



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

AGENDA

Monday, May 8, 2023, 7:00 p.m.

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

Chairperson: Trustee Paynter

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 May 8, 2023 agenda be approved.

A.3. Approval of the Minutes

Recommended Motion:
That the April 17, 2023 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

E. FINANCE AND LEGAL AFFAIRS

- E.1. Middle and Secondary Enrollment Report – Associate Superintendent Aerts**
- E.2. Monthly Financial Report: April 2023**
- E.3. Budget Change Report: April 2023**
- E.4. Privacy Management Program – Director Information Technology for Learning Cauty**

F. FACILITIES PLANNING

- F.1. Operations Update: May 2023**
- F.2. Victoria High School Seismic Project Update**
- F.3. Energy Manager Report**
- F.4. 2022 Carbon Neutral Action Report**
- F.5. 2024-2025 Annual Five Year Capital Plan Draft**

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

I. NOTICE OF MOTION

J. GENERAL ANNOUNCEMENTS

K. ADJOURNMENT

Recommended Motion:
That the meeting adjourn.

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



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

Operations Policy and Planning Committee

REGULAR MINUTES

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

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

Education Policy and Directions members: Nicole Duncan

Trustee Regrets: Diane McNally, Mavis David, Emily Mahbobi, Angela Carmichael

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

Partners: Jane Massy, CUPE 947, Cindy Romphf, GVTA, Sarah Winkler, VPVPA, Tracy Humphreys, VCPAC, Paula Marchese, VCPAC

A. COMMENCEMENT OF MEETING

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

A.1. Acknowledgement of Traditional Territories

Chair Paynter 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

That the April 17, 2023 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved by Trustee Gagnon

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

Motion Carried Unanimously

A.4. Business Arising from Minutes

None.

B. PRESENTATIONS TO THE COMMITTEE

None.

C. SUPERINTENDENT'S REPORT

None.

D. PERSONNEL ITEMS

D.1. April 2023 Staffing Report

Director of Human Resource Services Vair presented the bi-monthly staffing report.

Stakeholders and Trustees had questions of clarification.

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: March 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

E.2. Budget Change Report: March 2023

Secretary-Treasurer Stride provided the March 2023 Budget Change Report.

Trustees had questions of clarification.

F. FACILITIES PLANNING

F.1. Operations Update: April 2023

Director of Facilities Services Vistisen-Harwood provided the Operations Update for April 2023.

Trustees had questions of clarification.

F.2. Victoria High School Seismic Project Update

Director of Facilities Services Vistisen-Harwood provided the Victoria High School Seismic Project Update for April 2023.

Trustees had questions of clarification.

F.3. Lead in Water Report

Director of Facilities Services Vistisen-Harwood provided the Lead in Water report.

Trustees had questions of clarification. Trustee Duncan requested an update on the Elementary schools that must flush water lines for 30 seconds. Director of Facilities Services Vistisen-Harwood agreed to provide an update at a future meeting.

F.4. Response to Northridge PAC Presentation

Secretary-Treasurer Stride provided the response to Northridge PAC questions.

Stakeholders and Trustees had questions of clarification.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

H. NEW BUSINESS

H.1. Trustee Kwan

Moved by Trustee Kwan

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 rightsholders 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)

AMENDMENT

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent **to identify up to 6 schools interested in participating** ~~commence in~~ 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 rightsholders 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)

Trustee Duncan withdrew the amendment.

Moved by Trustee Duncan

To table the 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)" to a future meeting.

Motion Carried Unanimously

H.2. Trustee Duncan

Moved by Trustee Duncan

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.

Motion Carried Unanimously

Moved by Trustee Duncan

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.

Motion Carried Unanimously

I. NOTICE OF MOTION

None.

J. GENERAL ANNOUNCEMENTS

None.

K. ADJOURNMENT

Moved by Trustee Duncan

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:41 p.m.

Chair

Secretary-Treasurer

DRAFT

Office of the Associate Superintendent

Tom Aerts – Associate Superintendent

To: Operations Policy and Planning Committee

From: Tom Aerts, Associate Superintendent

Date: May 4th, 2023

RE: Enrollment Update

The table on the following page provides information that may be useful in assessing District enrollment trends for the 2023-24 school year.

When reviewing the information please note the following:

- The asterisk indicates which schools are dual-track.
- The enrollment counts do not reflect the exact September 2023 enrolments anticipated. Factors such as student migration between now and the beginning of the 2023-24 school year, further student transfers that might occur, and confirmation of International Student Program registrants will result in changes to these numbers for most schools.
- Comparing the “Headcount at FEB 2023” against the “Headcount for SEPT 2023 at APR 2023” provides insight into anticipated enrollment growth at the middle and secondary levels.
- Although enrollments reported are headcount, the Ministry of Education and Child Care will continue to allocate funding to districts for the 2023-24 school year for students in grades 10 – 12 on the course-based model that has been in effect for several years.

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.

**Middle and Secondary Enrollment Headcount Summary
(includes International)**

	FUNCTIONAL CAPACITY	HEADCOUNT at FEB 2023	HEADCOUNT FOR SEPT 2023 at APR 2023
Arbutus*	500	419	428
Cedar Hill*	550	548	544
Central*	600	487	497
Colquitz	550	538	513
Glanford	400	342	362
Gordon Head	375	340	356
Lansdowne*	875	698	735
Monterey	425	421	418
Rockheights	400	254	273
Shoreline*	425	374	401
TOTALS		4421	4527
SECONDARY SCHOOL	FUNCTIONAL CAPACITY	HEADCOUNT at FEB 2023	HEADCOUNT FOR SEPT 2023 at APR 2023
Esquimalt*	975	845	905
Lambrick Park	750	571	588
Mt. Douglas	950	897	947
Oak Bay*	1300	1378	1325
Reynolds*	1100	1012	1023
Spectrum	1200	1155	1155
Vic High*	800	845	912
TOTALS		6703	6849

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - April 2023

	2022-2023						2021-2022					
	Budget	Apr 2023	YTD	Available	%	!!	Budget	Apr 2022	YTD	Available	%	!!
602 CE/HL OTHER FEES	50	10	40	10	20%	!!	20	25	45	(25)	-125%	!!
605 CE/HL REGISTRATION FEES	6,620	1,000	8,545	(1,925)	-29%	!!	5,100	700	5,250	(150)	-3%	!!
621 MINISTRY BLOCK FUNDING	197,268,849	19,692,860	157,428,926	39,839,923	20%	!!	194,758,768	19,387,364	154,908,962	39,849,806	20%	!!
629 OTHER MIN OF ED GRANTS	10,418,455	1,569,708	8,118,109	2,300,346	22%	!!	2,456,163	763,825	1,930,374	525,789	21%	!!
641 REVENUE -OTHER PROV MINISTRIES	111,290	71,092	182,382	(71,092)	-64%	!!	171,515	0	168,515	3,000	2%	!!
642 REVENUE -OTHER SCHOOL DISTRICTS	3,240	2,700	3,240	0	0%	!!	0	2,700	2,700	(2,700)	0%	!!
644 CE/HL COURSE FEES	6,400	2,130	9,940	(3,540)	-55%	!!	2,900	2,175	10,150	(7,250)	-250%	!!
645 REVENUE-CAFETERIA	132,956	13,163	132,671	285	0%	!!	95,226	9,131	95,213	13	0%	!!
647 OFFSHORE STUDENTS TUITION FEES	14,111,502	80,333	14,430,267	(318,765)	-2%	!!	14,973,989	144,841	15,233,922	(259,933)	-2%	!!
648 LOCAL EDUCATION AGREEMENTS	757,317	0	567,988	189,329	25%	!!	989,902	0	742,427	247,475	25%	!!
649 MISC FEES & REVENUE	2,215,022	50,670	1,816,828	398,194	18%	!!	1,230,689	155,609	1,095,544	135,145	11%	!!
651 COMMUNITY USE OF FACILITIES	1,635,194	140,275	1,416,431	218,763	13%	!!	1,488,905	124,283	1,266,051	222,854	15%	!!
652 COMMUNITY USE OF FIELDS	80,115	0	1,355	78,760	98%	!!	51,670	5,664	46,937	4,733	9%	!!
653 COMMUNITY USE OF THEATRE	49,531	11,240	47,521	2,010	4%	!!	54,271	17,160	48,176	6,095	11%	!!
654 PARKING FEES	34,865	428	7,515	27,350	78%	!!	26,273	25	28,663	(2,390)	-9%	!!
655 RENTALS LIAB INS REVENUE	6,197	91	7,148	(951)	-15%	!!	6,000	70	5,705	295	5%	!!
659 OTHER RENTALS & LEASES	780,000	29,359	685,343	94,657	12%	!!	777,126	28,273	689,329	87,797	11%	!!
661 INTEREST	49,254	4,661	39,183	10,071	20%	!!	5,537	865	4,925	612	11%	!!
669 INVESTMENT REVENUE	1,334,366	189,981	1,274,743	59,623	4%	!!	347,492	37,000	286,596	60,896	18%	!!
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%	!!
GRAND TOTAL	236,047,031	21,859,703	194,396,796	41,650,235	18%	!!	230,634,285	20,679,711	189,762,223	40,872,062	18%	!!

