



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

Operations Policy and Planning Committee

AGENDA

Monday, June 12, 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 June 12, 2023 agenda be approved.

A.3. Approval of the Minutes

Recommended Motion:
That the May 8, 2023 Operations Policy and Planning Committee meeting minutes be approved.

A.4. Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

B.1. Scent Aware – Cindy Romphf

C. SUPERINTENDENT'S REPORT

C.1. Regulation 4300 – District Operational Health and Safety Committee – Director of Human Resource Services Vair

C.2. New Policy Scent Sensitive Workplace – Director of Human Resource Services Vair

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) review the draft Policy XXXX Scent Sensitive Workplace and provide direction to the Policy Sub-Committee on consultation and further development in compliance with Bylaw 9210 The Development of Policy.

C.3. Policy Sub Committee Report

- a. Revised Policy 1161 Freedom of Information and Protection of Privacy

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1161 Freedom of Information and Protection of Privacy.

- b. New Policy 5150 Sanctuary Schools

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 5150 Sanctuary Schools.

- c. New Policy XXXX International Student Enrollment

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) review the draft Policy XXXX International Education Enrollment and provide direction to the Policy Sub-Committee on consultation and further development in compliance with Bylaw 9210 The Development of Policy.

D. PERSONNEL ITEMS

D.1. Staffing Report – Director of Human Resource Services Vair

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: May 2023

E.2. Budget Change Report: May 2023

E.3. 2024-2025 Annual Five Year Capital Plan

a. Major Capital Programs

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education and Child Care the 2024-2025 Capital Plan, as it relates to Major Capital Programs.

b. Minor Capital Programs

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education and Child Care the 2024-2025 Capital Plan, as it relates to Minor Capital Programs.

F. FACILITIES PLANNING

F.1. Operations Update: June 2023

F.2. Victoria High School Seismic Project Updates

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

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

Education Policy and Directions members: Nicole Duncan (ex officio)

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

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 Cauty, Director of Information Technology for Learning, Brian Leslie, Energy Manager Facilities Services

Partners: Cindy Romphf, GVTA, Brenna O'Connor, VPVPA

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 Gagnon

That the May 8, 2023 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved by Trustee Duncan

Amendment

F.3. after the word 30 seconds add “and whether there is a backlog of water filters that needs to be replaced.”

Add Nicole Duncan to the Education Policy and Directions committee as an “ex officio” member of the committee.

That the April 17, 2023 Operations Policy and Planning Committee meeting minutes be approved, as amended.

Motion Carried Unanimously

A.4. Business Arising from Minutes

None.

B. PRESENTATIONS TO THE COMMITTEE

None.

C. SUPERINTENDENT'S REPORT

None.

D. PERSONNEL ITEMS

None.

E. FINANCE AND LEGAL AFFAIRS

E.1. Middle and Secondary Enrollment Report 2023-2024

Associate Superintendent Aerts presented the middle and secondary enrollment report.

Trustees had questions of clarification.

E.2. Monthly Financial Report: April 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

E.3. Budget Change Report: April 2023

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

Trustees had questions of clarification.

E.4. Privacy Management Program

Director Information Technology for Learning Canty provided the Draft Policy and Regulations for the Privacy Management Program.

Trustees had questions of clarification.

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) refer revised Policy 1161 to the Policy Sub Committee and provide an update at the June 12, 2023 Operations Policy and Planning Committee meeting.

Motion Carried Unanimously

F. FACILITIES PLANNING

F.1. Operations Update: May 2023

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

Trustees had questions of clarification.

F.3. Energy Manager Report

Energy Manager Facilities Services Leslie presented the annual energy manager report.

Trustees had questions of clarification.

F.4. 2022 Carbon Neutral Action Report

Energy Manager Facilities Services Leslie presented the 2022 Carbon Neutral Action Report.

Trustees had questions of clarification.

F.5. 2024-2025 Annual Five Year Capital Plan Draft

Director of Facilities Services Vistisen-Harwood provided the draft 2024-2025 Annual Five Year Capital Plan.

Trustees had questions of clarification.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

H. NEW BUSINESS

None.

I. NOTICE OF MOTION

None.

J. GENERAL ANNOUNCEMENTS

None.

K. ADJOURNMENT

Moved by Trustee Kwan

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 8:50 p.m.

Chair

Secretary-Treasurer

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4162 Fax (250) 475-4112

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

To: Operations Policy and Planning Committee

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

Date: June 12, 2023

RE: Amendments to Regulation 4300 – District Occupational Health and Safety Committee

Background:

Earlier this calendar year, the District Occupational Health and Safety Committee (the DOHS Committee) issued a recommendation to management that “a member of the District Inclusive Learning Team has a seat on the District Occupational Health and Safety Committee and attends monthly meetings for further transparency, communication and knowledge sharing”. This recommendation arose as a result of the DOHS’ concern that a number of safety issues with staff are arising in the school district around violence from students and given that the district Inclusive team is very involved in these issues.

Context:

Administration/management supports that DOHS recommendation given the concern of all parties, including the District, about occupational violence.

The DOHS Committee is not a health and safety committee under the provisions of Division 5 of the Part 2 (Occupational Health and Safety) of the BC Workers Compensation Act. In fact, it is the Joint Occupational Health and Safety Committees at each school and district site that are the legislated joint health and safety committees required under that legislation,

The DOHS Committee was established by Board Policy over 50 years ago, as augmented by Board Regulation over 30 years ago. As both the Board Policy and Regulation indicate when the Board established the DOHS Committee, “the Site-based Joint Occupational Health and Safety Committees are the committees required by the Workers Compensation Act and Occupational Health and Safety Regulations”. The DOHS Committee is established pursuant to Board Policy and Regulation rather than under the provisions of Division 5 of the Part 2 (Occupational Health and Safety) of the BC Workers Compensation Act.

The Board Regulation from over 30 years ago also establishes the membership of the DOHS Committee. As a result, in order to adjust the membership of the DOHS Committee to provide a member of the District Inclusive Learning Team with “a seat on the District Occupational Health

and Safety Committee”, as recommended by the DOHS Committee, it is necessary to amend the Regulation establishing the DOHS Committee and its membership.

However, in considering this recommendation from the DOHS Committee, it was apparent that the membership of the DOHS Committee overall is inconsistent with every other joint union/employer district-wide committee established by the district and the unions. Consistently each district-wide committee established and referenced in each collective agreement, whether it be with the GVTA, CUPE 947 or CUPE 382, provides for equal (50/50) representation from the applicable union and the employer/management. However, the DOHS Committee is the anomaly in that it currently has 80% of its membership (8 members) from the unions/associations (GVTA; CUPE 947; CUPE 382; ASA) while only 20% of its current membership (2 members) is from management/administration (a representative from Human Resources and a school administrator, who is not there as a representative of the VPVPA but as a representative of management).

As a result, management advised the DOHS Committee that the Regulation would be updated and amended to provide for equal representation from both the unions and administration (8 members from the union, as provided for currently, and 8 representatives from the administration/management). As provided for in the attached amendments to Regulation 4300, the administration/management representatives are to be appointed by the Superintendent and, without being prescriptive, the Regulation, as amended, gives an indication of who management representatives could include:

- The Director, Human Resources Services;
- The Manager, Occupational Health and Safety;
- As recommended by the DOHS Committee above, a management representative from the District Inclusive Learning Team [given concerns from all parties, including the District, about occupational violence];
- A management representative from Facilities Services, as identified by the Director of Facilities [given that a number of issues arising from/at the DOHS Committee currently relate to the District's facilities];
- 3 School Principals and/or Vice Principals which could allow for administration/management representation from each of elementary, middle and secondary schools; and
- A Principal or Vice Principal as a management representative from the District Team.

The Occupational Health and Safety Advisor would continue to support, and act as a resource for, the DOHS Committee.

Although the DOHS Committee is not governed by the provisions of Division 5 of the Part 2 (Occupational Health and Safety) of the BC Workers Compensation Act., equal representation of worker and employer representatives would be consistent with section 33(c) of the Act which provides that “at least half of the members must be worker representatives”. As noted above, it would also be consistent with every other joint union/employer district-wide committee established by the district and the unions.

REGULATION 4300

DISTRICT HEALTH AND SAFETY COMMITTEE

While the Site-based Joint Occupational Health and Safety Committees are the committees required by the Workers Compensation Act and Occupational Health and Safety Regulations, it is recognized that the District Health and Safety Committee can fulfill an important role as well. The District Health and Safety Committee will act solely in an advisory capacity making recommendations to the employer on health and safety topics aimed at establishing a safe and healthy working environment. The District Health and Safety Committee will adhere to the terms of reference as established by the committee.

