



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

**AGENDA**

**Via Zoom**

**Monday, October 23, 2023, 7:00 p.m.**

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

**Chairperson: Trustee Paynter**

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**A. COMMENCEMENT OF MEETING**

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

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

**A.2. Approval of the Agenda**

Recommended Motion:  
That the October 23, 2023 agenda be approved.

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

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

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

**B. PRESENTATIONS TO THE COMMITTEE**

**B.1. Community Presentation**

**Pedestrian Safety – Sean Birdsell**

**B.2. District Presentation**

**Spectrum Turf and Rink (STAR) Project – Principal of Spectrum,  
Bruce Bidney and Teacher/Athletic Director, Dom Butcher**

**C. SUPERINTENDENT'S REPORT**

**D. PERSONNEL ITEMS**

**D.1. Human Resources Update (Staffing Report) – District Principal,  
Human Resource Services Sherstobitoff**

**D.2. Occupational Health and Safety Annual Report - Director of Human  
Resource Services Knudson**

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

**E. FINANCE AND LEGAL AFFAIRS**

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

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

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

**E.4. Policy 3170 Operating Surplus**

Recommended Motion:

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

**E.5. 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.

**F. FACILITIES PLANNING**

**F.1. 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.

**F.2. Operations Update: September 2023**

**F.3. Victoria High School Seismic Project Update**

**F.4. Cedar Hill Middle School Seismic Project Update**

**F.5. Long Range Facilities Plan Process**

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

**H. NEW BUSINESS**

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

**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.

**I. NOTICE OF MOTION**

**J. GENERAL ANNOUNCEMENTS**

**K. ADJOURNMENT**

**Recommended Motion:**

That the meeting adjourn.

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



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

Operations Policy and Planning Committee

**REGULAR MINUTES**

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

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

**Education Policy and Directions members:** Emily Mahbobi, Mavis David

Trustee Regrets: Natalie Baillaut, Derek Gagnon, Diane McNally

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

Partners: Cindy Romphf, GVTA, Karen Higginbotham, VPVPA, Rachel McClellan, VCPAC, Jane Massy, CUPE 947

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**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 September 18, 2023 agenda be approved.



**Motion Carried Unanimously**

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

**Moved by** Trustee Kwan

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

**Motion Carried Unanimously**

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

None.

**B. PRESENTATIONS TO THE COMMITTEE**

- B.1.** Cathy Peters, an educator on anti-human trafficking, presented on human trafficking in BC.

**C. SUPERINTENDENT'S REPORT**

- C.1.** Director of Information Technology for Learning Canty presented the draft Administrative Regulations associated with approved Policy 1161 Freedom of Information and Protection of Privacy as part of the District's Privacy Management Program.

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

Trustees had questions of clarification.

VCPAC recommended the term '*special needs*' be replaced using Ministry standard language '*students with disabilities and diverse abilities*'.

**Moved by** Trustee Kwan

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

**Motion Carried Unanimously**

## **D. PERSONNEL ITEMS**

None.

## **E. FINANCE AND LEGAL AFFAIRS**

- E.1.** Associate Superintendent Aerts and Vice-Principal Henry presented information on the Feeding Futures School Food Program.

Trustees had questions of clarification.

**E.2. Monthly Financial Reports:**

- a. June 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

- b. July 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

- c. August 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

**E.3. Budget Change Report: August 2023**

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

Trustees had questions of clarification.

## **F. FACILITIES PLANNING**

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

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

Trustees had questions of clarification.

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

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

Trustees had questions of clarification.

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

None.

**H. NEW BUSINESS**

**H.1.** Trustee Duncan presented the draft Climate Action Plan.

**Moved by** Trustee Duncan

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**

**I. NOTICE OF MOTION**

None.

**J. GENERAL ANNOUNCEMENTS**

None.

**K. ADJOURNMENT**

**Moved by** Trustee Duncan

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 8:35 p.m.

# Pedestrian Safety at Marigold Elementary

# Accident Triangle

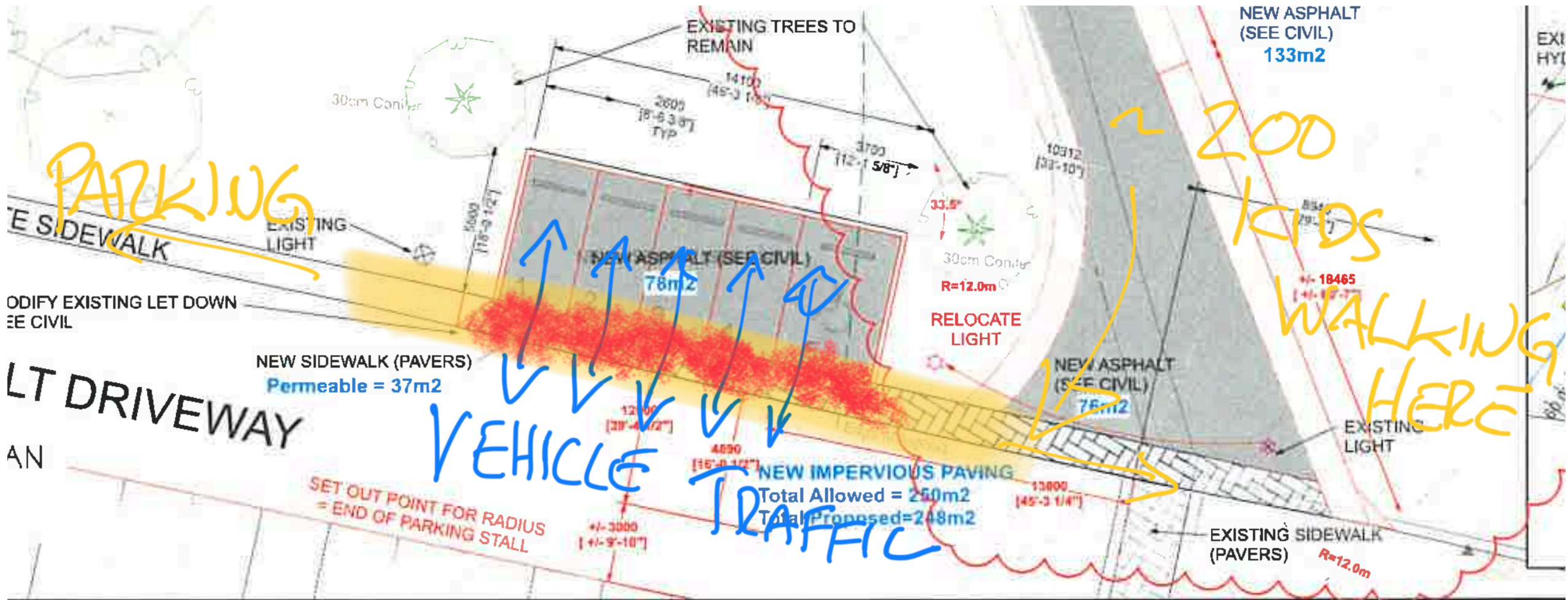
Fatality  
or Serious Injury

Minor Injury

Near Miss

We are going here

We are here



January 2022

- I expressed concern regarding this layout and how parking vehicles and pedestrians will interact.

January 2022: Email From Ms. Vistisen-Harwood

- In response to my concerns: “If you have further questions please don’t hesitate to contact us”

April 2023: Email From Ms. Vistisen-Harwood

- I expressed concerns regarding the pattern of "near miss" incidents
- “I will let you reach out to the Principal if you have any further supervisory concerns”

Improvements working with the school

- Rules about access to the spots, alternative pathway, fencing, etc.

June 2023: Email to Superintendent Whitten

- Response received on September 28, 2023 (105 days later)





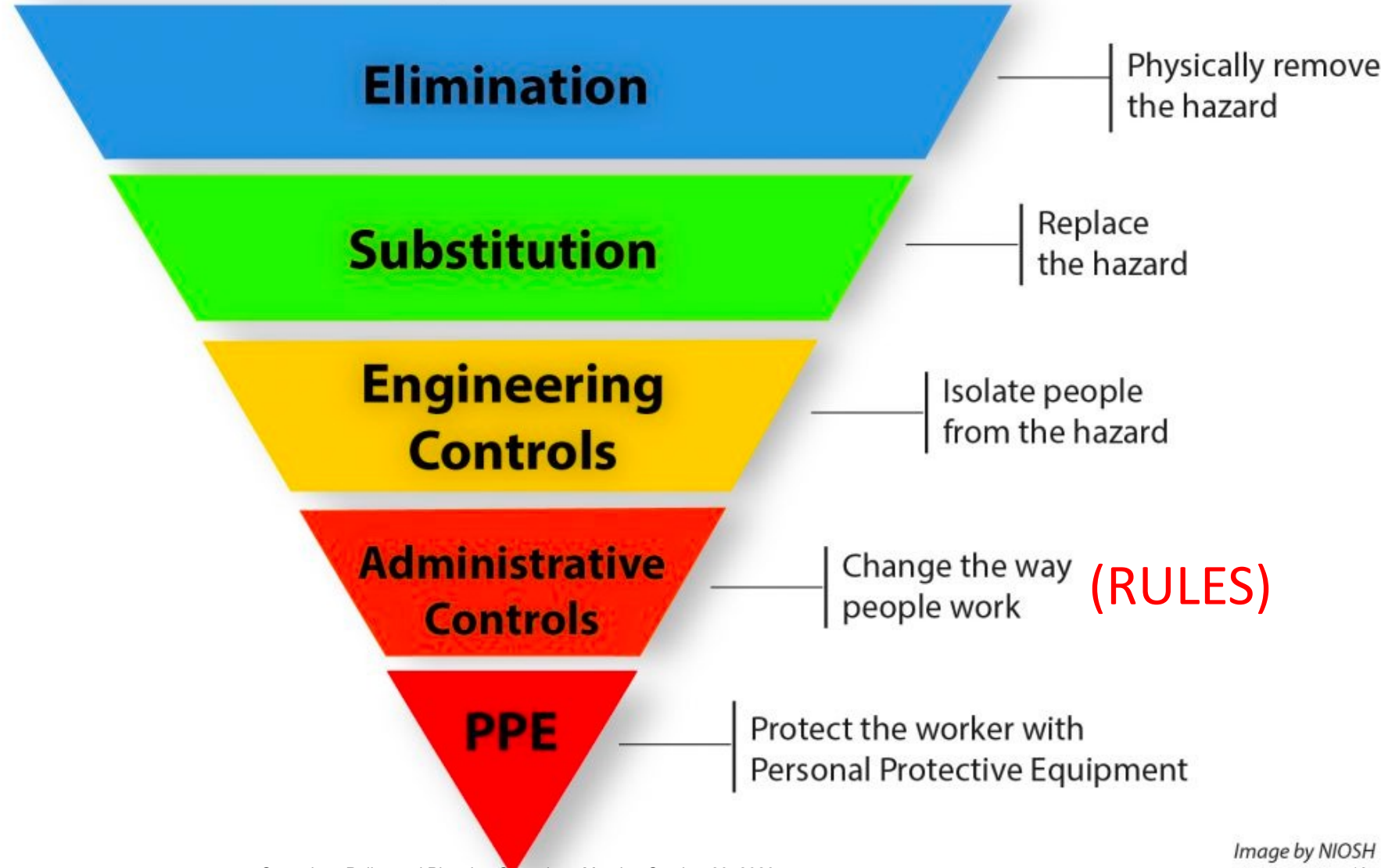


# Hierarchy of Controls

Most  
effective



Least  
effective



# Administrative Controls (rules and procedures)

<b>Please do not hit children with your vehicle</b>	No vehicles beyond this point between the hours of 8:30AM–8:50AM & 2:30PM– 2:50PM	Please use the chip trail to enter the school grounds when walking rather than the driveway through the staff parking lot	Please back into parking stalls
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# Hierarchy of Controls