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - April 2023

	2022-2023								2021-2022						
	Budget	Apr 2023	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Apr 2022	YTD	Encumbrances	Total Exp	Available	%
SALARIES															
111 CERTIFICATED TEACHERS	99,288,836	9,912,011	78,817,361		78,817,361	20,471,475	21%	!!	94,958,874	9,527,663	75,378,921		75,378,921	19,579,953	21%
112 P&VP SALARIES	14,700,831	1,176,019	11,940,386		11,940,386	2,760,445	19%	!!	14,587,783	1,184,560	11,844,475		11,844,475	2,743,308	19%
114 ALLIED SPECIALISTS	1,880,095	176,650	1,478,490		1,478,490	401,605	21%	!!	1,853,609	182,790	1,478,341		1,478,341	375,268	20%
115 DEPARTMENT HEAD ALLOWANCES	274,951	27,003	215,844		215,844	59,107	21%	!!	261,249	25,724	205,991		205,991	55,258	21%
120 EXEMPT STAFF (CERT)	994,700	77,970	820,122		820,122	174,578	18%	!!	1,383,839	73,372	1,158,619		1,158,619	225,220	16%
121 EXEMPT STAFF (NON-CERT)	4,100,279	353,234	3,449,278		3,449,278	651,001	16%	!!	3,897,462	300,367	3,168,875		3,168,875	728,587	19%
122 CUSTODIANS	1,495,323	116,349	1,231,751		1,231,751	263,572	18%	!!	2,464,775	269,325	1,885,672		1,885,672	579,103	23%
123 JANITORS	4,208,400	311,434	3,378,315		3,378,315	830,085	20%	!!	3,649,570	422,717	3,113,843		3,113,843	535,727	15%
125 FOREMEN	566,231	40,684	371,149		371,149	195,082	34%	!!	519,337	47,533	395,786		395,786	123,551	24%
126 TRADESMEN/LABOURERS	4,464,211	296,785	3,418,383		3,418,383	1,045,828	23%	!!	4,162,376	421,529	3,293,586		3,293,586	868,790	21%
131 SCHOOL ASSISTANT SALARIES	19,130,627	1,618,554	13,790,756		13,790,756	5,339,871	28%	!!	17,719,018	1,518,278	12,930,868		12,930,868	4,788,150	27%
142 CLERICAL SALARIES	9,518,403	766,825	7,225,181		7,225,181	2,293,222	24%	!!	8,939,570	713,092	6,875,368		6,875,368	2,064,202	23%
161 TTOC SALARIES	10,490,631	979,899	8,358,315		8,358,315	2,132,316	20%	!!	9,974,004	1,085,049	8,025,908		8,025,908	1,948,096	20%
165 RELIEF LABOUR	299,605	32,228	339,227		339,227	(39,622)	-13%	!!	496,414	25,581	388,599		388,599	107,815	22%
166 382 EXTRA STAFF SALARIES	521,978	25,319	266,661		266,661	255,317	49%	!!	0	0	0		0	0	0%
167 SCHOOL ASSIST RELIEF	247,971	49,842	262,528		262,528	(14,557)	-6%	!!	423,854	7,445	203,178		203,178	220,676	52%
168 CASUAL CLERICAL SALARIES	96,746	1,748	34,056		34,056	62,690	65%	!!	72,395	2,216	15,127		15,127	57,268	79%
191 TRUSTEES INDEMNITY	239,954	20,400	196,827		196,827	43,127	18%	!!	226,442	19,097	188,247		188,247	38,195	17%
199 RECOVERIES	(112,523)	(13,137)	(130,896)		(130,896)	18,373	-16%	!!	(364,579)	(82,401)	(546,981)		(546,981)	182,402	-50%
TOTAL -- SALARIES	172,407,249	15,969,818	135,463,732	0	135,463,732	36,943,517	21%	!!	165,225,992	15,743,938	130,004,423	0	130,004,423	35,221,569	21%
BENEFITS															
211 TEACHER BENEFITS	23,825,096	2,512,167	18,740,838		18,740,838	5,084,258	21%	!!	22,377,578	2,392,492	17,682,336		17,682,336	4,695,242	21%
212 P&VP BENEFITS	2,998,890	289,080	2,444,079		2,444,079	554,811	19%	!!	2,932,145	293,162	2,325,235		2,325,235	606,910	21%
214 ALLIED SPECIALISTS BENEFITS	434,303	38,794	311,596		311,596	122,707	28%	!!	374,431	38,029	299,407		299,407	75,024	20%
215 DEPT HEAD ALLOWANCE BENEFITS	65,989	6,705	46,911		46,911	19,078	29%	!!	61,655	6,176	41,102		41,102	20,553	33%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	427,176	4,464	(191,658)		(191,658)	618,834	145%	!!	407,329	775	(304,308)		(304,308)	711,637	175%
220 EXEMPT (CERT) - BENEFITS	184,022	17,671	160,058		160,058	23,964	13%	!!	254,553	17,215	214,311		214,311	40,242	16%
221 EXEMPT (N-CERT) BENEFITS	783,237	76,853	650,688		650,688	132,549	17%	!!	747,381	65,076	600,610		600,610	146,771	20%
222 CUSTODIAN BENEFITS	312,522	29,014	306,895		306,895	5,627	2%	!!	499,633	57,716	427,689		427,689	71,944	14%
223 JANITOR BENEFITS	879,555	80,439	807,401		807,401	72,154	8%	!!	740,182	74,348	632,337		632,337	107,845	15%
225 FOREMEN BENEFITS	118,344	9,262	77,467		77,467	40,877	35%	!!	111,179	10,778	83,711		83,711	27,468	25%
226 TRADESMEN/LABOURER BENEFITS	932,424	72,707	765,042		765,042	167,382	18%	!!	890,085	89,454	705,283		705,283	184,802	21%
231 SCHOOL ASSISTANT BENEFITS	4,693,595	432,397	3,611,771		3,611,771	1,081,824	23%	!!	4,075,679	373,102	3,101,093		3,101,093	974,586	24%
242 CLERICAL BENEFITS	2,309,102	199,421	1,852,856		1,852,856	456,246	20%	!!	2,092,848	164,369	1,604,155		1,604,155	488,693	23%
261 TTOC BENEFITS	1,999,996	210,438	1,733,615		1,733,615	266,381	13%	!!	1,727,729	188,796	1,415,192		1,415,192	312,537	18%
265 RELIEF LABOUR BENEFITS	29,664	3,722	36,897		36,897	(7,233)	-24%	!!	61,059	16,173	60,824		60,824	235	0%
266 382 EXTRA STAFF BENEFITS	51,680	2,747	27,136		27,136	24,544	47%	!!	0	0	0		0	0	0%
267 RELIEF ASSISTANT BENEFITS	25,592	5,413	29,953		29,953	(4,361)	-17%	!!	52,307	4,947	42,389		42,389	9,918	19%
268 CASUAL CLERICAL BENEFITS	9,964	187	4,609		4,609	5,355	54%	!!	9,918	694	3,233		3,233	6,685	67%
291 TRUSTEE BENEFITS	13,917	1,610	13,578		13,578	339	2%	!!	14,266	1,100	10,003		10,003	4,263	30%
299 OTHER - BENEFITS	0	0	0		0	0	0%	!!	(72,583)	(6,109)	(59,783)		(59,783)	(12,800)	18%
TOTAL -- BENEFITS	40,095,068	3,993,089	31,429,731	0	31,429,731	8,665,337	22%	!!	37,357,374	3,788,293	28,884,820	0	28,884,820	8,472,554	23%
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	5,743	357,394		357,394	39,142	10%	!!	378,439	145,990	470,424		470,424	(91,985)	-24%
323 SOFTWARE MAINTENANCE	1,068,131	7,276	992,063	88,428	1,080,491	(12,360)	-1%	!!	1,153,995	40,461	1,032,217	5,831	1,038,049	115,946	10%
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	861,596	65,552	555,909	361,723	917,632	(56,036)	-7%	!!	1,058,899	67,157	571,140	446,311	1,017,451	41,448	4%
332 TRANSPORTATION ASSISTANCE	36,237	3,343	31,615		31,615	4,622	13%	!!	14,000	2,770	20,412		20,412	(6,412)	-46%
334 SCHOOL JOURNEYS	13,616	2,343	32,856		32,856	(19,240)	-141%	!!	21,264	226	9,541		9,541	11,723	55%
341 PRO-D & TRAVEL	1,245,056	73,002	740,124		740,124	504,932	41%	!!	930,608	51,466	419,555		419,555	511,053	55%
342 TRAVEL MILEAGE	3,932	945	5,703		5,703	(1,771)	-45%	!!	3,107	745	2,162		2,162	945	30%
343 LOCAL MILEAGE	78,028	5,896	52,999		52,999	25,029	32%	!!	79,270	6,447	42,021		42,021	37,249	47%
364 LEASES	109,851	3,539	70,996		70,996	38,855	35%	!!	109,851	9,154	91,542		91,542	18,309	17%
371 MEMBERSHIP FEES	114,133	3,779	106,089		106,089	8,044	7%	!!	111,962	1,137	113,039		113,039	(1,077)	-1%
391 PREMIUMS	477,804	180	469,093		469,093	8,711	2%	!!	423,447	0	417,815		417,815	5,632	1%
392 DEDUCTIBLES PAID	600	0	9,072		9,072	(8,472)	-1412%	!!	0	1,300	1,300		1,300	(1,300)	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	1,389	18,684		18,684	(2,684)	-17%	!!	16,410	4,110	16,719		16,719	(309)	-2%
422 BANK SERVICE CHARGES	127,555	14,064	147,712		147,712	(20,157)	-16%	!!	131,243	12,177	93,947		93,947	37,296	28%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - April 2023

	2022-2023							2021-2022						
	Budget	Apr 2023	YTD	Encumbrances	Total Exp	Available	% !!	Budget	Apr 2022	YTD	Encumbrances	Total Exp	Available	%
431 LAND TELEPHONE	172,933	13,873	137,961		137,961	34,972	20% !!	173,733	14,195	137,412		137,412	36,321	21%
438 CELL PHONES	213,132	15,334	160,259		160,259	52,873	25% !!	230,164	17,929	167,115		167,115	63,049	27%
439 DIGITAL SERVICES RECOVERY	743,027	0	743,016		743,016	11	0% !!	728,064	0	728,064		728,064	0	0%
441 POSTAGE	43,204	1,600	32,517	811	33,328	9,876	23% !!	55,912	3,127	28,954		28,954	26,958	48%
444 COURIER SERVICE	26,705	1,464	23,153		23,153	3,552	13% !!	13,118	185	7,118		7,118	6,000	46%
445 ADVERTISING	172,378	55	179,995		179,995	(7,617)	-4% !!	119,238	12,279	133,562		133,562	(14,324)	-12%
446 PHOTOCOPYING	227,095	38,813	225,859		225,859	1,236	1% !!	250,404	24,898	229,308		229,308	21,097	8%
447 PRINTING SERVICES	10,615	182	8,673		8,673	1,942	18% !!	17,664	28	4,542		4,542	13,122	74%
448 AGENT FEE	713,205	8,574	1,364,203		1,364,203	(650,998)	-91% !!	1,495,058	17,622	1,401,743		1,401,743	93,315	6%
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	14,462	900	11,327		11,327	3,135	22% !!	13,747	300	6,840		6,840	6,907	50%
453 SCHOLARSHIPS	15,950	0	7,604		7,604	8,346	52% !!	10,000	0	5,000		5,000	5,000	50%
457 GIFT / GIFT CERTIFICATES	2,186	0	2,090		2,090	96	4% !!	4,295	76	1,982		1,982	2,313	54%
459 LAUNDRY	0	0	161		161	(161)	0% !!	20,500	0	22,064		22,064	(1,564)	-8%
460 LICENCES	22,438	0	22,438		22,438	(0)	0% !!	200	0	(177)		(177)	377	188%
461 FREIGHT AND CARTAGE	0	0	0		0	0	0% !!	84,000	6,817	75,435	8,103	83,538	462	1%
462 SECURITY	84,000	6,428	75,807	4,191	79,998	4,002	5% !!	19,500	1,096	12,531		12,531	6,969	36%
467 FLEET TELEMATICS	24,500	2,649	15,777		15,777	8,723	36% !!	0	0	0		0	0	0%
469 MISCELLANEOUS SERVICES	3,520,102	268,000	2,310,333	438,624	2,748,957	771,145	22% !!	4,109,649	471,593	3,281,028	414,713	3,695,742	413,907	10%
481 PORTABLE MOVES	60,000	0	18,493		18,493	41,507	69% !!	57,769	21,336	34,160	12,289	46,448	11,321	20%
499 COST RECOVERIES	(7,048)	(29)	(13,358)		(13,358)	6,310	-90% !!	(7,396)	(6,310)	(13,721)		(13,721)	6,325	-86%
501 CAFETERIA FOOD	200,841	29,669	163,407		163,407	37,434	19% !!	180,513	22,523	140,148		140,148	40,365	22%
503 WOOD	10,412	254	15,349		15,349	(4,937)	-47% !!	14,652	332	10,658		10,658	3,994	27%
504 METAL	2,071	510	2,930		2,930	(859)	-41% !!	7,803	(825)	7,025		7,025	778	10%
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)	19	2,324		2,324	(3,081)	407%
511 ADMINISTRATIVE SUPPLIES	333,689	19,417	251,725		251,725	81,964	25% !!	335,345	28,373	198,001		198,001	137,344	41%
512 COPY/PRINTER SUPPLIES	170,957	30,736	174,762		174,762	(3,805)	-2% !!	201,218	18,120	144,186		144,186	57,032	28%
514 JANITORIAL SUPPLIES	468,641	45,173	552,955		552,955	(84,314)	-18% !!	462,000	92,889	513,689	15,102	528,792	(66,792)	-14%
515 VEHICLE SUPPLIES	81,791	8,695	103,557		103,557	(21,766)	-27% !!	69,311	9,360	76,992		76,992	(7,681)	-11%
516 MEDICAL SUPPLIES	3,746	352	3,453		3,453	293	8% !!	4,981	647	3,563		3,563	1,418	28%
517 TIRE PURCHASES	25,000	509	21,197		21,197	3,803	15% !!	0	6,437	6,542		6,542	(6,542)	0%
518 VEHICLE FUEL PURCHASES	180,534	13,522	187,938		187,938	(7,404)	-4% !!	156,992	17,708	156,699		156,699	293	0%
519 INSTRUCTIONAL SUPPLIES	5,060,542	231,892	2,193,859	55,705	2,249,564	2,810,978	56% !!	8,139,792	357,075	2,524,539	40,999	2,565,538	5,574,254	68%
520 BOOKS & GUIDES	483,768	36,262	241,248	602	241,850	241,918	50% !!	620,047	61,835	296,178	399	296,577	323,470	52%
525 MAGAZINES & PERIODICALS	3,207	107	4,074		4,074	(867)	-27% !!	5,632	309	7,286		7,286	(1,654)	-29%
530 AUDIO VISUAL MATERIALS	552	0	416		416	136	25% !!	62	6	59		59	3	5%
534 SOFTWARE	23,567	5,566	23,730		23,730	(163)	-1% !!	30,582	626	14,829	4,616	19,445	11,137	36%
541 LIGHT & POWER	1,416,413	165,503	1,059,256		1,059,256	357,157	25% !!	1,537,413	148,789	1,172,225		1,172,225	365,188	24%
551 GAS	1,675,500	158,445	1,238,464		1,238,464	437,036	26% !!	1,321,138	2,858	975,619		975,619	345,519	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	16,519	379,716		379,716	48,901	11% !!	442,617	17,491	366,995		366,995	75,622	17%
562 SEWER USER CHARGE	338,153	18,147	261,500		261,500	76,653	23% !!	298,153	24,979	270,302		270,302	27,851	9%
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	15,614	114,599		114,599	60,401	35% !!	221,560	121	126,089		126,089	95,471	43%
581 FURNITURE & EQUIP PURCH	807,913	48,854	564,030	22,341	586,371	221,542	27% !!	1,202,845	217,101	832,594	409,096	1,241,690	(38,845)	-3%
582 VEHICLE PURCHASES	341,925	0	306,975		318,955	22,970	7% !!	255,093	0	15,476		15,476	239,618	94%
590 COMPUTER PURCHASES	1,776,149	71,327	969,067	2,962	972,029	804,120	45% !!	1,672,037	408,212	903,393	321,894	1,225,287	446,750	27%
594 RECONCILIATION ADJUSTMENTS	0	2,118	4,162		4,162	(4,162)	0% !!	0	244	(690)		(690)	690	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	(9,317)	(2,419)	(19,444)		(19,444)	10,127	-109% !!	(295,996)	68	(372,991)		(372,991)	76,995	-26%
TOTAL -- SERVICES & SUPPLIES	23,544,714	1,461,665	17,948,688	987,367	18,936,055	4,608,659	20% !!	28,050,919	2,363,606	18,197,578	1,679,351	19,876,929	8,173,990	29%
GRAND TOTAL	236,047,031	21,424,572	184,842,151	987,367	185,829,518	50,217,513	21% !!	230,634,285	21,895,838	177,086,821	1,679,351	178,766,172	51,868,113	22%

