



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

Operations Policy and Planning Committee Meeting

AGENDA

Monday, November 20, 2023, 7:00 p.m.

Chair Paynter

A. COMMENCEMENT OF MEETING

A.1. Acknowledgement of Traditional Territories

The Board of Education 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

That the November 20, 2023 agenda be approved.

A.3. Approval of the Minutes

Recommended Motion:

That the October 23, 2023 Operations Policy and Planning Committee meeting minutes, be approved.

A.4. Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

Public Presentation

Educational Assistant General (EAG) Mentor Staffing - Denyse Zumach EAG Mentor, Quadra Warehouse

C. SUPERINTENDENT'S REPORT

C.1. Privacy Management Program – Administrative Regulations

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

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept Administrative Regulations 1161.2 Privacy Management Program, 1161.3 Privacy Impact Assessments and 1161.4 Critical Incident and Privacy Breach.

C.2. Draft Policy XXXX Scent Sensitive Workplace – Director of Human Resource Services Knudson

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve draft Policy XXXX Scent Sensitive Workplace.

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: October 2023

E.2. Budget Change Report: October 2023

F. FACILITIES PLANNING

F.1. Operations Update: October 2023

F.2. Victoria High School Seismic Project Update

F.3. Cedar Hill Middle School Seismic Project Update

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

I. NOTICE OF MOTION

J. GENERAL ANNOUNCEMENTS

K. ADJOURNMENT

Recommended Motion:
That the meeting adjourn.

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



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

Operations Policy and Planning Committee

REGULAR MINUTES

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

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

Education Policy and Directions members: Mavis David

Trustee Regrets: Natalie Baillaut, Diane McNally, Emily Mahbobi

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

Partners: Cindy Romphf, GVTA, Vicki Roberts, VPVPA

A. COMMENCEMENT OF MEETING

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

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Agenda

Moved by Trustee Kwan

That the October 23, 2023 agenda be approved.

Motion Carried Unanimously

Operations Policy and Planning Committee Meeting October 23, 2023 1

A.3. Approval of the Minutes

Moved by Trustee Kwan

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

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

Superintendent Whitten confirmed that the presenter is an educator.

For: Paynter, Kwan, Duncan

Abstain: Gagnon

Motion Carried

A.4. Business Arising from Minutes

None.

B. PRESENTATIONS TO THE COMMITTEE

B.1. Community Presentation

Sean Birdsell presented on pedestrian safety at Marigold Elementary School.

B.2. District Presentation

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

C. SUPERINTENDENT'S REPORT

None.

D. PERSONNEL ITEMS

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

Trustees and Stakeholders had questions of clarification.

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

Occupational Health and Safety Annual report.

Trustees had questions of clarification.

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

Trustees had questions of clarification.

E. FINANCE AND LEGAL AFFAIRS

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

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

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

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

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

Secretary-Treasurer Stride provided the update for information.

Trustees had questions of clarification.

- E.4.** Policy 3170 Operating Surplus

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

Trustees had questions of clarification.

Moved by Trustee Duncan

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

Motion Carried Unanimously

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

Secretary-Treasurer Stride provided the report for information.

Moved by Trustee Gagnon

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

Motion Carried Unanimously

F. FACILITIES PLANNING

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

Associate Superintendent Aerts provided the memo for information.

Moved by Trustee Paynter

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

AND FURTHER THAT

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

Motion Carried Unanimously

F.2. Operations Update: September 2023

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

Trustees had questions of clarification.

F.3. Victoria High School Seismic Project Update

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

Trustees had questions of clarification.

F.4. Cedar Hill Middle School Seismic Project Update

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

Trustees had questions of clarification.

F.5. Long Range Facilities Plan Process

Secretary-Treasurer Stride provided the memo for information.

Trustees had questions of clarification.

Moved by Trustee Duncan

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

Amendment

Moved by Trustee Duncan

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

AND FURTHER THAT

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

Motion Carried Unanimously

Moved by Trustee Duncan

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

AND FURTHER THAT

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

Motion Carried Unanimously

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

H. NEW BUSINESS

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

Moved by Trustee Duncan

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

Motion Carried Unanimously

I. NOTICE OF MOTION

None.

J. GENERAL ANNOUNCEMENTS

None.

K. ADJOURNMENT

Moved by Trustee Kwan

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:52 p.m.

Office of the Secretary-Treasurer

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

Katrina Stride – Secretary-Treasurer

TO: Operations Policy and Planning Committee

FROM: Katrina Stride, Secretary-Treasurer

DATE: November 20, 2023

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

Background

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

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

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

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

At the June 8, 2023 Policy Sub-Committee meeting Director of Information Technology Canty presented revised Policy 1161 Freedom of Information and Protection of Privacy and supporting Administrative Regulations.

At the June 12, 2023 Operations Policy and Planning Committee meeting and the June 19, 2023 Regular Board meeting, the Board carried the following motion:

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

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

At the September 18, 2023 Operations Policy and Planning Committee meeting and the September 25, 2023 Regular Board meeting the following motion carried unanimously:

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.

At the October 18, 2023 Policy Sub-Committee meeting Director of Information Technology Canty presented revised Administrative Regulations 1161.2 Privacy Management Program, 1161.3 Privacy Impact Assessments and 1161.4 Critical Incident and Privacy Breach for review.

Administrative Regulations

Director of Information Technology Canty has updated Administrative Regulations 1161.2 Privacy Management Program, 1161.3 Privacy Impact Assessments and 1161.4 Critical Incident and Privacy Breach based on the feedback received at the October 18, 2023 Policy Sub-Committee meeting. The Administrative Regulations marked up with the changes made since the September 25, 2023 Regular Board meeting are attached.

Recommended Motion

That the Board of Education of School District No. 61 (Greater Victoria) accept Administrative Regulations 1161.2 Privacy Management Program, 1161.3 Privacy Impact Assessments and 1161.4 Critical Incident and Privacy Breach.

Supporting Documents

Revised Administrative Regulation 1161.2 Privacy Management Program
 Revised Administrative Regulation 1161.3 Privacy Impact Assessments
 Revised Administrative Regulation 1161.4 Critical Incident and Privacy Breach
 Bylaw 9220 Administrative Regulations

PRIVACY MANAGEMENT PROGRAM

PURPOSE

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

This Privacy Management Program document serves as an Administrative Regulation to Policy 1161: Freedom of Information and Protection of Privacy. It aims to provide School District Staff, Contractors, and Volunteers with the guidelines and regulations to ensure the effective implementation of the Policy.