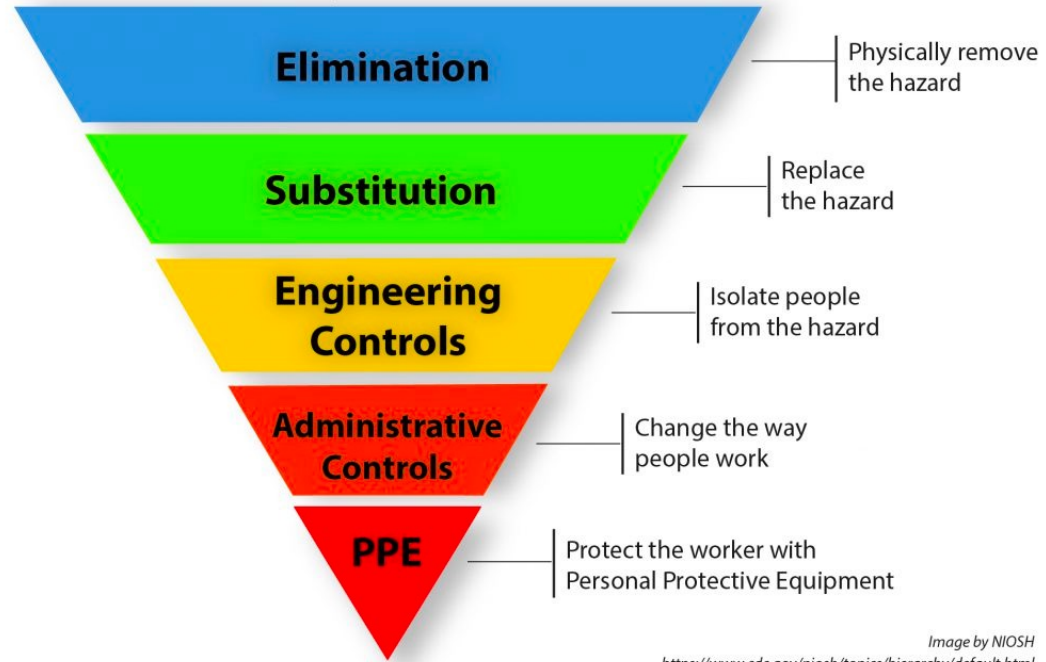


Image by NIOSH  
<https://www.cdc.gov/niosh/topics/hierarchy/default.html>



Use these parking spots for teachers who arrive early and leave late

Install a barrier across the sidewalk to force pedestrians to detour

Improve the detour pathway so it's more direct

Extend the new parking area to Grange Road to make the detour more obvious

Have a staff member assigned to coordinate vehicle and pedestrian movement

Resurface the detour pathway so it is not a hazard to mobility-limited users and strollers

Have 5 teachers park at Spectrum and move the learning studio parking to five staff spots, eliminating the need for the hazardous spots

Renegotiate the lease agreement with the learning studio operators to change their parking entitlement

Operations Policy and Planning Committee Meeting October 23, 2023

Have the crossing guard close and open the gate to the parking area to enforce the "no access" times during peak pedestrian movement

## B.2. Spectrum Turf and Rink (STAR) Project

[Video](#)



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**To:** Operations Policy and Planning Committee  
**From:** Tammy Sherstobitoff, Principal, Human Resource Services  
**Date:** October 23, 2023  
**Re:** Human Resources Update (Staffing Update)

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Human Resource Services Department engages in continuous hiring of educational staff to meet school needs.

During the staffing update last year, the Board of Trustees requested information about the process Human Resource Services follows regarding the hiring of Teachers and Educational Assistants. This memo will outline the process for hiring as well as provide data regarding current staffing levels for the 2023-2024 school year.

## **1. How do teachers apply for positions in the Greater Victoria School District?**

- **The Teacher Teaching on Call (TTOC) List**

- The district actively recruits teachers to TTOC list year-round. This accounts for most of the external postings and external candidates.
- Once candidates are placed on the TTOC list, they then have access to internal positions as per the provisions in the GVTA Collective Agreement (qualifications and seniority).

- **Internal vs External Contract Postings**

- Internal Postings:
  - All contract postings within the district are posted internally first.
  - Teachers and Teachers Teaching on Call (TTOCs) apply for postings by submitting an on-line application for positions, and if they apply for more than one posting, we ask them to rank their preferences.
- External Postings:
  - If a position is not filled after 2 rounds of internal posting, the position is then posted externally on the district and Make a Future website.

- **Posting Timelines for Continuing and Temporary Contract Positions**

- Mobility round (May)– for continuing teachers who have 0.7 or greater continuing FTE for continuing positions that are 0.7 or greater.
- June round – for all TTOCs and Teachers – temporary and continuing FTE
- Summer round– for all TTOCs and Teachers – temporary and continuing FTE
  - Note: Some hard-to-fill posting posted in the June round and not filled may be posted externally as well as internally
- September round - for all TTOCs and Teachers – temporary FTE only
- October-June – daily temporary postings (posted for 5 days)

- **Posting Trend**

- The table below shows the number of internal teaching vacancies posted for the last 5 years.  
Note: The postings could be any FTE for any amount of time.

SCHOOL YEAR (JULY-JUNE)	TOTAL INTERNAL TEACHER POSTINGS
2019-20	792
2020-21	797
2021-22	1029
2022-23	919
2023-24	tba

- **Positions Difficult to Fill**

ELEMENTARY	MIDDLE	SECONDARY
• French Immersion	• Band/Strings	• Business Education
• Music Prep	• Computers	• Chemistry
• District Strings	• French Immersion	• Computer Programming
	• FSL	• Home Economics
	• Home Economics	• Industrial Education
	• Industrial Education	• Mathematics
		• Physics

Last year, a total of 191 teachers were hired onto the TTOC List; this echoes the number hired the previous year. A significant number of these teachers are currently working in our schools filling continuing and temporary contracts. There are several temporary teachers in less-than-1.0-FTE-contracts available for some TTOC work and approximately 500 TTOCs available for daily callouts and temporary positions throughout the year. Although the number appears to be large, not all TTOCs are available everyday. Many of the TTOCs who work for this district also work for neighbouring public and private schools.

## 2. How do Educational Assistants apply for positions in the Greater Victoria School District?

- **The Educational Assistant Spare Board List**

- The district actively recruits Educational Assistants to the Spare Board list year-round.
- Once candidates are placed on the list, they then have access to internal positions as per the provisions in the CUPE 947 Collective Agreement (qualifications and seniority).

- **Internal vs External Postings**

- Internal Postings:
  - All postings within the district are posted internally first.
  - EAs apply for postings by submitting an on-line application for each position.
- External Postings:
  - If a position is not filled after 2 rounds of internal posting, the position is then posted externally on the district website and Make a Future website

- **Posting Timelines for Continuing and Temporary Positions**

- June round – for all EAs– temporary and continuing FTE
- August round– for all EAs– temporary and continuing FTE

- September – June – for all EAs – biweekly postings
- Positions are posted as temporary and/or continuing throughout the year depending on the situation.

SCHOOL YEAR (JULY-JUNE)	TOTAL INTERNAL EA POSTINGS
2019-20	239
2020-21	266
2021-22	258
2022-23	281
2023-24	tba

- **Posting Trends, Recruitment and Retention**

- Most postings are filled internally. As the year progresses, more positions become available due to unforeseen leaves and other circumstances; this trend tends to exhaust the Spare Board List resulting in “Failure to Fill” daily absences. More postings for specific schools are posted externally.
- The district continues to have difficulty recruiting specialized EAs to work with students who require supports physically and cognitively.
- To address retention, there has been a targeted effort to create 30-hour CUPE 947 positions in 10 elementary priority schools.
- To continue to address recruitment, additional EA Bridge sessions have been scheduled. Candidates who have equivalent education and/or experiences are invited to participate in the (now) 3-week District EA Bridge Program. So far, there have been 9 cohorts; of the 158 candidates trained, 147 were hired. The chart below illustrates the retention rates per cohort.

Program	Dates	Selected	Overall Hired	Retention		
				2021-2022 School Year	2022-2023 School Year	2023-2024 School Year
Bridge 1.0	Jan. 22-Feb 23., 2018	19	19	8	6	6
Bridge 2.0	Sept. 16-Sept. 23, 2019	19	19	12	12	9
Bridge 3.0	Nov. 25-Dec. 6, 2019	13	11	6	4	4
Bridge 4.0	Mar. 2-Mar.13, 2020	12	12	9	9	8
Bridge 5.0	Oct. 26-Nov.6, 2020	14	14	13	7	7
Bridge 6.0	May 31-Jun. 18, 2021	16	16	16	13	11
Bridge 7.0	Oct. 12-Oct. 29, 2021	22	17	12	9	8
Bridge 8.0	Apr. 25-May 13, 2022	25	21	21	20	18
Bridge 9.0	Feb. 13–Mar. 3, 2023	18	18	-	18	16
Bridge 10.0	Oct 10- Oct. 27, 2023	(25)	-	-	-	-
Bridge 11.0	Nov 6-Nov. 24, 2023	n/a	-	-	-	-
Bridge 12.0	Feb. 12- Mar. 1, 2024	n/a	-	-	-	-
	<b>Totals</b>	<b>158</b>	<b>147</b>	<b>97</b>	<b>98</b>	<b>87</b>

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# Human Resource Services

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

*Mike Knudson –*

*Director of Human Resource Services*

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**To:** Operations Policy and Planning Committee

**From:** Mike Knudson, Director of Human Resource Services

**Date:** October 23, 2023

**RE:** Workplace Health and Safety – 2022/23 year in review

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## **Summary:**

The past year saw greater adoption of the Violence Prevention Program with a significant uptake in reporting and creation of worker safety plans. Overall reported injury numbers were reduced by 45% post COVID and the total number of lost time injuries decreased by 40%.

Over the year there were eight WSBC Inspections which resulted in zero orders and, in two cases, positive reviews.

As the Joint OH&S and District OH&S Committees mature in their approach to workplace health and safety, the Health, Safety and Well-being team is further enhancing its support for employee mental health and well-being initiatives.

## **Injuries and Lost Time:**

A staple KPI for healthy safe workplaces is reported injuries and the number that result in lost time. Table 1 provides data comparing year-to-year total injuries and table 2 shows a breakdown of total injuries by type for the past year. After a significant increase in exposure reports due to COVID for 2021/22, total injury claims are beginning to stabilize.

Musculo-Skeletal Injuries (MSI) and slips/trips are the leading cause of total lost time reports followed by violence in the workplace (student or public against worker). There were a total of 66 lost time injuries reported in 2022/23, which is a 40% decrease over the previous year. The three leading causes of total reported injuries are, in order, MSI, slip/trips and struck by. Review of these leading indicators does not present a systemic shortfall in procedure or undue risk inherent in activity but are connected to type of work environment. For example, there are numerous struck by running children or balls, slip trips on nature walks and awkward postures interacting with young children.