2022-2023 Budget Change Report: April 2023 - Operating

	Revenue	Expenses
2022-2023 Preliminary Budget - Operating (CARRIED April 7, 2022)	217,320,773	219,620,773
Amended Surplus Appropriation (Board Approved)		
Budgeted 22-23 Surplus Appropriation February 27, 2023 - Allocated to Expense	4,140,208	
	4,140,208	0
Changes - Surplus Appropriation (CARRIED September 26, 2022)		
Net School Funded Balances	1,347,625	1,347,625
The Link School Funded Balance	76,694	76,694
Purchase Order Commitments	1,273,565	1,273,565
Department Carry Forwards	1,719,483	1,719,483
	4,417,367	4,417,367
	225,878,348	224,038,140
Changes - Amended Budget		
Early Learning Framework Implementation (ELFI) Supports	2,907	2,907
Industry Training Authority Grant	(30,511)	(30,511)
Enrolment Adjustment (in misc revenue - enrol will be recalculated in December)	(324,291)	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
February 2023 Continuing Education Enrolment Adjustment	(35,610)	(35,610)
February 2023 Distributed Learning Enrolment Adjustment	(59,474)	(59,474)
February 2023 Pathways & Partnerships Enrolment Adjustment	52,307	52,307

February 2023 Special Needs Enrolment Growth	42,560	42,560
February 2023 New Refugee & ELL Enrolment Growth	77,008	77,008
Enrolment Recalc Adjustment	68,453	0
Misc Donations and Revenues to April 30	3,839	3,839
Cooper Smith Music Library Donations to April 30	70	70
Cafeteria Revenue to April 30	13,431	13,431

Total Changes:	<u>7,312,327</u>	<u>8,934,976</u>
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Amended Budget to April 30, 2023

<u>233,190,675</u>	<u>232,973,116</u>
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Reserves

- Reserve - District (CARRIED September 26, 2022)	1,172,813
- Reserve - International	<u>0</u>
Total Reserves (0.50% of current year revenue)	<u><u>1,172,813</u></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><u>6,457,416</u></u>

2022-2023 Budget Change Report: April 2023 - Special Purpose

	Revenue	Expenses
Changing Results for Young Children (CR4YC) & Strengthening Early Years to Kindergarten Transitions (SEY2KT)		
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>
Early Learning and Child Care Capacity Funding		
Ministry Grant	175,000	175,000
	<u>175,000</u>	<u>175,000</u>
Student and Family Affordability Fund		
Ministry Grant	1,953,010	1,953,010
	<u>1,953,010</u>	<u>1,953,010</u>
Mental Health in Schools		
Ministry Grant - Early Action Initiative	48,000	48,000
	<u>48,000</u>	<u>48,000</u>
French Immersion (OLEP)		
French Immersion Growth Initiatives Grant	75,000	75,000
French Immersion Retention Grant	34,300	34,300
Ministry Grant Adjustment	(56,893)	(56,893)
	<u>52,407</u>	<u>52,407</u>
First Nation Student Transportation		
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
	<u>96,758</u>	<u>96,758</u>
Early Childhood Education Dual Credit Program		
Ministry Grant	82,000	
Carry forward from 2021/22	50,000	
Camosun College tuition for dual credit courses		132,000
	<u>132,000</u>	<u>132,000</u>
Annual Facility Grant		
Interest Revenue	17,847	17,847
	<u>17,847</u>	<u>17,847</u>
Learning Improvement Fund		
Labour Settlement Funding	24,770	24,770
	<u>24,770</u>	<u>24,770</u>

School Generated Funds

Interest Revenue	181,924	181,924
	<u>181,924</u>	<u>181,924</u>

CommunityLINK

Labour Settlement Funding	74,589	74,589
	<u>74,589</u>	<u>74,589</u>

Classroom Enhancement Fund

Labour Settlement Funding	755,961	755,961
Remedies Grant	1,398,936	1,398,936
Staffing Grant Increase	382,485	382,485
	<u>2,537,382</u>	<u>2,537,382</u>

2022-2023 Budget Change Report: April 2023 - Capital

	Revenue	Expenses
Local Capital		
Pacifica Housing Advisory Quit Claim	1,000,000	
Interest Income to date	53,050	
	1,053,050	0

TO: Operations Policy and Planning Committee
FROM: Andy Canty
DATE: May 8, 2023
RE: Privacy Management Program

Background:

Section 36.2 of the Freedom of Information and Protection of Privacy Act (FOIPPA) requires B.C. public bodies to develop a Privacy Management Program (PMP). A PMP is an evolving set of policies, procedures and tools developed by a public body to enable systematic privacy protection throughout the personal information lifecycle.

This memo is a progress report on the implementation of the Privacy Management Program at GVSD.

Components of a Privacy Management Program:

1. The designation, by the head of a public body, of individuals to be responsible for the following:
 - a. being a point of contact for privacy-related matters such as privacy questions or concerns;
 - b. supporting the development, implementation, and maintenance of privacy policies and/ or procedures;
 - c. supporting the public body's compliance with FOIPPA.
2. A process for completing and documenting privacy impact assessments as required and information-sharing agreements as appropriate under FOIPPA.
3. A documented process for responding to privacy complaints and privacy breaches.
4. Privacy awareness and education activities to ensure employees are aware of their privacy obligations. These activities may be scaled to meet the volume and sensitivity of personal information in the custody or under the control of the of the public body and

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.

should be undertaken at timely and reasonable intervals.

5. Privacy policies and any documented privacy processes or practices available to employees and where practicable, to the public.
6. Method(s) to ensure that service providers are informed of their privacy obligations (e.g., awareness activities, contractual terms that address privacy obligations).
7. A process for regularly monitoring the privacy management program and updating as required, to ensure it remains appropriate to the public body's activities and is compliant with FOIPPA.

Current Status of GVSD's Privacy Management Program (details may be subject to change):

1. The Superintendent has designated the Secretary-Treasurer and the Director of Information Technology for Learning as Privacy Officers for GVSD.
2. Policy 1161 Freedom of Information and Protection of Privacy Act has been amended to a more detailed Privacy Policy for review.
3. The following new Administrative Regulations have been drafted for review:
 - a. xxDRAFTxx - Administrative Regulation 1161.2 - Privacy Management Program
 - b. xxDRAFTxx - Administrative Regulation 1161.3 - Privacy Impact Assessments
 - c. xxDRAFTxx - Administrative Regulation 1161.4 - Critical Incident and Privacy Breach Procedure
4. A new district webpage dedicated to the Privacy Management Program as an explainer for students, families and staff has been created for review.
5. A dedicated email address has been created – privacy@sd61.bc.ca – for all privacy related concerns, questions, and complaints. The Privacy Officers will review all emails to this address as priority.
6. All staff who access the Student Information System (MyEducation BC) receive FOIPPA privacy training. Further privacy training resources are being made available to staff and the opportunities for learning are being evaluated as a key part of our Privacy Management Program.

Action:

Nil. Information only.

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

POLICY 1161

Privacy Policy

Drafted: _____

Adopted: _____

Revised: Pending

Frequency of Review: Annual

1.0 RATIONALE

- 1.1** The School District is committed to ensuring the privacy, confidentiality and security of all personal information that it collects, uses, discloses and maintains in connection with its programs and activities. The School District complies with the School Act and the Freedom of Information and Protection of Privacy Act in relation to the protection of privacy. This Policy sets out the School District's commitment, standards and expectations regarding the appropriate practices for the collection, use and protection personal information.
- 1.2** Transparency and Accountability: The School District strives to be open and transparent with the community about its programs and activities, and has processes in place to support the timely response to access requests submitted under FIPPA and the proactive release of information of interest to the community.
- 1.3** Privacy Related Complaints: The School District will respond to and, where appropriate, investigate, all complaints that it receives under this Policy concerning its personal information management practices.

2.0 DEFINITIONS

- 2.1** "Personal Information" means recorded information about an identifiable individual, but does not include an individual's business contact information (business address, email address, telephone number);
- 2.2** "FIPPA" means the BC Freedom of Information and Protection of Privacy Act;
- 2.3** "Procedures" means the Administrative Procedures to this Policy;
- 2.4** "Staff" means all employees, contractors and volunteers of the School District;

3.0 POLICY STATEMENT

- 3.1** The School District and all Staff shall uphold the privacy, confidentiality and appropriate use of personal information in compliance with the School Act, FIPPA and the Procedures, including by:

- 3.2 being open and transparent about the purposes for which personal information may be collected and used by the School District;
- 3.3 collecting and using personal information only as necessary to carry out the School District's authorized programs and activities;
- 3.4 sharing personal information internally with Staff only on a need to know basis;
- 3.5 sharing personal information with third parties with the knowledge and consent of affected individuals, unless otherwise authorized or required under FIPPA, the School Act or other applicable laws;
- 3.6 ensuring personal information is protected against unauthorized access, use, disclosure, loss or destruction; and
- 3.7 complying with FIPPA and all Procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction and appropriate use of personal information.

4.0 RESPONSIBILITIES

- 4.1 The **Superintendent** has been designated by the Board of Education as the "head" of the School District for the purposes of FIPPA, and has overarching responsibility for ensuring compliance with this Policy, FIPPA and the requirements of the School Act pertaining to student records.
- 4.2 The **Secretary Treasurer** and the **Director of IT for Learning** have been designated as the **Privacy Officers** responsible for:
 - 4.2.1 being points of contact for privacy-related matters such as privacy questions or concerns;
 - 4.2.2 supporting the development, implementation, and maintenance of privacy policies and/or procedures; and
 - 4.2.3 supporting Greater Victoria School District's compliance with FOIPPA.

5.0 REFERENCES

- i. Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3;
- ii. School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3)
- iii. Student Records Disclosure Order(M14/91)

PRIVACY MANAGEMENT PROGRAM

PURPOSE

As a public body that is subject to the British Columbia Freedom of Information and Protection of Privacy Act (the “Act” or FIPPA), the Board of Education of School District No. 61 (Greater Victoria School District) (“School District”) is committed to upholding the principles of privacy, transparency and accountability. This means that the School District recognizes the fundamental importance of maintaining the privacy and security of the personal information that it collects, uses, and discloses in the course of its operations and programs. The School District also acknowledges and supports transparency with the community by facilitating access to School District records and information in accordance with the requirements of the Act.

