



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

AGENDA

VIA ZOOM

Monday, Dec 4, 2023, 7:00 p.m.

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

Chairperson: Trustee Mahbobi (Education Policy), Trustee Paynter (Operations Policy)

A. COMMENCEMENT OF MEETING

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

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda

Recommendation:

That the Dec 4, 2023 Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda be approved.

B. EDUCATION POLICY AND DIRECTIONS COMMITTEE

B.1. Approval of the Minutes

That the November 6, 2023 Education Policy and Directions Committee meeting minutes be approved.

B.2. Business Arising from Minutes

C. PRESENTATIONS TO THE COMMITTEE

Public

- C.1. Vic West Elementary School – Ginger McStravick and Tarrah Macdonald**
- C.2. Diversity, Equity, and Inclusion Training for Staff – Matt Christie**

Staff

- C.3. Enhancing Student Learning Report (ESLR) Memo and Presentations - Deputy Superintendent Caldwell**

Accessibility Act – Inclusion for Learning: District Principal McCartney, Victor Principal Naughton

All Levels Focus – Non Violent Crisis Intervention Whole School Approach: Macaulay Elementary Principal Snow, Vice Principal Henry

D. NEW BUSINESS

- D.1. Policy 6163.1 Learning Resources - Associate Superintendent Aerts**
- D.2. Policy 5145 Police Questioning of Students in Schools (Update) – Trustee Duncan**

E. NOTICE OF MOTION

F. GENERAL ANNOUNCEMENTS

G. OPERATIONS POLICY AND PLANNING COMMITTEE

- G.1. Approval of the Minutes**

Recommendation:

That the November 20, 2023 Operations Policy and Planning Committee meeting minutes be approved.

- G.2. Business Arising from Minutes**

H. PRESENTATIONS TO THE COMMITTEE

I. SUPERINTENDENT'S REPORT

- I.1. Policy and Regulation 8400 Whistleblower Protection**

Recommendation:

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

J. PERSONNEL ITEMS

K. FINANCE AND LEGAL AFFAIRS

K.1. Monthly Financial Report: November 2023

K.2. Budget Change Report: November 2023

L. FACILITIES PLANNING

L.1. Operations Update: November 2023

L.2. Victoria High School Seismic Project Update

L.3. Cedar Hill School Seismic Project Update

M. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

N. NEW BUSINESS

O. NOTICE OF MOTION

P. GENERAL ANNOUNCEMENTS

Q. ADJOURNMENT

Recommendation:

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)
Education Policy and Directions Committee Meeting
REGULAR MINUTES
Monday, November 6, 2023, 7:00 p.m.

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

Operations Policy and Planning members: Rob Paynter

Trustee Regrets: Angela Carmichael, Karin Kwan, Derek Gagnon

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Tom Aerts, Associate Superintendent, Andy Canty, Director, Information Technology for Learning, Dr. Jeff Davis, Director of International Student Program, Tina Pierik, VPVPA

Partners: Jane Massy, CUPE 947, Lena Palermo, GVTA, Nyssa Temmel, VCPAC

A. COMMENCEMENT OF MEETING

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

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Agenda

Moved by Trustee David

That the November 6, 2023 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved by Trustee Baillaut

That the October 16, 2023 Education Policy and Directions Committee meeting minutes, be approved.

Motion Carried Unanimously

A.4. Business Arising from Minutes

None.

B. PRESENTATIONS TO THE COMMITTEE

C. NEW BUSINESS

- C.1.** Associate Superintendent Aerts provided the memo and introduced District Principal Sean Powell and Teacher (.7 District Language Coordinator) Rosie Geuer who presented on French Immersion oral language development in the district. French immersion program represents approximately 19% of our overall population. Central Middle School Principal, Gillian Braun presented the 2023-2024 school goal for Central which is to have “Students feel safe, seen and supported”. Central Middle school is proud to have a diverse learning community with 37 different home languages spoken by students.

Trustees provided thanks and questions of clarification were asked.

- C.2.** Draft Regulation XXXX International Student Enrollment

Trustee Duncan provided suggested amendments to the regulation.

Amendment

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) amend Draft Regulation XXXX International Student Enrollment by removing “ ~~Students who are neither Canadian citizens nor have a permanent residence status are considered international students and may be enrolled in the District International Programs subject to the policies and regulations under Immigration, Refugees and Citizenship~~”

Canada (IRCC).” and replacing it with “The following regulation applies to International students who are students from outside Canada who does not meet the Ministry of Education’s funding eligibility requirements and/or has to obtain authorization from the Canadian government to enter Canada with the intention of pursuing studies.”

Motion Carried Unanimously

Moved by Trustee Duncan

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

Motion Carried Unanimously

- C.3.** Superintendent Whitten presented a report on International Student Program.

Questions of clarification were asked.

D. NOTICE OF MOTION

None.

E. GENERAL ANNOUNCEMENTS

None.

F. ADJOURNMENT

Moved by Trustee Baillaut

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 8:30 p.m.

REGULATION xxxx (New)

INTERNATIONAL STUDENT ENROLLMENT

Adopted:
Revised:
Frequency of Review:

BACKGROUND

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

PROCEDURES

Subject to applicable Board of Education policy and regulations, international students may be enrolled in the International Programs as full-time students at the elementary, middle and secondary levels for a fee if they are accepted following an application process and are prepared to meet the following conditions:

- 2.1 Demonstrations of functional literacy in English.
- 2.2 Indication of acceptable academic ability.
- 2.3 Live in an approved homestay, or with their parent(s) or legal custodian who will maintain adult (over twenty-five (25) years of age) supervision throughout the study period. Elementary school students will only be enrolled if they are living with a parent or have the approval of the Superintendent or designate.
- 2.4 Payment of the appropriate fees for the program which includes the application fee, medical insurance fees, program fees and homestay placement fees as required.
- 2.5 If they have been accepted to specialty programs within the District such as AP or Academies, and other specific school-based programs, payment of additional fees to cover the costs associated with these kinds of programs. These fees are determined by the Board.

3.0 Subject to applicable Board of Education policy and regulations, international students may be enrolled in the International Programs as short-term students at the elementary, middle and secondary levels for a fee if they are accepted following an application process and are prepared to meet the following conditions:

- 3.1 If they pay the appropriate fees for the program offered.

- 3.2 If they live in an approved homestay, or with their parent(s) or legal custodian who will maintain adult (over twenty-five (25) years of age) supervision throughout the study period.
- 3.3 If they have adequate medical insurance or pay for the coverage through a private insurer managed by the International Student Program staff.

