



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

AGENDA

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

Monday, September 18, 2023, 7:00 p.m.

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 September 18, 2023 agenda be approved.

A.3. Approval of the Minutes

Recommended Motion:

That the June 12, 2023 Operations Policy and Planning Committee meeting minutes, be approved.

A.4. Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

B.1. BC Anti Human Trafficking Educator, Speaker, Advocate - Cathy Peters

C. SUPERINTENDENT'S REPORT

C.1. Privacy Management Program – Administrative Regulations

- a. Draft Administrative Regulation 1161.2 Privacy Management Program
- b. Draft Administrative Regulation 1161.3 Privacy Impact Assessments
- c. Draft Administrative Regulation 1161.4 Critical Incident and Privacy Breach

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. Feeding Future School Food Programs Funding Memo - Deputy Superintendent Caldwell and Vice-Principal Henry

E.2. Monthly Financial Reports:

- a. June 2023
- b. July 2023
- c. August 2023

E.3. Budget Change Report: August 2023

F. FACILITIES PLANNING

F.1. Operations Update: August 2023

F.2. Victoria High School Seismic Project Update

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

H.1. Draft Climate Action Plan – Trustee Gagnon

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, June 12, 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, Board Chair (ex officio)

Trustee Regrets: Natalie Baillaut

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Andy Canty, Director of Information Technology for Learning, Dr. Shelly Niemi, Director of Indigenous Education, Julie Lutner, Associate Secretary-Treasurer

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

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 Kwan

That the June 12, 2023 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved by Trustee Gagnon

Amendment

Refer to Trustee Duncan as Board Chair (ex officio) when listed as an Education Policy and Directions member.

That the May 8, 2023 Operations Policy and Planning Committee meeting minutes be approved, as amended.

Motion Carried Unanimously

A.4. Business Arising from Minutes

Trustee Duncan requested the final version of the Climate Action Accountability Report.

Superintendent Whitten stated that it will be provided at the June 19, 2023 Board of Education meeting.

B. PRESENTATIONS TO THE COMMITTEE

- B.1.** Cindy Romphf, Co-Chair of the District Occupational Health and Safety committee, presented on a New Scent Aware Policy for the Greater Victoria School District.

C. SUPERINTENDENT'S REPORT

- C.1.** Director of Human Resource Services Vair presented revisions to Regulation 4300 District Operational Health and Safety Committee for information.

Questions of clarification were asked.

- C.2.** Director of Human Resource Services Vair presented draft Policy XXXX Scent Sensitive Workplace.

Questions of clarification were asked.

Moved by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) review 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.

Amendment

Moved by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) ~~review~~ **refer** draft Policy XXXX Scent Sensitive Workplace **to rights holders and stakeholders for feedback and return comments and recommendations not later than the November 2023 Operations Policy and Planning Committee meeting.** ~~and provide direction to the Policy Sub-Committee for consultation and further development in compliance with Bylaw 9210 The Development of Policy.~~

Motion Carried Unanimously

C.3. Policy Sub Committee Report

- a. Revised Policy 1161 Freedom of Information and Protection of Privacy
Director of Information Technology for Learning Canty and Secretary-Treasurer Stride provided the Policy for approval.

Trustees discussed Policy 1161 Freedom of Information and Protection of Privacy.

Amendment

Moved by Trustee Duncan

2.0 Definitions

Add:

2.2 "Personal Identity Information" means any personal information of a type that is commonly used, alone or in combination with other information, to identify or purport to identify an individual.

Motion Carried Unanimously

Amendment

Moved by Trustee Duncan

2.4 "Staff" refers to all employees of the school district who are required to comply with FIPPA and all relevant school district policies and regulations. ~~Under FIPPA, staff also refers to contractors and volunteers who are expected to adhere to all relevant School District policies and regulations~~

2.5 Contractors working on behalf of the school district are required to comply with FIPPA and all relevant school district policies and regulations.

2.6 Volunteers carrying out volunteer activities on behalf of the school district are required to comply with FIPPA and all relevant school district policies and regulations.

Motion Carried Unanimously

Other amendments made without motion include:

3.1 Change the word procedures to regulations

4.2.3 Change FOIPPA to FIPPA

5.0 Remove reference to Part 3 of FIPPA

Moved by Trustee Paynter

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

Motion Carried Unanimously

Director of Information Technology for Learning Canty received support from the Committee to proceed with the public-facing webpage for the Privacy Management Program, including posting the approved Policy and the draft Administrative Regulations with a notation that they are still under review. Director Canty also advised that the Administrative Regulations would be updated to be consistent with the changes made to the Policy.

b. New Policy 5150 Sanctuary Schools

Superintendent Whitten presented the policy.

Trustees, partners, and staff discussed the motion.

Moved by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) refer new Policy 5150 Sanctuary Schools to the Policy Sub-Committee to consider the new feedback received and bring it back to the September 2023 Education Policy and Directions Committee Meeting.

Motion Carried Unanimously

c. New Policy XXXX International Student Enrollment

Trustee Duncan presented the policy.

Trustees, partners, and staff discussed the motion.

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) refer draft Policy XXXX International Education Enrollment to the Policy Sub-Committee for further development and consultation and bring it back to the September 2023 Education Policy and Directions Committee Meeting.

D. PERSONNEL ITEMS

- D.1.** Director of Human Resource Services Vair presented the staffing report for information.

Trustees, partners and staff discussed the report.

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: May 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

E.2. Budget Change Report: May 2023

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

Trustees had questions of clarification.

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

- a. Major Capital Programs

Moved by Trustee Paynter

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.

Motion Carried Unanimously

- b. Minor Capital Programs

Moved by Trustee Paynter

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.

Motion Carried Unanimously

F. FACILITIES PLANNING

F.1. Operations Update: June 2023

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

F.2. Victoria High School Seismic Project Updates

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

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 Gagnon

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 10:35 p.m.

Chair

Secretary-Treasurer

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: Operations Policy and Planning Committee

FROM: Katrina Stride, Secretary-Treasurer

DATE: September 18, 2023

RE: **Privacy Management Program – Administrative Regulations**

Background

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

At the May 8, 2023 Operations Policy and Planning Committee meeting Director of Information Technology Canty presented a progress report on the implementation of the Privacy Management Program. A revised Policy 1161 Freedom of Information and Protection of Privacy and supporting Administrative Regulations were presented for review.

At the May 8, 2023 Operations Policy and Planning Committee meeting and the May 29, 2023 Regular Board meeting the following motion carried unanimously:

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.

At the June 8, 2023 Policy Sub-Committee meeting Director Canty presented the revised Policy 1161 Freedom of Information and Protection of Privacy and supporting Administrative Regulations. The Policy Sub-Committee made revisions to the Policy and recommended the following motion:

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

At the June 12, 2023 Operations Policy and Planning Committee meeting and the June 19, 2023 Regular Board meeting amendments were made to the Policy and the following motion carried unanimously:

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

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.

Director Canty received support to proceed with the public-facing webpage for the Privacy Management Program, including posting the approved Policy and the draft Administrative Regulations with a notation that they are still under review. Director Canty advised that the Administrative Regulations would be updated to be consistent with the changes made to the Policy.

Administrative Regulations

Director Canty has updated the Administrative Regulations to be consistent with the changes made to the Policy. The Administrative Regulations marked up with the changes made since the June 19, 2023 Regular Board meeting are included for information.

Supporting Documents

Policy 1161 Freedom of Information and Protection of Privacy
Administrative Regulation 1161.2 Privacy Management Program
Administrative Regulation 1161.3 Privacy Impact Assessments
Administrative Regulation 1161.4 Critical Incident and Privacy Breach
Bylaw 9220 Administrative Regulations

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

POLICY 1161

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Adopted: September 26, 2016

Revised: June 19, 2023

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 who are required to comply with FIPPA and all relevant School District policies and regulations;
- 2.5 "Contractors" refers to a service provider retained under a contract to perform services for the School District. Contractors are required to comply with FIPPA and all relevant School District policies and regulations;

- 2.6 “Volunteers” refers to community members carrying out volunteer activities on behalf of the School District. Volunteers are required to comply with FIPPA and all relevant School District policies and regulations.

3.0 POLICY STATEMENT

- 3.1 The School District and all Staff, Contractors, and Volunteers, shall uphold the privacy, confidentiality and appropriate use of personal information in compliance with the School Act, FIPPA and the Regulations, 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 regulations; and
- 4.2.3 supporting Greater Victoria School District’s compliance with FIPPA.

5.0 REFERENCES

- i. Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996
- ii. Freedom of Information and Protection of Privacy Regulation
- iii. School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3)

iv. Student Records Disclosure Order (M14/91)

PRIVACY MANAGEMENT PROGRAM

PURPOSE

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

DEFINITIONS

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

1. “Consent” means express written consent to the collection, use or disclosure of personal information;
2. “FIPPA” means the BC Freedom of Information and Protection of Privacy Act, and regulations thereto;
3. “Head” means the Superintendent, and includes any person to whom the Head has delegated (in writing) their powers to act as Head;
4. “Personal Information” means recorded information about an identifiable individual, but excludes a person’s business contact information. **Personal information may also be identifiable through the 'mosaic effect'. The mosaic effect is a concept that illustrates how elements of information may be non-identifiable on their own but when combined could become personally identifiable.;**
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 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 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. Personal information may also be identifiable through the ‘mosaic effect’. The mosaic effect is a concept that illustrates how elements of information may be non-identifiable on their own but when combined could become personally identifiable.;
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 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. **Personal information may also be identifiable through the 'mosaic effect'.**

The mosaic effect is a concept that illustrates how elements of information may be non-identifiable on their own but when combined could become personally identifiable.

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:

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

INITIATIVES INVOLVING THE STORAGE OF PERSONAL INFORMATION

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

CONTACT INFORMATION

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

RELATED ACTS AND REGULATION

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Freedom of Information and Protection of Privacy Act (FIPPA)

SUPPORTING REFERENCES, POLICIES, REGULATIONS AND FORMS

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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

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. Personal information may also be identifiable through the 'mosaic effect'.

The mosaic effect is a concept that illustrates how elements of information may be non-identifiable on their own but when combined could become personally identifiable.

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:

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

INITIATIVES INVOLVING THE STORAGE OF PERSONAL INFORMATION

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

CONTACT INFORMATION

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

RELATED ACTS AND REGULATION

School 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. **Personal information may also be identifiable through the 'mosaic effect'. The mosaic effect is a concept that illustrates how elements of information may be non-identifiable on their own but when combined could become personally identifiable.**
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. 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
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Administrative Regulation 1161.3 Privacy Impact Assessments

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. Personal information may also be identifiable through the 'mosaic effect'. The mosaic effect is a concept that illustrates how elements of information may be non-identifiable on their own but when combined could become personally identifiable.
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
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SUPPORTING REFERENCES, POLICIES, REGULATIONS AND FORMS

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Administrative Regulation 1161.1 Fees for Access to Information
Administrative Regulation 1161.2 Privacy Management Program
Administrative Regulation 1161.3 Privacy Impact Assessments

BYLAW 9220

ADMINISTRATIVE REGULATIONS

The Board of School Trustees recognizes the importance of having specific and detailed instructions in writing for the guidance and decision-making of its personnel. To ensure that the administration of day-to-day matters throughout the School District are in accordance with the School Act, the Board of Trustees requires that Administrative Regulations be formulated and compiled. All regulations will be based on policy statements adopted by resolution at official Board meetings. It shall be the responsibility of the Superintendent of Schools as the Chief Executive Officer to ensure that these resolutions are carried out.

1. Definition

An Administrative Regulation outlines specific and detailed instructions which:

- a) derive from a policy statement adopted by motion of the Board of School Trustees
- b) are consistent with such policy statement from which they derive
- c) make the policy statement operative
- d) enables personnel, to whom day-to-day administration of the School District has been delegated, to make decisions commensurate with the intent of the policy statement adopted by the Board of School Trustees.

2. Formulation and Compilation

Following adoption of new policy statements, or amendments or deletion of existing policy statements, by the Board of School Trustees, the Superintendent of Schools, in the capacity of Chief Executive Officer, shall be responsible for the formulation and compilation of such new or amended administrative regulations, or deletion of existing administrative regulations, as required which:

- (a) shall be fully consistent with such policy statements adopted by the Board of School Trustees in order to make them operative, and
- (b) shall conform to the *School Act*.

3. Presentation

The Administrative Regulations shall be presented in writing by the Superintendent of Schools or designate, to the Board Agenda setting meetings consisting of the Chair, Vice-Chair, Superintendent and Secretary-Treasurer:

- a) as information items only
unless
- b) i) the administrative regulation content involves a direct monetary attachment requiring authorization by the Board of School Trustees, in which case a motion must accompany the administrative regulation for Board action,
or
ii) the advice of the Superintendent of Schools is that a particular administrative regulation should receive special consideration of the Board of School Trustees, in which case a motion must accompany the administrative regulation for Board action.

- 4. The Board Agenda setting meeting shall, following its review and determination of readiness for presentation to the Board, include the item on the Agenda for information or consideration of the Board of School Trustees at its next regular meeting at which the Board may:

- a) in the case of an information item, direct any changes it deems necessary and, in the absence of any directions, the item is deemed to be accepted

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

- b) in the case of an administrative regulation requiring adoption by motion, either:
 - i) Adopt the motion as submitted
 - ii) Amend the motion and adopt the motion as amended
 - iii) Refer the motion
 - iv) Table the motion
 - v) Defeat the motion thereby adopting, or amending and adopting as amended, or referring, or tabling, rejecting the proposed new Administrative Regulation or amendment to, or deletion of, the existing Administrative Regulation, as the case may be.

Minor Updating Process

From time-to-time minor updating of regulations 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 regulation 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: December 16, 1968
Revised: July 1975
Revised: September 11, 1978
Revised: August 1981, November 1981
Revised: January 1997
Adopted: February 25, 2002
Reviewed: March 2012
Revised: December 14, 2022

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

Office of the Deputy Superintendent

Harold W Caldwell – Deputy Superintendent

To: Operations Policy and Planning Committee

From: Harold W Caldwell, Deputy Superintendent

Date: September 18, 2023

RE: **2023-2024 Feeding Futures School Food Programs (FFSFP) Funding**

In the Spring of 2023, The Ministry of Education and Child Care announced the allocation of Feeding Futures School Food Programs (FFSFP) funding; the Greater Victoria School District received \$2,253,290. This new funding is part of government's broader Feeding Futures School Food Programs Framework, which is a commitment to ensure students are properly fed for learning in order to enhance positive academic and healthy outcomes.

The allocation has spending criteria that includes the following:

Food

- Must be towards the delivery of food programs to feed students who need it most (e.g., maintain current programs, increase number of students served, increase nutrition of food).
- Spending may support Culinary Arts programs if the food produced by the program is provided to students in need.
- Program delivery may include the procurement of third-party food service providers, or expansion of existing contracts.
- Districts are encouraged to use nutritious and B.C. grown/produced food where possible.
- Program delivery should be stigma-free, flexible, and respect student privacy.