The Committee shall report through the [Director, Human Resource Services](#) and/or the [District Manager, Occupational Health and Safety Officer](#) and shall consist of the following representation:

- [two eight management](#) representatives of the Board's District administration, [as appointed by the Superintendent, who may include the following representatives of management: Director, Human Resource Services; Manager, Occupational Health and Safety; a representative from Inclusive Learning; a representative from Facilities Services; a Principal or Vice Principal representative from each of elementary schools, middle schools and secondary schools; and/or a District Principal or Vice Principal;](#)
- three representatives selected by the Greater Victoria Teachers' Association;
- two representatives selected by the Canadian Union of Public Employees, Local 382;
- two representatives selected by the Canadian Union of Public Employees, Local 947;
- one representative selected by the Allied Specialists' Association.

Greater Victoria School District

Approved: April 22, 1991
Revised: October 3, 2000
Revised and renamed: September 16, 2013
Revised: [June 12, 2023](#)

Modification to this document is not permitted without prior written consent from the Greater Victoria School District

REGULATION 4300

DISTRICT HEALTH AND SAFETY COMMITTEE

While the Site-based Joint Occupational Health and Safety Committees are the committees required by the Workers Compensation Act and Occupational Health and Safety Regulations, it is recognized that the District Health and Safety Committee can fulfill an important role as well. The District Health and Safety Committee will act solely in an advisory capacity making recommendations to the employer on health and safety topics aimed at establishing a safe and healthy working environment. The District Health and Safety Committee will adhere to the terms of reference as established by the committee.

The Committee shall report through the Director, Human Resource Services and/or the Manager, Occupational Health and Safety and shall consist of the following representation:

- eight management representatives of the Board's District administration, as appointed by the Superintendent, who may include the following representatives of management: Director, Human Resource Services; Manager, Occupational Health and Safety; a representative from Inclusive Learning; a representative from Facilities Services; a Principal or Vice Principal representative from each of elementary schools, middle schools and secondary schools; and/or a District Principal or Vice Principal;
- three representatives selected by the Greater Victoria Teachers' Association;
- two representatives selected by the Canadian Union of Public Employees, Local 382;
- two representatives selected by the Canadian Union of Public Employees, Local 947;
- one representative selected by the Allied Specialists' Association.

Greater Victoria School District

Approved:	April 22, 1991
Revised:	October 3, 2000
Revised and renamed:	September 16, 2013
Revised:	June 12, 2023

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4162 Fax (250) 475-4112

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

To: Operations Policy and Planning Committee

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

Date: June 12, 2023

RE: Scent Sensitive Workplace Policy

Background:

It is the policy of Greater Victoria School District (GVSD) to provide a safe and healthy work environment for all employees, students, volunteers, contractors, and others who regularly carry out activities within GVSD worksites. This includes all buildings and schools, owned, or leased by GVSD. This will be accomplished by eliminating or minimizing as much as possible, the use of products and fragrances whose scent or other properties, are known to trigger allergic or other hazardous reactions.

Context:

The GVSD is respectful of health concerns arising from exposure to scents on District sites. GVSD, as an employer, has a duty to support employees who may be affected and suffer a medical reaction when exposed to a fragrance or scented product. Exposure to fragrances/scents can cause significant health problems in susceptible individuals.

Principals/Managers/Supervisors have a responsibility to ensure that all reasonable steps are taken to make the working environment safe for those with chemical sensitivities in the same manner that any other health issue or safety hazard is addressed.

Currently it is left up to individual schools as to whether the school has a “scent-free” or a “scent-aware” policy/procedure. The need for this policy was initiated by the District Occupational Health and Safety (DOHS) Committee. The Committee has reviewed the draft of this policy and strongly supports this policy.

Information regarding this policy shall be posted on the District Website for staff and provided in written materials for students and parents prior to the start of the school year and periodically throughout the school year as reminders. The policy will also be identified on all GVSD job postings and made a part of all new hire orientations. All GVSD staff are responsible to administer this policy, and are expected to communicate it in a respectful, positive and polite manner to individuals who are not in compliance.

Strategies/initiatives re a Scent Sensitive Workplace:

In the interest of creating and maintaining a consistent safe and healthy working environment across all of the GVSD schools and sites, this policy will assist all Principals/Managers/Supervisors with implementing a scent sensitive workplace.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) review the draft Policy XXXX Scent Sensitive Workplace and provide direction to the Policy Sub-Committee on consultation and further development in compliance with Bylaw 9210 The Development of Policy.

POLICY XXXX

SCENT SENSITIVE WORKPLACE

Drafted: June 5, 2023

Adopted: _____

Revised: Pending

Frequency of Review: Annual

1.0 RATIONALE

- 1.1 To ensure that everyone has a safe place to work and that the Greater Victoria School District (GVSD) is in accordance with the Workers Compensation Act and its requirements under the law.
- 1.2 It is the policy of Greater Victoria School District (GVSD) to provide a safe and healthy work environment for all employees, students, volunteers, contractors, and others who regularly carry out activities within GVSD worksites. This includes all buildings and schools, owned, or leased by GVSD. This will be accomplished by eliminating or minimizing as much as possible, the use of products and fragrances whose scent or other properties, are known to trigger allergic or other hazardous reactions.

2.0 DEFINITIONS

- 2.1 "Scents" often mean the smells or odours from ingredients and chemicals in cosmetics (including, but not limited to, perfume, make-up, shampoo, deodorant, etc.) or from other products such as air fresheners, cleaners, etc.
- 2.2 There is no exact definition for "scent-free", "fragrance-free" or "unscented". Products labelled as "unscented" may contain ingredients that are used to mask or hide the smell of other ingredients.

3.0 POLICY

- 3.1 GVSD is respectful of health concerns arising from exposure to scents on District sites. GVSD, as an employer, has a duty to support employees who may be affected and suffer a medical reaction when exposed to a fragrance or scented product. Exposure to fragrances/scents can cause significant health problems in susceptible individuals.
- 3.2 GVSD expects that all staff, students, parents and visitors refrain from using personal products containing fragrances which are known to trigger adverse physical reactions such as respiratory distress and/or headaches. This includes, but is not limited to, cosmetics, hair styling products, antiperspirants, deodorants, cologne, hair spray, perfume, after shave, and body washes. Other environmental products in the workplace that may

- trigger reactions include, but are not limited to, diffusers and essential oils, deodorizers, and soaps with fragrance. All staff, students, parents, and visitors are asked to refrain from using these and similar products in the workplace. In addition, certain types of flowers are not permitted within the workplace. They include freesia, lilacs, lavenders, lilies, hyacinth, narcissus, chrysanthemum, helianthus, and peonies.
- 3.3 Information regarding this Policy shall be posted on the District Website for staff and provided in written materials for students and parents prior to the start of the school year and periodically throughout the school year as reminders. The policy will also be identified on all GVSD job postings and made a part of all new hire orientations. All GVSD staff are responsible to administer this policy, and are expected to communicate it in a respectful, positive and polite manner to individuals who are not in compliance.
 - 3.4 Where specific products are necessary for proper cleaning/disinfecting, and for the proper maintenance and upkeep of the facility, the District will make every effort possible to select unscented products where available. Where that is not possible, the District will endeavour to select products that use the lowest possible levels of scent and/or that contain scents that are least likely to have irritant properties. In all cases, choices will be made in a manner that continues to achieve the intended purpose.
 - 3.5 Maintenance or Custodial Services staff who plan to utilize a known scented product due to the unavailability of an alternate scent free/reduced product (e.g., painting, stripping, burnishing, or polishing floors, etc.) shall provide advance notice to school administration of affected areas in order to inform staff, in advance, of the potential for exposure to scented products. Those who are susceptible to an adverse reaction related to such products are expected to take appropriate precautions not to place themselves in jeopardy, with assistance from her/his administrative team, as needed.
 - 3.6 This Policy does not apply to scents, smells or odours resulting from or associated with culturally responsive activities/ceremonies.

4.0 RESPONSIBILITIES

- 4.1 Principals/Managers/Supervisors have a responsibility to ensure that all reasonable steps are taken to make the working environment safe for those with chemical sensitivities in the same manner that any other health issue or safety hazard is addressed. In the interest of creating and maintaining a safe and healthy working environment, this policy will assist Principals/Managers/Supervisors with implementing a scent sensitive workplace.
- 4.2 Section 21(1)(a) of the Workers Compensation Act requires that every employer must ensure the health and safety of all workers working for that

employer. Section 22(1)(a) of the Workers Compensation Act requires that every employer must remedy any workplace conditions that are hazardous to the health or safety of the employer's workers.

