR was involved in the business case and design development of the school. They also helped lead engagement opportunities for staff, students, families, etc.
- **Key considerations:**
  - Clearly defining the scope of engagement and scope of the project
  - Providing feedback mechanisms to understand the community's needs and desires
  - Developing a process to reflect interests of the learning community (within budgetary and building constraints)
  - Closing the loop with the community to build understanding of the development process, outlining opportunities or challenges that may arise



# Raising Awareness

- Engagement started during conceptual design in Fall 2021.
- At each stage (pre-design, schematic design, and design development), the learning community and broader community was informed about the process and asked to provide input to inform design plans.
- Communication awareness efforts:
  - Media Releases
  - Letters/Emails to inform community, families, staff, etc.
  - Advertisements
  - District Website
  - Social Media
  - KMBR led conversations with the District of Saanich
  - Public Board Meetings/Standing Committee Meetings
  - Reports to the Board re: “What We Heard” + Design Drivers

## Final open house for new Cedar Hill Middle School on Tuesday

Tuesday's event will be the public's last opportunity to weigh in on the design.

Jeff Bell  
Jun 26, 2022 3:00 PM



Work on Cedar Hill Middle school, the school is expected to be completed by the end of the year.

## Cedar Hill Middle School *Seismic Replacement*

The Greater Victoria School District is planning to build a new seismically safe school for Cedar Hill Middle. The current school has an H-1 seismic ranking, the highest level of priority need.

The School District is in the early stages of planning and is seeking input from the community on specific site plans and accessibility. An open house is being hosted to discuss future site developments.



### Cedar Hill Open House:

Date: **Thursday, March 3, 2022**  
Time: **6:00 p.m. - 8:00 p.m.**  
Location: **Cedar Hill Gymnasium**

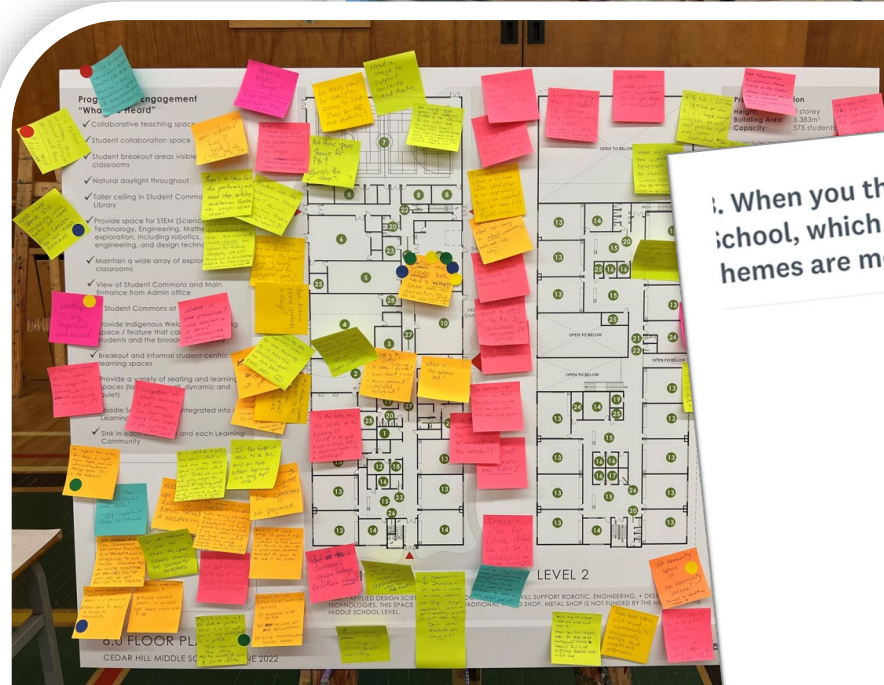
For more information, visit: [www.sd61.bc.ca](http://www.sd61.bc.ca)

One Learning Community

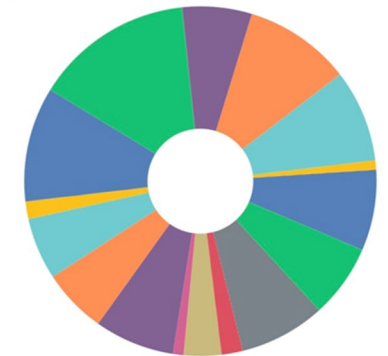


# Public Engagement Tools

- Engagement Opportunities/Techniques:
  - Interactions with the Indigenous Education Department and the Four Houses
  - Online Information Session
  - Public survey
  - Email submissions
  - In-person Open Houses (x2)
  - Staff Meetings/Visioning Sessions
  - Board Meetings/Staff Committee Meetings
  - PAC Meetings
  - KMBR Programming workshops for Cedar Hill Middle staff and students and feeder schools
  - Staff tours of other new school builds for ideas and design drivers



When you think about a new Cedar Hill Middle school, which of the following learning objectives/themes are most important to you? Select your top



# Who We Heard From

- **Indigenous Community**

- Indigenous Education Department and the Four Houses (Esquimalt and Songhees Nations, Metis Nation greater Victoria and Urban Indigenous Peoples House Advisory)



- **Learning Community**

- Students
- CHMS Teachers, School Staff and Administration
- CHMS Families
- Elementary Feeder Schools (Students and Families)