Staff

- Flexibility to hire up to one School Food Coordinator FTE if needed or offset existing costs to a School Food Coordinator.

Other (for 2023/2024 foundational year only)

- Small appliances or equipment to prepare, store, cook and transport food from a school with a kitchen to another school (e.g., kitchen utensils, insulated containers, microwaves).
- Supports that improve student food security (e.g., grocery store gift cards, food for weekends and school closures).

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Two factors were used to allocate the funds to schools in our district; the vulnerability index for each school and targeting the 20% of students who struggle with food insecurity. A total of \$1,708,172 was allocated directly to schools as listed below:

2023 - 2024 Feeding Futures Food Program Allocation			
FFSFP Allocation Model 1 (Red = CommunityLINK Schools)			
	23/24 Allocation Feeding Futures Food Program		
	School Meal Assista nt	Allocation for Food	Total Allocation
Braefoot		15,492	15,492
Campus View		25,725	25,725
Cloverdale		29,518	29,518
Craigflower	14,890	29,859	44,749
Doncaster		28,971	28,971
Eagle View		19,250	19,250
Frank Hobbs		16,508	16,508
George Jay	14,890	58,890	73,780
Hillcrest		22,448	22,448
James Bay	11,912	11,275	23,187
Lake Hill		15,389	15,389
Macaulay	7,445	43,529	50,974
Margaret Jenkins		22,472	22,472
Marigold		21,478	21,478
McKenzie		18,188	18,188
Northridge		21,539	21,539
Oaklands		40,103	40,103
Quadra	11,912	48,204	60,116
Rogers		19,869	19,869
Sir James Douglas		30,038	30,038
South Park		14,534	14,534
Strawberry Vale		15,764	15,764
Sundance-Bank		981	981
Tillicum	14,890	35,922	50,812
Torquay		18,205	18,205
Victoria West	11,912	25,188	37,100
View Royal		20,902	20,902
Willows		26,062	26,062
Arbutus		26,285	26,285
Cedar Hill		42,781	42,781
Central	11,912	51,430	63,342
Colquitz		44,471	44,471
Glanford		29,929	29,929
Gordon Head		20,919	20,919
Lansdowne		64,306	64,306
Monterey		21,839	21,839
Rockheights		35,832	35,832
Shoreline		45,806	45,806
Esquimalt		100,007	100,007
Lambrick Park		31,263	31,263
Mount Douglas		45,630	45,630
Oak Bay		69,849	69,849
Reynolds		68,392	68,392
Spectrum		82,601	82,601
Victoria High		88,613	88,613
Victor		349	349
SJ Burnside (Alt Ed)		41,809	41,809
	99,763	1,608,414	1,708,177

The remainder was allocated as follows:

Total Funding		2,253,290
District VP, Food Program (.55 FTE)		-86,431
CUPE Support 10.5 month (.45 FTE)		-36,187
Four Houses		-100,000
Fruit Program - Bcause		-205,000
Victor		-2,500
Strong start		-20,000
Supplies		-5,000
Community supports (ie- BPB, Starfish, hamper)		-50,000
Welcome Centre		-5,000
Tolmie- Under 5years		-5,000
Contingency		-30,000
Allocated to schools		1,708,172

Building the capacity to work towards stigma-free access to nutritious food for any students who need it will take time. During our 2023/2024 foundational year, we have started to build out our multi-year framework including the following:

- Creating a Vice Principal Food Coordinator position with CUPE support – Emmanuelle Henry
- A survey of each school to assess their current programs and gaps – June 2023
- A survey of each school for space and equipment needs – June 2023
- Introduction of a school planning template – July 2023
- All schools have a plan to implement food availability beginning the week of September 11th
- Supporting schools in accessing resources and community organizations that best fit their school community
- A district distribution of fruit boxes to each school on a weekly basis – September 12, 2023
- Purchase of Industrial toasters for 7 schools
- Purchase of refrigerators for 12 schools
- Upgrading storage and prep surfaces for 11 schools
- Messaging families informing them of the food program – September 2023
- Developing a survey for families to receive feedback – October 2023
- Creating a Questions & Answers resource document
- Development of a long-term planning process including community inclusion (e.g., non-profit organizations, corporate donors and parent advisory councils)

We heard clearly in the surveys that there needed to be flexibility for schools to have autonomy in sourcing and providing food and access to district support when needed. This framework will be a multi-step process over the coming school year and beyond and will support building the capacity in each school community to work towards all students having stigma and barrier-free access to nutritious food.

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One *Learning* Community



MONTHLY FINANCIAL REPORT - OPERATING REVENUES - June 2023

	2022-2023						2021-2022				
	Budget	June 2023	YTD	Available	%	!!	Budget	June 2022	YTD	Available	%
602 CE/HL OTHER FEES	50	0	40	10	20%	!!	80	35	80	0	0%
605 CE/HL REGISTRATION FEES	6,620	440	10,105	(3,485)	-53%	!!	5,550	100	5,550	0	0%
621 MINISTRY BLOCK FUNDING	197,411,666	19,572,076	196,713,704	697,962	0%	!!	194,777,362	19,573,388	193,869,716	907,646	0%
629 OTHER MIN OF ED GRANTS	10,585,968	1,586,682	11,283,930	(697,962)	-7%	!!	2,354,658	303,343	3,186,696	(832,038)	-35%
641 REVENUE -OTHER PROV MINISTRIES	280,846	27,512	281,178	(332)	0%	!!	166,975	(1,540)	166,975	0	0%
642 REVENUE -OTHER SCHOOL DISTRICTS	4,800	1,560	4,800	0	0%	!!	0	0	2,700	(2,700)	0%
644 CE/HL COURSE FEES	6,400	0	10,690	(4,290)	-67%	!!	13,050	(725)	13,050	0	0%
645 REVENUE-CAFETERIA	167,699	16,556	167,699	0	0%	!!	123,426	12,739	123,423	3	0%
647 OFFSHORE STUDENTS TUITION FEES	14,637,738	17,399	14,637,737	1	0%	!!	15,057,308	(201,245)	15,057,307	1	0%
648 LOCAL EDUCATION AGREEMENTS	697,962	129,974	697,962	0	0%	!!	832,036	(3,002)	829,034	3,002	0%
649 MISC FEES & REVENUE	2,440,807	286,763	2,447,738	(6,931)	0%	!!	1,519,807	336,455	1,518,161	1,646	0%
651 COMMUNITY USE OF FACILITIES	1,635,194	340,319	1,886,013	(250,819)	-15%	!!	1,488,905	175,658	1,540,442	(51,537)	-3%
652 COMMUNITY USE OF FIELDS	80,115	0	1,355	78,760	98%	!!	51,670	17,215	82,821	(31,151)	-60%
653 COMMUNITY USE OF THEATRE	106,362	9,216	65,547	40,815	38%	!!	87,769	9,103	83,107	4,662	5%
654 PARKING FEES	34,865	0	7,532	27,333	78%	!!	26,273	203	30,554	(4,281)	-16%
655 RENTALS LIAB INS REVENUE	6,197	133	7,460	(1,263)	-20%	!!	6,000	0	5,775	225	4%
659 OTHER RENTALS & LEASES	780,000	29,716	776,382	3,618	0%	!!	777,126	28,273	777,126	0	0%
661 INTEREST	49,254	13,518	57,574	(8,320)	-17%	!!	5,537	3,356	9,209	(3,672)	-66%
669 INVESTMENT REVENUE	1,334,366	307,119	1,737,620	(403,254)	-30%	!!	347,492	117,699	465,825	(118,333)	-34%
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	237,312,717	22,338,983	239,013,687	(1,700,970)	-1%		230,833,763	20,371,055	230,960,290	(126,527)	0%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - June 2023

	2022-2023							2021-2022						
	Budget	June 2023	YTD	Encumbrances	Total Exp	Available	% !!	Budget	June 2022	YTD	Encumbrances	Total Exp	Available	%
SALARIES														
111 CERTIFICATED TEACHERS	99,098,177	9,846,286	98,535,131		98,535,131	563,046	1% !!	95,142,399	9,820,264	94,683,370		94,683,370	459,029	0%
112 P&VP SALARIES	14,700,831	1,162,556	14,265,419		14,265,419	435,412	3% !!	14,724,483	1,336,286	14,365,753		14,365,753	358,730	2%
114 ALLIED SPECIALISTS	1,880,095	257,692	1,911,978		1,911,978	(31,883)	-2% !!	1,853,609	180,595	1,839,563		1,839,563	14,046	1%
115 DEPARTMENT HEAD ALLOWANCES	274,951	27,873	270,720		270,720	4,231	2% !!	261,249	25,644	257,278		257,278	3,971	2%
120 EXEMPT STAFF (CERT)	1,015,104	116,954	1,015,046		1,015,046	58	0% !!	1,383,839	123,432	1,355,423		1,355,423	28,416	2%
121 EXEMPT STAFF (NON-CERT)	4,120,090	433,920	4,169,974		4,169,974	(49,884)	-1% !!	3,897,368	426,414	3,889,476		3,889,476	7,892	0%
122 CUSTODIANS	1,500,925	287,252	1,632,313		1,632,313	(131,388)	-9% !!	2,467,263	290,918	2,366,590		2,366,590	100,673	4%
123 JANITORS	4,215,105	662,023	4,352,037		4,352,037	(136,932)	-3% !!	3,649,570	334,975	3,727,437		3,727,437	(77,867)	-2%
125 FOREPERSON	566,231	123,973	535,165		535,165	31,066	5% !!	519,337	45,563	472,141		472,141	47,196	9%
126 TRADESPEOPLE	4,464,211	692,164	4,399,417		4,399,417	64,794	1% !!	4,219,860	439,063	4,014,129		4,014,129	205,731	5%
131 SCHOOL ASSISTANT SALARIES	19,130,337	2,737,540	18,184,512		18,184,512	945,825	5% !!	17,709,964	2,237,982	16,762,127		16,762,127	947,837	5%
142 CLERICAL SALARIES	9,545,680	1,243,348	9,228,353		9,228,353	317,327	3% !!	8,941,058	1,131,380	8,729,059		8,729,059	211,999	2%
161 TTOC SALARIES	10,603,561	1,104,342	10,573,174		10,573,174	30,387	0% !!	9,909,200	1,120,607	10,310,957		10,310,957	(401,757)	-4%
165 RELIEF LABOUR	303,102	(11,379)	364,530		364,530	(61,428)	-20% !!	496,414	62,172	498,643		498,643	(2,229)	0%
166 382 EXTRA STAFF SALARIES	521,978	128,925	437,147		437,147	84,831	16% !!	0	0	0		0	0	0%
167 SCHOOL ASSIST RELIEF	271,812	156,321	499,860		499,860	(228,048)	-84% !!	445,811	77,394	301,547		301,547	144,264	32%
168 CASUAL CLERICAL SALARIES	97,051	6,364	43,960		43,960	53,091	55% !!	77,122	11,613	29,032		29,032	48,090	62%
191 TRUSTEES INDEMNITY	239,954	20,400	237,628		237,628	2,326	1% !!	226,442	19,097	226,442		226,442	0	0%
199 RECOVERIES	(28,623)	(41,054)	(213,586)		(213,586)	184,963	-646% !!	(653,576)	(34,984)	(629,394)		(629,394)	(24,182)	4%
TOTAL -- SALARIES	172,520,572	18,955,500	170,442,778	0	170,442,778	2,077,794	1% !!	165,271,412	17,648,415	163,199,573	0	163,199,573	2,071,839	1%
BENEFITS														
211 TEACHER BENEFITS	23,849,496	3,552,254	23,691,666		23,691,666	157,830	1% !!	22,420,890	1,792,459	22,168,088		22,168,088	252,802	1%
212 P&VP BENEFITS	2,998,890	268,668	2,936,209		2,936,209	62,681	2% !!	2,960,032	200,266	2,814,666		2,814,666	145,366	5%
214 ALLIED SPECIALISTS BENEFITS	434,303	85,735	391,480		391,480	42,823	10% !!	374,431	63,755	405,073		405,073	(30,642)	-8%
215 DEPT HEAD ALLOWANCE BENEFITS	65,989	9,974	59,692		59,692	6,297	10% !!	61,655	6,820	54,760		54,760	6,895	11%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	0	(1,349,224)	0		0	0	0% !!	0	304,687	0		0	0	0%
220 EXEMPT (CERT) - BENEFITS	198,234	25,952	189,156		189,156	9,078	5% !!	254,553	16,096	244,926		244,926	9,627	4%
221 EXEMPT (N-CERT) BENEFITS	798,410	107,451	767,431		767,431	30,979	4% !!	747,363	73,138	740,944		740,944	6,419	1%
222 CUSTODIAN BENEFITS	376,855	168,112	262,660		262,660	114,195	30% !!	526,883	90,823	563,812		563,812	(36,929)	-7%
223 JANITOR BENEFITS	1,049,713	440,418	687,632		687,632	362,081	34% !!	782,272	173,331	861,069		861,069	(78,797)	-10%
225 FOREPERSON BENEFITS	136,311	54,065	74,521		74,521	61,790	45% !!	116,510	18,320	109,718		109,718	6,792	6%
226 TRADESPEOPLE BENEFITS	1,090,732	406,228	664,273		664,273	426,459	39% !!	947,182	151,029	925,003		925,003	22,179	2%
231 SCHOOL ASSISTANT BENEFITS	4,697,605	844,674	4,563,421		4,563,421	134,184	3% !!	4,262,788	612,513	4,099,620		4,099,620	163,168	4%
242 CLERICAL BENEFITS	2,326,686	360,894	2,279,782		2,279,782	46,904	2% !!	2,191,773	309,390	2,080,376		2,080,376	111,397	5%
261 TTOC BENEFITS	2,020,482	271,879	2,198,771		2,198,771	(178,289)	-9% !!	1,716,996	211,882	1,834,179		1,834,179	(117,183)	-7%
265 RELIEF LABOUR BENEFITS	29,924	(994)	39,933		39,933	(10,009)	-33% !!	61,059	(14,456)	61,333		61,333	(274)	0%
266 382 EXTRA STAFF BENEFITS	51,680	13,933	45,652		45,652	6,028	12% !!	0	0	0		0	0	0%
267 SCHOOL ASSISTANT RELIEF BENEFITS	30,019	19,694	58,626		58,626	(28,607)	-95% !!	55,516	22,787	75,933		75,933	(20,417)	-37%
268 CASUAL CLERICAL BENEFITS	9,861	1,214	5,879		5,879	3,982	40% !!	10,567	1,415	5,484		5,484	5,083	48%
291 TRUSTEE BENEFITS	13,917	1,610	16,797		16,797	(2,880)	-21% !!	14,266	1,100	12,204		12,204	2,062	14%
299 OTHER - BENEFITS	175	0	0		0	175	100% !!	(72,583)	(6,404)	(72,588)		(72,588)	5	0%
TOTAL -- BENEFITS	40,179,282	5,282,537	38,933,581	0	38,933,581	1,245,701	3% !!	37,432,153	4,028,951	36,984,600	0	36,984,600	447,553	1%
SERVICES & SUPPLIES														
311 AUDIT	32,004	30,988	32,004		32,004	0	0% !!	27,940	28,956	29,008		29,008	(1,068)	-4%
312 LEGAL	396,536	50,089	422,154		422,154	(25,618)	-6% !!	378,439	84,029	606,933		606,933	(228,494)	-60%
323 SOFTWARE MAINTENANCE	1,049,818	2,988	1,051,775	43,891	1,095,666	(45,848)	-4% !!	1,121,963	24,218	1,059,721	135,941	1,195,662	(73,699)	-7%
324 HARDWARE MAINTENANCE	98,741	0	98,442		98,442	299	0% !!	97,065	0	97,065		97,065	0	0%
331 CONTRACTED TRANSPORTATION	885,783	197,863	842,806		842,806	42,977	5% !!	1,058,899	187,170	822,903		822,903	235,996	22%
332 TRANSPORTATION ASSISTANCE	36,237	3,637	38,845		38,845	(2,608)	-7% !!	14,000	2,770	25,996		25,996	(11,996)	-86%
334 SCHOOL JOURNEYS	46,393	6,347	48,084		48,084	(1,691)	-4% !!	32,253	18,334	28,842		28,842	3,411	11%
341 PRO-D & TRAVEL	1,276,379	54,285	828,524		828,524	447,855	35% !!	959,877	145,416	622,458	24,600	647,058	312,819	33%
342 TRAVEL MILEAGE	5,605	1,195	8,389		8,389	(2,784)	-50% !!	3,474	1,301	3,480		3,480	(6)	0%
343 LOCAL MILEAGE	84,821	21,872	84,665		84,665	156	0% !!	78,004	16,678	62,009		62,009	15,995	21%
364 LEASES	109,851	0	70,996		70,996	38,855	35% !!	109,851	9,154	109,850		109,850	1	0%
371 MEMBERSHIP FEES	113,426	5,508	115,234		115,234	(1,808)	-2% !!	113,828	6,527	121,279		121,279	(7,451)	-7%
391 PREMIUMS	477,804	3,036	473,020		473,020	4,784	1% !!	423,447	(910)	416,905		416,905	6,542	2%
392 DEDUCTIBLES PAID	600	300	9,372		9,372	(8,772)	-1462% !!	0	1,000	2,300		2,300	(2,300)	0%
399 SERVICES RECOVERY	0	0	(10,646)		(10,646)	10,646	0% !!	(1,294)	54,889	49,933		49,933	(51,227)	3959%
421 VISA EXPENSE	24,022	2,465	23,989		23,989	33	0% !!	16,410	2,860	21,917		21,917	(5,507)	-34%
422 BANK SERVICE CHARGES	137,151	16,427	182,064		182,064	(44,913)	-33% !!	131,243	12,102	119,584		119,584	11,659	9%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - June 2023