- 4.3 The BC Human Rights Code creates a duty or an obligation to accommodate, including under the ground of disability. The District is legally obliged to accommodate employees with a disability to the point of undue hardship.

5.0 REFERENCES

- i. Canadian Centre for Occupational Health and Safety [CCOHS]:
https://www.ccohs.ca/oshanswers/hsprograms/scent_free.pdf

DRAFT

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: Operations Policy and Planning Committee
FROM: Katrina Stride, Secretary-Treasurer
DATE: June 12, 2023
RE: **Policy Sub-Committee Report – June 8, 2023 Meeting**

Background:

The Policy Sub-Committee held a meeting on June 8, 2023. New business at the meeting included prioritizing the order of agenda items including the April 24, 2023 and May 29, 2023 Board motions, as well as reviewing Policy 1161 Freedom of Information and Protection of Privacy and corresponding regulations, Policy 5150 Sanctuary Schools, and the new International Student Enrollment policy. There are three recommendations to the Board from the Policy Sub-Committee.

Recommendations:

Revised Policy 1161 – Freedom of Information and Protection of Privacy

The Committee reviewed the revised Freedom of Information and Protection of Privacy policy and regulations. Amendments to the policy and regulations were suggested. The Committee recommended that the Board approve the revised policy.

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1161 Freedom of Information and Protection of Privacy.

New Policy 5150 – Sanctuary Schools

The Committee reviewed the new Sanctuary Schools policy updated to reflect all feedback received. The Committee recommended that the Board approve the new Sanctuary Schools policy.

That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 5150 Sanctuary Schools.

New Policy xxxx – International Student Enrollment

Chair Duncan provided a draft International Student Enrollment policy to the Committee for review. The Committee reviewed the draft policy. It was recommended that the Board review the draft policy and provide

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.

direction to the Policy Sub-Committee on consultation and further development in compliance with Bylaw 9210 The Development of Policy.

That the Board of Education of School District No. 61 (Greater Victoria) review the draft Policy XXXX International Education Enrollment and provide direction to the Policy Sub-Committee on consultation and further development in compliance with Bylaw 9210 The Development of Policy.

Supporting Documents

Revised Policy 1161 Freedom of Information and Protection of Privacy
 Original Policy 1161 Freedom of Information and Protection of Privacy Act
 New Administrative Regulation 1161.2 Privacy Management Program
 New Administrative Regulation 1161.3 Privacy Impact Assessments
 New Administrative Regulation 1161.4 Critical Incident and Privacy Breach
 New Policy 5150 Sanctuary of Schools
 New Policy xxxx International Student Enrollment
 Bylaw 9210 The Development of Policy

POLICY 1161

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

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 must comply 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 of 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 "Regulations" means the Administrative Regulations to this Policy;
- 2.4 "Staff" refers to all employees of the School District. Under FIPPA, staff also refers to contractors and volunteers who are expected to adhere to all relevant School District policies and regulations

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 Regulations 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)

POLICY 1161

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Board of Education is committed to meeting its commitments of both the protection of personal information as well as the disclosure of appropriate information under the *Freedom of Information and Protection of Privacy Act* ("FIPPA").

For the purposes of FIPPA the head of the School District is deemed to be the Superintendent of Schools. The Superintendent may delegate this authority to a privacy officer as assigned by them.

The Greater Victoria School District may charge a fee for information provided to requesters. Fees will not be charged where prohibited by statute or where access is required by students and/or their parent or legal guardian in order for a student to receive an educational program. Fees may be waived in cases of hardship or to ensure that effective public access is not hindered. Unless information is produced expressly for the purposes of sale, fees may not exceed the cost of producing the information.

References:

Freedom of Information and Protection of Privacy Act – Sections 75, 77

Greater Victoria School Board

Approved: September 26, 2016

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 Regulations” means regulations enacted by the School District under its Freedom of Information and Protection of 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” refers to all employees of the School District. Under FIPPA, staff also refers to contractors and volunteers who are expected to adhere to all relevant School District policies and regulations

PRINCIPLES

School District Staff are responsible for:

1. making reasonable efforts to familiarize themselves with this Administrative Regulation 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 Regulation 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 Regulations.

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 Regulation

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

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.

RELATED ACTS AND REGULATION

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

SUPPORTING REFERENCES, POLICIES, REGULATIONS AND FORMS

Policy 1161 Freedom of Information and Protection of Privacy
Administrative Regulation 1161.1 Fees for Access to Information
Administrative Regulation 1161.3 Privacy Impact Assessments
Administrative Regulation 1161.4 Critical Incident and Privacy Breach

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

SCOPE & RESPONSIBILITY

This Administrative Regulation 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 Regulation 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 Regulation.

DEFINITIONS

1. "Employees" means the employees, as well as 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 Regulation.
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 Regulation 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 Regulation or FIPPA to other School District Employees by written delegation.

RESPONSIBILITIES OF THE PRIVACY OFFICERS

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

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:

Administrative Regulation

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:

Administrative Regulation

privacy@sd61.bc.ca

RELATED ACTS AND REGULATION

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

SUPPORTING REFERENCES, POLICIES, REGULATIONS AND FORMS

Policy 1161 Freedom of Information and Protection of Privacy
Administrative Regulation 1161.1 Fees for Access to Information
Administrative Regulation 1161.2 Privacy Management Program
Administrative Regulation 1161.4 Critical Incident and Privacy Breach

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 Regulation 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 Regulation in the event of a privacy breach.

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" refers to all employees of the School District. Under FIPPA, staff also refers to contractors and volunteers who are expected to adhere to all relevant School District policies and regulations,

RESPONSIBILITIES OF THE HEAD

The implementation of this Administrative Regulation 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 Regulation 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 Regulation. 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 Regulation 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 Regulation 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.
- iii. 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 Regulation, and shall implement measures to prevent recurrences of similar incidents. These measures shall be incorporated into the regular Privacy Management Program review.

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 Act
Freedom of Information and Protection of Privacy Act (FIPPA)

SUPPORTING REFERENCES, POLICIES, REGULATIONS AND FORMS

Policy 1161 Freedom of Information and Protection of Privacy
Administrative Regulation 1161.1 Fees for Access to Information
Administrative Regulation 1161.2 Privacy Management Program
Administrative Regulation 1161.3 Privacy Impact Assessments

POLICY 5150 (New)

SANCTUARY SCHOOLS

Adopted:

Revised:

Frequency of Review:

1.0 RATIONALE

- 1.1 The Greater Victoria School District is committed to providing a safe, caring, and welcoming learning environment for all students and families.

2.0 DEFINITIONS

- 2.1 **Ordinarily Resident:** on the basis of objective evidence, a person has established a regular, habitual mode of life in the community with a sufficient degree of continuity which has persisted despite temporary absences. In accordance with the *British Columbia School Act*, a student is considered "ordinarily resident" if the student is resident in British Columbia and the parent/guardian(s) of the student are ordinarily resident in British Columbia.

3.0 POLICY

- 3.1 All school age children who are ordinarily resident in the school district, including those with precarious immigration status or no immigration status in Canada, are entitled to register for school in the Greater Victoria School District.
- 3.2 All relevant enrolment procedures will align with Board Policy, the School Act, School Regulation, Ministerial Order and relevant Ministry policies.
- 3.3 The personal information of enrolled students or their families shall not be shared with federal immigration authorities unless required by law.
- 3.4 The Board of Education shall not permit Canada Border Services Agency (CBSA) officials or immigration authorities to enter schools or Board facilities unless required by law.
- 3.5 All School District employees and volunteers shall be informed of this policy annually, and it will be communicated to Rightsholders and stakeholders.

4.0 RESPONSIBILITIES

- 4.1 The **Board of Education** will provide orientation and training for all staff regarding this policy in order to promote culturally responsive knowledge and a safe learning environment that meets the needs of students with precarious, or no immigration status in Canada.
- 4.2 The **Board of Education** is responsible to ensure compliance with the *School Act*, *School Regulation* and Ministry policies.

5.0 REFERENCES

School Act S.75 Provision of education program, S.82 Fees and deposits

School Regulation S.16 Deemed residence

DRAFT

POLICY xxxx (New)

INTERNATIONAL STUDENT ENROLLMENT

Adopted:

Revised:

Frequency of Review:

1.0 RATIONALE

- 1.1 The Greater Victoria School District is committed to providing equitable...a safe, caring, and welcoming learning environment for all students and families.