4.0 Administration and Funding of the International Programs

- 4.1 The Director will submit a budget for review each year as part of the annual District budget process.
- 4.2 Sufficient funding as determined by the Superintendent or as directed by the Board of Education will be provided annually from the revenue generated from this program for the maintenance of the Victoria International Education (VIE) program infrastructure and ongoing marketing activities as well as for the development of new markets and programs.
- 4.3 The Director, in consultation with the Superintendent or designate, and the Secretary-Treasurer, or as directed by the Board of Education will determine the FTE of international students desired for each school year. The total number of international students enrolled in any given year will be reviewed and restricted in alignment with Board of Education's policy, and through the annual review process.
- 4.4 The Director will work closely with the Superintendent or designate, and the school-based administrators at elementary, middle, and secondary levels to facilitate the placement of appropriate students into the schools of the District in accordance with the Board of Education's student enrollment priorities.
- 4.5 The Victoria International Education staff will prepare all legal documentation required for the students to study in Canada.
- The VIE staff will ensure adult supervision of each international student during their study program in the District is maintained through the student's parent(s) or homestay arrangements.
- 4.6 The VIE staff will maintain communications with school personnel and the families abroad.

REFERENCES

Board of Education Policy xxxx International Student Enrollment

School Act s.75 Provision of education program

School Act s.82 Fees and deposits

School Regulation s.16 Deemed Residence

Ministry of Education eligibility for operating grant funding

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

Office of the Deputy Superintendent

Harold W Caldwell – Deputy Superintendent

To: Education Policy and Directions Committee

From: Harold W Caldwell, Deputy Superintendent

Date: December 4, 2023

RE: **Accessibility Act – Inclusion for Learning**

Our work continues to be guided by the Ministry's vision for student success, the Enhancing Student Learning Reporting Order and the GVSD61 Strategic Plan.

As a department, we are committed to and focused on helping schools to identify and reduce barriers in order to improve equity of access and opportunity for priority students. Specifically in our presentation, we will share how the Accessible BC Act implementation provides a structured approach to barrier identification and will result in an action plan to prioritize and address specific barriers.

We will also share how we are working proactively to support school teams as they support their students. This includes an update about Non-Violent Crisis Intervention (NVCi) training, with the addition of whole staff training in priority elementary schools. Macaulay Elementary School administrators will then share how this school-wide focus is supporting both their staff and students.

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

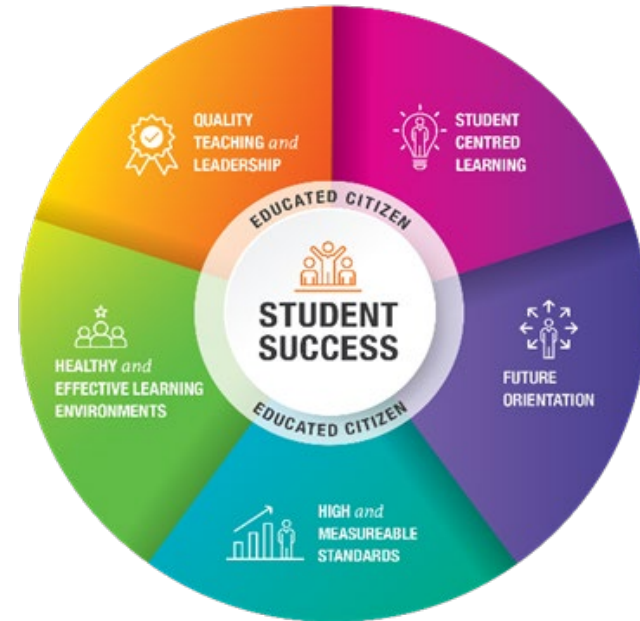
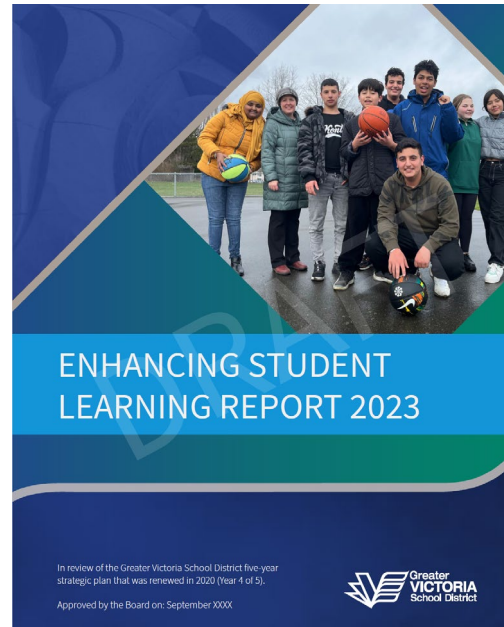
One *Learning* Community

Accessibility & Inclusive Learning

Macaulay Elementary School &
Inclusive Learning Department



What Guides Our Work?





Our Shared Work – Seeking Equity





Accessibility Act Implementation

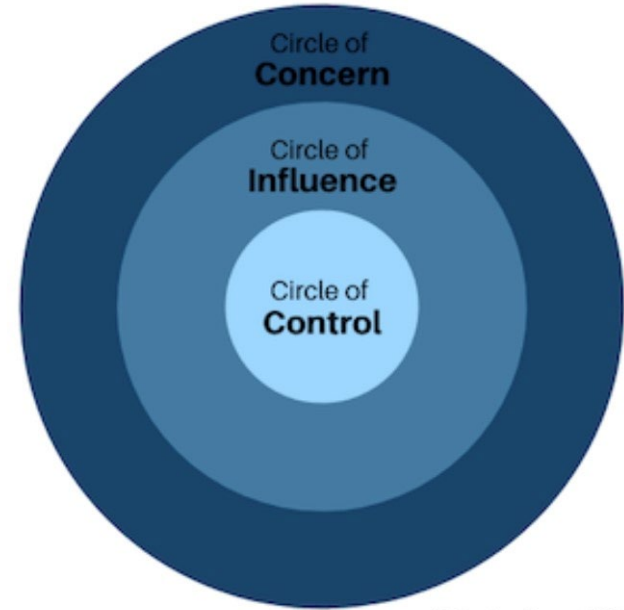
- Accessibility Advisory Group established with 3 initial meetings
- Staff working group responding to input and feedback

Current work:

- Accessibility Plan in draft (goal = publish January, 2024)
- Accessibility Survey in draft (goal = distribute January, 2024)

