



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

Operations Policy and Planning Committee

**AGENDA**

Monday, April 17, 2023, 7:00 p.m.

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

Chairperson: Trustee Paynter

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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 April 17, 2023 agenda be approved.

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

Recommended Motion:

That the March 6, 2023 Combined Education Policy and Directions and Operations Policy and Planning Committee meeting minutes, be approved.

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

**B. PRESENTATIONS TO THE COMMITTEE**

**C. SUPERINTENDENT'S REPORT**

**D. PERSONNEL ITEMS**

**D.1. Staffing Report – Director of Human Resources Services Vair**

**E. FINANCE AND LEGAL AFFAIRS**

**E.1. Monthly Financial Report: March 2023**

**E.2. Budget Change Report: March 2023**

**F. FACILITIES PLANNING**

**F.1. Operations Update: April 2023**

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

**F.3. Lead in Water Report**

**F.4. Response to Northridge PAC Presentation**

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

**H. NEW BUSINESS**

**H.1. Trustee Kwan**

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to commence a Pilot of Elementary Strings for the 2023-24 school year in 6 schools

AND FURTHER

Report back to the Board of Education of School District No. 61 (Greater Victoria) no later than the February 2024 Board meeting on the successes as well as challenges of the Pilot Program

AND FURTHER

Consult rightsholder and stakeholders (including GVTA and VCPAC) either virtually or in-person prior to reporting to the Board of Education of School District No. 61 (Greater Victoria)

AND FURTHER

Survey student participants/families, music teachers, and school administrators to collect feedback on the Pilot Program prior to reporting to the Board of Education of School District No. 61 (Greater Victoria)

## H.2. Trustee Duncan

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub Committee to recommend a policy and regulation on international student enrollment with particular reference to the Surrey School District policy and regulation;

AND FURTHER

present the recommendations to the Education Policy and Directions Standing Committee in June 2023.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to write to the Minister of Education and Child Care, Minister of Finance and Premier advocating for additional funding.

## 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)**  
**Combined Education Policy and Directions and**  
**Operations Policy and Planning Committee Meeting**  
**MEETING MINUTES**  
**Monday, March 6, 2023, 7:00 p.m.**

Trustees Present: **Education Policy and Directions members:** Emily Mahbobi (Chair), Angela Carmichael, Nicole Duncan, Mavis David

**Operations Policy and Planning members:** Rob Paynter (Chair), Karin Kwan, Derek Gagnon, Natalie Baillaut, Nicole Duncan

Trustee Regrets: Diane McNally

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Julie Lutner, Associate Secretary-Treasurer, Sean McCartney, District Principal, Marni Vistisen-Harwood, Director of Facilities Services, Jim Vair, Director of Human Resource Services, Tammy Sherstobitoff, District Principal, Andy Canty Director, Information Technology for Learning

Partners: Jane Massy, CUPE 947, Lena Palermo, GVTA, Tracy Humphreys, VCPAC, Brenna O'Connor, VPVPA

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**A. COMMENCEMENT OF MEETING**

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

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

Chair Mahbobi 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 Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda**

**Moved by** Trustee Duncan

That the March 6, 2023 Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda be approved.

**Motion Carried Unanimously**

**B. EDUCATION POLICY AND DIRECTIONS COMMITTEE**

**B.1. Approval of the Minutes**

**Moved by** Trustee Duncan

That the February 6, 2023 Education Policy and Directions Committee meeting minutes be approved.

**Motion Carried Unanimously**

**B.2. Business Arising from Minutes**

None.

**B.3. Recognition of Student Representative**

None.

**C. PRESENTATIONS TO THE COMMITTEE**

**C.1.** Matt Christie presented information on a Sanctuary Schools Policy for consideration by the Board.

**C.2.** Omar Chu and Ellen Campbell presented information on a Sanctuary Schools Policy for consideration by the Board.

Trustees had questions of clarification and thanked presenters for their presentations.

**C.3.** Deputy Superintendent Caldwell introduced District Principal McCartney and Director of Facilities Services Vistisen-Harwood who provided a presentation on Framework for Enhancing Student Learning (FESL), Inclusion for Learning Strategy.

Spring 2018 through February 2023:

- All schools were supported to purchase sensory supplies/equipment
- 40 schools were supported to create spaces
- Specific middle and secondary schools were supported to create additional spaces for accessibility needs

Trustees and partners had questions of clarification and provided thanks for the presentation.

- C.4.** Director of Human Resources Services Vair and District Principal Sherstobitoff provided an update on Education Assistant (EA).

Trustees and partners had questions of clarification and provided thanks for the update.

Director of Human Resources Services Vair will provide a “Need to Fill” report to the Board at a future meeting.

**D. NEW BUSINESS**

**D.1. Trustee Kwan**

**Moved by** Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub Committee to research and explore Sanctuary School policies implemented by other School Districts in BC and provide recommendations to the Board through the Education Policy and Directions Committee about implementing a Sanctuary School policy in School District No. 61 (Greater Victoria) by the May 2023 meeting.

**Amendment**

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub Committee to ~~research and explore~~ **consider the** Sanctuary School policies **proposal submitted at the 6 March 2023 Education Policy and Directions Committee** ~~implemented by other School Districts in BC and provide recommendations to the Board through the Education Policy and Directions Committee about implementing a Sanctuary School policy in School District No. 61 (Greater Victoria) by the May 2023 meeting.~~ **by reference to Sanctuary School policies implemented by other School Districts in BC and relevant provincial policy;**

**AND FURTHER**

**Provide recommendations to the Board though the Education Policy and Directions Committee by the May 2023 meeting.**

**Motion Carried Unanimously**

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub Committee to consider the Sanctuary School policy proposal submitted at the 6 March

2023 Education Policy and Directions Committee by reference to Sanctuary School policies implemented by other School Districts in BC and relevant provincial policy;

**AND FURTHER**

Provide recommendations to the Board through the Education Policy and Directions Committee by the May 2023 meeting.

**Motion Carried Unanimously**

**D.2. Trustee Kwan**

**Moved by** Trustee Duncan

That the Board of Education of School District No.61 (Greater Victoria) direct the Policy Sub-committee to examine and review the process and guidelines in place for Program Accreditation and Evaluation (reviews) relating to provisions made in Policy and Regulations 6162.8 and provide recommendations to the Board through the Education Policy and Directions Committee for any necessary additions or changes.

**Motion Carried Unanimously**

**D.3. Trustee Kwan**

**Moved by** Trustee Duncan

That the Board of Education of School District No.61 (Greater Victoria) direct the Policy Sub Committee to examine and review the process and guidelines in place for Consultation relating to provisions made in Policy and Regulation 1163 and provide recommendations to the Board through the Education Policy and Directions Committee for any necessary additions or changes.

**Motion Carried Unanimously**

**E. NOTICE OF MOTION**

None.

**F. GENERAL ANNOUNCEMENTS**

None.

**G. OPERATIONS POLICY AND PLANNING COMMITTEE**

**G.1. Approval of the Minutes**

**Moved by** Trustee Kwan

That the February 13, 2023 Operations Policy and Planning Committee meeting minutes be approved.

**Motion Carried Unanimously**

**G.2. Business Arising from Minutes**

None.

**H. PRESENTATIONS TO THE COMMITTEE**

**H.1. VCPAC President Tracy Humphreys presented on budget priorities.**

Trustees provided thanks for the presentation.

**I. SUPERINTENDENT'S REPORT**

None.

**J. PERSONNEL ITEMS**

None.

**K. FINANCE AND LEGAL AFFAIRS**

**K.1. Monthly Financial Report: February 2023**

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

**K.2. Budget Change Report: February 2023**

Secretary-Treasurer Stride provided the report for information.

**K.3. 2023-2024 Budget Update**

Secretary-Treasurer Stride provided the report for information.

**L. FACILITIES PLANNING**

**L.1. Operations Update: March 2023**

Director of Facilities Services Vistisen-Harwood provided an update.

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

Director of Facilities Services Vistisen-Harwood provided an update.

Trustees had questions of clarification.

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

None.

**N. NEW BUSINESS**

None.



**O. NOTICE OF MOTION**

**O.1. Trustee Duncan**

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to implement a District wide discretionary spending freeze for the remainder of the 2022-23 financial year effective immediately.

**O.2. Trustee Duncan**

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to ensure that all local student registration, transfer requests, elementary to middle and middle to secondary transition needs are met in accordance with the District student enrollment priorities before placing an “out of district student” such as ISP students.

**P. GENERAL ANNOUNCEMENTS**

None.

**Q. ADJOURNMENT**

**Moved by** Trustee Gagnon

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 9:28 p.m.

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**Chair**

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**Secretary-Treasurer**

School District No. 61 (Greater Victoria)  
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Phone (250) 475-4162 Fax (250) 475-4112

*Jim Vair – Director, Human Resource Services  
and Legal Counsel*

**To:** Operations Policy and Planning Committee

**From:** Jim Vair, Director, Human Resource Services and Legal Counsel

**Date:** April 17, 2023

**RE:** Update Regarding Educational Assistants Staffing

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### **Background:**

As the Trustees are aware, Educational Assistant (EA) staffing shortages continue to pose a challenge for this District as in many districts throughout the province, and beyond this province. Although staffing challenges in respect of educational assistant positions is not new to the District (EA shortages have existed to varying degrees since the early 2000's), staffing shortages for these positions have increased during the current school year.