2.0 DEFINITIONS

- 2.1 **"Catchment area child"** means a person
- (a) of school age, and
 - (b) resident in the catchment area of the school;
- 2.2 **"Non-catchment area child"** means a person
- (a) of school age,
 - (b) resident in the school district, and
 - (c) not resident in the catchment area of the school;
- 2.3 **"Non-school district child"** means a person
- (a) of school age,
 - (b) resident in British Columbia, and
 - (c) not resident in the school district;
- 2.4 **"Previous school year"** means the school year previous to the school year for which the person is applying to enroll in an educational program;
- 2.5 **"School district child"** means a catchment area child or a non-catchment area child.
- 2.6 **Ordinarily Resident:** on the basis of objective evidence, a person has established a regular, habitual mode of life in the community with a sufficient degree of continuity which has persisted despite temporary absences. In accordance with the *British Columbia School Act*, a student is considered "ordinarily resident" if the student is resident in British Columbia and the parent/guardian(s) of the student are ordinarily resident in British Columbia.

3.0 POLICY

- 3.1 The Greater Victoria Board of Education believes that international students add to the rich educational environment in school district.
- 3.2 The Board of Education believes the school district should levy fees, charges, as well as administer any type of refund, in a manner that ensures the financial

resources needed to operate a cost effective and efficient program for the International Student Program are secured for the benefit of all students in the school district.

- 3.3 The Board of Education believes it is appropriate to conduct active marketing and recruiting activities to attract fee-paying international students to the school district as described in the supporting regulation.
- 3.4 The Board of Education directs that any provision within schools for international students will not be at the expense of children resident in the school district with respect to space or additional instructional support.
- 3.5 International Students will be placed in accordance to the Board of Education's Student Enrollment Priorities. In addition, the enrolment of international students will not normally exceed x percent (x%) of the school's population without prior approval of the Board of Education.
- 3.6 The School Act requires each Board of Education to establish rules for determining student enrollment priority. The Student Enrollment Priorities were established by the Board and are the rules that govern enrollment priority in our school district. These rules must be made available to the public.
- 3.7 A persons residency is determined as of the date the application to enroll the person is submitted to the Board of Education.
- 3.8 International Student Program operations will be reviewed annually by the Superintendent who will also ensure that an annual report is submitted to the Board of Education.

4 RESPONSIBILITIES

- 4.1 The **Superintendent** is responsible to ensure compliance with the School Act, School Regulation and Board of Education policy and regulations.
- 4.2 The **Superintendent** will provide orientation and training for all staff regarding this policy to ensure that any provision within schools for international students is not at the expense of children resident in the school district with respect to space or additional instructional support.
- 4.3 The **Board of Education** is responsible to ensure compliance with the *School Act*, *School Regulation* and relevant Ministerial Orders.

5 REFERENCES

School Act S.74.1 Enrollment in an educational program
School Act S.75 Provision of education program
School Regulation S.16 Deemed residence

BYLAW 9210

THE DEVELOPMENT OF POLICY

RATIONALE

1. The Board believes it is necessary to set out guidelines for policy development which are flexible but which at the same time will provide consistency and an orderly procedure.
2. The Board believes that to fulfill its democratic mandate in representing the public interest it must be involved in or give leadership in all stages of policy development and implementation.

A. ARTICLE ONE - INITIATING A POLICY

1. A proposal for a new policy may be in the form of a draft policy proposal, a statement of intent with respect to the policy proposed, or a direction that a policy be developed in a specified area.
2. All policy proposals shall be submitted to the appropriate Board Committee in accordance with this Article at least two working days prior to the next meeting date of that committee.
3. Policy proposals in the Greater Victoria School District may be submitted by:
 - a) Trustees;
 - b) employee or employee group;
 - c) student or parent;
 - d) a resident of the district.
4. The Board Committee shall decide by majority vote whether or not any further consideration should be given to the policy proposal.
5. If the Board Committee declines to give consideration to the policy proposal, a trustee may submit it in the form of a Notice of Motion to the next meeting of the Board for consideration under the appropriate Standing Committee report.
(Bylaw 9368 *Procedures at Board Meetings*).

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

6. If the Board Committee decides to give further consideration to a policy proposal, it shall
 - a. recommend the process by which the proposed policy will be further developed;
 - b. give preliminary directions as to the content and format of the proposed policy; and
 - c. recommend the composition or recommend the manner of composition of any Ad Hoc committee charged with the development of the policy.
7. The Board committee shall submit its decisions on a policy proposal to the next meeting of the Board for the Board's consideration. The Board may confirm, reject, or modify the policy proposal, the directions as to the content and format of the proposed policy, and the process for the further development of the policy. The Board may direct that further public input be obtained concerning the policy proposal.

B. ARTICLE TWO - DEVELOPMENT OF A POLICY PROPOSAL

1. A Working Committee shall prepare a draft policy proposal after consulting with and obtaining the input of persons or groups significantly affected by the policy proposal.
2. The Working Committee shall submit the policy proposal to the appropriate Board Committee, supported by a report which will summarize both the information gathered by the Working Committee and the input of consulted parties.
3. The Board committee shall review the draft policy and make such changes to it as it considers appropriate or refer it back to the Working Committee for revision or for further development.
4. If the Board Committee approves the draft policy in principle, it shall submit the draft policy and the report and recommendations of the Working Committee to the next meeting of the Board.
5. The Board may approve the policy as drafted by the Board Committee, reject the policy, make such revisions to the policy as it deems appropriate, require further public input or give such other directions or make such other referrals as it deems appropriate.

C. ARTICLE THREE - ADOPTION AND IMPLEMENTATION OF A POLICY

1. A policy presented for approval and adoption by the Board shall be in the following form:

RATIONALE FOR POLICY

- the rationale for the policy shall be set out in successively lettered paragraphs

DEFINITIONS

- an explanation of the meaning of terms used in the policy

POLICY STATEMENT

- the substance of the policy shall be set out in successively numbered paragraphs

RESPONSIBILITIES

- an explanation of the responsibilities related to the policy

REFERENCES

- a listing of the sources of information used to develop the policy

2. The Board may give such directions, if any, for the implementation of the policy as it deems appropriate and may require that regulations drafted by the administration be brought back to the Board for approval.
3. If the Board does not give specific directions for administrative regulations the Superintendent shall prepare such regulations in accordance with By-law 9220.
4. Administration shall prepare a report with respect to the implementation of a policy which report shall be presented to the Board on or before the earlier of the following dates:
 - a. that date one year after the adoption of the policy
 - b. that date fixed by the Board for presentation of such a report

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

5. The Board may review the implementation of the policy or give such directions to Administration or a Board committee for reports on or directions for the implementation of the policy.

Minor Updating Process

From time to time minor updating of a policy is needed to reflect current nomenclature and other operational requirements. Types of minor updating are new position descriptions, gender language, number sequences and organization of manuals where required. Minor updating will be done without submission of each updated policy to the Board. The Board will be advised in writing of any such updates for their information. This process will not change the intent of any documents.

Greater Victoria School District

Adopted: February 26, 1990
Revised: January 1997
Adopted: February 25, 2002
Reviewed: March 2012
Revised: November 27, 2017

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4162 Fax (250) 475-4112

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

To: Operations Policy and Planning Committee

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

Date: June 12, 2023

RE: Update Regarding Educational Assistants Staffing

Background:

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

Context:

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

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

Such data will be provided every two months during the school year (in October, December, February, April and June each year) on a go-forward basis. The second such report is attached to this Report. It is a spreadsheet that includes daily total EA fail-to-fill data for each month to date (data up until June 7th, inclusive) during the current school year. Each month's data also includes the total fail-to-fills for the month and the average daily fail-to-fills for the month. The same daily data for teacher fail-to-fills for each month is also included in the chart for each month.

The final page of the data is a Summary of the daily average fail-to-fills for EA's for each month of the current school year to date. Although the daily average fail-to-fills for EA's has improved during the past couple of months as a result of some of the initiatives that Human Resources has undertaken in recent months, there continues to be a long way to go to overcome the current shortages.

