



The Board of Education of School District No. 61 (Greater Victoria)
Regular Board Meeting
AGENDA
Via Zoom

Monday, October 30, 2023, 7:30 p.m.
Broadcasted via YouTube
<https://bit.ly/3czx8bA>

A. COMMENCEMENT OF MEETING

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

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 October 30, 2023 agenda be approved.

A.3. Approval of the Minutes

- a. Approval of the September 25, 2023 Regular Board Minutes

Recommended Motion:
That the September 25, 2023 Regular Board minutes be approved.

A.4. Business Arising from the Minutes

A.5. Student Achievement

A.6. District Presentations

A.7. Community Presentations (5 minutes per presentation)

B. CORRESPONDENCE

B.1. September 26, 2023, Greater Victoria Teachers Association to SD61, Variance of Certification

C. TRUSTEE REPORTS

C.1. Chair's Report

- a. Chair's Report
- b. November District Annual Work Plan

C.2. Trustees' Reports (2 minutes per verbal presentation)

- a. Trustee Kwan

D. BOARD COMMITTEE REPORTS

D.1. Education Policy and Directions Committee

- a. Draft minutes from the October 16, 2023 meeting – information only
- b. Recommended motions from the October 16, 2023 meeting.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the October 16, 2023 Education Policy and Directions Committee meeting.

1. Policy 6163.1 Learning Resources

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) send Draft Policy 6163.1 Learning Resources to stakeholders and partners for feedback and bring back to the December 4, 2023 Education Policy and Directions committee meeting.

2. New Policy XXXX International Student Enrollment

a. Amendment to New Policy XXXX International Student Enrollment

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) amend New Policy XXXX International Student Enrollment.

3.9 The total annual international student enrollment, and the allocation of international student enrollment as a percentage of a school's population will be reviewed by the Board of Education. **The Superintendent will provide the Board with a bi-annual report in November and April on the International Student Program including the current student enrollment and any recommendations for future enrollment levels which will be based on the availability of space in the immediate and projected future (at least three years).** ~~during the International Student Program annual reporting process.~~

b. Approve New Policy XXXX International Student Enrollment

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve New Policy XXXX International Student Enrollment as amended.

c. Draft Regulation XXXX International Student Enrollment

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) refer Draft Regulation XXXX International Student Enrollment to the Policy Sub-Committee for further development be brought back to the Education Policy and Directions committee meeting November 6, 2023.

d. Report on International Student Program

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide the Board with a report at the November 6, 2023 Education Policy and Directions committee meeting on the International Student Program including the current student enrollment levels which will be based on the availability of space in the immediate and projected future (at least three years),

And FURTHER

Include the capacity of each school (Elementary, Middle and Secondary), and at least three years of transfer data broken down by each of the Board of Education's Student Enrollment Priorities.

D.2. Operations Policy and Planning Committee

- a. Draft minutes from the October 23, 2023 meeting - Information only
- b. Recommended motions from the October 23, 2023 meeting:

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the October 23, 2023 Operations Policy and Planning Committee meeting.

1. Revised Policy 3170 Operating Surplus

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 3170 Operating Surplus.

2. Audit Sub-Committee Report

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the September 2023 Quarterly Financial Report as presented to the Audit Sub-Committee.

3. Spectrum Turf and Rink (STAR) Project

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) extend its support in principle until October 2025 for the proposed artificial turf field project at Spectrum Community School, at no cost to the Board; AND FURTHER THAT Staff be directed to update the Board once funding has been secured by the STAR Committee.

4. Long Range Facilities Plan Process

a. Recommended Motion

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Facilities Ad Hoc Committee to provide the Board of Education with an update on progress in relation to implementation of the current Long Range Facilities Plan, and any recommendations for review to the Operations Policy and Planning Standing Committee;

AND FURTHER THAT

The Facilities Plan Ad Hoc Committee provide an update at the Operations Policy and Planning Standing Committee in February 2024.

5. Review Policy 5145 Police Questioning of Students in School

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub Committee to review Policy 5145 Police Questioning of Students in School and bring recommendations for the Board's consideration to the December 2023 Education Policy and Directions Standing Committee meeting.

D.3. Policy Sub-Committee

a. Policy 8400 Whistleblower Protection

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8400 Whistleblower Protection and accept Administrative Regulation 8400 Whistleblower Protection.

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1. Superintendent's Report

a. Monthly Report

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) receive the Superintendent's report as presented.

b. Trustee Questions

E.2. Secretary-Treasurer's Report

a. Monthly Report

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) receive the Secretary-Treasurer's report as presented.

F. QUESTION PERIOD (15 minutes total)

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

- G.1. Record of Special In-Camera Board of Education Meeting – June 29, 2023**
- G.2. Record of Special In-Camera Board of Education Meeting – July 27, 2023**
- G.3. Record of Special In-Camera Board of Education Meeting – September 11, 2023**
- G.4. Record of In-Camera Board of Education Meeting – September 25, 2023**
- G.5. Record of Special In-Camera Board of Education Meeting – October 3, 2023**
- G.6. Record of Special In-Camera Board of Education Meeting – October 23, 2023**

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1. New Business

H.2. Notice of Motions

I. ADJOURNMENT

Recommended Motion:

That the meeting be adjourned.



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

REGULAR MINUTES

Via Zoom

Monday, September 25, 2023, 7:30 p.m.

Trustees Present: Nicole Duncan, Board Chair, Karin Kwan, Vice-Chair, Derek Gagnon, Emily Mahbobi, Natalie Baillaut, Rob Paynter

Trustee Regrets: Mavis David, Diane McNally

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Julie Lutner, Associate Secretary-Treasurer, Andy Canty, Director of Information Technology

Partners: Winona Waldron, GVTA, Brenna O'Connor, VPVPA, Tracy Humphreys, VCPAC

A. COMMENCEMENT OF MEETING

The meeting began at 7:30 p.m.

A.1. Acknowledgement of Traditional Territories

Chair Duncan 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 Baillaut
Seconded by Trustee Kwan

That the September 25, 2023 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

a. Approval of the May 31, 2023 Special Open Board Minutes

Moved by Trustee Mahbobi
Seconded by Trustee Kwan

That the May 31, 2023 Regular Board minutes be approved.

Motion Carried Unanimously

b. Approval of the June 19, 2023 Regular Board Minutes

Moved by Trustee Mahbobi
Seconded by Trustee Kwan

That the June 19, 2023 Regular Board minutes be approved.

Motion Carried Unanimously

A.4. Business Arising from the Minutes

None.

A.5. 2022-2023 Audit Findings Report, Lenora Lee, KPMG, Auditors Presentation

Lenora Lee from KPMG, the District's external auditor, presented the 2022-2023 Audit Findings Report for information and provided highlights. Lenora Lee reported a clean audit and unqualified opinion on the District's financial statements, and congratulated the Financial Services Team on having no adjustments required.

Trustees asked questions of clarification and thanked Lenora Lee for the report.

A.6. Student Achievement

None.

A.7. District Presentations

None.

A.8. Community Presentations (5 minutes per presentation)

- a. Ruth Currey from Friends of Bowker Creek presented on concerns about the Oak Bay Secondary artificial turf field.

Trustees provided thanks for the presentation.

B. CORRESPONDENCE

- B.1. August 17, 2023, Khalsa Diwan Society of Victoria to the Board of Education, School Liaison Officer Program**
- B.2. August 26, 2023, Vancouver Island Counselling Centre for Immigrants and Refugees to the Board of Education, School Liaison Officer Program**
- B.3. August 28, 2023, Jewish Federation of Victoria and Vancouver Island to the Board of Education, School Liaison Officer Program**

B.4. August 29, 2023, Minister of Education and Child Care to the Board of Education, Education Funding

Chair Duncan highlighted items from the letter for information.

B.5. September 6, 2023, Greater Victoria Teachers' Association to the District, Foundation Skills Assessment

B.6. September 8, 2023, Victoria Multifaith Society (VMS) to the Board of Education, School Liaison Officer Program

B.7. September 18, 2023, VCPAC to the Board of Education, Support for 2SLGBTQ+

C. TRUSTEE REPORTS

C.1. Chair's Report

a. Chair's Report

Chair Duncan presented her report for information.

b. September/October District Annual Work Plan

The District Annual Work Plans for September and October were provided for information.

C.2. Trustees' Reports (2 minutes per verbal presentation)

D. BOARD COMMITTEE REPORTS

D.1. Education Policy and Directions Committee

a. Draft minutes from the September 11, 2023 meeting – information only

b. Recommended motions from the September 11, 2023 meeting:

By consensus, the motions from the September 11, 2023 Education Policy and Directions committee meeting were moved as a group.

Moved by Trustee Mahbobi

Seconded by Trustee Kwan

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

That the Board of Education of School District No. 61 (Greater Victoria) approve new Regulation 5150 Sanctuary Schools at the September 25, 2023 Board of Education meeting.

That the Board of Education of School District No. 61 (Greater Victoria) amend Draft New Policy XXXX International Student Enrollment, 3.0 Policy, 3.7 The Board of Education directs that prior to considering International School enrollment schools must make every reasonable effort to confirm that there is adequate space, educational programs, and instructional support available for school age children resident in the school district.

That the Board of Education of School District No. 61 (Greater Victoria) amend Draft New Policy XXXX International Student Enrollment, 3.0 Policy, 3.3 The Board of Education acknowledges that marketing and recruiting activities are carried out to attract international students to the school district as described in the supporting regulation.

That the Board of Education of School District No. 61 (Greater Victoria) refer the draft Policy XXXX International Education Enrollment and draft Regulation XXXX International Education Enrollment with the relevant additional data to the Education Policy and Directions Committee meeting October 16, 2023.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub-Committee to review Policy 5123 Student Placement.

Motion Carried Unanimously

D.2. Operations Policy and Planning Committee

- a. Draft minutes from the September 18, 2023 meeting – information only
- b. Recommended motion from the September 18, 2023 meeting:

By consensus, the two motions from the September 18, 2023 Operations Policy and Planning Committee meeting were moved as a group.

Moved by Trustee Gagnon

Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) direct Policy Sub-Committee to review draft administrative regulations 1161.2 Privacy Management Program, 1161.3 Privacy Impact Assessments and 1161.4 Critical Incident and Privacy Breach.

That the Board of Education of School District No. 61 (Greater Victoria) adopt the Draft Climate Action Plan and annually review progress toward implementation of the Climate Action Plan.

Motion Carried Unanimously

D.3. Audit Sub-Committee Report

- a. 2022-2023 Financial Year End

Trustee Paynter, Chair of the Audit Sub-Committee, presented the motions to the Board.

Trustees and stakeholders had questions of clarification.

Moved by Trustee Kwan

Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) approve the appropriation of \$6,841,658 of the operating surplus as follows: 1) internally restricted \$6,224,545, and 2) unrestricted (contingency) \$617,113.

Motion Carried Unanimously

Moved by Trustee Mahbobi

Seconded by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) approve the Audited Financial Statements of School District No. 61 (Greater Victoria) for the year ended June 30, 2023; AND FURTHER that the Board Chair, the Superintendent and the Secretary-Treasurer be authorized to affix their signatures to the statements, where applicable, on behalf of the Board.

Motion Carried Unanimously

Moved by Trustee Kwan

Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) approve the Financial Statement Discussion and Analysis Report for the year ended June 30, 2023.

Motion Carried Unanimously

Moved by Trustee Kwan

Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) approve the Multi-Year Financial Plan 2023-2026.

Motion Carried Unanimously

Moved by Trustee Mahbobi

Seconded by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) approve the schedules as required by the Financial Information Act for the period July 1, 2022 to June 30, 2023; AND FURTHER that the approved schedules be posted to the District website.

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1. Superintendent's Report

a. Monthly Report

Superintendent Whitten provided the report for information.

Trustees and stakeholders had questions of clarification.

Moved by Trustee Mahbobi

Seconded by Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) receive the Superintendent's report as presented.

Motion Carried Unanimously

b. Enhancing Student Learning Annual Report 2023-2024

Superintendent Whitten and Deputy Superintendent Caldwell provided an update on the report.

Trustees and stakeholders had questions of clarification.

Moved by Trustee Gagnon

Seconded by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) approve the Enhancing Student Learning Annual Report 2023-2024, as presented.

Motion Carried Unanimously

c. 2023-2024 School Plans

Superintendent Whitten presented the 2023-2024 school plans and stated that they are living documents that will continue to grow throughout the year.

Trustees and stakeholders had questions of clarification.

Moved by Trustee Kwan

Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2023-2024 School Plans as presented.

Motion Carried Unanimously

d. Trustee Questions

None.

E.2. Secretary-Treasurer's Report

a. Monthly Report

Secretary-Treasurer Stride provided the report for information.

Moved by Trustee Mahbobi

Seconded by Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) receive the Secretary-Treasurer's report as presented.

Motion Carried Unanimously

- b. 2023-2024 Annual Five Year Capital Plan – School Food Infrastructure Program

Secretary-Treasurer Stride provided an overview of the plan for approval.

Moved by Trustee Mahbobi

Seconded by Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) approve Capital Bylaw No. 2023/24-CPSD61-02 Capital Plan 2023/24.

WHEREAS in accordance with Section 142 of the *School Act*, the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with Section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board for the 2023/24 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated September 15, 2023, is hereby adopted.
2. This Capital Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Bylaw No. 2023/24-CPSD61-02.

Read a first time this 25th day of September, 2023.

Motion Carried Unanimously

Moved by Trustee Gagnon

Seconded by Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) approve Capital Bylaw No. 2023/24-CPSD61-02 Capital Plan 2023/24.

WHEREAS in accordance with Section 142 of the *School Act*, the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with Section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (e) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (f) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (g) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (h) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 3. The Capital Bylaw of the Board for the 2023/24 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated September 15, 2023, is hereby adopted.
- 4. This Capital Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Bylaw No. 2023/24-CPSD61-02.

Read a second time this 25th day of September, 2023.

Motion Carried Unanimously

Moved by Trustee Mahbobi

Seconded by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of School District No. 61 (Greater Victoria) Capital Bylaw No. 2023/24-CPSD61-02 at the September 25, 2023 Board meeting.

Motion Carried Unanimously

Moved by Trustee Kwan

Seconded by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) approve Capital Bylaw No. 2023/24-CPSD61-02 Capital Plan 2023/24.

WHEREAS in accordance with Section 142 of the *School Act*, the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with Section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (i) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (j) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (k) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (l) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 5. The Capital Bylaw of the Board for the 2023/24 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated September 15, 2023, is hereby adopted.
- 6. This Capital Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Bylaw No. 2023/24-CPSD61-02.

Read a third time this 25th day of September, 2023, and finally passed and adopted the 25th day of September, 2023.

Motion Carried Unanimously

- c. 2024-2025 Annual Five-Year Capital Plan – School Food Infrastructure Program

Secretary-Treasurer Stride explained that there is an opportunity to submit a request for funding from the School Food Infrastructure Program for 2024-2025 on September 30, 2023. Given that the School District did not receive full funding of the request made for the 2023-2024 Annual Five Year Capital Plan, it is recommended that a second submission be made for the 2024-2025 Annual Five Year Capital Plan.

Approval of 2024-2025 Annual Five Year Capital Plan submissions will not be confirmed until March 2024.

Trustees had questions of clarification.

Moved by Trustee Gagnon

Seconded by Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) approve the proposed Five-Year Capital Plan (School Food Infrastructure Program) for 2024-2025, as provided on the Five-Year Capital Plan Summary for 2024-2025.

Motion Carried Unanimously

d. 2024-2025 Budget Development Process

Secretary-Treasurer Stride presented the memo for information.

F. QUESTION PERIOD

Q: Why is the Board meeting online instead of in person?

A: Chair Duncan responded that Board meetings will continue online as staff look for economical ways to host hybrid meetings.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G.1. Record of In-Camera Board of Education Meeting – June 19, 2023

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1. New Business

None.

H.2. Notice of Motions

None.

I. ADJOURNMENT

The meeting adjourned at 9:30 p.m.

Moved by Trustee Mahbobi

Seconded by Trustee Gagnon

That the meeting be adjourned.

Motion Carried Unanimously



Greater Victoria Teachers' Association

#5-515 Dupplin Road Victoria BC V8Z 1C2
t. 250.595.0181 f. 250.595.0189 info@gvta.net gvta.net

September 26, 2023

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

Dear Trustees,

RE: Variance of Certification

On August 3, 2023, the Labour Relations Board granted the application of the Greater Victoria Teachers' Association (GVTA)/British Columbia Teachers' Federation (BCTF) to vary its Certification by adding all former members of the Allied Specialist Association to its bargaining unit. This includes:

- Speech-Language Pathologists,
- District Psychologists,
- District Lead Youth and Family Support,
- Indigenous District Counsellors,
- Indigenous Arts and Culture Facilitators, Drum Program, and
- Elders and Indigenous Knowledge Facilitators.

Please join us in warmly welcoming these new members of the Greater Victoria Teachers' Association

Sincerely,

Winona Waldron

First Vice-President
Greater Victoria Teachers' Association

cc: Deb Whitten, Superintendent of Schools
GVTA Executive Committee

Board of Education

Chair: Nicole Duncan Vice-Chair: Karin Kwan

Trustees: Natalie Baillaut, Angela Carmichael, Mavis David,
Derek Gagnon, Emily Mahbobi,
Diane McNally, Rob Paynter

TO: Board of Education
FROM: Trustee Duncan
RE: Chair's Report
DATE: October 30, 2023

Activities on behalf of the Board:

1. Weekly Chair/Superintendent agenda planning meetings to set the agendas for our meetings. Bi-weekly check in/signing meeting with Superintendent and Secretary Treasurer.
2. On behalf of the Board of Education correspondence was sent to each Police Board in order to initiate discussion regarding the shared responsibility of the Board of Education and Police for student and staff safety.
3. BCSTA Board Chair's Call- The Honourable Minister Singh, Deputy Minister Christina Zacharuk and Ministry of Education and Child Care staff provided Board Chairs and Superintendents exciting information regarding Bill 40 which is to be implemented by the 2024-25 school year.
4. VISTA Fall Conference and Business Meeting during which we were honoured to hear from many inspiring presenters working to support student learning and the social emotional well-being of children and youth. A highlight included Dr. Jennifer Charlesworth, Representative for Children and Youth who shared the very important work her office is doing to support Children and Youth in Care. Dr. Charlesworth spoke to belonging and the need for cross sector collaboration and meaningful action to address significant systemic barriers impacting Children and Youth in Care, including in education that require are immediate focus. Dr. Charlesworth shared her report entitled *Skye's Legacy: A Focus on Belonging* which included three recommendations *to ensure that Indigenous children in the B.C. government's care realize a sense of belonging that reflects an expanded understanding of permanency, including connection and belonging to people, place, culture and a positive sense of self.* I encourage you to read the report which is available via the following url: <https://rcybc.ca/wp-content/uploads/2023/02/Skyes-Legacy-Year-1-Progress-Assessment-FINAL.pdf>

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.

5. Board Chairs from across British Columbia convened for a Day of Advocacy on October 19, 2023 in Victoria. Board Chairs advocated for additional funding for student supports, and capital needs including significant outstanding maintenance and repair funding requirements.
6. BCSTA Capital Working Group met to discuss potential recommendations and topics for further development.
7. BCSTA Provincial Council in Vancouver, BC- 20th & 21st October 2023.

Acknowledgement: October is Cybersecurity Awareness Month. This is an opportunity to raise awareness through campaigns and programs that encourage all of us to take action each day to protect ourselves when online or using connected devices.

Reminders: The Public Interest Disclosure Act (PIDA) will come into force for all school districts on **December 1, 2023**. You can access our school district's Policy 8400 Whistleblower Protection via the following url: <https://www.sd61.bc.ca/our-district/documents/name/policy-8400-whistleblower/>.

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.

One *Learning* Community



C.1.b. November District Annual Work Plan



November 2023

November 20: Non-Instructional Day

November 2-3: BCPSEA Fall Symposium

November 23-25: BCSTA Trustee Academy

Strategic Direction and Learning

- Elect Board Chair and Vice-Chair, BCPSEA Rep., BCSTA Rep. (Meeting Format Update Zoom/in-person)
- 2024-2025 Budget Update

System Planning and Performance Monitoring

- Enhancing Student Learning Report and Anti-Racism
- IT4L Update
- Monthly Capital Projects Update
- Monthly Facilities Report
- Monthly Financial Report and Budget Change Report

External Compliance and Accountability

- Approve September 2023 Quarterly Financial Report through Audit Committee

Engagement with Stakeholders and Public Recognition Events

- Board Members attend Remembrance Day Ceremonies in the Community

Advocacy for Public Education and Provincial Liaison

- Attend BCPSEA Regional Meetings
- Attend BCPSEA Fall Symposium

Trustee Professional Development In-Service

- Attend BCSTA Trustee Academy – November 23-25, 2023

NOVEMBER						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Education Policy and Directions Committee Meeting	Administrators Meeting
Operations Policy and Planning Committee Meeting	DLT Meeting
Board of Education Meeting	Level Meeting
Ed/Opps Combined Meeting = Green Box with Orange Number	District Leadership Development Program P Year 1-3
PROD Day	District Leadership Development Program VP Year 1-3
Stat Holiday	Emergent Meeting = Bright Green Box with Blue Number
Winter Break / Spring Break	JCCI Meeting (SBO or GVTA)
	Team Meeting SLT/District Team
	Joint Committee Meetings Tom
	Professional Relations Committee (PRC)



The Board of Education of School District No. 61 (Greater Victoria)
Education Policy and Directions Committee Meeting
REGULAR MINUTES
Monday, October 16, 2023, 7:00 p.m.

Trustees Present: **Education Policy and Directions members:** Emily Mahbobi (Chair), Natalie Baillaut, Mavis David

Operations Policy and Planning members: Nicole Duncan, Karin Kwan

Trustee Regrets: Angela Carmichael, Diane McNally

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Julie Lutner, Associate Secretary-Treasurer, Andy Canty, Director, Information Technology for Learning, Dr. Jeff Davis, Director of International Student Program, Dr. Shelly Neimi, Director of Indigenous Education

Partners: Jane Massy, CUPE 947, Lena Palermo, GVTA, Kristely Kelly, Songhees Nation, Kalie Dyer, Esquimalt Nation

A. COMMENCEMENT OF MEETING

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

A.1. Acknowledgement of Traditional Territories

Chair Mahbobi recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories we live, we learn, and we do our work.

A.2. Approval of the Agenda

Moved by Trustee Duncan

That the October 16, 2023 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

Education Policy and Directions Committee Meeting October 16, 2023

1

Moved by Trustee Baillaut

That the September 11, 2023 Education Policy and Directions Committee meeting minutes, be approved.

Motion Carried Unanimously

A.4. Business Arising from Minutes

None.

B. PRESENTATIONS TO THE COMMITTEE

B.1. VCPAC President Tracy Humphreys was unable to attend and present on the Accessible BC Act and Supporting Students with Disabilities in the District.

B.2. Capital Bike Director, Patrick Schreck, presented recommendations for the school districts Climate Action Plan 2022-2027.

C. NEW BUSINESS

C.1. Deputy Superintendent Caldwell provided the memo and introduced Torquay Elementary Principal, Liz McMaster who presented the 2023-2024 school goals for Torquay with a focus on diversity and inclusion in action. District Principal David Hovis and Teacher Jen Barber presented on Anti-Racism & Supporting New Canadian Families Transition to SD61 (Welcome Centre).

Trustees provided thanks for the presentation.

C.2. Director of Indigenous Education Dr. Shelly Neimi presented on the World Indigenous People's Conference and Education that she attended in September 2022 with Director of Education, Esquimalt Nation Kalie Dyer and Director of Education, Songhees Nation Kristely Kelly.

Trustees provided thanks for the presentation.

C.3. Associate Superintendent Aerts presented Draft Policy 6163.1 Learning Resources.

Trustees discussed the Draft Policy that was presented.

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) send Draft Policy 6163.1 Learning Resources to stakeholders and partners for feedback and bring back to the December 4, 2023 Education Policy and Directions committee meeting.

Motion Carried Unanimously

Education Policy and Directions Committee Meeting October 16, 2023

2

C.4. Policy Sub Committee

a. New Policy XXXX International Student Enrollment

Amendment

Moved by Trustee Duncan

3.9 The total annual international student enrollment, and the allocation of international student enrollment as a percentage of a school's population will be reviewed by the Board of Education. ~~The Superintendent will provide the Board with a bi-annual report in November and April on the International Student Program including the current student enrollment and any recommendations for future enrollment levels which will be based on the availability of space in the immediate and projected future (at least three years). during the International Student Program annual reporting process.~~

Motion Carried Unanimously

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) approve Policy XXXX International Student Enrollment as amended.

Motion Carried Unanimously

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) refer Draft Regulation XXXX International Student Enrollment to the Policy Sub-Committee for further development be brought back to the Education Policy and Directions committee meeting November 6, 2023.

Motion Carried Unanimously

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide the Board with a report at the November 6, 2023 Education Policy and Directions committee meeting on the International Student Program including the current student enrollment levels which will be based on the availability of space in the immediate and projected future (at least three years),

And FURTHER

Include the capacity of each school (Elementary, Middle and Secondary), and at least three years of transfer data broken down by each of the Board of Education's Student Enrollment Priorities.

Motion Carried Unanimously

D. NOTICE OF MOTION

None.

E. GENERAL ANNOUNCEMENTS

None.

F. ADJOURNMENT

Moved by Trustee David

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:05 p.m.



*The Greater Victoria School District is committed to
each student's success in learning within
a responsive and safe environment.*

POLICY 6163.1

LEARNING RESOURCES

The Greater Victoria School Board believes that all resources, human and material, are learning resources and therefore must be equitably available and accessible across the district.

It further believes that the central purpose of all learning resources, services and supporting facilities, is to enable learners to construct knowledge and create meaning from diverse information sources.

Resources and resource services will be an integral part of instructional programs, be collaboratively designed and serve to assist students to develop the information acquisition and processing skills, and recreational reading habits which inspire a life-long love of learning.

Greater Victoria School District

Approved: March 1982

Suspended: March 1992

Renamed and Revised: February 27, 1995

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Greater Victoria School District

Approved: March 1982

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POLICY 6163.1

LEARNING RESOURCES

1.0 RATIONALE

The selection and use of Learning Resources must be consistent with the First Peoples Principles of Learning and the BC Ministry of Education and Child Care curriculum. In addition to the wide range of materials in the provincial lists of recommended resources and the grade collections, there are other appropriate resources which staff may select to meet the needs and interests of the student population.

The District supports the provision of a wide range of learning resources at varying levels of difficulty with diversity and appeal to meet the needs of students and teachers.

2.0 DEFINITIONS

Learning Resources will refer to any person(s) or any material (whether acquired or locally produced) with instructional content or function that is used for formal or informal teaching/learning purposes during instructional time. Learning resources include print and online materials.