DEFINITIONS

Where used in this Procedure, the following terms have the following meanings:

1. “Consent” means express written consent to the collection, use or disclosure of personal information;
2. “FIPPA” means the BC Freedom of Information and Protection of Privacy Act, and regulations thereto;
3. “Head” means the Superintendent, and includes any person to whom the Head has delegated (in writing) their powers to act as Head;
4. “Personal Information” means recorded information about an identifiable individual, but excludes a person’s business contact information;
5. “Administrative Procedures” means procedures enacted by the School District under its Privacy Policy;
6. “Records” include any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email and correspondence;
7. “Staff” means all persons employed or engaged by the School District to carry out its operations, and includes independent contractors and volunteers.

PRINCIPLES

School District Staff are responsible for:

1. making reasonable efforts to familiarize themselves with this Administrative Procedure and the requirements of FIPPA, including by participating in privacy training initiatives offered by the School District;
2. following responsible information management practices to ensure that the School District collects, uses and discloses Personal Information in compliance with FIPPA and other applicable laws;
3. seeking at all times to protect Personal Information against unauthorized collection, use and disclosure, including by limiting the sharing of sensitive Personal Information on a need to know basis;
4. cooperating with School District procedures to facilitate the appropriate release of Records within its custody or control in response to access requests received from members of the community under FIPPA;
5. cooperating with School District procedures for the completion of privacy impact assessments; and
6. reporting privacy breaches to the School District in accordance with the School District's Administrative Procedures.

ACCOUNTABILITY

The Superintendent is the “head” of the School District, including for the purposes of FIPPA, and is responsible for the implementation of this Administrative Procedure.

The Head is responsible to appoint, oversee and, if appropriate, delegate responsibility to Privacy Officers for the School District to supervise its Privacy Management Program.

The Secretary Treasurer and the Director of IT for Learning have been designated, by the head, as the Privacy Officers responsible for:

1. being the points of contact for privacy-related matters such as privacy questions or concerns;
2. the development, implementation, and maintenance of privacy policies and/or procedures; and
3. supporting the public body's compliance with FOIPPA.

COMMITMENT TO PRIVACY PROTECTION

The School District protects the privacy of students, staff and individuals whose Personal Information it collects, uses, shares and retains, and expects all Staff to follow responsible information management practices to ensure that the School District fully complies with its obligations under FIPPA and other applicable laws.

The School District and Staff respect the privacy and confidentiality of Personal Information entrusted to them in the course of their duties, and collects, uses and discloses Personal Information only where authorized by FIPPA.

PURPOSES FOR COLLECTING PERSONAL INFORMATION

The School District communicates the purposes for which Personal Information is collected at or before the time the information is collected, unless otherwise permitted or required by FIPPA.

In the ordinary course of carrying out its programs and activities, the School District collects Personal Information of its students for purposes including:

1. registration, enrollment and transfer of students;
2. to provide and deliver educational programs and services;
3. to accommodate students with special needs;
4. to communicate with students and respond to inquiries or complaints;
5. to prepare and provide assessments of student performance;
6. supervise and ensure the safety and security of the School District (such as through the use of video surveillance);
7. to investigate and respond to accidents, safety events, misconduct and similar incidents;
8. ensure compliance with applicable School District bylaws, policies and other laws;
9. to make all required reports and filings to the Ministry of Advanced Education; and
10. other purposes set out in the Procedures or required under applicable laws.

In the ordinary course of carrying out its employment programs and activities, the School District collects the Personal Information of prospective, current and former Staff for purposes including:

1. hiring and recruitment;
2. to manage and administer the employment relationship;
3. to communicate with authorized union representatives;
4. to administer employment compensation and benefits;
5. to evaluate performance and manage disciplinary incidents;
6. to supervise and ensure the safety and security of the School District (such as through the use of video surveillance);
7. to investigate and respond to accidents, safety events, misconduct and similar incidents;
8. to ensure compliance with applicable School District policies and other applicable laws; and
9. for other purposes set out in the Procedures or required under applicable laws.

COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

The School District limits the Personal Information it collects to information to what is related to and necessary in order to carry out its programs and activities or for other purposes authorized by FIPPA.

The School District seeks to collect Personal Information by fair, lawful and transparent means, including by collecting Personal Information directly from the individual, except where otherwise authorized by FIPPA.

The School District seeks to inform individuals from whom it collects Personal Information the purposes for which the information is being collected, the legal authority for collecting it and the name and contact information of someone at the School District who can answer questions about the collection and use of the information;

The School District limits the internal and external use and sharing of Personal Information to what is required and authorized by FIPPA or consented to by the individual.

The School District only uses or discloses Personal Information for the purpose for which it was collected, except with the individual's consent or as otherwise required or permitted by FIPPA or other laws.

SECURING PERSONAL INFORMATION

The School District protects Personal Information by ensuring it has reasonable security safeguards in place which are appropriate to the sensitivity of the information. Such security safeguards shall include consideration of physical security, organizational security and electronic security.

All Staff have a duty to protect the privacy and security of Personal Information collected and used by them as part of their ongoing employment responsibilities, including by complying with the terms of this Procedure, and all related Procedures.

The School District provides training to all Staff to ensure they have the requisite knowledge to ensure compliance with the terms of this Administrative Procedure and the FIPPA.

RETENTION

The School District does not seek to retain Personal Information longer than necessary to satisfy the School District's applicable operational, instructional, financial, and legal needs.

Personal information that is no longer required for either administrative, operational, financial, legal, or historical purposes shall be securely destroyed in a confidential manner in accordance with School District policies and approved record retention protocols.

ACCURACY AND CORRECTION

The School District shall make reasonable efforts to ensure the accuracy of the Personal Information that they collect and use in the course of performing their duties.

Individuals have the right to request the correction of their Personal Information, and the School District will receive and respond to such requests in accordance with the FIPPA and School District Administrative Procedures.

ACCESS TO INFORMATION

The School District supports appropriate transparency and accountability in its operations by making information available to the public as permitted or required under FIPPA.

The Head shall, on at least an annual basis, consider and designate categories of Records that will be made available to the public without the need to make a request in accordance with FIPPA.

The School District recognizes that individuals may make requests for access to Records within the Administrative Procedure

custody and control of the School District, and the School District will respond to such requests in accordance with FIPPA and the Procedures.

The School District recognizes that individuals have a right to access their own Personal Information within the custody and control of the School District, and will facilitate such access in accordance with the requirements of FIPPA.

COMPLAINTS AND INQUIRIES

Questions or complaints about the School District's information management practices should be directed to the Privacy Officers at privacy@sd61.bc.ca

The School District will respond to all complaints in writing.

DRAFT

PRIVACY IMPACT ASSESSMENTS

PURPOSE

The Board of Education of School District No. 61 (Greater Victoria School District) ("School District") is responsible for ensuring that it protects the Personal Information within its custody and control, including by complying with the provisions of the Freedom of Information and Protection of Privacy Act ("FIPPA"). FIPPA requires that the School District conduct a Privacy Impact Assessment ("PIA") to ensure that all collection, use, disclosure, protection, and processing of Personal Information by the School District is compliant with FIPPA.

A Privacy Impact Assessment (PIA) is an in-depth review of any new or significantly revised initiative, project, activity, or program to ensure that it is compliant with the provisions of FIPPA, to identify and mitigate risks arising from the initiative and to ensure that the initiative appropriately protects the privacy of individuals.

The purpose of this Procedure is to set out the School District's process for conducting PIAs in accordance with the provisions of FIPPA.

SCOPE & RESPONSIBILITY

This Administrative Procedure applies to all new and significantly revised Initiatives of the School District.

All employees of the School District are expected to be aware of and follow this Administrative Procedure in the event that they are involved in a new or significantly revised Initiative.

Departments and management employees are responsible to plan and implement new or significantly revised Initiatives in accordance with the requirements of this Administrative Procedure.

DEFINITIONS

1. "Employees" means the employees, contractors and volunteers of the School District.
2. "Head" means the Superintendent of the School District or any person to whom the Superintendent has delegated their powers under this Administrative Procedure.
3. "Initiative" means any enactment, system, project, program, or activity of the School District;
4. "Personal Information" means any recorded information about an identifiable individual that is within the control of the School District and includes information about any student or any Employee of the School District. Personal Information does not include business contact information, such as email address and telephone number, that would allow a person to be contacted at work.

5. “PIA” means a Privacy Impact Assessment performed in accordance with the requirements of FIPPA;
6. “Privacy Officers” mean the Secretary Treasurer and Director, IT for Learning, who have been designated by the Head as the Privacy Officers for the School District.
7. “Responsible Employee” means the Department Head or other Employee who is responsible for overseeing an Initiative, and in the event of doubt, means the Employee designated in the PIA as the Responsible Employee;
8. “Supplemental Review” means an enhanced process for reviewing the privacy and data security measures in place to protect sensitive Personal Information in connection with an Initiative involving the storage of Personal Information outside of Canada.

RESPONSIBILITIES OF THE HEAD

The implementation of this Administrative Procedure is the responsibility of the Superintendent, who is the “head” of the School District, including for all purposes under FIPPA. The Head may delegate any of their powers under this Procedure or FIPPA to other School District Employees by written delegation.

RESPONSIBILITIES OF THE PRIVACY OFFICERS

The Privacy Officers are responsible to, in consultation with the Head, ensure that all PIAs and Supplemental Reviews are completed in accordance with the requirements of FIPPA and this Procedure.

RESPONSIBILITIES OF ALL EMPLOYEES

All Employees are responsible for:

1. Any Employees responsible for developing or introducing a new or significantly revised Initiative that involve or may involve the collection, use, disclosure or processing of Personal Information by the School District must report that Initiative to the Privacy Officer at an early stage in its development.
2. All Employees involved in a new or significantly revised Initiative will cooperate with the Privacy Officer and provide all requested information needed to complete the PIA.
3. All Employees will, at the request of the Privacy Officer, cooperate with the Privacy Officer in the preparation of any other PIA that the Privacy Officer decides to perform.

THE ROLE OF THE RESPONSIBLE EMPLOYEE

Responsible Employees are responsible for:

1. ensuring that new and significantly revised Initiatives for which they are the Responsible Employee are referred to the Privacy Officers for completion of a PIA;
2. supporting all required work necessary for the completion and approval of the PIA;
3. being familiar with and ensuring that the Initiative is carried out in compliance with the PIA; and
4. requesting that the Privacy Officer make amendments to the PIA when needed and when significant changes to the initiative are made.

INITIATIVES INVOLVING THE STORAGE OF PERSONAL INFORMATION

1. Employees may not engage in any new or significantly revised Initiative that involves the storage of Personal Information until the Privacy Officers have completed and the Head has approved a PIA and any required Supplemental Review.
2. The Responsible Employee or Department may not enter into a binding commitment to participate in any Initiative that involves the storage of Personal Information outside of Canada unless any required Supplemental Review has been completed and approved by the Head.
3. It is the responsibility of the Privacy Officers to determine whether a Supplemental Review is required in relation to any Initiative, and to ensure that the Supplemental Review is completed in accordance with the requirements of FIPPA.
4. The Head is responsible for reviewing and, if appropriate, approving all Supplemental Reviews and in doing so must consider risk factors including:
 - a. the likelihood that the Initiative will give rise to an unauthorized, collection, use, disclosure or storage of Personal Information;
 - b. the impact to an individual of an unauthorized collection, use, disclosure or storage of Personal Information;
 - c. whether the Personal Information is stored by a service provider;
 - d. where the Personal Information is stored;
 - e. whether the Supplemental Review sets out mitigation strategies proportionate to the level of risk posted by the Initiative.
5. Approval of a Supplemental Review by the Head shall be documented in writing.