Strategies/initiatives to Alleviate Educational Assistant Staffing Shortages:

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

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

May, 2023				
Day	Date	All EA related positions	TEACHERS	Comment
Mon	1-May-23	55		
Tues	2-May-23	45		
Wed	3-May-23	40		
Thu	4-May-23	53		
Fri	5-May-23	76		
Mon	8-May-23	45		
Tue	9-May-23	45		
Wed	10-May-23	38		
Thu	11-May-23	49		
Fri	12-May-23	60	3	
Mon	15-May-23	55		
Tue	16-May-23	44		
Wed	17-May-23	40		
Thu	18-May-23	49		
Fri	19-May-23			District wide Pro-D
Mon	22-May-23			Victoria Day
Tue	23-May-23	55		
Wed	24-May-23	38		
Thu	25-May-23	41		
Fri	26-May-23	47.5		
Mon	29-May-23	58		
Tue	30-May-23	52		
Wed	31-May-23	56	1	
Total		1041.5	4	
Daily ave for month		49.60		

June, 2023				
Day	Date	All EA related positions	TEACHERS	Comment
Thu	1-Jun-23	43		
Fri	2-Jun-23	54	1	
Mon	5-Jun-23	55		
Tue	6-Jun-23	48		
Wed	7-Jun-23	47	2	
Thu	8-Jun-23			
Fri	9-Jun-23			
Mon	10-Jun-23			
Tue	13-Jun-23			
Wed	14-Jun-23			
Thu	15-Jun-23			
Fri	16-Jun-23			
Mon	19-Jun-23			
Tue	20-Jun-23			
Wed	21-Jun-23			
Thu	22-Jun-23			
Fri	23-Jun-23			
Mon	26-Jun-23			
Tue	27-Jun-23			
Wed	28-Jun-23			
Thu	29-Jun-23			last day of classes
Fri	30-Jun-23			ADMIN day
Total		247	3	
Daily ave for month		12.35	0.15	

SUMMARY for 2022-23 (As of June 6, 2023)		
Month	All EA related positions - Daily average for month	TEACHERS - Daily average for month*
Sep-22	30.25	
Oct-22	57.89	
Nov-22	71.90	7.7
Dec-22	73.25	7.5
Jan-23	60.14	
Feb-23	72.33	
Mar-23	64.08	
Apr-23	56.11	
May-23	49.60	
Jun-23	49.40 (to date)	
* - for months with multiple days absence, with an average of 1.0 or greater		

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - May 2023

	2022-2023						2021-2022				
	Budget	May 2023	YTD	Available	%	!!	Budget	May 2022	YTD	Available	%
602 CE/HL OTHER FEES	50	0	40	10	20%	!!	20	0	45	(25)	-125%
605 CE/HL REGISTRATION FEES	6,620	1,120	9,665	(3,045)	-46%	!!	5,100	200	5,450	(350)	-7%
621 MINISTRY BLOCK FUNDING	197,279,489	19,712,702	177,141,628	20,137,861	10%	!!	194,758,768	19,387,366	174,296,328	20,462,440	11%
629 OTHER MIN OF ED GRANTS	10,418,455	1,579,139	9,697,248	721,207	7%	!!	2,614,029	952,979	2,883,353	(269,324)	-10%
641 REVENUE -OTHER PROV MINISTRIES	255,779	(71,092)	253,665	2,114	1%	!!	171,515	0	168,515	3,000	2%
642 REVENUE -OTHER SCHOOL DISTRICTS	3,240	0	3,240	0	0%	!!	0	0	2,700	(2,700)	0%
644 CE/HL COURSE FEES	6,400	750	10,690	(4,290)	-67%	!!	2,900	3,625	13,775	(10,875)	-375%
645 REVENUE-CAFETERIA	151,145	18,471	151,142	3	0%	!!	110,685	15,471	110,683	2	0%
647 OFFSHORE STUDENTS TUITION FEES	14,111,502	190,072	14,620,338	(508,836)	-4%	!!	14,973,989	24,630	15,258,552	(284,563)	-2%
648 LOCAL EDUCATION AGREEMENTS	757,317	0	567,988	189,329	25%	!!	832,036	89,610	832,036	-	0%
649 MISC FEES & REVENUE	2,101,303	486,522	2,160,975	(59,672)	-3%	!!	1,278,541	86,162	1,181,706	96,835	8%
651 COMMUNITY USE OF FACILITIES	1,635,194	129,263	1,545,694	89,500	5%	!!	1,488,905	98,733	1,364,784	124,121	8%
652 COMMUNITY USE OF FIELDS	80,115	0	1,355	78,760	98%	!!	51,670	18,669	65,606	(13,936)	-27%
653 COMMUNITY USE OF THEATRE	51,712	8,809	56,330	(4,618)	-9%	!!	54,271	25,829	74,005	(19,734)	-36%
654 PARKING FEES	34,865	17	7,532	27,333	78%	!!	26,273	1,688	30,351	(4,078)	-16%
655 RENTALS LIAB INS REVENUE	6,197	179	7,326	(1,129)	-18%	!!	6,000	70	5,775	225	4%
659 OTHER RENTALS & LEASES	780,000	61,323	746,666	33,334	4%	!!	777,126	59,523	748,852	28,274	4%
661 INTEREST	49,254	4,874	44,057	5,198	11%	!!	5,537	927	5,853	(316)	-6%
669 INVESTMENT REVENUE	1,334,366	155,759	1,430,502	(96,136)	-7%	!!	347,492	61,530	348,126	(634)	0%
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	236,108,811	22,277,907	216,674,702	19,434,109	8%		230,697,596	20,827,012	210,589,234	20,108,362	9%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - May 2023