3.0 POLICY

3.1 The District seeks to provide a wide range of learning resources with diversity of appeal and the presentation of different points of view, including Indigenous worldviews to meet the needs of District students.

3.2 The primary objective of learning resources is to support, enrich, and enhance the implementation of the curriculum.

3.3 It is the responsibility of district and school educational staff to provide students with learning resources that are appropriate to the needs, interests, and abilities of learners.

3.4 The District seeks to provide learning resources that promote a greater understanding among staff and students of the local Nations' history, territory, and contemporary matters.

3.5 The District seeks to partner with Elders, Knowledge Keepers, and community members to ensure that Indigenous ways of knowing and being are responsibly and respectfully integrated with learning resources.

3.6 Rationale for Learning Resources Selection

3.7 In selecting resource materials consideration will be made to include a wide variety of educationally appropriate materials that will provide for a range of teaching and learning styles.

3.8 The resource fulfills the following social consideration principles by promoting diversity, appropriately representing the status areas of the BC Human Rights Code of race, colour, ancestry, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, and disability; incorporates diverse racial backgrounds and lived experiences, demonstrates equity, and reflects Indigenous, Black and People of Colour (IBPOC) voices; promotes respect for and understanding of inclusion and diversity in Canadian society; provides appropriate context for complex issues and demonstrates awareness of personal bias; emphasizes opportunities for critical thinking; and ensures that resources are current and do not contain offensive or stereotypical content.

3.9 All usages of materials will involve the teacher as the facilitator of learning as necessary; students will have some choice in materials selection for specific purposes, such as independent reading or research.

3.10 It is not expected that any single resource will be sufficient to teach a course; rather, a multimedia approach is encouraged which integrates materials from different packages and media.

3.11 Criteria for the Evaluation of Learning Resources

3.12 Learning Resources will:

3.12.1 Be age and developmentally-appropriate.

3.12.2 Be evaluated for reliability and bias.

3.12.3 Reflect cultural responsiveness, safety, and societal diversity.

3.13 Procedures for Selection of Learning Resources

- 3.14 Responsibility for selecting and issuing learning resources in accordance with the criteria approved herein rests with the appropriate educational staff employed by the District.
- 3.15 The Superintendent or designate and principals have general responsibility for ensuring that the approved criteria are known and appropriately applied.
- 3.16 The Superintendent and Principal, who has statutory authority for the school's instructional program, may exercise a veto in resource selection.
- 3.17 In selecting learning resources, district and school educational staff will evaluate available resources and curriculum needs and will consult reputable professional journals, catalogues, and periodicals. Whenever possible, the actual resource will be examined.
- 3.18 Gift materials shall be judged by the criteria outlined above and shall be accepted or rejected by those criteria.
- 3.19 Selection is an ongoing process which includes the removal of materials which are no longer appropriate according to the approved criteria for the selection of learning resources.

4.0 RESPONSIBILITIES

- 4.1 The Board delegates the responsibility for coordinating the selection of and making recommendations for the purchase of learning resources to the district or school educational staff.
- 4.2 In the professional judgement of the Principal and school educational staff, when an approved learning resource is considered "sensitive in nature" or has "the potential to offend", and a teacher(s) intends to use the resource, the school educational staff, in consultation with the Principal, may choose to provide notification to parents of students who will have access to or be exposed to the learning resource.

The notification to parents/guardians will provide information based on the age and maturity of the students in the class and may include:

(1) Identify the learning resource

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- (2) Provide a brief description of the content
- (3) Outline the purpose for the use of the resource
- (4) And the dates that the resource will be in the classroom.

5.0 REFERENCES

Sections 7, 8, 17, 20, 22, 65, 85, 168 School Act
Educational Program Guide Order MO 333/99

Greater Victoria School District

Approved: March 1982

Suspended: March 1992

Renamed and Revised: February 27, 1995

Revised xxxx, 2023

REGULATION 6163.1

LEARNING RESOURCES

I RESOURCES PLAN

Each school will develop a plan for a broad school-wide approach for the use of learning resources.

THE PLAN WILL:

1. reflect an intentional change from single text-based instruction to resource-based Instruction;
2. include an outline of the process by which all learning resources in the school are selected, ordered, received, catalogued, processed, housed, circulated and maintained;
3. include the application of resource management and resource acquisition software (library automation) with the idea of maximizing access to information;
4. be congruent with the District's and School's Technology Plan.

II EVALUATION AND SELECTION OF LEARNING RESOURCES

1. All learning resources which are consistent with the educational goals of the Ministry and relevant to the objectives of a particular course and appropriate to the learner's age level and learning style are acceptable for use in this school district.
2. Each school's learning resource collection will reflect the variety of formats recommended by the Ministry of Education.

3. Where a choice exists, all types of learning resource material, print and non-print, should be Canadian in origin, and be obtained from Canadian sources and reflect Canadian cultural values.
4. Schools may purchase non-recommended materials. However, resources selected that are not on the Ministry's recommended list require the completion of the **Ministry In-depth Evaluation Form** (*Appendix A*). Evaluations are not required for single copy purchases of print materials, e.g., a single book to be used for reference or recreational reading.
5. Any software or hardware purchased by a school should have the potential for expansion within the school, and connectivity to other schools in the catchment area. i.e. sharing information sources within a school and within the District.
6. The Principal or designate is responsible for evaluating the suitability of any material or service produced by a community agency and used as a resource in a particular school.
7. A member of the School Services Department and/or a designated specialist area teacher recommended by School Services Department, will be responsible for the evaluation of materials and services used by more than one school in the District and produced by a community agency.
8. The criteria used on page 21 of the Ministry document **Selection and Challenge of Learning Resources** will be used by this District to evaluate resource materials and services produced by community agencies.

III CHALLENGE OF LEARNING RESOURCES

1. If any learning resource used in a school is challenged on the grounds that it is inappropriate, the following procedures will apply:
2. Upon receiving a complaint, the teacher and/or Principal will endeavour to resolve the issue informally. Regardless of the outcome, a written report must be kept on file in the Principal's office.
3. If no informal resolution is achieved at the school level, the Principal will provide the complainant with an **Inquiry into Suitability of a Learning Resource Form** (*Appendix B*) TO BE COMPLETED AND

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RETURNED TO THE PRINCIPAL AND forwarded to the Superintendent or designate.

4. Upon receipt of the Inquiry into Suitability of a Learning Resource, the Superintendent and the Principal or designate will call a meeting of the Learning Resources Consultative Committee.
5. This committee will review the challenged material in the context of the evaluation criteria outlined by the Ministry document, Selection and Challenge of Learning Resources; consult with others if necessary, and then confer with the complainant. If the issue is resolved, the matter will be considered closed.
6. Should no mutually acceptable solution be accomplished, the Committee's recommendations as well as the Inquiry into Suitability of a Learning Resource Form will be forwarded to the Superintendent, or designate, who will submit them to the board of School Trustees for the final decision.

IV INSTRUCTIONAL PROGRAMS

* *Regulations are under development.*

V DISTRICT COORDINATION OF LEARNING RESOURCES

1. Information Services is responsible for coordinating:
 - a) hot-line or technical support from commercial vendors;
 - b) access to and accounts for various information sources.
 - c) The training necessary to efficiently operate resource management, telecommunications and computer assisted curriculum software. This training may be provided by commercial vendors or knowledgeable District staff.
2. District resource centre is responsible for:
 - a) purchase and showcasing the newly recommended materials;
 - b) providing materials not commonly purchased by a school (for reasons of cost).
3. Purchasing Services is responsible for

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- a) negotiating special District pricing and service for bulk purchasing of learning resource materials.
4. The Superintendent will maintain a coordinating committee of representatives called the Learning Resources Consultative Committee who will meet as needed to:
- a) recommend to the District Leadership Team the annual disbursement of funds from the Ministry's Learning Resources Trust Fund, the Credit Allocation Plan and the District Technology budget;
 - b) support and encourage the development of resource services and resource-based instructional techniques within District schools;
 - c) coordinate any pilot learning resources project between or among District schools.
 - d) facilitate a satisfactory conclusion to a challenged material.
 - e) This committee will have representation from:
 - VAA - Elementary & Secondary
 - GVT A Elementary & Secondary
 - GVT LA Elementary & Secondary
 - VCPAC Elementary & Secondary
 - SSCC
 - Trustee
 - ASA
 - District School Services Department
 - District Information Services Department
 - CUPE
 - f) The Committee will be chaired by either the Superintendent or designate.

Please refer to: Learning Resources 6163.1 (attach)

Greater Victoria School District

Approved: February 1982

Suspended: March 9, 1992

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Re-named and revised: February 27, 1995

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Financial Services & Victoria International Education

TO: Policy Sub-Committee
FROM: Jeff Davis and Julie Lutner
DATE: October 11, 2023
RE: **International Student Enrollment Policy**

Background

At the April 24, 2023 Board of Education meeting, the following motion was approved:

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

AND FURTHER

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

On September 11, 2023, the Policy Sub-Committee brought forward a draft *Policy XXXX International Student Enrollment* (the “policy”) to the Education Policy and Directions Committee Meeting and on September 25, 2023 the Board approved the following motion:

That the Board of Education of School District No. 61 (Greater Victoria) refer the draft Policy XXXX International Education Enrollment and draft Regulation XXXX International Education Enrollment with the relevant additional data to the Education Policy and Directions Committee meeting October 16, 2023.

Included in the draft policy was the following wording around placement of students:

3.4 International student enrollment will be considered only where there is space available. When there are more students than a school can accommodate, the Board of Education’s Student Enrollment Priorities will determine the order in which students are placed in schools.

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.

3.5 The School Act requires each Board of Education to establish rules for determining student enrollment priority. The Student Enrollment Priorities were established by the Board of Education and are the rules that govern enrollment priority in our school district. In accordance with the School Act, the Board of Education's Student Enrollment Priorities are made available to the public on the school district website and via Policy and Regulation 5118.2 Student Enrollment and Transfers.

3.7 The Board of Education directs that prior to considering International School enrollment schools must make every reasonable effort to confirm that there is adequate space, educational programs, and instructional support available for school age children resident in the school district.

3.8 International students will be placed in accordance with the Board of Education's Student Enrollment Priorities. The Board is committed to ensuring that international students are welcomed into the educational community and provided with equitable access to resources and opportunities.

3.9 The total annual international student enrollment, and the allocation of international student enrollment as a percentage of a school's population will be reviewed by the Board of Education during the International Student Program annual reporting process.

As a result, this memo has been prepared to summarize the potential impacts on the Victoria International Education program ("VIE"), the registration process, and the overall financial impacts to the Greater Victoria School District (the "District").

Provincial Practice

Similar sized Districts within BC:

- Burnaby Policy 5.05 Admission and Placement of Students into the Burnaby School System:
 - *2. The School Act allows for students not ordinarily resident in a school's designated attendance area to apply and be registered in a school if the school has the capacity to provide the applicant with an educational program appropriate to the applicant's needs. The decision to register the student will be made taking into account the school's physical and educational resources, enrolment projections for continuing students including the projected enrolment of new students resident in the school's attendance area, and the space required to accommodate district programs located in the school.*
- Central Okanagan 420 Admission of International Education Students:
 - *3.1.2 There must be sufficient space in the immediate and projected (three year) future to accommodate the student or students.*
- Langley Administrative Procedure 303 Admission of International Students:
 - *The Superintendent has the sole authority to approve the acceptance and enrolment of international students in District schools.*
 - *1.2. Placement of International students at schools will be determined by the International Student Program staff in consultation with the Superintendent and the principal. 1.3. International students shall only be placed in schools with available space as determined by the District.*
- Richmond Regulation 501.8-R Student Admissions, Registration, Placement and Transfer:

- 2.1 Availability of space in a school will be reviewed annually.
- 2.2 The School Act establishes priorities for the placement of a student if the Board determines that space and/or an appropriate educational program is available in a school.
- Abbotsford Administrative Procedure 314 International Students:
 - 5.1 The Abbotsford School District reserves the right to determine final school and grade placement. This will depend on available space, English proficiency, age, assessment results, and previous school experience, as follows:
 - Enrolment of international students will be subject to space being available in the immediate and projected future (two years).

Our neighbouring districts both have policies on international student enrollment:

- Saanich Policy 25 International Student Program:
 - The Superintendent will provide a bi-annual report in November and April to the Board on the International Student Program including the current student enrollment and any recommendations for future enrollment levels. The full-time equivalent number of SISP students in any given school year will not exceed 5% of the full-time equivalent number of students resident in the district as of the February student count of the previous school year, exclusive of SIDES enrolment.
- Sooke Regulation C-111 International and Non-Resident Students
 - 6. The School District reserves the right to determine final school and grade placement subject to space availability and English proficiency.
 - 8.1 The number of International students in the District will not exceed 5% of the total student population.
 - 8.2 The number of International students in the District's elementary schools will not exceed 1% of the total elementary school population.
 - 8.3 The maximum number of International students who require ELL support should not exceed 2 per class for elementary schools.
 - 8.4 Students will be individually assessed for ELL support. Support provided will be appropriate to student need.

Impact Assessment

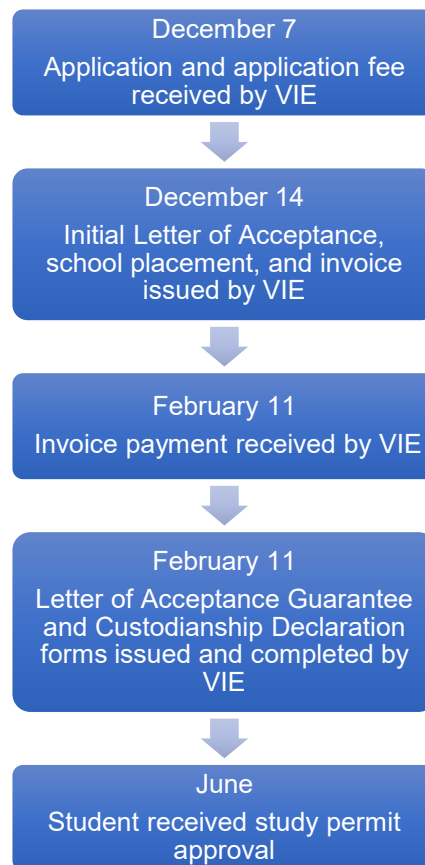
Enrollment

The VIE creates target international student placement numbers each year for each school. The decisions are made using in-catchment projections prepared by Baragar Systems, local knowledge and continuous and evolving discussions with Principals and the Superintendent.

When an international student applies for a long-term program within the District, the Initial Letter of Acceptance received from VIE denotes a specific school in the District. This initial letter of acceptance is based on the student's submission of their school preference(s) along with the application fee.

The receipt of the application fee initiates the contractual agreement with families and the application process forms the contractual agreement with families. Families agree to terms within the application process. As per Harris and Company's legal opinion, this is a legally binding agreement. The initiation of the application process varies; however, it is typical for the letter of acceptance to be issued to a student the year prior to the start of school to ensure there is

sufficient time to apply for a study permit with Immigration, Refugees and Citizenship Canada. Study permit processing times vary by region and time of the year. The following is an example of the application process for an international student for enrollment starting in September; however, the application process varies between countries and students:



Changing the school that the international student attends after the application is received is problematic for three reasons: there is an impact on the contractual agreement initiated with the recruitment agent and family during the application process to attend a specific school; there is an impact on the staffing allocations provided to District schools; and there is an impact on the homestay placement considerations.

Under the new draft Policy XXXX International Student Enrollment, it is estimated that the District will lose 233 FTE, or 25.19%, of international student enrollment in 2024-2025 by implementing this policy as follows:

- 6 students at Arbutus Global Middle School
- 5 students at Cedar Hill Middle School
- 1 student at Colquitz Middle School
- 10 students at Monterey Middle School
- 70 students at Oak Bay High School
- 25 students at Reynolds Secondary School
- 13 students at Spectrum Community School
- 103 students from international recruitment agencies

Given the District has historically prioritized the organization of students by school catchments, it is a challenge to estimate the capacity to accept students in any given school. Therefore, the projected impact on enrollment has been based on 2023-2024 numbers, within a catchment system. Other assumptions and considerations when preparing the projection include:

- Students on out of catchment waitlists would be accepted into schools
- Transfer process data for 2023-2024
- Consideration of District demographic data and future enrollment projections
- Recruitment agencies commentary on draft policy and reputational impact
- Consideration of multiple year international students at Oak Bay High School

Assessment as of October 6, 2023:

- Arbutus has an international student allocation of 20 students for the 2023-2024 school year. For 2023-2024 Cedar Hill has an out of catchment, in District wait list of 6; therefore, it is expected that international student admission acceptances will be reduced by 6 students.
- Cedar Hill has an international student allocation of 5 students for the 2023-2024 school year. For 2023-2024 Cedar Hill has an out of catchment, in District wait list of 10; therefore, it is expected that international student admission acceptances will be reduced to zero.
- Colquitz has an international student allocation of 1 student for the 2023-2024 school year. For 2023-2024 Colquitz has an out of catchment, in District wait list of 7; therefore, it is expected that international student admission acceptances will be reduced to zero.
- Monterey has an international student allocation of 10 students for the 2023-2024 school year. For 2023-2024 Monterey has an out of catchment, in District wait list of 10; therefore, it is expected that international student admission acceptances will be reduced to zero.
- Oak Bay has an international student allocation of 130 students for the 2023-2024 school year. Of the 130, there are 60 students who are expected to continue on the graduation program and 70 students who will either graduate or are expected to return to their home country. For 2023-2024, Oak Bay has an out of catchment, in District wait list of 60; therefore, it is expected that international student admission acceptances will be reduced in 2024-2025 by the 70 students who will not be returning as there would be no further students placed at Oak Bay.
- Reynolds has an international student allocation of 115 students for the 2023-2024 school year. For 2023-2024 Reynolds has an out of catchment, in District wait list of 25. Therefore, it is expected that international student admission acceptances will be reduced by 25 students.
- Spectrum has an international student allocation of 125 students for the 2023-2024 school year. For 2023-2024 Spectrum has an out of catchment, in District wait list of 13; therefore, it is expected that international student admission acceptances will be reduced by 13 students.

	Non-Catchment In-Pathway Waitlist October 2023	Total Waitlist October 2023	International student placement at 9/29/2023	Anticipated Reduction 2024-2025
MIDDLE				
Arbutus	-	6	20	(6)
Cedar Hill	6	11	5	(5)
Central	-	1	3	
Colquitz	4	7	1	(1)
Glanford	-	1	4	
Gordon Head		-	7	
Lansdowne		-	1	
Monterey	1	10	10	(10)
Rockheights			1	
Shoreline	-	-	1	
SECONDARY				
Esquimalt	-	-	95	
Lambrick	-	-	125	
Mt. Doug	-	-	220	
Oak Bay	15	60	130	(70)
Reynolds	11	25	115	(25)
Spectrum	1	14	125	(13)
Vic High*	4	16	40	-
Total Projected Reduction due to Waitlist**				(130)
Projected Reduction from Recruitment Agencies				(103)
Total Projected Reduction				(233)

**Vic High should have capacity to accommodate additional students in 2024-2025 in the new building*

***Does not include Elementary international enrollment*

In the analysis above, it is not expected that the students would be placed in another school with capacity for the following reasons:

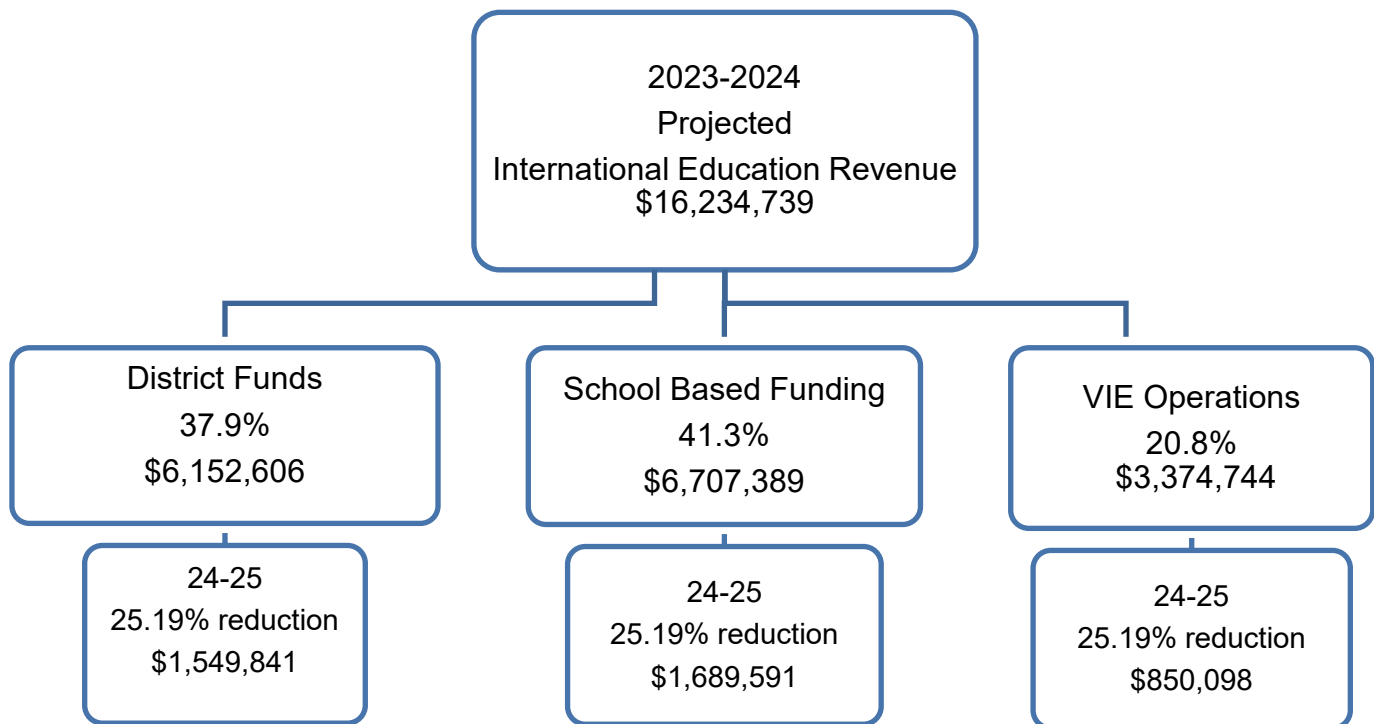
- There are 132 school districts in Canada that have international education programs and international students typically apply to more than one district. Typically, those students that are denied their first-choice school move on to another district.
- Available homestays also determine where students can be placed. Schools near the University of Victoria have limited homestay spaces due to the number of university students also trying to find housing.
- Lambrick Park and Mount Douglas Secondary Schools already have high international enrollment numbers. Lambrick's international enrollment is 21% of the student population

and Mount Douglas' enrollment is 23% of the student population as depicted in the chart below.

- We recognize that as Victoria High School capacity in the new school increases, there may be opportunities to place some students there.

	Ministry Funded Students (HC) as at 9/29/23	International student placement at 9/29/2023	2018 Functional Capacity and Total Students as at 9/29/23	International Student placements as a % of Total Students as at 9/29/23
Esquimalt	790	95	995/885	11%
Lambrick	477	125	734/602	21%
Mt. Doug	747	220	852/967	23%
Oak Bay	1,247	130	1286/1377	9%
Reynolds	912	115	934/1027	11%
Spectrum	1,077	125	1201/1202	10%
Vic High	824	40	1000/864	5%

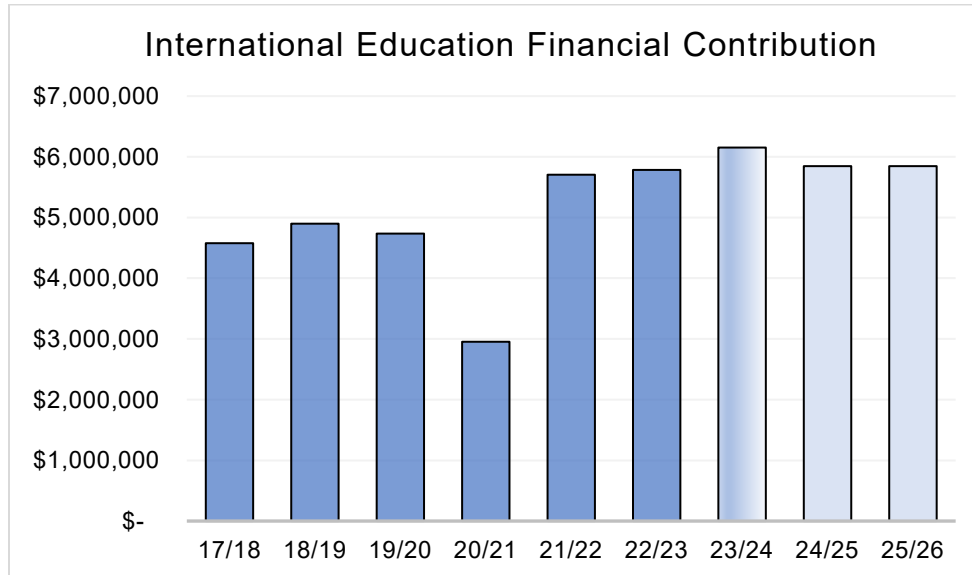
There are three areas which will be impacted: district operating funds, school-based funding, and VIE operations. The graphic below outlines projected budget reductions based on the projected 2023-2024 International Tuition Revenue:



1) District Funds

International tuition revenue contributes a portion of all revenue generated to the District's operating fund. Over the past six years, the International Education Program has contributed between \$4.6 million to \$5.8 million (excluding 2020/2021 which was impacted by the

COVID-19 Pandemic) to the District's operations. This has directly impacted resident students' experiences, as it has allowed the District to provide additional opportunities and supports for resident students beyond what the Ministry funding affords, including elementary and middle music programs, additional teacher counselling supports, daytime custodians and additional Educational Assistant supports within classrooms.



It is anticipated that a reduction of 233 international students in 2024-2025 will reduce the contribution to the District and increase the structural deficit by \$1.5 million with a further anticipated increase to the structural deficit in 2025-2026 and beyond.

2) School-based Funds

A decrease of 25.19% of international students in 2024-2025 will result in a reduction of 14 GVTA Teacher FTE across the District, which includes GVTA advisor and Vice-Principal time. The nature of courses offered district-wide may change or be reduced due to the decreased enrollment at neighbouring schools. Since the international teacher staffing ratio has changed to match the Secondary resident student ratio, this should not have a negative financial impact on Secondary schools with reduced international enrollment.

3) VIE Operations

CUPE 947 and Exempt staff reductions will have to be made at VIE in order to effectively and efficiently sustain operations.

Other Considerations

Equity

Lambrick Park and Mount Douglas Secondary Schools already have high international enrollment numbers. Having some schools with high international enrollment and others with none changes the school environment, the learning environment for all students and may create other inequities between schools.