CONTACT INFORMATION

Questions or comments about this Policy may be addressed to the Privacy Officers via email:
privacy@sd61.bc.ca

RELATED ACTS AND REGULATION

School District and Institute Act
Freedom of Information and Protection of Privacy Act (FIPPA)

SUPPORTING REFERENCES, POLICIES, PROCEDURES AND FORMS

XXXX Privacy Policy

DRAFT

CRITICAL INCIDENT AND PRIVACY BREACH

PURPOSE

The Board of Education of School District No. 61 (Greater Victoria School District) ("School District") is committed to ensuring the protection and security of all personal information within its control. That commitment includes responding effectively and efficiently to privacy breach incidents that may occur.

The purpose of this Administrative Procedure is to set out the School District's process for responding to significant privacy breaches and to complying with its notice and other obligations under the Freedom of Information and Protection of Privacy Act (FIPPA).

SCOPE & RESPONSIBILITY

All staff of the School District are expected to be aware of and follow this Procedure in the event of a privacy breach. This Procedure applies to all employees, contractors and volunteers of the School District ("Staff").

DEFINITIONS

1. "Head" means the Superintendent, and includes any person to whom the Head has delegated their powers by written instrument.
2. "Personal Information" means any recorded information about an identifiable individual that is within the control of the School District, and includes information about any student or any Staff member of the School District. Personal Information does not include business contact information, such as email address and telephone number, that would allow a person to be contacted at work.
3. "Privacy Breach" means the theft or loss of or the collection, use or disclosure of Personal Information not authorized by FIPPA, and includes cyber and ransomware attacks and other situations where there are reasonable grounds to believe that any such unauthorized activities have taken place or there is a reasonable belief that they will take place.
4. "Privacy Officers" means the positions designated by the Head as Privacy Officers for the School District, which are the Secretary Treasurer and the Director of IT for Learning;
5. "Records" means books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or other mechanism that produces records;
6. "Staff" means the employees, contractors and volunteers of the School District.

RESPONSIBILITIES OF THE HEAD

The implementation of this Administrative Procedure is the responsibility of the Superintendent of the School District, who is the “head” of the School District for all purposes under FIPPA (the “Head”). The Head may delegate any of their powers under this Procedure or FIPPA to other School District Personnel by written delegation.

RESPONSIBILITIES OF ALL EMPLOYEES

1. All Staff must without delay report all actual, suspected or expected Privacy Breach incidents of which they become aware in accordance with this Procedure. All Staff have a legal responsibility under FIPPA to report Privacy Breaches to the Head.
2. Privacy Breach reports may also be made to the Privacy Officer, who has delegated responsibility for receiving and responding to such reports.
3. If there is any question about whether an incident constitutes a Privacy Breach or whether the incident has occurred, Staff should consult with the Privacy Officer.
4. All Personnel must provide their full cooperation in any investigation or response to a Privacy Breach incident, and comply with this Procedure for responding to Privacy Breach incidents.
5. Any member of Staff who knowingly refuses or neglects to report a Privacy Breach in accordance with this Procedure may be subject to discipline, up to and including dismissal.

PRIVACY BREACH RESPONSE

1. Step One – Report and Contain

- a. Upon discovering or learning of a Privacy Breach, all Staff shall:
 - i. Immediately report the Privacy Breach to the Head or to the Privacy Officers.
 - ii. Take any immediately available actions to stop or contain the Privacy Breach, such as by:
 1. isolating or suspending the activity that led to the Privacy Breach; and
 2. taking steps to recover Personal Information, Records or affected equipment.
 3. preserve any information or evidence related to the Privacy Breach in order to support the School District’s incident response.
- b. Upon being notified of a Privacy Breach the Head or the Privacy Officers in consultation with the Head, shall implement all available measures to stop or contain the Privacy Breach. Containing the Privacy Breach shall be the first priority of the

Privacy Breach response, and all Staff are expected to provide their full cooperation with such initiatives.

2. Step Two – Assessment and Containment

- a. The Privacy Officers shall take steps to, in consultation with the Head, contain the Privacy Breach by making the following assessments:
 - i. the cause of the Privacy Breach;
 - ii. if additional steps are required to contain the Privacy Breach, and, if so, to implement such steps as necessary;
 - iii. identify the type and sensitivity of the Personal Information involved in the Privacy Breach, and any steps that have been taken or can be taken to minimize the harm arising from the Privacy Breach;
 - iv. identify the individuals affected by the Privacy Breach, or whose Personal Information may have been involved in the Privacy Breach;
 - v. determine or estimate the number of affected individuals and compile a list of such individuals, if possible; and
 - vi. make preliminary assessments of the types of harm that may flow from the Privacy Breach.
- b. The Head, in consultation with the Privacy Officers, shall be responsible to, without delay, assess whether the Privacy Breach could reasonably be expected to result in significant harm to individuals (“Significant Harm”). That determination shall be made with consideration of the following categories of harm or potential harm:
 - i. bodily harm;
 - ii. humiliation;
 - iii. damage to reputation or relationships;
 - iv. of employment, business or professional opportunities;
 - v. financial loss;
 - vi. negative impact on credit record,
 - vii. damage to, or loss of, property,
 - viii. the sensitivity of the Personal Information involved in the Privacy Breach; and
 - ix. the risk of identity theft.

3. Step Three – Notification

- a. If the Head determines that the Privacy Breach could reasonably be expected to result in Significant Harm to individuals, then the Head shall make arrangements to:
 - i. report the Privacy Breach to the Office of the Information and Privacy Commissioner; and
 - ii. provide notice of the Privacy Breach to affected individuals, unless the Head

determines that providing such notice could reasonably be expected to result in grave or immediate harm to an individual's safety or physical or mental health or threaten another individual's safety or physical or mental health.

- b. If the Head determines that the Privacy Breach does not give rise to a reasonable expectation of Significant Harm, then the Head may still proceed with notification to affected individual if the Head determines that notification would be in the public interest or if a failure to notify would be inconsistent with the School District's obligations or undermine public confidence in the School District.
- c. Determinations about notification of a Privacy Breach shall be made without delay following the Privacy Breach, and notification shall be undertaken as soon as reasonably possible. If any law enforcement agencies are involved in the Privacy Breach incident, then notification may also be undertaken in consultation with such agencies.

4. Step 4 – Prevention

- a. The Head, or the Privacy Officers in consultation with the Head, shall complete an investigation into the causes of each Breach Incident reported under this Administrative Procedure, and shall implement measures to prevent recurrences of similar incidents.

CONTACT INFORMATION

Questions or comments about this Policy may be addressed to the Privacy Officers via email: privacy@sd61.bc.ca

RELATED ACTS AND REGULATION

School District and Institute Act
Freedom of Information and Protection of Privacy Act (FIPPA)

SUPPORTING REFERENCES, POLICIES, PROCEDURES AND FORMS

XXXX Privacy Policy



FACILITIES SERVICES

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

Update for May 8th, 2023

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

BUILDING MAINTENANCE SERVICES

- **Oaklands Elementary** - External investigations underway since shoring installation. Report expected within the coming weeks to determine extent of repairs, timelines and costs.
- **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) = 50% Complete
 - Reynolds – Equipment moves complete with safety lines to complete in summer
 - Cedar Hill – Planning and implementation stage with work to commence in end of May
 - 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** - nearing completion to install 23 further HRVs in enrolling classrooms. End of May deadline for completion, as still waiting on parts.
- **School Funded Request** – In the process of wrapping up outstanding school funded requests prior to yearend cut off.
- **Fire Alarm McKenzie Elementary** – 20% complete with verification to occur in the summer months.
- **Unit Ventilation Upgrade McKenzie Elementary** – Final walk through and training to complete.
- **DDC Upgrades** – Rogers, Frank Hobbs, South Park - complete.

Childcare Update

- **Hillcrest** – Roof sheeting complete, beginning sheet metal and metal roofing underway.
- **Lake Hill** – At lock up stage and employees will be back to site upon completion of Eagle View and View Royal.
- **View Royal addition** – Drywall installation underway with completion scheduled for July 1.
- **Eagle View addition** – Interior painting underway and sheet metal and fire stopping in progress.
- **McKenzie** – Parking lot nearing completion, minor work on the letdown. Childcare site ready for concrete forming, underground infrastructure nearing completion .

SJ Burnside – Shoring planning underway with expected installation date weekend of May 12th. After shoring installation, further external investigations will be completed to determine extent of repairs, timelines and costs.

Classrooms

- **Vic West portable** – Working on schedules to submit for final occupancy.
- **Tillicum** – Drawings submitted to Saanich and portable move planned for July.

MAJOR CAPITAL

Victoria High School

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

Cedar Hill Seismic Project

- Tender drawings approved by the Ministry, and building permit drawings submitted to District of Saanich.

OPERATIONS

- The reinstatement of 5 fulltime day custodians into elementary/middle schools for the upcoming school year has resulted in a substantial restructure with CUPE 382s input to accommodate the new employees that is underway.
- Cartage is busy with table and chair deliveries to schools for all the productions and events happening at the schools for year-end.
- Currently building a training program for our custodians to be completed the first week of July. This program is intertwined with the development of a standards manual and daily expectations document that will be rolled out in the new school year.

TRANSPORTATION, TRAINING AND GROUNDS

Transportation

- Inclusive busing registration is now closed. We have 94 students registered to date and routing of these students is underway to determine number of contracted buses required for the 2023/24 school year.

Training

- Training underway and to be completed for Sept 2023 for two new "emergent" bus driver positions. Employees will be trained and ready to cover bus drivers who call in sick or require time off.
- Areal Lift training and 3 Level 2 first aid courses are being organized for late May for facilities employees.

Grounds

- All grass cutting equipment has been dispatched and employees are actively out on our fields and front grass areas cutting grass at all sites.
- Line painting requests are coming in faster than we can get them done. The scheduling for line painting is about 10 days out.

NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT

- Top priority for April has been reviewing the aging irrigation, voice mail and heating control systems across the district and putting together a plan to make sure those systems are not leaving the district vulnerable to cyber intrusion.
- Team has focused on tec upgrades in Torquay, Sir James Douglas and Lake Hill.
- Tec Package maintenance was performed throughout Arbutus, James Bay, Oaklands, Strawberry Vale, Oak Bay and Willows.
- School WiFi coverage upgrades are underway at Frank Hobbs, McKenzie and Macaulay.
- Telephone and PA system upgrades are currently underway at Marigold, Lambrick Park, Cedar Hill and Shoreline.

CLIMATE and ENERGY

- 2022/23 Energy Wise Network student/staff engagement for “Lights out” sticker campaign.
 - Final phase: Earth Month Celebration will involve an district wide thank you email to all elementary schools for their participation and celebration of results.
 - Electricity consumption at elementary schools was down an average of 5% and 2% over the last 2 billing cycles
- 2023/24 LED Lighting upgrades will begin approximately 2 months ahead of schedule.
 - Starting with Monterey, McKenzie, Rogers, and Lake Hill
- Facilities nighttime setback Low Carbon Electrification project has shown a 6% decrease in Natural gas consumption, and a 12.5 % decrease in electrical consumption. These number are expected to further improve as future utility bills will reflect the entirety of the realized savings.
- 2023 Climate Action Accountability Report and 2022 reporting of GHG emission is now underway
- 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

Trustee Question(s)

1. How many fixtures within the school district have a 30sec flush requirement and are these needing filter replacements?

There are approximately 679 water locations that require mandatory lead water testing every three years. The locations throughout the school district range from medical rooms, classrooms, staff rooms, multi-purpose rooms, water bottle filling stations, kitchens, and classroom kitchens. There are approximately 165 water locations that require and have notices to flush before use.

The Vancouver Island Health Authority (VIHA) mandates less than 0.005 mg/L lead in school drinking water. This is less than the initial 0.01 mg/L requirement that VIHA regulated and mandated in 2016 when lead retrofits and testing began.

Prior to implementing the flush before use requirement the following was completed to try to get the lead levels down to the approved VIHA lead levels,

- Lead filters were installed and fixture was re-tested.
- Removed all copper piping and replaced with brass free materials.
- Removed all brass fittings and replaced with either plastic or lead-free brass.
- Replaced faucet with lead-free faucet.