	2022-2023								2021-2022							
	Budget	May 2023	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	May 2022	YTD	Encumbrances	Total Exp	Available	%	
SALARIES																
111 CERTIFICATED TEACHERS	99,291,843	9,871,485	88,688,846		88,688,846	10,602,997	11%	!!	94,956,315	9,484,186	84,863,107		84,863,107	10,093,208	11%	
112 P&VP SALARIES	14,700,831	1,162,478	13,102,864		13,102,864	1,597,967	11%	!!	14,587,783	1,184,992	13,029,467		13,029,467	1,558,316	11%	
114 ALLIED SPECIALISTS	1,880,095	175,796	1,654,286		1,654,286	225,809	12%	!!	1,853,609	180,626	1,658,968		1,658,968	194,641	11%	
115 DEPARTMENT HEAD ALLOWANCES	274,951	27,003	242,847		242,847	32,104	12%	!!	261,249	25,644	231,635		231,635	29,614	11%	
120 EXEMPT STAFF (CERT)	994,700	77,970	898,092		898,092	96,608	10%	!!	1,383,839	73,372	1,231,991		1,231,991	151,848	11%	
121 EXEMPT STAFF (NON-CERT)	4,100,279	286,776	3,736,054		3,736,054	364,225	9%	!!	3,897,462	294,187	3,463,062		3,463,062	434,400	11%	
122 CUSTODIANS	1,495,323	113,310	1,345,061		1,345,061	150,262	10%	!!	2,467,263	190,000	2,075,672		2,075,672	391,591	16%	
123 JANITORS	4,208,400	311,700	3,690,014		3,690,014	518,386	12%	!!	3,649,570	278,619	3,392,462		3,392,462	257,108	7%	
125 FOREMEN	566,231	40,044	411,193		411,193	155,038	27%	!!	519,337	30,792	426,578		426,578	92,759	18%	
126 TRADESMEN/LABOURERS	4,464,211	288,870	3,707,253		3,707,253	756,958	17%	!!	4,217,376	281,479	3,575,065		3,575,065	642,311	15%	
131 SCHOOL ASSISTANT SALARIES	19,130,627	1,656,216	15,446,972		15,446,972	3,683,655	19%	!!	17,709,964	1,593,277	14,524,145		14,524,145	3,185,819	18%	
142 CLERICAL SALARIES	9,518,193	759,823	7,985,005		7,985,005	1,533,188	16%	!!	8,936,303	722,310	7,597,678		7,597,678	1,338,625	15%	
161 TTOC SALARIES	10,524,551	1,110,517	9,468,832		9,468,832	1,055,719	10%	!!	9,984,607	1,164,442	9,190,350		9,190,350	794,257	8%	
165 RELIEF LABOUR	299,605	36,682	375,909		375,909	(76,304)	-25%	!!	496,414	47,872	436,471		436,471	59,943	12%	
166 382 EXTRA STAFF SALARIES	521,978	41,562	308,222		308,222	213,756	41%	!!	0	0	0		0	0	0%	
167 SCHOOL ASSIST RELIEF	263,702	81,011	343,539		343,539	(79,837)	-30%	!!	427,036	20,974	224,152		224,152	202,884	48%	
168 CASUAL CLERICAL SALARIES	96,971	3,541	37,596		37,596	59,375	61%	!!	72,055	2,292	17,419		17,419	54,636	76%	
191 TRUSTEES INDEMNITY	239,954	20,400	217,228		217,228	22,726	9%	!!	226,442	19,097	207,344		207,344	19,098	8%	
199 RECOVERIES	(107,053)	(41,636)	(172,531)		(172,531)	65,478	-61%	!!	(634,246)	(47,429)	(594,410)		(594,410)	(39,836)	6%	
TOTAL -- SALARIES	172,465,392	16,023,549	151,487,280	0	151,487,280	20,978,112	12%	!!	165,012,378	15,546,732	145,551,156	0	145,551,156	19,461,222	12%	
BENEFITS																
211 TEACHER BENEFITS	23,825,818	2,854,124	21,594,963		21,594,963	2,230,855	9%	!!	22,376,974	2,693,293	20,375,629		20,375,629	2,001,345	9%	
212 P&VP BENEFITS	2,998,890	289,160	2,733,240		2,733,240	265,650	9%	!!	2,932,145	289,165	2,614,400		2,614,400	317,745	11%	
214 ALLIED SPECIALISTS BENEFITS	434,303	42,801	354,397		354,397	79,906	18%	!!	374,431	41,911	341,318		341,318	33,113	9%	
215 DEPT HEAD ALLOWANCE BENEFITS	65,989	7,467	54,378		54,378	11,611	18%	!!	61,655	6,838	47,940		47,940	13,715	22%	
218 EMPLOYEE FUTURE BENEFITS EXPENSE	427,176	1,071	(190,588)		(190,588)	617,764	145%	!!	407,329	(379)	(304,687)		(304,687)	712,016	175%	
220 EXEMPT (CERT) - BENEFITS	184,022	15,548	175,606		175,606	8,416	5%	!!	254,553	14,519	228,829		228,829	25,724	10%	
221 EXEMPT (N-CERT) BENEFITS	783,237	63,044	713,732		713,732	69,505	9%	!!	747,381	67,196	667,806		667,806	79,575	11%	
222 CUSTODIAN BENEFITS	312,522	26,674	333,569		333,569	(21,047)	-7%	!!	500,153	45,299	472,989		472,989	27,164	5%	
223 JANITOR BENEFITS	879,555	75,397	882,798		882,798	(3,243)	0%	!!	740,182	55,402	687,739		687,739	52,443	7%	
225 FOREMEN BENEFITS	118,344	8,353	85,820		85,820	32,524	27%	!!	111,179	7,687	91,398		91,398	19,781	18%	
226 TRADESMEN/LABOURER BENEFITS	932,424	66,613	831,654		831,654	100,770	11%	!!	901,855	68,690	773,974		773,974	127,881	14%	
231 SCHOOL ASSISTANT BENEFITS	4,693,596	446,292	4,058,063		4,058,063	635,533	14%	!!	4,073,507	386,013	3,487,106		3,487,106	586,401	14%	
242 CLERICAL BENEFITS	2,309,051	201,952	2,054,808		2,054,808	254,243	11%	!!	2,092,064	166,831	1,770,986		1,770,986	321,078	15%	
261 TTOC BENEFITS	2,006,306	246,162	1,979,776		1,979,776	26,530	1%	!!	1,729,555	207,104	1,622,296		1,622,296	107,259	6%	
265 RELIEF LABOUR BENEFITS	29,664	4,030	40,926		40,926	(11,262)	-38%	!!	61,059	14,966	75,789		75,789	(14,730)	-24%	
266 382 EXTRA STAFF BENEFITS	51,680	4,569	31,704		31,704	19,976	39%	!!	0	0	0		0	0	0%	
267 SCHOOL ASSISTANT RELIEF BENEFITS	29,178	9,537	39,490		39,490	(10,312)	-35%	!!	52,745	10,757	53,146		53,146	(401)	-1%	
268 CASUAL CLERICAL BENEFITS	9,976	440	5,049		5,049	4,927	49%	!!	9,871	836	4,069		4,069	5,802	59%	
291 TRUSTEE BENEFITS	13,917	1,610	15,187		15,187	(1,270)	-9%	!!	14,266	1,100	11,103		11,103	3,163	22%	
299 OTHER - BENEFITS	0	0	0		0	0	0%	!!	(72,583)	(6,400)	(66,184)		(66,184)	(6,399)	9%	
TOTAL -- BENEFITS	40,105,648	4,364,842	35,794,573	0	35,794,573	4,311,075	11%	!!	37,368,321	4,070,826	32,955,646	0	32,955,646	4,412,675	12%	
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	14,671	372,065		372,065	24,471	6%	!!	378,439	52,480	522,904		522,904	(144,465)	-38%	
323 SOFTWARE MAINTENANCE	1,068,131	56,724	1,048,788	43,891	1,092,679	(24,548)	-2%	!!	1,153,995	3,286	1,035,504	5,831	1,041,335	112,660	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	859,136	89,034	644,943	281,469	926,412	(67,276)	-8%	!!	1,058,899	64,592	635,733	381,718	1,017,451	41,448	4%	
332 TRANSPORTATION ASSISTANCE	36,237	3,593	35,208		35,208	1,029	3%	!!	14,000	2,814	23,226		23,226	(9,226)	-66%	
334 SCHOOL JOURNEYS	14,461	8,882	41,737		41,737	(27,276)	-189%	!!	22,993	967	10,508		10,508	12,485	54%	
341 PRO-D & TRAVEL	1,251,758	34,115	774,239		774,239	477,519	38%	!!	959,906	57,487	477,042		477,042	482,864	50%	
342 TRAVEL MILEAGE	3,932	1,491	7,194		7,194	(3,262)	-83%	!!	3,231	17	2,179		2,179	1,052	33%	
343 LOCAL MILEAGE	78,690	9,795	62,794		62,794	15,896	20%	!!	79,534	3,310	45,331		45,331	34,203	43%	
364 LEASES	109,851	0	70,996		70,996	38,855	35%	!!	109,851	9,154	100,696		100,696	9,155	8%	
371 MEMBERSHIP FEES	114,133	3,638	109,727		109,727	4,406	4%	!!	111,912	1,713	114,752		114,752	(2,840)	-3%	
391 PREMIUMS	477,804	891	469,984		469,984	7,820	2%	!!	423,447	0	417,815		417,815	5,632	1%	
392 DEDUCTIBLES PAID	600	0	9,072		9,072	(8,472)	-1412%	!!	0	0	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%	