	2022-2023							2021-2022						
	Budget	June 2023	YTD	Encumbrances	Total Exp	Available	% !!	Budget	June 2022	YTD	Encumbrances	Total Exp	Available	%
431 LAND TELEPHONE	172,933	27,515	168,418		168,418	4,515	3%	173,713	16,769	168,117		168,117	5,596	3%
438 CELL PHONES	218,841	15,692	190,758		190,758	28,083	13%	230,838	15,552	199,856		199,856	30,982	13%
439 DIGITAL SERVICES RECOVERY	743,027	0	743,016		743,016	11	0%	728,064	0	728,064		728,064	0	0%
441 POSTAGE	44,850	5,926	40,076		40,076	4,774	11%	56,866	5,339	36,596		36,596	20,270	36%
444 COURIER SERVICE	28,565	929	25,732		25,732	2,833	10%	11,974	2,881	10,080		10,080	1,894	16%
445 ADVERTISING	197,018	4,135	192,280		192,280	4,738	2%	119,138	16,025	156,119		156,119	(36,981)	-31%
446 PHOTOCOPYING	284,808	76,962	303,554		303,554	(18,746)	-7%	281,000	76,292	305,600		305,600	(24,600)	-9%
447 PRINTING SERVICES	12,500	134	9,879		9,879	2,621	21%	15,708	5,288	9,831		9,831	5,877	37%
448 AGENT FEE	1,027,464	5,025	1,414,316		1,414,316	(386,852)	-38%	1,678,110	37,305	1,461,204		1,461,204	216,906	13%
450 GRANTS	102,669	36,270	100,626		100,626	2,043	2%	101,757	58,912	98,857		98,857	2,900	3%
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100%	0	0	0		0	0	0%
452 HONORARIA	23,352	353	22,930		22,930	422	2%	13,655	1,150	12,620		12,620	1,035	8%
453 SCHOLARSHIPS	15,950	0	7,604		7,604	8,346	52%	13,000	2,550	7,550		7,550	5,450	42%
457 GIFT / GIFT CERTIFICATES	3,310	692	3,224		3,224	86	3%	4,335	138	2,245		2,245	2,090	48%
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	11,143	95,645		95,645	(11,645)	-14%
462 SECURITY	84,000	7,431	94,210		94,210	(10,210)	-12%	19,500	2,304	15,418	16,764	32,182	(12,682)	-65%
467 FLEET TELEMATICS	24,500	789	17,194		17,194	7,306	30%	0	0	0		0	0	0%
469 MISCELLANEOUS SERVICES	3,667,002	584,325	3,308,876	307,873	3,616,749	50,253	1%	3,942,714	373,706	3,909,099	328,018	4,237,117	(294,403)	-7%
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)	(2,184)	(15,542)		(15,542)	8,494	-121%	(7,396)	(8,092)	(21,832)		(21,832)	14,436	-195%
501 CAFETERIA FOOD	244,327	21,816	223,065		223,065	21,262	9%	195,725	13,764	181,536		181,536	14,189	7%
503 WOOD	15,233	817	16,860		16,860	(1,627)	-11%	14,959	852	12,674		12,674	2,285	15%
504 METAL	3,480	548	3,478		3,478	2	0%	7,556	(127)	7,548		7,548	8	0%
505 APPLIED TECHNOLOGY SUPPLIES	290	0	290		290	0	0%	801	0	0		0	801	100%
506 DRAFTING SUPPLIES	318	215	318		318	0	0%	530	0	530		530	0	0%
508 AUTOMOTIVE	1,410	938	1,410		1,410	0	0%	2,506	42	2,549		2,549	(43)	-2%
511 ADMINISTRATIVE SUPPLIES	378,637	59,734	339,449		339,449	39,188	10%	386,904	109,660	336,692		336,692	50,212	13%
512 COPY/PRINTER SUPPLIES	214,799	28,044	225,684		225,684	(10,885)	-5%	202,761	15,536	182,592		182,592	20,169	10%
514 JANITORIAL SUPPLIES	462,000	48,529	465,472		465,472	(183,472)	-40%	462,000	54,302	621,243		621,243	(159,243)	-34%
515 VEHICLE SUPPLIES	81,791	26,637	143,860		143,860	(62,069)	-76%	69,311	12,512	98,565		98,565	(29,254)	-42%
516 MEDICAL SUPPLIES	3,999	595	4,175		4,175	(176)	-4%	5,439	670	4,714		4,714	725	13%
517 TIRE PURCHASES	25,000	2,977	28,276		28,276	(3,276)	-13%	0	3,114	11,960		11,960	(11,960)	0%
518 VEHICLE FUEL PURCHASES	180,549	28,407	240,451		240,451	(59,902)	-33%	157,174	39,563	223,429		223,429	(66,255)	-42%
519 INSTRUCTIONAL SUPPLIES	5,187,765	476,304	2,907,458	132,176	3,039,634	2,148,131	41%	7,356,509	715,501	3,575,086	70,126	3,645,212	3,711,297	50%
520 BOOKS & GUIDES	512,327	59,089	340,578	2,319	342,897	169,430	33%	582,666	132,171	471,393	11,930	483,323	99,343	17%
525 MAGAZINES & PERIODICALS	3,995	324	4,674		4,674	(679)	-17%	8,316	(57)	7,606		7,606	710	9%
530 AUDIO VISUAL MATERIALS	460	0	458		458	2	0%	573	0	570		570	3	1%
534 SOFTWARE	24,983	1,205	25,563		25,563	(580)	-2%	27,587	940	20,415		20,415	7,172	26%
541 LIGHT & POWER	1,416,413	252,450	1,440,543		1,440,543	(24,130)	-2%	1,537,413	245,870	1,557,898		1,557,898	(20,485)	-1%
551 GAS	1,675,500	155,030	1,547,181		1,547,181	128,319	8%	1,321,138	431,156	1,556,004		1,556,004	(234,866)	-18%
552 OIL	26,200	0	0		0	26,200	100%	55,000	0	27,737		27,737	27,263	50%
561 WATER	428,617	65,880	454,044		454,044	(25,427)	-6%	442,617	43,460	429,743		429,743	12,874	3%
562 SEWER USER CHARGE	338,153	38,762	312,147		312,147	26,006	8%	298,153	27,808	327,331		327,331	(29,178)	-10%
563 STORMWATER	82,878	0	82,786		82,786	92	0%	80,678	289	80,967		80,967	(289)	0%
572 GARBAGE DISPOSAL	175,000	31,240	156,803		156,803	18,197	10%	221,560	31,414	184,055		184,055	37,505	17%
581 FURNITURE & EQUIP PURCH	834,644	43,770	628,290	122,858	751,148	83,496	10%	1,747,972	255,168	1,341,185	153,276	1,494,461	253,511	15%
582 VEHICLE PURCHASES	341,925	120	319,075		319,075	22,850	7%	260,650	0	15,476		58,750	201,900	77%
590 COMPUTER PURCHASES	1,840,312	674,388	1,739,517	560,638	2,300,155	(459,843)	-25%	1,876,652	168,424	1,114,476	733,313	1,847,789	28,863	2%
594 RECONCILIATION ADJUSTMENTS	0	(137)	6,195		6,195	(6,195)	0%	0	9,305	9,172		9,172	(9,172)	0%
595 INTERFUND TRANSFER	(1,388,855)	0	0		0	(1,388,855)	100%	0	0	0		0	0	0%
599 SUPPLIES RECOVERIES	(8,437)	(6,715)	(30,394)		(30,394)	21,957	-260%	(1,303,796)	(983,020)	(1,296,944)		(1,296,944)	(6,852)	1%
TOTAL -- SERVICES & SUPPLIES	24,612,863	3,171,961	22,795,666	1,169,755	23,965,421	647,442	3%	28,130,198	2,540,073	22,557,501	1,529,531	24,087,032	4,043,166	14%
GRAND TOTAL	237,312,717	27,409,998	232,172,025	1,169,755	233,341,780	3,970,937	2%	230,833,763	24,217,439	222,741,674	1,529,531	224,271,205	6,562,558	3%

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - July 2023

	2023-2024					2022-2023				
	Budget	July 2023	YTD	Available	% !!	Budget	July 2022	YTD	Available	%
602 CE/HL OTHER FEES	50	0	0	50	100% !!	50	0	0	50	100%
605 CE/HL REGISTRATION FEES	7,300	0	0	7,300	100% !!	6,620	0	0	6,620	100%
621 MINISTRY BLOCK FUNDING	214,957,633	6,427,790	6,427,790	208,529,843	97% !!	197,411,666	5,812,552	5,812,552	191,599,114	97%
629 OTHER MIN OF ED GRANTS	2,435,678	0	0	2,435,678	100% !!	10,585,968	0	0	10,585,968	100%
641 REVENUE -OTHER PROV MINISTRIES	278,272	(22,681)	(22,681)	300,953	108% !!	280,846	1,040	1,040	279,806	100%
642 REVENUE -OTHER SCHOOL DISTRICTS	2,700	0	0	2,700	100% !!	4,800	0	0	4,800	100%
644 CE/HL COURSE FEES	10,000	0	0	10,000	100% !!	6,400	0	0	6,400	100%
645 REVENUE-CAFETERIA	2,068	2,068	2,068	0	0% !!	167,699	0	0	167,699	100%
647 OFFSHORE STUDENTS TUITION FEES	15,670,739	12,779,562	12,779,562	2,891,177	18% !!	14,637,738	11,156,784	11,156,784	3,480,954	24%
648 LOCAL EDUCATION AGREEMENTS	757,317	0	0	757,317	100% !!	697,962	0	0	697,962	100%
649 MISC FEES & REVENUE	938,384	650,480	650,480	287,904	31% !!	2,440,807	429,457	429,457	2,011,350	82%
651 COMMUNITY USE OF FACILITIES	1,995,714	0	0	1,995,714	100% !!	1,635,194	0	0	1,635,194	100%
652 COMMUNITY USE OF FIELDS	82,857	0	0	82,857	100% !!	80,115	0	0	80,115	100%
653 COMMUNITY USE OF THEATRE	49,806	0	0	49,806	100% !!	106,362	0	0	106,362	100%
654 PARKING FEES	35,878	428	428	35,450	99% !!	34,865	272	272	34,593	99%
655 RENTALS LIAB INS REVENUE	6,361	0	0	6,361	100% !!	6,197	0	0	6,197	100%
659 OTHER RENTALS & LEASES	792,142	93,136	93,136	699,006	88% !!	780,000	28,960	28,960	751,040	96%
661 INTEREST	58,600	0	0	58,600	100% !!	49,254	0	0	49,254	100%
669 INVESTMENT REVENUE	1,406,600	56,173	56,173	1,350,427	96% !!	1,334,366	7,511	7,511	1,326,855	99%
671 SURPLUS FROM PRIOR YEAR	6,165,944	0	0	6,165,944	100% !!	7,045,808	0	0	7,045,808	100%
GRAND TOTAL	245,654,043	19,986,956	19,986,956	225,667,087	92%	237,312,717	17,436,576	17,436,576	219,876,141	93%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - July 2023