Mental Health

When out of catchment students have attended Elementary and Middle schools with their peers and are not able to attend their pathway Secondary school, the mental health of those students can be impacted.

As of October 6, 2023, the following schools had out of catchment, in pathway students on a waitlist:

- Secondary: 15 at Oak Bay, 11 at Reynolds, 1 at Spectrum and 4 at Vic High
- Middle: 6 at Cedar Hill, 4 at Colquitz and 1 at Monterey

Future Year Enrollments

When registering international and/or out of catchment students into Secondary schools, the plans of each individual student must be considered. This consideration will support planning to ensure that Secondary schools are not over capacity in subsequent years. When accepting an international student application, the grade level and number of years a student plans on attending are two factors taken into consideration. As an example:

- If Secondary School X is expected to be over capacity in future years, International Education may register only grade 11 or 12 students at Secondary school X. The District will be able to plan with the understanding that International students will attend Secondary School X for one or two years. However, the general understanding is that an out of catchment student entering grade 9 will attend a Secondary School from grade 9 to grade 12 (four years).

Catchment Considerations

Policy 5118.2 Student Enrollment and Transfers sets the expectation of the Board for student enrollment.

The rationale in section 1.1 of the policy states *“The Board believes that the needs of the majority of students are best served if students attend their catchment schools.”*

Section 3.1 of the policy states *“Students are expected to attend their catchment area schools except in occasions of limited space or if successful application has been made to attend a school from another catchment area.”*

As some schools lose international and/or resident students, the lower enrolling schools will not be in a position to offer a full range of extra-curricular opportunities such as clubs and athletics.

Per the Government of British Columbia website, “International Education in British Columbia (B.C.) supports diversity and inclusion and enables the development of intercultural competencies for B.C. students, teachers and communities.” The draft policy will create a scenario where certain schools will have limited or no international students. This will create a different learning experience for students attending all schools and doesn’t offer the diversity, inclusion or intercultural competencies for students at those schools impacted.

Homestay

Currently, homestay students generate \$13,525 per student per year in additional revenues in excess of tuition. A reduction of enrollment will reduce the number of homestays, significantly impacting families in Victoria who depend on the revenue generated by hosting a student to help supplement their income.

Impact on 2025-2026 and beyond

Assessing the impact for 2025-2026 and beyond has some challenges, including:

- Analyzing the impacts of enrollment priorities on all schools
- Understanding the reputational impacts on the International Education Program

There are other factors that may further impact international enrollment, including:

- There may be an impact on short-term program from recruitment agencies not recommending School District 61.
- There may be an increase in out of catchments and out of district students applying at their desired schools, further reducing space for international students; numerous students inquire about transfers but don't apply.
- Other school districts may use the International Student Enrollment policy to their advantage.
- There will likely be a diminished service delivery from VIE to current international students.

Conclusion

The draft policy will prioritize all resident students in the district and ensure they are offered space in the school of their choice before international students, which will reduce international student enrollment in the District. This reduction will impact the international program, increase the structural deficit, reduce Teacher FTE and reduce supports and opportunities for students thereby impacting the student learning experience for all students in the District.

Supporting Documents

Middle and Secondary Enrollment projections

Detailed Waitlist Information

Greater Victoria School District No. 61

Enrollment Projections (Headcount) Prepared by Baragar Systems as at December 6, 2022

		Projected Enrolment													
		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Middle															
Arbutus Global Middle															
	Regular	241	255	255	250	235	236	222	216	206	210	217	220	222	222
	French Immersion Early:	120	125	131	130	126	122	115	109	102	102	108	108	108	108
	French Immersion Late:	49	50	50	48	45	46	43	39	41	43	43	43	43	43
	Total	410	430	436	428	406	404	380	364	349	355	368	371	373	373
Cedar Hill Middle															
	Regular	456	461	468	458	464	449	430	389	374	379	393	401	406	409
	French Immersion Early:	125	121	123	124	122	117	112	106	105	105	105	107	107	107
	French Immersion Late:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	581	582	591	582	586	566	542	495	479	484	498	508	513	516
Central Middle															
	Regular	326	324	306	290	284	272	250	236	226	235	241	245	249	251
	French Immersion Early:	157	155	143	150	152	153	131	128	119	125	129	133	135	137
	French Immersion Late:	43	41	40	39	37	37	34	31	33	35	36	36	36	37
	Total	526	520	489	479	473	462	415	395	378	395	406	414	420	425
Colquitz Middle															
	Regular	483	476	532	534	551	518	513	473	464	454	470	470	470	470
	Total	483	476	532	534	551	518	513	473	464	454	470	470	470	470
Glanford Middle															
	Regular	350	374	373	369	347	313	307	285	294	288	299	301	300	301
	Total	350	374	373	369	347	313	307	285	294	288	299	301	300	301
Gordon Head Middle															
	Regular	374	385	382	371	358	334	320	302	300	295	300	302	303	303
	Total	374	385	382	371	358	334	320	302	300	295	300	302	303	303
Lansdowne Middle															
	Regular	379	394	391	387	386	389	367	358	345	351	348	351	355	355
	French Immersion Early:	286	282	281	284	282	275	272	264	265	267	267	264	266	267
	French Immersion Late:	54	54	53	53	54	53	47	45	46	45	47	48	48	48
	Total	719	730	725	724	722	717	686	667	656	663	662	663	669	670
Monterey Middle															
	Regular	411	412	432	420	411	378	367	364	363	363	364	364	364	364
	Total	411	412	432	420	411	378	367	364	363	363	364	364	364	364
Rockheights Middle															
	Regular	271	276	277	284	275	270	250	237	232	237	240	240	240	240
	Total	271	276	277	284	275	270	250	237	232	237	240	240	240	240

Shoreline Community Middle															
Regular	186	187	193	200	204	193	185	165	176	175	188	180	180	180	
French Immersion Early:	167	148	158	158	160	157	133	124	124	126	134	133	135	135	
French Immersion Late:	43	45	44	43	43	39	36	32	34	37	36	37	37	37	
Total	396	380	395	401	407	389	354	321	334	338	358	350	352	352	

Secondary

Esquimalt High															
Regular	583	625	639	662	682	685	696	697	679	653	614	598	594	602	
Challenge	51	50	52	53	54	55	56	55	53	51	49	49	49	50	
French Immersion Early:	186	212	200	222	213	202	224	208	202	191	170	169	169	174	
Total	820	887	891	937	949	942	976	960	934	895	833	816	812	826	
Lambrick Park Secondary															
Regular	446	453	474	487	501	507	500	492	473	452	433	419	416	417	
Total	446	453	474	487	501	507	500	492	473	452	433	419	416	417	
Mount Douglas Secondary															
Regular	493	492	512	522	529	542	540	525	514	494	470	461	451	457	
Challenge	172	173	178	179	180	183	182	178	175	167	159	157	155	157	
Total	665	665	690	701	709	725	722	703	689	661	629	618	606	614	
Oak Bay High															
Regular	943	929	931	947	947	967	971	949	934	893	866	853	846	850	
French Immersion Early:	324	344	364	356	362	359	356	362	354	344	336	332	329	331	
Total	1267	1273	1295	1303	1309	1326	1327	1311	1288	1237	1202	1185	1175	1181	
Reynolds Secondary															
Regular	682	715	736	774	804	820	814	812	794	758	723	691	682	686	
French Immersion Early:	218	204	188	178	179	179	181	179	174	166	158	154	153	154	
Total	900	919	924	952	983	999	995	991	968	924	881	845	835	840	
Spectrum Community School															
Regular	1098	1068	1080	1095	1081	1120	1137	1137	1108	1058	1008	976	975	965	
Total	1098	1068	1080	1095	1081	1120	1137	1137	1108	1058	1008	976	975	965	
Victoria High															
Regular	655	688	686	695	707	716	701	682	672	639	610	591	579	592	
French Immersion Early:	169	157	121	118	116	119	119	112	116	110	99	99	95	99	
Total	824	845	807	813	823	835	820	794	788	749	709	690	674	691	
Secondary Total															
Regular:	4900	4970	5058	5182	5251	5357	5359	5294	5174	4947	4724	4589	4543	4569	
Challenge:	223	223	230	232	234	238	238	233	228	218	208	206	204	207	
French Immersion Early:	897	917	873	874	870	859	880	861	846	811	763	754	746	758	
Total:	6020	6110	6161	6288	6355	6454	6477	6388	6248	5976	5695	5549	5493	5534	

Greater Victoria School District No. 61
Detailed Waitlist Information for Middle and Secondary Schools

	catchment area sibling	in catchment	non catchment sibling	Non catchment pathway	Non catchment non pathway	out of district	Total	International Student Placement at October 6, 2023	Anticipated Reduction 2024-2025
Arbutus	-	-	-	-	6	-	6	20	(6)
Cedar Hill	-	-	-	6	4	1	11	5	(5)
Central	-	-	-	-	1	-	1	3	
Colquitz	-	-	-	4	3	-	7	1	(1)
Glanford	-	-	-	-	-	1	1	4	
Gordon Head	-	-	-	-	-	-	-	7	
Lansdowne	-	-	-	-	-	-	-	1	
Monterey	-	1	-	1	8	-	10	10	(10)
Rockheights	-	-	-	-	-	-	-	1	
Shoreline	-	-	-	-	-	-	-	1	

	catchment area sibling	in catchment	non catchment sibling	Non catchment pathway	Non catchment non pathway	out of district	Total	International Student Placement at October 6, 2023	Anticipated Reduction 2024-2025
Esquimalt	-	-	-	-	-	-	-	95	
Lambrick	-	-	-	-	-	-	-	125	
Mt. Doug	-	-	-	-	-	-	-	220	
Oak Bay	-	-	1	15	44	-	60	130	(70)
Reynolds	-	-	-	11	14	-	25	115	(25)
Spectrum	-	-	-	1	12	1	14	125	(13)
Vic High	-	-	-	4	12	-	16	40	-

POLICY xxxx (New)

INTERNATIONAL STUDENT ENROLLMENT

Adopted:

Revised:

Frequency of Review:

1.0 RATIONALE

The Greater Victoria School District is committed to providing a safe, caring, and welcoming learning environment for all students and families. The Board of Education's mandate is to provide people of school age who are resident in the school district access to an educational program. The Board of Education recognizes the importance of a district-wide approach to enrollment that honours school district student transitions in order to ensure a sense of belonging and connectedness. Therefore international student enrollment will be considered only where space allows.

2.0 DEFINITIONS

2.1 **"School District Student"** means a person of school age who is resident in the Greater Victoria School District.

2.2 **"International Student"** means a student from outside Canada who does not meet the Ministry of Education's funding eligibility requirements and/or has to obtain authorization from the Canadian government to enter Canada with the intention of pursuing studies.

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

3.0 POLICY

3.1 The Board of Education supports the integration of international students into district schools as an important way to increase intercultural and international understanding. The Greater Victoria Board of Education believes that international students add to the rich educational environment in the school district.

3.2 The Board of Education believes the school district should levy fees, charges, as well as administer any type of refund, in a manner that ensures the financial resources needed to operate a cost effective and efficient International Student Program are secured for the benefit of all students in the school district.

- 3.3 The Board of Education acknowledges that marketing and recruiting activities are carried out to attract international students to the school district as described in the supporting regulation.
- 3.4 International student enrollment will be considered only where there is space available. When there are more students than a school can accommodate, the Board of Education's Student Enrollment Priorities will determine the order in which students are placed in schools.
- 3.5 The School Act requires each Board of Education to establish rules for determining student enrollment priority. The Student Enrollment Priorities were established by the Board of Education and are the rules that govern enrollment priority in our school district. In accordance with the School Act, the Board of Education's Student Enrollment Priorities are made available to the public on the school district website and via Policy and Regulation 5118.2 Student Enrollment and Transfers.
- 3.6 A person's residency is determined as of the date the application to enroll the person is submitted to the Board of Education.
- 3.7 The Board of Education directs that prior to considering International School enrollment schools must make every reasonable effort to confirm that there is adequate space, educational programs, and instructional support available for school age children resident in the school district.
- 3.8 International students will be placed in accordance with the Board of Education's Student Enrollment Priorities. The Board is committed to ensuring that international students are welcomed into the educational community and provided with equitable access to resources and opportunities.
- 3.9 The total annual international student enrollment, and the allocation of international student enrollment as a percentage of a school's population will be reviewed by the Board of Education during the International Student Program annual reporting process.
- 3.10 International Student Program operations will be reviewed annually by the Superintendent who will also ensure that an annual report is submitted to the Board of Education, which includes the current student enrollment and any recommendations for future international student enrollment levels.

4 RESPONSIBILITIES

- 4.1 The **Superintendent** is responsible to ensure compliance with the School Act, School Regulation and Board of Education policy and regulations.
- 4.2 The **Superintendent** will provide orientation and training as needed for all staff regarding all aspects of this policy.
- 4.3 The **Board of Education** is responsible to ensure compliance with the *School Act*, *School Regulation* and relevant Ministerial Orders.

5 REFERENCES

School Act S.74.1 Enrollment in an educational program

School Act S.75 Provision of education program

School Act S.82 Fees and Deposits

School Regulation S.16 Deemed residence

DRAFT

POLICY xxxx (New)

INTERNATIONAL STUDENT ENROLLMENT

Adopted:

Revised:

Frequency of Review:

1.0 RATIONALE

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2.0 DEFINITIONS

2.1 **"School District Student"** means a person of school age who is resident in the Greater Victoria School District.

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

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3.1 The Board of Education supports the integration of international students into district schools as an important way to increase intercultural and international understanding. The Greater Victoria Board of Education believes that international students add to the rich educational environment in the school district.

3.2 The Board of Education believes the school district should levy fees, charges, as well as administer any type of refund, in a manner that ensures the financial resources needed to operate a cost effective and efficient International Student Program are secured for the benefit of all students in the school district.

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- 3.6 A person's residency is determined as of the date the application to enroll the person is submitted to the Board of Education.
- 3.7 The Board of Education directs that prior to considering International School enrollment schools must make every reasonable effort to confirm that there is adequate space, educational programs, and instructional support available for school age children resident in the school district.
- 3.8 International students will be placed in accordance with the Board of Education's Student Enrollment Priorities. The Board is committed to ensuring that international students are welcomed into the educational community and provided with equitable access to resources and opportunities.
- 3.9 The total annual international student enrollment, and the allocation of international student enrollment as a percentage of a school's population will be reviewed by the Board of Education. **The Superintendent will provide the Board with a bi-annual report in November and April on the International Student Program including the current student enrollment and any recommendations for future enrollment levels which will be based on the availability of space in the immediate and projected future (at least three years).** ~~during the International Student Program annual reporting process.~~
- 3.10 International Student Program operations will be reviewed annually by the Superintendent who will also ensure that an annual report is submitted to the Board of Education, which includes the current student enrollment and any recommendations for future international student enrollment levels.

4 RESPONSIBILITIES

4.1 The Superintendent is responsible to ensure compliance with the School Act, School Regulation and Board of Education policy and regulations.

4.2 The Superintendent will provide orientation and training as needed for all staff regarding all aspects of this policy.

4.3 The **Board of Education** is responsible to ensure compliance with the *School Act*, *School Regulation* and relevant Ministerial Orders.

5 REFERENCES

School Act S.74.1 Enrollment in an educational program

School Act S.75 Provision of education program

School Act S.82 Fees and Deposits

School Regulation S.16 Deemed residence

DRAFT

REGULATION xxxx **(New)**

INTERNATIONAL STUDENT ENROLLMENT

Adopted:

Revised:

Frequency of Review:

BACKGROUND

Students who are neither Canadian citizens nor have a permanent residence status are considered international students and may be enrolled in the District International Programs subject to the policies and regulations under Immigration, Refugees and Citizenship Canada (IRCC). The British Columbia Ministry of Education does not provide funding for international students. Fees are charged to cover the costs of education.

PROCEDURES

- 1.0 International students may be enrolled in School District 61 schools without having to pay international student fees if they fall into one (1) of the following categories:
 - 1.1. Is attending school on a reciprocal and equal exchange. This exchange must be on a "one in/one out" ratio with the same District for the same length of time, with the exchange completed within two (2) years.
 - 1.2. Is a refugee claimant with an acknowledgement letter from IRCC and whose parent(s) are ordinarily resident in British Columbia.
 - 1.3. A child of a parent(s) who has been admitted to Canada for permanent residence and can substantiate this with documentation from IRCC, and whose parent(s) is ordinarily resident in British Columbia.
 - 1.4. A child of parent(s) who has been admitted for temporary residence in Canada, who holds a Study Permit valid for a term of one (1) year or more, who is attending an accredited public post-secondary institution in a degree program or diploma program, and who is ordinarily resident in British Columbia.
 - 1.5. A child of a parent who has been admitted for temporary residence in Canada, who holds a Work Permit valid for a term of one (1) year or more, and who is ordinarily resident in British Columbia. The Work Permit must

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

specify an employer and the request for enrollment of the child must be accompanied by the Letter of Employment and pay receipts issued by the employer. In addition, the authorized work identified on the Work Permit must be a salaried/paid position of at least minimum wage as defined in British Columbia. The Work Permit holder must meet residency requirements as outlined by the Ministry of Education and Child Care for funding purposes which means the parent must provide evidence of residency in BC and must maintain an ongoing presence (ordinarily resident status) in BC. Open Work Permits may be accepted in support of enrollment of a student as a non-fee paying student in the Greater Victoria School District provided the student's guardian demonstrates proof of residency (as outlined in our Proof of Residency requirements), provides the requested documentation of employment in the Capital Regional District (Greater Victoria), and submits documentation of ongoing employment as required.

- 1.6. A child of a parent(s) who has been admitted as a temporary resident in Canada under a teacher exchange program.
 - 1.7. A child of a parent(s) who is carrying out official duties as diplomatic or consular official and is able to substantiate this with a Foreign Representative Acceptance Counterfoil or Diplomatic Visa in the parent(s) passport. An appointment letter from the embassy or consulate stating the position and length of term must also be submitted.
 - 1.8. Children who have a legal guardian as defined by the Ministry of Education and Child Care through the Divorce Act, the Family Relations Act, the Infants Act, and the Child, Family and Community Service Act.
- 2.0 International students may be enrolled in the International Programs as full-time students at the elementary, middle and secondary levels for a fee if they are accepted following an application process and are prepared to meet the following conditions:
- 2.1 Demonstrations of functional literacy in English.
 - 2.2 Indication of acceptable academic ability.
 - 2.3 Live in an approved homestay, or with their parent(s) or legal custodian who will maintain adult (over twenty-five (25) years of age) supervision throughout the study period. Elementary school students will only be enrolled if they are living with a parent or have the approval of the Superintendent or designate.

- 2.4 Payment of the appropriate fees for the program which includes the application fee, medical insurance fees, program fees and homestay placement fees as required.
- 2.5 If they have been accepted to specialty programs within the District such as AP or Academies, and other specific school-based programs, payment of additional fees to cover the costs associated with these kinds of programs. These fees are determined by the Board.
- 3.0 International students may be enrolled in the International Programs as short-term students at the elementary, middle and secondary levels for a fee if they are accepted following an application process and are prepared to meet the following conditions:
 - 3.1 If they pay the appropriate fees for the program offered.
 - 3.2 If they live in an approved homestay, or with their parent(s) or legal custodian who will maintain adult (over twenty-five (25) years of age) supervision throughout the study period.
 - 3.3 If they have adequate medical insurance or pay for the coverage through a private insurer managed by the International Student Program staff.
- 4.0 Administration and Funding of the International Programs
 - 4.1 The Director will submit a budget for review each year as part of the annual District budget process.
 - 4.2 Sufficient funding as determined by the Superintendent will be provided annually from the revenue generated from this program for the maintenance of the Victoria International Education (VIE) program infrastructure and ongoing marketing activities as well as for the development of new markets and programs to ensure the future viability of the program.
 - 4.3 The Director, in consultation with the Superintendent or designate, and the Secretary-Treasurer, will determine the FTE of international students desired for each school year. The total number of international students enrolled in any given year will be reviewed and restricted in alignment with District Policy and to ensure the highest quality program possible for all students in the District.

- 4.4 The Director will work closely with senior management and the school-based administrators at elementary, middle, and secondary levels to facilitate the placement of appropriate students into the schools of the District.
- 4.5 The Victoria International Education staff will prepare all legal documentation required for the students to study in Canada.
- The VIE staff will ensure adult supervision of each international student during their study program in the District is maintained through the student's parent(s) or homestay arrangements.
- 4.6 The VIE staff will maintain communications with school personnel and the families abroad.

REFERENCES

School Act S.75 Provision of education program

School Act 82 Fees and deposits

School Regulation s.16 Deemed Residence

Ministry of Education eligibility for operating grant funding

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/eligibility-of-students-for-operating-grant-funding> (2. Tuition fees exemption)



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

Operations Policy and Planning Committee

REGULAR MINUTES

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

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

Education Policy and Directions members: Mavis David

Trustee Regrets: Natalie Baillaut, Diane McNally, Emily Mahbobi

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Tom Aerts, Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Andy Canty, Director of Information Technology for Learning, Julie Lutner, Associate Secretary-Treasurer, Mike Knudson, Director of Human Resource Services, Tammy Sherstobitoff, Principal Human Resource Services, Marni Vistisen-Harwood, Director of Facilities Services

Partners: Cindy Romphf, GVTA, Vicki Roberts, VPVPA

A. COMMENCEMENT OF MEETING

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

A.1. Acknowledgement of Traditional Territories

Chair Paynter recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories we live, we learn, and we do our work.

A.2. Approval of the Agenda

Moved by Trustee Kwan

That the October 23, 2023 agenda be approved.

Motion Carried Unanimously

Operations Policy and Planning Committee Meeting October 23, 2023 1

A.3. Approval of the Minutes

Moved by Trustee Kwan

That the September 18, 2023 Operations Policy and Planning Committee meeting minutes, be approved.

B.1. Trustee Duncan asked for confirmation that the presenter is an educator.

Superintendent Whitten confirmed that the presenter is an educator.

For: Paynter, Kwan, Duncan

Abstain: Gagnon

Motion Carried

A.4. Business Arising from Minutes

None.

B. PRESENTATIONS TO THE COMMITTEE

B.1. Community Presentation

Sean Birdsell presented on pedestrian safety at Marigold Elementary School.

B.2. District Presentation

Principal of Spectrum, Bruce Bidney and Teacher/Athletic Director, Dom Butcher presented the Spectrum Turf and Rink (STAR) Project.

C. SUPERINTENDENT'S REPORT

None.

D. PERSONNEL ITEMS

D.1. District Principal, Human Resource Services Sherstobitoff presented the Human Resources update and staffing report.

Trustees and Stakeholders had questions of clarification.

D.2. Director of Human Resource Services Knudson presented the

Occupational Health and Safety Annual report.

Trustees had questions of clarification.

- D.3.** Director of Human Resource Services Knudson provided the Education Assistant (EA) Update.

Trustees had questions of clarification.

E. FINANCE AND LEGAL AFFAIRS

- E.1.** Monthly Financial Report: September 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

- E.2.** Budget Change Report: September 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

- E.3.** 2023-2024 Enrolment Update

Secretary-Treasurer Stride provided the update for information.

Trustees had questions of clarification.

- E.4.** Policy 3170 Operating Surplus

Secretary-Treasurer Stride provided revised Policy 3170 Operating Surplus to the Board for approval.

Trustees had questions of clarification.

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 3170 Operating Surplus.

Motion Carried Unanimously

- E.5.** Audit Sub-Committee Report

Secretary-Treasurer Stride provided the report for information.

Moved by Trustee Gagnon

That the Board of Education of School District No. 61 (Greater Victoria) accept the September 2023 Quarterly Financial Report as presented to the Audit Sub-Committee.

Motion Carried Unanimously

F. FACILITIES PLANNING

F.1. Spectrum Turf and Rink (STAR) Project

Associate Superintendent Aerts provided the memo for information.

Moved by Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) extend its support in principle until October 2025 for the proposed artificial turf field project at Spectrum Community School, at no cost to the Board;

AND FURTHER THAT

Staff be directed to update the Board once funding has been secured by the STAR Committee.

Motion Carried Unanimously

F.2. Operations Update: September 2023

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

Trustees had questions of clarification.

F.3. Victoria High School Seismic Project Update

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

Trustees had questions of clarification.

F.4. Cedar Hill Middle School Seismic Project Update

Director of Facilities Services Vistisen-Harwood provided the Cedar Hill Middle School Seismic Project Update for October 2023.

Trustees had questions of clarification.

F.5. Long Range Facilities Plan Process

Secretary-Treasurer Stride provided the memo for information.

Trustees had questions of clarification.

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Facilities Plan Ad Hoc Committee to update where we are with the implementation of the current Long Range Facilities Plan and provide recommendations for review to the Operations Policy and Planning Committee.

Amendment

Moved by Trustee Duncan

That the Board of Education of SD61 (Greater Victoria) direct the Facilities Ad Hoc Committee to provide the Board of Education with an update on progress in relation to implementation of the current Long Range Facilities Plan, and any recommendations for review to the Operations Policy and Planning Standing Committee;

AND FURTHER THAT

The Facilities Plan Ad Hoc Committee provide an update at the Operations Policy and Planning Standing Committee in February 2024.

Motion Carried Unanimously

Moved by Trustee Duncan

That the Board of Education of SD61 (Greater Victoria) direct the Facilities Ad Hoc Committee to provide the Board of Education with an update on progress in relation to implementation of the current Long Range Facilities Plan, and any recommendations for review to the Operations Policy and Planning Standing Committee;

AND FURTHER THAT

The Facilities Plan Ad Hoc Committee provide an update at the Operations Policy and Planning Standing Committee in February 2024.

Motion Carried Unanimously

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

H. NEW BUSINESS

- H.1.** Trustee Duncan presented Policy 5145 Police Questioning of Students in Schools.

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub Committee to review Policy 5145 Police Questioning of Students in School and bring recommendations for the Board's consideration to the December 2023 Education Policy and Directions Standing Committee meeting.

Motion Carried Unanimously

I. NOTICE OF MOTION

None.

J. GENERAL ANNOUNCEMENTS

None.

K. ADJOURNMENT

Moved by Trustee Kwan

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:52 p.m.

Office of the Secretary-Treasurer

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

Katrina Stride – Secretary-Treasurer

TO: Operations Policy and Planning Committee
FROM: Katrina Stride, Secretary-Treasurer
DATE: October 23, 2023
RE: **Policy 3170 Operating Surplus**

Background

During the Ministry of Education and Child Care's review of the District's Multi-Year Financial Plan 2023 – 2026 submitted in September 2023, it was recommended that Board Policy 3170 Operating Surplus be revised to reflect that the Unrestricted Operating Surplus – Contingency is calculated as 2-4% of the prior year's expense instead of revenue.