Target: publish full Accessibility Plan in early spring 2024

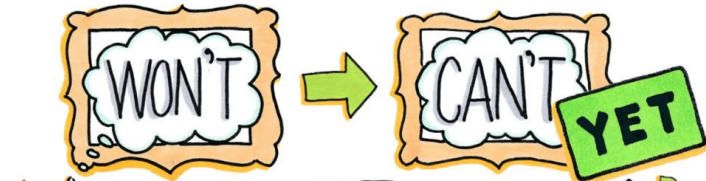
Our Current Context & Circle of Control



© Stephen Covey, 1990

REFRAME THE BEHAVIOUR

"KIDS DO WELL IF THEY CAN"
~ROSS GREENE



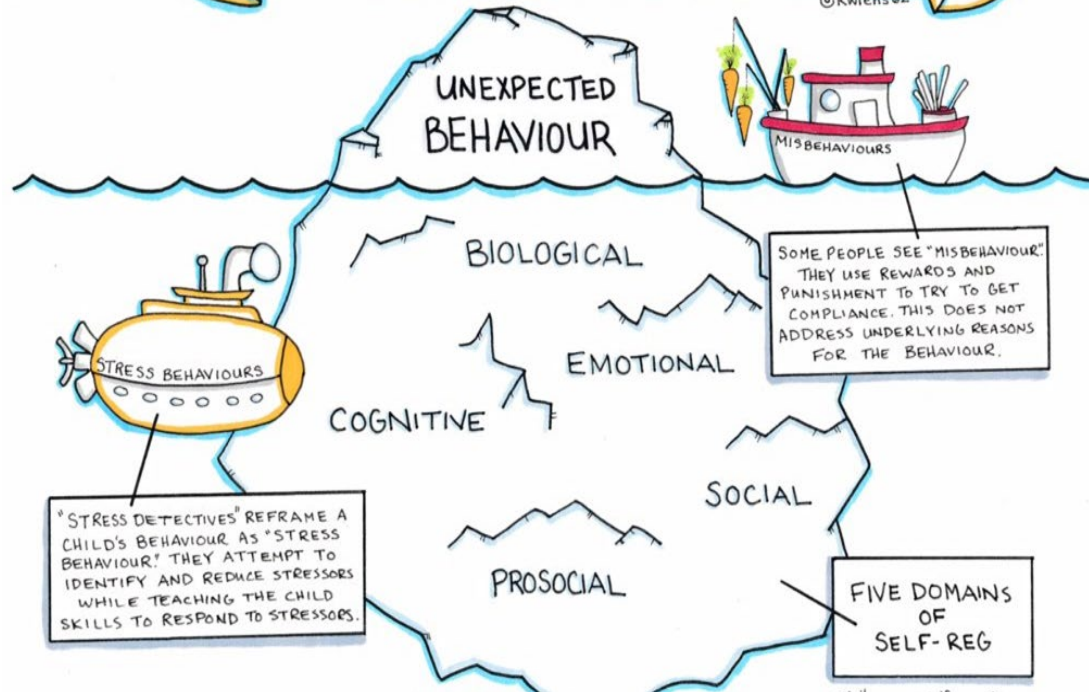
"SEE A CHILD DIFFERENTLY, YOU SEE A DIFFERENT CHILD"
~Dr. Stuart Shanker

When kids exhibit challenging behaviour we can be "STRESS DETECTIVES"...finding and removing barriers.

- FIND STRESSORS → REDUCE THEM
- FIND UNMET NEEDS → MEET THEM
- FIND SKILLS DEFICITS → TEACH THEM

BEHAVIOUR IS COMMUNICATION

@Kwien62



Current Proactive Supports

- Pro-D offering "Reframing Behaviour as Communication"
- NVCI training
 - 450 participants in 2023-24
 - Increase from 130 in 2022-2023
- VPP working group

NVCI @ Ecole Macaulay Elementary School

...

A whole school approach

The school context.....

- Ecole Macaulay Elementary School is considered one of the district priority schools and is located in the heart of Esquimalt Township with 505 students, 24 divisions (10 French + 14 English) and about 70 staff members
- Since COVID we noticed a significant decrease in students' ability to regulate independently and an increase in anxious type behaviours
- In the spring 2023, our Pro D & School Goals Committees developed some common language for implementing effective behaviour support and wanted to provide training for all staff in Non Violent Crisis Intervention training (NVCI)
- Working with our district team we wanted to ensure this was done early in the 2023-2024 school year
- On the September Pro D, all staff participated in a full day of training in NVCI facilitated by District Team members Nadine, Larissa and Maureen

What did we learn?

WE KNOW BETTER WE DO BETTER

 Fresh Face Ask for help	 Clear the space Less audience
 Flip the lid Pre-frontal cortex shut down	 Can't vs Won't Reframe behaviour
 FRESH PLACE Provide choice	 CO-REGULATE Time, space, activity
 Deep Breaths Slow down	 Limit setting Clear, Simple, short

We know better we do better

 Fresh Face Ask for help	 Clear the space Less audience
 Flip the lid Pre-frontal cortex shut down	 Can't vs Won't Reframe behaviour
 Fresh Place Provide choice	 Co-regulate TIME, SPACE, ACTIVITY
 Deep Breaths Slow down	 Limit setting CLEAR, SIMPLE, SHORT



NVCI- TIER 1

WE KNOW BETTER WE DO BETTER

ALL BEHAVIOUR IS A FORM OF COMMUNICATION

- Remember the Iceberg Model- what else is happening?
- Reframe behaviour- I won't vs I can't
- Kids do well if they can

3 P'S

- People**- relationship building, fresh face
- Place** (provide choice)- to feel calm, feel safe, and be regulated
- Programming**- what do learner skills are needed?

BEHAVIOUR INFLUENCES BEHAVIOUR

- Deep breaths
- Choose your words carefully
- Ask for help
- RESPONDING vs REACTING**
- Co-regulation: time, space, alternate activity
- Non-judgemental

COMMUNICATION

- If they can NOT produce language they are unable to process information/language
- Verbal** 10% - Short, simple, clear and use positive messages
- Paraverbal** 30% - Tone, volume, rhythm of speech
- Non-verbal** 60% - personal space, body language, touch, listening, empathy
- Considerations: culture, age, gender identity, cognitive functioning

SUPPORTIVE STANCE

- Position**- weight distributed, slight diagonal, arms at sides
- Posture**- relaxed, balanced, be mindful of your eye contact, head movements and facial expressions
- Proximity**- respect personal space (it varies from person to person)

RESPONDING

- SLOW** the moment down
- Verbal Escalation Continuum: Questioning, Refusal, Release, Intimidation, Tension Reduction
- Choose wisely what you insist upon in the moment
- Limit Setting**: respectful, simple, reasonable

DECISION MAKING

- Risk**- the chance of a bad consequence
- Likelihood**- the chance that an event or behaviour may occur
- Severity**- the level of harm that may occur to **SELF** or **OTHERS**

COPING

- Control
- Orient
- Patterns (antecedents/triggers)
- Investigate
- Negotiate
- Give

MITIGATE RISK AND INCREASE BELONGING AND SAFETY

NVCI- Tier 1

We Know Better We Do Better

All behaviour is a form of Communication

- Remember the Iceberg Model- what else is happening?
- Reframe behaviour- I won't vs I can't
- Kids do well if they can

3 P's

- People**- relationship building, fresh face
- Place** (provide choice)- to feel calm, feel safe, and be regulated
- Programming**- what learner skills are needed?