Public information relating to the Privacy Management Program will be updated on the Greater Victoria School District website here: <https://www.sd61.bc.ca/parent-student-resources/privacy-management-program/>

DEFINITIONS

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

1. “Consent” means express written consent to the collection, use or disclosure of personal information; unless otherwise authorized or required by law.
2. “FIPPA” means the BC Freedom of Information and Protection of Privacy Act, and regulations thereto;
3. “Head” means the Superintendent, and includes any person to whom the Head has delegated (in writing) their powers to act as Head;
4. “Personal Information” means recorded information about an identifiable individual, but excludes a person’s business contact information. Personal information may also be identifiable through the ‘mosaic effect’. The mosaic effect is a concept that illustrates how elements of information may be non-identifiable on their own but when combined could become personally identifiable. For example, a male in his 20s who lives in Vancouver and drives a black Honda would not be identifiable. However, a male in his 60s who lives in Smithers and drives a yellow Lamborghini would be identifiable.
5. “Administrative Regulations” means regulations enacted by the School District under its Freedom of Information and Protection of Privacy Policy;

6. "Records" include any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email and correspondence;
7. "Staff" refers to all employees of the School District. Under FIPPA, staff also refers to contractors and volunteers who are expected to adhere to all relevant School District Policies and Aministrative Regulations

PRINCIPLES

School District Staff are responsible for:

1. making reasonable efforts to familiarize themselves with this Administrative Regulation and the requirements of FIPPA, including by participating in privacy training initiatives offered by the School District such as FOIPPA: Protecting Information Training; as FIPPA: Protecting Information Training
2. following responsible information management practices to ensure that the School District collects, uses and discloses Personal Information in compliance with FIPPA and other applicable laws; see <https://techforlearning.sd61.bc.ca/> for updates and information.
3. seeking at all times to protect Personal Information against unauthorized collection, use and disclosure, including by limiting the sharing of sensitive Personal Information on a need-to-know basis, and use the information only for the purpose for which it was collected.
Example: Medical information collected for emergency protocols should not be used for any other purpose;
4. cooperating with School District procedures to facilitate the appropriate release of Records within its custody or control in response to access requests received from members of the community under FIPPA. See <https://www.sd61.bc.ca/our-district/about-us/request-for-access-to-information/>;
5. cooperating with School District procedures for enabling informed consent (see the Greater Victoria School District online portals Parent Connect and Student Connect). -
- 5-6. the completion of Pprivacy Impact Assessments; and
- 6-7. reporting privacy breaches to the School District in accordance with the School District's Administrative ProceduresRegulations (see Administrative Regulation 1161.4 Critical Incident and Privacy Breach-)

ACCOUNTABILITY

The Superintendent is the "head" of the School District, including for the purposes of FIPPA, and is responsible for the implementation of this Administrative ProcedureRegulation.

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

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

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

COMMITMENT TO PRIVACY PROTECTION

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

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

PURPOSES FOR COLLECTING PERSONAL INFORMATION

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

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

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

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

1. hiring and recruitment;
2. to manage and administer the employment relationship;
3. to communicate with authorized union representatives;
4. to administer employment compensation and benefits;
5. to evaluate performance and manage disciplinary incidents;

6. to supervise and ensure the safety and security of the School District (such as through the use of video surveillance);
7. to investigate and respond to accidents, safety events, misconduct and similar incidents;
8. to ensure compliance with applicable School District policies and other applicable laws; and
9. for other purposes set out in the Procedures or required under applicable laws.

COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

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

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

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

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

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

SECURING PERSONAL INFORMATION

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

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

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

RETENTION AND DISPOSAL

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

Personal information that is no longer required for either administrative, operational, financial, legal, or historical purposes shall be securely destroyed in a confidential manner in accordance with School Administrative Regulation

District policies and approved record retention protocols.

The Greater Victoria School Districts records retention guidelines are currently being reviewed as part of the Privacy Management Program.

ACCURACY AND CORRECTION

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

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

ACCESS TO INFORMATION

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

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

The School District recognizes that individuals may make requests for access to Records within the custody and control of the School District, and the School District will respond to such requests in accordance with FIPPA and the Regulations.

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

COMPLAINTS AND INQUIRIES

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

The School District will respond to all complaints in writing.

REVIEW

~~This Administrative Regulation relates to new legislation for public bodies and will therefore be reviewed annually until further notice.~~ This Administrative Regulation relates to newly amended legislation for public bodies and will therefore be reviewed annually until further notice.

RELATED ACTS AND REGULATIONS

School Act [and Regulations](#)

Freedom of Information and Protection of Privacy Act (FIPPA) [and Regulations](#)

SUPPORTING REFERENCES, POLICIES, REGULATIONS AND FORMS

Policy 1161 Freedom of Information and Protection of Privacy

Administrative Regulation 1161.1 Fees for Access to Information

Administrative Regulation 1161.3 Privacy Impact Assessments

Administrative Regulation 1161.4 Critical Incident and Privacy Breach

DRAFT

PRIVACY IMPACT ASSESSMENTS

PURPOSE

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

A Privacy Impact Assessment (PIA) is an in-depth review of any new or significantly revised initiative, project, activity, or program to ensure that it is compliant with the provisions of FIPPA, to identify and mitigate risks arising from the initiative and to ensure that the initiative appropriately protects the privacy of individuals. A PIA often takes the form of a checklist or questionnaire that requires consideration of the collection, use, and disclosure of personal information in connection with a particular initiative. It also addresses the ways in which personal information is protected, and the existence and mitigation of any privacy-related risks.

Preparing a PIA is a mandatory legal obligation for school districts under FIPPA. However, even before PIAs were legally required they represented a privacy best practice. A PIA serves as evidence that the school district conducted appropriate due diligence before implementing new initiatives involving personal information, and that they took appropriate steps to mitigate risk. PIAs can be useful in protecting the school district from liability in the event of a privacy breach, and they also provide a valuable source of institutional memory about how and why certain decisions were made.

The PIA document should be written clearly and in plain language. In the future, it may be reviewed or considered by privacy regulators, the courts, members of the public or the next generation of school district management; therefore, it is important that the initiative and the school district's decisions about privacy risks are clearly described and articulated

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

SCOPE & RESPONSIBILITY

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

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

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

DEFINITIONS

1. "Employees" means the employees, ~~as well as contractors and volunteers~~ of the School District. "Employees" also refers to contractors and volunteers who are expected to adhere to all relevant School District Policies and Administrative Regulations
2. "Head" means the Superintendent of the School District or any person to whom the Superintendent has delegated their powers under this Administrative Regulation.
3. "Initiative" means any enactment, system, project, program, or activity of the School District;
4. "Personal Information" means any recorded information about an identifiable individual that is within the control of the School District and includes information about any student or any Employee of the School District. Personal Information does not include business contact information, such as email address and telephone number, that would allow a person to be contacted at work. Personal information may also be identifiable through the 'mosaic effect'. The mosaic effect is a concept that illustrates how elements of information may be non-identifiable on their own but when combined could become personally identifiable. For example, a male in his 20s who lives in Vancouver and drives a black Honda would not be identifiable. However, a male in his 60s who lives in Smithers and drives a yellow Lamborghini would be identifiable.
5. "PIA" means a Privacy Impact Assessment performed in accordance with the requirements of FIPPA;
6. "Privacy Officers" mean the Secretary Treasurer and Director, IT for Learning, who have been designated by the Head as the Privacy Officers for the School District.
7. "Responsible Employee" means the Department Head or other Employee who is responsible for overseeing an Initiative, and in the event of doubt, means the Employee designated in the PIA as the Responsible Employee;
8. "Supplemental Review" means an enhanced process for reviewing the privacy and data security measures in place to protect sensitive Personal Information in connection with an Initiative involving the storage of Personal Information outside of Canada.