### **Context:**

The spareboard list starts out large at the start of the school year but dwindles as the year progresses. As a result, the daily absences outnumber the number of EA replacements available on the spareboard list.

At the March 6, 2023 Committee meeting, when discussing a Report prepared on an Update on Educational Assistant Staffing (which reviewed initiatives being undertaken/to be undertaken to alleviate EA shortages), Trustees requested on an that update on the EA fail-to-fill situation data be presented to Trustees at regular intervals.

Such data will be provided every two months during the school year (in October, December, February, April and June each year) on a go-forward basis. The first such report is attached to this Report. It is a spreadsheet that includes daily total EA fail-to-fill data for each month to date (data up until April 12<sup>th</sup>, inclusive) during the current school year. Each month's data also includes the total fail-to-fills for the month and the average daily fail-to-fills for the month. The same daily data for teacher fail-to-fills for each month is also included in the chart for each month.

### **Strategies/initiatives to Alleviate Educational Assistant Staffing Shortages:**

In order to alleviate at least some of these staffing shortages there are steps that the Human Resource Services Department is undertaking. Some of the steps were outlined in the March 6<sup>th</sup> Report on an Update on Educational Assistant Staffing (which reviewed initiatives being undertaken/to be undertaken to alleviate EA shortages).

September, 2022					October, 2022					November, 2022					December, 2022				
Day	Date	All EA related positions	TEACHERS	Comment	Day	Date	All EA related positions	TEACHERS	Comment	Day	Date	All EA related positions	TEACHERS	Comment	Day	Date	All EA related positions	TEACHERS	Comment
Tues	6-Sep-22	18			Mon	3-Oct-22	52			Tues	01-Nov-22	63			Thu	1-Dec-22	62	14	
Wed	7-Sep-22	16			Tues	4-Oct-22	40			Wed	02-Nov-22	68			Fri	2-Dec-22	76	12	
Thu	8-Sep-22	13			Wed	5-Oct-22	52			Thu	03-Nov-22	66	3		Mon	5-Dec-22	85	12	
Fri	9-Sep-22	20			Thu	6-Oct-22	56			Fri	04-Nov-22	75	3		Tue	6-Dec-22	65	9	
Mon	12-Sep-22	27			Fri	7-Oct-22	68			Mon	07-Nov-22	65	1		Wed	7-Dec-22	84	15	
Tue	13-Sep-22	28			Mon	10-Oct-22			THANKSGIVING	Tue	08-Nov-22	68	1		Thu	8-Dec-22	69	13	
Wed	14-Sep-22	27			Tue	11-Oct-22	69	1		Wed	09-Nov-22	67	7		Fri	9-Dec-22	85	13	
Thu	15-Sep-22	43			Wed	12-Oct-22	49			Thu	10-Nov-22	81	6		Mon	12-Dec-22	72	2	
Fri	16-Sep-22	38			Thu	13-Oct-22	50			Fri	11-Nov-22			Remembrance day	Tue	13-Dec-22	69	0	
Mon				One-time Day of Mourning	Fri	14-Oct-22	56			Mon	14-Nov-22			Pro-D	Wed	14-Dec-22	72	0	
Tue	20-Sep-22	27	1		Mon	17-Oct-22	61			Tue	15-Nov-22	78	12		Thu	15-Dec-22	67	0	
Wed	21-Sep-22	38	1		Tue	18-Oct-22	58			Wed	16-Nov-22	72	5		Fri	16-Dec-22	73	0	
Thu	22/09/22	35			Wed	19-Oct-22	56			Thu	17-Nov-22	72	14		Mon				Winter break
Fri	23-Sep-22			Pro-D day	Thu	20-Oct-22	55			Fri	18-Nov-22	66	10		Tue				
Mon	26-Sep-22	36			Fri	21-Oct-22			PRO-D	Mon	21-Nov-22	90	8		Wed				
Tue	27-Sep-22	29			Mon	24-Oct-22	66			Tue	22-Nov-22	86	8		Thu				
Wed	28-Sep-22	47			Tue	25-Oct-22	60			Wed	23-Nov-22	72	9		Fri				
Thu	29-Sep-22	42			Wed	26-Oct-22	62			Thu	24-Nov-22	54	17						
Fri	30-Sep-22			Day of Reconciliation	Thu	27-Oct-22	60			Fri	25-Nov-22	72	16		Total		879	90	
					Fri	28-Oct-22	72			Mon	28-Nov-22	75	10		Daily ave for month		73.25	7.5	
Total		484	2		Mon	31-Oct-22	58			Tue	29-Nov-22	74	15						
Daily ave for month		30.25								Wed	30-Nov-22	74	9						
					Total		1100	1											
					Daily ave for month		57.89			Total		1438	154						
										Daily ave for month		71.9	7.7						



## MONTHLY FINANCIAL REPORT - OPERATING REVENUES - March 2023

	2022-2023						2021-2022					
	Budget	Mar 2023	YTD	Available	%	!!	Budget	Mar 2022	YTD	Available	%	!!
602 CE/HL OTHER FEES	50	0	30	20	40%	!!	20	0	20	-	0%	!!
605 CE/HL REGISTRATION FEES	6,620	560	7,545	(925)	-14%	!!	5,100	650	4,550	550	11%	!!
621 MINISTRY BLOCK FUNDING	197,106,944	19,401,031	137,736,066	59,370,878	30%	!!	194,758,768	19,241,288	135,521,598	59,237,170	30%	!!
629 OTHER MIN OF ED GRANTS	10,435,116	3,160,304	6,548,401	3,886,715	37%	!!	2,456,163	329,429	1,166,549	1,289,614	53%	!!
641 REVENUE -OTHER PROV MINISTRIES	111,290	27,438	111,290	0	0%	!!	171,515	27,438	168,515	3,000	2%	!!
642 REVENUE -OTHER SCHOOL DISTRICTS	3,240	0	540	2,700	83%	!!	0	0	0	0	0%	!!
644 CE/HL COURSE FEES	6,400	0	7,810	(1,410)	-22%	!!	2,900	1,450	7,975	(5,075)	-175%	!!
645 REVENUE-CAFETERIA	119,525	16,587	119,508	17	0%	!!	86,095	12,831	86,082	13	0%	!!
647 OFFSHORE STUDENTS TUITION FEES	14,111,502	61,283	14,349,933	(238,431)	-2%	!!	14,973,989	56,994	15,089,081	(115,092)	-1%	!!
648 LOCAL EDUCATION AGREEMENTS	757,317	157,974	567,988	189,329	25%	!!	989,902	0	742,427	247,475	25%	!!
649 MISC FEES & REVENUE	2,208,333	126,797	1,766,158	442,175	20%	!!	1,098,844	81,325	939,935	158,909	14%	!!
651 COMMUNITY USE OF FACILITIES	1,638,044	114,851	1,276,156	361,888	22%	!!	1,488,905	122,697	1,141,768	347,137	23%	!!
652 COMMUNITY USE OF FIELDS	80,115	0	1,355	78,760	98%	!!	51,670	420	41,273	10,397	20%	!!
653 COMMUNITY USE OF THEATRE	49,531	20,014	36,281	13,250	27%	!!	54,271	7,019	31,016	23,255	43%	!!
654 PARKING FEES	34,865	0	7,087	27,778	80%	!!	26,273	-	28,638	(2,365)	-9%	!!
655 RENTALS LIAB INS REVENUE	6,197	314	7,057	(860)	-14%	!!	6,000	335	5,635	365	6%	!!
659 OTHER RENTALS & LEASES	780,000	29,359	655,984	124,016	16%	!!	777,126	14,808	661,056	116,070	15%	!!
661 INTEREST	49,254	5,218	34,521	14,733	30%	!!	5,537	461	4,060	1,477	27%	!!
669 INVESTMENT REVENUE	1,334,366	138,788	1,084,762	249,604	19%	!!	347,492	37,585	249,597	97,895	28%	!!
671 SURPLUS FROM PRIOR YEAR	7,045,808	0	8,218,621	(1,172,813)	-17%	!!	13,192,739	0	13,192,739	0	0%	!!
<b>GRAND TOTAL</b>	<b>235,884,517</b>	<b>23,260,516</b>	<b>172,537,092</b>	<b>63,347,425</b>	<b>27%</b>		<b>230,493,309</b>	<b>19,934,730</b>	<b>169,082,514</b>	<b>61,410,795</b>	<b>27%</b>	

# MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - March 2023

	2022-2023								2021-2022						
	Budget	Mar 2023	YTD		Total Exp	Available	%	!!	Budget	Mar 2022	YTD		Total Exp	Available	%
SALARIES															
111 CERTIFICATED TEACHERS	99,290,852	9,916,373	68,905,350		68,905,350	30,385,502	31%	!!	94,961,963	9,489,542	65,851,258		65,851,258	29,110,705	31%
112 P&VP SALARIES	14,700,831	1,184,500	10,764,367		10,764,367	3,936,464	27%	!!	14,587,783	1,175,212	10,659,914		10,659,914	3,927,869	27%
114 ALLIED SPECIALISTS	1,880,095	189,708	1,301,840		1,301,840	578,255	31%	!!	1,853,609	175,902	1,295,551		1,295,551	558,058	30%
115 DEPARTMENT HEAD ALLOWANCES	274,951	27,169	188,840		188,840	86,111	31%	!!	261,249	25,804	180,267		180,267	80,982	31%
120 EXEMPT STAFF (CERT)	994,700	77,599	742,153		742,153	252,547	25%	!!	1,383,839	73,372	1,085,247		1,085,247	298,592	22%
121 EXEMPT STAFF (NON-CERT)	4,100,279	276,799	3,096,044		3,096,044	1,004,235	24%	!!	3,897,462	293,923	2,868,508		2,868,508	1,028,954	26%
122 CUSTODIANS	1,495,323	173,470	1,115,402		1,115,402	379,921	25%	!!	2,464,775	179,383	1,616,348		1,616,348	848,427	34%
123 JANITORS	4,208,400	471,398	3,066,880		3,066,880	1,141,520	27%	!!	3,649,570	284,615	2,691,126		2,691,126	958,444	26%
125 FOREMEN	566,231	55,417	330,465		330,465	235,766	42%	!!	519,337	33,957	348,253		348,253	171,084	33%
126 TRADESMEN/LABOURERS	4,464,211	452,045	3,121,598		3,121,598	1,342,613	30%	!!	4,162,376	293,788	2,872,057		2,872,057	1,290,319	31%
131 SCHOOL ASSISTANT SALARIES	19,119,544	1,631,165	12,172,202		12,172,202	6,947,342	36%	!!	17,758,521	1,554,545	11,412,590		11,412,590	6,345,931	36%
142 CLERICAL SALARIES	9,516,266	747,179	6,458,356		6,458,356	3,057,910	32%	!!	8,938,952	698,826	6,162,276		6,162,276	2,776,676	31%
161 TTOC SALARIES	10,466,364	1,138,629	7,378,416		7,378,416	3,087,948	30%	!!	9,940,908	1,067,861	6,940,860		6,940,860	3,000,048	30%
165 RELIEF LABOUR	299,605	31,379	306,999		306,999	(7,394)	-2%	!!	496,414	30,732	363,018		363,018	133,396	27%
166 382 EXTRA STAFF SALARIES	521,978	49,844	241,341		241,341	280,637	54%	!!	0	0	0		0	0	0%
167 SCHOOL ASSIST RELIEF	241,980	53,116	212,686		212,686	29,294	12%	!!	413,666	19,361	195,733		195,733	217,933	53%
168 CASUAL CLERICAL SALARIES	99,790	4,615	32,308		32,308	67,482	68%	!!	71,495	1,371	12,911		12,911	58,584	82%
191 TRUSTEES INDEMNITY	239,954	20,400	176,427		176,427	63,527	26%	!!	226,442	18,649	169,150		169,150	57,292	25%
199 RECOVERIES	(114,036)	(6,768)	(117,759)		(117,759)	3,723	-3%	!!	(497,961)	(54,661)	(464,580)		(464,580)	(33,381)	7%
TOTAL -- SALARIES	172,367,318	16,494,035	119,493,913	0	119,493,913	52,873,405	31%	!!	165,090,400	15,362,182	114,260,487	0	114,260,487	50,829,913	31%
BENEFITS															
211 TEACHER BENEFITS	23,825,580	2,514,177	16,228,672		16,228,672	7,596,908	32%	!!	22,378,306	2,386,824	15,289,844		15,289,844	7,088,462	32%
212 P&VP BENEFITS	2,998,890	292,288	2,155,000		2,155,000	843,890	28%	!!	2,932,145	285,438	2,032,073		2,032,073	900,072	31%
214 ALLIED SPECIALISTS BENEFITS	434,303	40,043	272,803		272,803	161,500	37%	!!	374,431	39,076	261,378		261,378	113,053	30%
215 DEPT HEAD ALLOWANCE BENEFITS	65,989	6,774	40,206		40,206	25,783	39%	!!	61,655	6,172	34,926		34,926	26,729	43%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	427,176	(84,899)	(196,122)		(196,122)	623,298	146%	!!	407,329	61,457	(305,083)		(305,083)	712,412	175%
220 EXEMPT (CERT) - BENEFITS	184,022	19,503	142,387		142,387	41,635	23%	!!	254,553	17,432	197,096		197,096	57,457	23%
221 EXEMPT (N-CERT) BENEFITS	783,237	62,667	573,835		573,835	209,402	27%	!!	747,381	66,675	535,534		535,534	211,847	28%
222 CUSTODIAN BENEFITS	312,522	37,280	277,881		277,881	34,641	11%	!!	499,633	41,448	369,973		369,973	129,660	26%
223 JANITOR BENEFITS	879,555	106,443	726,962		726,962	152,593	17%	!!	740,182	70,892	557,989		557,989	182,193	25%
225 FOREMEN BENEFITS	118,344	11,182	68,205		68,205	50,139	42%	!!	111,179	9,676	72,933		72,933	38,246	34%
226 TRADESMEN/LABOURER BENEFITS	932,424	95,438	692,335		692,335	240,089	26%	!!	890,085	64,209	615,829		615,829	274,256	31%
231 SCHOOL ASSISTANT BENEFITS	4,690,935	430,139	3,179,374		3,179,374	1,511,561	32%	!!	4,085,160	382,707	2,727,991		2,727,991	1,357,169	33%
242 CLERICAL BENEFITS	2,308,589	193,711	1,653,435		1,653,435	655,154	28%	!!	2,092,699	162,126	1,439,786		1,439,786	652,913	31%
261 TTOC BENEFITS	1,995,307	239,555	1,523,177		1,523,177	472,130	24%	!!	1,722,036	191,042	1,226,395		1,226,395	495,641	29%
265 RELIEF LABOUR BENEFITS	29,664	3,711	33,175		33,175	(3,511)	-12%	!!	61,059	(4,080)	44,651		44,651	16,408	27%
266 382 EXTRA STAFF BENEFITS	51,680	5,116	24,389		24,389	27,291	53%	!!	0	0	0		0	0	0%
267 RELIEF ASSISTANT BENEFITS	24,942	5,894	24,540		24,540	402	2%	!!	50,912	7,251	37,443		37,443	13,469	26%
268 CASUAL CLERICAL BENEFITS	10,242	618	4,421		4,421	5,821	57%	!!	9,795	329	2,539		2,539	7,256	74%
291 TRUSTEE BENEFITS	13,917	1,606	11,968		11,968	1,949	14%	!!	14,266	1,072	8,903		8,903	5,363	38%
299 OTHER - BENEFITS	0	0	0		0	0	0%	!!	(72,583)	(6,691)	(53,674)		(53,674)	(18,909)	26%
TOTAL -- BENEFITS	40,087,318	3,981,245	27,436,642	0	27,436,642	12,650,676	32%	!!	37,360,223	3,783,055	25,096,526	0	25,096,526	12,263,697	33%
SERVICES & SUPPLIES															
311 AUDIT	32,004	0	1,016		1,016	30,988	97%	!!	27,940	0	52		52	27,888	100%
312 LEGAL	396,536	144,659	351,651		351,651	44,885	11%	!!	378,439	10,634	324,434		324,434	54,005	14%
323 SOFTWARE MAINTENANCE	1,068,131	653	984,787	49,378	1,034,165	33,966	3%	!!	1,153,995	332	991,757	33,648	1,025,405	128,590	11%
324 HARDWARE MAINTENANCE	109,741	0	98,442		98,442	11,299	10%	!!	109,634	0	97,065		97,065	12,569	11%
331 CONTRACTED TRANSPORTATION	864,246	81,144	490,357	420,394	910,751	(46,505)	-5%	!!	1,058,899	97,607	503,984	513,467	1,017,451	41,448	4%
332 TRANSPORTATION ASSISTANCE	36,237	3,514	28,273		28,273	7,964	22%	!!	14,000	2,770	17,641		17,641	(3,641)	-26%
334 SCHOOL JOURNEYS	13,527	5,587	30,513		30,513	(16,986)	-126%	!!	20,765	(263)	9,315		9,315	11,450	55%
341 PRO-D & TRAVEL	1,244,757	29,521	667,122	20,320	687,442	557,315	45%	!!	908,705	38,019	368,089		368,089	540,616	59%
342 TRAVEL MILEAGE	3,605	1,538	4,758		4,758	(1,153)	-32%	!!	3,107	268	1,417		1,417	1,690	54%
343 LOCAL MILEAGE	76,852	8,550	47,103		47,103	29,749	39%	!!	79,236	3,041	35,574		35,574	43,662	55%
364 LEASES	109,851	3,814	67,457		67,457	42,394	39%	!!	109,851	9,154	82,388		82,388	27,463	25%
371 MEMBERSHIP FEES	114,133	3,016	102,310		102,310	11,823	10%	!!	110,962	4,785	111,902		111,902	(940)	-1%
391 PREMIUMS	477,804	847	468,913		468,913	8,891	2%	!!	423,447	2,940	417,815		417,815	5,632	1%
392 DEDUCTIBLES PAID	600	0	9,072		9,072	(8,472)	-1412%	!!	0	0	0		0	0	0%
399 SERVICES RECOVERY	0	0	(10,646)		(10,646)	10,646	0%	!!	(1,294)	0	(4,955)		(4,955)	3,661	-283%
421 VISA EXPENSE	16,000	4,078	17,295		17,295	(1,295)	-8%	!!	16,410	2,163	12,610		12,610	3,800	23%
422 BANK SERVICE CHARGES	127,555	18,718	133,648		133,648	(6,093)	-5%	!!	131,243	18,243	81,770		81,770	49,473	38%

# MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - March 2023

	2022-2023							2021-2022						
	Budget	Mar 2023	YTD		Total Exp	Available	% !!	Budget	Mar 2022	YTD		Total Exp	Available	%
431 LAND TELEPHONE	172,933	13,745	124,087		124,087	48,846	28% !!	173,733	24,709	123,217		123,217	50,516	29%
438 CELL PHONES	213,192	14,948	144,925		144,925	68,267	32% !!	230,721	15,951	149,186		149,186	81,535	35%
439 DIGITAL SERVICES RECOVERY	743,027	743,016	743,016		743,016	11	0% !!	728,064	728,064	728,064		728,064	0	0%
441 POSTAGE	41,649	1,724	30,917	811	31,728	9,921	24% !!	54,262	685	25,826		25,826	28,436	52%
444 COURIER SERVICE	26,705	120	21,690		21,690	5,015	19% !!	13,118	286	6,933		6,933	6,185	47%
445 ADVERTISING	172,378	(3,803)	179,940		179,940	(7,562)	-4% !!	119,238	27,020	121,283		121,283	(2,045)	-2%
446 PHOTOCOPYING	222,371	21,635	187,046		187,046	35,325	16% !!	225,316	60,205	204,410		204,410	20,906	9%
447 PRINTING SERVICES	10,615	122	8,491		8,491	2,124	20% !!	17,625	312	4,514		4,514	13,111	74%
448 AGENT FEE	713,205	72,017	1,355,628		1,355,628	(642,423)	-90% !!	1,495,058	59,663	1,384,121		1,384,121	110,937	7%
450 GRANTS	66,515	0	40,686		40,686	25,829	39% !!	66,515	0	39,945		39,945	26,570	40%
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100% !!	0	0	0		0	0	0%
452 HONORARIA	15,162	(100)	10,427		10,427	4,735	31% !!	13,747	3,150	6,540		6,540	7,207	52%
453 SCHOLARSHIPS	14,950	0	7,604		7,604	7,346	49% !!	10,000	0	5,000		5,000	5,000	50%
457 GIFT / GIFT CERTIFICATES	2,186	225	2,090		2,090	96	4% !!	4,295	0	1,906		1,906	2,389	56%
459 LAUNDRY	0	0	161		161	(161)	0% !!	0	0	0		0	0	0%
460 LICENCES	22,438	0	22,438		22,438	(0)	0% !!	20,500	0	22,064		22,064	(1,564)	-8%
461 FREIGHT AND CARTAGE	84,000	(2,022)	69,379		69,379	14,621	17% !!	200	0	(177)		(177)	377	189%
462 SECURITY	24,500	244	13,128	5,588	18,716	5,784	24% !!	84,000	7,202	68,618	9,500	78,118	5,882	7%
467 FLEET TELEMATICS	0	0	0		0	0	0% !!	19,500	862	11,436		11,436	8,064	41%
469 MISCELLANEOUS SERVICES	3,514,478	260,767	2,042,332	541,196	2,583,528	930,950	26% !!	4,111,329	394,802	2,809,435	584,249	3,393,684	717,645	17%
481 PORTABLE MOVES	60,000	0	18,493		18,493	41,507	69% !!	57,769	7,214	12,824	33,625	46,449	11,320	20%
499 COST RECOVERIES	(7,048)	(6,281)	(13,329)		(13,329)	6,281	-89% !!	(7,396)	0	(7,411)		(7,411)	15	0%
501 CAFETERIA FOOD	188,311	3,723	133,738		133,738	54,573	29% !!	163,333	9,596	117,625		117,625	45,708	28%
503 WOOD	10,412	157	15,095		15,095	(4,683)	-45% !!	14,348	702	10,326		10,326	4,022	28%
504 METAL	2,071	0	2,420		2,420	(349)	-17% !!	7,603	365	7,850		7,850	(247)	-3%
505 APPLIED TECHNOLOGY SUPPLIES	801	0	290		290	511	64% !!	801	0	0		0	801	100%
506 DRAFTING SUPPLIES	0	0	103		103	(103)	0% !!	498	0	530		530	(32)	-6%
508 AUTOMOTIVE	0	0	472		472	(472)	0% !!	(757)	(6)	2,305		2,305	(3,062)	404%
511 ADMINISTRATIVE SUPPLIES	334,055	4,563	232,308		232,308	101,747	30% !!	333,499	6,007	169,628		169,628	163,871	49%
512 COPY/PRINTER SUPPLIES	171,799	9,036	144,026		144,026	27,773	16% !!	194,814	12,857	126,065		126,065	68,749	35%
514 JANITORIAL SUPPLIES	462,000	57,627	507,782		507,782	(45,782)	-10% !!	462,000	23,567	420,800	42,482	463,282	(1,282)	0%
515 VEHICLE SUPPLIES	81,791	10,984	94,862		94,862	(13,071)	-16% !!	69,311	5,489	67,632		67,632	1,679	2%
516 MEDICAL SUPPLIES	3,297	255	3,101		3,101	196	6% !!	4,364	57	2,915		2,915	1,449	33%
517 TIRE PURCHASES	25,000	4,616	20,687		20,687	4,313	17% !!	0	68	104		104	(104)	0%
518 VEHICLE FUEL PURCHASES	180,534	20,793	174,415		174,415	6,119	3% !!	156,992	25,054	138,992		138,992	18,000	11%
519 INSTRUCTIONAL SUPPLIES	4,955,766	157,095	1,961,967	16,928	1,978,896	2,976,870	60% !!	8,234,627	156,970	2,167,464	33,141	2,200,605	6,034,022	73%
520 BOOKS & GUIDES	488,855	20,139	204,986	1,111	206,097	282,758	58% !!	631,951	12,200	234,343	399	234,742	397,209	63%
525 MAGAZINES & PERIODICALS	3,476	175	3,968		3,968	(492)	-14% !!	5,334	0	6,976		6,976	(1,642)	-31%
530 AUDIO VISUAL MATERIALS	552	61	416		416	136	25% !!	35	0	53		53	(18)	-51%
534 SOFTWARE	23,775	0	18,164		18,164	5,611	24% !!	31,222	77	14,204		14,204	17,018	55%
541 LIGHT & POWER	1,416,413	147,757	893,753		893,753	522,660	37% !!	1,537,413	153,599	1,023,436		1,023,436	513,977	33%
551 GAS	1,675,500	425,232	1,080,020		1,080,020	595,480	36% !!	1,321,138	366,107	972,761		972,761	348,377	26%
552 OIL	26,200	0	0		0	26,200	100% !!	55,000	0	27,737		27,737	27,263	50%
561 WATER	428,617	28,621	363,197		363,197	65,420	15% !!	442,617	13,872	349,504		349,504	93,113	21%
562 SEWER USER CHARGE	338,153	34,860	243,352		243,352	94,801	28% !!	298,153	18,527	245,324		245,324	52,829	18%
563 STORMWATER	82,878	0	82,786		82,786	92	0% !!	80,678	0	80,678		80,678	0	0%
572 GARBAGE DISPOSAL	175,000	28,386	98,985		98,985	76,015	43% !!	221,560	16,059	125,969		125,969	95,591	43%
581 FURNITURE & EQUIP PURCH	797,667	81,400	515,176	44,662	559,838	237,829	30% !!	1,169,394	63,694	615,493	469,417	1,084,910	84,484	7%
582 VEHICLE PURCHASES	341,925	31,294	306,975	11,980	318,955	22,970	7% !!	255,093	0	15,476		15,476	239,617	94%
590 COMPUTER PURCHASES	1,800,267	1,382	897,740	51,058	948,799	851,468	47% !!	1,665,793	103,782	495,182	712,654	1,207,836	457,957	27%
594 RECONCILIATION ADJUSTMENTS	0	892	2,044		2,044	(2,044)	0% !!	0	(172)	(934)		(934)	934	0%
595 INTERFUND TRANSFER	(1,388,855)	0	0		0	(1,388,855)	100% !!	(1,000,000)	0	0		0	(1,000,000)	100%
599 SUPPLIES RECOVERIES	(9,014)	682	(17,025)		(17,025)	8,011	-89% !!	(297,061)	(972)	(373,058)		(373,058)	75,997	-26%
TOTAL -- SERVICES & SUPPLIES	23,429,881	2,491,727	16,487,023	1,163,425	17,650,448	5,779,433	25% !!	28,042,686	2,507,317	15,833,972	2,432,582	18,266,554	9,776,132	35%
GRAND TOTAL	235,884,517	22,967,007	163,417,578	1,163,425	164,581,004	71,303,513	30% !!	230,493,309	21,652,554	155,190,985	2,432,582	157,623,567	72,869,742	32%