Table 1:

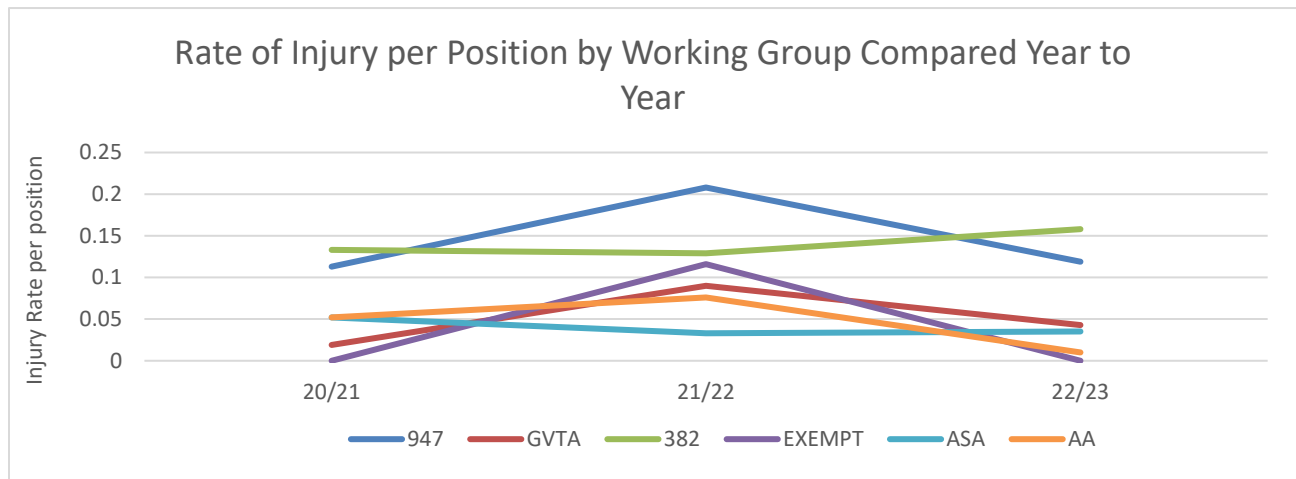
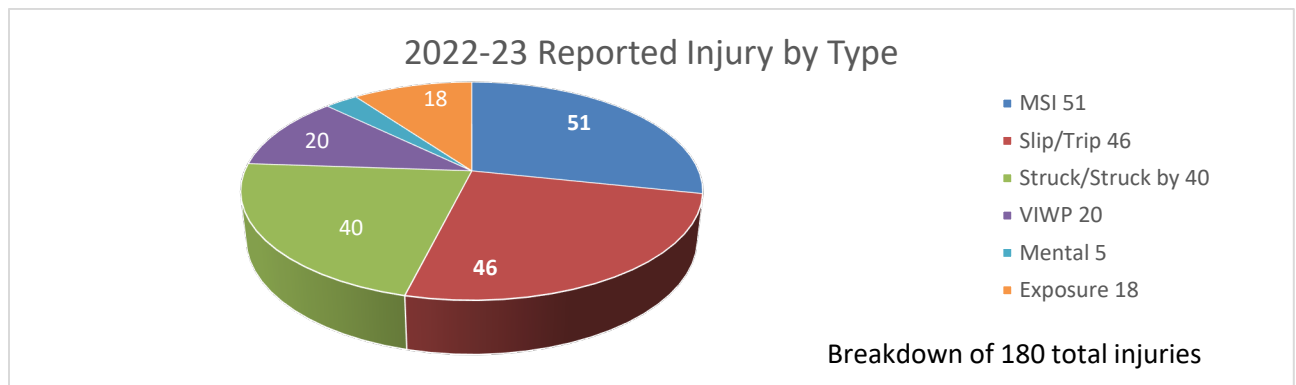


Table 2:



### Violence Prevention Program:

Classroom employees are supported through the recording and reviewing of acts between students or the public and staff that have a realistic or perceived risk of injury to the employee. This information is used to identify baseline behaviors and help develop strategies to ensure staff are given all information possible to identify aggravating factors and be aware of successful de-escalation through Worker Safety Plans. Reports thus far have supported the creation or updating of 147 worker safety plans and the data is also reviewed by the members of the Inclusive Learning Team as part of their student support activities.

In 2022/23 there were 1642 reports received through the VPP system, with 78% being generated by ten elementary schools. The remainder were distributed across the remaining elementary schools (12%), middle schools (5%) and secondary schools (5%). Only 1% or the 1642 reports resulted in a lost time injury.

### **WorksafeBC Inspection Reports:**

Another indicator of compliance is the outcome of WorkSafeBC Inspection Reports. In 2022/23, eight inspection reports were issued/received. Of the eight, there were no orders issued and only one recommendation. Positive inspection comments were formally received from officers regarding asbestos management and violence in the workplace reporting

### **Joint Occupational Health and Safety Committee:**

In addition to enhanced support for administrators and employees regarding best-use of VPP data and ongoing engagement with WorksafeBC staff to ensure a balanced response to inspections, the Health, Safety and Well-being team have worked closely with site level Joint Occupational Health and Safety Committees to enhance their efficiency and effectiveness.

Further, clarity around when and how district wide issues are brought up to the district level OH&S committee for their review and advice has been provided and the DOHSC has added additional members to support more meaningful conversation and problem resolution.

### **Mental Health and Well-being:**

On a go-forward basis, the Health, Safety and Well-being team will be focusing efforts on ensuring that employees have the resources to manage their well-being, and supervisors have the tools and capacity to support them in their efforts. Efforts will be aligned across program areas to minimize duplication of effort and maximize return on investments in these supports.

*Mike Knudson –*

*Director of Human Resource Services*

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**To:** Operations Policy and Planning Committee

**From:** Mike Knudson, Director, Human Resource Services

**Date:** October 23, 2023

**RE:** Update Regarding Unfilled Call-Outs

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## **Background:**

In spring of 2023, the Board requested that HR provide regular reports on the spareboard data as it applies to Educational Assistant and Teacher call-outs. Attached are the tables from June, September and October (up to Oct 18). The number of positions unfilled are “headcount” and not “FTE” and vary widely based on the day of the week and month of the year.

## **Context:**

Maintaining a robust pool of “casual” employees has, since the early 2000’s been a challenge for both SD61 and other districts provincially and nationally. And while the District’s efforts to date, such as implementation of the “EA Bridge Program” and the creation of “30 Hour EA positions” has undoubtedly impacted the number of unfilled call-outs, measuring the direct impact is challenging in the midst of other factors (eg. competition, demographics, changing classroom composition, etc).

For 2023/24, the HR team will be partnering with Inclusive Learning to craft a menu of possible EA recruitment and retention approaches/options for consideration by the District Leadership Team.

## Unfilled Call-Out Report

### June 2023

### September 2023

### October 2023

Day	Date	All EA related positions	TEAC	Day	Date	All EA related positions	TEAC	Day	Date	All EA related positions	TEAC
Thu	1-Jun-23	43		Tues	5-Sep-23	29		Mon	2-Oct-23	0	
Fri	2-Jun-23	54	1	Wed	6-Sep-23	28		Tues	3-Oct-23	82	
Mon	5-Jun-23	55		Thu	7-Sep-23	38		Wed	4-Oct-23	71	
Tue	6-Jun-23	48		Fri	8-Sep-23	48		Thu	5-Oct-23	77	
Wed	7-Jun-23	47	2	Mon	11-Sep-23	55		Fri	6-Oct-23	77	
Thu	8-Jun-23	55	4	Tue	12-Sep-23	47		Mon	9-Oct-23	0	
Fri	9-Jun-23	58	14	Wed	13-Sep-23	50		Tue	10-Oct-23	67	
Mon	10-Jun-23	58		Thu	14-Sep-23	60		Wed	11-Oct-23	66	
Tue	13-Jun-23	45	7	Fri	15-Sep-23	69		Thu	12-Oct-23	51	
Wed	14-Jun-23	47		Mon	18-Sep-23	64		Fri	13-Oct-23	73	
Thu	15-Jun-23	44	6	Tue	19-Sep-23	72		Mon	16-Oct-23	58	2
Fri	16-Jun-23	56	1	Wed	20-Sep-23	62		Tue	17-Oct-23	62	1
Mon	19-Jun-23	51	6	Thu	21-Sep-23	62		Wed	18-Oct-23	47	
Tue	20-Jun-23	48	4	Fri	22-Sep-23	0		Thu	19-Oct-23		
Wed	21-Jun-23	56		Mon	25-Sep-23	82		Fri	20-Oct-23	0	
Thu	22-Jun-23	46	2	Tue	26-Sep-23	60		Mon	23-Oct-23		
Fri	23-Jun-23	61	1	Wed	27-Sep-23	53		Tue	24-Oct-23		
Mon	26-Jun-23	55		Thu	28-Sep-23	64		Wed	25-Oct-23		
Tue	27-Jun-23	62		Fri	29-Sep-23	76		Thu	26-Oct-23		
Wed	28-Jun-23	61						Fri	27-Oct-23		
Thu	29-Jun-23	32						Mon	30-Oct-23		
Fri	30-Jun-23							Tues	31-Oct-23		
Total		1082	47	Total		1019	0	Total		731	3
Daily ave for month		54.1	2.35	Daily ave for month		56.611111		Daily ave for month		38.473684	

## MONTHLY FINANCIAL REPORT - OPERATING REVENUES - September 2023

	2023-2024					2022-2023				
	Budget	Sept 2023	YTD	Available	%	Budget	Sept 2022	YTD	Available	%
602 CE/HL OTHER FEES	50	0	0	50	100% !!	20	30	30	(10)	-50%
605 CE/HL REGISTRATION FEES	7,300	2,600	3,000	4,300	59% !!	5,100	2,160	2,400	2,700	53%
621 MINISTRY BLOCK FUNDING	214,957,633	11,462,893	24,318,473	190,639,160	89% !!	194,583,765	10,365,717	21,990,821	172,592,944	89%
629 OTHER MIN OF ED GRANTS	3,571,256	108,449	108,449	3,462,807	97% !!	2,214,753	108,449	108,449	2,106,304	95%
641 REVENUE -OTHER PROV MINISTRIES	287,983	29,160	92,531	195,452	68% !!	111,290	82,313	83,852	27,438	25%
642 REVENUE -OTHER SCHOOL DISTRICTS	2,700	0	0	2,700	100% !!	2,700	0	0	2,700	100%
644 CE/HL COURSE FEES	10,000	1,420	1,420	8,580	86% !!	2,900	0	710	2,190	76%
645 REVENUE-CAFETERIA	24,531	15,631	17,699	6,832	28% !!	7,206	7,206	7,206	-	0%
647 OFFSHORE STUDENTS TUITION FEES	15,670,739	334,234	13,552,060	2,118,679	14% !!	15,104,719	305,916	11,731,242	3,373,477	22%
648 LOCAL EDUCATION AGREEMENTS	757,317	0	174,491	582,827	77% !!	989,902	0	205,007	784,895	79%
649 MISC FEES & REVENUE	955,767	30,024	738,251	217,516	23% !!	1,083,119	282,058	729,055	354,064	33%
651 COMMUNITY USE OF FACILITIES	1,995,714	113,834	219,717	1,775,997	89% !!	1,687,020	270,434	270,438	1,416,582	84%
652 COMMUNITY USE OF FIELDS	82,857	0	0	82,857	100% !!	83,218	0	0	83,218	100%
653 COMMUNITY USE OF THEATRE	49,806	1,348	5,789	44,017	88% !!	59,144	4,303	4,303	54,841	93%
654 PARKING FEES	35,878	10	438	35,440	99% !!	36,860	4,880	5,152	31,708	86%
655 RENTALS LIAB INS REVENUE	6,361	905	4,533	1,828	29% !!	6,120	4,966	4,966	1,154	19%
659 OTHER RENTALS & LEASES	792,142	31,170	272,625	519,518	66% !!	768,212	91,859	267,329	500,883	65%
661 INTEREST	58,600	9,275	14,680	43,920	75% !!	6,100	2,075	4,297	1,803	30%
669 INVESTMENT REVENUE	1,406,600	197,916	465,207	941,393	67% !!	362,660	133,305	263,456	99,204	27%
671 SURPLUS FROM PRIOR YEAR	8,427,602	0	6,841,658	1,585,944	19% !!	8,218,621	0	0	8,218,621	100%
<b>GRAND TOTAL</b>	<b>249,100,836</b>	<b>12,338,870</b>	<b>46,831,020</b>	<b>202,269,816</b>	<b>81%</b>	<b>225,333,429</b>	<b>11,665,671</b>	<b>35,678,713</b>	<b>189,654,716</b>	<b>84%</b>

# MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - September 2023

	2023-2024								2022-2023							
	Budget	Sept 2023	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Sept 2022	YTD	Encumbrances	Total Exp	Available	%	
SALARIES																
111 CERTIFICATED TEACHERS	106,922,204	10,696,318	10,685,296		10,685,296	96,236,908	90%	!!	96,717,436	9,413,436	9,387,282		9,387,282	87,330,154	90%	
112 P&VP SALARIES	14,606,641	1,119,658	3,400,475		3,400,475	11,206,166	77%	!!	14,111,193	1,142,119	3,501,633		3,501,633	10,609,560	75%	
114 ALLIED SPECIALISTS	1,925,095	185,334	185,334		185,334	1,739,761	90%	!!	1,919,873	183,170	183,170		183,170	1,736,703	90%	
115 DEPARTMENT HEAD ALLOWANCES	292,238	20,856	20,856		20,856	271,382	93%	!!	265,171	12,859	12,859		12,859	252,312	95%	
120 EXEMPT STAFF (CERT)	1,081,995	77,970	233,909		233,909	848,086	78%	!!	1,050,443	75,400	213,967		213,967	836,476	80%	
121 EXEMPT STAFF (NON-CERT)	4,448,384	232,136	828,560		828,560	3,619,824	81%	!!	3,697,365	273,534	819,950		819,950	2,877,415	78%	
122 CUSTODIANS	2,081,997	223,608	428,182		428,182	1,653,815	79%	!!	1,436,744	176,449	356,314		356,314	1,080,430	75%	
123 JANITORS	4,315,060	498,935	1,087,913		1,087,913	3,227,148	75%	!!	4,008,951	454,902	1,022,390		1,022,390	2,986,561	74%	
125 FOREPERSON	580,403	110,682	175,384		175,384	405,019	70%	!!	518,053	48,746	108,180		108,180	409,873	79%	
126 TRADESPEOPLE	4,409,359	490,155	1,062,288		1,062,288	3,347,071	76%	!!	3,953,725	454,777	1,041,178		1,041,178	2,912,547	74%	
131 SCHOOL ASSISTANT SALARIES	21,002,124	1,166,064	1,337,866		1,337,866	19,664,258	94%	!!	18,067,990	1,121,420	1,291,356		1,291,356	16,776,634	93%	
142 CLERICAL SALARIES	10,341,942	736,027	1,614,977		1,614,977	8,726,965	84%	!!	9,007,326	678,746	1,507,377		1,507,377	7,499,949	83%	
161 TTOC SALARIES	9,333,159	882,820	927,991		927,991	8,405,168	90%	!!	7,792,687	668,393	720,565		720,565	7,072,122	91%	
165 RELIEF LABOUR	343,391	49,283	73,490		73,490	269,901	79%	!!	281,852	38,936	104,086		104,086	177,766	63%	
166 382 EXTRA STAFF SALARIES	336,199	28,219	146,607		146,607	189,592	56%	!!	309,591	22,569	89,799		89,799	219,792	71%	
167 SCHOOL ASSIST RELIEF	246,550	99,867	101,256		101,256	145,294	59%	!!	239,708	25,451	28,881		28,881	210,827	88%	
168 CASUAL CLERICAL SALARIES	98,064	12,339	21,784		21,784	76,280	78%	!!	94,416	9,022	14,775		14,775	79,641	84%	
170 FRENCH LANG ASSIST	0	3,852	3,852		3,852	(3,852)	0%	!!	0	0	0		0	0	0%	
191 TRUSTEES INDEMNITY	248,841	20,400	61,201		61,201	187,640	75%	!!	232,137	19,097	57,291		57,291	174,846	75%	
199 RECOVERIES	(1,257,724)	(14,578)	(21,104)		(21,104)	(1,236,620)	98%	!!	(111,748)	(6,768)	(54,139)		(54,139)	(57,609)	52%	
<b>TOTAL -- SALARIES</b>	<b>181,355,922</b>	<b>16,639,947</b>	<b>22,376,116</b>	<b>0</b>	<b>22,376,116</b>	<b>158,979,806</b>	<b>88%</b>	<b>!!</b>	<b>163,592,913</b>	<b>14,812,258</b>	<b>20,406,914</b>	<b>0</b>	<b>20,406,914</b>	<b>143,185,999</b>	<b>88%</b>	
BENEFITS																
211 TEACHER BENEFITS	26,195,943	2,436,372	3,472,443		3,472,443	22,723,500	87%	!!	23,212,185	2,148,123	3,105,667		3,105,667	20,106,518	87%	
212 P&VP BENEFITS	3,052,786	189,961	612,645		612,645	2,440,141	80%	!!	2,878,683	192,133	653,606		653,606	2,225,077	77%	
214 ALLIED SPECIALISTS BENEFITS	417,746	38,648	53,417		53,417	364,329	87%	!!	443,492	38,374	50,764		50,764	392,728	89%	
215 DEPT HEAD ALLOWANCE BENEFITS	71,598	4,741	7,071		7,071	64,527	90%	!!	63,641	2,891	2,891		2,891	60,750	95%	
218 EMPLOYEE FUTURE BENEFITS EXPENSE	435,998	(632,211)	(227,653)		(227,653)	663,651	152%	!!	443,778	(175,602)	(170,197)		(170,197)	613,975	138%	
220 EXEMPT (CERT) - BENEFITS	205,579	12,437	40,167		40,167	165,412	80%	!!	194,333	12,066	38,603		38,603	155,730	80%	
221 EXEMPT (N-CERT) BENEFITS	867,434	37,309	155,959		155,959	711,475	82%	!!	706,195	43,910	155,736		155,736	550,459	78%	
222 CUSTODIAN BENEFITS	458,039	50,781	107,881		107,881	350,158	76%	!!	300,279	41,084	93,626		93,626	206,653	69%	
223 JANITOR BENEFITS	949,313	114,429	277,144		277,144	672,169	71%	!!	837,871	103,105	249,864		249,864	588,007	70%	
225 FOREPERSON BENEFITS	127,690	21,581	37,102		37,102	90,588	71%	!!	108,273	10,729	25,549		25,549	82,724	76%	
226 TRADESPEOPLE BENEFITS	967,553	106,682	253,191		253,191	714,362	74%	!!	826,327	99,782	241,628		241,628	584,699	71%	
231 SCHOOL ASSISTANT BENEFITS	5,237,284	336,807	514,231		514,231	4,723,053	90%	!!	4,336,320	316,238	452,290		452,290	3,884,030	90%	
242 CLERICAL BENEFITS	2,572,911	190,211	481,098		481,098	2,091,813	81%	!!	2,161,758	186,881	436,666		436,666	1,725,092	80%	
261 TTOC BENEFITS	1,838,635	192,674	223,395		223,395	1,615,240	88%	!!	1,480,610	142,775	150,601		150,601	1,330,009	90%	
265 RELIEF LABOUR BENEFITS	36,056	5,609	8,939		8,939	27,117	75%	!!	27,903	4,076	10,491		10,491	17,412	62%	
266 382 EXTRA STAFF BENEFITS	35,300	2,859	15,382		15,382	19,918	56%	!!	30,650	2,268	9,357		9,357	21,293	69%	
267 SCHOOL ASSISTANT RELIEF BENEFITS	27,118	11,396	11,843		11,843	15,275	56%	!!	24,212	2,856	3,263		3,263	20,949	87%	
268 CASUAL CLERICAL BENEFITS	11,084	1,779	3,655		3,655	7,429	67%	!!	9,605	1,753	2,121		2,121	7,484	78%	
271 FRENCH LANG ASSIST BENEFITS	0	0	0		0	0	0%	!!	0	0	0		0	0	0%	
291 TRUSTEE BENEFITS	18,414	1,610	4,829		4,829	13,585	74%	!!	13,464	1,100	3,301		3,301	10,163	75%	
299 OTHER - BENEFITS	(243,107)	0	0		0	(243,107)	100%	!!	0	0	0		0	0	0%	
<b>TOTAL -- BENEFITS</b>	<b>43,283,374</b>	<b>3,123,675</b>	<b>6,052,740</b>	<b>0</b>	<b>6,052,740</b>	<b>37,230,634</b>	<b>86%</b>	<b>!!</b>	<b>38,099,579</b>	<b>3,174,542</b>	<b>5,515,827</b>	<b>0</b>	<b>5,515,827</b>	<b>32,583,752</b>	<b>86%</b>	
SERVICES & SUPPLIES																
311 AUDIT	30,988	0	(3,556)		(3,556)	34,544	111%	!!	29,972	0	(1,524)		(1,524)	31,496	105%	
312 LEGAL	250,000	7,864	18,913		18,913	231,087	92%	!!	225,000	12,150	19,858		19,858	205,142	91%	
323 SOFTWARE MAINTENANCE	1,121,336	86,112	854,397	45,632	900,029	221,307	20%	!!	1,068,131	199,621	705,328	64,008	769,336	298,795	28%	
324 HARDWARE MAINTENANCE	118,130	22,096	26,545		26,545	91,585	78%	!!	109,741	0	53,304		53,304	56,437	51%	
331 CONTRACTED TRANSPORTATION	911,286	1,475	60,002		60,002	851,284	93%	!!	880,500	6,551	21,524		21,524	858,976	98%	
332 TRANSPORTATION ASSISTANCE	15,000	2,780	2,780		2,780	12,220	81%	!!	15,000	2,203	2,203		2,203	12,797	85%	
334 SCHOOL JOURNEYS	9,375	2,425	34,016		34,016	(24,641)	-263%	!!	9,448	19,491	19,886		19,886	(10,438)	-110%	
341 PRO-D & TRAVEL	943,301	43,295	91,956		91,956	851,345	90%	!!	1,159,911	159,846	213,731	9,361	223,092	936,819	81%	
342 TRAVEL MILEAGE	2,069	537	1,346		1,346	723	35%	!!	2,600	0	0		0	2,600	100%	
343 LOCAL MILEAGE	69,986	2,194	4,508		4,508	65,478	94%	!!	66,866	3,786	5,843		5,843	61,023	91%	
364 LEASES	21,851	0	0		0	21,851	100%	!!	109,851	9,154	27,463		27,463	82,388	75%	
371 MEMBERSHIP FEES	115,963	1,296	93,531		93,531	22,432	19%	!!	114,008	1,488	83,138		83,138	30,870	27%	
391 PREMIUMS	479,973	(122)	102,877		102,877	377,096	79%	!!	427,403	56,401	85,321		85,321	342,082	80%	
392 DEDUCTIBLES PAID	0	0	0		0	0	0%	!!	0	0	0		0	0	0%	
399 SERVICES RECOVERY	0	(10,793)	(10,793)		(10,793)	10,793	0%	!!	0	0	(10,646)		(10,646)	10,646	0%	

# MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - September 2023

	2023-2024							2022-2023						
	Budget	Sept 2023	YTD	Encumbrances	Total Exp	Available	% !!	Budget	Sept 2022	YTD	Encumbrances	Total Exp	Available	%
421 VISA EXPENSE	16,000	920	4,608		4,608	11,392	71% !!	16,000	848	2,887		2,887	13,113	82%
422 BANK SERVICE CHARGES	127,555	29,240	38,958		38,958	88,597	69% !!	124,555	22,116	30,397		30,397	94,158	76%
431 LAND TELEPHONE	170,000	24,597	38,580		38,580	131,420	77% !!	173,713	14,279	40,518		40,518	133,195	77%
438 CELL PHONES	160,130	15,100	45,275		45,275	114,855	72% !!	166,890	16,605	50,254		50,254	116,636	70%
439 DIGITAL SERVICES RECOVERY	743,027	0	0		0	743,027	100% !!	793,240	0	0		0	793,240	100%
441 POSTAGE	24,378	4,297	7,797	1,622	9,419	14,959	61% !!	30,868	14,090	18,161	3,245	21,406	9,462	31%
444 COURIER SERVICE	13,212	6,690	7,050		7,050	6,162	47% !!	24,833	5,772	6,339		6,339	18,494	74%
445 ADVERTISING	108,342	2,184	61,752		61,752	46,590	43% !!	110,466	26,137	103,289		103,289	7,177	6%
446 PHOTOCOPYING	43,011	19,364	19,364		19,364	23,647	55% !!	30,974	169	15,829		15,829	15,145	49%
447 PRINTING SERVICES	9,539	996	1,195		1,195	8,344	87% !!	9,458	737	1,957		1,957	7,501	79%
448 AGENT FEE	261,647	26,826	730,239		730,239	(468,592)	-179% !!	819,926	16,204	657,923		657,923	162,003	20%
450 GRANTS	63,765	0	0		0	63,765	100% !!	96,515	0	0		0	96,515	100%
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100% !!	7,800	0	0		0	7,800	100%
452 HONORARIA	11,600	1,800	2,200		2,200	9,400	81% !!	13,100	1,400	1,400		1,400	11,700	89%
453 SCHOLARSHIPS	0	5,000	5,000		5,000	(5,000)	0% !!	8,300	4,200	4,200		4,200	4,100	49%
457 GIFT / GIFT CERTIFICATES	1,900	325	668		668	1,232	65% !!	3,103	0	0		0	3,103	100%
459 LAUNDRY	0	0	0		0	0	0% !!	0	0	0		0	0	0%
460 LICENCES	22,500	864	864	12,115	12,979	9,521	42% !!	22,065	0	0		0	22,065	100%
461 FREIGHT AND CARTAGE	0	0	0		0	0	0% !!	0	0	0		0	0	0%
462 SECURITY	84,000	5,253	17,711	13,538	31,249	52,751	63% !!	84,000	6,508	18,535	12,573	31,108	52,892	63%
467 FLEET TELEMATICS	24,500	1,200	7,364		7,364	17,136	70% !!	24,500	2,724	9,248		9,248	15,252	62%
469 MISCELLANEOUS SERVICES	3,320,062	257,674	761,085	979,609	1,740,694	1,579,368	48% !!	3,392,962	181,660	459,838	465,192	925,030	2,467,932	73%
481 PORTABLE MOVES	0	0	0		0	0	0% !!	60,000	0	18,312		18,312	41,688	69%
499 COST RECOVERIES	0	0	0		0	0	0% !!	(6,917)	(6,917)	(6,917)		(6,917)	0	0%
501 CAFETERIA FOOD	59,056	22,664	22,629		22,629	36,427	62% !!	31,854	(274)	(274)		(274)	32,128	101%
503 WOOD	1,000	7,224	7,224		7,224	(6,224)	-622% !!	2,284	1,528	2,462		2,462	(178)	-8%
504 METAL	0	176	176		176	(176)	0% !!	0	551	551		551	(551)	0%
505 APPLIED TECHNOLOGY SUPPLIES	0	0	0		0	0	0% !!	801	0	0		0	801	100%
506 DRAFTING SUPPLIES	0	0	0		0	0	0% !!	0	103	103		103	(103)	0%
508 AUTOMOTIVE	0	0	0		0	0	0% !!	(43)	0	0		0	(43)	100%
511 ADMINISTRATIVE SUPPLIES	107,607	34,603	51,069		51,069	56,538	53% !!	137,490	49,537	58,304		58,304	79,186	58%
512 COPY/PRINTER SUPPLIES	23,960	25,239	25,774		25,774	(1,814)	-8% !!	38,300	20,999	21,517		21,517	16,783	44%
514 JANITORIAL SUPPLIES	462,000	65,316	102,518		102,518	359,482	78% !!	462,000	72,692	133,750		133,750	328,250	71%
515 VEHICLE SUPPLIES	45,000	24,998	32,679		32,679	12,321	27% !!	45,000	16,251	33,280		33,280	11,720	26%
516 MEDICAL SUPPLIES	461	1,320	1,320		1,320	(859)	-186% !!	1,677	663	663		663	1,014	60%
517 TIRE PURCHASES	25,000	35	1,670		1,670	23,330	93% !!	25,000	1,134	9,148		9,148	15,852	63%
518 VEHICLE FUEL PURCHASES	180,534	38,643	52,599		52,599	127,935	71% !!	180,534	39,622	52,769		52,769	127,765	71%
519 INSTRUCTIONAL SUPPLIES	6,192,915	259,541	581,892	105,343	687,236	5,505,679	89% !!	6,304,818	334,568	594,663	56,323	650,986	5,653,832	90%
520 BOOKS & GUIDES	816,139	33,510	34,298	1,152	35,450	780,689	96% !!	832,193	25,387	31,577	11,930	43,507	788,686	95%
525 MAGAZINES & PERIODICALS	1,498	60	90		90	1,408	94% !!	2,238	1,249	1,249		1,249	989	44%
530 AUDIO VISUAL MATERIALS	0	0	0		0	0	0% !!	0	0	0		0	0	0%
534 SOFTWARE	6,033	154	11,042		11,042	(5,009)	-83% !!	7,593	1,455	13,692		13,692	(6,099)	-80%
541 LIGHT & POWER	1,566,000	81,907	178,789		178,789	1,387,211	89% !!	1,537,413	70,190	165,503		165,503	1,371,910	89%
551 GAS	1,810,000	10,421	(42,442)		(42,442)	1,852,442	102% !!	1,340,500	8,360	(114,291)		(114,291)	1,454,791	109%
552 OIL	26,200	0	0		0	26,200	100% !!	55,000	0	0		0	55,000	100%
561 WATER	442,000	114,756	152,965		152,965	289,035	65% !!	442,617	79,806	95,530		95,530	347,087	78%
562 SEWER USER CHARGE	346,000	34,589	54,789		54,789	291,211	84% !!	298,153	32,012	60,592		60,592	237,561	80%
563 STORMWATER	87,000	1,557	1,557		1,557	85,443	98% !!	80,678	0	0		0	80,678	100%
572 GARBAGE DISPOSAL	165,000	8,156	15,767		15,767	149,233	90% !!	255,000	7,916	14,693		14,693	240,307	94%
581 FURNITURE & EQUIP PURCH	578,673	105,240	140,488	94,936	235,424	343,249	59% !!	618,046	77,771	166,178	91,367	257,545	360,501	58%
582 VEHICLE PURCHASES	65,000	0	0		0	65,000	100% !!	341,925	275,681	275,681	43,274	318,955	22,970	7%
590 COMPUTER PURCHASES	2,179,566	1,059,687	1,239,056	22,191	1,261,248	918,318	42% !!	1,775,192	540,858	734,794	93,853	828,647	946,545	53%
594 RECONCILIATION ADJUSTMENTS	0	210	1,158		1,158	(1,158)	0% !!	0	48	65		65	(65)	0%
595 INTERFUND TRANSFER	0	0	0		0	0	0% !!	(1,388,855)	0	0		0	(1,388,855)	100%
599 SUPPLIES RECOVERIES	(27,328)	(24,088)	(24,448)		(24,448)	(2,880)	11% !!	(11,253)	(2,712)	(9,965)		(9,965)	(1,288)	11%
TOTAL -- SERVICES & SUPPLIES	24,461,540	2,467,405	5,668,894	1,276,140	6,945,033	17,516,507	72% !!	23,640,937	2,432,618	4,999,834	851,126	5,850,959	17,789,978	75%
GRAND TOTAL	249,100,836	22,231,026	34,097,750	1,276,140	35,373,890	213,726,946	86% !!	225,333,429	20,419,418	30,922,575	851,126	31,773,700	193,559,729	86%



## 2023-2024 Budget Change Report: September 2023 - Operating

	Revenue	Expenses
<b>2023-2024 Preliminary Budget - Operating (Board Approved Apr 6-23)</b>	<b>239,638,436</b>	<b>243,980,495</b>
<b>Surplus Appropriation (Board Approved Apr 6-23)</b>		
Budgeted 23-24 Surplus Appropriation - Allocated to Expense	4,342,059	
	<b>4,342,059</b>	<b>0</b>
<b>Changes - Surplus Appropriation (Board Approved Sep 25-23)</b>		
Net School Funded Balances	997,230	997,230
Purchase Order Commitments	826,655	826,655
Department Carry Forwards	2,261,658	2,261,658
	<b>4,085,543</b>	<b>4,085,543</b>
	<b>248,066,038</b>	<b>248,066,038</b>
<b>Changes - Amended Budget</b>		
SkilledTradesBC Grant Increase	9,711	9,711
ASSAI Deferred Revenue	4,233	4,233
Misc Donations and Revenues to August 31	3,589	3,589
Adjust Cafeteria Revenue budget (budget adjusted as actual revenues received)	(125,000)	(125,000)
Adjust Theatre Revenue budget (budget adjusted as actual revenues received)	(45,227)	(45,227)
EA Bridging Program (Carry Forward)	-	37,000
BCSTA Dues (Carry Forward)	-	61,660
Elementary Strings (Carry Forward)	-	53,134
Cost of Living Allowance (COLA) Labour Settlement Funding	2,304,892	-
Reduce Budgeted 23-24 Surplus Appropriation for COLA Adjustment	(2,203,057)	-
Teacher & Support Staff Benefits Enhancement Labour Settlement Funding	318,107	318,107
Management Salary Increases Labour Settlement Funding	1,135,578	1,172,578
Victoria Foundation Grant - Welcome and Learning Centre	10,000	10,000
Cafeteria Revenues to September 30	23,242	23,242
Misc Donations and Revenues to September 30	23,083	23,083
Total Changes:	1,459,151	1,546,110
<b>2023-2024 Amended Budget - Operating to September 30, 2023</b>	<b>249,525,189</b>	<b>249,612,148</b>
<b>Contingencies and Fund Balances at June 30, 2023</b>		
Unrestricted Operating Surplus (Contingency) - District (Pending Board Approval)	617,113	
	<b>617,113</b>	.27% of Revenue
Local Capital	557,564	
Ministry of Education and Child Care Restricted Capital	3,049,542	
	<b>3,607,106</b>	

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

CommunityLINK

Cost of Living Allowance (COLA)

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

## 2023-2024 Budget Change Report: September 2023 - Capital

### Local Capital

Interest Income to September 30

Revenue	Expenses
7,121	
7,121	0

### Ministry of Education and Child Care Restricted

Interest Income to September 30

32,035	
32,035	0

# Office of the Secretary-Treasurer

*Katrina Stride – Secretary-Treasurer*

TO: Operations Policy and Planning Committee  
FROM: Katrina Stride, Secretary-Treasurer  
DATE: October 23, 2023  
RE: **2023-2024 Enrolment Update**

## Background

Baragar Systems (“Baragar”) provides the District with K-12 enrolment projections for the next school year in mid-December. Baragar is a software company that provides customized planning software for school districts, serving over 110 school districts in four Ministries of Education, across Canada and the United States. Using the Baragar enrolment projections, a team comprised of the District Principal of Languages, Student Support and Climate Action, the Director of Finance, Budgets and Financial Reporting, the Director, Information Technology for Learning and the Associate Superintendent review Baragar’s projections and may make changes based on local knowledge. These numbers are again reviewed by the team in early February once the kindergarten registration numbers are available.

Supplement for Unique Student Needs enrolment is prepared in January based on the knowledge of District Department Heads and the number of incoming kindergarten students, graduating grade 12 students and any other factors which may impact enrolment. These projections are then compared to the February 10<sup>th</sup> enrolment snapshot, to assess reasonableness.

Financial Services submits these enrolment projections to the Ministry of Education and Child Care (the “Ministry”) mid- February. The Ministry uses the enrolment projections to calculate the District’s preliminary funding, to be used in the preparation of the Annual Budget. The funding is announced mid-March each year.

The funding is recalculated in December, based on actual enrolments as at September 29<sup>th</sup>. This funding is used in the preparation of the Amended Annual Budget.

There are three other enrolment data collections during the year:

- As at July 7<sup>th</sup> – this data collection provides funding for Summer Learning and cross-enrolled grade 8 and 9 students. This enrolment data is included in this report.
- As at February 10<sup>th</sup> – this data collection provides funding for Continuing Education and Distributed Learning enrolments, Special Needs Enrolment Growth subsequent to September and funding for Newcomer Refugees. This enrolment data is not included in this report as actual enrolment will not be available until April 2024.

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- As at May 5<sup>th</sup> – this data collection provides funding for Continuing Education and Distributed Learning enrolments. This enrolment data is not included in this report as actual enrolment will not be available until June 2024.

This report provides an enrolment update for the 2023-2024 school year, comparing the September 29, 2023 actual enrolment with the 2023-2024 projected enrolment and the September 29, 2022 (prior year) actual enrolment. Enrolments have not yet been finalized by the Ministry, as they perform a duplicate resolution process once all enrolments are received from all districts in the Province. The final enrolment is expected to be received from the Ministry by October 23<sup>rd</sup>. However, historically, the enrolments submitted to the Ministry typically do not vary significantly from the final enrolment returned from the Ministry.

## K-12 School-Aged Enrolment

As per the attached seven-year enrolment comparison, kindergarten to grade 12 school-aged enrolment has increased by 396.4 FTE compared to the projected enrolment and by 387.4 FTE compared to the prior year enrolment, which represents a 2% increase. The overall growth in enrolment can mainly be attributed to an increase in Ministry-funded international students, whose parents are in Canada on a study or work permit and immigrant permanent residents (including refugees).

Actual kindergarten enrolments are up by 36 FTE compared to the projected enrolment and down by 14 FTE compared to the prior year enrolment.

Middle school-aged enrolment has increased by 55 FTE compared to the projected enrolment and by 121 FTE compared to the prior year enrolment.