DESIGNATE ACCOUNTABILITY

School districts must designate the appropriate level of position that holds accountability for each PIA. The level of responsibility should vary in proportion to the sensitivity of the personal information involved and the risks of the initiative. The person responsible for the initiative must ensure that they have read, agreed with and accepted the risks and mitigation strategies. The PIA must finally be reviewed, approved and 'signed off' by the Privacy Officer and/or Head of the public body

RESPONSIBILITIES OF THE HEAD

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

delegation.

RESPONSIBILITIES OF THE PRIVACY OFFICERS

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

RESPONSIBILITIES OF ALL EMPLOYEES

All Employees are responsible for:

1. As per the Greater Victoria School District Purchasing Regulation (<https://www.sd61.bc.ca/our-district/documents/name/regulation-3323-purchasing-services/>) Employees should understand that all purchases of software must be pre-approved by the Information Technology for Learning Department to ensure the completion of a Privacy Impact Assessment and compliance with the Freedom of Information and Protection of Privacy Act.
- 1.2. Any Employees responsible for developing or introducing a new or significantly revised Initiative that involve or may involve the collection, use, disclosure or processing of Personal Information by the School District must report that Initiative to the Privacy Officer at an early stage in its development.
- 2.3. All Employees involved in a new or significantly revised Initiative will cooperate with the Privacy Officer and provide all requested information needed to complete the PIA.
- 3.4. All Employees will, at the request of the Privacy Officer, cooperate with the Privacy Officer in the preparation of any other PIA that the Privacy Officer decides to perform.

THE ROLE OF THE RESPONSIBLE EMPLOYEE

Responsible Employees are responsible for:

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

INITIATIVES INVOLVING THE STORAGE OF PERSONAL INFORMATION

Administrative Regulation

3

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

CONTACT INFORMATION

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

REVIEW

This Administrative Regulation relates to newly amended legislation for public bodies and will therefore be reviewed annually until further notice.

RELATED ACTS AND REGULATION

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

SUPPORTING REFERENCES, POLICIES, REGULATIONS AND FORMS

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

DRAFT

CRITICAL INCIDENT AND PRIVACY BREACH

PURPOSE

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

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

If a school district experiences a breach incident, it is important that it acts quickly to assess the nature and extent of any harm that might arise from disclosure. Understanding how affected individuals may be impacted by a privacy breach places the district in the best position to determine how to mitigate any negative consequences flowing from the breach.

"Harm" must be assessed with a view to all of the surrounding circumstances, including the nature and sensitivity of the personal information, the nature of the breach (e.g., malicious actor or inadvertent breach), and the likelihood of the information being used for unauthorized purposes.

Public bodies have a mandatory obligation to notify affected individuals and to report privacy breaches without unreasonable delay in any circumstances where the breach incident gives rise to a risk of "significant harm". Significant harm includes financial loss, physical harm and identity theft, but it also includes other types of harm like physical harm, humiliation, damage to reputation, and loss of employment. The phrase "significant harm" is defined in section 36.3 of the Act

WHAT IS A 'PRIVACY BREACH'

A "privacy breach" refers to the theft or loss, or the collection, use or disclosure of personal information that is not authorized under FIPPA. If a privacy breach occurs in relation to personal information within the control of the school district, then the district is responsible for responding to the breach and mitigating any harmful effects arising from the incident.

The term "privacy breach" is defined in section 36.3 of FIPPA, Privacy breaches should be responded to with urgency to ensure impacted individuals are able to take immediate action to protect themselves from potential harm.

HOW CAN STAFF REPORT A PRIVACY BREACH OR CRITICAL INCIDENT?

There are multiple ways for staff to report a privacy breach or critical incident

1. Email the Privacy Officers at privacy@sd61.bc.ca
2. Submit a Help Desk ticket to the IT for Learning Department explaining the concern. Click the orange button on the Tech For Learning website to submit a ticket (<https://techforlearning.sd61.bc.ca/>) or email helpdesk@sd61.bc.ca
3. Phone the IT For Learning Help Desk at (250) 475-4188 (working hours apply)

SCOPE & RESPONSIBILITY

All Staff of the School District are expected to be aware of and follow this Regulation in the event of a privacy breach.

DEFINITIONS

1. “Head” means the Superintendent, and includes any person to whom the Head has delegated their powers by written instrument.
2. “Personal Information” means any recorded information about an identifiable individual that is within the control of the School District, and includes information about any student or any Staff member of the School District. Personal Information does not include business contact information, such as email address and telephone number, that would allow a person to be contacted at work. Personal information may also be identifiable through the 'mosaic effect'. The mosaic effect is a concept that illustrates how elements of information may be non-identifiable on their own but when combined could become personally identifiable. For example, a male in his 20s who lives in Vancouver and drives a black Honda would not be identifiable. However, a male in his 60s who lives in Smithers and drives a yellow Lamborghini would be identifiable.
3. “Privacy Breach” means the theft or loss of or the collection, use or disclosure of Personal Information not authorized by FIPPA, and includes cyber and ransomware attacks and other situations where there are reasonable grounds to believe that any such unauthorized activities have taken place or there is a reasonable belief that they will take place.
4. “Privacy Officers” means the positions designated by the Head as Privacy Officers for the School District, which are the Secretary Treasurer and the Director of IT for Learning;
5. “Records” means books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or other mechanism that produces records;
6. “Staff” refers to all employees of the School District. Under FIPPA, staff also refers to contractors and volunteers who are expected to adhere to all relevant School District policies and regulations,

RESPONSIBILITIES OF THE HEAD

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

RESPONSIBILITIES OF ALL EMPLOYEES

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

PRIVACY BREACH RESPONSE

1. Step One – Report and Contain

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

2. Step Two – Assessment and Containment

- a. The Privacy Officers shall take steps to, in consultation with the Head, contain the Privacy Breach by making the following assessments:
 - i. the cause of the Privacy Breach;

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

3. Step Three – Notification

- a. If the Head determines that the Privacy Breach could reasonably be expected to result in Significant Harm to individuals, then the Head shall make arrangements to:
- i. report the Privacy Breach to the Office of the Information and Privacy Commissioner; and
 - ii. provide notice of the Privacy Breach to affected individuals, unless the Head determines that providing such notice could reasonably be expected to result in grave or immediate harm to an individual's safety or physical or mental health or threaten another individual's safety or physical or mental health.
- b. If the Head determines that the Privacy Breach does not give rise to a reasonable expectation of Significant Harm, then the Head may still proceed with notification to affected individual if the Head determines that notification would be in the public interest or if a failure to notify would be inconsistent with the School District's obligations or undermine public confidence in the School District.

- c. Determinations about notification of a Privacy Breach shall be made without delay following the Privacy Breach, and notification shall be undertaken as soon as reasonably possible. If any law enforcement agencies are involved in the Privacy Breach incident, then notification may also be undertaken in consultation with such agencies.

4. Step 4 – Prevention

- a. The Head, or the Privacy Officers in consultation with the Head, shall complete an investigation into the causes of each Breach Incident reported under this Administrative Regulation, and shall implement measures to prevent recurrences of similar incidents. These measures shall be incorporated into the regular Privacy Management Program review.

CONTACT INFORMATION

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

REVIEW

This Administrative Regulation relates to newly amended legislation for public bodies and will therefore be reviewed annually until further notice.