Behaviour influences Behaviour

- Deep breaths
- Choose your words carefully
- Ask for help
- RESPONDING vs REACTING**
- Co-regulation: time, space, alternate activity
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Communication

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Supportive stance

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Responding

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- Choose wisely what you insist upon in the moment
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Decision Making

- Risk**- the chance of a bad consequence
- Likelihood**- the chance that an event or behaviour may occur
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COPING

- Control
- Orient
- Patterns (antecedents/triggers)
- Investigate
- Negotiate
- Give

Using the least restrictive manner possible

How are we doing....10 weeks later.....

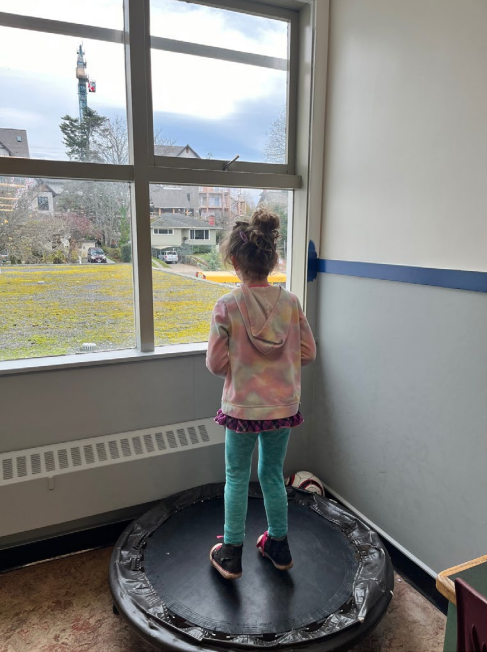
People (relationships)

Place (a place to feel calm, safe and be regulated)

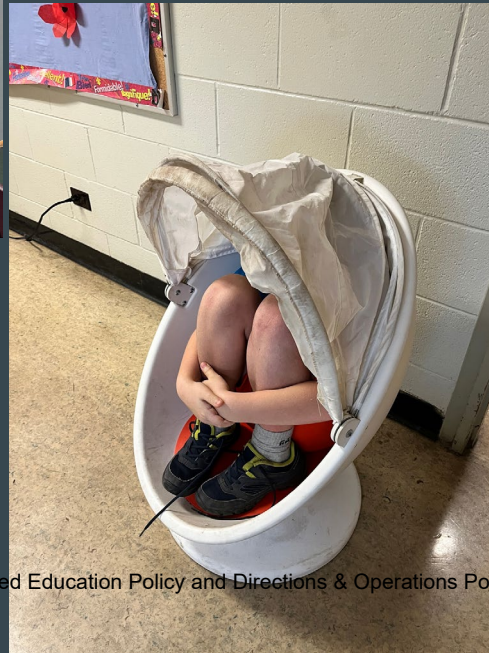
Programming (what learner skills are needed)

A shift in thinking.... Some of the big ideas

- **Student support plans** - ensures consistent support for our priority kids which includes a response team of people with relationship to the student(s); this helps keep students and staff supported and safe
- If people can do well, they will do well. We learned to reframe the behaviour from “they won’t do it” to “**they can’t do it.**”
- **Time and Space** - when students have “flipped their lid” they need time and space
- **Communication changes** - if they cannot produce language they cannot process language. We shift from verbal communication to non verbal communication (giving personal space, recognizing our body language, listening and showing empathy).
- **Respond vs. react** - choose our response carefully acknowledging our tone, volume, and using positive messages
- **Tension reduction** ~ rebuilding and re-establishing



Calming
spaces within
the school...



...accessible
to all,
anytime!



Next Steps....

- Continue to highlight common language at pro d and staff meetings
- Continue to revise our responses to student behaviour
- Continue to seek out complimentary Pro d (sensory/ behaviour detective in October)
- Dedicate funds towards supports for students who need additional tools and resources
- Continue with the district partnership and request additional input for additional supports when necessary.
- Continue to collaborate with community agencies to best support our students

We are student-centered.



POLICY 6163.1

LEARNING RESOURCES

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

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

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

Greater Victoria School District

Approved: March 1982

Suspended: March 1992

Renamed and Revised: February 27, 1995

POLICY 6163.1

LEARNING RESOURCES

1.0 RATIONALE

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

The District supports the provision of a wide range of learning resources at varying levels of difficulty with diversity and appeal to meet the needs of students and teachers. Further, access to learning resources needs to be equitably available to all, with no cost as a barrier to knowledge.

2.0 DEFINITIONS

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

3.0 POLICY

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

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

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

3.4 **The District believes learning resources should be available without charge.**

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

- 3.5 The District seeks to provide learning resources that promote a greater understanding among staff and students of the local Nations' history, territory, and contemporary matters.
- 3.6 The District seeks to partner with Elders, Knowledge Keepers, and community members to ensure that Indigenous ways of knowing and being are responsibly and respectfully integrated with learning resources and, where appropriate, reflected in learning resources.

3.7 Rationale for Learning Resources Selection

- 3.7.1 In selecting resource materials consideration will be made to include a wide variety of educationally appropriate materials that will provide for a range of teaching and learning styles. Priority should be given to Canadian and/or local content.
- 3.7.2 The resource fulfills the following social consideration principles by promoting diversity, appropriately representing the status areas of the BC Human Rights Code of race, colour, ancestry, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, and disability; incorporates diverse racial backgrounds and lived experiences, demonstrates equity, and reflects Indigenous, Black and People of Colour (IBPOC) voices; promotes respect for and understanding of inclusion and diversity in Canadian society; provides appropriate context for complex issues and demonstrates awareness of personal bias; emphasizes opportunities for critical thinking; and ensures that resources are current and do not contain offensive or stereotypical content except as needed to support learning about the effects of such damaging content.
- 3.7.3 All usages of materials will involve the teacher as the facilitator of learning as necessary; students will have some choice in materials selection for specific purposes, such as independent reading or research.
- 3.7.4 It is not expected that any single resource will be sufficient to teach a course; rather, a multimedia multifaceted approach is encouraged which integrates materials from different packages sources and media.

3.8 Criteria for the Evaluation of Learning Resources

Learning Resources will:

- 3.8.1 Be age and developmentally appropriate.

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

- 3.8.2 Be evaluated for **relevance, accuracy**, reliability, and bias.
- 3.8.3 Reflect cultural responsiveness, safety, and societal diversity.