	2023-2024							2022-2023						
	Budget	July 2023	YTD	Encumbrances	Total Exp	Available	%	Budget	July 2022	YTD	Encumbrances	Total Exp	Available	%
SALARIES														
111 CERTIFICATED TEACHERS	106,896,266	(2,256)	(2,256)		(2,256)	106,898,522	100%	99,098,177	(19,905)	(19,905)		(19,905)	99,118,082	100%
112 P&VP SALARIES	13,958,344	1,162,136	1,162,136		1,162,136	12,796,208	92%	14,700,831	1,210,401	1,210,401		1,210,401	13,490,430	92%
114 ALLIED SPECIALISTS	1,925,095	0	0		0	1,925,095	100%	1,880,095	0	0		0	1,880,095	100%
115 DEPARTMENT HEAD ALLOWANCES	292,238	0	0		0	292,238	100%	274,951	0	0		0	274,951	100%
120 EXEMPT STAFF (CERT)	1,013,606	77,970	77,970		77,970	935,636	92%	1,015,104	65,115	65,115		65,115	949,989	94%
121 EXEMPT STAFF (NON-CERT)	4,163,380	291,766	291,766		291,766	3,871,614	93%	4,120,090	309,351	309,351		309,351	3,810,739	92%
122 CUSTODIANS	2,081,997	88,457	88,457		88,457	1,993,540	96%	1,500,925	97,713	97,713		97,713	1,403,212	93%
123 JANITORS	4,315,060	246,758	246,758		246,758	4,068,302	94%	4,215,105	288,615	288,615		288,615	3,926,490	93%
125 FOREPERSON	580,403	22,490	22,490		22,490	557,913	96%	566,231	23,485	23,485		23,485	542,746	96%
126 TRADESPEOPLE	4,402,207	235,936	235,936		235,936	4,166,271	95%	4,464,211	251,517	251,517		251,517	4,212,694	94%
131 SCHOOL ASSISTANT SALARIES	21,023,819	134,984	134,984		134,984	20,888,835	99%	19,130,337	138,299	138,299		138,299	18,992,038	99%
142 CLERICAL SALARIES	10,341,942	451,380	451,380		451,380	9,890,562	96%	9,545,680	399,167	399,167		399,167	9,146,513	96%
161 TTOC SALARIES	9,286,887	19,440	19,440		19,440	9,267,447	100%	10,603,561	25,288	25,288		25,288	10,578,273	100%
165 RELIEF LABOUR	343,391	5,104	5,104		5,104	338,287	99%	303,102	33,173	33,173		33,173	269,929	89%
166 382 EXTRA STAFF SALARIES	336,199	63,494	63,494		63,494	272,705	81%	521,978	(109)	(109)		(109)	522,087	100%
167 SCHOOL ASSIST RELIEF	246,550	0	0		0	246,550	100%	271,812	2,583	2,583		2,583	269,229	99%
168 CASUAL CLERICAL SALARIES	95,059	6,376	6,376		6,376	88,683	93%	97,051	2,380	2,380		2,380	94,671	98%
191 TRUSTEES INDEMNITY	248,841	20,400	20,400		20,400	228,441	92%	239,954	19,097	19,097		19,097	220,857	92%
199 RECOVERIES	(1,229,108)	(3,689)	(3,689)		(3,689)	(1,225,419)	100%	(28,623)	(47,371)	(47,371)		(47,371)	18,748	-65%
TOTAL -- SALARIES	180,322,176	2,820,745	2,820,745	0	2,820,745	177,501,431	98%	172,520,572	2,798,799	2,798,799	0	2,798,799	169,721,773	98%
BENEFITS														
211 TEACHER BENEFITS	26,189,584	1,023,849	1,023,849		1,023,849	25,165,735	96%	23,849,496	945,407	945,407		945,407	22,904,089	96%
212 P&VP BENEFITS	2,917,293	232,071	232,071		232,071	2,685,222	92%	2,998,890	251,632	251,632		251,632	2,747,258	92%
214 ALLIED SPECIALISTS BENEFITS	417,746	14,718	14,718		14,718	403,028	96%	434,303	12,391	12,391		12,391	421,912	97%
215 DEPT HEAD ALLOWANCE BENEFITS	71,598	2,330	2,330		2,330	69,268	97%	65,989	0	0		0	65,989	100%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	435,998	386,287	386,287		386,287	49,711	11%	0	0	0		0	0	0%
220 EXEMPT (CERT) - BENEFITS	192,586	15,100	15,100		15,100	177,486	92%	198,234	13,747	13,747		13,747	184,487	93%
221 EXEMPT (N-CERT) BENEFITS	811,859	64,336	64,336		64,336	747,523	92%	798,410	69,973	69,973		69,973	728,437	91%
222 CUSTODIAN BENEFITS	458,039	29,055	29,055		29,055	428,984	94%	376,855	30,475	30,475		30,475	346,380	92%
223 JANITOR BENEFITS	949,313	80,515	80,515		80,515	868,798	92%	1,049,713	79,665	79,665		79,665	970,048	92%
225 FOREPERSON BENEFITS	127,690	6,609	6,609		6,609	121,081	95%	136,311	7,194	7,194		7,194	129,117	95%
226 TRADESPEOPLE BENEFITS	967,553	70,231	70,231		70,231	897,322	93%	1,090,732	71,083	71,083		71,083	1,019,649	93%
231 SCHOOL ASSISTANT BENEFITS	5,227,589	171,721	171,721		171,721	5,055,868	97%	4,697,665	129,233	129,233		129,233	4,568,372	97%
242 CLERICAL BENEFITS	2,572,911	183,134	183,134		183,134	2,389,777	93%	2,326,686	147,910	147,910		147,910	2,178,776	94%
261 TTOC BENEFITS	1,829,521	26,155	26,155		26,155	1,803,366	99%	2,020,482	5,379	5,379		5,379	2,015,103	100%
265 RELIEF LABOUR BENEFITS	36,056	886	886		886	35,170	98%	29,924	3,028	3,028		3,028	26,896	90%
266 382 EXTRA STAFF BENEFITS	35,300	6,789	6,789		6,789	28,511	81%	51,680	(11)	(11)		(11)	51,691	100%
267 SCHOOL ASSISTANT RELIEF BENEFITS	27,118	279	279		279	26,839	99%	30,019	266	266		266	29,753	99%
268 CASUAL CLERICAL BENEFITS	10,690	1,518	1,518		1,518	9,172	86%	9,861	300	300		300	9,561	97%
291 TRUSTEE BENEFITS	18,414	1,610	1,610		1,610	16,804	91%	13,917	1,100	1,100		1,100	12,817	92%
299 OTHER - BENEFITS	(238,844)	0	0		0	(238,844)	100%	175	0	0		0	175	100%
TOTAL -- BENEFITS	43,058,014	2,317,194	2,317,194	0	2,317,194	40,740,820	95%	40,179,282	1,768,773	1,768,773	0	1,768,773	38,410,509	96%
SERVICES & SUPPLIES														
311 AUDIT	30,988	(18,796)	(18,796)		(18,796)	49,784	161%	32,004	(1,524)	(1,524)		(1,524)	33,528	105%
312 LEGAL	250,000	(11,943)	(11,943)		(11,943)	261,943	105%	396,536	7,708	7,708		7,708	388,828	98%
323 SOFTWARE MAINTENANCE	1,120,674	183,921	183,921	84,350	268,271	852,403	76%	1,049,818	156,413	156,413	73,220	229,633	820,185	78%
324 HARDWARE MAINTENANCE	118,130	4,449	4,449		4,449	113,681	96%	98,741	20,480	20,480		53,304	45,437	46%
331 CONTRACTED TRANSPORTATION	911,286	9,544	9,544		9,544	901,742	99%	885,783	5,749	5,749		5,749	880,034	99%
332 TRANSPORTATION ASSISTANCE	15,000	0	0		0	15,000	100%	36,237	0	0		0	36,237	100%
334 SCHOOL JOURNEYS	9,375	18,401	18,401		18,401	(9,026)	-96%	46,393	0	0		0	46,393	100%
341 PRO-D & TRAVEL	613,134	17,699	17,699		17,699	595,435	97%	1,276,379	6,824	6,824	33,961	40,785	1,235,594	97%
342 TRAVEL MILEAGE	2,134	0	0		0	2,134	100%	5,605	0	0		0	5,605	100%
343 LOCAL MILEAGE	69,586	542	542		542	69,044	99%	84,821	120	120		120	84,701	100%
364 LEASES	21,851	0	0		0	21,851	100%	109,851	9,154	9,154		9,154	100,697	92%
371 MEMBERSHIP FEES	50,088	91,034	91,034		91,034	(40,946)	-82%	113,426	77,702	77,702		77,702	35,724	31%
391 PREMIUMS	479,973	46,194	46,194		46,194	433,779	90%	477,804	(12,813)	(12,813)		(12,813)	490,617	103%
392 DEDUCTIBLES PAID	0	0	0		0	0	0%	600	0	0		0	600	100%
399 SERVICES RECOVERY	0	0	0		0	0	0%	0	(10,646)	(10,646)		(10,646)	10,646	0%
421 VISA EXPENSE	16,200	2,331	2,331		2,331	13,869	86%	24,022	1,523	1,523		1,523	22,499	94%
422 BANK SERVICE CHARGES	127,555	3,973	3,973		3,973	123,582	97%	137,151	4,349	4,349		4,349	132,802	97%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - July 2023

	2023-2024							2022-2023						
	Budget	July 2023	YTD	Encumbrances	Total Exp	Available	% !!	Budget	July 2022	YTD	Encumbrances	Total Exp	Available	%
431 LAND TELEPHONE	170,000	11,175	11,175		11,175	158,825	93%	172,933	147	147		147	172,786	100%
438 CELL PHONES	152,898	14,871	14,871		14,871	138,027	90%	218,841	15,226	15,226		15,226	203,615	93%
439 DIGITAL SERVICES RECOVERY	743,027	0	0		0	743,027	100%	743,027	0	0		0	743,027	100%
441 POSTAGE	22,917	2,005	2,005	1,622	3,628	19,289	84%	44,850	1,196	1,196		1,196	43,654	97%
444 COURIER SERVICE	12,937	(249)	(249)		(249)	13,186	102%	28,565	108	108		108	28,457	100%
445 ADVERTISING	108,342	46,469	46,469		46,469	61,873	57%	197,018	23,860	23,860		23,860	173,158	88%
446 PHOTOCOPYING	22,692	0	0		0	22,692	100%	284,808	0	0		0	284,808	100%
447 PRINTING SERVICES	9,539	0	0		0	9,539	100%	12,500	1,132	1,132		1,132	11,368	91%
448 AGENT FEE	261,647	661,789	661,789		661,789	(400,142)	-153%	1,027,464	625,550	625,550		625,550	401,914	39%
450 GRANTS	63,765	0	0		0	63,765	100%	102,669	0	0		0	102,669	100%
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100%	7,800	0	0		0	7,800	100%
452 HONORARIA	11,600	0	0		0	11,600	100%	23,352	0	0		0	23,352	100%
453 SCHOLARSHIPS	0	0	0		0	0	0%	15,950	0	0		0	15,950	100%
457 GIFT / GIFT CERTIFICATES	1,900	40	40		40	1,860	98%	3,310	0	0		0	3,310	100%
459 LAUNDRY	0	0	0		0	0	0%	0	0	0		0	0	0%
460 LICENCES	22,500	0	0		0	22,500	100%	22,438	0	0		0	22,438	100%
461 FREIGHT AND CARTAGE	0	0	0		0	0	0%	0	0	0		0	0	0%
462 SECURITY	84,000	6,140	6,140	14,935	21,075	62,925	75%	84,000	3,151	3,151	15,367	18,518	65,482	78%
467 FLEET TELEMATICS	24,500	6,104	6,104		6,104	18,396	75%	24,500	56	56		56	24,444	100%
469 MISCELLANEOUS SERVICES	3,196,403	221,211	221,211	971,433	1,192,644	2,003,759	63%	3,667,002	95,979	95,979	378,384	474,362	3,192,640	87%
481 PORTABLE MOVES	0	0	0		0	0	0%	60,000	12,289	12,289		12,289	47,711	80%
499 COST RECOVERIES	0	0	0		0	0	0%	(7,048)	0	0		0	(7,048)	100%
501 CAFETERIA FOOD	31,393	0	0		0	31,393	100%	244,327	0	0		0	244,327	100%
503 WOOD	1,000	0	0		0	1,000	100%	15,233	0	0		0	15,233	100%
504 METAL	0	0	0		0	0	0%	3,480	0	0		0	3,480	100%
505 APPLIED TECHNOLOGY SUPPLIES	0	0	0		0	0	0%	290	0	0		0	290	100%
506 DRAFTING SUPPLIES	0	0	0		0	0	0%	318	0	0		0	318	100%
508 AUTOMOTIVE	0	0	0		0	0	0%	1,410	0	0		0	1,410	100%
511 ADMINISTRATIVE SUPPLIES	99,040	1,169	1,169		1,169	97,871	99%	378,637	2,741	2,741		2,741	375,896	99%
512 COPY/PRINTER SUPPLIES	4,729	0	0		0	4,729	100%	214,799	0	0		0	214,799	100%
514 JANITORIAL SUPPLIES	462,000	18,491	18,491		18,491	443,509	96%	462,000	19,357	19,357		19,357	442,643	96%
515 VEHICLE SUPPLIES	45,000	(1,072)	(1,072)		(1,072)	46,072	102%	81,791	4,253	4,253		4,253	77,538	95%
516 MEDICAL SUPPLIES	461	0	0		0	461	100%	3,999	0	0		0	3,999	100%
517 TIRE PURCHASES	25,000	1,689	1,689		1,689	23,311	93%	25,000	5,708	5,708		5,708	19,292	77%
518 VEHICLE FUEL PURCHASES	180,534	(24,935)	(24,935)		(24,935)	205,469	114%	180,549	(9,175)	(9,175)		(9,175)	189,724	105%
519 INSTRUCTIONAL SUPPLIES	4,597,934	116,685	116,685	116,984	233,670	4,364,264	95%	5,187,765	101,933	101,933	82,279	184,212	5,003,553	96%
520 BOOKS & GUIDES	843,682	0	0	2,319	2,319	841,363	100%	512,327	10	10	11,930	11,940	500,387	98%
525 MAGAZINES & PERIODICALS	358	0	0		0	358	100%	3,995	0	0		0	3,995	100%
530 AUDIO VISUAL MATERIALS	0	0	0		0	0	0%	460	0	0		0	460	100%
534 SOFTWARE	16,033	10,888	10,888		10,888	5,145	32%	24,983	0	0		0	24,983	100%
541 LIGHT & POWER	1,566,000	5,238	5,238		5,238	1,560,762	100%	1,416,413	1,490	1,490		1,490	1,414,923	100%
551 GAS	1,810,000	(61,411)	(61,411)		(61,411)	1,871,411	103%	1,675,500	(138,957)	(138,957)		(138,957)	1,814,457	108%
552 OIL	26,200	0	0		0	26,200	100%	26,200	0	0		0	26,200	100%
561 WATER	442,000	3,967	3,967		3,967	438,033	99%	428,617	(6,460)	(6,460)		(6,460)	435,077	102%
562 SEWER USER CHARGE	346,000	4,738	4,738		4,738	341,262	99%	338,153	6,999	6,999		6,999	331,154	98%
563 STORMWATER	87,000	0	0		0	87,000	100%	82,878	0	0		0	82,878	100%
572 GARBAGE DISPOSAL	165,000	124	124		124	164,876	100%	175,000	61	61		61	174,939	100%
581 FURNITURE & EQUIP PURCH	539,314	11,664	11,664	139,783	151,448	387,866	72%	834,644	5,054	5,054	167,680	172,734	661,910	79%
582 VEHICLE PURCHASES	65,000	0	0		0	65,000	100%	341,925	0	0	43,274	43,274	298,651	87%
590 COMPUTER PURCHASES	2,173,109	164,254	164,254	403,141	567,395	1,605,714	74%	1,840,312	44,768	44,768	689,459	734,227	1,106,085	60%
594 RECONCILIATION ADJUSTMENTS	0	937	937		937	(937)	0%	0	0	0		0	0	0%
595 INTERFUND TRANSFER	0	0	0		0	0	0%	(1,388,855)	0	0		0	(1,388,855)	100%
599 SUPPLIES RECOVERIES	(5,375)	0	0		0	(5,375)	100%	(8,437)	(7,253)	(7,253)		(7,253)	(1,184)	14%
TOTAL -- SERVICES & SUPPLIES	22,273,853	1,569,331	1,569,331	1,734,568	3,303,899	18,969,954	85%	24,612,863	1,074,262	1,074,262	1,528,378	2,602,640	22,010,223	89%
GRAND TOTAL	245,654,043	6,707,270	6,707,270	1,734,568	8,441,839	237,212,204	97%	237,312,717	5,641,835	5,641,835	1,528,378	7,170,212	230,142,505	97%