RELATED ACTS AND REGULATION

School Act and Regulations

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

SUPPORTING REFERENCES, POLICIES, REGULATIONS AND FORMS

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

BYLAW 9220

ADMINISTRATIVE REGULATIONS

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

1. Definition

An Administrative Regulation outlines specific and detailed instructions which:

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

2. Formulation and Compilation

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

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

3. Presentation

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

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

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

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

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

Minor Updating Process

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

Greater Victoria School District

Adopted: December 16, 1968
Revised: July 1975
Revised: September 11, 1978
Revised: August 1981, November 1981
Revised: January 1997
Adopted: February 25, 2002
Reviewed: March 2012
Revised: December 14, 2022

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

Mike Knudson – Director, Human Resource Services

To: Operations Policy and Planning Committee

From: Mike Knudson, Director, Human Resource Services

Date: November 20, 2023

RE: Scent Sensitive Workplace Policy

Background:

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

Context:

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

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

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

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

Strategies/initiatives re a Scent Sensitive Workplace:

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

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve draft Policy XXXX Scent Sensitive Workplace.

POLICY

SCENT SENSITIVE WORKPLACE

Drafted: Nove 11, 2023

Adopted: _____

Revised: Pending

Frequency of Review: Annual

1.0 RATIONALE

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

2.0 DEFINITIONS

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

3.0 POLICY

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

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

4.0 RESPONSIBILITIES

- 4.1 Principals/Managers/Supervisors have a responsibility to ensure that all reasonable steps are taken to make the working environment safe for those with chemical sensitivities in the same manner that any other health issue or safety hazard is addressed (**including consideration of ventilation options**). In the interest of creating and maintaining a safe and healthy working environment, this policy will assist Principals/Managers/Supervisors with implementing a scent sensitive workplace.

- 4.2 Section 21(1)(a) of the Workers Compensation Act requires that every employer must ensure the health and safety of all workers working for that employer. Section 22(1)(a) of the Workers Compensation Act requires that every employer must remedy any workplace conditions that are hazardous to the health or safety of the employer's workers.
- 4.3 The BC Human Rights Code creates a duty or an obligation to accommodate, including under the ground of disability. The District is legally obliged to accommodate employees with a disability to the point of undue hardship.

5.0 REFERENCES

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

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - October 2023

	2023-2024							2022-2023				
	Budget	Oct 2023	YTD	Available	%			Budget	Oct 2022	YTD	Available	%
602 CE/HL OTHER FEES	50	30	30	20	40%	!!		20	0	30	(10)	-50%
605 CE/HL REGISTRATION FEES	7,300	600	3,600	3,700	51%	!!		5,100	440	2,840	2,260	44%
621 MINISTRY BLOCK FUNDING	214,957,633	20,933,170	45,251,643	169,705,990	79%	!!		194,583,765	18,929,544	40,920,365	153,663,400	79%
629 OTHER MIN OF ED GRANTS	6,194,255	107,339	215,788	5,978,467	97%	!!		2,214,753	107,246	215,695	1,999,058	90%
641 REVENUE -OTHER PROV MINISTRIES	287,983	0	92,531	195,452	68%	!!		111,290	0	83,852	27,438	25%
642 REVENUE -OTHER SCHOOL DISTRICTS	2,700	0	0	2,700	100%	!!		3,240	540	540	2,700	83%
644 CE/HL COURSE FEES	10,000	0	1,420	8,580	86%	!!		2,900	710	1,420	1,480	51%
645 REVENUE-CAFETERIA	46,317	28,616	46,315	2	0%	!!		30,621	19,636	26,842	3,779	12%
647 OFFSHORE STUDENTS TUITION FEES	15,670,739	854,045	14,406,105	1,264,634	8%	!!		15,104,719	475,708	12,206,950	2,897,769	19%
648 LOCAL EDUCATION AGREEMENTS	757,317	0	174,491	582,827	77%	!!		989,902	0	205,007	784,895	79%
649 MISC FEES & REVENUE	997,023	101,551	839,802	157,221	16%	!!		1,540,102	108,738	837,793	702,309	46%
651 COMMUNITY USE OF FACILITIES	1,995,714	187,082	406,799	1,588,915	80%	!!		1,687,020	240,460	510,898	1,176,122	70%
652 COMMUNITY USE OF FIELDS	82,857	32,261	32,261	50,596	61%	!!		83,218	275	275	82,943	100%
653 COMMUNITY USE OF THEATRE	49,806	19,572	25,362	24,444	49%	!!		59,144	4,399	8,702	50,442	85%
654 PARKING FEES	35,878	11,668	12,106	23,772	66%	!!		36,860	1,437	6,590	30,270	82%
655 RENTALS LIAB INS REVENUE	6,361	486	5,019	1,342	21%	!!		6,120	470	5,436	684	11%
659 OTHER RENTALS & LEASES	792,142	31,170	303,794	488,348	62%	!!		768,212	29,359	296,688	471,524	61%
661 INTEREST	58,600	5,110	19,790	38,810	66%	!!		6,100	5,565	9,861	(3,761)	-62%
669 INVESTMENT REVENUE	1,406,600	187,444	652,651	753,949	54%	!!		362,660	129,345	392,801	(30,141)	-8%
671 SURPLUS FROM PRIOR YEAR	6,224,545	0	6,841,658	(617,113)	-10%	!!		6,717,367	8,218,621	8,218,621	(1,501,254)	-22%
GRAND TOTAL	249,583,820	22,500,143	69,331,163	180,252,657	72%			224,313,113	28,272,493	63,951,206	160,361,907	71%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - October 2023