- **Broader Community**

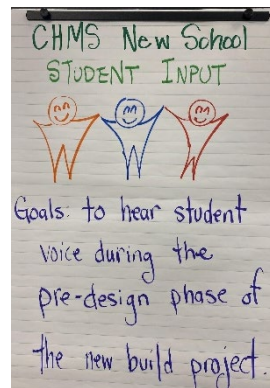
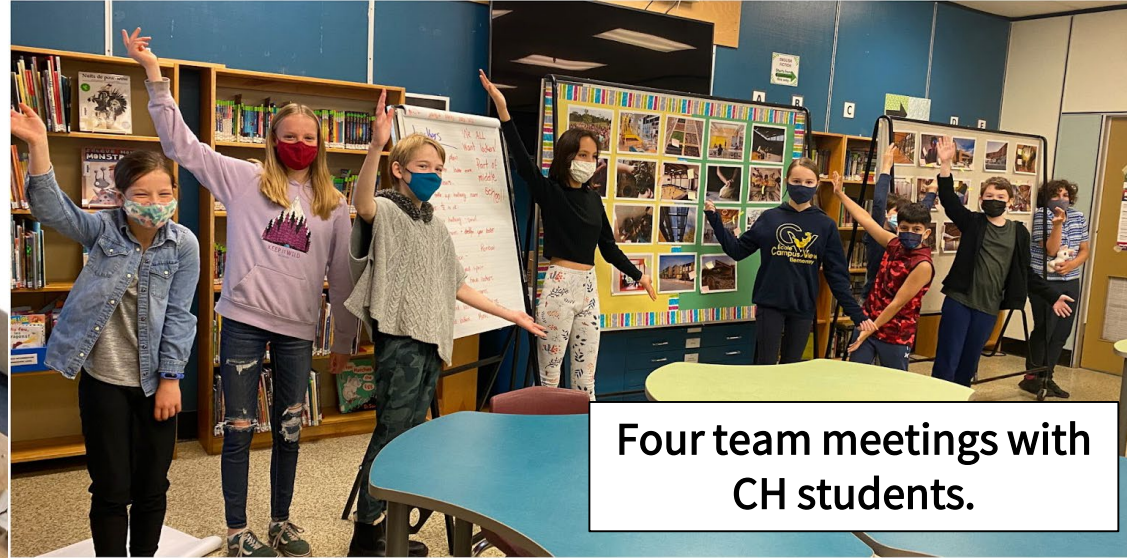
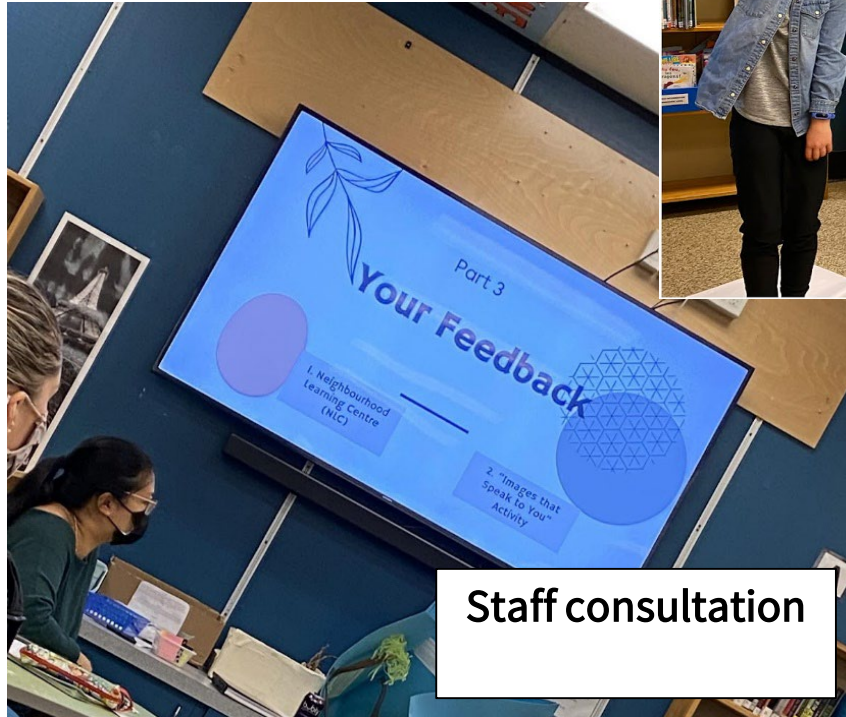
- Neighbours in the surrounding area, including Rosebank Garden Seniors Complex
- Neighbourhood Associations
- Local Organizations & Community Groups
- District of Saanich
- Alumni
- Capital Region Media