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - August 2023

	2023-2024							2022-2023				
	Budget	August 2023	YTD	Available	%			Budget	August 2022	YTD	Available	%
602 CE/HL OTHER FEES	50	0	0	50	100%	!!		50	0	0	50	100%
605 CE/HL REGISTRATION FEES	7,300	400	400	6,900	95%	!!		6,620	240	240	6,380	96%
621 MINISTRY BLOCK FUNDING	214,957,633	6,427,790	12,855,580	202,102,053	94%	!!		197,411,666	5,812,552	11,625,104	185,786,562	94%
629 OTHER MIN OF ED GRANTS	2,435,678	0	0	2,435,678	100%	!!		10,585,968	0	0	10,585,968	100%
641 REVENUE -OTHER PROV MINISTRIES	278,272	86,053	63,371	214,901	77%	!!		280,846	0	1,040	279,806	100%
642 REVENUE -OTHER SCHOOL DISTRICTS	2,700	0	0	2,700	100%	!!		4,800	0	0	4,800	100%
644 CE/HL COURSE FEES	10,000	0	0	10,000	100%	!!		6,400	710	710	5,690	89%
645 REVENUE-CAFETERIA	2,068	0	2,068	0	0%	!!		167,699	0	0	167,699	100%
647 OFFSHORE STUDENTS TUITION FEES	15,670,739	438,264	13,217,826	2,452,913	16%	!!		14,637,738	268,542	11,425,326	3,212,412	22%
648 LOCAL EDUCATION AGREEMENTS	757,317	174,491	174,491	582,826	77%	!!		697,962	205,007	205,007	492,955	71%
649 MISC FEES & REVENUE	938,384	57,747	708,227	230,157	25%	!!		2,440,807	18,041	447,498	1,993,309	82%
651 COMMUNITY USE OF FACILITIES	1,995,714	105,883	105,883	1,889,831	95%	!!		1,635,194	4	4	1,635,190	100%
652 COMMUNITY USE OF FIELDS	82,857	0	0	82,857	100%	!!		80,115	0	0	80,115	100%
653 COMMUNITY USE OF THEATRE	49,806	4,441	4,441	45,365	91%	!!		106,362	0	0	106,362	100%
654 PARKING FEES	35,878	0	428	35,450	99%	!!		34,865	0	272	34,593	99%
655 RENTALS LIAB INS REVENUE	6,361	3,628	3,628	2,733	43%	!!		6,197	0	0	6,197	100%
659 OTHER RENTALS & LEASES	792,142	148,320	241,455	550,687	70%	!!		780,000	146,509	175,469	604,531	78%
661 INTEREST	58,600	5,404	5,404	53,196	91%	!!		49,254	2,221	2,221	47,033	95%
669 INVESTMENT REVENUE	1,406,600	211,118	267,291	1,139,309	81%	!!		1,334,366	122,641	130,151	1,204,215	90%
671 SURPLUS FROM PRIOR YEAR	6,165,944	6,841,658	6,841,658	(675,714)	-11%	!!		7,045,808	0	0	7,045,808	100%
GRAND TOTAL	245,654,043	14,505,197	34,492,151	211,161,892	86%			237,312,717	6,576,467	24,013,042	213,299,675	90%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - August 2023

	2023-2024							2022-2023						
	Budget	August 2023	YTD	Encumbrances	Total Exp	Available	% !!	Budget	August 2022	YTD	Encumbrances	Total Exp	Available	%
SALARIES														
111 CERTIFICATED TEACHERS	106,896,266	(8,767)	(11,022)		(11,022)	106,907,288	100% !!	99,098,177	(6,250)	(26,154)		(26,154)	99,124,331	100%
112 P&VP SALARIES	13,958,344	1,118,681	2,280,817		2,280,817	11,677,527	84% !!	14,700,831	1,149,113	2,359,513		2,359,513	12,341,318	84%
114 ALLIED SPECIALISTS	1,925,095	0	0		0	1,925,095	100% !!	1,880,095	0	0		0	1,880,095	100%
115 DEPARTMENT HEAD ALLOWANCES	292,238	0	0		0	292,238	100% !!	274,951	0	0		0	274,951	100%
120 EXEMPT STAFF (CERT)	1,013,606	77,970	155,939		155,939	857,667	85% !!	1,015,104	73,452	138,567		138,567	876,537	86%
121 EXEMPT STAFF (NON-CERT)	4,163,380	304,658	596,424		596,424	3,566,956	86% !!	4,120,090	237,065	546,416		546,416	3,573,674	87%
122 CUSTODIANS	2,081,997	116,117	204,573		204,573	1,877,424	90% !!	1,500,925	82,153	179,866		179,866	1,321,059	88%
123 JANITORS	4,315,060	342,220	588,978		588,978	3,726,082	86% !!	4,215,105	278,874	567,488		567,488	3,647,617	87%
125 FOREPERSON	580,403	42,212	64,701		64,701	515,702	89% !!	566,231	35,948	59,434		59,434	506,797	90%
126 TRADESPEOPLE	4,402,207	336,197	572,133		572,133	3,830,074	87% !!	4,464,211	334,884	586,401		586,401	3,877,810	87%
131 SCHOOL ASSISTANT SALARIES	21,023,819	36,817	171,801		171,801	20,852,018	99% !!	19,130,337	31,637	169,936		169,936	18,960,401	99%
142 CLERICAL SALARIES	10,341,942	427,570	878,951		878,951	9,462,991	92% !!	9,545,680	429,464	828,631		828,631	8,717,049	91%
161 TTOC SALARIES	9,286,887	25,731	45,171		45,171	9,241,716	100% !!	10,603,561	26,884	52,172		52,172	10,551,389	100%
165 RELIEF LABOUR	343,391	19,103	24,207		24,207	319,184	93% !!	303,102	31,977	65,150		65,150	237,952	79%
166 382 EXTRA STAFF SALARIES	336,199	54,894	118,388		118,388	217,811	65% !!	521,978	67,339	67,230		67,230	454,748	87%
167 SCHOOL ASSIST RELIEF	246,550	1,390	1,390		1,390	245,160	99% !!	271,812	847	3,431		3,431	268,381	99%
168 CASUAL CLERICAL SALARIES	95,059	3,069	9,446		9,446	85,613	90% !!	97,051	3,372	5,752		5,752	91,299	94%
191 TRUSTEES INDEMNITY	248,841	20,400	40,801		40,801	208,040	84% !!	239,954	19,097	38,194		38,194	201,760	84%
199 RECOVERIES	(1,229,108)	(2,838)	(6,527)		(6,527)	(1,222,581)	99% !!	(28,623)	0	(47,371)		(47,371)	18,748	-65%
TOTAL -- SALARIES	180,322,176	2,915,424	5,736,170	0	5,736,170	174,586,006	97% !!	172,520,572	2,795,858	5,594,657	0	5,594,657	166,925,915	97%
BENEFITS														
211 TEACHER BENEFITS	26,189,584	12,223	1,036,072		1,036,072	25,153,512	96% !!	23,849,496	12,137	957,544		957,544	22,891,952	96%
212 P&VP BENEFITS	2,917,293	190,613	422,684		422,684	2,494,609	86% !!	2,998,890	209,841	461,473		461,473	2,537,417	85%
214 ALLIED SPECIALISTS BENEFITS	417,746	51	14,769		14,769	402,977	96% !!	434,303	0	12,391		12,391	421,912	97%
215 DEPT HEAD ALLOWANCE BENEFITS	71,598	0	2,330		2,330	69,268	97% !!	65,989	0	0		0	65,989	100%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	435,998	18,270	404,557		404,557	31,441	7% !!	0	5,404	5,404		5,404	(5,404)	0%
220 EXEMPT (CERT) - BENEFITS	192,586	12,630	27,730		27,730	164,856	86% !!	198,234	12,790	26,537		26,537	171,697	87%
221 EXEMPT (N-CERT) BENEFITS	811,859	54,314	118,650		118,650	693,209	85% !!	798,410	41,854	111,827		111,827	686,584	86%
222 CUSTODIAN BENEFITS	458,039	28,045	57,099		57,099	400,940	88% !!	376,855	22,066	52,542		52,542	324,313	86%
223 JANITOR BENEFITS	949,313	82,200	162,715		162,715	786,598	83% !!	1,049,713	67,094	146,759		146,759	902,954	86%
225 FOREPERSON BENEFITS	127,690	8,913	15,522		15,522	112,168	88% !!	136,311	7,627	14,820		14,820	121,491	89%
226 TRADESPEOPLE BENEFITS	967,553	76,278	146,509		146,509	821,044	85% !!	1,090,732	70,764	141,846		141,846	948,886	87%
231 SCHOOL ASSISTANT BENEFITS	5,227,589	5,703	177,424		177,424	5,050,165	97% !!	4,697,605	6,819	136,052		136,052	4,561,553	97%
242 CLERICAL BENEFITS	2,572,911	107,752	290,887		290,887	2,282,024	89% !!	2,326,686	101,875	249,785		249,785	2,076,901	89%
261 TTOC BENEFITS	1,829,521	4,566	30,721		30,721	1,798,800	98% !!	2,020,482	2,447	7,826		7,826	2,012,656	100%
265 RELIEF LABOUR BENEFITS	36,056	2,443	3,329		3,329	32,727	91% !!	29,924	3,387	6,415		6,415	23,509	79%
266 382 EXTRA STAFF BENEFITS	35,300	5,734	12,523		12,523	22,777	65% !!	51,680	7,100	7,089		7,089	44,591	86%
267 SCHOOL ASSISTANT RELIEF BENEFITS	27,118	167	447		447	26,672	98% !!	30,019	140	407		407	29,612	99%
268 CASUAL CLERICAL BENEFITS	10,690	359	1,876		1,876	8,814	82% !!	9,861	68	369		369	9,492	96%
291 TRUSTEE BENEFITS	18,414	1,610	3,219		3,219	15,195	83% !!	13,917	1,100	2,200		2,200	11,717	84%
299 OTHER - BENEFITS	(238,844)	0	0		0	(238,844)	100% !!	175	0	0		0	175	100%
TOTAL -- BENEFITS	43,058,014	611,871	2,929,065	0	2,929,065	40,128,949	93% !!	40,179,282	572,512	2,341,285	0	2,341,285	37,837,997	94%
SERVICES & SUPPLIES														
311 AUDIT	30,988	15,240	(3,556)		(3,556)	34,544	111% !!	32,004	0	(1,524)		(1,524)	33,528	105%
312 LEGAL	250,000	22,992	11,049		11,049	238,951	96% !!	396,536	0	7,708		7,708	388,828	98%
323 SOFTWARE MAINTENANCE	1,120,674	584,364	768,285	82,207	850,492	270,182	24% !!	1,049,818	349,295	505,708	106,224	611,932	437,886	42%
324 HARDWARE MAINTENANCE	118,130	0	4,449		4,449	113,681	96% !!	98,741	32,824	53,304		53,304	45,437	46%
331 CONTRACTED TRANSPORTATION	911,286	48,984	58,527		58,527	852,759	94% !!	885,783	9,224	14,973		14,973	870,810	98%
332 TRANSPORTATION ASSISTANCE	15,000	0	0		0	15,000	100% !!	36,237	0	0		0	36,237	100%
334 SCHOOL JOURNEYS	9,375	13,190	31,591		31,591	(22,216)	-237% !!	46,393	395	395		395	45,998	99%
341 PRO-D & TRAVEL	613,134	30,961	48,660		48,660	564,474	92% !!	1,276,379	47,061	53,885	33,961	87,846	1,188,533	93%
342 TRAVEL MILEAGE	2,134	809	809		809	1,325	62% !!	5,605	0	0		0	5,605	100%
343 LOCAL MILEAGE	69,586	1,773	2,314		2,314	67,272	97% !!	84,821	1,937	2,057		2,057	82,764	98%
364 LEASES	21,851	0	0		0	21,851	100% !!	109,851	9,154	18,308		18,308	91,543	83%
371 MEMBERSHIP FEES	50,088	1,201	92,235		92,235	(42,147)	-84% !!	113,426	3,948	81,651		81,651	31,775	28%
391 PREMIUMS	479,973	56,805	102,999		102,999	376,974	79% !!	477,804	41,733	28,920		28,920	448,884	94%
392 DEDUCTIBLES PAID	0	0	0		0	0	0% !!	600	0	0		0	600	100%
399 SERVICES RECOVERY	0	0	0		0	0	0% !!	0	0	(10,646)		(10,646)	10,646	0%
421 VISA EXPENSE	16,200	1,357	3,687		3,687	12,513	77% !!	24,022	516	2,039		2,039	21,983	92%
422 BANK SERVICE CHARGES	127,555	5,746	9,719		9,719	117,836	92% !!	137,151	3,931	8,280		8,280	128,871	94%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - August 2023