Secondary school-aged enrolment has increased by 168.4 FTE compared to the projected enrolment and by 178.4 FTE compared to the prior year enrolment. Secondary enrolment has increased from projected enrolment due to an increase of 153 students and an increase of 15.397 FTE due to a change in the District's headcount to FTE ratio. Students in kindergarten to grade 9 are funded as 1.0 full-time equivalent (FTE). Secondary students in grades 10 to 12 are funded based on eligible courses taken; one FTE is equal to 8 courses. On average, students in the District take more than 8 courses so the District has been funded for more FTE than the number of students enrolled. The historical ratio of headcount to FTE has been provided below:

Headcount to FTE Ratio				
2019/20	2020/21	2021/22	2022/23	2023/24
1:1.077	1:1.091	1:1.104	1:1.097	1:1.089

## Supplement for Unique Student Needs

The District receives funding over and above the basic per student FTE allocation for students with unique needs in recognition that some students may require additional supports and/or services to enable them to access and participate in educational programs. There has been a growth in unique student needs enrolments compared to projected enrolments and prior year enrolments.

	2023/24 Actual	2023/24 Projected	2022/23 Actual
Level 1 Special Needs	21	21	21
Level 2 Special Needs	991	905	936
Level 3 Special Needs	448	400	403
English Language Learning	2378	2202	2111
Indigenous Education	1519	1489	1474
Adult Education	17.313	7.500	8.188

Following a Ministry compliance quality review, a reduction in the number of Level 2 students was projected due to the change in practice around claiming students. However, Level 2 student enrolment has increased significantly from projected and prior year enrolments. The increase is primarily in new autism diagnoses and support needs, especially in the early years. The growth can be attributed to the increase in overall enrolment and an increase in the number of families accessing outside supports and/or assessments. Level 3 student enrolment has also increased. The increase can be attributed to overall enrolment growth and an increase in mental health needs. The growth in Level 2 and 3 students is not unique to our District.

English Language Learning student enrolment has grown by 8.0% compared to the projected enrolment and 11.2% from the prior year enrolment. The overall growth in enrolment can be attributed to an increase in Ministry-funded international students, whose parents are in Canada on a study or work permit and immigrant permanent residents (including refugees).

The increase in Indigenous Education student enrolment is due to the connections the Indigenous Education Department is making with families, which includes cultural safety, sense of belonging and the safety to self identify.

## Funding

The recalculated Ministry funding based on the September 29, 2023 actual enrolment will be announced mid-December. The change in funding will be factored into the Amended Annual Budget presented in February 2024.

**Greater Victoria School District**  
**2023-2024 Enrolment at at September 29, 2023**

	MoE Signed-off	MoE Signed-off	MoE Signed-off	MoE Signed-off	MoE Signed-off	MoE Signed-off	Awaiting MOE Sign-off		
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24 at Oct 10 (NOT FINAL)	2023-2024 Actual vs 2023-2024 Projected Enrolment	2023-2024 Actual vs 2022-2023 Actual Enrolment
	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
K - E	1,127.0	1,176.0	1,131.0	1,134.0	1,071.0	1,087.0	1,030.0	46.0	(11.0)
K - F	351.0	337.0	341.0	334.0	365.0	317.0	314.0	(10.0)	(3.0)
	1,478.0	1,513.0	1,472.0	1,468.0	1,436.0	1,404.0	1,390.0	36.0	(14.0)
1 to 5 - E	5,603.0	5,771.0	5,911.0	5,704.0	5,928.0	5,972.0	6,073.0	120.0	101.0
1 to 5 - F	1,716.0	1,713.0	1,671.0	1,594.0	1,612.0	1,629.0	1,630.0	17.0	1.0
	7,319.0	7,484.0	7,582.0	7,298.0	7,540.0	7,601.0	7,703.0	137.0	102.0
<b>Total Elementary</b>	<b>8,797.0</b>	<b>8,997.0</b>	<b>9,054.0</b>	<b>8,766.0</b>	<b>8,976.0</b>	<b>9,005.0</b>	<b>9,093.0</b>	<b>173.0</b>	<b>88.0</b>
Mid E	3,105.0	3,091.0	3,164.5	3,095.0	3,203.0	3,312.0	3,444.0	44.0	132.0
Mid F	993.0	1,034.0	1,080.0	1,101.0	1,111.0	1,052.0	1,041.0	11.0	(11.0)
<b>Total Middle</b>	<b>4,098.0</b>	<b>4,125.0</b>	<b>4,244.5</b>	<b>4,196.0</b>	<b>4,314.0</b>	<b>4,364.0</b>	<b>4,485.0</b>	<b>55.0</b>	<b>121.0</b>
Sec E	5,103.1	5,267.2	5,129.7	5,183.2	5,317.3	5,364.6	5,459.4	116.4	211.3
Sec F	913.2	904.5	918.1	961.7	971.8	1,068.2	1,035.4	52.0	(32.8)
<b>Total Secondary</b>	<b>6,016.3</b>	<b>6,171.7</b>	<b>6,047.8</b>	<b>6,144.9</b>	<b>6,289.1</b>	<b>6,432.8</b>	<b>6,611.2</b>	<b>168.4</b>	<b>178.4</b>
Victor	15.0	16.0	14.0	13.0	18.0	19.0	18.0	(2.0)	(1.0)
CE	31.0	14.4	22.3	11.3	4.6	5.0	6.9	1.8	1.9
The LINK	29.8	43.4	43.2	16.8	28.9	5.9	7.5	1.6	1.6
Alt Ed	136.0	140.0	222.0	204.0	164.0	168.0	161.0	(7.0)	(7.0)
<b>Total</b>	<b>211.8</b>	<b>213.8</b>	<b>301.4</b>	<b>245.1</b>	<b>215.6</b>	<b>197.9</b>	<b>193.4</b>	<b>(5.6)</b>	<b>(4.6)</b>
<b>Total School -Age</b>	<b>19,123.1</b>	<b>19,507.4</b>	<b>19,647.7</b>	<b>19,351.94</b>	<b>19,794.66</b>	<b>19,999.69</b>	<b>20,382.57</b>	<b>390.8</b>	<b>382.9</b>
Non-Grad Adults	27.8	16.9	11.6	10.1	8.0	8.8	17.3	9.8	8.5
<b>Grand Total</b>	<b>19,150.9</b>	<b>19,524.3</b>	<b>19,659.3</b>	<b>19,362.0</b>	<b>19,802.7</b>	<b>20,008.5</b>	<b>20,399.9</b>	<b>400.6</b>	<b>391.4</b>
<b>Note:</b> July 2023, Feb 2024, and May 2024 counts not included							English	326.4	433.3
							French	70.0	(45.8)
							Other	(5.6)	(4.6)
							Adults	9.8	8.5
							<b>Total</b>	<b>400.6</b>	<b>391.4</b>

# 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)

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### **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

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### **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*

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

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## **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 1/10<sup>th</sup> (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**

	<b>2023/2024 Annual Operating Budget</b>	<b>Actual September 30, 2023</b>	<b>Percentage of Annual Operating Budget</b>	<b>2022/2023 Annual Operating Budget</b>	<b>Actual September 30, 2022</b>	<b>Percentage of Annual Operating Budget</b>
<b>REVENUE</b>						
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		
<b>Total Operating Revenue</b>	<b>243,980,495</b>	<b>39,989,362</b>	<b>16.39%</b>	<b>219,620,773</b>	<b>35,678,713</b>	<b>16.25%</b>
<b>EXPENDITURE BY OBJECT</b>						
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%
<b>Total Salaries and Benefits</b>	<b>223,456,182</b>	<b>28,305,503</b>	<b>12.67%</b>	<b>200,789,482</b>	<b>25,922,741</b>	<b>12.91%</b>
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%
<b>Total Services and Supplies</b>	<b>20,524,313</b>	<b>5,792,247</b>	<b>28.22%</b>	<b>18,831,291</b>	<b>4,999,831</b>	<b>26.55%</b>
<b>Total Operating Expenditures</b>	<b>243,980,495</b>	<b>34,097,750</b>	<b>13.98%</b>	<b>219,620,773</b>	<b>30,922,572</b>	<b>14.08%</b>

# Office of the Associate Superintendent

*Tom Aerts – Associate Superintendent*

**To:** Operations Policy and Planning Committee

**From:** Tom Aerts, Associate Superintendent

**Date:** October 20<sup>th</sup>, 2023

**RE:** **Spectrum Artificial Turf Field Project**

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## **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 19<sup>th</sup>, 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 24<sup>th</sup>, 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.*

## Update for October 23<sup>rd</sup>, 2023

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

### BUILDING MAINTENANCE SERVICES

- **Oaklands Elementary** – External investigations underway since shoring installation. Report received and sent to the Ministry for review.
- **SJ Burnside** – Shoring installed over the summer months. Working with structural engineer on plan for repairs, timelines and costs.
- **Quadra Warehouse** – Investigations and planning underway to repair portion of the exterior where water is penetrating the siding and getting into the building.
- **SJ Willis** – Structural drawings complete and planning underway to fix an exterior wall that is flexing due to wind, rain and wear over time. Note - there are no safety concerns to staff/students.
- **Uplands Elementary** – Siding replacement and exterior paint complete.
- **Wood Shop Audits** – Continue to be a positive outcome for the shops, equipment has been kept to a higher standard and safety procedures and repairs are occurring regularly.
- **Metal Shop Project Work** (moving equipment, safety lines, signage) = 99% Complete. Signs made and mounting underway.
  - Reynolds – Equipment moves, safety lines and signs installed - complete.
  - Cedar Hill – Equipment moves, safety lines and signs installed - complete.
  - Mount Douglas – Equipment moves, safety lines and signs installed - complete.
  - Lambrick Park – Equipment moved, safety lines to be painted over Winter break as contractors are currently in the shop working. Signs in progress.
  - Oak Bay – Equipment moves, safety lines and signs installed - complete.
  - Esquimalt – Equipment placement and safety lines complete. Signs in progress.
  - Vic High – Consultation underway, equipment placement sufficient and safety lines will be completed over Winter break. Signs in progress.
  - Arbutus – Shop not in use, consultation underway for future use of the shop.

### MINOR CAPITAL

- **Exterior Renovations / Paint** – Complete for the summer - Colquitz, James Bay and Gordon Head
- **South Park** – Chimney replacement underway with one full chimney complete and the second in progress. Slate roof replacement will occur next summer.

- **Elevator and Lift Upgrades** – Completed at Margaret Jenkins (elevator), Quadra (elevator), Monterey (elevator), Braefoot (lift), and South Park (elevator). Lifts at Reynolds and Quadra in progress.

#### **Childcare Update**

- **Hillcrest** – Metal roof installed and electrical underway.
- **Lake Hill** – At lock up stage, electrical and mechanical rough in underway.
- **View Royal addition** – Interior painting underway with expected opening Jan 2024.
- **Eagle View addition** – Completed, licensed and occupied.
- **McKenzie** – New parking lot complete. Childcare units underway with concrete forming.
- **Vic High** – Building permit received.

#### **Classrooms**

- **Tillicum** – Occupancy received, and unit occupied.

### **MAJOR CAPITAL**

#### **Victoria High School**

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

#### **Cedar Hill Seismic Project**

- Building permit has been received and project awarded.
- Communication has been sent to the school and neighboring schools on site progress.

### **OPERATIONS**

#### **Custodial**

- Custodial absenteeism has been extremely high through the beginning of the school year. In previous years, casual staff could expect a 50% deployment. Currently casual staff are seeing a 100% deployment.
- Even with the 100% deployment of casual staff, the district has been unable to fill all shifts throughout the district, leaving areas uncovered.
- In discussions with neighboring districts (SD62, SD63) they have also been experiencing this uptick in absenteeism.
- To account for the absenteeism, the hiring timeline has been expedited and new custodians are being brought on earlier than planned.

#### **Rentals**

- The rentals department has seen improvements in booking spaces due to the full implementation of eBASE.

### **TRANSPORTATION, TRAINING AND GROUNDS**

#### **Transportation and Fleet**

- Preparing the fleet and equipment for the upcoming winter season a priority. Will have 2 plow/salter trucks, 1 plow truck and one brine truck in the winter fleet, plus all the snow blowers serviced and ready for the snow.