Despite the above changes, these fixtures once tested are still unable to reach the acceptable VIHA lead levels of 0.005 mg/L. It should be noted that VIHA does accept the flush before use lead mitigation strategy as it eliminates the long stagnation times, and once initially flushed these fixtures remain below the acceptable levels for the remainder of the school day. Every effort has been made to maintain lead levels in drinking water as low as reasonably achievable.

The following options are still available to the district at a substantial mitigation cost,

- Complete re-piping of copper lines that feed fixtures back to the Municipal water entry point.
- Add auto flushers to the necessary fixture, although it is uncertain whether these can be installed on the remaining fixtures efficiently. There are major implications of costs and maintenance to these additions.

Should be noted there are other school districts that simply manually flush their systems daily and have not initiated installation of filters or fixture replacements. Due to the age of our buildings it would be a considerable cost to the district to eliminate the need for the 30 sec flush on these remaining fixtures.



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 27 – May 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	68%	70,401,910	55,919,960	14,481,950		14,481,950	21%	49,454,962	6,464,998
SJ Construction	100%	5,933,870	5,933,870	(0)		(0)	0%	5,933,870	0
Vic High Equipment	29%	2,200,000	574,373	1,625,627	502,932	1,122,695	51%	514,328	60,045
Vic High Seismic Fees 2020	82%	7,500,000	6,731,867	768,133	126,732	641,401	9%	6,586,714	145,153
Vic High Capital Support	10%	100,000	10,412	89,588		89,588	90%	10,412	0
Vic High Millwork	55%	1,395,400	706,342	689,058		689,058	49%	654,515	51,827
Vic High Legal Support	15%	12,000	10,901	1,099		1,099	9%	0	0
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	68%	80,000	45,030	34,970		34,970	44%	32,670	12,360
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	99,968	45,032		45,032	31%	95,695	4,273
A Parker - Vic High TTOC	0%	20,000	0	20,000		20,000	100%	0	0
Vic High Project Management	65%	1,013,450	409,107	604,343		604,343	60%	406,548	2,559
Vic High Capital Tech Support	15%	150,000	38,149	111,851	349	111,503	74%	35,223	2,926
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
		89,601,813	70,833,032	18,768,781	630,013	18,138,768	20%	64,077,990	6,744,141



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.
- Grant Street and Gladstone Ave. road access and impact notices were delivered to neighbourhood community.

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:

- Interior drywall underway.
- Installation of mechanical rough-in (HVAC, Sprinklers and Plumbing).
- Installation of electrical rough-in.
- Exterior heritage window replacement underway.
- Exterior brick and terra cotta upgrade underway.
- Millwork installation underway.
- Parking lot grading and curbing underway.
- 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.
- Installing sports field.
- NLC Curtain Wall Aluminum and Glazing.
- Gladstone and Grant Street, sidewalk upgrades.

Looking to June 2023

- Continue finishing, including drywall, flooring, painting and millwork, from Level 0 to Attic.
- Continue new window installation and the brick and terra cotta upgrade.
- Continue Audio/Visual improvements in the Auditorium and Gyms.

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.



Appendix 3 – Photos

1. Level 4 West – Science Teacher's Prep Millwork Installation



2. Level 4 West – Science Classroom Millwork Installation





3. Turf Field Installation



4. Auditorium Ceiling Painting





5. NLC - Aluminum and Glazing Installation

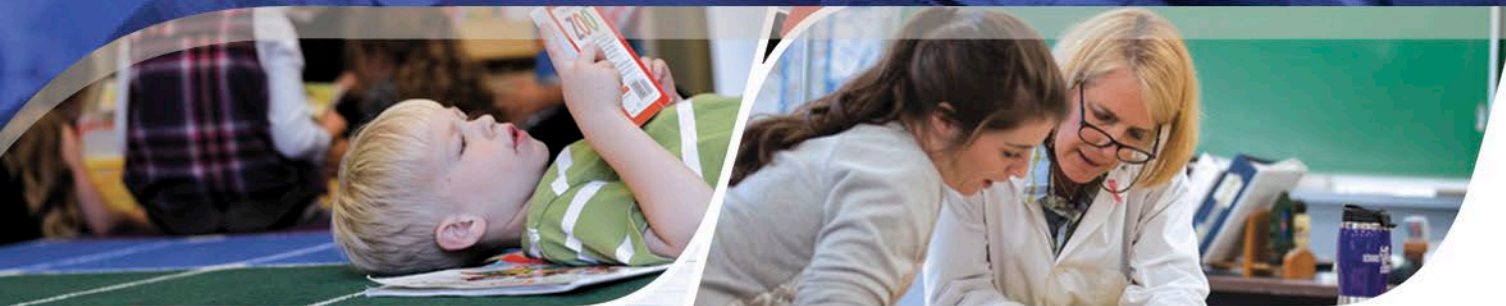


6. Artist's rendering of the addition and the NLC from Fernwood Street





One *Learning* Community



A.3 Energy Manager Report

- **2022/23 Action and Results**
- **2023/24 Planned Actions**

2022/23 Action and Results

LED Lighting And Controls Upgrades

- 9 Buildings
- 100% completed
- 530 kWh per year savings
- \$64,000 savings annually
- Return on investment - 2.3 years
- Rebates of \$50,000 collected

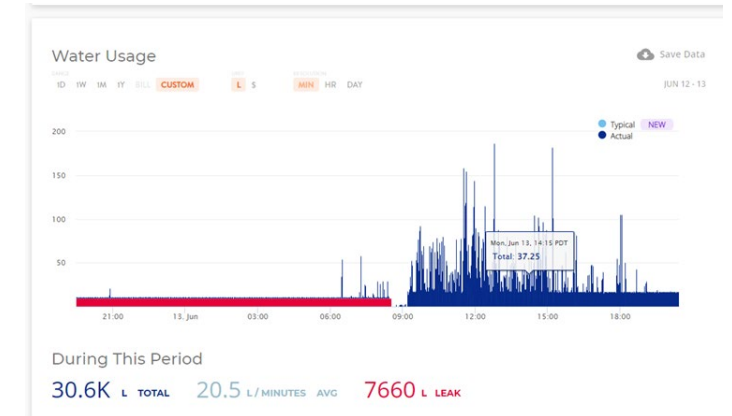


2022/23 Action and Results

Water Consumption Analysis and Repairs

- Identified 12 sites for investigation based on measured vs. predicted consumption
- Found and corrected leaks at 4 sites
- Approx. \$25,000 in savings

Before



After



2022/23 Action and Results

Uncontrolled Exhaust Fans

- Identified several uncontrolled exhaust fans at Arbutus Middle School, and Uplands Campus.
- Uplands alone: annual potential \$5,000 savings in natural gas and electricity = 10 tCO₂e.
- Less than 1 year return on investment
- Measured results (last 3 months)
 - Arbutus: 3.4 decrease in natural gas, 3.3% in electricity
 - Uplands: 7.1% decrease in natural gas, 23.5% decrease in electricity



2022/23 Action and Results

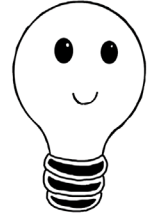
Energy Wise Network: Light Switch Stickers



2022/23 Action and Results

Energy Wise Network: Light Switch Stickers

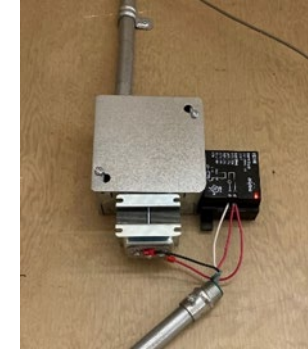
- Student designed light switch stickers
- Elementary schools grades 2-5
- 80%+ participation
- Very low cost



2022/23 Action and Results

Facilities: Heating System Audit and Upgrades

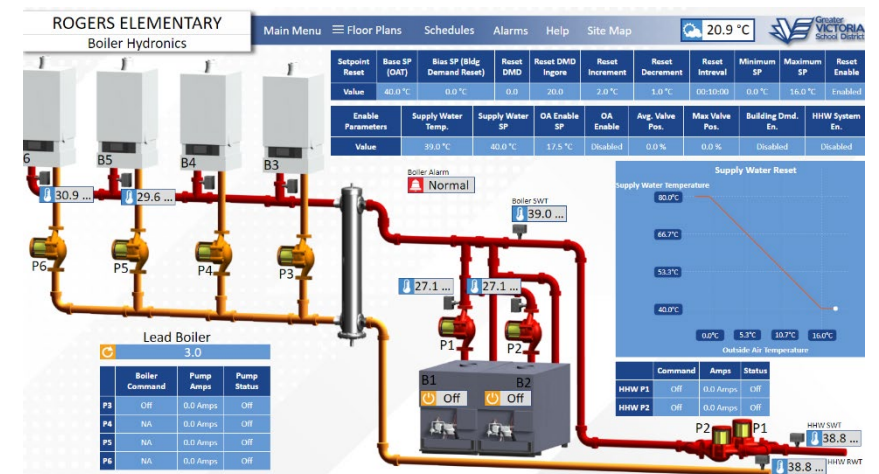
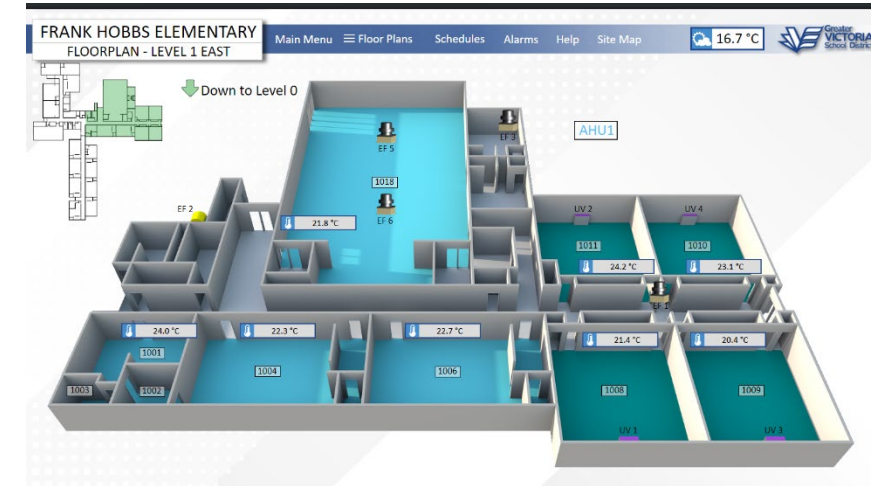
- Checked controls, corrected any obvious issues
- Identified potential for better controls for fan coils. (Night-time and Holiday Setback)
- Replaced 2 units with ductless split heat pumps.
- First month natural gas down 41%
- Electricity down 7.5%
- Savings in first month: \$2,250
- Return on investment: less than 2 years
\$150,000 NPV (12 years, 4%)



2022/23 Action and Results

DDC Upgrades: Frank Hobbs, South Park, Rogers

- Natural Gas Savings
- Electricity Savings
- Improved Comfort



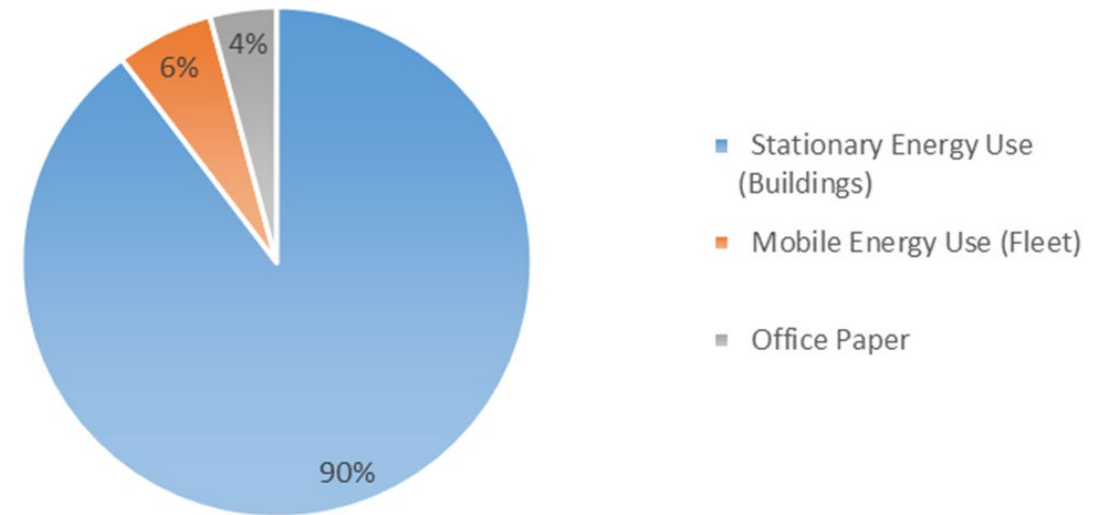
A.4 : Climate Change Accountability Report