	2023-2024							2022-2023						
	Budget	August 2023	YTD	Encumbrances	Total Exp	Available	% !!	Budget	August 2022	YTD	Encumbrances	Total Exp	Available	%
431 LAND TELEPHONE	170,000	2,808	13,983		13,983	156,017	92% !!	172,933	26,092	26,240		26,240	146,694	85%
438 CELL PHONES	152,898	15,304	30,175		30,175	122,723	80% !!	218,841	18,423	33,649		33,649	185,192	85%
439 DIGITAL SERVICES RECOVERY	743,027	0	0		0	743,027	100% !!	743,027	0	0		0	743,027	100%
441 POSTAGE	22,917	1,495	3,500	1,622	5,122	17,795	78% !!	44,850	2,875	4,071	3,245	7,316	37,534	84%
444 COURIER SERVICE	12,937	609	360		360	12,577	97% !!	28,565	459	567		567	27,998	98%
445 ADVERTISING	108,342	13,100	59,569		59,569	48,773	45% !!	197,018	53,292	77,151		77,151	119,867	61%
446 PHOTOCOPYING	22,692	0	0		0	22,692	100% !!	284,808	15,660	15,660		15,660	269,148	95%
447 PRINTING SERVICES	9,539	199	199		199	9,340	98% !!	12,500	88	1,220		1,220	11,280	90%
448 AGENT FEE	261,647	41,624	703,413		703,413	(441,766)	-169% !!	1,027,464	16,169	641,719		641,719	385,745	38%
450 GRANTS	63,765	0	0		0	63,765	100% !!	102,669	0	0		0	102,669	100%
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100% !!	7,800	0	0		0	7,800	100%
452 HONORARIA	11,600	400	400		400	11,200	97% !!	23,352	0	0		0	23,352	100%
453 SCHOLARSHIPS	0	0	0		0	0	0% !!	15,950	0	0		0	15,950	100%
457 GIFT / GIFT CERTIFICATES	1,900	303	343		343	1,557	82% !!	3,310	0	0		0	3,310	100%
459 LAUNDRY	0	0	0		0	0	0% !!	0	0	0		0	0	0%
460 LICENCES	22,500	0	0		0	22,500	100% !!	22,438	0	0		0	22,438	100%
461 FREIGHT AND CARTAGE	0	0	0		0	0	0% !!	0	0	0		0	0	0%
462 SECURITY	84,000	6,318	12,458	13,538	25,996	58,004	69% !!	84,000	8,876	12,027	13,970	25,997	58,003	69%
467 FLEET TELEMATICS	24,500	60	6,164		6,164	18,336	75% !!	24,500	6,468	6,524		6,524	17,976	73%
469 MISCELLANEOUS SERVICES	3,196,403	282,201	503,411	1,015,178	1,518,589	1,677,814	52% !!	3,667,002	182,199	278,178	480,086	758,264	2,908,738	79%
481 PORTABLE MOVES	0	0	0		0	0	0% !!	60,000	6,024	18,312		18,312	41,688	69%
499 COST RECOVERIES	0	0	0		0	0	0% !!	(7,048)	0	0		0	(7,048)	100%
501 CAFETERIA FOOD	31,393	(35)	(35)		(35)	31,428	100% !!	244,327	0	0		0	244,327	100%
503 WOOD	1,000	0	0		0	1,000	100% !!	15,233	934	934		934	14,299	94%
504 METAL	0	0	0		0	0	0% !!	3,480	0	0		0	3,480	100%
505 APPLIED TECHNOLOGY SUPPLIES	0	0	0		0	0	0% !!	290	0	0		0	290	100%
506 DRAFTING SUPPLIES	0	0	0		0	0	0% !!	318	0	0		0	318	100%
508 AUTOMOTIVE	0	0	0		0	0	0% !!	1,410	0	0		0	1,410	100%
511 ADMINISTRATIVE SUPPLIES	99,040	15,297	16,466		16,466	82,574	83% !!	378,637	6,025	8,766		8,766	369,871	98%
512 COPY/PRINTER SUPPLIES	4,729	536	536		536	4,193	89% !!	214,799	518	518		518	214,281	100%
514 JANITORIAL SUPPLIES	462,000	18,711	37,202		37,202	424,798	92% !!	462,000	41,700	61,057		61,057	400,943	87%
515 VEHICLE SUPPLIES	45,000	8,753	7,681		7,681	37,319	83% !!	81,791	12,776	17,029		17,029	64,762	79%
516 MEDICAL SUPPLIES	461	0	0		0	461	100% !!	3,999	0	0		0	3,999	100%
517 TIRE PURCHASES	25,000	(54)	1,635		1,635	23,365	93% !!	25,000	2,307	8,015		8,015	16,985	68%
518 VEHICLE FUEL PURCHASES	180,534	38,891	13,956		13,956	166,578	92% !!	180,549	22,322	13,147		13,147	167,402	93%
519 INSTRUCTIONAL SUPPLIES	4,597,934	205,666	322,351	123,380	445,731	4,152,203	90% !!	5,187,765	158,162	260,095	55,984	316,079	4,871,686	94%
520 BOOKS & GUIDES	843,682	788	788	2,319	3,107	840,575	100% !!	512,327	6,179	6,190	11,930	18,119	494,208	96%
525 MAGAZINES & PERIODICALS	358	30	30		30	328	92% !!	3,995	0	0		0	3,995	100%
530 AUDIO VISUAL MATERIALS	0	0	0		0	0	0% !!	460	0	0		0	460	100%
534 SOFTWARE	16,033	0	10,888		10,888	5,145	32% !!	24,983	12,237	12,237		12,237	12,746	51%
541 LIGHT & POWER	1,566,000	91,644	96,882		96,882	1,469,118	94% !!	1,416,413	93,823	95,313		95,313	1,321,100	93%
551 GAS	1,810,000	8,548	(52,862)		(52,862)	1,862,862	103% !!	1,675,500	16,307	(122,651)		(122,651)	1,798,151	107%
552 OIL	26,200	0	0		0	26,200	100% !!	26,200	0	0		0	26,200	100%
561 WATER	442,000	34,242	38,209		38,209	403,791	91% !!	428,617	22,184	15,724		15,724	412,893	96%
562 SEWER USER CHARGE	346,000	15,462	20,200		20,200	325,800	94% !!	338,153	21,581	28,580		28,580	309,573	92%
563 STORMWATER	87,000	0	0		0	87,000	100% !!	82,878	0	0		0	82,878	100%
572 GARBAGE DISPOSAL	165,000	7,487	7,612		7,612	157,388	95% !!	175,000	6,716	6,777		6,777	168,223	96%
581 FURNITURE & EQUIP PURCH	539,314	23,584	35,248	146,027	181,275	358,039	66% !!	834,644	83,353	88,407	132,628	221,035	613,609	74%
582 VEHICLE PURCHASES	65,000	0	0		0	65,000	100% !!	341,925	0	0	43,274	43,274	298,651	87%
590 COMPUTER PURCHASES	2,173,109	15,115	179,369	1,042,136	1,221,505	951,604	44% !!	1,840,312	149,169	193,936	557,088	751,024	1,089,288	59%
594 RECONCILIATION ADJUSTMENTS	0	11	948		948	(948)	0% !!	0	17	17		17	(17)	0%
595 INTERFUND TRANSFER	0	0	0		0	0	0% !!	(1,388,855)	0	0		0	(1,388,855)	100%
599 SUPPLIES RECOVERIES	(5,375)	(360)	(360)		(360)	(5,015)	93% !!	(8,437)	0	(7,253)		(7,253)	(1,184)	14%
TOTAL -- SERVICES & SUPPLIES	22,273,853	1,632,157	3,201,488	2,426,406	5,627,895	16,645,958	75% !!	24,612,863	1,492,953	2,567,215	1,438,390	4,005,605	20,607,258	84%
GRAND TOTAL	245,654,043	5,159,453	11,866,723	2,426,406	14,293,130	231,360,913	94% !!	237,312,717	4,861,323	10,503,157	1,438,390	11,941,547	225,371,170	95%

2023-2024 Budget Change Report: August 2023 - Operating

	Revenue	Expenses
2023-2024 Preliminary Budget - Operating (Board Approved Apr 6-23)	239,638,436	243,980,495
Surplus Appropriation (Board Approved Apr 6-23)		
Budgeted 23-24 Surplus Appropriation - Allocated to Expense	4,342,059	
	4,342,059	0
Changes - Surplus Appropriation (Pending Board Approval Sep 25-23)		
Net School Funded Balances	997,230	997,230
Purchase Order Commitments	826,655	826,655
Department Carry Forwards	2,261,658	2,261,658
	4,085,543	4,085,543
	248,066,038	248,066,038
Changes - Amended Budget		
Industry Training Authority Grant Increase	5,211	5,211
ASSAI Deferred Revenue	4,233	4,233
Misc Donations and Revenues to August 31	3,589	3,589
Adjust Cafeteria Revenue budget (budget adjusted as actual revenues received)	(125,000)	(125,000)
Adjust Theatre Revenue budget (budget adjusted as actual revenues received)	(45,227)	(45,227)
EA Bridging Program (Carry Forward)	-	37,000
BCSTA Dues (Carry Forward)	-	61,660
Elementary Strings (Carry Forward)	-	53,134
Cost of Living Allowance (COLA) Labour Settlement Funding	2,304,892	-
Reduce Budgeted 23-24 Surplus Appropriation for COLA Adjustment	(2,203,057)	-
Teacher & Support Staff Benefits Enhancement Labour Settlement Funding	318,107	318,107
Management Salary Increases Labour Settlement Funding	1,135,578	1,172,578
Victoria Foundation Grant - Welcome and Learning Centre	10,000	10,000
Total Changes:	1,408,326	1,495,285
2023-2024 Amended Budget - Operating to August 31, 2023	249,474,364	249,561,323
Contingencies and Fund Balances at June 30, 2023		
Unrestricted Operating Surplus (Contingency) - District (Pending Board Approval)	617,113	
	617,113	.27% of Revenue
Local Capital	557,564	
Ministry of Education and Child Care Restricted Capital	3,049,542	
	3,607,106	

2023-2024 Budget Change Report: August 2023 - Special Purpose

CommunityLINK

Cost of Living Allowance (COLA)

Revenue	Expenses
25,696	25,696
25,696	25,696

2023-2024 Budget Change Report: August 2023 - Capital

Local Capital

Interest Income to August 31

Revenue	Expenses
4,717	
4,717	0

Ministry of Education and Child Care Restricted

Interest Income to August 31

32,035	
32,035	0



FACILITIES SERVICES

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

Update for September 18th, 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** – Exterior balustrade renovations and interior annex painting and millwork complete.
- **Uplands Elementary** – Siding replacement and exterior paint underway and nearing completion.
- **Vic West Elementary** – Exterior painting nearing completion.
- **Flooring Replacements** – the following sites saw various flooring replacements; View Royal, Lambrick Park, Campus View, and Lansdowne North.
- **Oak Bay** – Surge suppressor recall completed during annual high voltage summer maintenance.
- **Mandatory Fire Alarm and Emergency lighting at all locations complete**, along with the necessary fire suppression, high voltage testing and the re-torquing of neutral busses on 15 electrical panels due to safety recall.
- **Wood Shop Audits** – Continue to be a positive outcome for the shops, equipment has been kept to a higher standard and safety procedures and repairs are occurring regularly.
- **Metal Shop Project Work** (moving equipment, safety lines, signage) = 98% Complete. Signs made and mounting underway.
 - Reynolds – Equipment moves and safety lines complete.
 - Cedar Hill – Equipment moves and safety lines complete.
 - Mount Douglas – Equipment moves and safety lines complete.
 - Lambrick Park – Equipment moved, safety lines to be painted over Winter break as contractors are currently in the shop working.
 - Oak Bay – Equipment moves and safety lines complete.
 - Esquimalt – Equipment placement and safety lines complete.
 - Vic High – Consultation underway, equipment placement sufficient and safety lines will be completed over Winter break.
 - Arbutus – Shop not in use, consultation underway for future use of the shop.

MINOR CAPITAL

- **Fire Alarm - McKenzie Elementary** – Complete and verified over the summer months.
- **Strawberry Vale Siding** – Hardie panel upgrades around the school complete, with metal siding in progress on the North side. Will complete the remainder of the school next summer during favorable weather.
- **Exterior Renovations / Paint** – In progress at Colquitz, James Bay and Gordon Head.
- **South Park** – Chimney replacement underway with one full chimney complete and the second in progress. Slate roof replacement will occur next summer.
- **Asphalt Repairs** – Repairs completed at Northridge, McKenzie and Glanford over the summer months.
- **Roof Replacements** – Roof Replacements completed at Spectrum, Mt. Doug, Monterey, Eagle View, Reynolds, Tolmie, and Macaulay.
- **Elevator and Lift Upgrades** – Completed at Margaret Jenkins (elevator), Quadra (elevator), Monterey (elevator), Braefoot (lift), and South Park (elevator). Lifts at Reynolds and Quadra in progress.

Childcare Update

- **Hillcrest** – Metal roof installed and electrical underway.
- **Lake Hill** – At lock up stage, electrical and mechanical rough in underway.
- **View Royal addition** – Exterior painting and electrical in progress.
- **Eagle View addition** – Completed, licensed and occupied.
- **McKenzie** – New parking lot complete. Childcare site ready for concrete forming, underground infrastructure nearing completion. Excavation complete for building foundation work to begin in the fall.
- **Vic High** – Building permit received.

SJ Burnside – Shoring installed over the summer months. Working with structural engineer on plan for repairs, timelines and costs.

Classrooms

- **Vic West portable** – Occupancy received in August and portable in use.
- **Tillicum** – Portable moved from Willows and now on site, BC Hydro electrical connection scheduled for Sept 12th, exterior ramp and stairs constructed, metal roof and Tec Pac installed, interior and exterior painting underway. Working with Architects for final schedule submissions.

MAJOR CAPITAL

Victoria High School

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

Cedar Hill Seismic Project

- Building permit has been received and project awarded. General site meeting with General Contractor has occurred with construction mobilization to start on Sept 19th. Communication has been sent to the school and neighboring schools on site progress.

OPERATIONS

Custodial

- Summer started with a two day training course for all the Custodians.
- This summer was shorter than in recent years making it challenging to complete all the work before school start up. Team worked until the last day of summer break to ensure all tasks were completed.
- Scheduled exterior windows completed on a large portion of the District, all elementary carpets were cleaned and woodshop high-level cleaning occurred at all middle and secondary schools.
- Custodial staff also completed large cleans at a number of job sites, including SJ Burnside after the shoring was installed.

Cartage

- Cartage was very busy with teacher and administrative moves over the summer. Some teachers moved twice and there were unforeseen moves being completed the last week before summer start-up.

TRANSPORTATION, TRAINING AND GROUNDS

- **Transportation:** 5 scheduled bus routes using 4 electric buses and 1 gasoline bus transporting 177 students organized. Currently, 16 Inclusive bus routes transporting 97 students arranged.
- **Field Trips:** Number of re-occurring trips occurring this year including : Lambrick Park Baseball Academy, Vic High/Fairey Tec, Tillicum Swim Club and Shoreline Humble Hooves. Transportation starting to receive end of the year field trips already, and scheduling as they come in.
- **Grounds:** Team completed not only maintenance but a number of large projects at Rogers and Torquay. Currently, salt has been purchased and preparations for the Winter season underway.
- The infill at the Oak Bay turf field is continuing to clump and the District and infill supplier have been in discussion with the replacement of the infill scheduled for Spring of 2024. The replacement is dependent on good weather and the arrival of a new piece of equipment. To mitigate the spread of the infill to surrounding areas, the District has
 - Installed vinyl around the perimeter fencing to mitigate the infill reaching the pathways and parking lots as the infill is being tracked off the field by users and is spreading via footwear.
 - The two gates closest to the creek/tennis bubble have been locked to allow participant on the turf field to exit via the gate near the bleachers. Mesh has been installed under the grates adjacent to the bleachers and the district parking lot drainage grates to protect the storm waters.
 - The District will continue with a full field and surrounding area clean every Friday and will add a full clean on Mondays, due to the high usage over the weekend and the District will commit to walking the site and surrounding pathways daily, to monitor the situation and will have crews available as required.