	2023-2024							2022-2023						
	Budget	Oct 2023	YTD	Encumbrances	Total Exp	Available	%	Budget	Oct 2022	YTD	Encumbrances	Total Exp	Available	%
SALARIES														
111 CERTIFICATED TEACHERS	107,467,049	10,786,837	21,472,133		21,472,133	85,994,916	80%	96,999,420	9,454,644	18,841,926		18,841,926	78,157,494	81%
112 P&VP SALARIES	14,646,394	1,391,577	4,792,052		4,792,052	9,854,342	67%	14,111,193	1,154,179	4,655,812		4,655,812	9,455,381	67%
114 ALLIED SPECIALISTS	1,939,613	186,712	372,046		372,046	1,567,567	81%	1,833,306	183,506	366,676		366,676	1,466,630	80%
115 DEPARTMENT HEAD ALLOWANCES	292,238	32,973	53,829		53,829	238,409	82%	265,171	38,767	51,626		51,626	213,545	81%
120 EXEMPT STAFF (CERT)	1,081,995	93,996	327,905		327,905	754,090	70%	965,970	74,426	288,393		288,393	677,577	70%
121 EXEMPT STAFF (NON-CERT)	4,456,094	361,006	1,189,566		1,189,566	3,266,528	73%	3,781,838	281,595	1,101,545		1,101,545	2,680,293	71%
122 CUSTODIANS	2,081,997	155,317	583,499		583,499	1,498,498	72%	1,436,744	118,041	474,355		474,355	962,389	67%
123 JANITORS	4,315,060	303,220	1,391,132		1,391,132	2,923,928	68%	4,008,951	305,168	1,327,558		1,327,558	2,681,393	67%
125 FOREPERSON	619,901	45,695	221,079		221,079	398,822	64%	518,053	27,569	135,748		135,748	382,305	74%
126 TRADESPEOPLE	4,463,137	294,498	1,356,786		1,356,786	3,106,351	70%	3,953,725	302,621	1,343,799		1,343,799	2,609,926	66%
131 SCHOOL ASSISTANT SALARIES	21,324,786	1,743,313	3,081,179		3,081,179	18,243,607	86%	18,783,994	1,583,215	2,874,571		2,874,571	15,909,423	85%
142 CLERICAL SALARIES	10,354,782	786,289	2,401,266		2,401,266	7,953,516	77%	9,008,060	699,270	2,206,646		2,206,646	6,801,414	76%
161 TTOC SALARIES	9,289,852	1,131,581	2,059,572		2,059,572	7,230,280	78%	7,768,180	1,119,850	1,840,415		1,840,415	5,927,765	76%
165 RELIEF LABOUR	343,391	39,605	113,095		113,095	230,296	67%	281,852	40,401	144,487		144,487	137,365	49%
166 382 EXTRA STAFF SALARIES	336,199	9,368	155,975		155,975	180,224	54%	309,591	7,538	97,337		97,337	212,254	69%
167 SCHOOL ASSIST RELIEF	254,358	92,734	193,990		193,990	60,368	24%	271,705	32,486	61,368		61,368	210,337	77%
168 CASUAL CLERICAL SALARIES	77,787	2,992	24,776		24,776	53,011	68%	77,774	1,105	15,880		15,880	61,894	80%
170 FRENCH LANG ASSIST	28,700	2,530	6,382		6,382	22,318	78%	0	0	0		0	0	0%
191 TRUSTEES INDEMNITY	248,841	20,400	81,601		81,601	167,240	67%	232,137	19,097	76,389		76,389	155,748	67%
199 RECOVERIES	(1,244,052)	(15,464)	(36,568)		(36,568)	(1,207,484)	97%	(95,508)	(13,801)	(67,939)		(67,939)	(27,569)	29%
TOTAL -- SALARIES	182,378,122	17,465,181	39,841,298	0	39,841,298	142,536,824	78%	164,512,156	15,429,677	35,836,592	0	35,836,592	128,675,564	78%
BENEFITS														
211 TEACHER BENEFITS	26,573,546	2,178,290	5,650,733		5,650,733	20,922,813	79%	23,279,867	1,885,859	4,991,527		4,991,527	18,288,340	79%
212 P&VP BENEFITS	3,061,094	220,947	833,592		833,592	2,227,502	73%	2,878,683	189,702	843,307		843,307	2,035,376	71%
214 ALLIED SPECIALISTS BENEFITS	420,897	35,563	88,980		88,980	331,917	79%	423,495	34,507	85,272		85,272	338,223	80%
215 DEPT HEAD ALLOWANCE BENEFITS	71,598	6,334	13,405		13,405	58,193	81%	63,641	7,287	10,177		10,177	53,464	84%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	435,998	128	(227,525)		(227,525)	663,523	152%	443,778	13,813	(156,384)		(156,384)	600,162	135%
220 EXEMPT (CERT) - BENEFITS	205,579	14,483	54,651		54,651	150,928	73%	178,705	11,805	50,407		50,407	128,298	72%
221 EXEMPT (N-CERT) BENEFITS	868,937	52,565	208,524		208,524	660,413	76%	722,329	46,613	202,349		202,349	519,980	72%
222 CUSTODIAN BENEFITS	463,817	37,462	145,347		145,347	318,470	69%	300,279	28,367	121,993		121,993	178,286	59%
223 JANITOR BENEFITS	961,371	73,323	350,467		350,467	610,904	64%	837,871	69,075	318,939		318,939	518,932	62%
225 FOREPERSON BENEFITS	135,946	7,665	44,767		44,767	91,179	67%	108,273	5,342	30,891		30,891	77,382	71%
226 TRADESPEOPLE BENEFITS	979,344	58,423	311,614		311,614	667,730	68%	826,327	66,700	308,328		308,328	517,999	63%
231 SCHOOL ASSISTANT BENEFITS	5,360,461	442,791	957,021		957,021	4,403,440	82%	4,508,159	397,345	849,635		849,635	3,658,524	81%
242 CLERICAL BENEFITS	2,589,097	209,377	690,475		690,475	1,898,622	73%	2,161,932	172,058	608,725		608,725	1,553,207	72%
261 TTOC BENEFITS	1,830,118	240,474	463,869		463,869	1,366,249	75%	1,482,352	230,533	381,133		381,133	1,101,219	74%
265 RELIEF LABOUR BENEFITS	36,056	4,371	13,310		13,310	22,746	63%	27,903	4,328	14,819		14,819	13,084	47%
266 382 EXTRA STAFF BENEFITS	35,300	907	16,289		16,289	19,011	54%	30,650	713	10,070		10,070	20,580	67%
267 SCHOOL ASSISTANT RELIEF BENEFITS	28,038	10,735	22,578		22,578	5,460	19%	27,445	3,552	6,814		6,814	20,631	75%
268 CASUAL CLERICAL BENEFITS	8,689	401	4,057		4,057	4,632	53%	7,772	204	2,326		2,326	5,446	70%
271 FRENCH LANG ASSIST BENEFITS	3,186	541	541		541	2,645	83%	0	0	0		0	0	0%
291 TRUSTEE BENEFITS	18,414	1,610	6,439		6,439	11,975	65%	13,464	1,100	4,401		4,401	9,063	67%
299 OTHER - BENEFITS	(243,107)	0	0		0	(243,107)	100%	58	0	0		0	58	100%
TOTAL -- BENEFITS	43,844,379	3,596,395	9,649,135	0	9,649,135	34,195,244	78%	38,322,983	3,168,903	8,684,729	0	8,684,729	29,638,254	77%
SERVICES & SUPPLIES														
311 AUDIT	30,988	0	(3,556)		(3,556)	34,544	111%	29,972	2,540	1,016		1,016	28,956	97%
312 LEGAL	250,000	12,065	30,978		30,978	219,022	88%	225,000	62,274	82,132		82,132	142,868	63%
321 SOFTWARE MAINTENANCE	1,121,536	9,131	863,528	54,054	917,582	203,954	18%	1,068,131	94,082	799,411	71,163	870,574	197,557	18%
324 HARDWARE MAINTENANCE	118,130	32,824	59,369		59,369	58,761	50%	109,741	45,138	98,442		98,442	11,299	10%
331 CONTRACTED TRANSPORTATION	910,806	76,810	136,812	898,550	1,035,362	(124,556)	-14%	880,500	67,983	89,507	815,840	905,347	(24,847)	-3%
332 TRANSPORTATION ASSISTANCE	15,000	3,656	6,436		6,436	8,564	57%	15,000	3,128	5,330		5,330	9,670	64%
334 SCHOOL JOURNEYS	8,560	9,844	43,860		43,860	(35,300)	-412%	8,494	180	20,066		20,066	(11,572)	-136%
341 PRO-D & TRAVEL	939,822	86,777	178,733		178,733	761,089	81%	1,174,378	68,257	281,988	9,361	291,349	883,029	75%
342 TRAVEL MILEAGE	2,134	321	1,668		1,668	466	22%	2,800	210	210		210	2,590	93%
343 LOCAL MILEAGE	71,935	5,863	10,371		10,371	61,564	86%	69,835	6,052	11,896		11,896	57,939	83%
364 LEASES	21,851	7,465	7,465		7,465	14,386	66%	109,851	9,154	36,617		36,617	73,234	67%
371 MEMBERSHIP FEES	113,163	1,507	95,038		95,038	18,125	16%	114,008	4,542	87,680		87,680	26,328	23%
391 PREMIUMS	479,973	428,838	531,715		531,715	(51,742)	-11%	427,403	3,840	89,161		89,161	338,242	79%
392 DEDUCTIBLES PAID	0	0	0		0	0	0%	0	0	0		0	0	0%
399 SERVICES RECOVERY	0	0	(10,793)		(10,793)	10,793	0%	0	0	(10,646)		(10,646)	10,646	0%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - October 2023