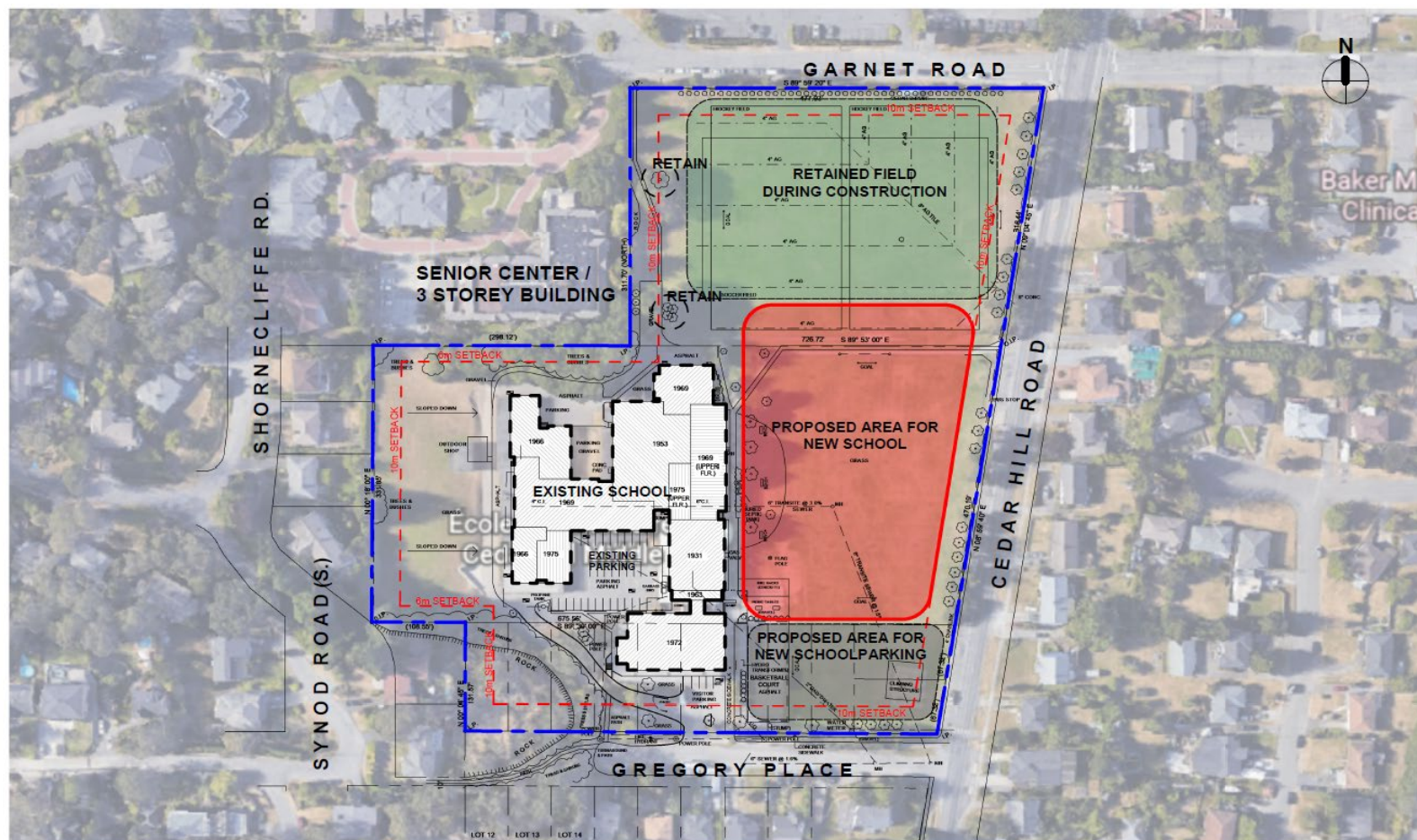
# Public Engagement Timeline

Engagement Opportunities	Timeline
Public Information Session #1	November 9, 2021
Public Visioning Survey	November 9 – November 23, 2021
On-going engagement with school community  - In-person staff programming sessions, student classroom exercises, PAC meetings, school tours, etc.	November – December 2021
“What We Heard” - Summary Visioning Report to Board	December 2021
On-going engagement with school community	January – June 2022
Public Open House #2	March 3, 2022
Public Open House #3	June 29, 2022
“What We Heard” - Summary Engagement Report to the Board	Fall 2022
Board and Ministry Approval of Detailed Design	November 2022

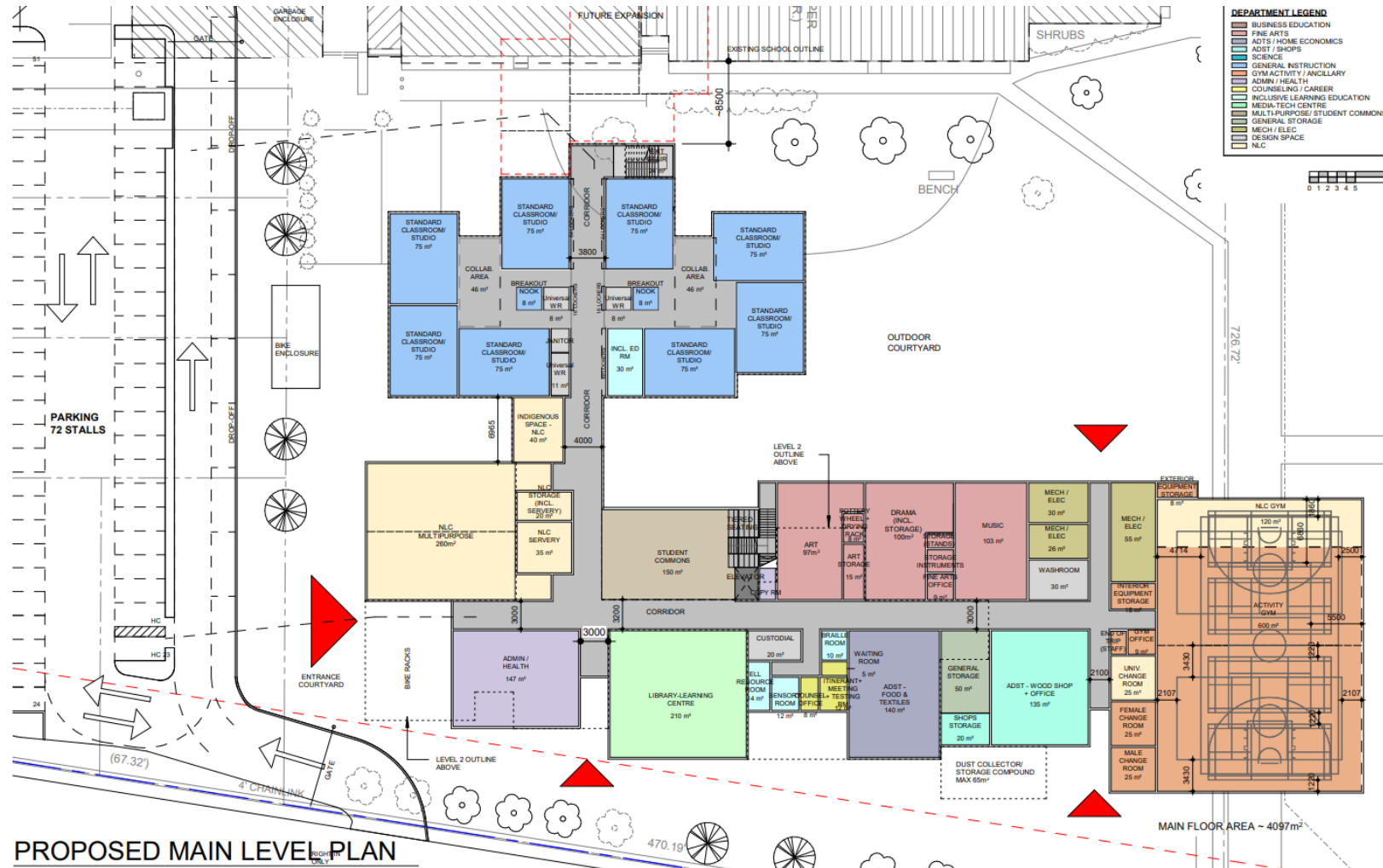
# School and Staff Engagement: Admin Team



# Conceptual Design Site Plan



# Conceptual Design



- In February 2022, the Conceptual Design Review package was submitted to the Ministry
- The conceptual review package does not require costing from a professional Quantity Surveyor
- The Ministry comments back were as follows:
  - The NLC (yellow) as designed is too large and could present a cost pressure
  - Building shape could present a cost pressure

# Schematic Design #1



- Costing from the Quantity Surveyor identified an \$11 million cost overage
- School was over the square meters approved by the Ministry
- Value engineering took place
- New schematic design submission was prepared

# Schematic Design #2



Space was re-configured based on Ministry feedback and costing report

- More streamlined design and roof line

NLC Space included (Yellow)

- Indigenous Room

NLC Option during tender

- Mezzanine Gym Space

\*Servery has been included in the foods room as separate Servery space and is not supported by the Ministry area standards.