3.9 Procedures for Selection of Learning Resources

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

4.0 RESPONSIBILITIES

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

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

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

5.0 REFERENCES

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

Greater Victoria School District

Approved: March 1982
Suspended: March 1992
Renamed and Revised: February 27, 1995
Revised xxxx, 2023



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

Operations Policy and Planning Committee Meeting

REGULAR MINUTES

Monday, November 20, 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: Diane McNally

Trustee Regrets: Natalie Baillaut, Mavis David, Emily Mahbobi

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Andy Canty, Director of Information Technology for Learning, Julie Lutner, Associate Secretary-Treasurer, Mike Knudson, Director of Human Resource Services, Connor McCoy, VPVPA

Partners: Cindy Romphf, GVTA, Shawna Abbott, CUPE 947

A. COMMENCEMENT OF MEETING

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

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Agenda

Moved by Trustee Gagnon

That the November 20, 2023 agenda be approved.

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved by Trustee Kwan

The date for the meeting was incorrect in the minutes and will be amended to the correct date.

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

Motion Carried Unanimously

A.4. Business Arising from Minutes

Trustee Paynter provided an update from the October 23, 2023 Operations Policy and Planning committee meeting stating that his suggested revision to the Whistle Blower policy will not be presented in the meeting tonight.

B. PRESENTATIONS TO THE COMMITTEE

Public Presentation

Denyse Zumach, Educational Assistant General (EAG) Mentor, presented on the benefits of the EAG Mentor position and requested an increase in the number of EAG Mentors in the District.

C. SUPERINTENDENT'S REPORT

C.1. Director of Information Technology for Learning Canty presented the draft Administrative Regulations for the Privacy Management Program.

Trustees provided feedback on the draft 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

Moved by Trustee Duncan

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.

Amendment

Moved by Trustee Duncan

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.

And Further

Direct the Superintendent to bring the Administrative Regulations to the Board of Education for review within one year at the Operations Policy and Planning meeting in November 2024.

Motion Carried Unanimously

Moved by Trustee Duncan

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

And Further

Direct the Superintendent to bring the Administrative Regulations to the Board of Education for review within one year at the Operations Policy and Planning meeting in November 2024.

Motion Carried Unanimously

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

Moved by Trustee Kwan

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

Motion Carried Unanimously

D. PERSONNEL ITEMS

None.

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: October 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

E.2. Budget Change Report: October 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

F. FACILITIES PLANNING

F.1. Operations Update: October 2023

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

Trustees had questions of clarification.

F.2. Victoria High School Seismic Project Update

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

Trustees had questions of clarification.

F.3. Cedar Hill Middle School Seismic Project Update

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

Trustees had questions of clarification.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

H. NEW BUSINESS

None.

I. NOTICE OF MOTION

None.

J. GENERAL ANNOUNCEMENTS

None.

K. ADJOURNMENT

Moved by Trustee Gagnon

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 8:30 p.m.

DRAFT

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: The Board of Education

FROM: Katrina Stride, Secretary-Treasurer

DATE: December 4, 2023

RE: **Policy and Regulation 8400 Whistleblower Protection**

Background

At the October 30, 2023 Regular Board meeting, Director of Human Resource Services Knudson presented a revised Policy 8400 Whistleblower Protection and a new Administrative Regulation 8400 Whistleblower Protection based on the template provided in BCPSEA's Public Interest Disclosure Policy Toolkit. The Board approved the revised Policy 8400 Whistleblower Protection and accepted the new Administrative Regulation 8400 Whistleblower Protection.

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

Amendments to Public Interest Disclosure Regulation

On November 27, 2023, government passed amendments to the *Government Body Designation (Public Interest Disclosure) Regulation*. These amendments confirm that the *Public Interest Disclosure Act* will come into force for school districts on December 1, 2023, and also contain a significant change that will affect the application of the *Act* for school districts. Specifically, the following section will be added:

3. For certainty, director within the meaning of the Public Interest Disclosure Act does not include a trustee of a board of education established under Part 4 of the School Act.

Based on this change, BCPSEA has updated the Public Interest Disclosure Policy Toolkit to remove its application to school trustees (as well as other, smaller improvements to the document).

Districts are required to implement the updated Policy, Administrative Procedure, and Disclosure Form templates by November 30, 2023 (replacing previously implemented versions of these documents, if applicable). However, BCPSEA has recognized that the timeline for implementing the updated templates will be a challenge for school districts and have expressed the same to the Office of the Ombudsperson. Nevertheless, BCPSEA is recommending implementation of the updated templates as soon as possible.

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

Recommended Motion

Director Knudson has updated Policy 8400 Whistleblower Protection and Administrative Regulation 8400 Whistleblower Protection based on the revised template provided in BCPSEA's Public Interest Disclosure Policy Toolkit. The updated Policy 8400 Whistleblower Protection and Administrative Regulation 8400 Whistleblower Protection are attached.

The following motion is recommended:

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

Supporting Documents

Revised Policy 8400 Whistleblower Protection
Revised Administrative Regulation 8400 Whistleblower Protection

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

POLICY 8400

WHISTLEBLOWER PROTECTION

Adopted: May 30, 2022
Revised: November 30, 2023
Frequency
of Review: Annual

1.0 RATIONALE

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

2.0 DEFINITIONS

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

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

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

3.0 POLICY

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

4.0 REPORTING

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

5.0 RESPONSIBILITIES

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

6.0 REFERENCES

- 6.1 *Public Interest Disclosure Act, 2019* **(as amended November 27, 2023).**
- 6.2 *Public Interest Disclosure Act (Dec 1, 2019), Ministry of Attorney General*
- 6.3 *Regulation 8400 Whistleblower Protection*

REGULATION 8400

WHISTLEBLOWER PROTECTION

Adopted: October 30, 2023
Revised: November 30, 2023
Frequency of Review:

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

1. DEFINITIONS

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

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

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

2. WHO MAY MAKE A DISCLOSURE

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

3. HOW TO MAKE A DISCLOSURE

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

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

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

4. HOW TO MAKE A DISCLOSURE ABOUT URGENT RISK

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

5. REFERRAL TO DESIGNATED OFFICER

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

6. RESPONSIBILITIES OF THE DESIGNATED OFFICER

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

7. RESPONSIBILITIES OF EMPLOYEES ~~AND TRUSTEES~~

1. All Employees ~~and Trustees~~ are responsible to:
 - a. make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
 - b. refrain from engaging in Reprisals and report all Reprisals in accordance with this Regulation and PIDA;
 - c. maintain the confidentiality of Personal Information received in connection with a Disclosure, request for Advice or Investigation in accordance with the Policy, this Regulation, and PIDA;
 - d. provide their reasonable cooperation with investigations by the School District or the Ombudsperson;
 - e. seek appropriate advice if uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and
 - f. comply with the requirements of this Regulation and PIDA concerning Urgent Risks.