	2023-2024								2022-2023						
	Budget	Oct 2023	YTD	Encumbrances	Total Exp	Available	%		Budget	Oct 2022	YTD	Encumbrances	Total Exp	Available	%
421 VISA EXPENSE	16,000	2,768	7,376		7,376	8,624	54%	!!	16,000	1,564	4,452		4,452	11,548	72%
422 BANK SERVICE CHARGES	127,555	17,340	56,298		56,298	71,257	56%	!!	124,555	15,225	45,622		45,622	78,933	63%
431 LAND TELEPHONE	170,000	14,527	53,107		53,107	116,893	69%	!!	173,713	3,058	43,577		43,577	130,136	75%
438 CELL PHONES	170,098	17,931	63,206		63,206	106,892	63%	!!	173,245	16,963	67,216		67,216	106,029	61%
439 DIGITAL SERVICES RECOVERY	743,027	0	0		0	743,027	100%	!!	793,240	0	0		0	793,240	100%
441 POSTAGE	25,353	3,026	10,822	811	11,633	13,720	54%	!!	35,182	2,114	20,275	2,434	22,709	12,473	35%
444 COURIER SERVICE	13,262	1,678	8,728		8,728	4,534	34%	!!	25,733	6,898	13,237		13,237	12,496	49%
445 ADVERTISING	108,342	(3,723)	58,030		58,030	50,312	46%	!!	110,466	12,837	116,126		116,126	(5,660)	-5%
446 PHOTOCOPYING	72,402	28,326	47,690		47,690	24,712	34%	!!	81,308	28,947	44,776		44,776	36,532	45%
447 PRINTING SERVICES	9,539	58	1,254		1,254	8,285	87%	!!	10,458	1,780	3,737		3,737	6,721	64%
448 AGENT FEE	261,647	284,394	1,014,633		1,014,633	(752,986)	-288%	!!	819,926	217,857	875,780		875,780	(55,854)	-7%
450 GRANTS	63,765	0	0		0	63,765	100%	!!	68,515	0	0		0	68,515	100%
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100%	!!	7,800	0	0		0	7,800	100%
452 HONORARIA	11,600	1,875	4,075		4,075	7,525	65%	!!	13,100	3,300	4,700		4,700	8,400	64%
453 SCHOLARSHIPS	1,000	1,000	6,000		6,000	(5,000)	-500%	!!	8,450	4	4,204		4,204	4,246	50%
457 GIFT / GIFT CERTIFICATES	1,900	526	1,194		1,194	706	37%	!!	3,103	93	93		93	3,010	97%
459 LAUNDRY	0	0	0		0	0	0%	!!	0	0	0		0	0	0%
460 LICENCES	22,500	0	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	15,506	33,217	10,744	43,961	40,039	48%	!!	84,000	5,601	24,136	11,176	35,312	48,688	58%
467 FLEET TELEMATICS	24,500	440	7,804		7,804	16,696	68%	!!	24,500	905	10,152		10,152	14,348	59%
469 MISCELLANEOUS SERVICES	3,270,132	239,905	1,000,990	944,593	1,945,583	1,324,549	41%	!!	3,422,425	175,071	634,908	453,479	1,088,387	2,334,038	68%
481 PORTABLE MOVES	0	(5,000)	(5,000)		(5,000)	5,000	0%	!!	60,000	0	18,312		18,312	41,688	69%
499 COST RECOVERIES	0	0	0		0	0	0%	!!	(6,917)	(54)	(6,971)		(6,971)	54	-1%
501 CAFETERIA FOOD	80,842	35,416	58,046		58,046	22,796	28%	!!	71,940	30,442	30,442		30,442	41,498	58%
503 WOOD	1,000	1,524	8,748		8,748	(7,748)	-775%	!!	3,317	8,432	10,894		10,894	(7,577)	-228%
504 METAL	0	564	740		740	(740)	0%	!!	253	641	1,192		1,192	(939)	-371%
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	0	103		103	(103)	0%
508 AUTOMOTIVE	0	0	0		0	0	0%	!!	(43)	25	25		25	(68)	158%
511 ADMINISTRATIVE SUPPLIES	128,428	30,431	81,500		81,500	46,928	37%	!!	218,802	27,852	86,155		86,155	132,647	61%
512 COPY/PRINTER SUPPLIES	54,091	26,521	52,295		52,295	1,796	3%	!!	74,571	24,798	46,315		46,315	28,256	38%
514 JANITORIAL SUPPLIES	462,000	55,467	157,985		157,985	304,015	66%	!!	462,000	71,526	205,276		205,276	256,724	56%
515 VEHICLE SUPPLIES	45,000	17,167	49,846		49,846	(4,846)	-11%	!!	45,000	8,408	41,688		41,688	3,312	7%
516 MEDICAL SUPPLIES	961	331	1,651		1,651	(690)	-72%	!!	1,677	147	809		809	868	52%
517 TIRE PURCHASES	25,000	2,742	4,411		4,411	20,589	82%	!!	25,000	1,784	10,933		10,933	14,067	56%
518 VEHICLE FUEL PURCHASES	180,534	22,741	75,340		75,340	105,194	58%	!!	180,534	24,688	77,457		77,457	103,077	57%
519 INSTRUCTIONAL SUPPLIES	5,001,660	348,224	930,116	62,034	992,150	4,009,510	80%	!!	3,960,125	280,939	875,602	38,363	913,965	3,046,160	77%
520 BOOKS & GUIDES	822,748	26,494	60,792	864	61,656	761,092	93%	!!	778,226	31,692	63,268	509	63,777	714,449	92%
525 MAGAZINES & PERIODICALS	1,498	300	390		390	1,108	74%	!!	2,809	1,033	2,281		2,281	528	19%
530 AUDIO VISUAL MATERIALS	0	119	119		119	(119)	0%	!!	0	33	33		33	(33)	0%
534 SOFTWARE	6,458	4,142	15,183		15,183	(8,725)	-135%	!!	9,876	1,169	14,861		14,861	(4,985)	-50%
541 LIGHT & POWER	1,566,000	95,339	274,128		274,128	1,291,872	82%	!!	1,537,413	91,864	257,367		257,367	1,280,046	83%
551 GAS	1,810,000	61,827	19,385		19,385	1,790,615	99%	!!	1,340,500	272	(114,018)		(114,018)	1,454,518	109%
552 OIL	26,200	0	0		0	26,200	100%	!!	55,000	0	0		0	55,000	100%
561 WATER	442,000	176,047	329,012		329,012	112,988	26%	!!	442,617	53,793	149,323		149,323	293,294	66%
562 SEWER USER CHARGE	346,000	41,118	95,908		95,908	250,092	72%	!!	398,153	39,390	99,982		99,982	198,171	66%
563 STORMWATER	87,000	103,196	104,753		104,753	(17,753)	-20%	!!	80,678	82,581	82,581		82,581	(1,903)	-2%
572 GARBAGE DISPOSAL	165,000	16,715	32,482		32,482	132,518	80%	!!	255,000	16,441	31,134		31,134	223,866	88%
581 FURNITURE & EQUIP PURCH	570,905	71,887	212,376	158,611	370,987	199,918	35%	!!	602,230	25,507	191,685	120,754	312,439	289,791	48%
582 VEHICLE PURCHASES	65,000	1,635	1,635		1,635	63,365	97%	!!	341,925	0	275,681	43,274	318,955	22,970	7%
590 COMPUTER PURCHASES	2,200,545	30,810	1,269,866	5,213	1,275,079	925,466	42%	!!	1,783,907	80,229	815,023	37,064	852,087	931,820	52%
594 RECONCILIATION ADJUSTMENTS	0	805	1,963		1,963	(1,963)	0%	!!	0	102	167		167	(167)	0%
595 INTERFUND TRANSFER	0	0	0		0	0	0%	!!	(1,388,855)	0	0		0	(1,388,855)	100%
599 SUPPLIES RECOVERIES	(15,871)	(196)	(24,643)		(24,643)	8,772	-55%	!!	(11,462)	(2,510)	(12,475)		(12,475)	1,013	-9%
TOTAL -- SERVICES & SUPPLIES	23,361,319	2,467,046	8,135,940	2,147,591	10,283,531	13,077,788	56%	!!	21,477,974	1,761,095	6,760,926	1,603,417	8,364,343	13,113,631	61%
GRAND TOTAL	249,583,820	23,528,623	57,626,373	2,147,591	59,773,964	189,809,856	76%	!!	224,313,113	20,359,675	51,282,247	1,603,417	52,885,664	171,427,449	76%