# Current Design

- NLC Indigenous welcoming space (classroom size)
- Exterior Basketball Court
- Moved to Rectangular Design
  - Cost Efficient (within budget)
  - Energy Efficient
  - Within Ministry Area Standards
- Gymnasium
  - Will tender the Gym Mezzanine separately and will include if budget allows
- Multi-purpose space
  - Multipurpose room, standard area
  - Servery
    - Accommodated in foods room with roll up door, fridge and cupboard space
    - Close proximity to the multi-purpose area and indigenous welcoming space



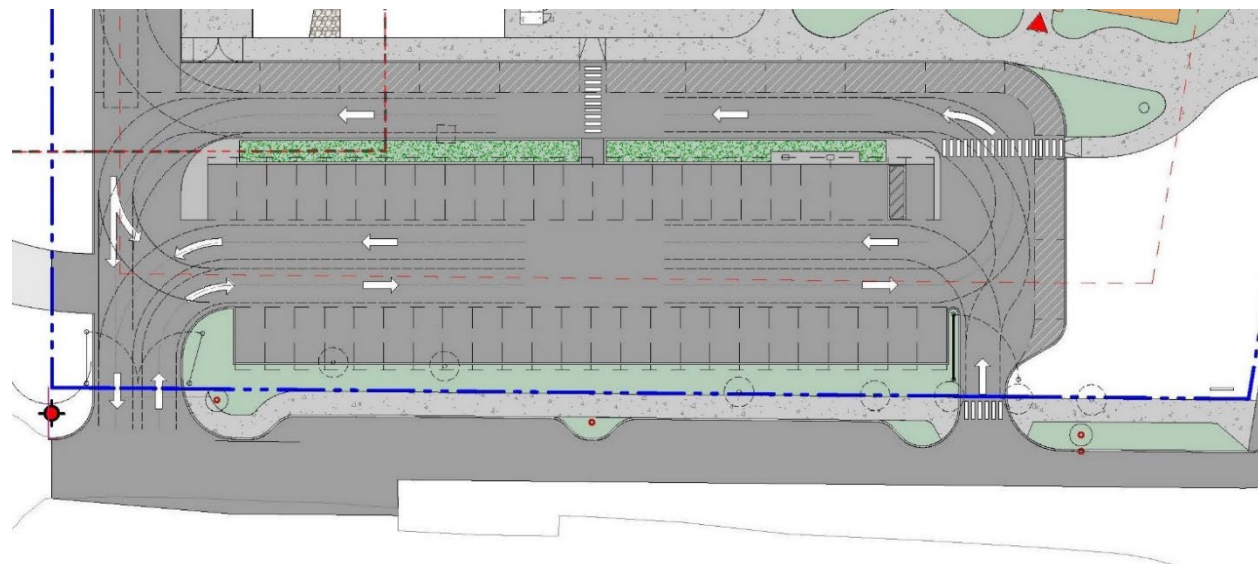
# Approved Design Elements

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1. Four small neighborhoods each with classrooms, collaboration area, inclusive rooms and breakout rooms
2. 21 classrooms all including sinks, windows, Technology Package, white boards and shelving
3. Six Exploratory spaces on first floor
  - Art
  - Drama
  - Music
  - Foods
  - Sewing
  - Applied Design, Skill and Technology Shop
4. Four Inclusive Education rooms
5. Seven Break-out rooms
6. Braille room
7. Counselling Offices
8. Sensory Room
9. Collaborative teaching areas outside classrooms
10. Gym with gender neutral change room
11. Art with kiln room and storage
12. Library – green room and room for chrome cart storage
13. Multi-purpose area
14. Indigenous Welcome Space (classroom) with exterior access and proximity to the foods room
15. Exterior Basketball court

# Parking

- Two entrances to drop off/pick up
  - Including parent spaces for waiting
- Saanich did approve:
  - NW corner of Gregory/Cedar Hill improvements
    - Raised curbs and buffer between pedestrian and cars
  - New parking spaces on Gregory Place
- Saanich did not approve:
  - Parent drop off on Cedar Hill Road
  - Parking lot off of Cedar Hill Road