Revised Policy 3170 Operating Surplus

Section 3.8 of Policy 3170 Operating Surplus has been revised as follows:

The Board will maintain a reasonable unrestricted operating surplus to support effective planning that includes risk mitigation for emergencies or unexpected increases in expenses and/or decreases in anticipated revenues to continue to provide educational services and maintain regular operations without implementing one-time service cuts. The unrestricted operating surplus will be maintained at between 2% and 4% of the previous year's operating expense.

The revised Policy 3170 Operating Surplus is attached.

Impact on Unrestricted Operating Surplus – Contingency

Using the 2022-2023 Audited Financial Statements, the impact of this policy revision is minimal. The required minimum of Unrestricted Operating Surplus – Contingency would be reduced from \$4,615,901 to \$4,592,118, a difference of \$23,783. The maximum Unrestricted Operating Surplus – Contingency required would be reduced from \$9,231,803 to \$9,184,236, a difference of \$47,566.

2022-2023	Total	2%	4%
Operating Revenue	\$230,795,065	\$4,615,901	\$9,231,803
Operating Expenses	229,605,908	4,592,118	9,184,236
Difference	(\$1,189,157)	(\$23,783)	(\$47,567)

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.

Current Unrestricted Operating Surplus – Contingency

The current Unrestricted Operating Surplus – Contingency is \$617,113, which is \$3,975,005 short of the minimum required under Policy 3170 Operating Surplus. The District will need to address how to increase the balance in the Unrestricted Operating Surplus – Contingency over the coming years in order to comply with Board and Ministry policies.

Recommended Motion

The following motion is recommended:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 3170 Operating Surplus.

Supporting Documents

Revised Policy 3170 Operating Surplus

POLICY 3170

OPERATING SURPLUS

Adopted: November 27, 2017

Revised: June 20, 2022

Frequency of Review: Annual

1.0 RATIONALE

- 1.1 The School Act requires the Board of Education to prepare and approve a balanced annual budget. Estimated spending in the annual budget must not exceed estimated revenue plus accumulated operating surplus (operating surplus). Operating surplus, with consistent rules and guidelines in place, enables the Board to engage in long-term planning, mitigate financial risk and support consistent service to all students in the District.
- 1.2 The Operating Surplus policy ensures a clear, transparent understanding of the reasonable accumulation and planned use of operating surplus and also allows the Board to restrict portions of its operating surplus for future use to address board priorities.

2.0 DEFINITIONS

- 2.1 Accumulated Operating Deficit: means the accumulated excess of Operating Expenses over Operating Revenues less Inter-Fund Transfers from current and prior years.
- 2.2 Accumulated Operating Surplus: means the accumulated excess of Operating Revenues over Operating Expenses less Inter-Fund Transfers from current and prior years. While boards of education may use the term Reserves to denote 'Surplus', when it comes to financial statements and budgets the term Surplus will be used.
- 2.3 Annual Operating Deficit: is the amount by which a fiscal year's Operating Expenses and Inter-fund Transfers exceed that same fiscal year's Operating Revenues.
- 2.4 Annual Operating Surplus: is the amount by which a fiscal year's Operating Revenue exceeds that same fiscal year's Operating Expenses and Inter-fund Transfers.
- 2.5 Inter-Fund Transfers: means the transfer of funds from one fund to another (e.g., between Operating Fund and Capital Fund).
- 2.6 Internally Restricted Operating Surplus: means a portion of an Accumulated Operating Surplus that has been set aside through a board motion for specified use in future years.

- 2.7 Local Capital: is comprised of previous years' available operating surpluses, which have been transferred to Local Capital with board approval; revenues from sale of capital assets; and investment income earned on these funds.
- 2.8 Operating Expenses: are the total of all expenses in the Operating Fund as disclosed on Schedule 2 of the annual financial statements.
- 2.9 Operating Revenue: is the total of all revenue in the Operating Fund as disclosed on Schedule 2 of the annual financial statements.
- 2.10 Unrestricted Operating Surplus (Contingency): means the accumulated Operating Surplus built up in the School District's Operating Fund that has not been designated for specific uses.

3.0 POLICY

- 3.1 As part of the annual budget process, the Board will engage in public discussions with Rights Holders, Urban Peoples' House Indigenous Advisory (UPHIA) and Métis Nation of Greater Victoria, stakeholders and community partners, to discuss why boards have an operating surplus and how the surplus will be used to support the boards' strategic plans, operational needs and enhanced educational outcomes for students. The engagement will include a review of historical accumulation and usage of operating surplus to identify patterns that will assist the Board in more effective long-term financial planning.
- 3.2 The Board may set aside a certain portion of operating surplus for items that are linked to multi-year strategic objectives and future operational needs. When funds are restricted for use in future years, the Board will ensure that the restrictions are made only for defined operational needs with a timeline of two years or less, including services or purchases that are directly related to a boards' strategic plan, enhanced educational outcomes for students (framework for enhancing student learning), and operational needs.
- 3.3 Operating Surplus appropriations or restrictions must be made by board motion.
- 3.4 Operating Surplus may be internally restricted by the Board for the following purposes:
 - 3.4.1. Restricted Due to the Nature of Constraints on the Funds: unspent grants provided for a specific purpose, unspent commitments that are legally binding and some donations.
Examples: contractual obligations (e.g., professional development language in a collective agreement or employment contract), funding required to meet the Indigenous education spending

- target; and school allocations from district (not externally restricted).
- 3.4.2. Restricted for Anticipated Unusual Expenses Identified by the Board: identified one-time and intermittent projects that will not be funded by revenues in the fiscal year or where if they are funded from annual Provincial Operating grants, may cause fluctuations or reductions in educational service levels.
Examples: staffing needs that are short term and variable in nature, self-insurance for minor equipment loss and breakage, implementation of new initiatives; and the impact of emerging events (i.e., COVID-19 pandemic, refugee students).
- 3.4.3. Restricted for Operations Spanning Multiple School Years: To support effective operational planning there will be situations where operating surplus funds may need to be carried over to future years.
Examples: future 2 fiscal years' Operations/Budget, future 2 fiscal years' schools and department surplus/carry-forwards; operating projects in progress; technology, utilities, equipment, and Capital projects, purchase order commitments; and educational programs spanning multiple years (e.g., distributed learning, summer school, International Student Program).
- 3.5 Where Operating Surplus is restricted for the purchase of tangible capital assets such as technology, equipment and capital projects, transfers may be made to the Local Capital Fund for future use. Operating Surplus transfers to Local Capital, will be made by Board motion and the purpose and use of the funds will be communicated through the Annual Budget process and the year-end financial reporting process. Operating Surplus transfers to Local Capital will only be made for specific initiatives that have a clear linkage to the Board's strategic goals, address capital assets investment or meet specific District need.
- 3.6 The Board may restrict Operating Surplus for future capital cost share to support major capital projects that are identified in the board's 5-year Capital Plan, and approved by the ministry for concept plan or business case development where no local or restricted capital reserves are available.
- 3.7 In order to limit the impact fluctuations in expenses or revenues have on service delivery over time that may result in cuts to service, the Board will not restrict Operating Surplus for on-going expenses that span 2 or more years.
- 3.8 The Board will maintain a reasonable unrestricted operating surplus to support effective planning that includes risk mitigation for emergencies or unexpected increases in expenses and/or decreases in anticipated revenues to continue to

provide educational services and maintain regular operations without implementing one-time service cuts. The unrestricted operating surplus will be maintained at between 2% and 4% of the previous year's operating ~~revenue~~expense.

4.0 RESPONSIBILITIES

- 4.1 The responsibility for the overall compliance with this policy rests with the Board through its Annual Budget process and its financial year end reporting process.
- 4.2 The responsibility for the day to day administration of this Policy rests with the Secretary Treasurer.
- 4.3 The Board of Education must follow Public Sector Accounting Standards.

5.0 REFERENCES

- 5.1 *School Act, s.81, s.156, s. 157, s 157.1*
- 5.2 *Accounting Practices Order, Ministerial Order 033/09 (033/ 09), Amended by M177/10, Amended by M135/12, Amended by M413/14*
- 5.3 *Ministry of Education Policy: Accumulated Operating Surplus, May 28, 2021*

Office of the Secretary-Treasurer

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4117 Fax (250) 475-4112

Katrina Stride – Secretary-Treasurer

TO: Operations Policy and Planning Committee
FROM: Katrina Stride, Secretary-Treasurer
DATE: October 23, 2023
RE: **Audit Committee Report – October 18, 2023 Meeting**

Background:

The Audit Committee held a meeting on October 18, 2023. New business included discussion of the September 2023 Quarterly Financial Report and Special Purpose Funds.

There is one recommendation to the Board from the Audit Committee.

Recommendation:

September 2023 Quarterly Financial Report

Julie Lutner, Associate Secretary-Treasurer, provided highlights of the quarterly financial report for the period ending September 30, 2023. Trustees recommended that the Board accept the September 2023 Quarterly Financial Report through the Audit Committee Report.

That the Board of Education of School District No. 61 (Greater Victoria) accept the September 2023 Quarterly Financial Report as presented to the Audit Committee.

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.

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: Audit Sub-Committee

FROM: Katrina Stride, Secretary-Treasurer

DATE: October 18, 2023

RE: **September 30, 2023 Quarterly Financial Report**

Background

The format of the Quarterly Financial Report is consistent with Schedule 2A “*Schedule of Operating Revenue By Source*” and Schedule 2B “*Schedule of Operating Expense by Object*” of the School District’s financial statements. The budget reflected in the financial statements is the Annual Operating Budget approved by the Board in April 2023.

The September 2023 Quarterly Financial Report uses the Annual Operating Budget which is based on estimated revenue and expenses for the year. It does not include budget related to approved surplus carry-forwards from prior years or budget adjustments made subsequent to the approval of the Annual Operating Budget. In comparison, the budget used in the Monthly Financial Report and the Monthly Budget Change Report includes budget related to approved surplus carry-forwards from prior years and budget adjustments made subsequent to the approval of the Annual Operating Budget.

The September 2023 Quarterly Financial Report shows the year-to-date actual revenue and expenditures as a percentage of the Annual Operating Budget. Actual expenditures reflect all costs for the year including those related to approved surplus carryforwards from prior years. Prior year information has been included for comparative purposes.

The December 2023 Quarterly Financial Report will be the same format as the September 2023 Quarterly Financial Report. The March 2024 Quarterly Financial Report will be updated to include the Amended Annual Operating Budget which will be approved by the Board in February 2024. The Amended Annual Operating Budget will be based on revenue and expenses calculated on actual September 30, 2023 enrolment counts, grants confirmed subsequent to the approval of the Annual Operating Budget, and budget related to approved surplus carryforwards from prior years. It will not include budget adjustments made subsequent to the approval of the Amended Annual Operating Budget.

Revenue

Ministry of Education and Child Care Operating Grant as a percentage of the related budget is 11.35%, as compared to 11.36% in the prior year. Operating grant revenue is recognized as it is received.

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Other Ministry of Education and Child Care Grants as a percentage of the related budget is 3.40% compared to 3.39% in the prior year. The amount of revenue recognized in each quarter is affected by the receipt of new grants, as well as the timing of grant payments. In the current year, Other Ministry of Education and Child Care Grants received includes Pay Equity and Student Transportation.

Revenue from Other Provincial Ministries in the current year is related to the After School Sport and Arts Initiative (ASSAI) grants from the Ministry of Tourism, Arts, Culture and Sport and SkilledTradesBC funding (previously called Industry Training Authority). Actual revenues received as a percentage of the Annual Operating Budget is lower in the current year as SkilledTradesBC is now reported under this line item, whereas historically it was included in Miscellaneous Revenue.

Offshore Tuition Fees are fees received for the International Education (IE) Program. All Offshore Tuition Fees related to the current school year that were collected and deferred in the previous school year have been brought into revenue as of July 1, 2023. Offshore Tuition Fees as a percentage of the related budget are 86.48% compared to 77.67% in the prior year. Actual Offshore Tuition Fees in the current year are more than budgeted due to increased student registration for the first semester whereas Offshore Tuition Fees in the prior year were less than budgeted due to lower international student registration.

Local Education Agreement (LEA) Tuition is revenue received from the Federal Government to support the LEA with the Songhees Nation. This revenue will be based on actual enrolment and the equivalent amount is deducted from the Ministry of Education and Child Care Operating Grant.

Continuing Education and Distributed Learning Fees consist of registration and course fees for Continuing Education and The Link (Distributed Learning). These Fees as a percentage of the related budget are 14.20% compared to 24.48% in the prior year. The budget in the current year was increased by \$7K to more closely reflect anticipated results. Actual Fees in the current year are slightly higher than the prior year.

Rentals and Leases revenue as a percentage of the related budget is 16.73% compared to 20.48% in the prior year. In the prior year, rent for October and November 2022 for a leased property was received in September 2022 and was recorded as revenue.

Investment Income as a percentage of the related budget is 32.75% as compared to 72.61% in the prior year. The current year budget more accurately reflects the projected interest income. The prior year interest income budget was based on the Ministry's Central Deposit Program interest rate of 0.95%, which was the rate at the time the budget was prepared. By September 2022, the rate had increased to 3.95% which is why the interest income earned was 72.61% of the budget.

Miscellaneous Revenue includes other grants, fees, commissions and rebates, and general donations. The amount and timing of this revenue varies each year. Revenue in the current year is comparable to the amount received in the prior year.

Total Operating Revenue is 16.39% of the related budget as compared to 16.25% in the prior year.

Expenditure by Object

Teacher, Educational Assistants and Substitute Salaries to date are 9.51% of the combined related budgets as compared to 9.38% in the prior year. As the school year starts in September, it is expected that 1/10th (10%) of the salaries would be incurred to date as these positions are paid over 10 months. Educational Assistants Salaries as a percentage of the related budget is 6.65% in the current year compared to 7.47% in the prior year as recruitment of Educational Assistants continues to be a challenge.

Principals and Vice Principals, Support Staff and Other Professionals salaries are 22.37% of the combined related budgets as compared to 22.96% in the prior year. These positions are generally paid over 12 months; therefore, it is expected that salaries to date would approximate 25% of the Operating Budget.

Employee Benefits are at 14.00% of the related budget compared to 14.54% in the prior year.

Total Salaries and Benefits are 12.67% of the related budget as compared to 12.91% in the prior year.

Services are at 41.02% of the related budget as compared to 31.09% in the prior year. Actual expenditures are higher in the current year as a result of timing differences in the execution of service contracts and an increase in agent fees and service contracts for the short-term international program as enrolment in the summer program increased compared to the prior year.

Student Transportation as a percentage of the related budget is at 10.38% as compared to 4.84% in the prior year. Student Transportation expenses are \$53K higher in the current year due to an increase in bussing for short-term summer camps related to increased enrolment.

Professional Development and Travel is at 12.86% of the related budget as compared to 23.71% in the prior year. Professional Development and Travel expenses in the current year are lower than the prior year as the Indigenous Education Department traveled to New Zealand in October 2022 to attend the World Indigenous Peoples Conference on Education, the District Team organized a literacy summer institute for teachers in the summer of 2022 and a payment to the GVTA for professional development was issued before September 30th. In the current year, the GVTA payment has been issued in October.

Rentals and Leases as a percentage of the related budget is at 0.00% as compared to 25.00% in the prior year. The budget for Rentals and Leases reflects the expected cost of the operating leases on fleet vehicles for Facilities Services. In the 2023/2024 Annual Operating Budget Facilities found \$791K in one-time savings, which included a reduction of lease costs. The reduction was applied against Services and Supplies when preparing the budget. This will be adjusted in the 2023/2024 Amended Annual Operating Budget.

Dues and Fees are at 188.19% of the related budget as compared to 75.70% in the prior year. In the 2023/2024 budget process, a decision was made by the Board to end its membership with the British Columbia School Trustees Association (BCSTA). However, subsequently a decision was made to continue its membership. This will be adjusted in the 2023/2024 Amended Annual Operating Budget.

Insurance is at 21.43% of the related budget as compared to 19.96% in the prior year. Insurance expense is higher in the current year due to a timing difference in HUB insurance payments and an increase in the Province of British Columbia Optional Property Program.

Supplies are at 18.10% of the related budget as compared to 25.33% in the prior year. However, Capital Asset Purchases have increased by \$654K relative to prior year due to some larger computer technology purchases. When Supplies and Capital Asset Purchases are combined, the total purchases have increased when compared to the prior year.

Utilities are at 8.14% of the related budget as compared to 5.54% in the prior year. Utility costs in the first quarter of the year tend not to vary significantly due to milder weather and low building occupancy during summer. The costs in the current year are higher than the prior year due to the timing of payment of invoices.

Capital Asset Purchases are expenditures from the Operating Fund that will be transferred to the Capital Fund. Capital asset purchases in the current year include computer technology devices, theater equipment, network infrastructure, furniture, and portable expenditures.

Total Services and Supplies are 28.22% of the related budget as compared to 26.55% in the prior year.

Total Operating Expenditures are 13.98% of the related budget as compared to 14.08% in the prior year.

Overall, the year-to-date results are comparable to the prior year and reflect normal school district operations.

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
QUARTERLY FINANCIAL REPORT
SEPTEMBER 30, 2023
ACTUAL AS A PERCENTAGE OF THE ANNUAL OPERATING BUDGET

	2023/2024 Annual Operating Budget	Actual September 30, 2023	Percentage of Annual Operating Budget	2022/2023 Annual Operating Budget	Actual September 30, 2022	Percentage of Annual Operating Budget
REVENUE						
Ministry of Education and Child Care Operating Grant	214,200,316	24,318,473	11.35%	193,593,863	21,990,821	11.36%
Other Ministry of Education and Child Care Grants	3,192,995	108,449	3.40%	3,201,748	108,449	3.39%
Other Provincial Ministries	274,039	92,531	33.77%	112,750	83,852	74.37%
Offshore Tuition Fees	15,670,739	13,552,060	86.48%	15,104,719	11,731,242	77.67%
Local Education Agreement Tuition	757,317	174,491	23.04%	989,902	205,007	20.71%
Continuing Education and Distributed Learning Fees	10,000	1,420	14.20%	2,900	710	24.48%
Rentals and Leases	3,007,985	503,102	16.73%	2,696,572	552,188	20.48%
Investment Income	1,465,200	479,877	32.75%	368,760	267,753	72.61%
Miscellaneous Revenue	1,059,845	758,959	71.61%	1,249,559	738,691	59.12%
Budgeted Prior Year Operating Surplus Appropriation	4,342,059			2,300,000		
Total Operating Revenue	243,980,495	39,989,362	16.39%	219,620,773	35,678,713	16.25%
EXPENDITURE BY OBJECT						
Teachers Salaries	107,167,700	10,706,152	9.99%	96,707,978	9,400,141	9.72%
Principals and Vice Principals Salaries	13,862,405	3,390,881	24.46%	13,921,381	3,497,492	25.12%
Educational Assistants Salaries	22,947,651	1,527,052	6.65%	19,746,848	1,474,526	7.47%
Support Staff Salaries	21,046,809	4,409,922	20.95%	18,979,392	4,075,240	21.47%
Other Professionals Salaries	4,956,475	1,115,960	22.52%	4,830,042	1,091,209	22.59%
Substitutes Salaries	10,398,295	1,124,522	10.81%	8,675,067	868,307	10.01%
Employee Benefits	43,076,847	6,031,014	14.00%	37,928,774	5,515,826	14.54%
Total Salaries and Benefits	223,456,182	28,305,503	12.67%	200,789,482	25,922,741	12.91%
Services	6,440,743	2,642,274	41.02%	7,106,116	2,209,136	31.09%
Student Transportation	932,286	96,798	10.38%	901,500	43,612	4.84%
Professional Development and Travel	676,572	87,017	12.86%	881,322	208,928	23.71%
Rentals and Leases	109,851	-	0.00%	109,851	27,463	25.00%
Dues and Fees	49,700	93,531	188.19%	109,831	83,138	75.70%
Insurance	479,973	102,877	21.43%	427,403	85,321	19.96%
Supplies	5,374,738	972,824	18.10%	5,285,907	1,338,823	25.33%
Utilities	4,442,200	361,426	8.14%	4,009,361	222,028	5.54%
Capital Asset Purchases	2,018,250	1,435,500	71.13%	-	781,382	0.00%
Total Services and Supplies	20,524,313	5,792,247	28.22%	18,831,291	4,999,831	26.55%
Total Operating Expenditures	243,980,495	34,097,750	13.98%	219,620,773	30,922,572	14.08%

Office of the Associate Superintendent

Tom Aerts – Associate Superintendent

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

To: Operations Policy and Planning Committee

From: Tom Aerts, Associate Superintendent

Date: October 20th, 2023

RE: Spectrum Artificial Turf Field Project

Background

The vision for the artificial turf field at Spectrum Community School began back in 2018. Over this time much work has gone into developing a plan that will benefit both the students in our district as well as the community. Below are the motions that have come before the Board and been approved in the past.

December 17, 2018 - The Board approved the following motion:

That the Board of Education of School District No.61 (Greater Victoria) approve a feasibility study for an all-weather turf field and "pop-up" ice rink at the Spectrum Community School site by the school's STAR Committee at no cost to the Board.

June 24, 2019 - The Board approved the following motion:

That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to instruct staff to participate in the development of a formal business plan for the Spectrum Turf and Rink (STAR) Project. To be developed with the STAR Committee, SD61, and community partners.

March 9, 2020 - The Board approved the following motion:

That the Board of Education write a letter to Saanich Parks and Recreation: 1. supporting the STAR Working Committee's task of consulting neighbours and partners in its business case research for the proposed project at Spectrum Community School; AND FURTHER; 1. requesting Saanich Parks and Rec consider the proposed project in its feasibility study, recognizing the Board's commitment to the project is not decided. (A letter was written to Mayor and Council on April 23, 2020)

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.

October 19th, 2020 – The Board approved the following motion:

That the Board of Education of School District No. 61 (Greater Victoria) support in principle for a period of up to two years, the proposed artificial turf project at Spectrum Community School, at no cost to the Board; AND FURTHER THAT Staff be directed to update the Board once funding has been secured by the STAR committee.

October 24th, 2022 – The Board approved the following motion:

That the Board of Education of School District No. 61 (Greater Victoria) extend its support in principle until October 2023, the proposed artificial turf field project at Spectrum Community School, at no cost to the Board; AND FURTHER THAT Staff be directed to update the Board once funding has been secured by the STAR Committee.

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) continues to support in principle until October 2025, the proposed artificial turf field project at Spectrum Community School, at no cost to the Board; AND FURTHER THAT Staff be directed to update the Board once funding has been secured by the STAR Committee.

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.



PRESENTATION OUTLINE

1. Design progress
2. Songhees, Esquimalt Nations and IED support
3. Partners and community support
4. Public consultation
5. Summary

Spectrum Community Turf Project Progress Report

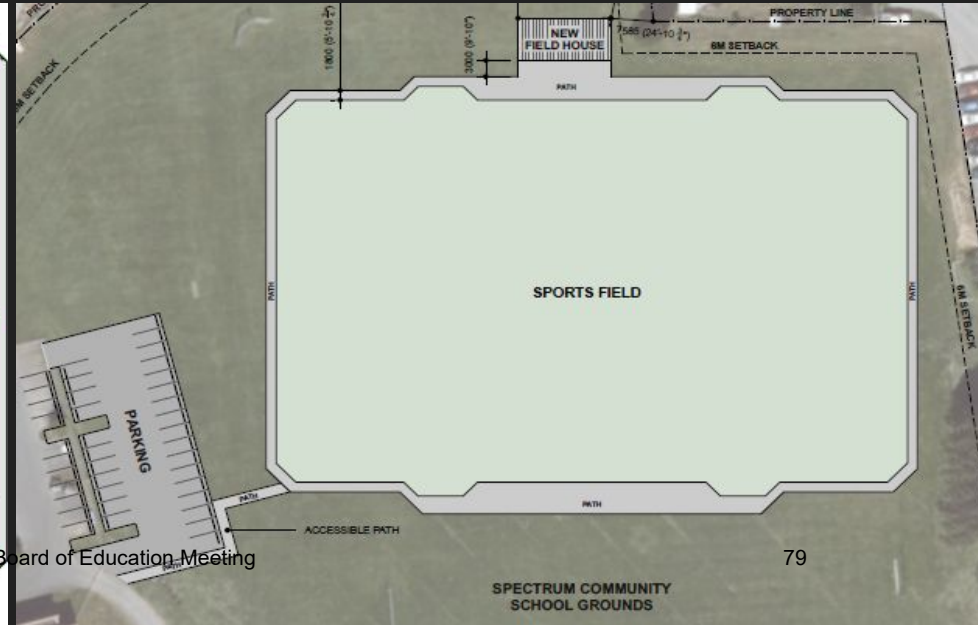
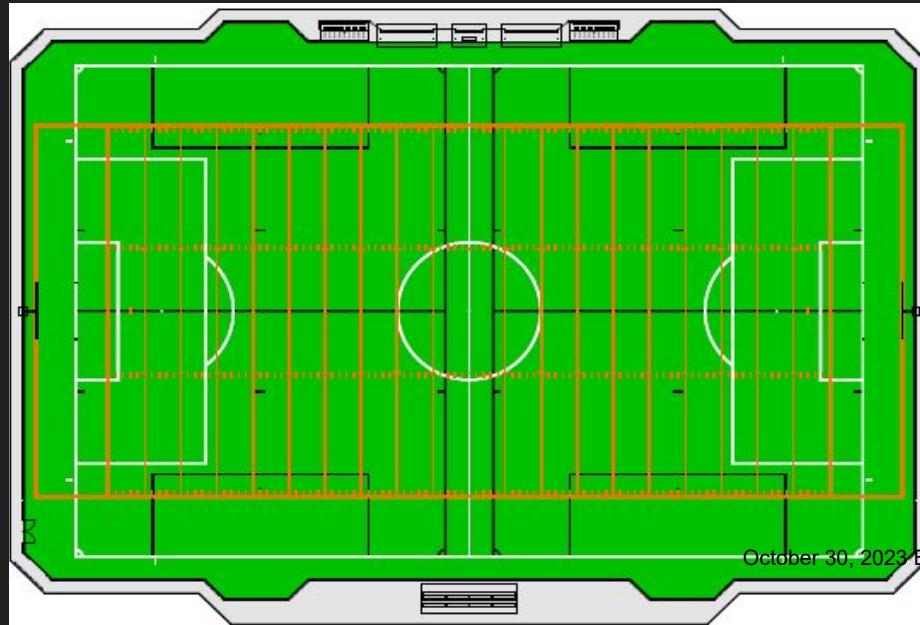
Presented: October 2023

Presented to: SD61 Ops Committee

Presented by: Spectrum Community Turf Project Committee

1. Design Progress

- Worked with SD61 Facilities, McElhanney Engineering, and our sports architect on a design plan for consideration



Concept Layout



1. Design progress - NEW PLANS

- Field Design Plan (Complete)
- Concrete Path Plan (Complete)
- Fencing Elevation Plan (Complete)
- Drainage Plan (Complete)
- Shelters Plan (Complete)
- Building Plan (CONCEPT ONLY - Phase 2 after field)

ALL
PLANS
CLICK
HERE

1. Building Design Concept (phase 2)

- Recently designed with architect Annie C (CONCEPT DESIGN ONLY - NOT FINAL)
- Working with SD61/IED on Indigenous artist protocols



The artwork shown in the renders at right has been used solely as an example for discussion.