## 2022-2023 Budget Change Report: March 2023 - 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>Amended Surplus Appropriation (Board Approved)</b>		
Budgeted 22-23 Surplus Appropriation February 27, 2023 - Allocated to Expense	4,140,208	
	<b>4,140,208</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
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>225,878,348</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)	0
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
GVTA Unused Remedy from 2019/20 returned to District for teacher staffing	390,258	390,258
Misc Donations and Revenues to November 30	12,616	12,616
Cafeteria Revenue to November 30	19,693	19,693
Cooper Smith Music Library Donations to November 30	7,101	7,101
Municipal Crossing Guard Contribution to December 31	33,088	33,088
Misc Donations and Revenues to December 31	17,972	17,972
Theatre Rental Revenue to December 31	60	60
Cafeteria Revenue to December 31	20,682	20,682
Cooper Smith Music Library Donations to December 31	17,467	17,467
Joint Job Evaluation Committee SAA3 Wage Increase	0	133,643
Amended Annual Budget Changes to February 28, 2023	6,644,540	8,026,814
Labour Settlement Funds - BCTF Benefits and experience recognition	92,593	0
Digital Services Recovery Adjustment to actual	0	(50,213)
Support Staff Benefits Adjustment to actual	6,300	0
Misc Donations and Revenues to March 31	16,780	16,780
Cooper Smith Music Library Donations to March 31	145	145
Total Changes:	7,149,743	8,840,845
<b>Amended Budget to March 31, 2023</b>	<b>233,028,091</b>	<b>232,878,985</b>

### Reserves

- Reserve - District (CARRIED September 26, 2022)	1,172,813
- Reserve - International	0
Total Reserves (0.50% of current year revenue)	<b>1,172,813</b>
- Local Capital Fund (June 30, 2022)	3,477,091
- Ministry of Education and Child Care Restricted Capital Fund (June 30, 2022)	2,980,325
	<b>6,457,416</b>



## 2022-2023 Budget Change Report: March 2023 - 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
	30,250	30,250
<b>Early Learning and Child Care Capacity Funding</b>		
Ministry Grant	175,000	175,000
	175,000	175,000
<b>Student and Family Affordability Fund</b>		
Ministry Grant	1,953,010	1,953,010
	1,953,010	1,953,010
<b>Mental Health in Schools</b>		
Ministry Grant - Early Action Initiative	48,000	48,000
	48,000	48,000
<b>French Immersion (OLEP)</b>		
French Immersion Growth Initiatives Grant	75,000	75,000
French Immersion Retention Grant	34,300	34,300
Ministry Grant Adjustment	(56,893)	(56,893)
	52,407	52,407
<b>First Nation Student Transportation</b>		
Ministry Grant	69,571	
Approval to spend 2021/22 carry forward funds	27,187	
Songhees Nation to/from school bussing		39,662
Esquimalt Nation to/from school bussing		18,305
Songhees Nation Extracurricular Activities		25,423
Esquimalt Nation Extracurricular Activities		13,368
	96,758	96,758
<b>Early Childhood Education Dual Credit Program</b>		
Ministry Grant	82,000	
Carry forward from 2021/22	50,000	
Camosun College tuition for dual credit courses		132,000
	132,000	132,000
<b>Annual Facility Grant</b>		
Interest Revenue	17,847	17,847
	17,847	17,847
<b>Learning Improvement Fund</b>		
Labour Settlement Funding	24,770	24,770
	24,770	24,770
<b>School Generated Funds</b>		
Interest Revenue	181,924	181,924
	181,924	181,924
<b>CommunityLINK</b>		
Labour Settlement Funding	74,589	74,589
	74,589	74,589
<b>Classroom Enhancement Fund</b>		
Labour Settlement Funding	755,961	755,961
Remedies Grant	1,398,936	1,398,936
Staffing Grant Increase	382,485	382,485
	2,537,382	2,537,382

## 2022-2023 Budget Change Report: March 2023 - Capital

	Revenue	Expenses
<b>Local Capital</b>		
Pacifica Housing Advisory Quit Claim	1,000,000	
Interest Income to date	48,143	
	1,048,143	0



# FACILITIES SERVICES

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

## Update for April 17<sup>th</sup>, 2023

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

### **BUILDING MAINTENANCE SERVICES**

- **Lambrick Park** – interior paint upgrade is nearly complete, just a few hallways and library window frames to go.
- **Oaklands Elementary** – Internal shoring erected over spring break in all 1912 rooms. External coring of concrete complete, and waiting on engineer report to determine repairs for the exterior.
  - In order to install the shoring, asbestos on the ceiling had to be removed by external contractors with air sampling conducted in all rooms to ensure staff and student safety.
  - Facilities staff worked diligently over spring break to ensure shoring was in place for school reopening and the shoring was covered with plywood to ensure student safety. Custodians were on site over the break to clean the floors and surfaces for students return.
- **Wood Shop Audits** – Continue to be a positive outcome for the shops, equipment has been kept to a higher standard and safety procedures are occurring regularly as are repairs.

### **Metal Shop Consultations**

- Metal Shop Project Work (moving equipment, safety lines, signage) = 30% Complete
  - Reynolds – Equipment moves underway
  - Cedar Hill – Planning and implementation stage
  - Mount Douglas – Planning and implementation stage
  - Lambrick Park – Aged equipment disconnected and removed. New equipment installed. Ready for installation of extraction system that has been awarded with completion in the summer months
  - Oak Bay – Planning and implementation stage
  - Esquimalt – Equipment placement and safety lines complete

Shops equipment removal and placement will be scheduled around classes and will be performed over the course of the year. The line painting for the equipment safety zones will take place over the summer break as multiple days are required to clean the floor prior to painting. We expect to have all shops completed before September 2023.
- Mt. Doug – Aviation
  - the aviation teacher has cleaned up storage bunker and removed all waste.
  - Facilities has built and installed a metal storage rack for sheet metal.

## **MINOR CAPITAL**

- **District HRV Installations** – work nearing completion to install 23 further HRVs in enrolling classrooms. End of April deadline for completion, as still waiting on parts.
- **Fire Alarm McKenzie Elementary** – 20% complete with verification to occur in the summer months.
- **Unit Ventilation Upgrade McKenzie Elementary** – contract awarded and work underway to install unit ventilator with completion timeline end of April.
- **DDC Upgrades** – Rogers, Frank Hobbs, South Park – all progressing well with about 95% complete to date.

## **Childcare Update**

- **Hillcrest** – Main beam installed, electrical rough in work in progress and roofing underway.
- **Lake Hill** – Roof carpentry package complete and roofing underway. Mechanical rough-in in progress. Backfilling of building perimeter underway.
- **View Royal addition** – Drywall installation underway.
- **Eagle View addition** – Drywall installation complete to this stage. Rough-in plumbing complete and passed.
- **McKenzie** – Site surveyed and fenced. Excavation of parking lot and civil work underway as is excavation of childcare units.

## **Classrooms**

- **Vic West portable** – Final sheet metal work underway, with projected occupancy in the summer months.
- **Shoreline** – Final occupancy received.

## **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**

- March was a productive month. All schools received extra cleaning during the final two weeks before spring break.
- During the first week of spring break, schools were cleaned in preparation for the return of students and staff in April.
- Custodians also assisted throughout spring break to clean after Capital and Maintenance projects and continued cleaning and maintaining our daycares and community schools to support their programs.

## **TRANSPORTATION, TRAINING AND GROUNDS**

### **Transportation**

- Applications for regular scheduled busing has closed. At this time we have 193 registered students on 4 routes.

- Planning underway to supply a bus and driver for the Tri-partied Songhees route. Need to understand student needs closer to school start-up. This route may be an AM/PM route next year, opposed to the AM only route that is being provided this year.
- The registration for our Inclusive busing is now open and will remain open until April 28, 2023
- To date we have 303 field trips either scheduled or completed surpassing last year's overall total of 116

### **Training**

- We have completed the Asbestos training for all facilities employees. This training was held in two parts, practical and theory.
- Our safety/training matrix is up and running again. Slowly, information is being inputted to identify what the upcoming training for facilities requirements are.

### **. Grounds**

- Two new pieces of equipment (cutting deck & chariot grass cutter) that were ordered last year have arrived. Moving forward the SD will have the ability to run 3 complete grass cutting crews as opposed to just 2.
- With the help of capital carpenters, continuing to install the protective cedar split rail fencing around some of our more threatened trees. With the fencing installed we are air spading the soil to promote proper root health in these trees.
- Actively hiring 6 student groundskeepers to assist our staff in cutting and maintaining our fields and play areas over the summer months.

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

- Team has focused on tec upgrades in View Royal, Craigflower and Torquay.
- Tec Package maintenance was performed throughout Cloverdale, Eagle View, George Jay, Oak Bay, Vic West and Willows
- School WiFi coverage upgrades are underway at Strawberry Vale, Northridge, George Jay, Vic West and Macaulay.
- Telephone and PA system upgrades were completed at Rockheights and are currently underway at Marigold, Rogers and Lambrick Park.

### **CLIMATE and ENERGY**

- Energy Wise Network student/staff engagement for "lights out" sticker campaign.
  - The campaign was this year's winner of best overall campaign from the Energy Wise Network, as well as most creative (2 of 3 categories).
  - All eligible elementary schools completed
  - Remaining stickers to arrive early April
  - Final phase will also include a "glow in the dark" thank you sticker to celebrate every time we turn the lights off in the classroom, and remind us of this year's program success.
- 2022/23 LED Lighting upgrades are now completed for all of this fiscal year's schools

- Climate Action Poster under development for Energy Wise Network 2023/24 campaign
  - Emphasis on proper closing of exterior doors
  - Breakdown of target schools carbon footprint
- Facilities nighttime setback project completed
  - Expected return on investment of less than one year with GHG savings
- 2023 Climate Action Accountability Report and 2022 reporting of GHG emission is now underway
- LED Lighting Audits of Oaklands Elementary and Central Middle school are now underway for final preparations for FY24 LED upgrades (6 schools total)

### **Trustee Question(s)**

1. **What is the Neighborhood Learning Commons (NLC) area at Vic High and did the proponent provide any funding for project?**

In 2019, the Ministry of Education and Childcare provided \$5,985,683 in funding for the Vic High NLC. The NLC is comprised of a number of spaces. The Inter - Cultural Association (ICA) will have access to a storage room, office space, 2 washrooms, lobby area and an activity/classroom area. This portion of the NLC can be accessed by a separate exterior entrance with a separate alarm/security zoning. Currently, there is no agreement in place with the ICA for the use of this space and the ICA did not bring funding to this project.