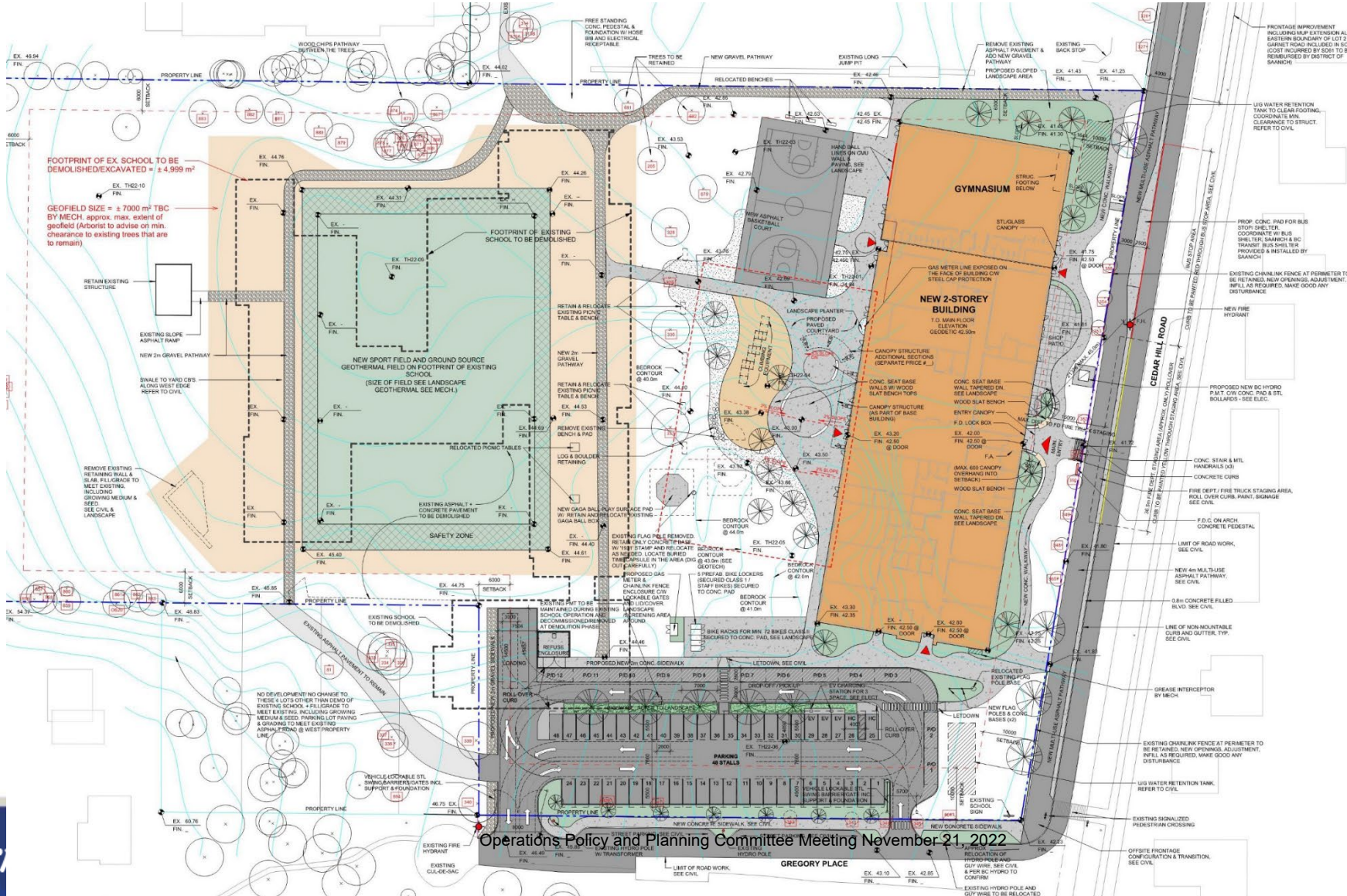


# Saanich Active Transportation Plan

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- Four metre multi-use pathway with a raised curb between path and roadway
- School District will build the multi-use path along the whole frontage of Cedar Hill Road
- Bike lockers or shelter
- Traffic Consultant worked with the District of Saanich and SD61 to mitigate traffic issues

# Design Development



# New Cedar Hill Middle School



1st Floor



2nd Floor

# New Cedar Hill Middle School

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# New Cedar Hill Middle School



# Energy Reduction

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- Greenest in SD61
- Net Zero Energy Ready by Design
  - Air Source Heat Pumps
  - Ground Source Heat Pumps
  - Geothermal Field
  - 100kW Photovoltaic System
- 90% reduction in Green House Gas Emissions vs baseline model
- **Advances:**
  - Climate action locally & globally
  - Board's June 2019 Climate Emergency motion



# Accessibility and Wayfinding

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- Built to today's Building Code Standards
- Improved mobility as there will not be ramps between additions
- Braille Room and Signage
- Transition strips (tactile warning) on stairs and railings
- Elevator in a central location to decrease travel requirements between classes
- Technology Packages with capacity for voice amplification
- Sensory Room with swing potential



# Old to New: Heritage, Historical Preservation

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- Bench from office
- Stained glass
- Time capsule
- Student and Indigenous art



# Cedar Hill Middle School Seismic Replacement

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## Approve Design

- New Safe School built to current building standards
- Supports for 21 Century Learning
- Advances climate action plan
- Improves accessibility
- Improves parking and provides multi-use path
- Can accommodate an addition

## Important considerations if project not approved:

- Project will lose priority at Ministry level
- Project funding will be re-allocated to another school district
- Moves CHMS project back to 5-Year Annual Capital Plan as priority 1
- Ministry will not expedite/ 250 other seismic projects
- 8+ year wait for new approval and to move students into safe school
- Current school remains as Highest Seismic Risk with total failure in event of an earthquake
- Will move Sundance (priority 2) and Reynolds (priority 3) down the list of project funding requests
- Tarnishes the Ministry's confidence that SD61 can deliver future major capital projects

# Design Development Approval

- Steering & Core Committee Approval
- Public Consultation
- Staff Consultation
- Ministry approved
- Board Approval