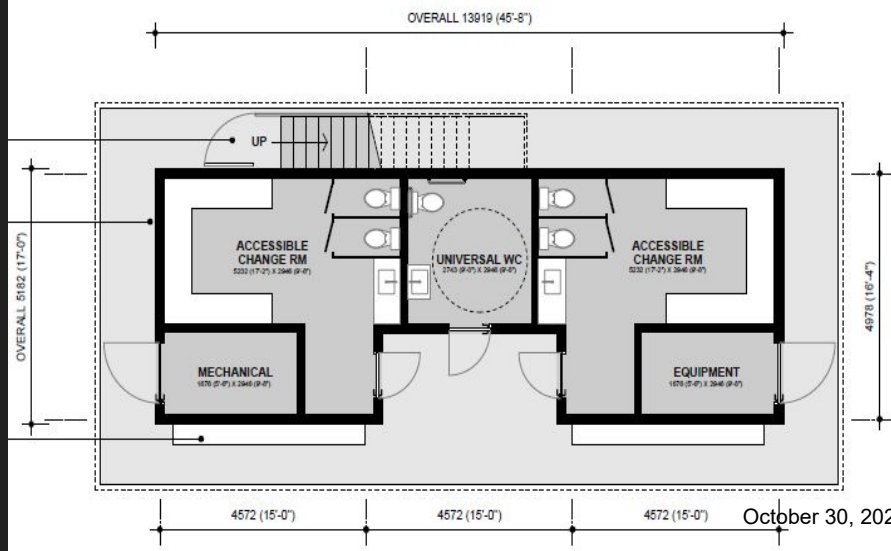
October 30, 2023 Board of Education Meeting

Artwork "We are Connected" is by Karl Morgan

1. Building (Phase 2) Design Progress

Field House

The Field House is screened on three sides with perforated panels to protect occupants from wind and sun during matches, as well as create a multipurpose space that can be used for events, gatherings, and as an outdoor classroom. The panels turn the facades into canvases for an artist's interpretation. Possible themes for the work include: indigenous knowledge, sport, community, and nature.



The artwork shown in the renders at right has been used solely as an example for discussion.

2. Songhees, Esquimalt Nations and IED Support

- Songhees and Esquimalt Nations have agreed to support our turf project
- Helped shape deliverables of TRC's Call to Actions #88 & 89

3. Partners and Community Support



3. Partners and Community Support

- Saanich Councillor Mena Westhaver is on our committee
- Met with Saanich Mayor Dean Murdock
- McElhanney Engineering is completely behind project
- In-Kind donation potential very high (brings price down)
- Ran a fundraising process to identify top 100 donors
- Now ready (with new plans) to talk to in-kind & financial donors to bridge stakeholder gap

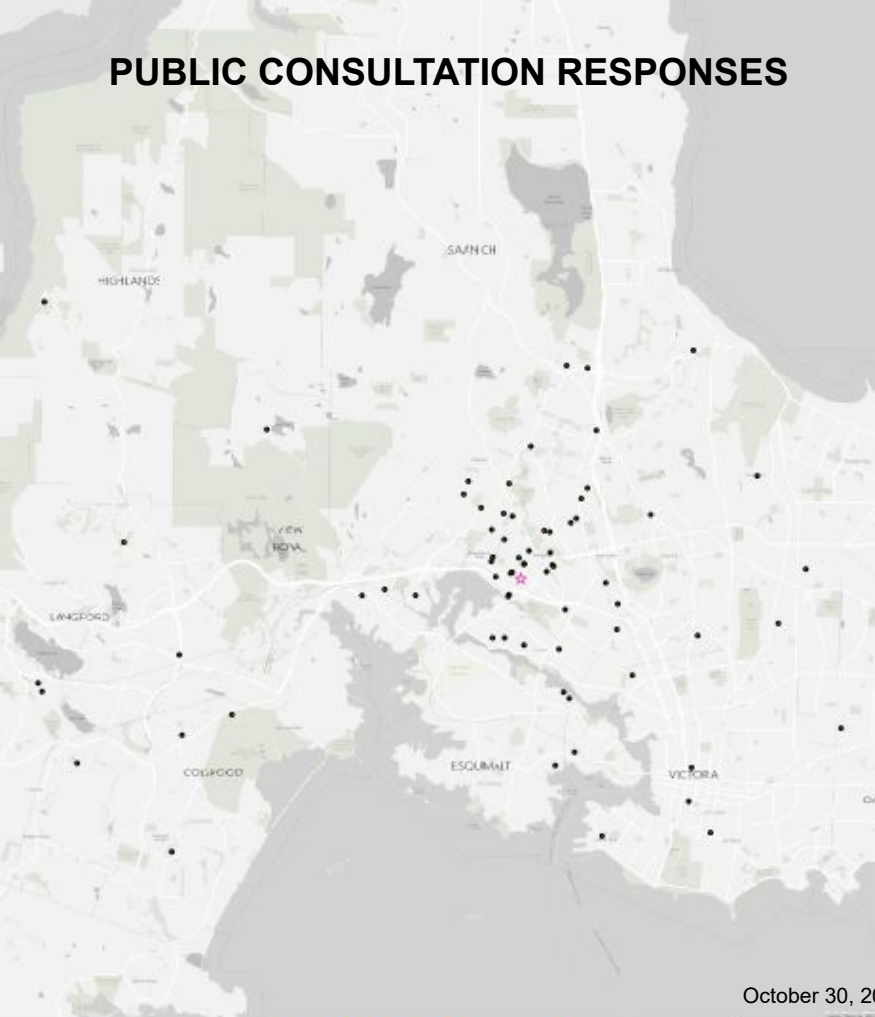
4. Public Consultation

- Ran two public consultation nights with great support



October 30, 2023 Board of Education Meeting

PUBLIC CONSULTATION RESPONSES



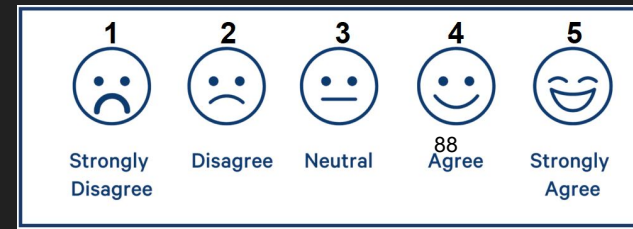
OPEN HOUSE & ONLINE QUESTIONNAIRE:
PROJECT SUPPORT RESPONSES vs RESIDENCY

October 30, 2023 Board of Education Meeting

Legend
Blue Location
Pink Star Project Site
Black Dot Survey Replies
Grey Dot Not Support

4. Public Consultation

- Great community support
- Most recent survey - 75 responses
- 4.72 / 5




5. In Summary

- Worked with and supported by both SD61 and the local Nations.
- New plans from sports and building architects
- We hope we have your continued support

F.5. Spectrum Turf and Rink (STAR) Project

[Video](#)

Timestamp	SUPPORT 5 = Very Supportive 1 = Not Supportive	WHATS EXCITING	CONCERNS?	SUPPORT?
2022/09/08 12:06:29 PM MDT	5	A new community resource that will also benefit the school	Run off from the turf. Where is it going? Will it be safe? Will it have environmental impacts on our surrounding ecosystems?	Sure! I have no specific ideas on how, but am usually happy to chip in if you ever need hands.
2022/09/08 9:42:06 PM MDT	5	Opportunity for my child to play more soccer at school and to have another turf for community clubs to use.	None.	Talking to other parents and encourage them to support.
2022/09/09 1:17:37 PM MDT	5	that next year for new grade 12 they get a new turf for stuff for better sports	i have none	i willing to help out in any way by asking around the neighbourhood for money and i can pitch in with money as well
2022/09/11 7:21:52 PM MDT	5	There is definitely a need for high schools to have a turf field to play on that does not compete with the local clubs. We have such wet weather here that makes it difficult to play year round. This is great for the community as well.	N/a	
2022/09/12 10:18:25 AM MDT	5	Being able to have fun playing games and sports	None	I am able to help with the build of it or the donations to it
2022/09/12 10:56:20 AM MDT	5	The ability to have an amazing field right at my doorstep and work	None let's do it!!	Sure I can do work party
2022/09/12 11:01:36 AM MDT	5	Cleanliness	Nothing at all	Yes!!
2022/09/13 2:07:43 PM MDT	4	Investment in infrastructure for youth and our community.	The rink component has fallen off with adequate explanation of why. This is important and needed as Saanich is underserved for the size of the municipality.	Can help spread the word
2022/09/13 5:18:57 PM MDT	5	Turf provides a year round surface for the community to enjoy	None	
2022/09/13 10:04:14 PM MDT	5	There are not enough turf fields in the Greater Victoria area. This will offer a much needed space for local sports groups.	None.	My soccer team will rent the field, once it is completed.
2022/09/13 10:10:39 PM MDT	5	Partnership with Songhees & Esquimalt nations	None	Yes. Volunteer
2022/09/14 8:59:34 AM MDT	5	Unlimited sports regardless of rain / bad weather	None	Fundraising
2022/09/14 9:21:30 AM MDT	5	An ability to have sports going throughout the year and not stopped due to fields being under water.	none	Manual labor if required
2022/09/14 9:55:50 AM MDT	5	My kids are part of the Gorge Soccer Club and plan on attending Spectrum High School.	None	
2022/09/14 10:13:31 AM MDT	5	More opportunity for kids to enjoy sports without leaving the grounds	None	Dont know how
2022/09/14 10:19:21 AM MDT	5	There is a huge need in the area for additional turf fields	None	
2022/09/14 10:19:31 AM MDT	5	To help our teams and hopefully be able to offer field hockey at our school	Not at the moment	Yes, but let me come to the meeting first
2022/09/14 10:23:21 AM MDT	5	Excellent playing facility for kids to excel on	I have none	Labour

2022/09/14 10:57:01 AM MDT	5	More opportunities for activity	None	Watching the various activities that will be played
2022/09/14 11:14:36 AM MDT	5	To have a nice soccer field	None	
2022/09/14 11:15:43 AM MDT	5	turf cool	i got none	I'm broke
2022/09/14 11:16:13 AM MDT	3	Soccer	None	Donations
2022/09/14 11:16:23 AM MDT	5	Not as wet grass	To small	No
2022/09/14 11:27:59 AM MDT	4	Adds more to do	I don't have any	I cant
2022/09/14 11:29:30 AM MDT	5	My kids attend Spectrum and are both active in sports. Provides a better facility.	No	No
2022/09/14 11:58:06 AM MDT	5	There is serious lack of turf fields in Greater Victoria and this would help the school sports as well	None. This would hopefully help divert the current geese problem	A small donation
2022/09/14 12:19:50 PM MDT	5	More opportunities for youth and adult sports in the community	None	
2022/09/14 12:32:06 PM MDT	5	Creates a better playing/practice surface for student athletes, injury prevention, revenue generator if school books out.	Overall cost and will there be budget cuts to fund this project	Unknown at this time
2022/09/14 12:38:37 PM MDT	5	Seeing underused space improved for youth and adult sport.	Does this still leave room for the proposed ice rink?	
2022/09/14 12:48:10 PM MDT	5	The opportunity for team play within the community	Availability for Spectrum team use	
2022/09/14 2:19:37 PM MDT	4	Able to practice and have games in wet weather	None	
2022/09/14 2:43:59 PM MDT	4	we can finally use our field :)	N/A	
2022/09/14 2:58:07 PM MDT	5	Increasing our opportunity for Athletics (our current field is almost dangerous to play on) benefits the whole school and the students who seek competitive sports or fitness.	Locals will stop by with dogs and leave some major messes on the turf. Need fences and access.	Moral support :) .
2022/09/14 3:09:27 PM MDT	5	The possibility that there might be a 400m track that encircles it.	There may not be a track.	I have a lot of hope that this project will be successful, but that's all I can contribute right now.
2022/09/14 3:11:45 PM MDT	5	community use; potential for additional turf surface in the CRD	none	not sure how, but willing to help
2022/09/14 3:20:08 PM MDT	5	A chance for a better use of space for the students at Spectrum	None. Let's make this happen!	
2022/09/14 3:27:31 PM MDT	5	The community engagement it will create	None	Volunteer
2022/09/14 3:32:35 PM MDT	5	This school field is almost entirely useless in its current state. it floods for half the year and has geese on it for most of the year. This city has a shortage of turf fields, and considering the community and school use combined, this project seems like a no-brainer!	No concerns! Let's get going!	I am happy to verbally promote this project to anyone who questions it.
2022/09/14 3:40:27 PM MDT	5	Provide our students with much-needed access to this amenity	No concerns. This is an exciting project!	
2022/09/14 4:49:07 PM MDT	5	Bringing community sports together	None at this time	
2022/09/14 4:57:20 PM MDT	5	Both of my children play soccer and there are never enough fields especially in the winter. It will be nice to have another field for the development of the sport and additional soccer opportunities in this city.	No concerns. I think I would like to see 2 fields and a clubhouse as well	Not at this time

2022/09/14 5:13:06 PM MDT	5	More opportunities for youth to play sports	no concerns	
2022/09/14 5:34:53 PM MDT	4	More fields available for use!	None	
2022/09/14 7:05:30 PM MDT	5	Sport growth	Availability	Awareness
2022/09/14 8:37:04 PM MDT	5	Support of youth sports for much needed turf fields in Saanich.	That it won't be built.	Media support through ISN or Youth Sports Production
2022/09/14 9:53:14 PM MDT	5	<p>Having a field that is currently unusable for a large community high school is not ideal- especially being a parent that has child that will be attending the school in the future. With the development of this project there will be a multi-use, year round field that will be used by the school district, community sporting clubs. Thousands of children and youth will be setting foot on this field each year enjoying sport and that makes me happy.</p> <p>The location of Spectrum, it is such a central location in Victoria for so many Greater Victoria Clubs to access. I appreciate how many community partnerships are involved in the project and the Indigenous partnerships- that foster reconciliation.</p>	The partners of the project working together	volunteer, attend meetings.
2022/09/14 10:06:55 PM MDT	5	More sporting opportunities for our kids in the local area	None	Local public support and donations
2022/09/14 10:26:54 PM MDT	5	Onsite field for our child's school soccer team	It appears that the Summer Action Item of consulting indigenous community is not complete. Also, in the goals/benefits, it says "giving access" in reference to Indigenous use, which feels very colonial. "We give access to them." Vs. "We all share access."	
2022/09/14 11:16:06 PM MDT	5	Having more turf in the district to support more sports.	None	
2022/09/15 6:52:47 AM MDT	5	<p>Most importantly, being able to see the community at large come together to make this happen only stokes my belief that our community continues to get needed and progressive things done! Also I am an educator at the site and am of course very excited as this will be a much needed facility for all our students both from a curricular and extra curricular perspective.</p>	Was at first concerned with the long term maintenance of the fields, but it seems a structured and completely viable "plan" is in place for it to be self sustaining resource for the long term!	By donation
2022/09/15 11:51:28 AM MDT	5	SOCCER!!!	No concerns	
2022/09/15 12:25:11 PM MDT	1	nothing i think it's bad	it would take a long time to complete & we couldn't use the field while it's being built, would be an eyesore, bad for the environment, taking away land from the geese & other birds.	no i don't support it

2022/09/15 12:27:13 PM MDT	1	Nothing.	Large amount of plastic which is terrible for the environment, takes away from the geese, ruins a perfectly good field, it will take a long time to complete which keeps us from using the field in the mean time. It contributes to global warming, when we need to take precautions against it not feed it.	No
2022/09/15 1:12:07 PM MDT	5	Having a usable field for the school and surrounding community	I really really really think there should be a track incorporated so students who enjoy track and field can practice at the school rather than having to drive all the way to UVic or Royal Bay. It prohibits students from participating	
2022/09/15 2:45:35 PM MDT	5	Having a space for kids to play on all year nearby our community	None. Let's get it done	
2022/09/15 3:22:53 PM MDT	5	The community aspect	None	Yes
2022/09/15 4:25:00 PM MDT	5	Living in British Columbia soccer fields get very wet and they close quite often. Having an additional turf field in Saanich would greatly benefit the local soccer teams	Parking	
2022/09/15 10:11:24 PM MDT	4	A space that size should be a gem of sports in the city. It is not well maintained and a constant source of injuries. It needs to be rebuilt with the growing demand of youth sports, so why not turf that can be used for more than a decade, non stopped. Right now there is some football and a lot of people with their dogs.	I want to say cost, but if grass fields were built and maintained correctly in this city, this would be a moot point. Money needs to be put in in maintenance or up front in a project like turf.	I am lucky, i live in Langford and there is a lot of park space but still not enough. If by support you mean giving my daughter a chance to play the sports she loves year round, them i guess that is my support.
2022/09/15 10:17:40 PM MDT	5	The opportunities for athletic programs and students in physical health classes	The length of time the field will be under construction	

2022/09/16 7:24:52 AM MDT	1	It doesnt	<p>This is already a high traffic, bottle neck street. This will add A LOT more traffic challenges/issues and during more times of the day and evening, 7 days a week. We already have people constantly doing donuts in the parking lot of the school and making loud noises at unacceptable hours, which is disturbing as a neighbour who is trying to enjoy quiet time at home and also work from home. Getting in and out of my driveway is already enough of a challenge and a safety issue with the current traffic. This project will make it even worse and create a lot more chaos/safety issues. Having spotlights illuminating the field will illuminate directly into our homes across the street, which I'm also opposed to. I've enjoyed living in my house and neighborhood for nearly 2 decades. My plans were to continue to enjoy living here as this will be my retirement home when it comes time for that. I am highly opposed to this project.</p>	No
2022/09/16 10:43:22 AM MDT	5	Giving young athletes the best training ground we can	<p>Fund raising and not actually seeing it built for years. Get it done now with borrowed money and pay it off while using it. Asking current students families for help fundraising, their kids will never get to benefit from it. Seen it on many projects. Marigold's playground for one example</p>	Not sure if all options
2022/09/16 11:36:40 AM MDT	5	<p>Great addition to the neighbourhood, bring more activity to the area, encourages healthy lifestyle and hopefully it will push the geese off the field. My children are young and it will be nice for them to be able to enjoy this as they get older.</p>	Only thing I can think of is added traffic to a busy street. I think the pro's heavily outway the cons of that.	Possible monetary donation, advocacy
2022/09/17 9:28:41 AM MDT	5	Think it is needed in the community. Advocate for sports and youth	No	
2022/09/17 11:55:51 AM MDT	5	More field available for school and community use	None	
2022/09/20 7:48:52 PM MDT	5	Turfiness	None	
2022/10/02 9:30:19 PM MDT	5	knowing that he kids don't have to run about with the geese, mud and potholes	underground water system will this create havoc with the weight of the new field covering	yes by helping with refreshments on breaks and financially
2022/10/04 9:40:22 AM MDT	5	We need more fields in all of our communities. It will be great to see an all year round turf	None.	Broadcasting on social media
2022/10/04 12:37:01 PM MDT	5	More opportunity for youth to access sport	Accessibility to all users, not just the stakeholders. It should be open to all community members to use.	

2022/10/04 12:50:12 PM MDT	5	We need more turfs in Victoria. The soccer community is big and only getting bigger, we've outgrown the existing turfs and desperately need more! Especially with the poor weather oct-March, the grass fields just don't cut it.	N/a	
2022/10/04 1:07:37 PM MDT	5	More quality soccer fields in the city is a good thing. Build a quality soccer program at Spectrum. Build relationships with adult leagues and the school to support the project.	None at this point.	I'm not sure how other than voice my support
2022/10/04 1:08:44 PM MDT	5	Additional turfs within the community to further promote soccer growth.	Costs are always a concern, but poor management of the project installation could be much worse.	My expertise is not in a field of civil engineering so support I could provide is limited.
2022/10/04 2:58:23 PM MDT	5	More opportunity for play	None	
2022/10/04 3:08:50 PM MDT	5	The more opportunity it creates for the students and community for year round sports play.	Affects to immediate land and water	
2022/10/04 7:11:47 PM MDT	4	Spectrum deserves to have a good sports field.	My greatest concern is noise and the lateness of use of the field. The rentals up to 10pm will come along with traffic noise cheering and whistles. It is surprising how much the current football games have made us aware of this noise. Wonder if 10pm is too late for neighbours and the community?	
2022/10/05 2:45:34 PM MDT	5	Grow more sports, especially soccer!!	This is very good investment for local sports	Yes, find a sponsor.
	Average = 4.72			

Spectrum Community Project



**A place for children and the
community to get active**

Contact

dobutcher@sd61.bc.ca
www.starproject.ca
Phone : +1 250 4159580

Partners





What is the Spectrum Community Project?

Territorial Acknowledgment

The Spectrum Community Project wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, our project takes place

Overview

This project is a stakeholder-driven effort to transform the sports fields at Spectrum Community School into **a modern, floodlit and safe place for kids and members of the community**. The structural changes, pitch resurfacing, construction of a new field house and other improvements will cost a total of \$2.7m.

Upgrading these community facilities has been identified as an important and urgent initiative from groups across the island.

A broad collective of stakeholders, from the Spectrum Community School and the Vancouver Island Soccer League to McElhanney Engineering and Songhees and Esquimalt Nations, have been involved for several years to try and make this vision a reality.

The fields need to be improved for safety reasons, environmental reasons, and to ensure **sustainability into the future**.

Covid stopped the project, and following the pandemic, costs have risen. As a consequence, there is an even more pressing need to **complete the project as soon as possible**.



\$2.7m project

Philanthropic project will be a major community investment



5 years of work

Multi-faceted teams have been committed since 2017



94% approval

Mass local and public support from stakeholders

Our children and the wider community really deserve a space they can safely play

Why it matters

Right now, the fields are uneven and unsafe to play on. During the winter months, they become so muddy that children are unable to use them and it's not uncommon to see huge numbers of geese making the pitch their home for the season. Full of holes and other irregularities, this has unfortunately led to a long list of injuries – for kids, adults and seniors using the facilities.

For many sports, including soccer and field hockey, **the field is simply not an option.**

Obesity rates among children and youth in Canada have nearly tripled in the last 30 years, with approximately 25% now overweight. The COVID pandemic has exacerbated this, particularly among 5-11 year-olds. Our project aims to get kids out of the house and away from screens, providing them with the **opportunity to get the exercise and joy** that comes from recreational sport. Canadian kids currently score a **D grade for overall physical activity**, often due to a lack of opportunity - we want to change that.

Greater Victoria suffers from a crippling lack of playing space, especially in evenings. Local **First Nations** groups Esquimalt and Songhees have **almost no access** to athletic fields. In addition, community soccer and football clubs are frequently forced to play in dangerous conditions due to limited alternatives.

We see the development of a turf field at Spectrum as an amazing asset for Greater Victoria, particularly in light of the leadership group's commitment to inclusive and financially accessible options for the community.

Jill Shaw, Greater Victoria KidSport



Land-Right Holders



Songhees



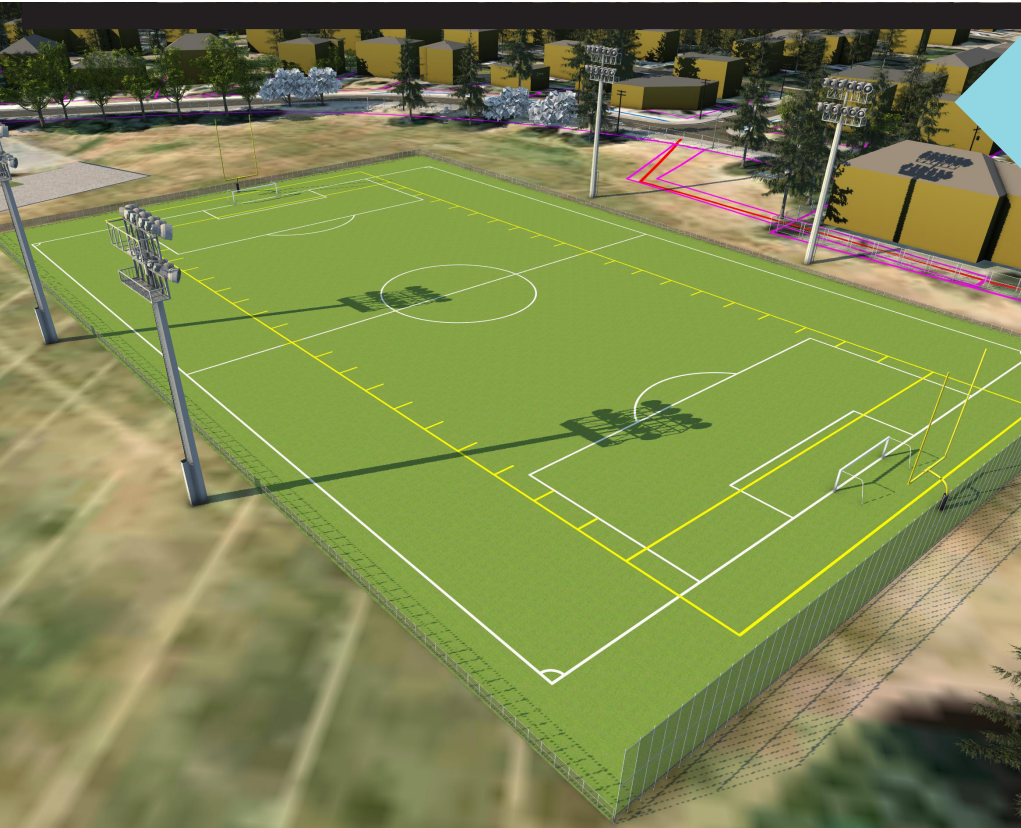
Esquimalt

Project Stakeholders



McElhanney





The plan

Upgrading the field to a brand new artificial turf

The proposal is to transform the existing fields into a modern, multi-sport turf facility. This will include a new playing surface, complete with intelligent lighting that keeps the pitch illuminated during the dark. Plans also include the construction of changing rooms and safe access to the fields, plus a number of other improvements to the venue.