8. INVESTIGATIONS

1. Every person involved in receiving, reviewing and investigating Disclosures must carry out those function in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under PIDA.
2. The School District shall seek to complete all Investigations within 90 calendar days of receipt of a Disclosure, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
3. The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
4. All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation, though overall responsibility and accountability for the Investigation remains with the Designated Officer.
5. The Designated Officer may consult with the Ombudsperson regarding a Disclosure or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.
6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
 - a. the Disclosure does not provide adequate particulars of the Wrongdoing;
 - b. the Disclosure is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure under the Policy or PIDA, or does not deal with Wrongdoing;

- c. the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;
 - d. the investigation of the disclosure would serve no useful purpose because the subject matter of the disclosure is being, or has been, appropriately dealt with;
 - e. the Disclosure relates solely to a public policy decision;
 - f. the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
 - g. the Investigation may compromise another investigation; or
 - h. PIDA otherwise requires or permits the School District to suspend or stop the Investigation.
7. Subject to the School District's obligations under FIPPA and section 3 above, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:
- a. notice of any finding of Wrongdoing;
 - b. a summary of the reasons supporting any finding of Wrongdoing;
 - c. any recommendations to address findings of Wrongdoing.

9. **PRIVACY AND CONFIDENTIALITY**

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

10. REPRISALS

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

Appendix A

Sample: Whistleblower Policy - Disclosure Form

INSTRUCTIONS

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

PRIVACY STATEMENT

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

CONFIDENTIALITY

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

COMPLETING THE DISCLOSURE FORM

The purpose of this Disclosure Form is to assist you in making a disclosure under the Whistleblower Protection Policy. The requested information is to ensure we have sufficient information to carefully review, investigate and respond to your disclosure. If you are unable to

provide all requested details at the time you make your initial disclosure, you may ask to submit additional details at a later time.

DISCLOSURE REPORT

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

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

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

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

- ☐ a serious misuse of public funds or public assets;
- ☐ gross or systemic mismanagement;
- ☐ knowingly directing or counselling a person to commit a wrongdoing described above.

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

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

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

DESCRIPTION OF ALLEGED WRONGDOING

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

☐ Yes ☐ No

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

REPORT DATE AND PERSON REPORTED TO

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

OTHER ACTION TAKEN

8. Do you know of any other organizations that are investigating the reported wrongdoing or whether other complaints or claims about the wrongdoing have been filed (e.g. court filings, grievance, human rights complaint, privacy complaint, police investigation, etc.). Please explain.

OTHER INVESTIGATIONS

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - November 2023 (as at November 30, 2023)

	2023-2024						2022-2023					
	Budget	Nov 2023	YTD	Available	%	!!	Budget	Nov 2022	YTD	Available	%	
602 CE/HL OTHER FEES	50	0	30	20	40%	!!	20	0	30	(10)	-50%	
605 CE/HL REGISTRATION FEES	7,300	40	3,640	3,660	50%	!!	5,100	0	2,840	2,260	44%	
621 MINISTRY BLOCK FUNDING	214,957,633	20,933,169	66,184,812	148,772,821	69%	!!	194,583,765	18,929,544	59,849,909	134,733,856	69%	
629 OTHER MIN OF ED GRANTS	6,194,255	199,034	414,822	5,779,433	93%	!!	2,214,753	94,430	310,125	1,904,628	86%	
641 REVENUE -OTHER PROV MINISTRIES	289,983	0	92,531	197,452	68%	!!	111,290	0	83,852	27,438	25%	
642 REVENUE -OTHER SCHOOL DISTRICTS	2,700	0	0	2,700	100%	!!	3,240	0	540	2,700	83%	
644 CE/HL COURSE FEES	10,000	0	1,420	8,580	86%	!!	2,900	0	1,420	1,480	51%	
645 REVENUE-CAFETERIA	79,574	33,251	79,566	8	0%	!!	41,566	14,445	41,287	279	1%	
647 OFFSHORE STUDENTS TUITION FEES	15,670,739	595,591	15,001,696	669,043	4%	!!	15,104,719	(75,365)	12,131,585	2,973,134	20%	
648 LOCAL EDUCATION AGREEMENTS	757,317	174,491	348,981	408,336	54%	!!	989,902	205,007	410,014	579,888	59%	
649 MISC FEES & REVENUE	1,403,807	115,936	955,738	448,069	32%	!!	1,545,552	408,728	1,246,521	299,031	19%	
651 COMMUNITY USE OF FACILITIES	1,995,714	824	407,622	1,588,092	80%	!!	1,687,020	2,576	513,474	1,173,546	70%	
652 COMMUNITY USE OF FIELDS	82,857	0	32,261	50,596	61%	!!	83,218	0	275	82,943	100%	
653 COMMUNITY USE OF THEATRE	49,806	0	25,362	24,444	49%	!!	59,144	0	8,702	50,442	85%	
654 PARKING FEES	35,878	34	12,140	23,738	66%	!!	36,860	102	6,691	30,169	82%	
655 RENTALS LIAB INS REVENUE	6,361	0	5,019	1,342	21%	!!	6,120	0	5,436	684	11%	
659 OTHER RENTALS & LEASES	792,142	124,920	428,714	363,429	46%	!!	768,212	225	296,913	471,299	61%	
661 INTEREST	58,600	5,775	25,565	33,035	56%	!!	6,100	4,622	14,483	(8,383)	-137%	
669 INVESTMENT REVENUE	1,406,600	31,115	683,766	722,834	51%	!!	362,660	17,059	409,860	(47,200)	-13%	
671 SURPLUS FROM PRIOR YEAR	6,224,545	0	6,841,658	(617,113)	-10%	!!	6,717,367	0	8,218,621	(1,501,254)	-22%	
						!!						
GRAND TOTAL	250,025,861	22,214,179	91,545,343	158,480,518	63%		224,329,508	19,601,373	83,552,578	140,776,930	63%	

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - November 2023 (as at November 30, 2023)