Please note that the ICA occupied offices and had regular office hours at the old Vic High and the Vic High ICA offices support the largest school aged Syrian refugee population on the Island. The ICA provides immigrants with help connecting to resources, such as English language classes and employment services. The ICA also provides sponsorship to refugees seeking to come to Canada, provides anti-racism training to individuals and organizations, and works to promote equitable policies in governance, education, health care and housing. Locating the ICA in new, purpose built space, within the NLC, will make these services for immigrant students and families in the community more accessible, welcoming and supportive.

The NLC space also provides space for school use including a new entrance off of Fernwood, a Servedy, and a multi-purpose space that supports large gatherings for events.

Link to ICA website: <https://www.icavictoria.org>



## Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 26 – April 2023

### 1. Project Summary

Victoria High School is the oldest high school in Western Canada. The existing school facility includes the original school built in 1913, which is a heritage-registered building, an addition built in 1955, containing the Andrews Gym and a number of specialty classrooms, and another 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 Victoria High School renovation. This work is now complete.

The seismic upgrade of Victoria High School and additions comprise approximately 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 1,000 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 work includes 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 the Project 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 Substantial Completion and Occupancy is delayed. A general theme from the major trades is a forecasted lack of skilled labour, and concerns about the supply chain for construction materials and equipment.

The unforeseen scope, market delays and labour shortages are creating schedule delays. The project team is working to mitigate the delays. With the project delays, students and staff will remain at the Topaz Campus for part of the first term 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	September 2023
Relocate School from SJ Willis	August 2022	January 2024
Final Completion of Vic High Project	October 2022	July 2024

### 5. Budget

- Contract expenditures to date total to an aggregate value of about \$54 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.

Vic High Seismic COA	Progress/ Completion (%)	Budget	Expenses Posted to Date	Remainder	Commitments	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	65%	70,413,910	49,454,962	20,958,948		20,958,948	30%	47,031,239	2,423,723
SJ Construction	100%	5,933,870	5,933,870	(0)		(0)	0%	5,933,870	0
Vic High Equipment	25%	2,200,000	514,328	1,685,672	450,765	1,234,907	56%	420,220	94,108
Vic High Seismic Fees 2020	80%	7,500,000	6,586,714	913,286		913,286	12%	6,584,665	2,050
Vic High Capital Support	10%	100,000	10,412	89,588		89,588	90%	10,412	0
Vic High Millwork	50%	1,395,400	654,515	740,885		740,885	53%	609,385	45,131
SJ Capital Support	100%	114,877	114,877	0		0	0%	114,877	0
Vic High Moving	2%	200,000	604	199,396		199,396	0%	604	0
SJ Moving	100%	113,640	113,640	0		0	0%	113,640	0
Vic High Bussing	65%	80,000	32,670	47,330		47,330	59%	32,670	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 Transportatio	85%	145,000	95,695	49,305		49,305	34%	91,466	4,229
A Parker - Vic High TTOC	0%	20,000	0	20,000		20,000	100%	0	0
Vic High Project Management	60%	1,013,450	406,548	606,902		606,902	60%	404,388	2,161
Vic High Capital Tech Support	15%	150,000	35,223	114,778	349	114,429	76%	29,479	5,743
SJ Capital Tech Support	0%	0	0	0		0	0%	0	0
Prior Year Completed Expenses	0%	53,007	0	53,007		53,007	100%	0	0
		<b>89,601,813</b>	<b>64,077,990</b>	<b>25,523,823</b>	<b>451,114</b>	<b>25,072,709</b>	<b>28%</b>	<b>61,500,846</b>	<b>2,577,144</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 Statutory Right of Ways 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.
- A monthly report is being provided to the Fernwood Neighbourhood Resource Group.
- Monthly reports are being provided to the Central and Vic High PACs.

## 7. Procurement

- Durwest Construction Management was selected as the Construction Manager for the Vic High project, through a comprehensive RFP Process.
- Tender Packages 1 through 10 have competitively tendered and awarded.
- The contract for the Turf Field installation is complete.

### Work Starting Soon or Underway:

- Steel stud framing installation underway.
- Interior drywall underway.
- 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.
- Exterior brick and terra cotta upgrade underway.
- Millwork installation underway.
- Parking lot grading and curbing underway.
- Sports field curbing and fencing.
- Volleyball site prep.
- Auditorium painting and electrical upgrades underway.
- Heritage corridor ceiling coffers being built.
- Carving started on the learning commons doors.
- Asphalt paving for new parking areas on Grant and Gladstone.

### Looking to May 2023

- Old Building: Framing, drywalling and finishing from Level 0 to Attic.
- New Expansion: Curtain Wall Aluminum and Glazing.
- Work continuing on the window installation and the brick and terra cotta upgrade.
- Installing sports field base gravel, and shock pad.
- Continue work on Gladstone and Grant Street, sidewalk upgrades.
- Continue room finishes such as painting and flooring.
- Continue millwork and finish carpentry trim installation.
- Painting and Audio/Visual improvements in the Auditorium.

## Appendix 1 – Project Team

### School District 61

- Katrina Stride, 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	Scope of design work finalized.