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - May 2023

	2022-2023							2021-2022						
	Budget	May 2023	YTD	Encumbrances	Total Exp	Available	% !!	Budget	May 2022	YTD	Encumbrances	Total Exp	Available	%
421 VISA EXPENSE	16,000	2,839	21,523		21,523	(5,523)	-35% !!	16,410	2,337	19,057		19,057	(2,647)	-16%
422 BANK SERVICE CHARGES	127,555	17,925	165,637		165,637	(38,082)	-30% !!	131,243	13,534	107,482		107,482	23,761	18%
431 LAND TELEPHONE	172,933	2,943	140,904		140,904	32,029	19% !!	173,733	13,936	151,348		151,348	22,385	13%
438 CELL PHONES	215,714	14,807	175,066		175,066	40,648	19% !!	233,182	17,189	184,304		184,304	48,878	21%
439 DIGITAL SERVICES RECOVERY	743,027	0	743,016		743,016	11	0% !!	728,064	0	728,064		728,064	0	0%
441 POSTAGE	43,727	1,633	34,150		34,150	9,577	22% !!	57,483	2,302	31,256		31,256	26,227	46%
444 COURIER SERVICE	26,711	1,650	24,803		24,803	1,908	7% !!	13,118	81	7,199		7,199	5,919	45%
445 ADVERTISING	172,378	8,150	188,145		188,145	(15,767)	-9% !!	119,238	6,531	140,094		140,094	(20,856)	-17%
446 PHOTOCOPYING	233,888	733	226,591		226,591	7,297	3% !!	264,891	0	229,308		229,308	35,583	13%
447 PRINTING SERVICES	10,615	1,073	9,745		9,745	870	8% !!	14,101	0	4,542		4,542	9,559	68%
448 AGENT FEE	713,205	45,088	1,409,291		1,409,291	(696,086)	-98% !!	1,495,058	22,156	1,423,899		1,423,899	71,159	5%
450 GRANTS	66,515	23,670	64,356		64,356	2,159	3% !!	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	11,250	22,577		22,577	(8,115)	-56% !!	13,747	4,630	11,470		11,470	2,277	17%
453 SCHOLARSHIPS	15,950	0	7,604		7,604	8,346	52% !!	13,000	0	5,000		5,000	8,000	62%
457 GIFT / GIFT CERTIFICATES	2,186	442	2,532		2,532	(346)	-16% !!	4,295	125	2,107		2,107	2,188	51%
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	189%
461 FREIGHT AND CARTAGE	0	0	0		0	0	0% !!	84,000	9,067	84,502	6,706	91,208	(7,208)	-9%
462 SECURITY	84,000	10,973	86,780	2,794	89,574	(5,574)	-7% !!	19,500	583	13,115		13,115	6,385	33%
467 FLEET TELEMATICS	24,500	629	16,405		16,405	8,095	33% !!	0	0	0		0	0	0%
469 MISCELLANEOUS SERVICES	3,527,681	414,219	2,724,551	415,410	3,139,961	387,720	11% !!	4,084,454	254,365	3,535,393	342,989	3,878,382	206,072	5%
481 PORTABLE MOVES	60,000	0	18,493		18,493	41,507	69% !!	57,769	0	34,160	12,289	46,449	11,320	20%
499 COST RECOVERIES	(7,048)	0	(13,358)		(13,358)	6,310	-90% !!	(7,396)	(19)	(13,740)		(13,740)	6,344	-86%
501 CAFETERIA FOOD	203,890	37,843	201,249		201,249	2,641	1% !!	180,437	27,624	167,772		167,772	12,665	7%
503 WOOD	11,538	694	16,043		16,043	(4,505)	-39% !!	14,652	1,164	11,822		11,822	2,830	19%
504 METAL	2,375	0	2,930		2,930	(555)	-23% !!	7,874	651	7,675		7,675	199	3%
505 APPLIED TECHNOLOGY SUPPLIES	801	0	290		290	511	64% !!	801	0	0		0	801	100%
506 DRAFTING SUPPLIES	0	0	103		103	(103)	0% !!	498	0	530		530	(32)	-6%
508 AUTOMOTIVE	0	0	472		472	(472)	0% !!	468	182	2,506		2,506	(2,038)	-435%
511 ADMINISTRATIVE SUPPLIES	346,259	27,990	279,715		279,715	66,544	19% !!	337,528	29,031	227,032		227,032	110,496	33%
512 COPY/PRINTER SUPPLIES	180,248	22,878	197,640		197,640	(17,392)	-10% !!	203,707	22,871	167,057		167,057	36,650	18%
514 JANITORIAL SUPPLIES	468,641	43,989	596,943		596,943	(128,302)	-27% !!	462,000	53,251	566,940	3,538	570,478	(108,478)	-23%
515 VEHICLE SUPPLIES	81,791	13,666	117,223		117,223	(35,432)	-43% !!	69,311	9,061	86,053	0	86,053	(16,742)	-24%
516 MEDICAL SUPPLIES	4,005	127	3,580		3,580	425	11% !!	4,981	481	4,044		4,044	937	19%
517 TIRE PURCHASES	25,000	4,102	25,298		25,298	(298)	-1% !!	0	2,304	8,846		8,846	(8,846)	0%
518 VEHICLE FUEL PURCHASES	180,549	24,107	212,045		212,045	(31,496)	-17% !!	156,992	27,167	183,866		183,866	(26,874)	-17%
519 INSTRUCTIONAL SUPPLIES	5,001,463	237,295	2,431,154	49,655	2,480,809	2,520,654	50% !!	8,067,849	335,047	2,859,586	44,028	2,903,614	5,164,235	64%
520 BOOKS & GUIDES	470,395	40,242	281,490	2,921	284,411	185,984	40% !!	588,956	43,044	339,222	399	339,621	249,335	42%
525 MAGAZINES & PERIODICALS	3,207	276	4,350		4,350	(1,143)	-36% !!	5,829	378	7,664		7,664	(1,835)	-31%
530 AUDIO VISUAL MATERIALS	552	42	458		458	94	17% !!	62	511	570		570	(508)	-819%
534 SOFTWARE	23,424	628	24,358		24,358	(934)	-4% !!	31,062	4,646	19,475		19,475	11,587	37%
541 LIGHT & POWER	1,416,413	128,837	1,188,092		1,188,092	228,321	16% !!	1,537,413	139,803	1,312,028		1,312,028	225,385	15%
551 GAS	1,675,500	153,687	1,392,151		1,392,151	283,349	17% !!	1,321,138	149,228	1,124,847		1,124,847	196,291	15%
552 OIL	26,200	0	0		0	26,200	100% !!	55,000	0	27,737		27,737	27,263	50%
561 WATER	428,617	8,448	388,164		388,164	40,453	9% !!	442,617	19,288	386,283		386,283	56,334	13%
562 SEWER USER CHARGE	338,153	11,885	273,385		273,385	64,768	19% !!	298,153	29,221	299,523		299,523	(1,370)	0%
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	10,964	125,564		125,564	49,436	28% !!	221,560	26,552	152,641		152,641	68,919	31%
581 FURNITURE & EQUIP PURCH	813,996	20,490	584,520	75,610	660,130	153,866	19% !!	1,516,977	253,422	1,086,017	253,590	1,339,607	177,370	12%
582 VEHICLE PURCHASES	341,925	11,980	318,955		318,955	22,970	7% !!	255,093	0	15,476		15,476	239,617	94%
590 COMPUTER PURCHASES	1,785,647	96,062	1,065,130	403,439	1,468,569	317,078	18% !!	1,703,465	42,659	946,052	329,901	1,275,953	427,512	25%
594 RECONCILIATION ADJUSTMENTS	0	2,170	6,332		6,332	(6,332)	0% !!	0	557	(133)		(133)	133	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	(9,092)	(4,235)	(23,679)		(23,679)	14,587	-160% !!	(303,796)	59,067	(313,924)		(313,924)	10,128	-3%
TOTAL -- SERVICES & SUPPLIES	23,537,771	1,675,021	19,623,709	1,275,188	20,898,898	2,638,873	11% !!	28,316,897	1,819,847	20,017,429	1,380,989	21,398,418	6,918,479	24%
GRAND TOTAL	236,108,811	22,063,412	206,905,563	1,275,188	208,180,751	27,928,060	12% !!	230,697,596	21,437,405	198,524,231	1,380,989	199,905,220	30,792,376	13%

2022-2023 Budget Change Report: May 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
February 2023 Special Needs Enrolment Growth Adjustment	10,640	10,640
Misc Donations and Revenues to May 31	30,770	30,770
Cafeteria Revenue to May 31	18,189	18,189
Theatre Rental Revenue to May 31	2,181	2,181

Total Changes:	<u>7,312,327</u>	<u>8,934,976</u>
----------------	------------------	------------------

Amended Budget to May 31, 2023

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

Reserves

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

2022-2023 Budget Change Report: May 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 to May 31	19,096	19,096
	<u>19,096</u>	<u>19,096</u>
Learning Improvement Fund		
Labour Settlement Funding	24,770	24,770
	<u>24,770</u>	<u>24,770</u>

School Generated Funds

Interest Revenue to May 31	165,002	165,002
	<u>165,002</u>	<u>165,002</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: May 2023 - Capital

	Revenue	Expenses
Local Capital		
Pacifica Housing Advisory Quit Claim	1,000,000	
Interest Revenue to May 31	54,516	
	1,054,516	0

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: June 12, 2023
RE: **2024-2025 Annual Five Year Capital Plan**

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 final 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 Final 2024-2025 Major Capital Plan Submission Summary.

There were no changes from the Draft 2024-2025 Major Capital Plan Submission Summary presented at the May 8, 2023 Operations Policy and Planning Committee meeting.

Minor Capital Programs

Planning for minor capital programs is over a one-year period. Minor capital programs in the final 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 **\$4,600,000**:

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	\$500,000
Central Middle	Interior Construction	400,000
Various	Food Infrastructure	305,000
		\$1,205,000

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

The changes from the Draft 2024-2025 Minor Capital Plan Submission Summary presented at the May 8, 2023 Operations Policy and Planning Committee meeting include:

- School Enhancement Program (SEP):
 - South Park Elementary – Roofing: Decreased from \$1,000,000 to \$500,000 as the project will be phased over multiple years
 - Various – Food Infrastructure: Increased from \$12,000 to \$305,000 to include commercial toasters and upgrades to school kitchen space where needed

Recommended Motions:

Major Capital Programs

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education and Child Care the 2024-2025 Capital Plan as it relates to Major Capital Programs.

Minor Capital Programs

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education and Child Care the 2024-2025 Capital Plan as it relates to Minor Capital Programs.