	2023-2024							2022-2023						
	Budget	Nov 2023	YTD	Encumbrances	Total Exp	Available	% !!	Budget	Nov 2022	YTD	Encumbrances	Total Exp	Available	%
SALARIES														
111 CERTIFICATED TEACHERS	107,302,369	10,901,127	32,373,260		32,373,260	74,929,109	70% !!	97,060,112	9,290,057	28,131,983		28,131,983	68,928,129	71%
112 P&VP SALARIES	14,646,394	1,223,380	6,015,432		6,015,432	8,630,962	59% !!	14,111,193	1,129,030	5,784,841		5,784,841	8,326,352	59%
114 ALLIED SPECIALISTS	1,939,613	204,610	576,657		576,657	1,362,956	70% !!	1,833,306	196,437	563,114		563,114	1,270,192	69%
115 DEPARTMENT HEAD ALLOWANCES	292,238	33,813	87,642		87,642	204,596	70% !!	265,171	26,029	77,655		77,655	187,516	71%
120 EXEMPT STAFF (CERT)	1,081,995	81,976	409,881		409,881	672,114	62% !!	965,970	74,426	362,819		362,819	603,151	62%
121 EXEMPT STAFF (NON-CERT)	3,964,878	321,663	1,511,229		1,511,229	2,453,649	62% !!	3,781,838	476,450	1,577,995		1,577,995	2,203,843	58%
122 CUSTODIANS	2,081,997	156,337	739,836		739,836	1,342,161	64% !!	1,436,744	52,958	527,313		527,313	909,431	63%
123 JANITORS	4,315,060	310,291	1,701,423		1,701,423	2,613,637	61% !!	4,008,951	148,336	1,475,894		1,475,894	2,533,057	63%
125 FOREMEN	619,901	45,423	266,502		266,502	353,399	57% !!	518,053	15,545	151,293		151,293	366,760	71%
126 TRADESMEN/LABOURERS	4,114,675	279,675	1,636,461		1,636,461	2,478,214	60% !!	3,953,725	161,896	1,505,695		1,505,695	2,448,030	62%
131 SCHOOL ASSISTANT SALARIES	21,329,587	1,858,350	4,939,529		4,939,529	16,390,058	77% !!	18,810,049	1,583,875	4,458,445		4,458,445	14,351,604	76%
142 CLERICAL SALARIES	9,891,617	783,739	3,185,005		3,185,005	6,706,612	68% !!	9,026,443	724,448	2,931,093		2,931,093	6,095,350	68%
161 TTOC SALARIES	9,398,998	1,283,866	3,343,438		3,343,438	6,055,560	64% !!	7,819,671	744,638	2,585,053		2,585,053	5,234,618	67%
165 RELIEF LABOUR	343,391	49,230	162,325		162,325	181,066	53% !!	281,852	18,906	163,394		163,394	118,458	42%
166 382 EXTRA STAFF SALARIES	336,199	13,568	169,543		169,543	166,656	50% !!	309,591	5,162	102,500		102,500	207,091	67%
167 SCHOOL ASSIST RELIEF	342,182	83,239	277,229		277,229	64,953	19% !!	284,968	15,471	76,839		76,839	208,129	73%
168 CASUAL CLERICAL SALARIES	97,534	3,035	27,811		27,811	69,723	71% !!	84,852	473	16,353		16,353	68,499	81%
170 MONITORS	28,700	2,769	9,151		9,151	19,549	68% !!	0	0	0		0	0	0%
191 TRUSTEES INDEMNITY	248,841	20,400	102,002		102,002	146,839	59% !!	232,137	19,740	96,129		96,129	136,008	59%
199 RECOVERIES	(67,785)	(9,240)	(45,808)		(45,808)	(21,977)	32% !!	(84,640)	(8,205)	(76,144)		(76,144)	(8,496)	10%
TOTAL -- SALARIES	182,308,384	17,647,251	57,488,549	0	57,488,549	124,819,835	68% !!	164,699,986	14,675,672	50,512,264	0	50,512,264	114,187,722	69%
BENEFITS														
211 TEACHER BENEFITS	26,533,200	2,034,953	7,685,686		7,685,686	18,847,514	71% !!	23,294,433	1,724,283	6,715,810		6,715,810	16,578,623	71%
212 P&VP BENEFITS	3,061,094	195,220	1,028,812		1,028,812	2,032,282	66% !!	2,878,683	181,830	1,025,137		1,025,137	1,853,546	64%
214 ALLIED SPECIALISTS BENEFITS	420,897	33,611	122,591		122,591	298,306	71% !!	423,495	34,841	120,112		120,112	303,383	72%
215 DEPT HEAD ALLOWANCE BENEFITS	71,598	6,061	19,466		19,466	52,132	73% !!	63,641	4,681	14,858		14,858	48,783	77%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	435,998	238,385	10,860		10,860	425,138	98% !!	443,778	2,272	(154,112)		(154,112)	597,890	135%
220 EXEMPT (CERT) - BENEFITS	205,579	12,874	67,525		67,525	138,054	67% !!	178,705	11,712	62,120		62,120	116,585	65%
221 EXEMPT (N-CERT) BENEFITS	773,151	47,280	255,804		255,804	517,347	67% !!	722,329	79,908	282,257		282,257	440,072	61%
222 CUSTODIAN BENEFITS	463,817	38,114	183,462		183,462	280,355	60% !!	300,279	16,558	138,551		138,551	161,728	54%
223 JANITOR BENEFITS	961,371	84,743	435,210		435,210	526,161	55% !!	837,871	41,940	360,879		360,879	476,992	57%
225 FOREMEN BENEFITS	135,946	6,883	51,650		51,650	84,296	62% !!	108,273	3,102	33,993		33,993	74,280	69%
226 TRADESMEN/LABOURER BENEFITS	902,683	50,520	362,134		362,134	540,549	60% !!	826,327	40,815	349,143		349,143	477,184	58%
231 SCHOOL ASSISTANT BENEFITS	5,361,652	472,313	1,429,335		1,429,335	3,932,317	73% !!	4,514,412	394,715	1,244,350		1,244,350	3,270,062	72%
242 CLERICAL BENEFITS	2,476,554	199,316	889,790		889,790	1,586,764	64% !!	2,166,345	175,179	783,903		783,903	1,382,442	64%
261 TTOC BENEFITS	1,853,189	266,184	730,053		730,053	1,123,136	61% !!	1,492,136	149,228	530,362		530,362	961,774	64%
265 RELIEF LABOUR BENEFITS	36,056	5,536	18,846		18,846	17,210	48% !!	27,903	2,048	16,867		16,867	11,036	40%
266 382 EXTRA STAFF BENEFITS	35,300	1,414	17,704		17,704	17,596	50% !!	30,650	463	10,533		10,533	20,117	66%
267 RELIEF ASSISTANT BENEFITS	37,700	9,892	32,470		32,470	5,230	14% !!	28,784	1,856	8,670		8,670	20,114	70%
268 CASUAL CLERICAL BENEFITS	10,842	339	4,396		4,396	6,446	59% !!	8,488	63	2,389		2,389	6,099	72%
270 MONITORS BENEFITS	3,186	303	844		844	2,342	74% !!	0	0	0		0	0	0%
291 TRUSTEE BENEFITS	18,414	1,610	8,049		8,049	10,365	56% !!	13,464	1,342	5,743		5,743	7,721	57%
299 OTHER - BENEFITS	0	0	0		0	0	0% !!	58	0	0		0	58	100%
TOTAL -- BENEFITS	43,798,227	3,705,551	13,354,686	0	13,354,686	30,443,541	70% !!	38,360,054	2,866,836	11,551,565	0	11,551,565	26,808,489	70%
SERVICES & SUPPLIES														
310 PROFESSIONAL & TECHNICAL SERVICE	0	0	0		0	0	0% !!	0	0	0		0	0	0%
311 AUDIT	30,988	0	(3,556)		(3,556)	34,544	111% !!	29,972	0	1,016		1,016	28,956	97%
312 LEGAL	250,000	37,068	68,046		68,046	181,954	73% !!	225,000	74,231	156,364		156,364	68,636	31%
323 SOFTWARE MAINTENANCE	1,121,596	140,666	1,004,194	47,199	1,051,394	70,202	6% !!	1,068,131	1,167	800,578	71,163	871,741	196,390	18%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - November 2023 (as at November 30, 2023)