- The three new electric fleet vehicles have been well received and used daily.
- Field trip requests are coming in regularly with the scheduling and confirming trips being about a week process due to staffing.
- The four electric buses and one gas bus are dispatched daily for the scheduled busing routes.
- Sixteen inclusive routes are finalized for the 2023/24 school year.

### **Grounds**

- Transitioned from cutting and lawn care to fall leaf pick-up and drain clearing.
- Snow plan discussions and planning will commence by Oct 22, 2023, with a detailed plan issued to schools by mid-November.

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

- The team was able to service all the tec packages in Vic West, Craigflower, James Bay, Shoreline, Eagle View, Glanford, Northridge, Rogers and George Jay in the month of Sept.
- The security upgrade at Eagle View is complete and preparations are underway for the work at Marigold and Reynolds.
- The tec valances have been installed at Vic High and the team continues to work on the individual network locations and the setting up of the multiple communication rooms.
- There has been a fair bit of staff movement around the district resulting in a lot of time spent redirecting fobs and updating directory information and voicemail systems.

### **CLIMATE and ENERGY**

- 2023/24 LED Lighting upgrades.
  - McKenzie Elementary 99% complete (except for large gym).
  - Lake Hill Elementary 99% complete (except for gym).
  - Shoreline Middle now 95% complete.
    - Gym lighting output successfully increased by 40%.
  - Rogers Elementary 40% complete.
- Continuous optimization investigation phase near completion at 3 sites.
  - Central Middle, Sir James Douglas and Torquay Elementary.
- 2023/24 Educational awareness and Energy Wise Campaigns underway.
  - Climate Pledge Walls (pilot underway at Tillicum Elementary)
  - Paper procurement campaign - completed
  - Space Heater Defeater – planning stages
  - Lights Out – Light Switch Stickers introduced in first 10 schools for 2023/24
  - Shut Out to the Cold – Awareness Campaign on effect of open doors during heating season underway
- Paper Purchasing Awareness Campaign Unveiled.
  - All paper purchasing centers received a score card based on percent recycled content
  - Score cards report carbon footprint per student and relative rankings
  - Score cards report the potential greenhouse gas savings when making switch to 100% recycled paper



## Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 30 – October 2023

### 1. Project Summary

Victoria High School is the oldest high school in Western Canada. The existing school facility includes the original school built in 1913, which is a heritage-registered building, an addition built in 1955, containing the Andrews Gym and a number of specialty classrooms, and another addition built in 2011, containing the Fairey Tech Shop Wing.

The project consists of the Seismic Upgrade of the existing 1913 and 1955 portions of the school, and an addition to increase the capacity and provide a Neighbourhood Learning Centre. The project also includes the upgrade and renewal of S.J. Willis Junior Secondary School to accommodate the students during the Vic High project.

### 2. Project Team

The School District Project Team is identified in Appendix 1.

### 3. Scope

Upgrading and renewal of SJ Willis School to accommodate 800 students during the Victoria High School renovation. This work is now complete.

The seismic upgrade of Victoria High School and additions comprise approximately 1,100 square metres of new space that will provide two new stairwells, an elevator to improve circulation and exiting of the school, and an increase to the school capacity from 800 to 1,000 students. There will also be additional new space for a Neighbourhood Learning Centre (NLC) that co-locates the International Community Association, as well as; providing enhancements to the new Multi-purpose Room to make it more flexible for school and community use, and the astronomy deck/outdoor classroom. Site work includes additional parking and landscaping, and a new artificial turf field as a part of the NLC funding package.

### 4. Schedule

The following Table 1 sets out target milestone dates. Note that the Construction Manager has completed updates to the Project Construction Schedule based on the current progress of the work. They have also included scheduling information provided by the other major trades, particularly mechanical and electrical, and we have been informed that Substantial Completion is on track for November 2023 with occupancy to follow shortly thereafter. A general theme from the major trades is a lack of skilled labour, and the supply chain for construction materials and equipment.

The unforeseen scope, market delays and labour shortages has been creating schedule delays. The project team is working to mitigate the delays. With the project delays, students and staff will remain at the Topaz Campus for part of the first term of the 2023/2024 school year with a mid-year (January 2024) move.

**Table 1 – Timetable for Key Milestones**

MILESTONES/DELIVERABLES	TARGET DATE	REVISED TARGET DATE
Substantial Completion of Vic High	July 2022	November 2023
Relocate School from SJ Willis	August 2022	January 2024
Final Completion of Vic High Project	October 2022	July 2024

### 5. Budget

- Contract expenditures to date total to an aggregate value of about \$65.8 Million. The CM contract budget has now been 100% allocated and the project continues to experience unforeseen pressures.
- The CM budget has been increased to manage the unforeseen pressures.

Vic High Seismic COA	Progress/ Completion (%)	Budget	Expenses Posted to Date	Remainder	Commitments	Remainder After Commitments	% Available	Prior Period Expenses	Change from Prior Period
Vic High Seismic Fees 2017	100%	115,070	115,070	0		0	0%	115,070	0
Vic High Seismic Fees 2019	100%	3,589	3,589	0		0	0%	3,589	0
Vic High Seismic Construction	85%	70,401,910	65,753,510	4,648,400		4,648,400	7%	62,871,189	2,882,321
SJ Construction	100%	5,953,515	5,953,515	0		0	0%	5,953,515	0
Vic High Seismic Fees 2020	90%	7,500,000	7,600,962	(100,962)	76,632	(177,594)	-2%	7,574,513	26,449
Vic High Capital Support	10%	77,896	26,627	51,269	3,284	47,985	62%	10,412	16,216
SJ Capital Support	100%	117,336	117,336	0		0	0%	117,336	0
Vic High Millwork	80%	1,395,400	1,066,707	328,693	7,361	321,332	23%	989,887	76,820
Vic High Legal Fees	50%	62,000	117,170	(55,170)		(55,170)	-89%	112,246	4,925
Vic High Moving	2%	197,493	604	196,889	126,732	70,158	0%	604	0
SJ Moving	100%	116,147	116,147	0		0	0%	116,147	0
Vic High Bussing	75%	80,000	51,750	28,250		28,250	35%	51,750	0
A Parker - Vic High Seismic Moving	11%	50,000	5,274	44,726		44,726	89%	5,274	0
A Parker - Vic High Seismic Transportation	85%	145,000	110,810	34,190		34,190	24%	108,828	1,982
Vic High Project Management	80%	963,450	642,361	321,089		321,089	33%	597,123	45,238
Vic High Capital Tech Support	55%	135,835	108,917	26,918	20,066	6,852	5%	59,282	49,636
SJ Capital Tech Support	0%	14,165	14,165	0		0	0%	0	14,165
A Parker - Vic High TTOC	0%	20,000	0	20,000		20,000	100%	0	0
Vic High Equipment	25%	2,200,000	977,888	1,222,112	329,766	892,346	41%	871,853	106,034
Prior Year Completed Expenses	0%	53,007	53,007	0		0	0%	53,007	0
		<b>89,601,813</b>	<b>82,835,411</b>	<b>6,766,402</b>	<b>563,840</b>	<b>6,202,562</b>	<b>7%</b>	<b>79,611,625</b>	<b>3,223,786</b>



## 6. Communications

### General:

- Teachers and Department Heads have been consulted on classroom and gymnasium requirements.
- A review of the heritage building components that are to be salvaged has taken place with the school and alumni groups.
- Presentations have been made to Board by the architect.
- On-going communications with the City of Victoria regarding Statutory Right of Ways and Frontage Upgrades.
- Consultation has occurred with the School and Community Garden Committees to discuss location of the child care unit. Consultation document has been sent to families and community for feedback. Feedback was open until March 11, 2022 and is now closed.
- The Principal will work to form a committee to plan and organize the move with Facilities staff being a key partner.
- A monthly report is being provided to the Fernwood Neighbourhood Resource Group.
- Monthly reports are being provided to the Central and Vic High PACs.
- Grant Street and Gladstone Ave. road access and impact notices were delivered to neighbourhood community.

## 7. Procurement

- Durwest Construction Management was selected as the Construction Manager for the Vic High project, through a comprehensive RFP Process.
- Tender Packages 1 through 10 have competitively tendered and awarded.
- Final interior cleaning has been awarded.

### Work Starting Soon or Underway:

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

### Looking to November 2023

- Complete final finishing, including flooring, painting, lighting and millwork, from Level 0 to Attic and NLC.
- Continue Commissioning Work.
- Continue all actions required for occupancy.

## Appendix 1 – Project Team

### School District 61

- Katrina Stride, Secretary-Treasurer
- Aaron Parker, Vic High Principal
- Marni Vistisen-Harwood, Director of Facilities
- Mora Cunningham, Manager of Major Capital Projects
- Gordon Wallace, Project Manager – Major Capital Projects

## Appendix 2 – Risk Analysis

Note that Risk Items identified as “Previously Identified Project Risks” means that these are Risks that were identified as Project Risks during preparation of the Project Definition Report (PDR). As such, there is provision in the Capital Project Funding Agreement with the Ministry for additional funding to be provided against those Risks in the event of increased costs.

IDENTIFIED RISKS	Probability	Consequence	Impact on	
		Cost	Schedule	
Heritage Issues	Moderate	High	High	Previously Identified Project Risk
Building Code Issues with City of Victoria	Moderate	Low	Low	Previously Identified Project Risk
Approval Delays by City of Victoria	Moderate	High	High	Previously Identified Project Risk, has caused some delay
Inflationary Pressures	High	High	High	Previously Identified Project Risk
COVID impact on supply chain and procurement	Moderate	High	High	No Ministry funding allocated to this Risk.
Land Exchange & Lease	Low	Low	Low	
City of Victoria, street frontage upgrades	High	Moderate	Low	Scope of design work finalized.