Giving back Community benefits

The Spectrum project is designed to benefit thousands of children and members of the Greater Victoria community

Getting kids playing outdoors more often is a major goal of the project. We hope to create a fertile environment for collaboration with our Spectrum Athletic Leadership program. One aim is to partner with **KidSport Greater Victoria** to run cost-recovery programming for those most vulnerable in our society. In this light, the project has the potential to transform the lives

of kids living in the western area of Greater Victoria. The project is also partnering with a variety of non-profit organizations to encourage physical activity for people of all ages and backgrounds, spanning everything from youth football academies to over-49s soccer matches. Our aim is to enhance the health and wellbeing options of thousands of people in the wider community.



Active kids

Getting children moving

Creating a space for young people of all abilities to spend time outdoors and play sports throughout the year without the risk of injury

“
Fewer
injuries and
significantly
more time
spent
outdoors
playing



510%

Increase in
field time
availability



760%

More
community
usage



14+

Non-profit
organizations
benefitting



Reconciliation

First Nations advocacy

Addressing the Truth and Reconciliation Commission's calls to action, specifically 88 and 89 by providing field and facility access



Sports access

Local teams joint usage

Partnership with organizations to offer much-needed space for a variety of initiatives, including supporting activities and events for seniors



Community

Sustainable, for everyone

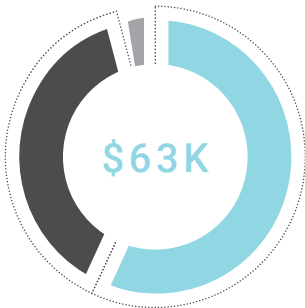
A robust financial plan means that the turf is cost-sustainable in the long term, providing a sustainable asset for the wider community that can be used by all members.



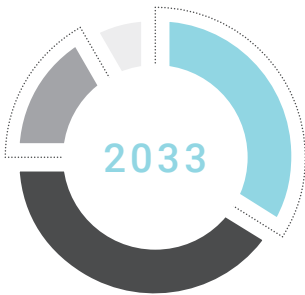
ENVIRONMENTALLY SUSTAINABLE

- 1. Despite offering thousands more hours of playing time per year, infrastructure upgrades mean **no impact on traffic**
- 2. Floodlights produce **less light pollution** than current temporary lighting system
- 3. **Reduced carbon** and less water usage. Turf is 98% recyclable and rubber pellets are entirely recovered, preventing them from interfering with local ecosystem

FINANCIALLY SUSTAINABLE



Annual income from field for regenerative usage



Future maintenance and resurfacing included in plan

Plan for investment

Ground work

\$1.05m

The area needs significant work in preparing it for a safe, flat playing surface. Contractors are doing this work at cost

Resurfacing

\$200k

The grass will be replaced with artificial, modern artificial grass so that the field can be used year-round with minimal groundskeeping

Buildings

\$500k

A clubhouse will be constructed to provide changing facilities and washrooms for community users

Planning / operations and contingency

\$700k

Current parking options will be expanded to support additional surface usage, keeping residential areas free from additional cars

Illumination

\$250k

Smart lighting to be installed, designed to support safe winter and night illumination with little to no impact on local community

Total: \$2,700,000



Call to Action #88

Supporting long-term growth of Aboriginal athlete development and Indigenous games hosting opportunities

The turf's steering committee will support and make turf time available for:

- ☒ **Any sport hosting applications/opportunities put forward by the Songhees and Esquimalt Nations**
- ☒ **Local, regional, and provincial indigenous sports tournaments like the provincial wide, annual indigenous soccer tournament held in Victoria**
- ☒ **Provincial and national indigenous teams preparation for international tournaments like the Native Indian Football Association's (NIFA) Indigenous World Cups training camp**

Call to Action #89

Promote physical activity as a fundamental element of health and well-being, reduce barriers to sports participation, increase the pursuit of excellence in sport, and ensure systems are inclusive of Aboriginal peoples.

- **The turf's steering committee will support and provide turf time for the Songhees and Esquimalt Nation's sports and activity programming**
- **Spectrum Community School's Athletic Leadership Program and Athletic Program initiatives will provide free or cost-recovery access to different sporting community programs for the Songhees & Esquimalt Nations**

Your Donation Helps

- Those most vulnerable in our community
- Generations of children thrive
- Building positive relationships with the Songhees & Esquimalt Nations
- Physical activity for all ages in our community

We Need You

**We need your support.
Kids need your support.
Our community needs your support.**

Please take a moment to visit our website - reach out and connect with any one of the partners - drop us an email or call one of our Campaign Champions. Thank you.



Address

957 West Burnside Rd.
Victoria
BC, V8Z 6E9.



Phone

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Online

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Scan for more info

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School
Youth
Adult
Pay-to-Play
Commercial
Corporate

Item	NFL	CFL	Weighted Average	Assoc Engineering		Oak Bay Field	
				Low	High	Low	High
Weighted Cost				40%	10%	40%	10%
Planning Costs (5%)							
Design and Engineering costs (10%)	89,095						
Total Planning and Design Costs	89,095						
1 Excavation, Site Preparation & Earthworks	250,000	125,000	410,295	300,000	1,000,000	297,618	712,479
2 Field Drainage	300,000	150,000	387,229	400,000	400,000	396,824	284,992
3 Base Gravels	300,000	250,000	387,229	400,000	400,000	396,824	284,992
4 Concrete Work	177,500	88,000	193,614	200,000	200,000	198,412	142,496
5 Sports Field Lighting (LED)	250,000	125,000	290,422	300,000	300,000	297,618	213,744
6 Water Service	20,000	23,000	29,042	30,000	30,000	29,762	21,374
7 General Conditions	40,000	20,000	38,723	40,000	40,000	39,682	28,499
8 Realignment costs			-				
9 AstroTurf (\$16.41 - \$65.62/m2 x 8,800m2)	144,408	144,408	213,955	144,408	577,456	143,260	411,424
# Fencing	150,000						
# Parking Lot	100,000						
# Equipment	50,000						
Total Hard / Soft Construction Costs	1,781,908	925,408	1,950,509	1,814,408	2,947,456	1,800,000	2,100,000
Additional Items							
Escalation	74,095	46,270	158,748	90,720	265,271	90,000	189,000
Contingency	187,100	92,541	171,367	90,720	294,746	90,000	210,000
Total - Additional Items	261,195	138,811	330,114	181,440	560,017	180,000	399,000
Total - Spectrum Fields	2,132,198	1,064,219	2,280,623	1,995,848	3,507,473	1,980,000	2,499,000
Funding Sources	Phase 1 Hrs						
GVMFA	120,000						
Victoria Spartans	300,000						
Spectrum Fundraising	50,000						
Grants	100,000						
in-Kind Donations	550,000						
Group Fundraising	250,000						
Municipality of Saanich	250,000						
Total							
Total Funding Sources	1,620,000	-					
	512,198	1,064,219					

Options
NFL Field
CFL Field
Borrowing?

20% Cost Increase

Model Assumptions	Low	High
Capital Assumptions		
Escalation	5.0%	6%
Years to Construction	1	2
Contingency	5%	10%
Planning Costs	5%	
Design and Engineering Costs	5%	
Operating Assumptions		
Utilities (Year)	4,000	6,000
Maintenance (% of Asset Cost)	1%	1%
Asset - Major Replacement	(<- two turfs)	
Major Upgrade (Years)		
Turf Life (Years)		
Revenue Growth (per Year)		
Cost Index (per year)		
Turn Replacement	600000	720000

VISL

Ref	User Group	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Type
															School School Adult
Total Available Hours		8,568	788	728	788	798	770	764	428	392	798	806	744	764	
1 Spectrum School 2 Maintenance		3,834 0	378	360	396	378	378	396	0	0	396	396	360	396	
3		2,392	410	368	392	420	392	368	428	392	402	410	384	368	
4 Victoria Spartans 5 Victoria Sport & Social Club (VSSC) 6 Westcastle FC & Int. Academy 7 8 Total 9 10 11 12 13 Pay-to-Play (Community) 14 Commercial Use		234 532 500 1,266 <													

Stakeholder	Hrs	% of Total Hours	Cost with No In-Kind
Vic Spartans	234	0.097826087	\$215,217.39
Victoria Sports & S	532	0.222408027	\$489,297.66
Westcastle	500	0.2090301	\$459,866.22

Revenue Calculation															
School	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VISL "Buy-in" Partner	44,310	2,240	3,220	2,870	3,500	4,900	4,970	3,710	4,200	4,165	4,865	4,550	1,120		
Non-VISL Partner Rental															
Pay-to-Play	2,400	-	-	400	400	400	400	400	400	-	-	-	-	-	-
Commercial	1,500	-	-	-	-	500	500	500	-	-	-	-	-	-	-
Corporate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	48,210	2,240	3,220	3,270	3,900	5,800	5,870	4,610	4,600	4,165	4,865	4,550	1,120		

Assumptions

Turf Utilization	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Weekdays	258	22	20	22	21	21	22	23	21	22	22	20	22
Weekends / Holidays	107	9	8	9	9	10	8	8	10	8	9	10	9
Total Days Available	365	31	28	31	30	31	30	31	31	30	31	30	31
x Total Hours / Day	14	14	14	14	14	14	14	14	14	14	14	14	14
Total Turf Hours	5,110	434	392	434	420	434	420	434	434	420	434	420	434

Rental Rates	Rate/hr	
School	-	
Youth	45.00	
Adult	65.00	80
Pay-to-Play	80.00	100
Commercial	100.00	120
Corporate	120.00	150

VISL
Spartan
GVMFA

HR based on capital funding allocation

Statements	Total	Fiscal Year																										
		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048
Total Capital + Operating Period Reinvestment Year		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Statement of Profit / Loss																												
Revenue																												
Turf Rental Revenue	1,623,275		48,210	49,174	50,157	51,160	52,183	53,227	54,292	55,378	56,486	57,616	58,768	59,943	61,142	62,365	63,612	64,884	66,182	67,506	68,856	70,233	71,638	73,071	74,532	76,023	77,543	79,094
Amortization Credit	1,555,200		64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	64,800	-	-
Other Revenues	-																											
Expenses																												
Utilities	(201,981)		(6,000)	(6,120)	(6,242)	(6,367)	(6,494)	(6,624)	(6,756)	(6,891)	(7,029)	(7,170)	(7,313)	(7,459)	(7,608)	(7,760)	(7,915)	(8,073)	(8,234)	(8,399)	(8,567)	(8,738)	(8,913)	(9,091)	(9,273)	(9,458)	(9,647)	(9,840)
Maintenance	(84,160)		(2,500)	(2,550)	(2,601)	(2,653)	(2,706)	(2,760)	(2,815)	(2,871)	(2,928)	(2,987)	(3,047)	(3,108)	(3,170)	(3,233)	(3,298)	(3,364)	(3,431)	(3,500)	(3,570)	(3,641)	(3,714)	(3,788)	(3,864)	(3,941)	(4,020)	(4,100)
Turf Reinvestment Costs	(2,000,000)											(1,000,000)										(1,000,000)						
Interest	-																											
Other	-																											
Amortization	(2,046,910)		(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,288)	(85,286)	-	-
Total Expenses	(4,333,051)	-	(93,788)	(93,958)	(94,131)	(94,308)	(94,488)	(94,672)	(94,859)	(95,050)	(95,245)	(1,095,445)	(95,648)	(95,855)	(96,066)	(96,281)	(96,501)	(96,725)	(96,953)	(97,187)	(97,425)	(1,097,667)	(97,915)	(98,167)	(98,425)	(98,685)	(13,667)	(13,940)
Net Income / (Deficit)	(1,154,576)	-	19,222	20,016	20,826	21,652	22,495	23,355	24,233	25,128	26,041	(973,029)	27,920	28,888	29,876	30,884	31,911	32,959	34,029	35,119	36,231	(962,634)	38,523	39,704	40,907	42,138	63,876	65,154
Accumulated Surplus																												
Opening Balance		-	-	19,222	39,238	60,064	81,716	104,211	127,566	151,799	176,927	202,968	(770,061)	(742,141)	(713,253)	(683,377)	(652,493)	(620,582)	(587,623)	(553,594)	(518,475)	(482,244)	(1,444,878)	(1,406,355)	(1,366,651)	(1,325,744)	(1,283,606)	(1,219,730)
Surplus / (Deficit)	(1,154,576)	-	19,222	20,016	20,826	21,652	22,495	23,355	24,233	25,128	26,041	(973,029)	27,920	28,888	29,876	30,884	31,911	32,959	34,029	35,119	36,231	(962,634)	38,523	39,704	40,907	42,138	63,876	65,154
Closing Balance		-	19,222	39,238	60,064	81,716	104,211	127,566	151,799	176,927	202,968	(770,061)	(742,141)	(713,253)	(683,377)	(652,493)	(620,582)	(587,623)	(553,594)	(518,475)	(482,244)	(1,444,878)	(1,406,355)	(1,366,651)	(1,325,744)	(1,283,606)	(1,219,730)	(1,154,576)
Statement of Cashflows																												
Opening Balance		-	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Operating																												
Net Income / (Deficit)	(1,154,576)		19,222	20,016	20,826	21,652	22,495	23,355	24,233	25,128	26,041	(973,029)	27,920	28,888	29,876	30,884	31,911	32,959	34,029	35,119	36,231	(962,634)	38,523	39,704	40,907	42,138	63,876	65,154
Amortization	491,710		20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	20,488	-	-
Investing																												
Turf Construction Costs	(2,132,198)	(2,132,198)																										
Turf Reinvestment Costs	-																											
Financing																												
Grants / Donations for Turf	1,620,000	1,620,000																										
Other Financing	-	-																										
Debt Financing	#REF!	#REF!																										
Debt Repayment	-	-																										
Closing Balance	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Deficit Cash Balance		#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!

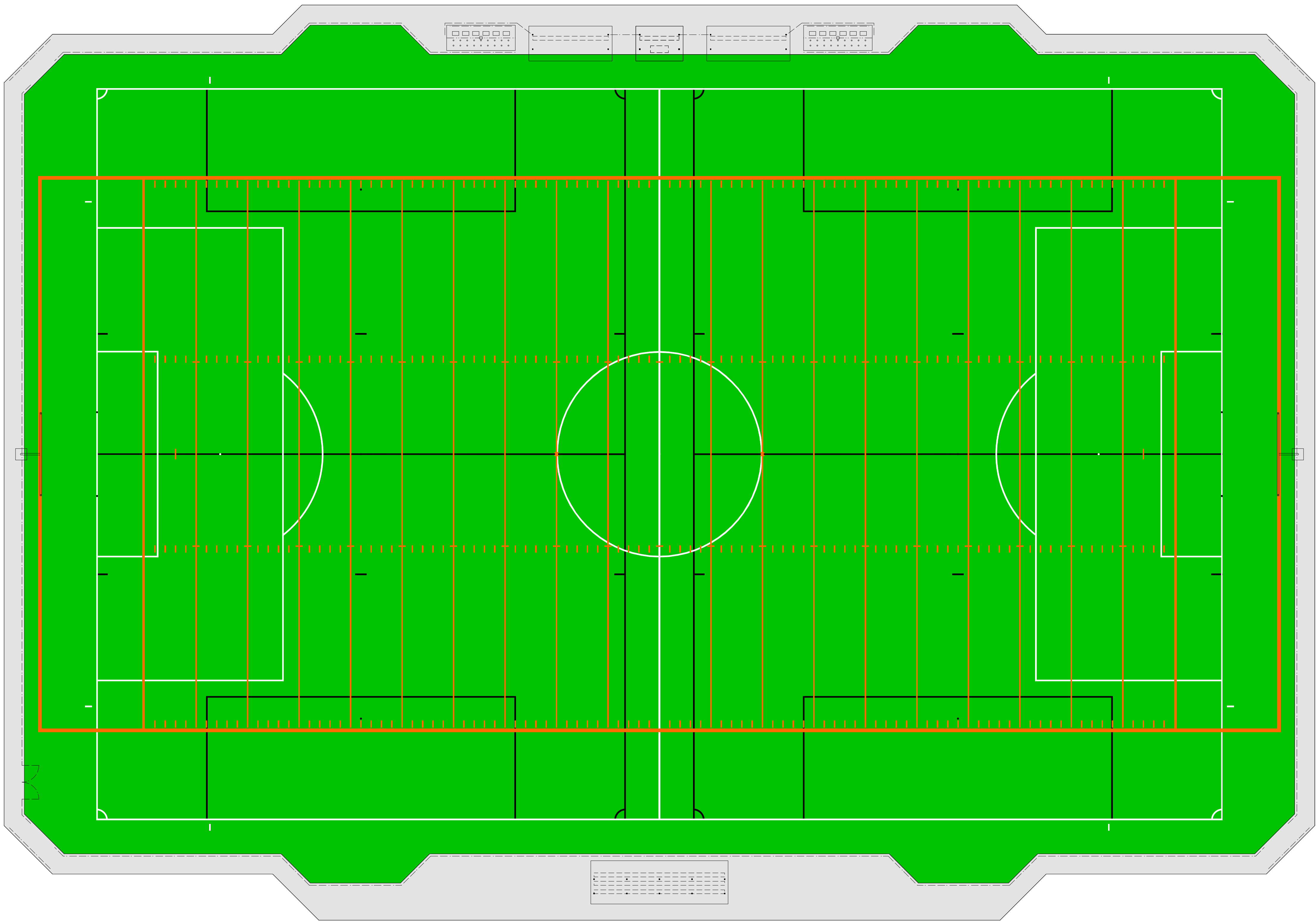
Statements	Total	Fiscal Year																										
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047
Total Capital + Operating Period Reinvestment Year		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Statement of Profit / Loss																												
Revenue																												
Turf Rental Revenue	1,623,275		48,210	49,174	50,157	51,160	52,183	53,227	54,292	55,378	56,486	57,616	58,768	59,943	61,142	62,365	63,612	64,884	66,182	67,506	68,856	70,233	71,638	73,071	74,532	76,023	77,543	79,094
Amortization Credit	#REF!																											
Other Revenues	-																											
Expenses																												
Utilities	(201,981)		(6,000)	(6,120)	(6,242)	(6,367)	(6,494)	(6,624)	(6,756)	(6,891)	(7,029)	(7,170)	(7,313)	(7,459)	(7,608)	(7,760)	(7,915)	(8,073)	(8,234)	(8,399)	(8,567)	(8,738)	(8,913)	(9,091)	(9,273)	(9,458)	(9,647)	(9,840)
Maintenance	(84,160)		(2,500)	(2,550)	(2,601)	(2,653)	(2,706)	(2,760)	(2,815)	(2,871)	(2,928)	(2,987)	(3,047)	(3,108)	(3,170)	(3,233)	(3,298)	(3,364)	(3,431)	(3,500)	(3,570)	(3,641)	(3,714)	(3,788)	(3,864)	(3,941)	(4,020)	(4,100)
Turf Reinvestment Costs	(2,000,000)											(1,000,000)										(1,000,000)						
Interest	(877,101)		(50,000)	(49,492)	(48,932)	(48,317)	(47,640)	(46,896)	(46,077)	(45,177)	(44,186)	(43,096)	(41,897)	(40,579)	(39,128)	(37,533)	(35,777)	(33,847)	(31,723)	(29,387)	(26,817)	(23,991)	(20,881)	(17,461)	(13,699)	(9,560)	(5,008)	
Other	-																											
Amortization	(310,400)		(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	(12,416)	
Total Expenses	(3,473,642)	-	(70,916)	(70,578)	(70,191)	(69,753)	(69,256)	(68,696)	(68,064)	(67,355)	(66,559)	(1,065,669)	(64,673)	(63,562)	(62,322)	(60,942)	(59,406)	(57,700)	(55,804)	(53,702)	(51,370)	(1,048,786)	(45,924)	(42,756)	(39,252)	(35,375)	(31,091)	(13,940)
Net Income / (Deficit)	#REF!	-	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	65,154
Accumulated Surplus																												
Opening Balance		-	-	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Surplus / (Deficit)	#REF!	-	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	65,154
Closing Balance		-	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Statement of Cashflows																												
Opening Balance		-	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Operating																												
Net Income / (Deficit)	#REF!		#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	65,154
Amortization	#REF!		#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	
Investing																												
Turf Construction Costs	(2,857,322)	(2,857,322)																										
Turf Reinvestment Costs	-																											
Financing																												
Grants / Donations for Turf	310,400	310,400																										
Other Financing	-																											
Debt Financing	#REF!	#REF!																										
Debt Repayment	(500,000)		(5,084)	(5,592)	(6,152)	(6,767)	(7,444)	(8,188)	(9,007)	(9,907)	(10,898)	(11,988)	(13,187)	(14,505)	(15,956)	(17,551)	(19,307)	(21,237)	(23,361)	(25,697)	(28,267)	(31,094)	(34,203)	(37,623)	(41,385)	(45,524)	(50,076)	-
Closing Balance	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Deficit Cash Balance		#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!

Ref	Year	Turf 25				Scenario A (Grant Amort)				Turf 25				Scenario B (Grant Amort)			
		Opening	Additions	Amortization	Closing	Opening	Additions	Amortization	Closing	Opening	Additions	Amortization	Closing	Opening	Additions	Amortization	Closing
1	2020																
2	2021	-	2,132,198	-	2,132,198	-	1,620,000	-	1,620,000	-	310,400	-	310,400	-	#REF!	-	#REF!
3	2022	2,132,198		(85,288)	2,046,910	1,620,000		(64,800)	1,555,200	310,400		(12,416)	297,984	#REF!		#REF!	#REF!
4	2023	2,046,910		(85,288)	1,961,622	1,555,200		(64,800)	1,490,400	297,984		(12,416)	285,568	#REF!		#REF!	#REF!
5	2024	1,961,622		(85,288)	1,876,334	1,490,400		(64,800)	1,425,600	285,568		(12,416)	273,152	#REF!		#REF!	#REF!
6	2025	1,876,334		(85,288)	1,791,046	1,425,600		(64,800)	1,360,800	273,152		(12,416)	260,736	#REF!		#REF!	#REF!
7	2026	1,791,046		(85,288)	1,705,758	1,360,800		(64,800)	1,296,000	260,736		(12,416)	248,320	#REF!		#REF!	#REF!
8	2027	1,705,758		(85,288)	1,620,470	1,296,000		(64,800)	1,231,200	248,320		(12,416)	235,904	#REF!		#REF!	#REF!
9	2028	1,620,470		(85,288)	1,535,182	1,231,200		(64,800)	1,166,400	235,904		(12,416)	223,488	#REF!		#REF!	#REF!
10	2029	1,535,182		(85,288)	1,449,894	1,166,400		(64,800)	1,101,600	223,488		(12,416)	211,072	#REF!		#REF!	#REF!
11	2030	1,449,894		(85,288)	1,364,606	1,101,600		(64,800)	1,036,800	211,072		(12,416)	198,656	#REF!		#REF!	#REF!
12	2031	1,364,606		(85,288)	1,279,318	1,036,800		(64,800)	972,000	198,656		(12,416)	186,240	#REF!		#REF!	#REF!
13	2032	1,279,318		(85,288)	1,194,030	972,000		(64,800)	907,200	186,240		(12,416)	173,824	#REF!		#REF!	#REF!
14	2033	1,194,030		(85,288)	1,108,742	907,200		(64,800)	842,400	173,824		(12,416)	161,408	#REF!		#REF!	#REF!
15	2034	1,108,742		(85,288)	1,023,454	842,400		(64,800)	777,600	161,408		(12,416)	148,992	#REF!		#REF!	#REF!
16	2035	1,023,454		(85,288)	938,166	777,600		(64,800)	712,800	148,992		(12,416)	136,576	#REF!		#REF!	#REF!
17	2036	938,166		(85,288)	852,878	712,800		(64,800)	648,000	136,576		(12,416)	124,160	#REF!		#REF!	#REF!
18	2037	852,878		(85,288)	767,590	648,000		(64,800)	583,200	124,160		(12,416)	111,744	#REF!		#REF!	#REF!
19	2038	767,590		(85,288)	682,302	583,200		(64,800)	518,400	111,744		(12,416)	99,328	#REF!		#REF!	#REF!
20	2039	682,302		(85,288)	597,014	518,400		(64,800)	453,600	99,328		(12,416)	86,912	#REF!		#REF!	#REF!
21	2040	597,014		(85,288)	511,726	453,600		(64,800)	388,800	86,912		(12,416)	74,496	#REF!		#REF!	#REF!
22	2041	511,726		(85,288)	426,438	388,800		(64,800)	324,000	74,496		(12,416)	62,080	#REF!		#REF!	#REF!
23	2042	426,438		(85,288)	341,150	324,000		(64,800)	259,200	62,080		(12,416)	49,664	#REF!		#REF!	#REF!
24	2043	341,150		(85,288)	255,862	259,200		(64,800)	194,400	49,664		(12,416)	37,248	#REF!		#REF!	#REF!
25	2044	255,862		(85,288)	170,574	194,400		(64,800)	129,600	37,248		(12,416)	24,832	#REF!		#REF!	#REF!
26	2045	170,574		(85,288)	85,286	129,600		(64,800)	64,800	24,832		(12,416)	12,416	#REF!		#REF!	#REF!
27	2046	85,286		(85,286)	-	64,800		(64,800)	-	12,416		(12,416)	-	#REF!		#REF!	#REF!
28	2047																
29	2048																
30	2049																
31	2050																
32	2051																
33	2052																
34	2053																
35	2054																
36	2055																
37	2056																
38	2057																
39	2058																
40	2059																
41	2060																
42	2061																

		Scenario A					Scenario B				
		Principle	-				Principle	500,000			
		Year Rate	5%				Year Rate	10%			
		Period	25				Period	25			
		Payment	\$0				Payment	\$55,084			
		Start Date	2022				Start Date	2022			
	Fiscal	Opening	Interest	Principal	Total Pmt	Closing	Opening	Interest	Principal	Total Pmt	Closing
1	2021										
2	2022	-	-	-	-	-	500,000	50,000	5,084	55,084	494,916
3	2023	-	-	-	-	-	494,916	49,492	5,592	55,084	489,324
4	2024	-	-	-	-	-	489,324	48,932	6,152	55,084	483,172
5	2025	-	-	-	-	-	483,172	48,317	6,767	55,084	476,405
6	2026	-	-	-	-	-	476,405	47,640	7,444	55,084	468,961
7	2027	-	-	-	-	-	468,961	46,896	8,188	55,084	460,774
8	2028	-	-	-	-	-	460,774	46,077	9,007	55,084	451,767
9	2029	-	-	-	-	-	451,767	45,177	9,907	55,084	441,860
10	2030	-	-	-	-	-	441,860	44,186	10,898	55,084	430,961
11	2031	-	-	-	-	-	430,961	43,096	11,988	55,084	418,974
12	2032	-	-	-	-	-	418,974	41,897	13,187	55,084	405,787
13	2033	-	-	-	-	-	405,787	40,579	14,505	55,084	391,282
14	2034	-	-	-	-	-	391,282	39,128	15,956	55,084	375,326
15	2035	-	-	-	-	-	375,326	37,533	17,551	55,084	357,774
16	2036	-	-	-	-	-	357,774	35,777	19,307	55,084	338,468
17	2037	-	-	-	-	-	338,468	33,847	21,237	55,084	317,230
18	2038	-	-	-	-	-	317,230	31,723	23,361	55,084	293,869
19	2039	-	-	-	-	-	293,869	29,387	25,697	55,084	268,172
20	2040	-	-	-	-	-	268,172	26,817	28,267	55,084	239,905
21	2041	-	-	-	-	-	239,905	23,991	31,094	55,084	208,812
22	2042	-	-	-	-	-	208,812	20,881	34,203	55,084	174,609
23	2043	-	-	-	-	-	174,609	17,461	37,623	55,084	136,986
24	2044	-	-	-	-	-	136,986	13,699	41,385	55,084	95,600
25	2045	-	-	-	-	-	95,600	9,560	45,524	55,084	50,076
26	2046	-	-	-	-	-	50,076	5,008	50,076	55,084	-
27	2047										
28	2048										
29	2049										
30	2050										
31	2051										
32	2052										
33	2053										
34	2054										
35	2055										
36	2056										
37	2057										
38	2058										
39	2059										
40	2060										
41	2061										
42	2062										