NETWORKS, COMMUNICATION, INFRASTRUCURE and SECURITY DEPARTMENT

- Team completed 239 work orders over the summer.
- Two security system upgrades, one at Colquitz and one at McKenzie completed. Both of those locations are now fob access facilities.

- Team is well underway with PA and telephone system upgrades at Northridge and Lambrick Park.
- Team has joined the workforce at Vic High, focusing on the network installation.

CLIMATE and ENERGY

- 2023/24 LED Lighting upgrades.
 - Shoreline and George Jay added to 2023/24 lighting upgrades.
 - McKenzie Elementary now 90% complete.
 - Lake Hill Elementary now 90% complete.
 - Shoreline Middle now 15% complete.
 - Existing Gym found to be under lit.
 - Light output to be increased 40% above current capacity.
 - Rogers Elementary LED upgrades shifted from Summer to Fall/Winter.
- Continuous optimization investigation phase near completion at 3 sites.
 - Central Middle school, Sir James Douglas and Torquay Elementary.
- Annual Strategic Energy Management Plan updates underway.
- Completed water audits of Oak Bay and Lambrick Park Secondary schools.
 - Worked with CRD to check flow rates of all fixtures.
 - Looked at relative consumption vs benchmarks.
- 2023/24 Educational awareness and Behaviour Campaigns also now under development.
 - Climate Pledge Walls
 - Paper procurement campaign
 - Space Heater Defeater
 - Lights Out – Light Switch Stickers
- Planning for continued Electric Vehicle (EV) charging infrastructure underway.
 - Up to 5 Fleet Charging stations to be added in 2023/24.
 - 3 Fleet EVs added this summer.
- Air Source Heat Pumps (ASHP) added to 8 Childcare facilities this summer
 - George Jay, Braefoot, Oaklands, Marigold (2 at each location)



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 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 is on track for November 2023 with occupancy to follow shortly thereafter. A general theme from the major trades is a lack of skilled labour, and the supply chain for construction materials and equipment.

The unforeseen scope, market delays and labour shortages has been 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 \$62.9 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	% Available	Prior Period Expenses	Change from Prior Period
Vic High Seismic Fees 2017	100%	115,070	115,070	0		0	0%	115,070	0
Vic High Seismic Fees 2019	100%	3,589	3,589	0		0	0%	3,589	0
Vic High Seismic Construction	85%	70,401,910	62,871,189	7,530,721		7,530,721	11%	49,454,962	13,416,227
SJ Construction	100%	5,953,515	5,953,515	0		0	0%	5,933,870	19,645
Vic High Seismic Fees 2020	90%	7,500,000	7,574,513	(74,513)	81,204	(155,717)	-2%	6,586,714	987,799
Vic High Capital Support	10%	77,896	10,412	67,484		67,484	87%	10,412	0
SJ Capital Support	100%	117,336	117,336	0		0	0%	114,877	2,460
Vic High Millwork	80%	1,395,400	989,887	405,513	8,727	396,786	28%	654,515	335,372
Vic High Legal Fees	50%	62,000	112,246	(50,246)		(50,246)	-81%	0	112,246
Vic High Moving	2%	197,493	604	196,889	126,732	70,158	0%	604	0
SJ Moving	100%	116,147	116,147	0		0	0%	113,640	2,507
Vic High Bussing	75%	80,000	51,750	28,250		28,250	35%	32,670	19,080
A Parker - Vic High Seismic Moving	11%	50,000	5,274	44,726		44,726	89%	5,274	0
A Parker - Vic High Seismic Transportation	85%	145,000	108,828	36,172		36,172	25%	95,695	13,133
Vic High Project Management	80%	963,450	597,123	366,327		366,327	38%	406,548	190,575
Vic High Capital Tech Support	55%	135,835	59,282	76,553	49,832	26,721	20%	35,223	24,059
SJ Capital Tech Support	0%	14,165	0	14,165	14,165	0	0%	0	0
A Parker - Vic High TTOC	0%	20,000	0	20,000		20,000	100%	0	0
Vic High Equipment	25%	2,200,000	871,853	1,328,147	356,735	971,412	44%	514,328	357,525
Prior Year Completed Expenses	0%	53,007	53,007	0		0	0%	53,007	0
		89,601,813	79,611,625	9,990,189	637,394	9,352,795	10%	64,130,997	15,480,628



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.

Work Starting Soon or Underway:

- Interior finishes underway including painting, flooring, ceilings and millwork.
- Installation of electrical rough-in continues.
- Auditorium painting and electrical upgrades underway.
- Updates to the Fernwood Plaza underway.
- Commissioning has started.

Looking to October 2023

- Continue finishing, including drywall, flooring, painting and millwork, from Level 0 to Attic and NLC.
- Continue Commissioning Work.

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

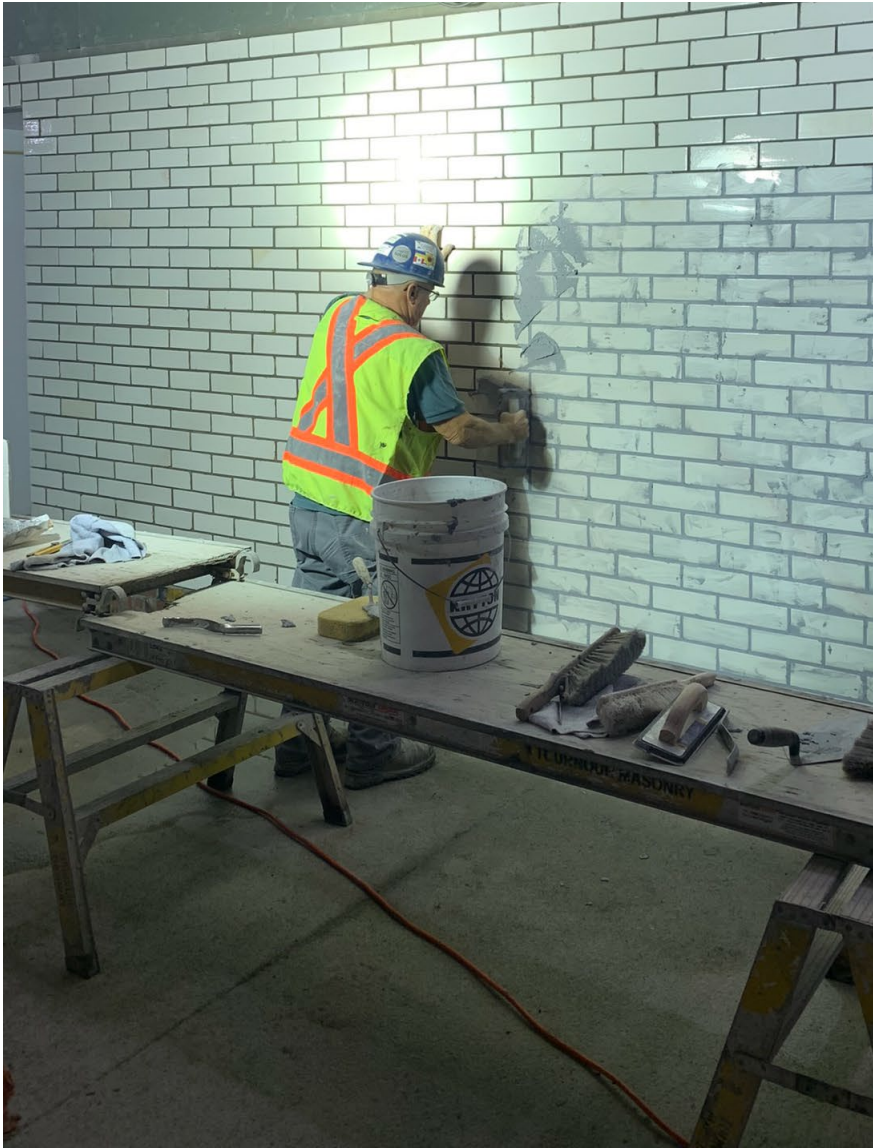
Note that Risk Items identified as “Previously Identified Project Risks” means that these are Risks that were identified as Project Risks during preparation of the Project Definition Report (PDR). As such, there is provision in the Capital Project Funding Agreement with the Ministry for additional funding 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. Reinstallation of Heritage Glazed Brink in the Roper Gym



2. Wood Slat Ceiling in the New Fernwood Entrance





3. Learning Commons



4. Carved Door for Learning Commons





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





Greater Victoria School District No. 61

Climate Action Plan (CAP) 2022-2027

INTRODUCTION

The Greater Victoria School District lies within the territories of the Lekwungen peoples, known today as Esquimalt and Songhees Nations who have been here since time immemorial and their history in this area is long and rich.

The District recognizes the Lekwungen peoples as the traditional custodians of the land in which we are located. We will look for opportunities to collaborate on actions and issues of mutual interest, including actions related to climate change. The District respectfully acknowledges the First Nations' long history of land stewardship and knowledge of the land and will look for opportunities to learn from and collaborate with the Esquimalt and Songhees Nations to help us improve our District's resilience to a changing climate.

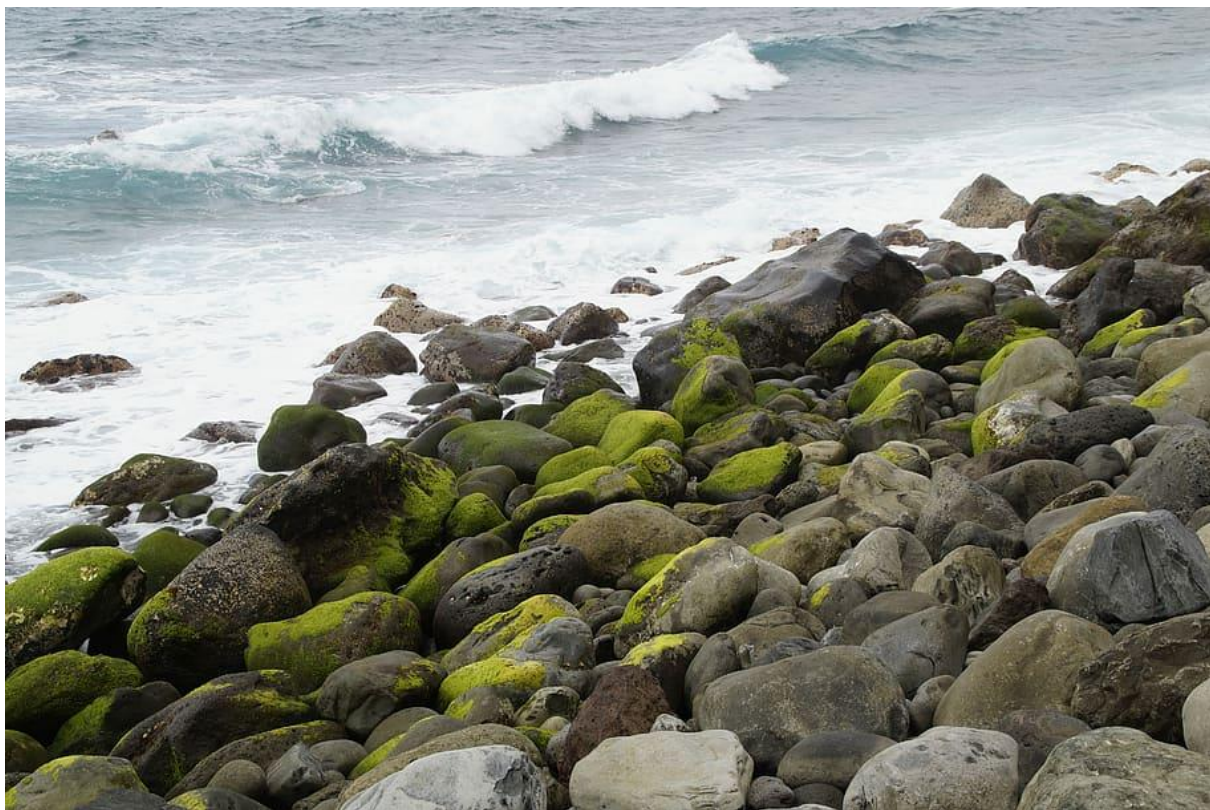


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Connection to the Greater Victoria Strategic Plan

In the writing of this Climate Action Plan, we have been reminded of the importance of a collaborative community and the necessity of a focus. To ground our work we have identified five, core pillars that will carry this work. The pillars are as follows: 1) Education, Engagement and Leadership; 2) Lands and Water Stewardship; 3) Waste Reduction; 4) Energy Management; and 5) Sustainable Transportation. The work that is initiated by this plan will be limitless and will certainly overlap between pillars. All action work that occurs as part of the plan will be respectful of the three, main goal areas of the Greater Victoria School District's Strategic Plan.

Goal 1

Create an inclusive and culturally responsive learning environment that will support and improve all learners' personal and academic success.

Goal 2

Create a culturally responsive learning environment that will support Indigenous learners' personal and academic success.

Goal 3

Create an inclusive and culturally responsive learning environment that will support all learners' physical and mental well-being.

About the Greater Victoria School District

The Greater Victoria School District No. 61 is located in the capital city of British Columbia and covers the municipalities of Esquimalt, Oak Bay, Victoria, View Royal and a portion of Saanich and Highlands.

The Greater Victoria School District is proud to provide quality education for 20,000 students in 28 elementary schools (Kindergarten to Grade Five), 10 middle schools (grades six to eight), and seven secondary schools (grades nine to 12). More than 1,000 International Students from across the globe attend schools in our District, and each year, over 650 adult learners register in the Continuing Education Program. Our District also offers a variety of Programs of Choice, including French Immersion.



Mission

We nurture each student's learning and well-being in a safe, responsive, and inclusive learning community.

Vision

Each student within our world-class learning community has the opportunity to fulfill their potential and pursue their aspirations.

Values

- **Engagement** – Students are actively engaged in their education and connected to our learning community.
- **Equity** – We give each student the opportunity to fulfill their potential.
- **Innovation/Positive Change** – We are innovative. We constantly seek ways to make positive change.
- **Integrity** – We are ethical and fair.
- **Openness and Transparency** – We are open about the decisions we make and how we make them.
- **Partnerships** – We create open and respectful partnerships with each member of our learning community.
- **Respect** – We respect ourselves, others, and our environment.
- **Social Responsibility and Justice** – It is our shared responsibility to work with and inspire students to create a better world.