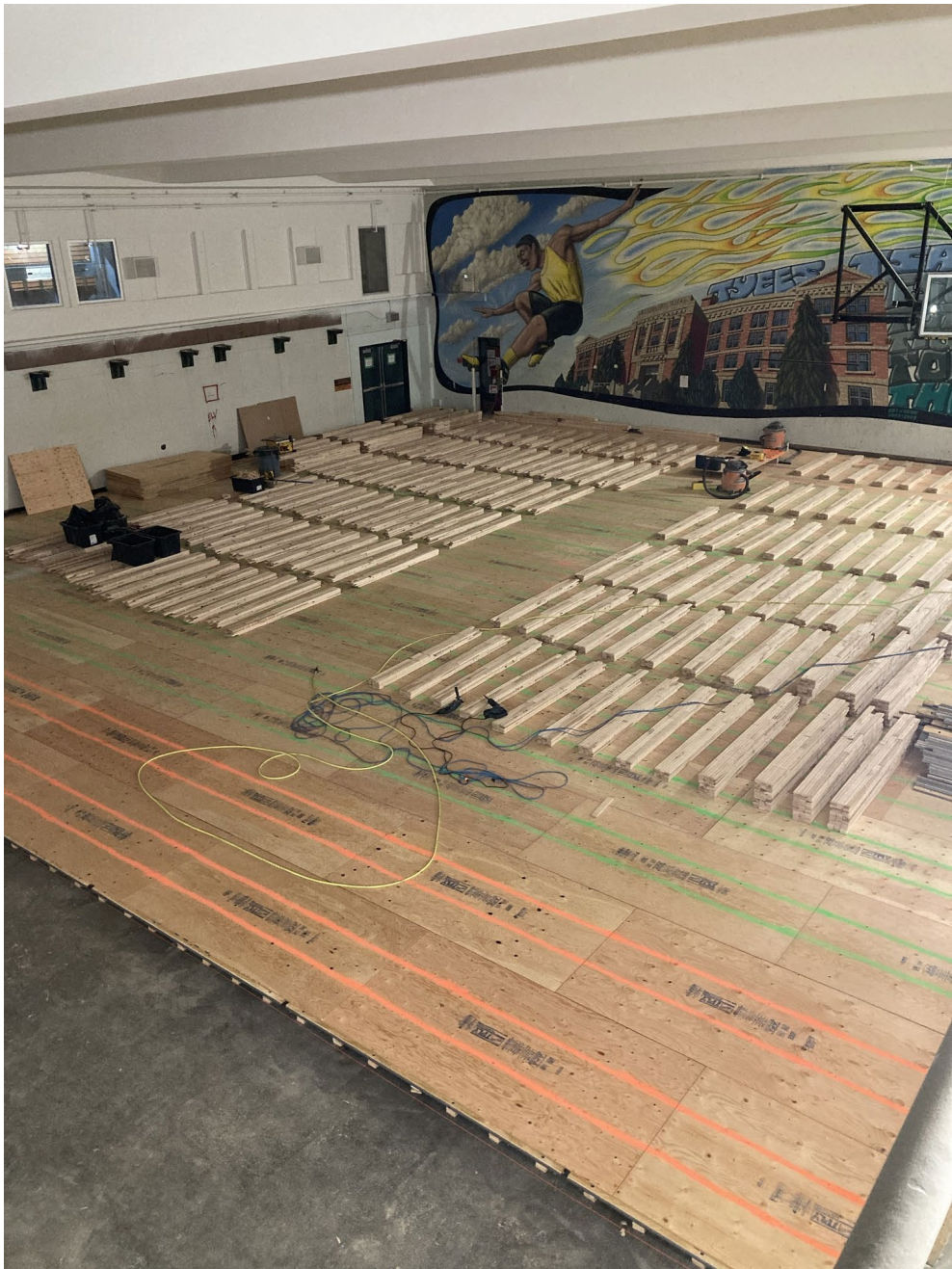


Appendix 3 – Photos

1. Fernwood Street Plaza – Bike Parking Pad



2. Andrews Gymnasium Wood Floor Installation







### 3. Installation of Folding Walls – Various Locations



### 4. Installation of the Cosmetology Millwork







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





# Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report October 2023

## 1. Project Summary

Cedar Hill is a two-story building constructed in 1931 with subsequent additions in 1953, 1956, 1959, 1963, 1966, 1972 and 1975. There are nine blocks identified as high risk with 5 of the blocks having an H1 rating (most vulnerable of structures and at the highest risk of widespread damage or structural failure). Cedar Hill is a key asset to meet current and projected enrolment for regular and district education programs. The project will consist of a full seismic replacement with a Neighborhood Learning Centre (NLC) and a low carbon design.

## 2. Project Team

The School District Project Team are identified in Appendix 1.

## 3. Scope

The project will consist of a full seismic replacement with a low carbon design and will be delivered through a Design-Bid-Build process. The low carbon design will reduce greenhouse gas emissions and surpass the LEED Gold equivalent baseline. The replacement school will have a 575 nominal capacity and will be built on an existing playfield. During construction, the students will remain in the old school, therefore no temporary accommodations are required. Once the new school attains occupancy, the old school will be demolished, and a replacement field will be developed in its place.

## 4. Schedule

The following Table 1 sets out target milestone dates.

**Table 1 – Timetable for Key Milestones (Design-Bid-Build) Completion Dates**

MILESTONES/DELIVERABLES	CPFA APPROVED DATES	UPDATED DATES
Ministry Approval	July 2021	July 2021
Design Development	December, 2021	November, 2022
Construction Documentation	August 31, 2022	March, 2023
Contract Award	October 15, 2022	September, 2023
Construction	October 15, 2024	July, 2025
Occupancy	December 31, 2024	September, 2025
Demolition of Existing School & Geo Install	May 30, 2025	December, 2025
Final Completion	August 31, 2025	Spring, 2026

## 5. Budget:

The maximum approved potential project budget is \$53.6M inclusive of a \$3.6M District contribution. The contribution was originally approved to bridge the cost difference between the option to replace the school and the option to seismically upgrade the school. The Ministry approved funding is for a LEED Gold equivalent school with low carbon design specifications that will reduce greenhouse gas emissions via the mechanical system. The Board also approved the inclusion of a Net Zero Energy Ready with a 100kW Photovoltaic array design for the new school with a further District contribution of \$538K. In August 2023, the School District requested a budget lift from the Ministry, based on the tender results, and have received the increase from \$46.5M to \$53.6M. The funding includes \$4.6M of risk reserve funding which is held by the Ministry for unforeseen items. Ministry approval is required prior to any material changes to the project's scope, schedule, procurement method, or budget.





## Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report October 2023

Cedar Hill Middle School	Progress/ Completion (%)	Sub Ledger	Budget	Expenses	Remainder	Commitments	Remainder After Commitments	% Available	Prior Period Expenses	Change from Prior Period
Construction	1%	CP22B025	37,232,014	259,636	36,972,378		36,972,378	99%	259,636	0
Fees	70%	CP22D025	3,565,777	2,333,411	1,232,366	667,667	564,699	16%	2,203,360	130,051
Misc Capital Support	1%	CP22E025	100,000	116	99,884		99,884	100%		116
Moving, Cartage, Custodial	0%	CP22M025	140,667		140,667		140,667	100%		0
Project Management	30%	CP22P025	293,500	139,833	153,667		153,667	52%	123,220	16,613
School TTOC Budget	75%	CP22S025	20,000	17,686	2,314		2,314	12%	17,685	1
Capital Technical Support	0%	CP22T025	50,000		50,000		50,000	100%		0
Municipal Fees & Charges	0%	CP22X025	565,700		565,700		565,700	100%		0
Equipment	0%	CP22C025	3,000,000		3,000,000		3,000,000	100%		0
Prior Year Completed Expenses	100%		122,744	122,744	0		0	0%		122,744
Reimbursed AFG	100%		181,396	181,396	0		0	0%		181,396
			<b>45,271,798</b>	<b>3,054,822</b>	<b>42,216,976</b>	<b>667,667</b>	<b>41,549,309</b>	<b>92%</b>	<b>2,603,902</b>	<b>450,921</b>

### 6. Communication:

#### General

- At conceptual design, schematic design, and design development, the learning community and broader community was informed.
- Engagement started in Fall 2021 and is now complete.
- A Heritage Planner was engaged to provide a report on the heritage of the existing 1930's block.
- A traffic Consultant was engaged to provide a comprehensive traffic plan for the future school.
- Conceptual Design, Schematic Design and Design Development approvals have been obtained with the Ministry of Education and Childcare and the Board of Education.
- In September 2023, the first monthly community update was sent to the PAC, community, and surrounding schools.

### 7. Procurement:

- The project is being procured/delivered using a Design-Bid-Build contract
- The project tender was awarded in September 2023
- Yellowridge Construction Ltd. was the successful bidder

### 8. Building Permit:

- In November 2022, the architect and sub consultants submitted the construction drawings to Saanich for Building Permit approval
- In September 2023, the Building Permit was received
- A Cost-Share Agreement is required for the District to upgrade a portion of the Cedar Hill Road frontage for Saanich. The Cost-Share Agreement has been drafted. Saanich is making changes to the Cost-Share Agreement to avoid overlap with the Development Agreement.

### 9. Work Starting Soon or Underway

- Finalize the Cost-Share Agreement with Saanich
- Utility lines are being relocated to allow for new school foundation

### 10. Looking to November

- Excavation of foundation area



# Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report October 2023

## Appendix 1 – Project Team

- Katrina Stride, Secretary-Treasurer
- Maryanne Trofimuk, Cedar Hill Principal
- Harold Caldwell, Associate Superintendent
- Marni Vistisen-Harwood, Director of Facilities
- Mora Cunningham, Manager of Capital Projects
- Gordon Wallace, Project Manager

## Appendix 2 – Risk Analysis

Note that Risk Items identified as “Previously Identified Project Risks” means that these are risks that were identified as project risks during preparation of the Project Definition Report (PDR). As such, there is provision in the Capital Project Funding Agreement with the Ministry for additional funding to be provided against those risks in the event of increased costs.

IDENTIFIED RISKS	Probability	Consequence / Impact		
		Cost	Schedule	
Hazardous Material Abatement	Moderate	Moderate	Low	Previously Identified Project Risk
Demolition	Low	Low	Low	Previously Identified Project Risk,
Additional Economic Adjustments	High	High	High	Previously Identified Project Risk
COVID impact on supply chain and procurement	High	High	High	Not Previously Identified Project Risk
Unknown /Unforeseen Site Conditions	Moderate	High	Low	Previously Identified Project Risk
Currency Valuations/Market Uncertainty/Tariffs	High	High	High	Previously Identified Project Risk
Approval Delays	High	High	High	Previously Identified Project Risk
Saanich Municipal Unforeseen expenses	Moderate	High	Moderate	Not Previously Identified Project Risk
Soils Conditions	Moderate	High	Moderate	Previously Identified Project Risk
Capital Reserves for District Contribution	Low	High	High	



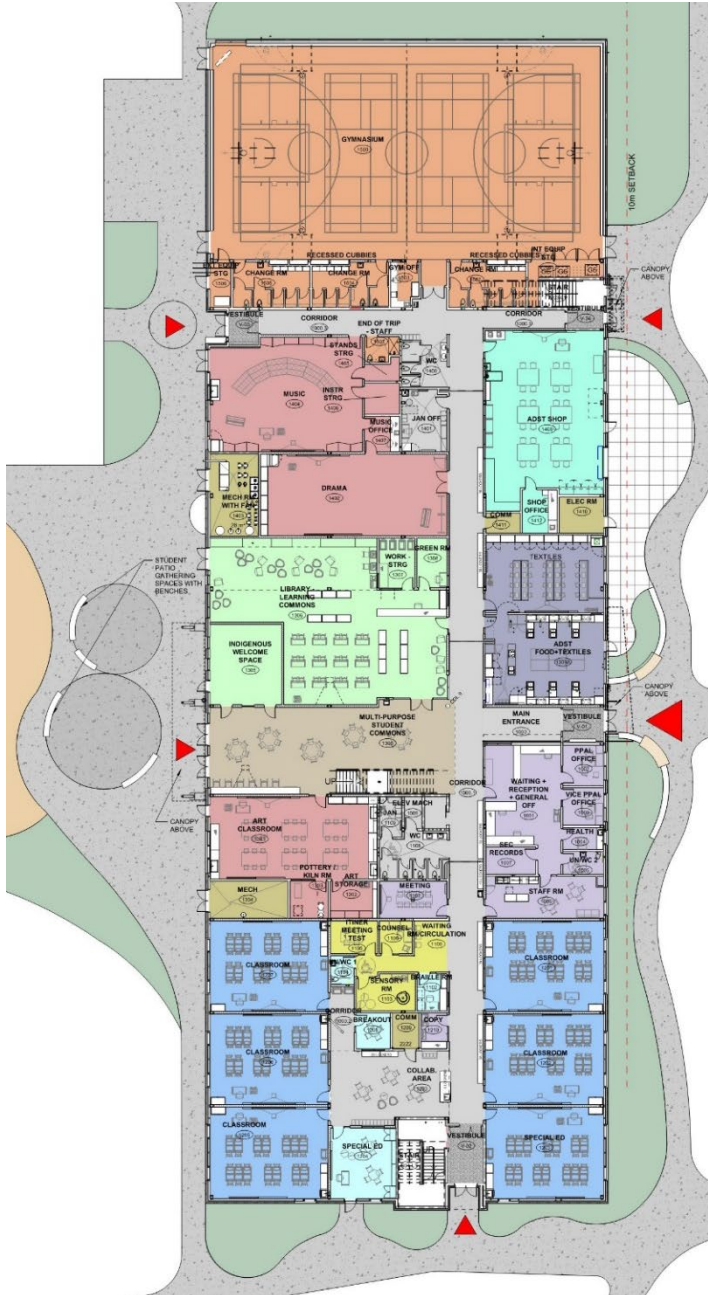




# Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report October 2023

## Floor Plans

Floor 1



Floor 2





## Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report October 2023

### Rendering



# 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 LRFP 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 LRFP. 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**

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## 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	- <b>IN PERSON + SURVEY</b> -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	<b>VIRTUAL</b> - 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	<b>IN PERSON WORKSHOP</b> - 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	Staff
	February	- Recommendation formulation	Board and Staff
	February	- Board working session #5	Committee
	February	- Committee meeting #5	Public
	March	<b>VIRTUAL</b> - Public Consultation #4	
	March xx	Board Meeting: Recommendations	
April 2024		Adoption	
	April	- Committee meeting #6	Committee
	April	- Municipal Partner meeting #3	Board, Staff, Municipalities
	April	- Board approves LRFP	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**

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### **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

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