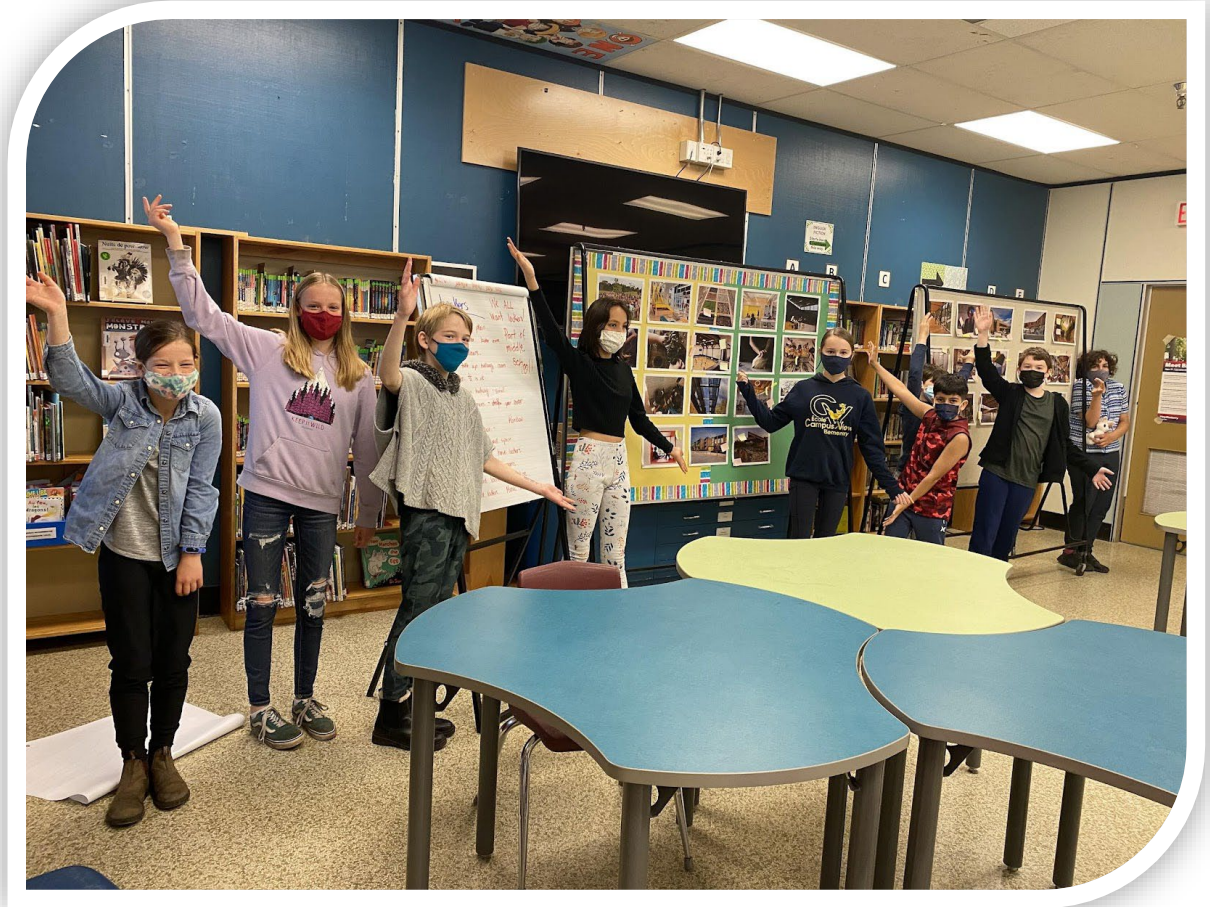
*That the Board of Education of School District No. 61 approve the design development of Cedar Hill Middle School seismic replacement major capital project for advancement to construction phase, as presented.*



# Thank You!!

“This school needs to be very  
down to earth ... we would like  
the school to feel very  
comfortable and calming.”

Students  
Abigail Topfer & Mya Dobel



## Update for November 21<sup>st</sup>, 2022

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

### **BUILDING MAINTENANCE SERVICES**

- The mechanical department is continuing with annual eyewash inspections. A new station was installed in Spectrum's photo lab to ensure student safety.
- Monthly wood shop audits continue to ensure wood shops are kept to a high standard of safety. Work orders are being created to keep equipment in top shape, and additional signage for stop buttons and fire extinguishers are being added for additional student safety.
- Noticeable cracking on the window columns at Oaklands Elementary reported. Engineers have been on site to investigate potential repairs. Site remains secure and safe.

### **Metal Shop Consultations = Complete**

- Metal Shop Project Work (moving equipment, safety lines, signage) = 10% Complete
  - Reynolds – Planning Stage
  - Cedar Hill – Planning Stage
  - Mount Douglas – Planning Stage
  - Lambrick Park – Equipment disconnected and marked for removal. November removal scheduled.
  - Oak Bay – Planning Stage
  - Esquimalt – Equipment placement and safety lines complete.

### **MINOR CAPITAL**

#### **Woodshop Upgrades - 98% complete**

- Shops complete - awaiting 2 vertical sanders at Shoreline and Glanford

#### **Painting**

- **Hillcrest interior and Lake Hill exterior painting** - Completed Spring 2022
- **Hillcrest exterior painting** - 95% complete, will be completed as weather permits
- **Lake Hill interior painting** - underway

#### **Fire Alarm Upgrade - McKenzie Elementary**

Planning underway and work to commence shortly.

#### **Childcare Update**

- **Hillcrest** - completion of foundation and footings, underground services installed and inspected. Work has begun on floor and wall packages.

- **Lake Hill** - site prep complete. Foundation and walls complete, installation of underground services underway.
- **View Royal addition** - completion of roof, exterior and underground services during Spring - Summer 2022. Work underway on electrical, plumbing and heating.
- **Eagle View addition** - completion of roof and electrical rough in, mechanical work underway.
- **Vic West portable** - in progress, electrical service in, work underway on interior.

## **MAJOR CAPITAL**

### **Victoria High School**

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

### **Cedar Hill Seismic Project**

- Design development approved by the Ministry and building permit drawings submitted to District of Saanich

## **OPERATIONS**

- First snow fall of the year, with new snow plan in effect. Schools that do not have morning custodians saw grounds and maintenance staff clear / de-ice one dedicated entrance to school and child care units.
- Operations is actively trying to hire new staff to keep the casual list at a healthy number.

## **TRANSPORTATION, FLEET AND GROUNDS**

- Field trips are very popular – last year completed a total of 101 field trips. To date, have completed 60 field trips with a total of 128 scheduled field trips.
- Electrical bus running well, and run on the equivalent of \$13 gasoline.
- Large Oak tree fell at Cloverdale Elementary School. The tree was "weakened" due to the ground being very compacted due to foot traffic.
- The 2022/23 snow plan has been released to all schools. Grounds department attending to sites that do not have morning custodian coverage (24 sites), to de-ice and shovel primary entrances and parking lot.