Update: (Actual Report will be available online before June 30th.)
2022 GHG Emissions
2022/23 Actions
2023/24 Planned Actions

A.4 : Climate Change Accountability Report

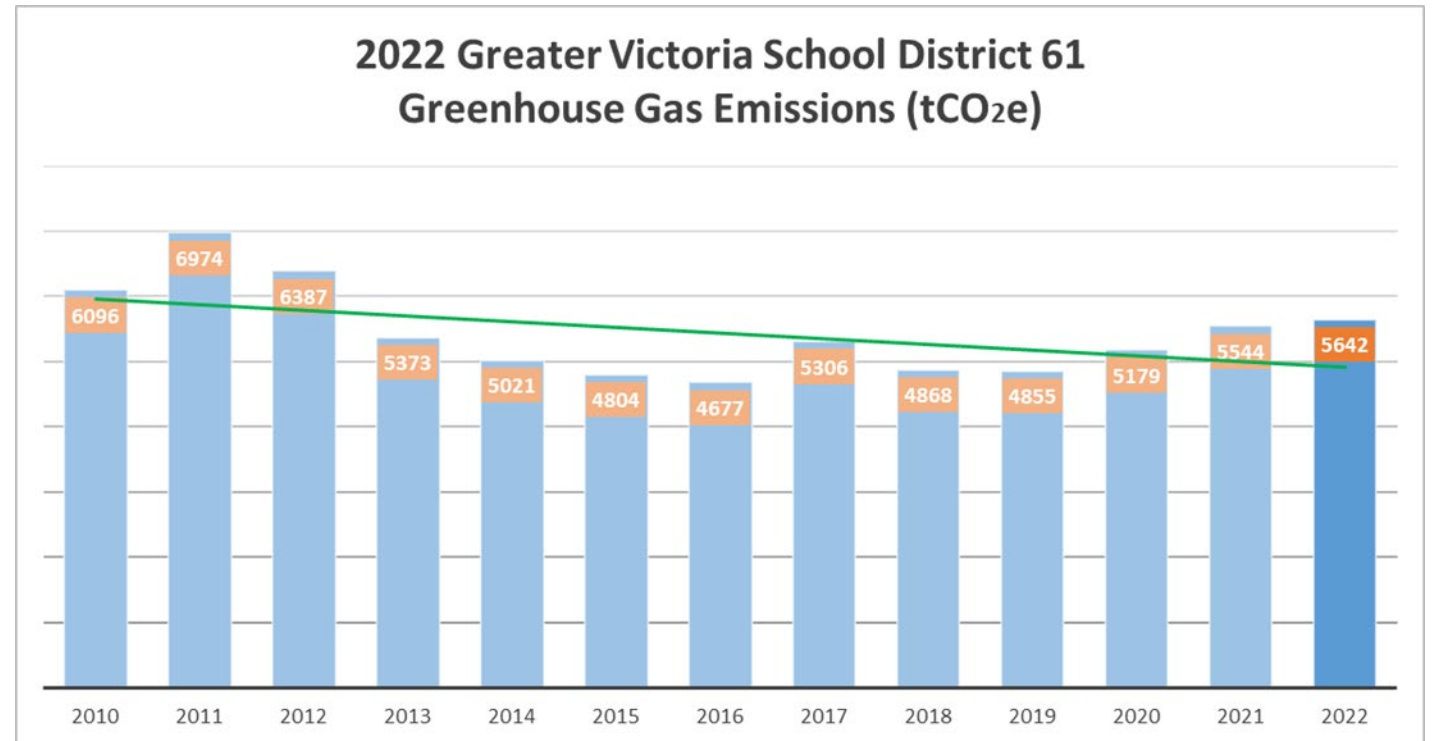
- Largest opportunities are in buildings
- Within buildings, heating dominates GHG production

2022 Greater Victoria School District 61
Greenhouse Gas Distribution by Source

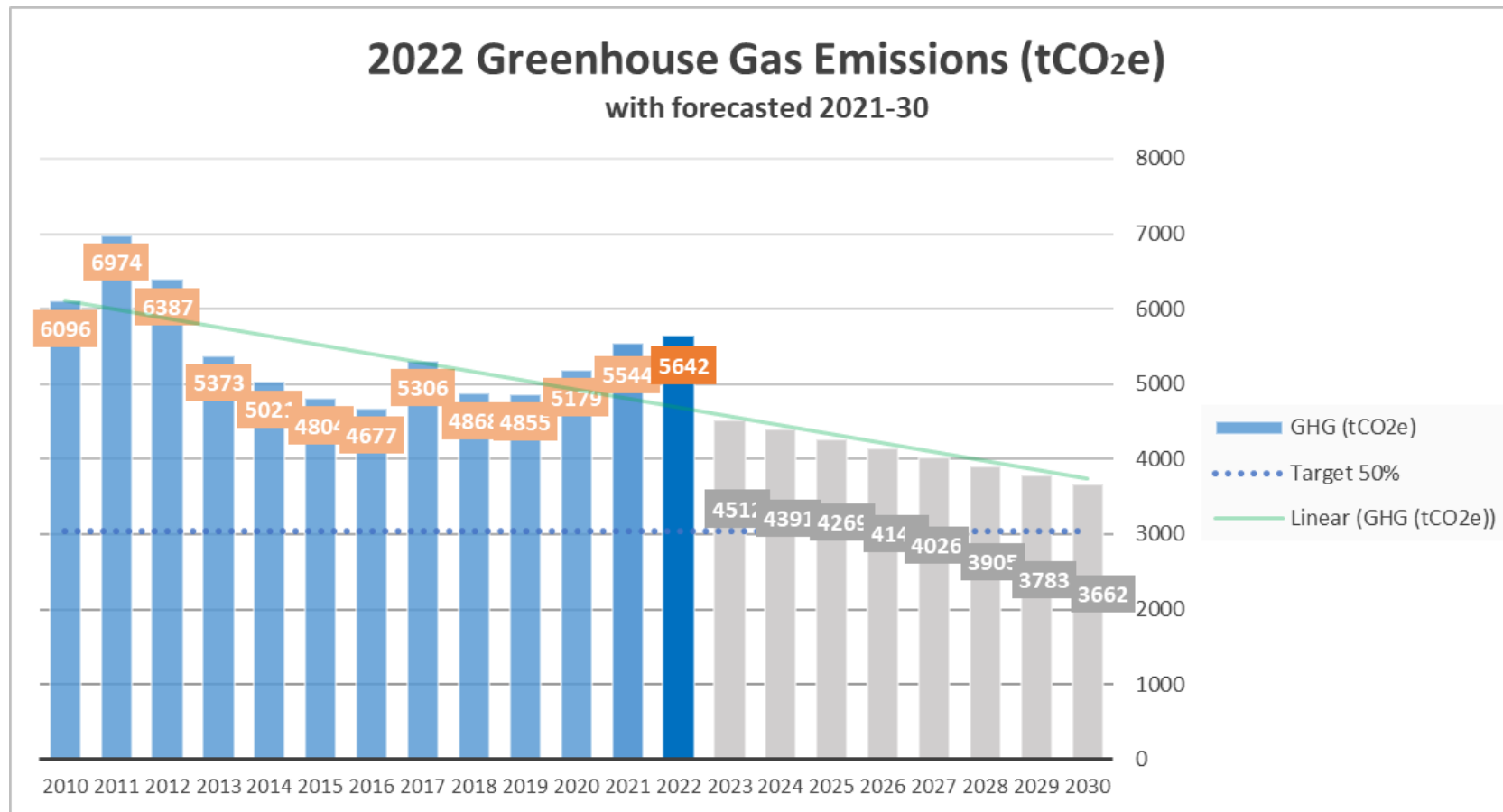


A.4 : Climate Change Accountability Report

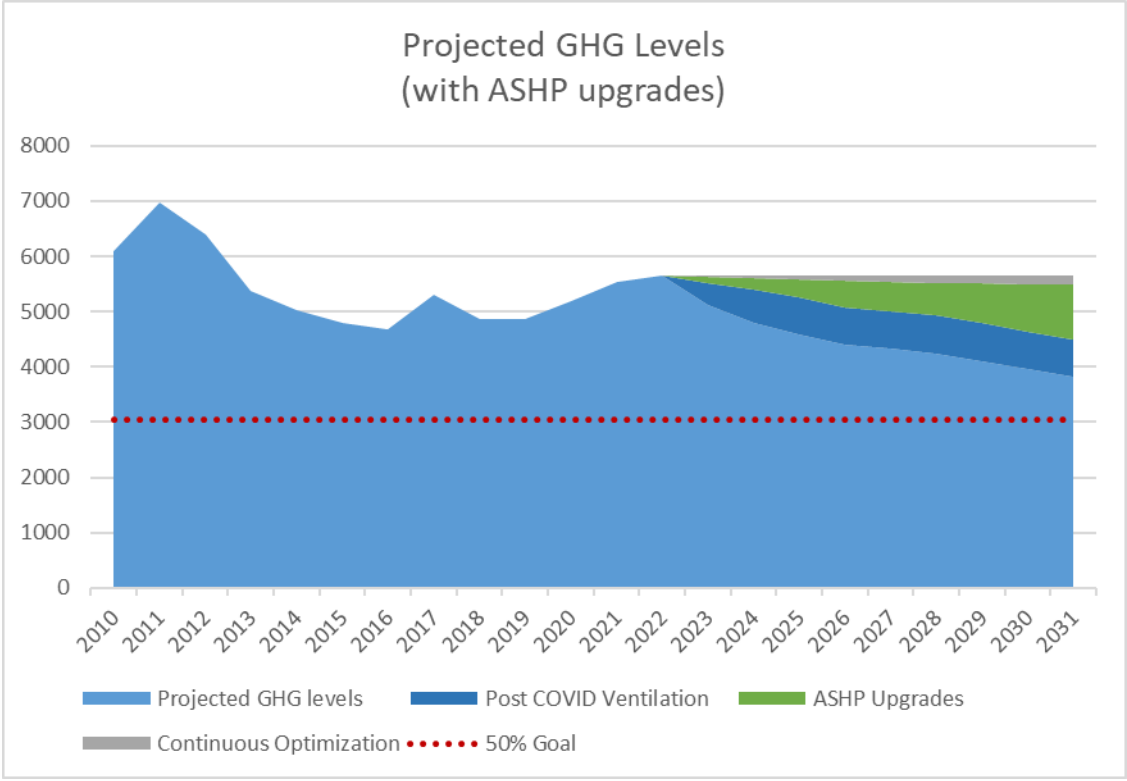
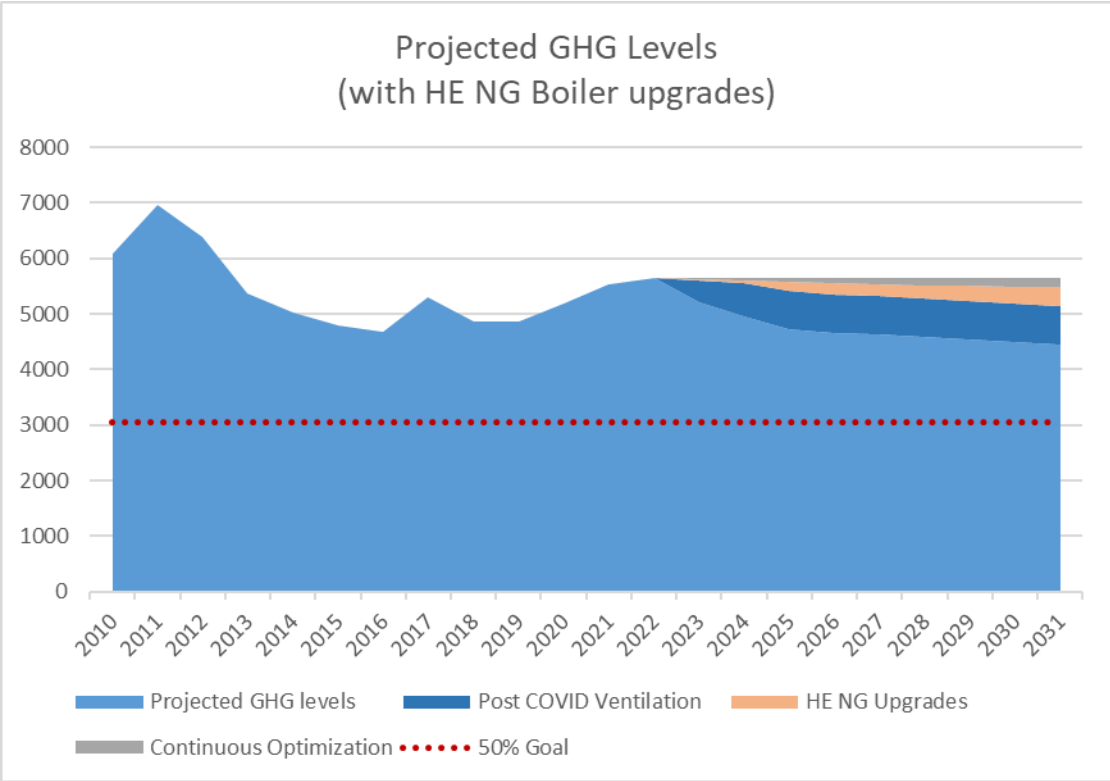
- 1.8% increase in emissions from 2021
- 16% increase since start of pandemic