2023-2024 Budget Change Report: October 2023 - Operating

	Revenue	Expenses
2023-2024 Preliminary Budget - Operating (Board Approved Apr 6-23)	239,638,436	243,980,495
Surplus Appropriation (Board Approved Apr 6-23)		
Budgeted 23-24 Surplus Appropriation - Allocated to Expense	4,342,059	
	4,342,059	0
Changes - Surplus Appropriation (Board Approved Sep 25-23)		
Net School Funded Balances	997,230	997,230
Purchase Order Commitments	826,655	826,655
Department Carry Forwards	2,261,658	2,261,658
	4,085,543	4,085,543
	248,066,038	248,066,038
Changes - Amended Budget		
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
2023-2024 Odyssey Program (Language Assistant)	30,400	33,586
Cafeteria Revenues to October 31	21,007	21,007
Misc Donations and Revenues to October 31	5,156	5,156
Total Changes:	1,515,714	1,605,859
2023-2024 Amended Budget - Operating to October 31, 2023	249,581,752	249,671,897
Contingencies and Fund Balances at June 30, 2023		
Unrestricted Operating Surplus (Contingency) - District (Pending Board Approval)	617,113	
	617,113	.27% of Revenue
Local Capital	557,564	
Ministry of Education and Child Care Restricted Capital	3,049,542	
	3,607,106	

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

CommunityLINK

Cost of Living Allowance (COLA)

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

2023-2024 Budget Change Report: October 2023 - Capital

Local Capital

Interest Income to October 31

Revenue	Expenses
9,614	
9,614	0

Ministry of Education and Child Care Restricted

Interest Income to October 31

33,147	
33,147	0

Update for November 20th, 2023

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

BUILDING MAINTENANCE SERVICES

- **Oaklands Elementary Shoring** – Waiting on structural engineer on plan for repairs, timelines and costs.
- **SJ Burnside Shoring** – Waiting on structural engineer on plan for repairs, timelines and costs.
- **Quadra Warehouse** – Exterior repair underway so water will not enter 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.
- **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 – complete.
 - Cedar Hill – complete.
 - Mount Douglas – 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 – 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

- **Esquimalt Woodshop Upgrade** – Contractors are working though the deficiencies from the Engineers. Five remaining pieces of equipment remain locked out until deficiencies complete.

Childcare Update

- **Hillcrest** – Electrical and mechanical inspections complete and passed.
- **Lake Hill** – At lock up stage, electrical and mechanical inspections complete and passed.
- **View Royal addition** – Interior nearing completion with schedules underway to be submitted the week of Nov 20th to the Township of View Royal for building occupancy. Expected opening Jan 2024.

- **McKenzie** – New parking lot complete. Childcare units underway with concrete forming and pouring week of Nov 13th.
- **Vic High** – Building permit received and site prep to commence spring 2024.

Classrooms

- **Sundance**– Planning underway for portable placement and occupancy Sept 2024.

MAJOR CAPITAL

Victoria High School

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

Cedar Hill Seismic Project

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

OPERATIONS

Custodial and Cartage

- The cartage team have been kept busy delivering ice melt and spreaders to all sites in preparation for colder months. Snow plans are in place for inclement weather for Grounds and Custodial staff to salt entrances, sidewalks and remove snow.
- Custodial Operations has continued to hire new staff since the summer. Our absenteeism has remained high through the first two months of the school year. The team will continue to hire staff to account for elevated absenteeism and in preparation for any potential retirements.
- Training opportunities have been shared with all custodial staff, including online learning on Bloodborne Pathogens. We hope this will keep staff safe while dealing with emergent messes in the schools.

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 1 brine truck in the winter fleet, plus all the snow blowers serviced and ready for the snow.

Grounds

- Transitioned from cutting and lawn care to fall leaf pick-up and drain clearing.
- Grounds team is working on projects at Vic High and has been building and installing players/coaching shelters, replacement of old site fencing, and ensuring roof access is blocked in the new design.

Training

- Extensive training has been organized and scheduled for the next few weeks
 - Snow Plow Operation

- Confined Space Training
- Fall Protection Training
- Training that is in the process of scheduling
 - Forklift Operation
 - Boom Safety and Operation
 - Scissor Lift Training

NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT

- The team was able to service all tec packages at Margaret Jenkins, Cedar Hill, Lansdowne, McKenzie, Colquitz, Spectrum, Oaklands and Lake Hill. The team installed a new system in Campus View and are prepping one classroom in Lambrick Park and one in Shoreline.
- Wiring underway for the security system upgrade at Marigold and Reynolds.
- The focus for the team on the Vic High site is to get the main network and communication infrastructure in place and operational, but the team is waiting on the electrical sub-contractor to complete their work on many floors.
- TELUS is upgrading many of the services in our schools from copper to fibre-optic cable. This has caused a large disruption in service and the team is working with TELUS daily to keep this project on track.