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

- Team continues to focus on District staff changes, as team required to modify voice mail systems and update or issue new access control fobs to District staff.
- With rain and cold weather, seeing a larger number of problems with the quality of phone service at multiple locations and also a variety of minor problems associated with our older security systems.
- Classroom projection continues to be a priority and the team has serviced all of the systems in Arbutus, Braefoot, Doncaster, Esquimalt, Frank Hobbs, Macaulay and Vic High (S.J.Willis)

## **CLIMATE and ENERGY**

- 2022/23 LED Lighting upgrades:
  - Esquimalt High School 95% complete, Northridge Elementary 95% complete, Tillicum Elementary 50% complete, View Royal now underway
- Uplands and Arbutus unscheduled exhaust fans
  - Identified unscheduled exhaust fans at Uplands and Arbutus
  - Fitted with local programmable timers

- Estimated 10 tCO<sub>2</sub>e, \$5,000 per year savings at Uplands
  - Estimated 8 tCO<sub>2</sub>e, \$4,000 per year savings at Arbutus
- 2021/22 Strategic Energy Management Plan will be completed in November
- Energy Wise Network student/staff engagement for “lights out” sticker campaign:
  - Tillicum pilot completed
  - Hillcrest and Torquay underway. To be completed in November.
- Lighting Audits for 2023/24 LED lighting upgrades 50% complete
  - Monterey, Rogers, Lakehill, McKenzie completed
  - George Jay, Shoreline, Oaklands, Central underway
- Real-time energy monitoring Hydro meters added to Lambrick Park, McKenzie, Esquimalt, and Facilities.



## 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 had concluded that Victoria High School would 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. With the project delays, students and staff will remain at the Topaz Campus for part of the 2023/2024 school year with a mid-year (January 2024) move.

**Table 1 – Timetable for Key Milestones**

MILESTONES/DELIVERABLES	TARGET DATE	REVISED TARGET DATE
Complete final Tender Package	May 2021	Winter 2022
Substantial Completion of Vic High	July 2022	August 2023
Relocate School from SJ Willis	August 2022	January 2024
Final Completion of Vic High Project	October 2022	March 2024

## 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	Commitment s	Remainder After Commitments	% Availabl e	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	40,039,875	27,136,631		27,136,631	40%	34,415,317	5,624,557
SJ Construction	100%	5,933,870	5,933,870	(0)		(0)	0%	5,933,870	0
Vic High Equipment	6%	700,000	109,597	590,403	504,826	85,577	12%	44,139	65,457
Vic High Seismic Fees 2020	80%	7,000,000	6,323,042	676,958		676,958	10%	5,678,981	644,060
Vic High Capital Support	10%	100,000	10,170	89,830		89,830	90%	10,170	0
Vic High Millwork	46%	1,395,400	493,200	902,200	8,885	893,315	64%	398,605	94,595
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	30,030	9,970		9,970	25%	25,350	4,680
A Parker - Vic High Seismic Moving	11%	50,000	5,274	44,726		44,726	89%	5,274	0
A Parker - Vic High Seismic Transportatio	85%	85,000	75,652	9,348		9,348	11%	69,177	6,475
A Parker - Vic High TTOC	0%	20,000	0	20,000		20,000	100%	0	0
Vic High Project Management	55%	713,450	397,268	316,182		316,182	44%	393,385	3,884
Vic High Capital Tech Support	5%	50,000	6,452	43,548	23,547	20,001	40%	4,952	1,500
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>53,772,209</b>	<b>29,992,200</b>	<b>537,257</b>	<b>29,454,942</b>	<b>35%</b>	<b>47,326,397</b>	<b>6,445,812</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 have 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 is underway.
- Installation of the ceiling support anchor grid system nearing completion.
- Installation of mechanical rough in (HVAC, Sprinklers and Plumbing).
- Installation of electrical rough in.
- 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 late November.
- Completing drainage for the sports field.
- Completing concrete work for East stairwell tower structure – critical pathway.

### Looking to December 2022

- Old Building, Framing, Drywalling and Finishing Level 0 and Attic.
- New Expansion, Exterior Boarding.
- New Expansion, Cladding.
- Complete work on NLC concrete bleachers.
- Auditorium design nearing completion.
- Work continuing on the window installation and the brick and terra cotta upgrade.
- Installing sub-base for sports field and posts for chain link fence work commencing.
- Volleyball court drainage.
- Prep for turf field perimeter curb.
- Millwork installation.
- West stair tower brick cladding.