A.4 : Climate Change Accountability Report



A.4 : Climate Change Accountability Report



A.4 : 2022/23 Actions

- Fleet EV Chargers x3
- Fleet EV Vehicles x3 (arriving this summer)
- Electric Buses x4 (including charging infrastructure)
- DDC Controls Upgrades Rogers, South Park, Frank Hobbs
- Exhaust Fan controls: Arbutus, Uplands
- Child Care Studios: All electric heating, no fossil fuels
- Continuous Optimization
 - 3 sites per year
 - Sir James Douglas, Central, Torquay
- LED Lighting 9 buildings, 530 kWh
- Light Switch Stickers

A.4 : 2023/24 Planned Actions

- Reynolds Boiler Upgrade (repair)
- More Fleet EV Chargers x2
- Continuous Optimization
 - 3 sites per year
 - Oak Bay, Braefoot, Strawberry Vale (subject to change)
- LED Lighting 300 kWh
 - McKenzie, Lake Hill, Monterey, Rogers...
- Behavior Change:
 - Light Switch Stickers
 - “Space Heater Defeater”
 - Pledge Walls
 - “Shut out the Cold”
- Thermostat upgrades
- Building Audits
- Building Envelopes

Office of the Secretary-Treasurer

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4106 Fax (250) 475-4112

Katrina Stride – Secretary-Treasurer

TO: Operations Policy and Planning Committee
FROM: Katrina Stride, Secretary-Treasurer
DATE: May 8, 2023
RE: **2024-2025 Annual Five Year Capital Plan Draft**

Annual Five Year Capital Plan

The District is required to annually prepare and submit to the Ministry a five-year capital plan. The Ministry expects that the capital plan will reflect a strategy for balancing the supply of existing facilities against both current and projected enrolment demands. There is also an expectation that the capital plan will reflect the replacement or rejuvenation of existing facilities, including seismic upgrades and building envelope remediation.

The five-year capital plan includes both major and minor capital programs. The deadline for submission of the capital plan is as follows:

- Major Capital Programs – June 30, 2023
- Minor Capital Programs – September 30, 2023

The staggered deadlines allow for additional flexibility and time to plan over the summer; however, the District will be submitting both major and minor capital programs by June 30, 2023.

Major Capital Programs

Planning for major capital programs is over a five-year period. Major capital programs in the draft submission include:

- Addition – increase capacity of existing schools
- Replacement/Renovation – renew space via replacement with new or renovation
- Seismic – seismically upgrade or replace existing school to mitigate seismic risk

The **Major Capital Plan Submission** includes the following requests totalling **\$201,772,364**:

Additions:

Reynolds Secondary	\$41,859,679
Cedar Hill Middle	13,228,988
	\$55,088,667

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.

Renovations:

Oaklands Elementary	\$2,000,000
SJ Burnside	2,000,000
	\$4,000,000

Seismic:

Shoreline Middle	\$64,583,850
Craigflower Elementary	12,070,275
Reynolds Secondary	28,064,315
James Bay Elementary	2,354,136
Mckenzie Elementary	5,051,157
Northridge Elementary	18,873,476
Victoria West Elementary	11,686,488
	\$142,683,697

Details for each of these projects can be located in the attached Draft 2024-2025 Major Capital Submission Summary.

Minor Capital Programs

Planning for minor capital programs is over a one-year period. Minor capital programs in the draft submission include:

- Carbon Neutral Capital Program (CNCP) – energy-efficiency projects that lower carbon emissions
- Playground Equipment Program (PEP) – new or replacement universally accessible playgrounds
- School Enhancement Program (SEP) – renovate or upgrade buildings to help extend the life
- School Food Infrastructure Program (FIP) – one-time capital costs for Feeding Futures Food Program*

**The Food Infrastructure Program (FIP) is for the 2023-2024 school year and has been included under School Enhancement Program (SEP) table below.*

The **Minor Capital Plan Submission** includes the following requests totalling **\$4,807,000**:

Carbon Neutral Capital Program (CNCP):

Colquitz Middle	HVAC	\$600,000
Oaklands Elementary	HVAC	600,000
Eagle View Elementary	HVAC	450,000
Uplands Elementary	HVAC	550,000
Lambrick Park Secondary	HVAC	700,000
		\$2,900,000

Playground Equipment Program (PEP):

Hillcrest Elementary	Replacement	\$165,000
Frank Hobbs Elementary	Replacement	165,000
Victoria West Elementary	Replacement	165,000
		\$495,000

School Enhancement Program (SEP):

South Park Elementary	Roofing	\$1,000,000
Central Middle	Interior Construction	400,000
Various (6)	Food Infrastructure	12,000
		\$1,412,000

Details for each of these projects can be located in the attached Draft 2024-2025 Minor Capital Submission Summary.

2024-2025 Annual Five-Year Capital Plan Final

The final submission for the 2024-2025 Annual Five-Year Capital Plan will be presented at the Operations Policy and Planning Committee meeting on June 12, 2023 with final approval at the Regular Board meeting on June 19, 2023. The Ministry requires that the 2024-2025 Five-Year Capital Plan be approved by Board motion prior to submission to the Ministry; one motion for major capital, and one motion for minor capital. Ministry approval of requested 2024-2025 capital projects will be announced in Spring 2024.

Supporting Documents

Draft 2024-2025 Major Capital Plan Submission Summary
Draft 2024-2025 Minor Capital Plan Submission Summary

Submission Summary

Submission Summary:	Major 2024/2025 2023-06-30
Submission Type:	Capital Plan
School District:	Greater Victoria (SD61)
Open Date:	2023-04-14
Close Date:	2023-06-30
Submission Status:	Draft

Submission Category	Sum Total Project Cost
Addition	\$55,088,667
Seismic	\$142,683,697
Replacement/Renovation	\$4,000,000
Total	\$201,772,364

ADDITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	156365	Reynolds Secondary	Addition	500 seat addition to meet secondary enrolment pressure.	\$41,859,679
2	160410	Cedar Hill Middle	Addition	4 classroom addition to meet middle school enrolment pressure.	\$13,228,988
				Submission Category Total:	\$55,088,667
REPLACEMENT/RENOVATION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	160593	Oaklands Elementary	Renovation	Structural renovation required.	2,000,000
2	160594	Burnside Community	Renovation	Structural renovation required	2,000,000
				Submission Category Total:	4,000,000
SEISMIC					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	160418	Shoreline Community Middle School	Full Replacement	Replace Shoreline Middle with a new facility.	\$64,583,850
2	160475	Craigflower Elementary	Upgrade	Upgrade 5 H-1 Blocks.	\$12,070,275
3	150443	Reynolds Secondary	Partial Replacement	Seismic Upgrade of 7 H1 Blocks	\$28,064,315
4	150380	James Bay Community	Upgrade	Seismic upgrade of 1 H1 Block	\$2,354,136
5	150409	Mckenzie Elementary	Upgrade	Seismic Upgrade of 1 H1 Block, 1 H2 Block and 1 H3 Block	\$5,051,157
6	150419	Northridge Elementary	Upgrade	Seismic Upgrade of 4 H1 Blocks	\$18,873,476
7	150473	Victoria West Elementary	Upgrade	Seismic Upgrade of 3 H1 Blocks	\$11,686,488
				Submission Category Total:	\$142,683,697

Submission Summary

Submission Summary:	Minor 2024/2025 2023-09-30
Submission Type:	Capital Plan
School District:	Greater Victoria (SD61)
Open Date:	2023-04-14
Close Date:	2023-09-30
Submission Status:	Draft

Submission Category	Sum Total Funding Requested
CNCP	\$2,900,000
SEP	\$1,412,000
PEP	\$495,000
Total	\$4,807,000

CNCP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	160411	Colquitz Middle School	HVAC (CNCP)	Currently two burnham cast iron boilers with one currently leaking. Funding to replace with condensing units that are energy efficient and in shoulder season can run heat plant at lower temps to improve efficiency by up to 97%	\$600,000
2	160509	Oaklands Elementary	HVAC (CNCP)	Currently Oaklands has 2 burnham cast iron sectional boilers with one unit that is leaking. Funding to replace boilers with energy efficient condensing units	\$600,000
3	160508	Eagle View Elementary	HVAC (CNCP)	Replacement of 1 cast iron atmospheric boiler. Replace with two high efficiency units for redundancy	\$450,000
4	160412	Uplands Elementary	HVAC (CNCP)	Boiler Replacement with energy efficient condensing boilers	\$550,000
5	151404	Lambrick Park Secondary	HVAC (CNCP)	Phase 1 - Install heat pumps for phase 1 and Replace existing boilers with new energy efficient units. New units will decrease GHG and save on energy.	\$700,000
Submission Category Total:					\$2,900,000
PEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	153613	Hillcrest Elementary	Replacement (PEP)	Hillcrest has a small older playground that is not accessible and was purchased by the childcare provider on site. Like to replace this with an accessible playground for students of all abilities. The school has many students who will benefit from an accessible playground.	\$165,000
2	156216	Frank Hobbs Elementary	Replacement (PEP)	School has no accessible playground and currently has a playground that was installed in a forested area and playground must be closed good portion of year due to winds. New PEP playground will be installed in location where students of all abilities can access playground year round	\$165,000

Submission Summary

3	152033	Victoria West Elementary	Replacement (PEP)	Vic West has a diverse community of needs. The school has one play space that is not accessible and is down a long non-accessible pathway to the field below. The school and community have older playgrounds closer to the school that could potentially be accessible using the PEP grant for replacement of these non compliant structures .	\$165,000
				Submission Category Total:	\$495,000
SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	151682	South Park Family School	Roofing (SEP)	Phase 2 -Roof Replacement of an historically significant slate roof. Roof is starting to leak in many places and slate has fallen off in the past causing safety issues. Roof Replacement will provide a long term safer roof and virtually eliminate the maintenance issues over time .	\$1,000,000
2	151685	Central Middle School	Interior Construction (SEP)	Gym Floor Replacement. The current floor is in need of replacement which will be safer for the occupants while improving occupant comfort and reduce overall maintenance.	\$400,000
3	160822	Various	Food Infrastructure (SEP)	There are six schools that currently do not have fridges in order to offer the Feeding Futures Food Program. In order to follow nutritious meal guidelines, the schools need to be able to offer perishable food items, such as dairy, and must have a refrigerator in order to safely store those items.	\$12,000
				Submission Category Total:	\$1,412,000