Projected Costs Turf (one) Costs		
1	Excavation, Site Preparation & Earthworks	\$100,000
2	Field Drainage	\$60,000
3	Base Gravels	\$175,000
4	Concrete Work	\$75,000
5	Sports Field Lighting (LED)	\$85,000
6	Water works	\$30,000
7	General Conditions	\$25,000

(50,000)	125,000
(100,000)	150,000
(100,000)	250,000
(22,500)	88,000
(50,000)	125,000
-	23,000
-	20,000



0	2023/03/31	DMW		ISSUED FOR REVIEW	
REV'D	DATE(Y/M/D)	DRN	CHD		

DWOURNELL SPORT ARCHITECT
SPORT AND RECREATION FACILITY
DESIGN SPECIALIST
DOUGWOURNELL@GMAIL.COM
604.808.3085

SPECTRUM SCHOOL

DESIGNED - DMW

DRAWN - DMW

METRIC
SCALE - 1 : 200

DATE - March 31, 2023

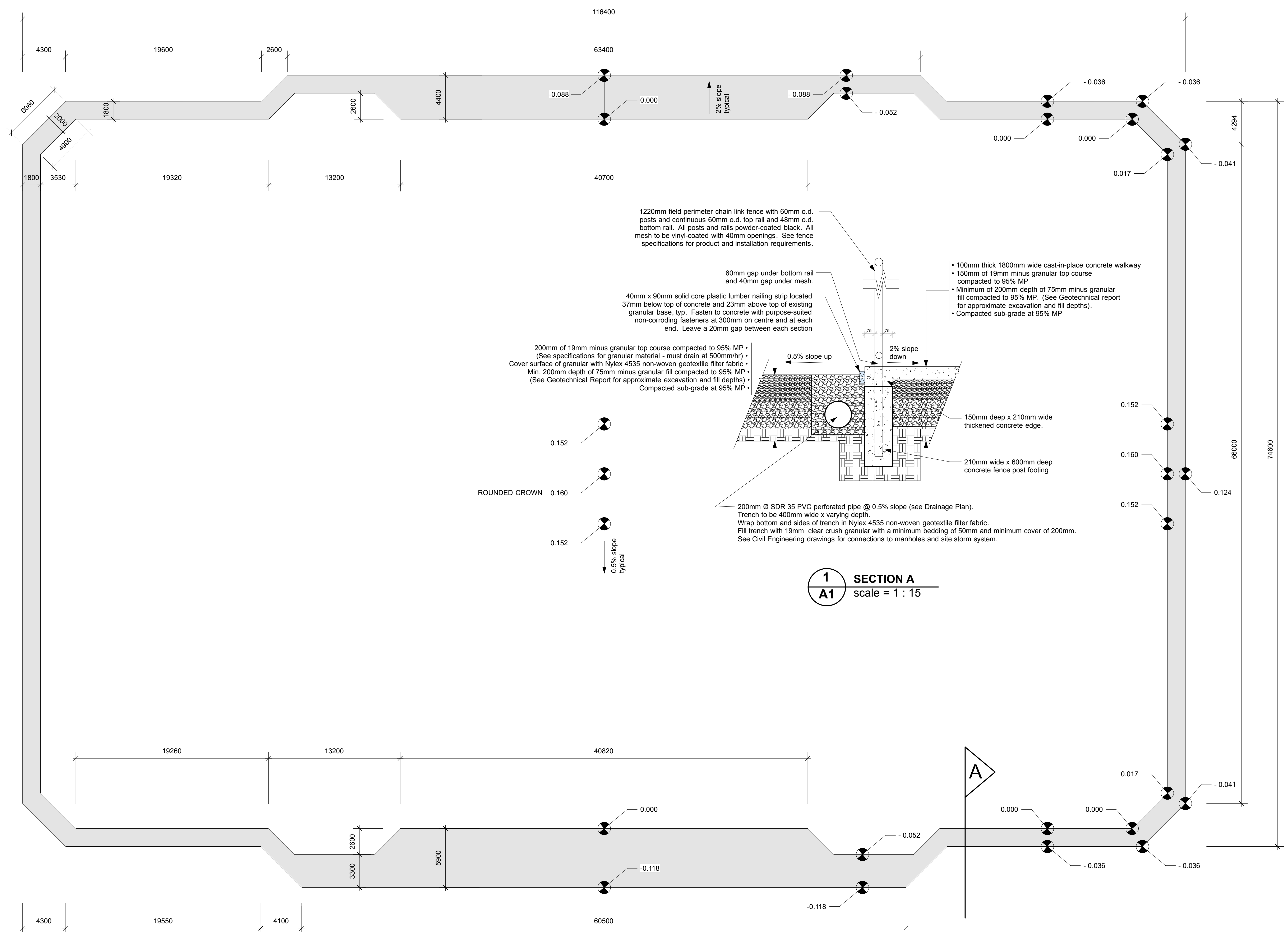
FIELD LAYOUT
105m x 65m Soccer with
U12 Crossfields and
American High School Football

FILE -

CONSULTANTS
DWG No-

CITY
DOC. No-

SHEET AO.2



1 SECTION A
A1 scale = 1 : 15

1	2023/08/18	DMW			ISSUED FOR CONSTRUCTION (REVIEW SET)
REV'D	DATE(Y/M/D)	DRN	CHD		

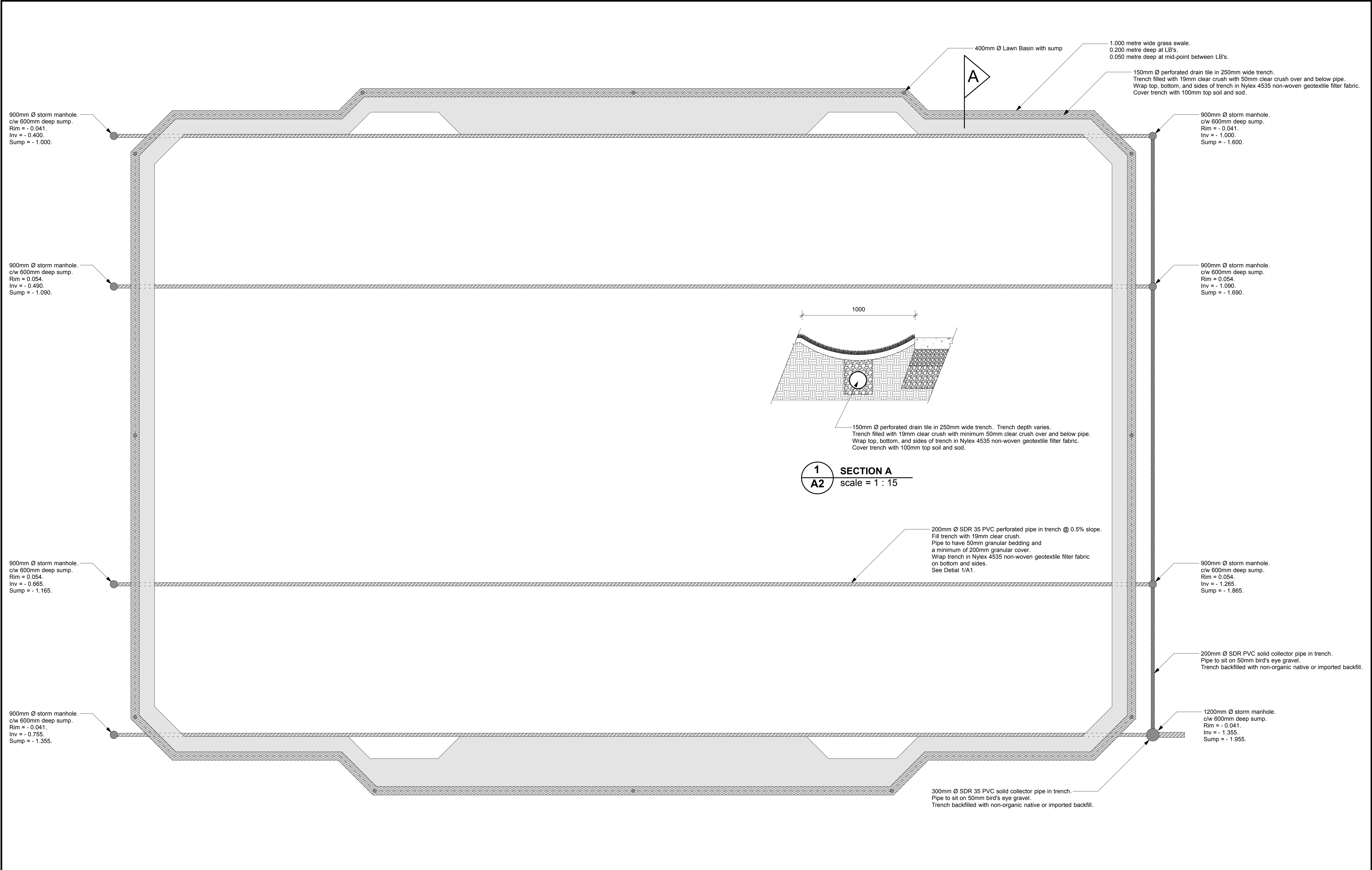
DWOURNELL SPORT ARCHITECT
SPORT AND RECREATION FACILITY
DESIGN SPECIALIST
DOUGWOURNELL@GMAIL.COM
604.808.3085

SPECTRUM SCHOOL

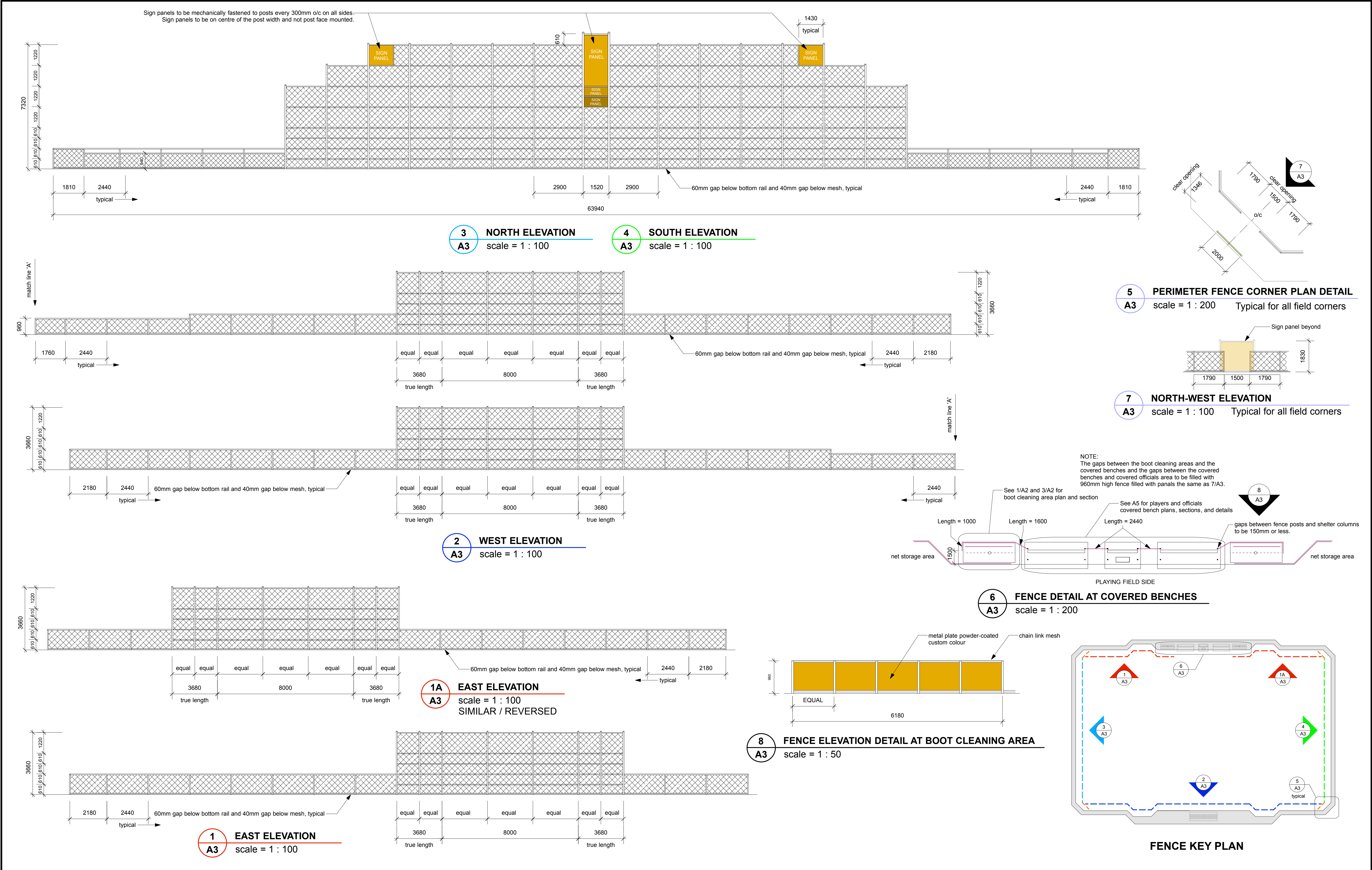
DESIGNED - DMW
DRAWN - DMW
METRIC SCALE - 1 : 200
DATE - AUGUST 18, 2023

CONCRETE WALKWAY PLAN
DIMENSIONS AND ELEVATIONS

FILE -
CONSULTANTS DWG No-
CITY DOC. No-
SHEET A1



					<div>DWOURNELL SPORT ARCHITECT</div> <div>SPORT AND RECREATION FACILITY DESIGN SPECIALIST</div> <div>DOUGWOURNELL@GMAIL.COM</div> <div>604.808.3085</div>		<div>SPECTRUM SCHOOL</div>			
							<div>DRAINAGE PLAN</div>		FILE -	
									CONSULTANTS DWG No-	
									CITY DOC. No-	
									SHEET A2	
1 2023/08/18 DMW ISSUED FOR CONSTRUCTION (REVIEW SET)										
REV'D DATE(Y/M/D) DRN CHD										



						DWOURNELL SPORT ARCHITECT				SPECTRUM SCHOOL		
						SPORT AND RECREATION FACILITY DESIGN SPECIALIST				FENCE ELEVATIONS		
						DOUGWOURNELL@GMAIL.COM						
						604.808.3085						
1	2023/08/18	DMW		ISSUED FOR CONSTRUCTION (REVIEW SET)				DESIGNED - DMW				
REVD	DATE(Y/M/D)	DRN	CHD					DRAWN - DMW				
								METRIC SCALE - 1 : 200				
								DATE - AUGUST 18, 2023				
										FILE -		
										CONSULTANTS DWG No-		
										CITY DOC. No-		
										SHEET A3		

Office of the Secretary-Treasurer

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

Katrina Stride – Secretary-Treasurer

TO: Operations Policy and Planning Committee
FROM: Katrina Stride, Secretary-Treasurer
DATE: October 23, 2023
RE: **Long-Range Facilities Plan Process**

Background

At the October 17, 2022 Operations Policy and Planning (OPPs) Committee meeting, former Secretary-Treasurer Kim Morris presented a memo and proposed timeline for the Long-Range Facilities Plan (LRFP) for consideration. The memo and timeline are attached.

The following motion was moved:

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

Then the following motion was carried:

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

At the November 21, 2022 OPPs meeting, the following motion was carried:

That the motion “That the Board of Education of School District No. 61 (Greater Victoria) approve the Long Range Facilities Plan Process 2024 to 2030 as presented.” be tabled to the February 13, 2023 Operations Policy and Planning Committee meeting.

The motion was not presented at the February 13, 2023 OPPs meeting as carried. The motion has also not been presented at any of the subsequent OPPs meetings and remains outstanding.

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.

Ministry Requirements for Long-Range Facilities Plan

Each Board of Education is expected to have a LRFP in place for its school district that lays out various management strategies regarding its inventory of capital assets, primarily to support changes in student enrolment and educational programming goals. Although a current LRFP is not required to be included as part of a Five-Year Capital Plan submission, the Ministry may request a school district to reference relevant sections of the LRFP to help inform its capital plan review process. The LRFP is expected to cover a 10-year timeframe, at a minimum.

Current Long-Range Facilities Plan

The current LRFP was finalized in November 2018 following the approval of new student enrolment priorities and a catchment boundary review. The process began two years prior with the establishment of a District Facilities Plan Ad-Hoc Committee. The Terms of Reference for the District Facilities Plan Ad-Hoc Committee are attached. Assuming a two-year timeframe is needed to renew a LRFP, the District would need to begin its work no later than the Fall of 2026. However, the District may opt to renew its LRFP earlier than the expiry of the current plan given that there are many factors that can change over a 10-year time span.

Strategic Plan

When the current Long-Range Facilities Plan was in progress, Strategic Plan 2016-2018 was in place which identified a long-term District Facilities Plan as an objective of Goal 5 which was to strengthen District Governance Practices. Strategic Plan 2020-2025 does not specifically reference a District Facilities Plan. It is anticipated that the Board will begin work on the next Strategic Plan starting in the 2024-2025 fiscal year.

Next Steps

The Board will need to provide direction as to how it would like to move forward with the renewal of the Long-Range Facilities Plan. Budget implications for the current and/or future fiscal years will also need to be considered.

Supporting Documents

Memo and Timeline – Long Range Facilities Plan Process – OPPs Meeting October 17, 2022
Facilities Plan Ad Hoc Committee – Terms of Reference

TO: Operations Policy & Planning Meeting
FROM: Kim Morris
RE: Long Range Facilities Plan
DATE: October 17, 2022

Background

The Board's current Long Range Facilities Plan (LRFP) was developed between 2017 and 2018. Long Range Facilities Plans are integral to a Board's capital, financial and learning planning as well as a key compliance document for the Ministry capital plan submissions and major capital project applications.

Issue

The Board's LRFP is nearing its fifth year and should be renewed/redeveloped. The proposed draft process is attached. The proposed plan includes community consultation and a two-year timeline.

Recommendation

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

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.

Long Range Facilities Plan: July 2024 to June 2030/Board Approved _____, 2022

DRAFT

Delivery	Date	Event Description	Meeting Type
May-December 2022		Data Gathering & Analysis	Staff
September 26		Approval of Proposed Long Range Facilities Plan Process	Regular Open
January 2023		Introduction - We're Developing a Plan for the Future of SD61 Facilities, What should we consider?	
	January xx	- Board Working Session #1: Strategic Facilities Planning	Board and Staff
	January xx	- DLT/PVP Meetings	Staff
	January xx	- IN PERSON + SURVEY -Public consultation #1 (incl. Municipal Partners)	Public
	January xx	- ST meeting with Facilities Team	Staff
	January xx	- Committee formation & Committee Meeting #1	Committee
May 2023		Process, Timeline & Criteria	
	March 2023	- Board Working Session #2: Guiding Principles and Criteria Weighting	Board and Staff
	April 2023	- Committee Meeting #2	Committee
	April 2023	- DLT/PVP Meetings	Staff
	May 2023	VIRTUAL - Public consultation #2 - What we heard/Guiding Principles/Scorecard	Public
	May 2023	- Board adopts Weighted Criteria/Scorecard	Board
October 2023		Scenarios	
	June-September 2023	- Develop potential scenarios	Staff
	October 2023	- Board Working Session #3	Board and Staff
	October 2023	- Committee meeting #3	Committee
	October 2023	IN PERSON WORKSHOP - Public Consultation #3 - Scenarios	Public
January 2024		Scoring and Evaluation	
	November 2023	- Feedback period for additional potential scenarios	Public
	Nov-Dec 2023	- Scoring all scenarios, analysis, report	Staff
	January 2024	- Board Working Session #4	Board and Staff
	January 2024	- Committee meeting #4	Committee
	January 2024	- Municipal Partner Meeting #2	Board, Staff, Municipalities
	January 2024	- Board Meeting: Engagement Report/Presentations/Scenarios Evaluation	
March 2024		Recommendations	
	February	- Feedback period for scenario reaction	
	February	- Recommendation formulation	Staff
	February	- Board working session #5	Board and Staff
	February	- Committee meeting #5	Committee
	March	VIRTUAL - Public Consultation #4	Public
	March xx	Board Meeting: Recommendations	
April 2024		Adoption	
	April	- Committee meeting #6	Committee
	April	- Municipal Partner meeting #3	Board, Staff, Municipalities
	April	- Board approves LRF	Board
July 2024 - June 2030		Implement, Monitor, Measure, Report	

Facilities Plan Ad Hoc Committee Terms of Reference

Purpose:

The purpose of the committee is to monitor, update and develop recommendations for the District's Long Term Facilities Plan.

Deliverables:

The Facilities Plan Committee will :

1. Monitor, update and develop recommendations for the Long Term Facilities Plan; and
2. Update the plan, and any recommendations, bi-annually

Membership:

The committee will be comprised of the following 18 members:

- One Trustee appointed by the Board Chair;
- The Superintendent or delegate, the Secretary Treasurer, Associate Secretary-Treasurer, and the Director of Facilities;
- One appointed member from each of the District's employee groups: GVTA, ASA, CUPE 382 and 947, VPVPA;
- Three parent representatives; one delegate from each of Elementary, Middle and Secondary schools, and representing three different municipalities. Selection of parents first by VCPAC; then by District if VCPAC members not forwarded;
- Three Greater Victoria students;
- One Representative from the Esquimalt Nation
- One Representative from the Songhees Nation

Timeline:

The Facilities Plan Committee will report at the Operations Policy and Planning Committee up to two times per year.

The Facilities Plan Committee may also present to the Education Policy and Directions Committee as necessary.

Voting:

Recommendations to be made by consensus. If consensus cannot be reached, multiple options will be reported to the Operations Policy & Planning Committee.

Procedural notes:

- Meeting dates, locations, agendas and minutes to be available to the members.
- Meeting reports to be available on the District website.

Date Adopted: June 20, 2016

Revised: October 23, 2017

Revised: December 16, 2019



*The Greater Victoria School District is committed to
each student's success in learning within
a responsive and safe environment.*

POLICY 5145

POLICE QUESTIONING OF STUDENTS IN SCHOOL

Despite the Board's belief that the school is not a proper place for the police to conduct interviews of students involved in formal investigations, it recognizes that there are times when problems, possibly of a criminal nature, make this necessary.

The Board considers that it has a responsibility to protect the interests and rights of pupils in its care in a manner consistent with the law. This includes principals of schools acting "in loco parentis" in the absence of parents or guardians and the prompt informing of parents or guardians when pupils' rights or interests are a matter of concern.

Greater Victoria School District

Adopted: April 30, 1979

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: The Board of Education

FROM: Katrina Stride, Secretary-Treasurer

DATE: October 30, 2023

RE: **Policy Sub-Committee Report – October 18, 2023 Meeting**

Background:

The Policy Sub-Committee held a meeting on October 18, 2023. New business included Policy and Administrative Regulation 8400 Whistleblower Protection, and Administrative Regulation xxxx International Student Enrollment.

There are two recommendations to the Board from the Policy Sub-Committee.

Recommended Motion:

Policy 8400 Whistleblower Protection

Director of Human Resource Services Knudson advised the Committee that Section 3.8 of Policy 8400 Whistleblower Protection should be removed as it is not consistent with the Public Interest Disclosure Act. Director Knudson presented a draft new Administrative Regulation 8400 Whistleblower Protection based on the template provided in BCPSEA's Public Interest Disclosure Policy Toolkit. The Committee agreed by consensus to recommend that the Board approve the revised Policy 8400 Whistleblower Protection and accept the new Administrative Regulation 8400 Whistleblower Protection.

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8400 Whistleblower Protection and accept Administrative Regulation 8400 Whistleblower Protection.

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 8400

WHISTLEBLOWER PROTECTION

Adopted: May 30, 2022

Revised:

Frequency

of Review: Annual

1.0 RATIONALE

- 1.1 The Board of Education of School District No. 61 (Greater Victoria) is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency. The School District encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia Public Interest Disclosure Act ("PIDA").
- 1.2 The purpose of this Policy and related Procedures is to establish a process, in compliance with the PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.
- 1.3 This Policy applies to alleged wrongdoing related to the School District's operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

2.0 DEFINITIONS

In this Policy and the Procedures, the following capitalized terms are defined as indicated:

- 2.1 "**Advice**" means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or the PIDA;
- 2.2 "**Discloser**" means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;
- 2.3 "**Discloser**" means an Employee or Trustee who makes a Disclosure;
- 2.4 "**Disclosure**" means a report of Wrongdoing made under this Policy;
- 2.5 "**Employee**" refers to a past and present employee of the School District;
- 2.6 "**FIPPA**" means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;
- 2.7 "**Investigation**" means an investigation undertaken by the School District under this Policy or by the Ombudsperson under the PIDA;
- 2.8 "**Personal Information**" has the same meaning set out in FIPPA, namely "recorded information about an identifiable individual", and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;
- 2.9 "**Personnel**" means Employees and Trustees;
- 2.10 "**PIDA**" means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

- 2.11 "**Procedure**" means the School District's Administrative Procedure associated with this Policy, as amended;
- 2.12 "**Reprisal**" means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of a member of Personnel because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;
- 2.13 "**Trustee**" means a past or present member of the School District's Board of Education; and
- 2.14 "**Wrongdoing**" refers to:
- 2.14.1 a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
 - 2.14.2 an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
 - 2.14.3 a serious misuse of public funds or public assets;
 - 2.14.4 gross or systematic mismanagement;
 - 2.14.5 knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

3.0 POLICY

- 3.1 The School District is committed to supporting ethical conduct in its operations, and seeks to foster a culture in which Employees and Trustees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about the PIDA, this Policy and the Procedures.
- 3.2 The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.
- 3.3 Current or former employees may choose whether to report wrongdoing through the school district internal process or externally to the Office of the Ombudsperson. Current and former employees do not need to complete any internal school district process before contacting the Office of the Ombudsperson.
- 3.4 The School District will not commit or tolerate Reprisals against any Employee or Trustee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.
- 3.5 Only the BC Ombudsperson can investigate reprisal complaints from current and former employees under the Public Interest Disclosure Act. Where the Public Interest Disclosure Act does not apply, the reprisal complaint should be investigated through the school district process.
- 3.6 The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under the PIDA and FIPPA.
- 3.7 All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, the PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

4.0 REPORTING

- 4.1. Each year, the Superintendent shall prepare, in accordance with the requirements of the PIDA, and make available, a public report concerning any Disclosures received, investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

5.0 RESPONSIBILITIES

- 5.1 **The Superintendent** is responsible for the administration of this Policy, and shall ensure that training and instruction is available to all Employees and Trustees concerning this Policy, the Procedures and the PIDA.
- 5.2 In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of Personnel.