Appendix 1 – Project Team

School District 61

- Katrina Stride, Acting 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

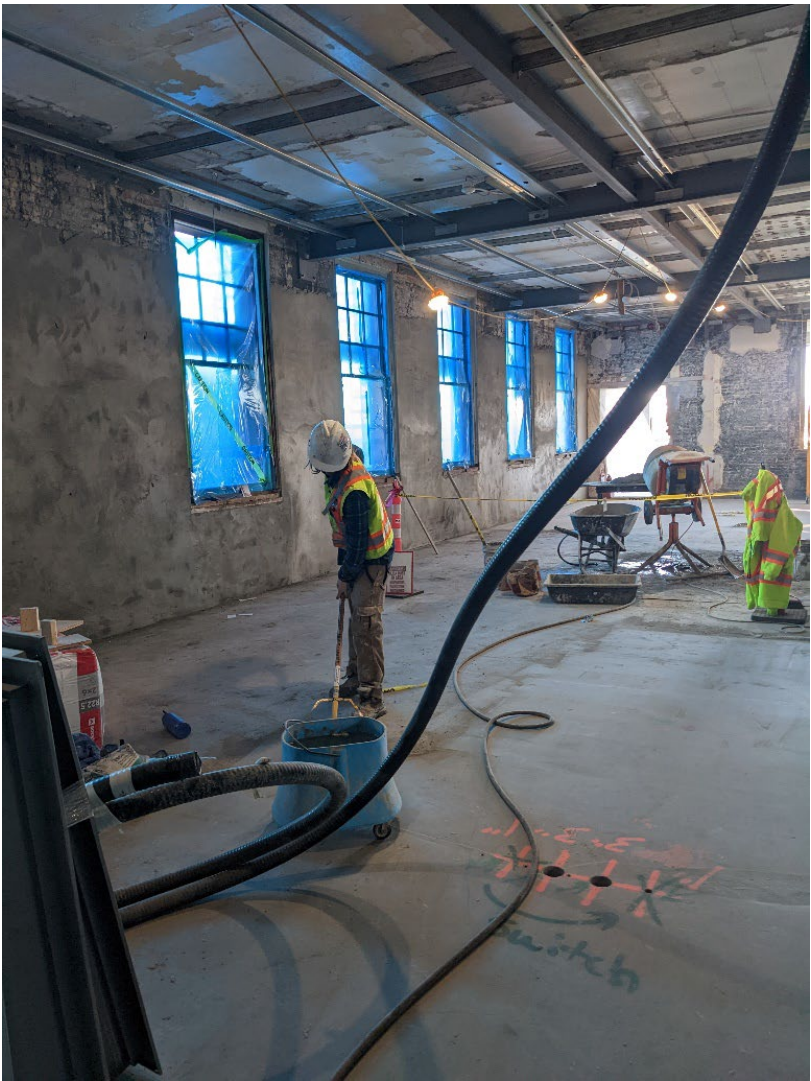
Appendix 2 – Risk Analysis

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 – Photos

Interior Room underway





Installation of New Windows



New BC Hydro Kiosk Installed





Exterior Brick and Window Refurbishment in Progress in East Lightwell



Multi-Purpose Room Bleacher Installation





**Exterior Scaffolding Preparation for Refurbishment of East Side**



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



# Office of the Secretary-Treasurer

*Kim Morris - Secretary Treasurer*

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**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.

# 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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556 BOLESKINE ROAD, VICTORIA, BC V8W 2R1  
TELEPHONE (250) 475 4193  
WWW.VCPAC.CA

October 12, 2022

To the Greater Victoria School District 61 Board of Education:

With the results of the judicial review showing Trustees Diane McNally and Rob Paynter should not have been suspended, VCPAC is glad to be back at the Board table as an official stakeholder, representing the voices of parents in the district.

According to Justice Hardwick's ruling, the Board sanctioned Trustees McNally and Paynter in a manner that is unreasonably outside of its authority. In her interpretation of the School Act, the Board does not have the power to suspend a trustee in a manner that amounts to a de facto removal of a trustee from their elected office. Justice Hardwick's ruling reaffirms that the School Act is a complete document and is clearly a conclusive verdict that sets a precedent in BC.

There were some contentious, close votes that occurred during the time the Board was unjustifiably constituted. One example is the land disposal of Lansdowne South, which Trustees McNally and Paynter have publicly stated they would have voted against, and which VCPAC and others who sit at the Board table also did not support.

We are hearing from many parents in our district who feel disenfranchised because their elected representatives were not present at the board table to represent them during these eight months. Parents have questions:

1. Since the court has now spoken, does the Board intend to review any decisions that were made during the eight months that Trustees McNally and Paynter were not allowed to vote?
2. What consequences will there be for the Board from acting ultra vires, beyond the restoration of Trustees McNally and Paynter to their elected positions?
3. Will the board apologize for this action and its impact on these trustees as well as the students and staff in the District?



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We request that the Board hold a Special Meeting to respond publicly to these questions and any others that the public, stakeholders and rights holders may have on this matter.

We also call on the Board to issue an itemized financial statement disclosing the full cost of investigations, legal fees, and costs that Judge Hardwick has ordered the district to reimburse to Trustees McNally and Paynter. This is money that should have been spent on our children's education. We strongly oppose the District filing an appeal in this case or pursuing any further legal action regarding this case as it will just mean the loss of more funds that are urgently needed to directly support students. We are eager to move forward and get back to the business of focusing on our children's education.

We thank you for considering our input. Please include this letter in the Correspondence as part of the Agenda package at the Operations Policy and Planning Committee meeting on October 17th.

Tracy Humphreys, President, on behalf of VCPAC



**STUDENTS FIRST**

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cc. The Honourable Jennifer Whiteside, BC Minister of Education and Child Care; Ilda Turcotte, GVTA; CUPE Local 382; Jane Massy, Brian Whin-Yates, CUPE Local 947; Chief Rob Thomas, Esquimalt Nation; Chief Ron Sam, Songhees Nation; Caitlin Bird, Métis Nation of Greater Victoria; Ron Rice, Urban Peoples House Indigenous Advisory



Sent via email

October 17, 2022

Board of Education  
School District No. 61 (Greater Victoria)  
556 Boleskine Road  
Victoria BC V8Z 1E8

Dear Trustees,

As Justice Hardwick's ruling clearly states the Board overstepped their authority, teachers are glad that Trustees Diane McNally and Rob Paynter have been reinstated to the Board and are able to continue with their duties.

The GVTA shares VCPAC's concerns regarding the Board's actions, budget decisions, and land disposal. In addition, an apology to Trustees McNally and Paynter is in order and overdue. We echo the concerns of VCPAC regarding the amount of money spent on court hearings and appeals, money that is sorely needed in our schools. For this reason, we oppose the district filing an appeal or pursuing further legal action.

It is the GVTA's hope that the Board reconsider the Lansdowne land sale. The sale of this land is extremely short sighted. It may help pay the bills in the short term but once this land is gone, it will be gone....it will be very challenging to acquire property for future builds. Not only could this become problematic for future expansion it will also impact communities near these schools. Local sports teams, leagues, and members of the public use the fields on a regular basis. Field rentals to community groups is a source of revenue for the district. Removing these spaces from the community will negatively impact them and the district's rental revenue. A reconsideration of this proposal would be greatly appreciated.

Sincerely,

Ilda Turcotte  
President, Greater Victoria Teachers' Association

cc Tracy Humphries, CUPE Local 947 Jane Massy, CUPE Local 382 Brian Whin-Yates, Chief Rob Thomas, Esquimalt Nation; Chief Ron Sam, Songhees Nation; Caitlin Bird, Métis Nation of Greater Victoria; Ron Rice, Urban Peoples House Indigenous Advisory