ENERGY, ENVIRONMENT AND CLIMATE CHANGE

The Greater Victoria School District has a long-standing commitment to the environment. In 2008, the Board of Education adopted Policy 4216.22 ENERGY, ENVIRONMENT, AND CLIMATE CHANGE. The Board of Education takes it as its responsibility to ensure that every effort is made to conserve energy and resources in order to reduce the District's carbon footprint. This requires an ongoing, integrated, and systematic approach to energy management, including assessing performance, setting goals, creating an action plan, and tracking and communicating results. The Greater Victoria School Districts Board of Education made its climate emergency declaration on June 24, 2019. The following Board motion carried unanimously:

"That the Board of Education of School District No. 61 (Greater Victoria) recognize that the breakdown of the stable climate and sea level under which human life has developed constitutes an emergency, and that in declaring a climate emergency the Board:

- a) direct the Superintendent to develop a Climate Action Plan that establishes targets and strategies commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees;
- b) direct the Superintendent to report back on specific actions and resources that could be included in future correspondence to the provincial or federal government; and
- c) demonstrate leadership by directing the Board Chair to write letters to other school boards, local MLAs, and Provincial governments encouraging them to declare climate emergencies and develop targets and strategies to combat climate change."

Public education is tasked with preparing children for their future, and in doing so we must consider what future awaits them. We recognize that the breakdown of the stable climate and sea level under which human life has developed constitutes an emergency, and we developed a Climate Action Plan that establishes targets and strategies in alignment with the United Nation's Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees.

OUR PILLARS AND STRATEGIES

The following Greater Victoria School District Sustainability Pillars provide a foundational structure that supports sustainability initiatives focused on fostering student, educator, and staff engagement through environmental stewardship at the school and district levels. Each of the Plan's pillars outline goals, objectives, targets, and actions to focus on for the next 5 years to provide a roadmap for implementation. The Board of Education is committed to establishing and supporting a Climate Action Committee who will regularly report to the Board and community about the implementation of the Climate Action Plan.



LEARNING, ENGAGEMENT, LEADERSHIP



LANDS AND WATER STEWARDSHIP



WASTE REDUCTION



SUSTAINABLE TRANSPORTATION



ENERGY MANAGEMENT

PILLAR 1: LEARNING AND ENGAGEMENT



Support culturally responsive and locally relevant educational practices in the curricular areas of sustainability while incorporating and promoting holistic Indigenous ways of knowing and being.



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The Learning and Engagement pillar supports the implementation of the other Climate Action goals by building awareness and education on environmental topics and everyday actions we can take to reduce our impact. Providing support for students, educators and parents who are passionate about sustainability education is a key part of the Greater Victoria School District's Climate Action Plan (CAP). We will provide extracurricular activities and leadership development opportunities to engage our schools to work together to achieve the goals outlined in the CAP. We aspire to have a learning community where sustainability is the basis for all decisions, and our school community members are engaged on climate action issues.

Learning and Engagement Key Objectives and Actions

	Objective	Actions
	Expand and support culturally responsive and locally relevant professional learning opportunities and nurture leadership around learning on the land and sustainability.	<ul style="list-style-type: none"> • Create and expand communities of practice through opportunities such as local land-based community partnerships. • Develop a professional learning series for students and staff that promote an understanding of Lekwungen history, territory and contemporary matters and the important relationship to the land.
	Create learning environments that recognize the unique identity, heritage, and traditional practices of the Songhees and Esquimalt Nations.	<ul style="list-style-type: none"> • Develop a list of recommended open-ended resources to support the BC curriculum, to integrate First Peoples Principles of Learning, authentic Indigenous resources, and diverse learning experiences including land-based education and traditional ecological knowledge with a focus on Lekwungen and Coast Salish culture from Kindergarten through Grade 12.
	Identify innovative means and additional opportunities to enhance and inspire student engagement with locally relevant sustainability.	<ul style="list-style-type: none"> • Honour diverse student voices with particular attention to Indigenous Ways of Being to directly inform further action. • Engage school-based sustainability teams to lead sustainability initiatives, including climate resiliency in their school learning community. • Identify additional opportunities to inspire student engagement with sustainability learning, experiences, and practices. • Support the development of programs, including Board Authority Authorized (BAA) courses, that have a curricular focus on land-based education, traditional ecological knowledge and sustainability.
	Identify and advocate for fully funded sustainable development of School District Facilities and school grounds resilient to climate change.	<ul style="list-style-type: none"> • Send letters to the Ministry of Education and Child Care requesting funding to support additional GHG reducing projects. • Send letters to the Ministry of Education and Child Care requesting funding to purchase new high efficiency condensing boilers. • Send letters to the Ministry of Education and Child Care requesting funding to support additional window and roofing upgrades/repairs. • Send letters to the Ministry of Education and Child Care requesting funding to support additional photovoltaic generation systems.

		<ul style="list-style-type: none"> • Send letters to the Ministry of Education and Child Care requesting funding to support NetZero Ready buildings. • Continue to develop and advocate programs that create behavioural change, awareness, and accountability to promote a positive culture shift towards eco-friendly habits across the district and to help plan for a climate ready future.
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PILLAR 2: LANDS AND WATER STEWARDSHIP



To approach all decisions which affect water or land, in a culturally responsible manner, with the goal of sustainability.



With less than 1% of all water on the planet considered safe to drink, water conservation is important to preserve our potable water supply. The Greater Victoria School District currently consumes over 200,000,000 litres of water per year, which is equivalent to the same amount of water as 80 Olympic- sized swimming pools. Across all district-owned facilities, each year we use over 11,000 litres of water per student on average.

As a school district, our water management priorities include ensuring that our buildings have safe and efficient water fixtures and infrastructure and developing a water conservation strategy to achieve further water reductions. Conserving water will result in cost savings for potable water, wastewater disposal costs and will reduce the energy needed to pump, treat and heat water.

SD61 will develop a Water Conservation Strategy, applying a similar approach that was adopted during the development of the Zero Waste Strategy. This will include reviewing water consumption data, conducting a water audit of target buildings, engaging stakeholders for feedback, and drafting a strategy to reduce water consumption. We will explore opportunities for water conservation more fully during years 4 and 5 of the CAP, following the strategy development process described in the Plan Implementation section.

Before any water conservation initiatives can be implemented, the District should first address the issue of lead contamination in potable water that exists in many of our schools and buildings. In accordance with Island Health (IH) regulations, weekly flushing of potable water systems is required to limit lead levels in our drinking water supply. Weekly system flushing requires a significant amount of water and represents a significant opportunity for water conservation for the District.



	Objective	Actions
	Develop a Water Conservation Strategy.	<ul style="list-style-type: none"> • Moving towards real-time monitoring of water usage. • Identify water conservation opportunities and actions via consultation with key stakeholders and advisory committees. • Consider alternative water supply options such as rainwater capture and greywater use.
	Ensure that schools have safe and efficient water fixtures and infrastructure.	<ul style="list-style-type: none"> • Replace end-of-life plumbing and water fixtures with low flow versions in all buildings and schools.
	Reduce our impact on the land and implement restorative efforts.	<ul style="list-style-type: none"> • Update land use guidelines that honours Indigenous knowledge, prioritizes the use of native plants, and promotes the inclusion of trees on school grounds to increase our urban forest. Trees will reduce our carbon footprint by sequestering carbon, filter air and water, protect our watersheds, create shade, provide habitat, and slow wind and stormwater. • Schools will work with a District arborist, in alignment with municipal partners, to introduce drought resistant plants. • Support school based initiatives that implement culturally responsive, restorative efforts. • Engage in a consultation process with students, facilities staff, and educators to co-develop a Grounds Greening Plan. • Identify opportunities to green grounds at both schools and other district facilities. • Investigate larger pilot projects that support behavior change in our communities. • Explore a district- wide inquiry project that explores what it means to give back to the land. • Support learning opportunities that educate about and strengthen food security.

PILLAR 3: WASTE REDUCTION



Reduce our overall waste and increase waste diverted from the landfill.

Reducing the overall waste that enters and exits our schools and buildings is the responsibility of all members of our school district. The achievement of this goal begins with a shift in human behavior. This shift begins with the products we purchase and the packaging that enters our schools. As part of our Zero Waste strategy, all students, staff and parents will be asked to pack in and pack out.



A Zero Waste strategy is one that requires education, leadership and collaboration. Schools require necessary recycling infrastructure for the waste that does still enter a school and an understanding of how best to recycle.



Collaboration will be important with both the existing waste hauler to align operations and improve consistency of messaging on what types of waste are accepted in each waste stream. Waste audits will help identify metrics to assess current waste rates and opportunities for improvement. The audits will also be used to track progress and compare contamination and diversion rates from before and after school-based campaigns.

Waste Reduction Key Objectives and Actions

	Objective	Actions
	Implement sustainable purchasing practices.	<ul style="list-style-type: none"> • Highlight the importance of sustainable purchasing practice in Regulation 3323. • Encourage all schools and departments to purchase from sustainable companies.
	Implement a Zero Waste Strategy.	<ul style="list-style-type: none"> • Develop an implementation plan and report on progress annually. • Highlight a district-wide focus on litter less lunches K-12. • Celebrate initiatives that are focused on a Zero Waste goal. • Ensure each school has both waste and compost receptacles in specific food creation and distribution areas. • Ensure each school has adequate, consistent, and

		<p>effective waste infrastructure.</p> <ul style="list-style-type: none"> • Improve waste signage and communications to educate users on what types of waste go in each waste stream to reduce contamination. • Work with the existing waste hauler and key stakeholders to identify and implement options to increase waste diversion and reduce contamination. • Apply for applicable grants to support initiatives and advocate with the provincial government for sustainable funding.
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PILLAR 4: ENERGY MANAGEMENT



Increase energy efficiency and conservation through projects and engagement.



The Greater Victoria School District is focused on achieving an overall reduction in energy use through energy efficiency projects, technology and equipment upgrades, and behaviour change campaigns. Our energy conservation strategies and priorities are outlined in SD61's **Strategic Energy Management Plan (SEMP)**, which is reviewed and updated annually as part of our energy incentive funding provided by utilities.

The District currently uses natural gas for 64% of our energy needs, primarily for heating buildings. However, natural gas use accounts for 85% of our GHG emissions. To reduce our emissions and achieve our GHG reduction targets, we must reduce our natural gas as well as factor in the additional cost of electricity as we transition. We are committed to moving toward full electrification. The SEMP must include a triple bottom line approach and business case development to achieve low-carbon electrification in both an environmentally and fiscally responsible manner.

We will identify further opportunities to reduce the use of natural gas and electricity by conducting feasibility studies and establishing a roster of projects that will be implemented over the next five years. Our key strategies include continuous optimization of buildings to achieve energy savings, reduce emissions, and save costs. As we transition building energy systems from natural gas to electricity, implementing renewable energy sources, such as solar panels, will help offset additional electricity use and energy costs.

SD61 is also an active participant of the BC Hydro Energy Wise Network Program, an energy conservation program funded by BC Hydro and FortisBC that supports BC organizations in leading student and staff engagement campaigns. Given the level of alignment between the goals of the Energy Wise Network and the Eco-Wise Program, both initiatives are run in tandem.



Energy Conservation Key Objectives and Actions

	Objective	Actions
	Reduce overall energy consumption.	<ul style="list-style-type: none"> • Implement Strategic Energy Management Plan (SEMP). • Continue the optimization and recommissioning of HVAC systems. • Replace end of life heating plants and mechanical equipment with high efficiency options. • Change all lighting systems to LED lighting. • Explore options for recovery of heat energy. • Improve measurement and verification of energy use and savings projects.
	Reduce GHG emissions in our buildings by 50% before 2030.	<ul style="list-style-type: none"> • Integrate low carbon electrification during heating plant replacement when feasible. • Ensure optimization and recommissioning, specifically targeting natural gas consumption. • Add heat recovery ventilation in natural gas heated buildings. • Complete building envelope upgrades including replacement of older, inefficient windows and doors. • Employ renewable energy solutions. • Ensure prioritization of projects that reduce emissions.
	Improve communications and engagement.	<ul style="list-style-type: none"> • Develop and launch engagement and behaviour change programs in connection with school based environmental teams. • Create an interactive environment that reports key performance indicators to staff and students through dashboards and monthly reports.

PILLAR 5: SUSTAINABLE TRANSPORTATION



Promote low-carbon transportation options for district operations and commuting to and from school and work.

Our goal is to encourage energy efficient and low-carbon ways of getting around for our district fleet and for staff, students, and educators commuting to our schools. At a district level, our aim is to use vehicles wisely to reduce our carbon emissions and impact on the environment.



Low-cost behaviour change opportunities will be pursued first, such as promoting fuel efficient driving and route planning practices for the District fleet, while funding opportunities for fleet upgrades are identified and secured. Engaging key stakeholder groups, such as the Grounds Crew, will be an important part of the strategy to identify opportunities to reduce the environmental impact of moving goods and people around the district.

SD61 aims to optimize the district fleet by replacing vehicles with more fuel-efficient and electric vehicle (EV) models, focusing first on light passenger vehicles and as vehicles are retired and replaced. It will also be necessary to invest in EV charging infrastructure and research into suitable locations to support the transition to electric vehicles.



We also aim to promote educational and engagement programs to encourage sustainable modes of transportation, such as walking, biking, carpooling, or taking transit to school and work. The District will review opportunities to participate in programs such as Bike to Work/School Week and sustainable commuting to school programs as well as improving data on current commuting methods, barriers, and opportunities to choose sustainable modes of transport.

Sustainable Transportation Key Objectives and Actions

	Objective	Actions
	Operate an efficient and low carbon district fleet.	<ul style="list-style-type: none"> • Continue to add charging stations for all fleet vehicles/buses. Replacement of internal combustion engine (ICE) with zero-emmission vehicles (ZEV). • Optimize trip routes to maximize fuel economy (e.g. for school buses and district fleet). • Engage key stakeholder groups, such as the Grounds Crew and Learning Services, to identify opportunities to improve fleet and travel efficiencies. • Identify opportunities to improve data collection for the district fleet. • Identify funding opportunities for fleet and infrastructure, e.g. via Clean BC program, Carbon Neutral Capital Fund, and other funding sources.
	Promote active and low-carbon commuting options.	<ul style="list-style-type: none"> • Promote carpooling to reduce vehicle trips and district incentives for purchasing bus passes. • Ensure that all sustainable transportation signage is visible and up to date at all schools. • Celebrate programs to encourage active transportation to schools, e.g. 'Bike to Work Week' and 'Walk and Roll to School' campaigns. • Providing safe and convenient bicycle and walking infrastructure, along with end-of-trip facilities, at schools and district offices ensures a secure and practical means of transportation for students and staff, promoting physical activity and reducing traffic congestion. • Investigate location options to install Level-2 EV charging stations at school sites, collaborating with the various municipalities/ City, when appropriate.