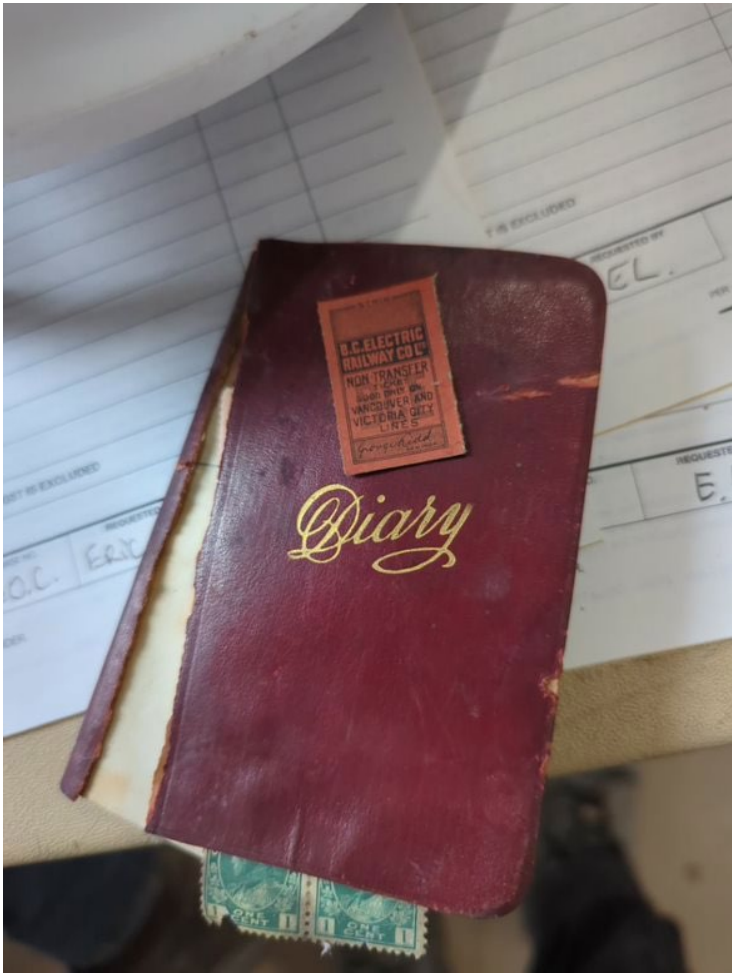




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Appendix 3 – Photos

Historic Diary Found in Wall - Given to School Archives

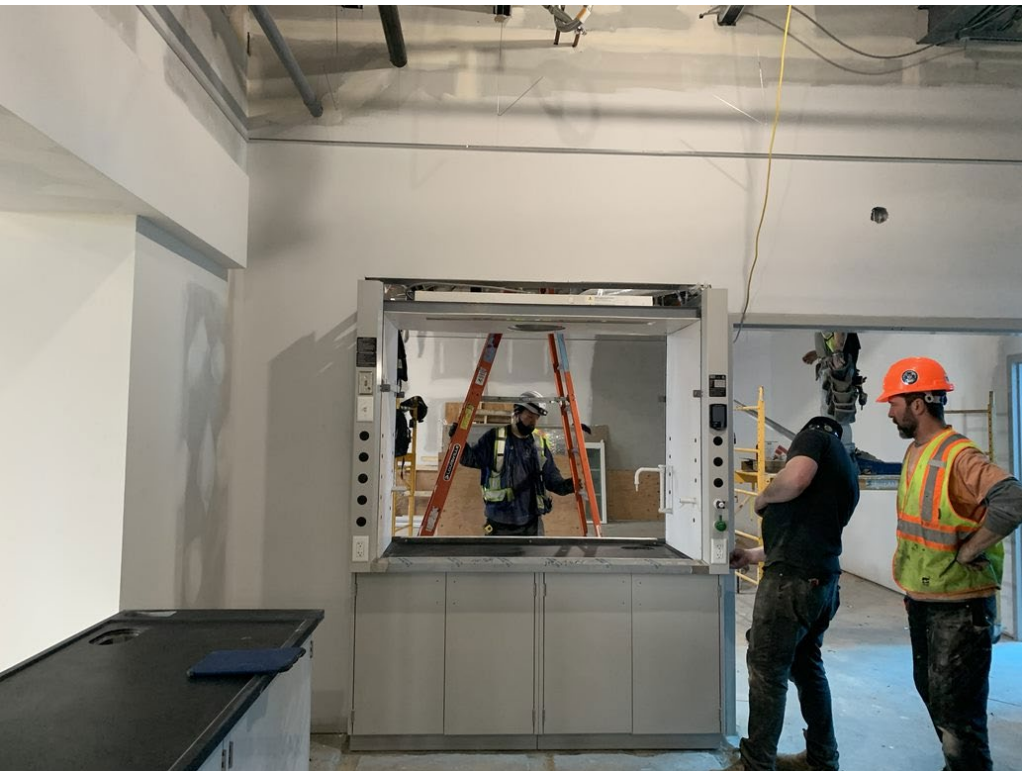




Apprentices Having Completed First Molding



Level 4 West - Fume Hood Installation for Science Lab



Painting Structural Steel in Stairwells







Tile in Washroom



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





## 2022/23 REPORT FOR TESTING LEAD CONTENT IN DRINKING WATER OF SCHOOL FACILITIES

School District Information		Health Authority (HA) Information	
SD No.	61	Region	Vancouver Island
SD Name	Greater Victoria	Contact Name	Stacey Sowa
SD Contact Name:	Justin Taylor	Contact Phone	stacey.sowa@viha.ca
SD Contact Phone:	250-881-4041	Report Submitted to HA	Yes
Report Date	3/30/2023	Report Submission Date	3/30/2023

		TEST INFORMATION						MITIGATION STRATEGY & PUBLIC COMMUNICATION PLAN				ADDITIONAL INFORMATION		
School Facility Name	Year Built	Date of Test (mm/yyyy)	Total Samples	Water Fixture Type	Room Location	Lead Level Result (mg/L)	Exceed Maximum Acceptable Concentrations	Mitigation Strategy Description		Describe Public Communication Plan	Comments	Next Scheduled Date of Testing (mm/yyyy)	Ministry Submission Period	
Arbutus Global Middle School	1969	Aug-20	1	Water Fountain	CORRIDOR-1079	0.0012	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Nov-19	1	Sink	STAFF-1004	0.0013	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Aug-19	1	Water Fountain	CORRIDOR-1040	0.0041	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Aug-20	1	Sink	FOODS-1035	0.0033	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Aug-20	1	Sink	FOODS-1035	0.0015	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Jul-22	2	Sink	FOODS-1035	0.0003	No	30 Sec flush before use until filter can be installed.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Oct-19	1	Sink	FOODS-1035	0.0039	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Aug-20	1	Sink	FOODS-1035	0.0013	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Jul-22	2	Sink	FOODS-1035	0.0005	No	30 Sec flush before use until filter can be installed.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Aug-20	1	Water Filling Station	CORRIDOR-1044	0.0029	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Nov-19	1	Water Fountain	CHANGE-0002	0.0025	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Nov-19	1	Water Fountain	CHANGE-0008	0.0025	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Aug-20	1	Sink	FOODS-1035	0.0035	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Aug-20	2	Sink	FOODS-1035	0.0005	No	30 Sec flush before use until filter can be installed.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Apr-20	2	Sink	KITCH-1060	0.0033	No	30 Sec flush before use until filter can be installed.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Arbutus Global Middle School	1969	Oct-19	2	Sink	FOODS-1035	0.0030	No	30 Sec flush before use until filter can be installed.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Braefoot Elementary	1970	Sep-20	1	Sink	KITCH-1037	0.0003	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Braefoot Elementary	1970	May-19	1	Water Fountain	CORRIDOR-1043	0.0036	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Braefoot Elementary	1970	Sep-20	1	Water Filling Station	CORRIDOR-1043	0.0010	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Braefoot Elementary	1970	May-19	1	Sink	STAFF-1024	0.0005	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Braefoot Elementary	1970	May-19	1	Water Filling Station	CORRIDOR-1049	0.0002	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Braefoot Elementary	1970	Sep-17	2	Water Filling Station	CORRIDOR-2005	0.0011	No	30 Sec flush before use until filter can be installed.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Braefoot Elementary	1970	May-19	1	Sink	CLASS-2008	0.0040	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Braefoot Elementary	1970	Aug-22	2	Sink	MEDIC-1005	0.0003	No	30 Sec flush before use until filter can be installed.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Braefoot Elementary	1970	May-19	1	Water Filling Station	CORRIDOR-2005	0.0049	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Campus View Elementary	1964	Feb-22	1	Water Fountain	CORRIDOR-1050	0.0027	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Campus View Elementary	1964	Feb-22	2	Water Fountain	CORRIDOR-1001	0.0014	No	30 Sec flush before use until filter can be installed.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Campus View Elementary	1964	Feb-22	1	Sink	STAFF-1032	0.0025	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Campus View Elementary	1964	Feb-22	1	Water Filling Station	CORRIDOR-1009	0.0017	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Campus View Elementary	1964	Feb-22	1	Sink	PORTABLE-0031	0.0036	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Campus View Elementary	1964	Aug-19	2	Water Fountain	PORTABLE-0025	0.0018	No	30 Sec flush before use until filter can be installed.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Campus View Elementary	1964	Feb-22	2	Sink	PORTABLE-0025	0.0034	No	30 Sec flush before use until filter can be installed.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Campus View Elementary	1964	Feb-22	2	Sink	PORTABLE-0068	0.0029	No	30 Sec flush before use until filter can be installed.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Campus View Elementary	1964	Aug-19	2	Water Fountain	PORTABLE-0068	0.0016	No	30 Sec flush before use until filter can be installed.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Campus View Elementary	1964	Feb-22	1	Sink	PORTABLE-0117	0.0003	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Water Fountain	CORRIDOR-1088	0.0012	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Sink	STAFF-1078	0.0010	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Water Filling Station	CORRIDOR-1016	0.0048	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Sep-20	1	Sink	KITCH-1020	0.0033	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Water Filling Station	CORRIDOR-1063	0.0028	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Water Fountain	CORRIDOR-1051	0.0035	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Sink	FOODS-1056	0.0010	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Sink	FOODS-1056	0.0036	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Sink	FOODS-1056	0.0028	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Sink	FOODS-1056	0.0016	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Sink	FOODS-1056	0.0024	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Sink	FOODS-1056	0.0018	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Water Filling Station	CORRIDOR-1056	0.0021	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Water Filling Station	CORRIDOR-2025	0.0030	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Water Fountain	CORRIDOR-2003	0.0037	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Jan-20	1	Sink	FOODS-1056	0.0015	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Sep-20	1	Sink	FOODS-1056	0.0011	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Sep-20	2	Sink	MEDICAL-1069	0.0006	No	30 Sec flush before use until filter can be installed.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Cedar Hill Middle	1931	Dec-20	1	Sink	ROOM-2009	0.0004	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Central Middle School	1953	Feb-22	1	Water Filling Station	LOBBY-1053	0.0003	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Central Middle School	1953	Feb-22	1	Water Fountain	CafÉ-1030	0.0047	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Central Middle School	1953	Feb-22	1	Water Fountain	CORRIDOR-1023	0.0003	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Central Middle School	1953	Feb-22	1	Water Fountain	CORRIDOR-2041	0.0010	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Central Middle School	1953	Feb-22	1	Water Fountain	CORRIDOR-2016	0.0022	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Central Middle School	1953	Feb-22	1	Water Filling Station	CORRIDOR-3019	0.0004	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Central Middle School	1953	Feb-22	1	Sink	SERVE-1031	0.0013	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Central Middle School	1953	Feb-22	1	Sink	STAFF-1040	0.0013	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Central Middle School	1953	Feb-22	1	Sink	FOODS-2026	0.0041	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	
Central Middle School	1953	Feb-22	1	Sink	FOODS-2026	0.0026	No	Lead filter installed with lead free fixtures.	Information is provided to School staff who then are responsible to respond to staff and members of the public.	None.	None.	Feb-24	30-Mar-23	

























# Office of the Secretary-Treasurer

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Phone (250) 475-4117 Fax (250) 475-4112

*Katrina Stride – Secretary-Treasurer*

TO: Operations Policy and Planning Committee  
FROM: Katrina Stride, Secretary-Treasurer  
DATE: April 17, 2023  
RE: **Response to Northridge PAC Presentation**

## Background

In an email to Trustees dated February 6, 2023 and in a public presentation to the Operations Policy and Planning Committee on February 13, 2023, the Northridge Elementary PAC provided information pertaining to a PAC-funded project to install a naturescape at Northridge Elementary. Within the information provided were three questions, to which the District will respond.

## History of School-Funded Projects at Northridge

Preliminary meetings to discuss the scope of proposed projects at Northridge Elementary began in January 2020 and continued into February 2020, prior to the March in-person shut down of all schools due to COVID. There were a number of proposed projects ranging from the naturescape to an inclusive playground to an outdoor classroom. The number of proposed projects and the potential funding sources lead to multiple conversations with the school community. During the course of these discussions, the Northridge PAC worked to leverage its funds to obtain the most for its school community and Facilities Services supported the PAC in these efforts.