6.0 REFERENCES

- 6.1 *Public Interest Disclosure Act, 2019.*
- 6.2 *Public Interest Disclosure Act (Dec 1, 2019), Ministry of Attorney General*
- 6.3 *Regulation 8400 Whistleblower*

REGULATION 8400 (NEW)

WHISTLEBLOWER PROTECTION

Adopted:

Revised:

Frequency of Review:

This Regulation outlines how the District will administer its Whistleblower Protection Policy. A sample copy of a disclosure form is attached as Appendix A.

1. DEFINITIONS

Capitalized terms in this Regulation have the meanings set out in the Policy, and the following additional terms shall have the following meanings:

1. **“Designated Officer”** means the Superintendent and any other senior member of the School District designated by the Superintendent from time to time, which includes, in accordance with section 5. of this Regulation, the Secretary Treasurer, and the Chair of the Board of Education;
2. **“Disclosure Form”** means the form attached to this Regulation as Appendix A;
3. **“Ombudsperson”** means the Ombudsperson of British Columbia;
4. **“Policy”** means the School District’s Whistleblower Protection Policy;
5. **“Protection Official”** means:
 - a. in respect of a health-related matter, the provincial health officer,
 - b. in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
 - c. in any other case, a police force in British Columbia.
6. **“Respondent”** means a person against whom allegations of Wrongdoing or a complaint of reprisal is made;
7. **“School”** means
 - a. a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction
 - b. the teachers and other staff members associated with the unit, and
 - c. the facilities associated with the unit,and includes a Provincial resource program and a distributed learning school operated by a board;
8. **“Supervisor”** includes
 - a. an Employee’s direct management supervisor,

- b. for school-based Employees, the Principal or any Vice-Principal at the School where the Employee is assigned; and
 - c. for Trustees, the Board Chair or the Superintendent;
9. “**Urgent Risk**” arises where there is a reasonable belief that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

2. WHO MAY MAKE A DISCLOSURE

- 1. Any Employee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Employee was employed or engaged by the School District.
- 2. Any Trustee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Trustee was holding office.
- 3. Reports received from members of the public or from Employees or Trustees who were not employed by or held office with the School District at the time that the alleged Wrongdoing occurred or was discovered are outside the scope of the Policy and this Regulation.

3. HOW TO MAKE A DISCLOSURE

- 1. An Employee or Trustee who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:
 - a. that person’s Supervisor;
 - b. the Superintendent;
 - c. a Designated Officer other than the Superintendent; or
 - d. The Ombudsperson.
- 2. A Disclosure should be submitted in writing using the Disclosure Form or in other written form, and include the following information if known:
 - a. a description of the Wrongdoing;
 - b. the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;
 - c. the date or expected date of the Wrongdoing;
 - d. if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
 - e. whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.
- 3. A Disclosure may be submitted to the School District on an anonymous basis, but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to a Discloser under this

Policy or PIDA will not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.

4. A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer, or the Ombudsperson.
5. A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to alleged Wrongdoing by that person, and any person who receives a Disclosure and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Policy with responsibility for receiving a Disclosure.

4. HOW TO MAKE A DISCLOSURE ABOUT URGENT RISK

1. PIDA permits Employees and Trustees to make public disclosures if the Employee or Trustee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.
2. Before making a public disclosure of an Urgent Risk the Employee or Trustee must:
 - a. consult with the relevant Protection Official (public health officer, Emergency Management BC, or police),
 - b. receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure,
 - c. refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk;
 - d. refrain from disclosing any information that is privileged or subject to a restriction on disclosure under PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege, and
 - e. seek appropriate advice if uncertain about what Personal Information, privileged or other information may be disclosed as part of a public disclosure.
3. An Employee or Trustee who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a Disclosure in accordance with section 3 above.
4. If the Employee or Trustee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee or Trustee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

5. REFERRAL TO DESIGNATED OFFICER

1. Each Supervisor and any other Employee or Trustee who receives a Disclosure under this Policy must promptly refer it, including all Disclosures Forms and other materials supplied, to the appropriate Designated Officer as follows:
 - a. Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure shall first be referred to the Superintendent who may delegate their duties under the Policy and this Regulation to any other Designated Officer;
 - b. If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure should be referred to Office of the Ombudsperson.

6. RESPONSIBILITIES OF THE DESIGNATED OFFICER

1. The Designated Officer is responsible to:
 - a. Receive and respond to any Disclosure;
 - b. Receive and respond to reports made about Urgent Risks;
 - c. If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;
 - d. Review allegations of Wrongdoing in a Disclosure and determine if they fall within the scope of PIDA or the Policy;
 - e. Refer disclosures or allegations falling outside the scope of PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;
 - f. If a Disclosure relates to Wrongdoing at another government body that is subject to PIDA, refer the Disclosure to that institution;
 - g. Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;
 - h. If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section 8 below;
 - i. Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;
 - j. Manage communications with the Discloser and Respondent;
 - k. Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with section 8; and
 - l. Ensure that, in accordance with section 9 of this Regulation, all Personal Information received by the School District related to the Disclosure, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and PIDA.

7. RESPONSIBILITIES OF EMPLOYEES AND TRUSTEES

1. All Employees and Trustees are responsible to:
 - a. make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;

- b. refrain from engaging in Reprisals and report all Reprisals in accordance with this Regulation and PIDA;
- c. maintain the confidentiality of Personal Information received in connection with a Disclosure, request for Advice or Investigation in accordance with the Policy, this Regulation, and PIDA;
- d. provide their reasonable cooperation with investigations by the School District or the Ombudsperson;
- e. seek appropriate advice if uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and
- f. comply with the requirements of this Regulation and PIDA concerning Urgent Risks.

8. INVESTIGATIONS

1. Every person involved in receiving, reviewing and investigating Disclosures must carry out those function in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under PIDA.
2. The School District shall seek to complete all Investigations within 90 calendar days of receipt of a Disclosure, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
3. The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
4. All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation, though overall responsibility and accountability for the Investigation remains with the Designated Officer.
5. The Designated Officer may consult with the Ombudsperson regarding a Disclosure or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.
6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
 - a. the Disclosure does not provide adequate particulars of the Wrongdoing;
 - b. the Disclosure is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure under the Policy or PIDA, or does not deal with Wrongdoing;
 - c. the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;
 - d. the investigation of the disclosure would serve no useful purpose because the subject matter of the disclosure is being, or has been, appropriately dealt with;
 - e. the Disclosure relates solely to a public policy decision;

- f. the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
 - g. the Investigation may compromise another investigation; or
 - h. PIDA otherwise requires or permits the School District to suspend or stop the Investigation.
7. Subject to the School District's obligations under FIPPA and section 3 above, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:
- a. notice of any finding of Wrongdoing;
 - b. a summary of the reasons supporting any finding of Wrongdoing;
 - c. any recommendations to address findings of Wrongdoing.

9. PRIVACY AND CONFIDENTIALITY

- 1. All Personal Information that the School District collects, uses or shares in connection with a Disclosure, request for Advice, or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the Policy, the Regulation and PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
- 2. Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure or a request for Advice Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
- 3. Any person who, in their capacity as an Employee or Trustee, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or PIDA, except with the consent of the Discloser or as authorized or required by PIDA or other applicable laws.
- 4. The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its employees and trustees internally on a need to know basis.

10. REPRISALS

- 1. The School District will not tolerate Reprisals against Employees or Trustees.
- 2. Any Employee or Trustee who believes that they have been the subject of a Reprisal may make a complaint to the Ombudsperson, who may investigate in accordance with the procedures set out in PIDA.
- 3. Any person who engages in any Reprisals shall be subject to disciplinary action up to and including, for an Employee, dismissal for cause.

Appendix A

Sample: Whistleblower Policy - Disclosure Form

INSTRUCTIONS

Before filling out this Disclosure Form, please review the School District's Whistleblower Protection Policy and Regulation (8400). Please also ensure that you provide all required details and attach copies of any documents you wish to submit as part of your report. The completed form (together with all attachments) may be submitted by email or mail to whistleblower@sd61.bc.ca or 556 Boleskine Rd, Victoria, BC V8Z 1E8.

PRIVACY STATEMENT

The personal information submitted in this Disclosure Form is collected by the School District under sections 26(a) and (c) of the Freedom of Information and Protection of Privacy Act, and will be used to assess, review, investigate and respond to allegations of wrongdoing made under the Public Interest Disclosure Act. If you have any questions about the collection, use or disclosure of your personal information in connection with your disclosure, please contact the Superintendent at whistleblower@sd61.bc.ca, 556 Boleskine Rd, Victoria, BC V8Z 1E8, or 250-475-4162.

CONFIDENTIALITY

Reports made under the Whistleblower Protection Policy and the Public Interest Disclosure Act are received and held in confidence by the School District. The reports and information received will be used and shared only to the extent reasonable and necessary to assess, investigate and respond to your disclosure and will not be used or disclosed for other purposes except as permitted or required under the Freedom of Information and Protection of Privacy Act and the Public Interest Disclosure Act or other applicable laws.

COMPLETING THE DISCLOSURE FORM

The purpose of this Disclosure Form is to assist you in making a disclosure under the Whistleblower Protection Policy. The requested information is to ensure we have sufficient information to carefully review, investigate and respond to your disclosure. If you are unable to provide all requested details at the time you make your initial disclosure, you may ask to submit additional details at a later time.

DISCLOSURE REPORT

1. Are you a current employee of the School District?

☐ Yes ☐ No

2. Were you an employee of the School District when the alleged wrongdoing occurred or was discovered?

☐ Yes ☐ No

3. Please enter your contact information below so that we can communicate with you about your disclosure. Your identity and contact information may be shared with investigators to allow them to communicate with you.

While anonymous disclosures may be accepted under the Whistleblower Protection Policy, we may not be able to investigate if we are unable to contact you to confirm you are a current or former employee or to obtain further details, evidence or clarification about your disclosure.

NAME	ADDRESS
EMAIL	PHONE
ADDITIONAL INSTRUCTIONS e.g. How would you prefer to be contacted? May we leave messages for you?	

4. A report may be made under the Whistleblower Protection Policy or the Public Interest Disclosure Act for any of the following categories of wrongdoing. Please check any that apply:

- ☐ serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- ☐ an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- ☐ a serious misuse of public funds or public assets;
- ☐ gross or systemic mismanagement;

- ☐ knowingly directing or counselling a person to commit a wrongdoing described above.

If your report does not fall within one of these categories, you may wish to consider whether your report falls under another [policy or regulation](#) of the School District.

5. In the space below, please describe the alleged wrongdoing and the person(s) alleged to have committed the wrongdoing. Please provide as much detail as you are able, including:

- A description of the wrongdoing and any relevant background,
- The names of those responsible,
- When and where the wrongdoing occurred,
- Names of people who witnessed the wrongdoing, if available,
- Any law or legislation that has been breached.

DESCRIPTION OF ALLEGED WRONGDOING

6. Have you previously reported the wrongdoing to the School District?

☐ Yes ☐ No

If yes, please indicate who the report was made to and any actions taken.

REPORT DATE AND PERSON REPORTED TO

7. Please describe any other steps or action that you or others have taken to address, report or prevent the reported wrongdoing.

OTHER ACTION TAKEN

8. Do you know of any other organizations that are investigating the reported wrongdoing or whether other complaints or claims about the wrongdoing have been filed (e.g. court filings,

grievance, human rights complaint, privacy complaint, police investigation, etc.). Please explain.

OTHER INVESTIGATIONS

REGULATION 8400 (NEW)

WHISTLEBLOWER PROTECTION

Adopted:

Revised:

Frequency of Review:

This Regulation outlines how the District will administer its Whistleblower Protection Policy. A sample copy of a disclosure form is attached as Appendix A.

1. DEFINITIONS

Capitalized terms in this Regulation have the meanings set out in the Policy, and the following additional terms shall have the following meanings:

1. **“Designated Officer”** means the Superintendent and any other senior member of the School District designated by the Superintendent from time to time, which includes, in accordance with section 5. of this Regulation, the Secretary Treasurer, and the Chair of the Board of Education;
2. **“Disclosure Form”** means the form attached to this Regulation as Appendix A;
3. **“Ombudsperson”** means the Ombudsperson of British Columbia;
4. **“Policy”** means the School District’s Whistleblower Protection Policy;
5. **“Protection Official”** means:
 - a. in respect of a health-related matter, the provincial health officer,
 - b. in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
 - c. in any other case, a police force in British Columbia.
6. **“Respondent”** means a person against whom allegations of Wrongdoing or a complaint of reprisal is made;
7. **“School”** means
 - a. a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction
 - b. the teachers and other staff members associated with the unit, and
 - c. the facilities associated with the unit,and includes a Provincial resource program and a distributed learning school operated by a board;
8. **“Supervisor”** includes
 - a. an Employee’s direct management supervisor,

- b. for school-based Employees, the Principal or any Vice-Principal at the School where the Employee is assigned; and
 - c. for Trustees, the Board Chair or the Superintendent;
9. “**Urgent Risk**” arises where there is a reasonable belief that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

2. WHO MAY MAKE A DISCLOSURE

- 1. Any Employee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Employee was employed or engaged by the School District.
- 2. Any Trustee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Trustee was holding office.
- 3. Reports received from members of the public or from Employees or Trustees who were not employed by or held office with the School District at the time that the alleged Wrongdoing occurred or was discovered are outside the scope of the Policy and this Regulation.

3. HOW TO MAKE A DISCLOSURE

- 1. An Employee or Trustee who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:
 - a. that person’s Supervisor;
 - b. the Superintendent;
 - c. a Designated Officer other than the Superintendent; or
 - d. The Ombudsperson.
- 2. A Disclosure should be submitted in writing using the Disclosure Form or in other written form, and include the following information if known:
 - a. a description of the Wrongdoing;
 - b. the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;
 - c. the date or expected date of the Wrongdoing;
 - d. if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
 - e. whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.
- 3. A Disclosure may be submitted to the School District on an anonymous basis, but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to a Discloser under this

Policy or PIDA will not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.

4. A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer, or the Ombudsperson.
5. A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to alleged Wrongdoing by that person, and any person who receives a Disclosure and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Policy with responsibility for receiving a Disclosure.

4. HOW TO MAKE A DISCLOSURE ABOUT URGENT RISK

1. PIDA permits Employees and Trustees to make public disclosures if the Employee or Trustee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.
2. Before making a public disclosure of an Urgent Risk the Employee or Trustee must:
 - a. consult with the relevant Protection Official (public health officer, Emergency Management BC, or police),
 - b. receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure,
 - c. refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk;
 - d. refrain from disclosing any information that is privileged or subject to a restriction on disclosure under PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege, and
 - e. seek appropriate advice if uncertain about what Personal Information, privileged or other information may be disclosed as part of a public disclosure.
3. An Employee or Trustee who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a Disclosure in accordance with section 3 above.
4. If the Employee or Trustee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee or Trustee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

5. REFERRAL TO DESIGNATED OFFICER

1. Each Supervisor and any other Employee or Trustee who receives a Disclosure under this Policy must promptly refer it, including all Disclosures Forms and other materials supplied, to the appropriate Designated Officer as follows:
 - a. Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure shall first be referred to the Superintendent who may delegate their duties under the Policy and this Regulation to any other Designated Officer;
 - b. If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure should be referred to Office of the Ombudsperson.

6. RESPONSIBILITIES OF THE DESIGNATED OFFICER

1. The Designated Officer is responsible to:
 - a. Receive and respond to any Disclosure;
 - b. Receive and respond to reports made about Urgent Risks;
 - c. If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;
 - d. Review allegations of Wrongdoing in a Disclosure and determine if they fall within the scope of PIDA or the Policy;
 - e. Refer disclosures or allegations falling outside the scope of PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;
 - f. If a Disclosure relates to Wrongdoing at another government body that is subject to PIDA, refer the Disclosure to that institution;
 - g. Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;
 - h. If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section 8 below;
 - i. Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;
 - j. Manage communications with the Discloser and Respondent;
 - k. Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with section 8; and
 - l. Ensure that, in accordance with section 9 of this Regulation, all Personal Information received by the School District related to the Disclosure, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and PIDA.

7. RESPONSIBILITIES OF EMPLOYEES AND TRUSTEES

1. All Employees and Trustees are responsible to:
 - a. make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;

- b. refrain from engaging in Reprisals and report all Reprisals in accordance with this Regulation and PIDA;
- c. maintain the confidentiality of Personal Information received in connection with a Disclosure, request for Advice or Investigation in accordance with the Policy, this Regulation, and PIDA;
- d. provide their reasonable cooperation with investigations by the School District or the Ombudsperson;
- e. seek appropriate advice if uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and
- f. comply with the requirements of this Regulation and PIDA concerning Urgent Risks.

8. INVESTIGATIONS

1. Every person involved in receiving, reviewing and investigating Disclosures must carry out those function in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under PIDA.
2. The School District shall seek to complete all Investigations within 90 calendar days of receipt of a Disclosure, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
3. The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
4. All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation, though overall responsibility and accountability for the Investigation remains with the Designated Officer.
5. The Designated Officer may consult with the Ombudsperson regarding a Disclosure or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.
6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
 - a. the Disclosure does not provide adequate particulars of the Wrongdoing;
 - b. the Disclosure is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure under the Policy or PIDA, or does not deal with Wrongdoing;
 - c. the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;
 - d. the investigation of the disclosure would serve no useful purpose because the subject matter of the disclosure is being, or has been, appropriately dealt with;
 - e. the Disclosure relates solely to a public policy decision;

- f. the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
 - g. the Investigation may compromise another investigation; or
 - h. PIDA otherwise requires or permits the School District to suspend or stop the Investigation.
7. Subject to the School District's obligations under FIPPA and section 3 above, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:
- a. notice of any finding of Wrongdoing;
 - b. a summary of the reasons supporting any finding of Wrongdoing;
 - c. any recommendations to address findings of Wrongdoing.

9. PRIVACY AND CONFIDENTIALITY

- 1. All Personal Information that the School District collects, uses or shares in connection with a Disclosure, request for Advice, or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the Policy, the Regulation and PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
- 2. Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure or a request for Advice Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
- 3. Any person who, in their capacity as an Employee or Trustee, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or PIDA, except with the consent of the Discloser or as authorized or required by PIDA or other applicable laws.
- 4. The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its employees and trustees internally on a need to know basis.

10. REPRISALS

- 1. The School District will not tolerate Reprisals against Employees or Trustees.
- 2. Any Employee or Trustee who believes that they have been the subject of a Reprisal may make a complaint to the Ombudsperson, who may investigate in accordance with the procedures set out in PIDA.
- 3. Any person who engages in any Reprisals shall be subject to disciplinary action up to and including, for an Employee, dismissal for cause.

Appendix A

Sample: Whistleblower Policy - Disclosure Form

INSTRUCTIONS

Before filling out this Disclosure Form, please review the School District's Whistleblower Protection Policy and Regulation (8400). Please also ensure that you provide all required details and attach copies of any documents you wish to submit as part of your report. The completed form (together with all attachments) may be submitted by email or mail to whistleblower@sd61.bc.ca or 556 Boleskine Rd, Victoria, BC V8Z 1E8.

PRIVACY STATEMENT

The personal information submitted in this Disclosure Form is collected by the School District under sections 26(a) and (c) of the Freedom of Information and Protection of Privacy Act, and will be used to assess, review, investigate and respond to allegations of wrongdoing made under the Public Interest Disclosure Act. If you have any questions about the collection, use or disclosure of your personal information in connection with your disclosure, please contact the Superintendent at whistleblower@sd61.bc.ca, 556 Boleskine Rd, Victoria, BC V8Z 1E8, or 250-475-4162.

CONFIDENTIALITY

Reports made under the Whistleblower Protection Policy and the Public Interest Disclosure Act are received and held in confidence by the School District. The reports and information received will be used and shared only to the extent reasonable and necessary to assess, investigate and respond to your disclosure and will not be used or disclosed for other purposes except as permitted or required under the Freedom of Information and Protection of Privacy Act and the Public Interest Disclosure Act or other applicable laws.

COMPLETING THE DISCLOSURE FORM

The purpose of this Disclosure Form is to assist you in making a disclosure under the Whistleblower Protection Policy. The requested information is to ensure we have sufficient information to carefully review, investigate and respond to your disclosure. If you are unable to provide all requested details at the time you make your initial disclosure, you may ask to submit additional details at a later time.

DISCLOSURE REPORT

1. Are you a current employee of the School District?

☐ Yes ☐ No

2. Were you an employee of the School District when the alleged wrongdoing occurred or was discovered?

☐ Yes ☐ No

3. Please enter your contact information below so that we can communicate with you about your disclosure. Your identity and contact information may be shared with investigators to allow them to communicate with you.

While anonymous disclosures may be accepted under the Whistleblower Protection Policy, we may not be able to investigate if we are unable to contact you to confirm you are a current or former employee or to obtain further details, evidence or clarification about your disclosure.

NAME	ADDRESS
EMAIL	PHONE
ADDITIONAL INSTRUCTIONS e.g. How would you prefer to be contacted? May we leave messages for you?	

4. A report may be made under the Whistleblower Protection Policy or the Public Interest Disclosure Act for any of the following categories of wrongdoing. Please check any that apply:

- ☐ serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- ☐ an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- ☐ a serious misuse of public funds or public assets;
- ☐ gross or systemic mismanagement;

- ☐ knowingly directing or counselling a person to commit a wrongdoing described above.

If your report does not fall within one of these categories, you may wish to consider whether your report falls under another [policy or regulation](#) of the School District.

5. In the space below, please describe the alleged wrongdoing and the person(s) alleged to have committed the wrongdoing. Please provide as much detail as you are able, including:
- A description of the wrongdoing and any relevant background,
 - The names of those responsible,
 - When and where the wrongdoing occurred,
 - Names of people who witnessed the wrongdoing, if available,
 - Any law or legislation that has been breached.

DESCRIPTION OF ALLEGED WRONGDOING

6. Have you previously reported the wrongdoing to the School District?

☐ Yes ☐ No

If yes, please indicate who the report was made to and any actions taken.

REPORT DATE AND PERSON REPORTED TO

7. Please describe any other steps or action that you or others have taken to address, report or prevent the reported wrongdoing.

OTHER ACTION TAKEN

8. Do you know of any other organizations that are investigating the reported wrongdoing or whether other complaints or claims about the wrongdoing have been filed (e.g. court filings,

grievance, human rights complaint, privacy complaint, police investigation, etc.). Please explain.

OTHER INVESTIGATIONS

TO: The Board of Education
FROM: Deb Whitten, Superintendent of Schools
RE: Superintendent's Report
DATE: October 30, 2023

Please see below the opportunities the Superintendent has been involved with during the month of October aligned to the Strategic Plan:

Goal 1: Create an inclusive and culturally responsive learning environment that will support and improve all learners' personal and academic success.

- School Visits – Reynolds (Sept.28), Esquimalt (Sept.28), Spectrum (Oct.6), Mt. Doug (Oct.23) Administrators' Meeting – October 5, 2023
- Monthly Meeting with VPVPA President and Vice-President – October 5, 2023
- Representative Advisory Council of Students – October 16, 2023

Goal 2: Create a culturally responsive learning environment that will support Indigenous learners' personal and academic success.

- Regular individual meetings with Esquimalt Nation; Songhees Nation; and the Métis Nation of Greater Victoria.
- Meet bi-weekly with the Director of Indigenous Education.

Goal 3: Create an inclusive and culturally responsive learning environment that will support learners' physical and mental well-being.

- Zoom meetings with the Ministry of Education and Child Care.
- Monthly meetings with VPVPA President and Vice President.

Gratitude: The Superintendent would like to thank the following:

- Indigenous Education Department for providing two sessions of learning opportunities and hosting the Professional Development Day on October 20, 2023.
- Representative Advisory Council of Students' dedication to sharing their voice through student leadership in the District.
- Information Technology for Learning and Deb C. for all their work in preparing the District's 1701

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.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) receive the Superintendent's Report, as presented

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.

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: Board of Education

FROM: Katrina Stride, Secretary-Treasurer

DATE: October 30, 2023

RE: **Monthly Report**

Purpose

The purpose of this report is to update the Board on some of the activities of the Secretary-Treasurer since September 25, 2023.

Activities

- Policy Sub-Committee meetings
- Audit Sub-Committee meeting
- Tolmie staff meeting
- Meetings with municipalities
- Meetings with community partners
- Meetings with legal counsel
- Daily and weekly Senior Leadership Team meetings
- Weekly Chair Superintendent agenda setting meetings
- Weekly Superintendent meetings
- Weekly Budget meetings
- Bi-weekly Vic High construction project meetings with Facilities and School Principal
- Bi-weekly Facilities meetings
- Bi-weekly Facilities and Superintendent meetings
- Bi-weekly Information Technology for Learning meetings
- Bi-weekly Privacy Management meetings
- Monthly Standing Committee and Board meetings
- Monthly Administrators meeting
- Monthly Financial Services meeting
- Monthly District Leadership Team meeting
- Monthly Child Care meeting
- Monthly Cedar Hill construction project meeting with Facilities and School Principal
- Monthly Representative Advisory Council of Students meeting
- Quarterly BCASBO Zone meeting

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.

SECTION 72 REPORT

The Board of Education discussed the following matter:

- Facilities
- Finance

SECTION 72 REPORT

The Board of Education discussed the following matter:

- Facilities

SECTION 72 REPORT

The Board of Education discussed the following matter:

- Administration

SECTION 72 REPORT

The Board of Education discussed the following matter:

- Personnel
- Facilities
- Administration

SECTION 72 REPORT

The Board of Education discussed the following matter:

- Personnel
- Facilities
- Finance

SECTION 72 REPORT

The Board of Education discussed the following matter:

- Legal
- Facilities