Supporting Documents

Final 2024-2025 Major Capital Plan Submission Summary
 Final 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 (Seismic)	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)	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	\$1,205,000
PEP	\$495,000
Total	\$4,600,000

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.	\$500,000
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 schools that currently do not have fridges, sinks, toasters or storage areas for food 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 and cupboards, counter space and sink to prepare the food.	\$305,000
				Submission Category Total:	\$1,205,000



FACILITIES SERVICES

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

Update for June 12th, 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 received and sent to the Ministry for review.
- **South Park** – Starting the exterior re-paint for summer completion.
- **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) = 80% Complete
 - Reynolds – Equipment moves complete with safety lines and signage to complete in summer.
 - Cedar Hill – Equipment reorganization complete with safety lines to be completed in the summer along with signage.
 - Mount Douglas – Equipment reorganization complete with safety lines and signage to complete in the summer.
 - 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 – Equipment moves in progress with completion of the safety lines in the summer, along with signage.
 - 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.

MINOR CAPITAL

- **District HRV Installations** – Last of the HRVs have been delivered and scheduling in for summer completion.
- **School-Funded Requests** – In the process of wrapping up outstanding school-funded requests prior to year-end cut off.
- **Fire Alarm McKenzie Elementary** – 20% complete with verification to occur in the summer months.
- **Strawberry Vale Siding** – Planning stages with equipment and personnel with replacement to start this summer and into fall.
- **South Park** – Chimney replacement scheduled for summer months.

- **Asphalt Repairs** – Repairs scheduled over the summer at Northridge, McKenzie and Glanford.
- **Roof Replacements** – Roof Replacements scheduled over the summer months at Spectrum, Mt. Doug, Monterey, Eagle View, Reynolds, Tolmie, and Macaulay.
- **Elevator and Lift Upgrades** – Scheduled upgrades at Margaret Jenkins, Reynolds, Quadra, Monterey, Braefoot, and South Park.

Childcare Update

- **Hillcrest** – Roof sheeting complete, beginning sheet metal and metal roofing nearing completion.
- **Lake Hill** – At lock up stage and employees will be back to site upon completion of Eagle View and View Royal. Currently working on electrical and mechanical rough ins.
- **View Royal addition** – Drywall finishing underway with completion scheduled for July 1.
- **Eagle View addition** – Interior painting partially complete and sheet metal and fire stopping complete.
- **McKenzie** – Parking lot nearing complete with line markings remaining and underway. Childcare site ready for concrete forming, underground infrastructure nearing completion .

SJ Burnside – Shoring planning complete, with remediation to start first week of July. Shoring to be installed after remediation in August. After shoring installation, further external investigations will be completed to determine extent of repairs, timelines and costs.

Classrooms

- **Vic West portable** – Schedules submitted to the City of Victoria for final occupancy.
- **Tillicum** – Drawings submitted to Saanich and portable move planned for end of July. Still have not obtained building permit so classroom will not be ready for the Sept start of school. Plan in place for temporary location for students until Winter break.

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. Tendering of project planned for June 7th, 2023.

OPERATIONS

- Custodians continue to be hired to prepare us for the upcoming summer work and next year's custodial runs.
- July 5 and 6 is a district wide training session for custodians, and will be a great opportunity for staff to engage with one and another.
- With the recent update to the James Bay security system, facilities was blind-sided when Colquitz security system failed out-of-the-blue.
 - Our electrical and networks team pulled out all the stops to get the fire protection system operational immediately. The security system is taking longer to install due to the design of the building. We have been running overnight patrols for the last few weeks to ensure it is secure.

- Our cartage team has had full days moving props for theatre productions and desks/chairs for end-of-year exams. Preparations are underway for all the teacher moves through the summer.
- There have been many rentals through May, including community use rentals on weekends. These rentals have filled our fields and parking lots and we have had to rethink our parking capacity for a few large groups.

TRANSPORTATION, TRAINING AND GROUNDS

- In the process of routing our registered inclusive students, currently estimating 16 Thirdwave runs being required.
- The four current regular bussing runs and the morning Songhees bus run will be maintained next year using SD61 buses.
- All internal field trips using SD61 buses are fully booked for June.
- In the process of insuring all white fleet and school owned buses, new insurance effective July 1, 2023.

NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT

- The NCIS team has started to replace some of the older security systems that have left the district vulnerable to cyber intrusion.
- The NCIS team is currently at Colquitz dealing with the emergency security system replacement.
- Tec Package maintenance was performed throughout Sundance, S.J. Willis, Lansdowne, Braefoot, Macaulay, Frank Hobbs, Tillicum, and Sir James Douglas.
- School WiFi coverage upgrades are underway at Frank Hobbs and Campus View.

CLIMATE and ENERGY

- 2023/24 LED Lighting upgrades will begin approximately 2 months ahead of schedule.
 - McKenzie Elementary now 75% complete
 - Lake Hill Elementary scheduled to start soon
 - George Jay Elementary initial investigation / application underway
- Weather has permitted an earlier summer boiler shutdown than previous years. This will have a positive impact on 2023 GHG emissions.
- 2023 Climate Action Accountability Report and 2022 reporting of GHG emission is now complete and has been submitted to the Province.
- Audit of all district water meters began, and was completed this month.
 - Water consumption data has been updated to include 2022
 - All previously missing water meters accounted for and submitted to tracking system
 - Inquiry has been submitted to municipalities on procedure for long term inactive meters
- 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
- 2023/24 Educational awareness and Behavior Campaigns under development
 - Climate Pledge Walls
 - Paper procurement campaign
 - Space Heater Defeater
 - Lights Out – Light Switch Stickers
- Audit of all electrical meter tracking to begin in June



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 28 – June 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
Substantial Completion of Vic High	July 2022	November 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 \$55.9 Million. The CM contract budget has now been 100% allocated and the project continues to experience unforeseen pressures.
- The CM budget has been increased to manage the unforeseen pressures.

Vic High Seismic COA	Progress/ Completion (%)	Budget	Expenses Posted to Date	Remainder	Commitments	Remainder After Commitments	% Availabl e	Prior Period Expenses	Change from Prior Period
Vic High Seismic Fees 2017	100%	115,070	115,070	0		0	0%	115,070	0
Vic High Seismic Fees 2019	100%	3,589	3,589	(0)		(0)	0%	3,589	0
Vic High Seismic Construction	65%	70,401,910	55,946,118	14,455,792		14,455,792	21%	49,454,962	6,491,156
SJ Construction	100%	5,933,870	5,933,870	(0)		(0)	0%	5,933,870	0
Vic High Equipment	25%	2,200,000	590,233	1,609,767	540,340	1,069,427	49%	514,328	75,905
Vic High Seismic Fees 2020	80%	7,500,000	6,811,763	688,237	214,397	473,840	6%	6,586,714	225,048
Vic High Capital Support	10%	100,000	10,412	89,588		89,588	90%	10,412	0
Vic High Millwork	50%	1,395,400	762,720	632,680		632,680	45%	654,515	108,205
Vic High Legal Fees	50%	62,000	39,752	22,248	20,803	1,445	2%	0	39,752
SJ Capital Support	100%	114,877	114,877	0		0	0%	114,877	0
Vic High Moving	2%	200,000	604	199,396		199,396	0%	604	0
SJ Moving	100%	113,640	113,640	0		0	0%	113,640	0
Vic High Bussing	65%	80,000	47,190	32,810		32,810	41%	32,670	14,520
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	104,505	40,495		40,495	28%	95,695	8,810
A Parker - Vic High TTOC	0%	20,000	0	20,000		20,000	100%	0	0
Vic High Project Management	60%	963,450	410,404	553,046		553,046	57%	406,548	3,856
Vic High Capital Tech Support	15%	150,000	39,018	110,982	349	110,633	74%	35,223	3,796
SJ Capital Tech Support	0%	0	0	0		0	0%	0	0
Prior Year Completed Expenses	0%	53,007	53,007	0		0	0%	53,007	0
		89,601,813	71,102,046	18,499,767	775,888	17,723,879	20%	64,130,997	6,971,049



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:

- Exterior heritage window replacement almost complete.
- Exterior brick and terra cotta upgrade almost complete.
- Interior drywall underway.
- Installation of mechanical rough-in (HVAC, Sprinklers and Plumbing).
- Installation of electrical rough-in.
- Millwork installation underway.
- Parking lot grading and curbing underway and asphalt starting up this month.
- Auditorium painting and electrical upgrades underway.
- Heritage corridor ceiling coffers being built.
- Carving started on the learning commons doors.
- Irrigation improvements starting soon.

Looking to July 2023

- Continue finishing, including drywall, flooring, painting and millwork, from Level 0 to Attic and NLC.
- Start installing wood slat ceiling in NLC.
- Start East side site improvements including new plaza.

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. Glazing on NLC



2. New Glazing on Stairwell





3. South Face Exterior Upgrades Complete and Scaffolding Removed



4. Finishing Carpentry on Window Aprons





5. Drywall in the Multipurpose Room



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