During the course of 2021, the Facilities Services department wrote five letters of support to assist the Northridge PAC with various funding applications. Facilities Services also responded to emails, attended meetings to discuss PAC ideas, and provided quotes stemming from these ongoing discussions. There were many additions and changes to plans along the way as the school community waited to hear on project funding. Unfortunately, there was a breakdown in communication and decisions were made without all parties receiving updates on the change in size and scope of the naturescape.

In November 2022, the Northridge PAC was successful in receiving a large grant from the Canada Community Revitalization Fund (CCRF) with the approved scope of including the installation of an accessible playground (funded by the Ministry of Education and Child Care), pathway, learning tree grove, an outdoor classroom and a naturescape (funded by the Northridge PAC). The CCRF grant has resulted in increased administrative costs due to mandatory reporting requirements and mandatory training for Facilities Services and Financial Services staff, none of which are covered by the funding nor have been charged to the PAC.

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

The accessible playground and outdoor classroom were installed by outside contractors, but both projects were overseen by Facilities Services. Facilities Services installed the pathway, learning tree grove and the naturescape. All of the school-funded projects at Northridge have now been completed.

## Northridge Naturescape Project Cost

### Greater Victoria School District Northridge Naturescape - PAC Funded Project

Description	Original Quote	Actual Costs	Surplus
	60' x 90'	40' x 40'	(Shortfall)
	A	B	(A-B)
<b>40' x 40' (without enhancements)</b>			
Trees, split rail, soil and underplantings	5,206	4,222	984
Pathway	1,500	1,754	(254)
Naturescape with added balance beam			
Log cluster border	1,400	632	768
Cribbing (wood border)	1,905	1,189	716
Disposal costs	500	395	105
Labour	16,730	17,006	(276)
Balance beam	1,300	536	764
Boulders	300	560	(260)
Fibar	16,000	4,943	11,057
Sub-total Naturescape	38,135	25,261	12,874
Other - Hydrovac		1,351	(1,351)
Other - Hog Fuel		762	(762)
Project management costs 1.5%		542	(542)
Total 40' x 40' (without enhancements)	44,841	33,891	10,950
<b>40' x 40' Enhancements</b>			
Labour		9,118	(9,118)
Other - Hydrovac		3,138	(3,138)
Other - Rounds, logs, beams		2,785	(2,785)
Project management costs 1.5%		184	(184)
Total 40' x 40' Enhancements		15,224	(15,224)
<b>Total Project Cost</b>	<b>44,841</b>	<b>49,115</b>	<b>(4,274)</b>

The table above shows the breakdown of the original quote for a 60' x 90' naturescape provided by Facilities Services to the Northridge PAC, and reflects the \$44,841 that the Northridge PAC paid to initiate the project through Facilities Services.

The following items should be noted:

- Approximately \$900 for logs is not reflected in the actual cost of the 40' x 40' naturescape prior to enhancement, as the logs were donated by a staff member in Facilities Services
- Project management costs have been included at a reduced amount of 1.5% of the total project cost instead of the proposed 10%
- The costs in the table are net of the GST rebate that the District is eligible to claim

Also shown in the table are the actual costs associated with the 40' x 40' naturescape. The sub-total of \$33,891 is the cost of the naturescape prior to any enhancements, which left \$10,950 of the PAC funds unspent.

Facilities Services met with the Northridge PAC on February 6, 2023 in order to resolve the outstanding issue that the Northridge PAC did not receive what they had originally requested and paid for. Facilities Services agreed to install several enhancements, including multiple log play structures, a level hop scotch, a second balance beam, as well as single logs and wood steps between the rocks. The cost of the enhancements was \$15,224.

The total cost of the 40' x 40' naturescape with enhancements was \$49,115, which is \$4,274 more than what was paid by the Northridge PAC. The shortfall has been covered by the Facilities Services department.

## Amphitheatre

In an email sent to the Northridge PAC from Facilities Services in January 2023, it was suggested that an amphitheatre could be built at Northridge Elementary at no charge to the school or PAC. The estimated cost of a stone amphitheatre is \$15,257 and the estimated cost of a wood amphitheatre is \$12,510. Unfortunately, due the recent spending freeze and subsequent closure of school-funded projects, and considering that there are no surplus funds remaining in the naturescape project, Facilities Services is unable to proceed with the amphitheatre as planned. Any surplus funds in Facilities Services will be required to balance the 2023-2024 Annual Budget.

## Questions from Northridge PAC

### **How can the Board of Trustees support or advise Northridge PAC to respond to the situation that will be described?**

The ordinary course of action would have been for the Northridge PAC to escalate the situation to the appropriate administrator, which in this case would have been either the Associate Superintendent through the School Principal, or the Secretary-Treasurer through the Director of Facilities Services.

If the Northridge PAC felt that its concerns were not being adequately addressed, the appropriate action would have been to follow Administrative Regulation 1155 – Complaint Process for a Resolution of Concerns. This administrative regulation provides clear direction for the communication and resolution of any concern held by members of our educational community.

### **How can this situation be changed to avoid the same situation repeating for future PACs?**

Improvements have already been made to the school-funded project processes in Facilities Services through its work order system and in Financial Services through its financial system. All communication between PACs and Facilities Services will be directed through the School Principal and documented in the Facilities Services work order system, which will help to ensure that communication breakdowns do not occur moving forward. More detailed tracking and reporting of PAC-funded project costs in the financial system will ensure that there is full cost transparency when needed.

To follow are summaries of the school-funded project process that was in place when the Northridge PAC naturescape project started and the school-funded project process that is currently in place:

#### **Previous School-Funded Project Process**

- Principal/Vice Principal (PVP) or PAC connects with Facilities Services to discuss project scope – via email or in-person
  - PVP or PAC reaches out to Facilities Services Foreman to discuss project

- PVP places school-funded project request into work order system
  - PVP and Facilities Services have access
- Facilities Services quotes project through email or work order
- PVP approves project and funds are transferred
  - One sub-ledger account used to track all school-funded projects
  - No administrative or project management time is allocated to the project
- Work is scheduled
- Correspondence is through email or work order
- Prior to COVID, bi-weekly meetings to review scope and schedules

### **Current School-Funded Project Process**

- PVP and PAC meet with Facilities Services in person – no email correspondence
- PVP places school-funded project request into work order system
  - PVP and Facilities Services have access
- Facilities Services quotes project through work order
- All approvals and changes to scope of project documented in work order
  - No emails directly with PAC – all communication with PACs through PVP, including the provision of supporting documents and scope changes
  - No Facilities Services employees to discuss projects with PACs without PVP present and all meetings to be documented through work order
- All financial approvals and transfers documented in work order
- All school-funded projects tracked with unique sub-ledgers in financial system and reported monthly by Financial Services to Facilities Services
- Bi-weekly meetings in place (similar to pre-COVID) to oversee the scope, schedule and budgets of school-funded projects

### **What is the current required reporting by the school district to the PACs when they are spending the PAC's money?**

There is currently no required reporting by the District to PACs when it is spending funds raised by the PAC. Upon request, the District provides reporting to PACs.

Reporting on school-funded projects has been a challenge in the past due to all school-funded project costs being lumped into one account in the financial system and only being reconciled on an annual basis, as well as having incomplete supporting information documented in the work order system. In the 2021-2022 school year, practice changed to allocate a unique subledger account to each school-funded project, so that the costs within the school-funded projects account could be more easily identifiable. Reconciliation of school-funded projects is now completed after each month end. This change has allowed for much more transparency in individual project costs.

In reviewing the Northridge PAC naturescape project, it became apparent that there was still some work to do to ensure that all relevant project costs were captured in the project subledger. For example, Facilities Services purchases stock or bulk items centrally in one of its regular operating accounts and was not allocating the costs of the items being used by school-funded projects. In addition, project management costs were being charged to the school-funded projects account, but were not being prorated out across all projects. This practice can no longer be supported if PACs are requesting an accounting of total school-funded project costs. All of the costs related to a project must be allocated to the project subledger before the project is completed.



On a go forward basis, the District will ensure full transparency of project costs when reporting out on PAC-funded projects. There will be further changes to current practice, including the following:

- All project-related costs will be allocated to school-funded projects, including the share of in-stock materials and bulk purchases used by the project, and a project management fee calculated at 10% of the total project cost.
- Upon completion of PAC-funded projects, actual project costs will be reconciled against estimated project costs (what the PAC paid up front) and the PAC will either receive a refund (if underspent) or an invoice (if overspent). This change will be communicated prior to project approval, so that PACs are aware that they may be responsible for any cost escalations upon project completion. It may be prudent for Facilities Services to build into project estimates a % contingency for possible cost escalations and then PACs can be refunded upon project completion if the contingency is not needed. This would also ensure that PACs fundraise enough funds to cover total project costs.

## Conclusion

We are committed to working in partnership with school PACs to implement projects that enhance our schools and play environments. We are also committed to strengthening relationships with school PACs and building trust in the systems that we have in place to support PAC-funded projects.

In light of the questions posed by the Northridge PAC, a closer review of PAC-funded projects has resulted in further improvements to the current school-funded project process within Facilities Services and Financial Services. All of the improvements made to the school-funded project process should prevent a similar situation occurring in other PAC-funded projects.