CLIMATE and ENERGY

- 2023/24 LED Lighting upgrades.
 - McKenzie Elementary complete (except for large gym).
 - Lake Hill Elementary complete (except for gym).
 - Shoreline Middle now 95% complete.
 - Rogers Elementary 60% complete.
- Continuous optimization investigation phase near completion at 3 sites.
 - Central Middle, Sir James Douglas and Torquay Elementary.
 - Implementation of energy savings underway.
- 2023/24 Educational awareness and Energy Wise Campaigns underway.
 - Climate Pledge Walls (pilot underway at Tillicum and Hillcrest Elementary)
 - Paper procurement campaign - completed
 - Space Heater Defeater – planning stages
 - Lights Out – Light Switch Stickers introduced in first 11 schools for 2023/24
 - Lights Out- Light Switch Stickers being introduced to next 12 schools.
 - Shut Out the Cold – Awareness Campaign on effect of open doors during heating season underway.
 - Shut Out the Cold – Door stickers introduced at 26 schools.
- Annual Strategic Energy Management Plan in progress – completion December 2023.



Victoria High School Seismic Upgrade /Addition Project SD61 – Board Report 31 – November 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 \$66.7 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	66,668,925	3,732,985		3,732,985	5%	65,753,510	915,415
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	7,774,359	(274,359)	67,488	(341,847)	-5%	7,600,962	173,397
Vic High Capital Support	10%	77,896	47,613	30,283		30,283	39%	26,627	20,986
SJ Capital Support	100%	117,336	117,336	0		0	0%	117,336	0
Vic High Millwork	80%	1,395,400	1,127,153	268,247		268,247	19%	1,066,707	60,446
Vic High Legal Fees	50%	62,000	125,378	(63,378)		(63,378)	-102%	117,170	8,207
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	6,229	43,771		43,771	88%	5,274	955
A Parker - Vic High Seismic Transportation	85%	145,000	113,013	31,987		31,987	22%	110,810	2,203
Vic High Project Management	80%	963,450	661,186	302,264		302,264	31%	642,361	18,825
Vic High Capital Tech Support	55%	135,835	168,817	(32,982)		(32,982)	-24%	108,917	59,899
SJ Capital Tech Support	0%	14,165	14,165	0		0	0%	14,165	0
A Parker - Vic High TTOC	0%	20,000	0	20,000		20,000	100%	0	0
Vic High Equipment	25%	2,200,000	997,159	1,202,841	364,103	838,738	38%	977,888	19,271
Prior Year Completed Expenses	0%	53,007	53,007	0		0	0%	53,007	0
		89,601,813	84,115,015	5,486,799	558,322	4,928,477	6%	82,835,411	1,279,604



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 and exterior cleaning are awarded.

Work Starting Soon or Underway:

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

Looking to December 2023

- Identification of deficiencies.
- Commissioning.
- 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 Field – Spreading the Soil Piles



2. Gladstone Street Entrance Paving





3. Learning Commons - Installation of Wood Slat Ceiling and Carved Doors



4. Andrews Gym – Installation of the Floor





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





Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report November 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 November 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	1,260,952	35,971,062		35,971,062	97%	259,636	1,001,316
Fees	70%	CP22D025	3,565,777	2,336,142	1,229,635	667,667	561,968	16%	2,333,411	2,731
Misc Capital Support	1%	CP22E025	100,000	3,328	96,672		96,672	97%	116	3,212
Moving, Cartage, Custodial	0%	CP22M025	140,667		140,667		140,667	100%		0
Project Management	30%	CP22P025	293,500	146,822	146,678		146,678	50%	139,833	6,989
School TTOC Budget	75%	CP22S025	20,000	17,686	2,314		2,314	12%	17,686	0
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	0
Reimbursed AFG	100%		181,396	181,396	0		0	0%	181,396	0
			45,271,798	4,069,069	41,202,729	667,667	40,535,062	90%	3,054,822	12,932

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.
- Monthly community updates are 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.
- Excavation of school site.
- Installing Rock Anchors.

10. Looking to December

- Under slab Mechanical and Electrical.



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

Appendix 3 – New Design and Site Plan

Site Plan

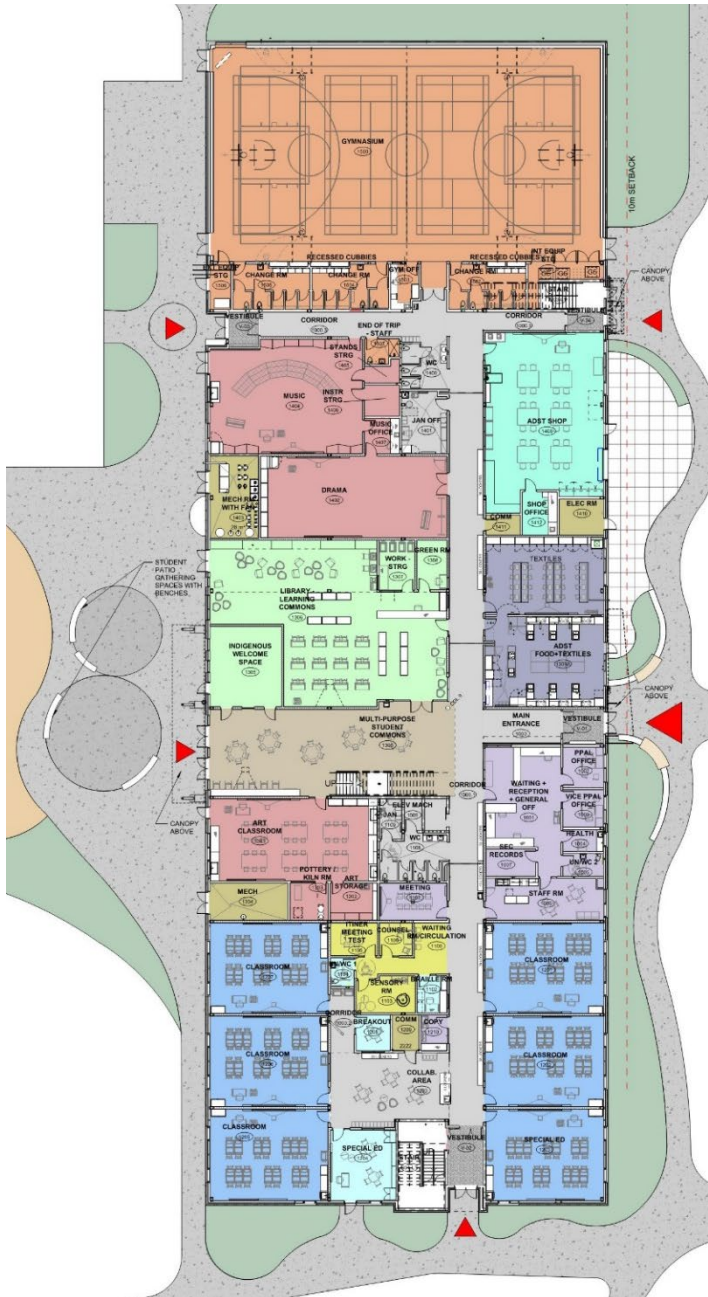




Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report November 2023

Floor Plans

Floor 1



Floor 2





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

Rendering



Progress Photos

Excavation of New School Site