	2023-2024							2022-2023									
	Budget	Nov 2023	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Nov 2022	YTD	Encumbrances	Total Exp	Available			
324 HARDWARE MAINTENANCE	118,130	45,138	104,507		104,507	13,623	12%	!!		109,741	0	98,442		98,442	11,299	10%	
331 CONTRACTED TRANSPORTATION	948,374	87,370	224,182	811,180	1,035,362	(86,988)	-9%	!!		880,500	957	90,464	815,840	906,304	(25,804)	-3%	
332 TRANSPORTATION ASSISTANCE	15,000	3,700	10,136		10,136	4,864	32%	!!		15,000	3,304	8,634		8,634	6,366	42%	
334 SCHOOL JOURNEYS	62,428	3,180	47,040		47,040	15,388	25%	!!		12,850	3,262	23,328		23,328	(10,478)	-82%	
341 PRO-D & TRAVEL	939,544	72,283	251,017	3,035	254,052	685,492	73%	!!		1,178,954	93,068	375,055	9,361	384,416	794,538	67%	
342 TRAVEL MILEAGE	2,008	838	2,505		2,505	(497)	-25%	!!		2,800	754	964		964	1,836	66%	
343 LOCAL MILEAGE	74,956	5,958	16,330		16,330	58,626	78%	!!		75,507	4,891	16,787		16,787	58,720	78%	
364 LEASES	21,851	0	7,465		7,465	14,386	66%	!!		109,851	9,154	45,771		45,771	64,080	58%	
371 MEMBERSHIP FEES	115,585	708	95,746		95,746	19,839	17%	!!		114,008	413	88,093		88,093	25,915	23%	
391 PREMIUMS	532,235	520	532,235		532,235	0	0%	!!		427,403	374,325	463,486		463,486	(36,083)	-8%	
399 SERVICES RECOVERY	0	0	(10,793)		(10,793)	10,793	0%	!!		0	0	(10,646)		(10,646)	10,646	0%	
421 VISA EXPENSE	16,000	90	7,466		7,466	8,534	53%	!!		16,000	0	4,452		4,452	11,548	72%	
422 BANK SERVICE CHARGES	127,555	5,616	61,914		61,914	65,641	51%	!!		124,555	5,100	50,723		50,723	73,832	59%	
431 LAND TELEPHONE	170,000	14,426	67,533		67,533	102,467	60%	!!		172,933	25,168	68,744		68,744	104,189	60%	
438 CELL PHONES	174,705	15,799	79,005		79,005	95,700	55%	!!		190,537	(331)	66,885		66,885	123,652	65%	
439 DIGITAL SERVICES RECOVERY	743,027	0	0		0	743,027	100%	!!		793,240	0	0		0	793,240	100%	
441 POSTAGE	30,193	1,775	12,597	811	13,408	16,785	56%	!!		38,005	1,417	21,692	1,622	23,314	14,691	39%	
444 COURIER SERVICE	13,912	1,648	10,377		10,377	3,535	25%	!!		25,705	1,192	14,428		14,428	11,277	44%	
445 ADVERTISING	108,342	2,151	60,181		60,181	48,161	44%	!!		110,466	5,353	121,479		121,479	(11,013)	-10%	
446 PHOTOCOPYING	160,418	34,133	81,822		81,822	78,596	49%	!!		140,392	806	45,582		45,582	94,810	68%	
447 PRINTING SERVICES	9,120	1,774	3,028		3,028	6,092	67%	!!		10,458	665	4,402		4,402	6,056	58%	
448 AGENT FEE	941,837	245,986	1,260,619		1,260,619	(318,782)	-34%	!!		819,926	45,472	921,252		921,252	(101,326)	-12%	
450 GRANTS	63,994	46,219	46,219		46,219	17,775	28%	!!		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	11,637	2,075	6,150		6,150	5,487	47%	!!		13,100	725	5,425		5,425	7,675	59%	
453 SCHOLARSHIPS	6,000	0	6,000		6,000	0	0%	!!		8,450	3,400	7,604		7,604	846	10%	
457 GIFT / GIFT CERTIFICATES	2,370	40	1,234		1,234	1,136	48%	!!		3,103	1,394	1,487		1,487	1,616	52%	
460 LICENCES	22,500	0	864	12,115	12,979	9,521	42%	!!		22,065	0	0	11,217	11,217	10,848	49%	
461 FREIGHT AND CARTAGE	0	0	0		0	0	0%	!!		0	0	0		0	0	0%	
462 SECURITY	84,000	20,650	53,867	9,347	63,214	20,786	25%	!!		84,000	7,193	31,329	9,779	41,108	42,892	51%	
467 FLEET TELEMATICS	24,500	56	7,861		7,861	16,639	68%	!!		24,500	683	10,835		10,835	13,665	56%	
469 MISCELLANEOUS SERVICES	3,092,931	219,056	1,220,046	869,388	2,089,434	1,003,497	32%	!!		3,318,002	98,907	733,815	807,823	1,541,638	1,776,364	54%	
481 PORTABLE MOVES	0	0	(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)	0	(6,971)		(6,971)	54	-1%	
501 CAFETERIA FOOD	137,129	35,666	93,711		93,711	43,418	32%	!!		85,618	14,241	44,683		44,683	40,935	48%	
503 WOOD	3,860	71	8,819		8,819	(4,959)	-128%	!!		3,317	2,953	13,847		13,847	(10,530)	-317%	
504 METAL	676	219	959		959	(283)	-42%	!!		253	47	1,239		1,239	(986)	-390%	
505 APPLIED TECHNOLOGY SUPPLIES	0	0	0		0	0	0%	!!		801	45	45		45	756	94%	
506 DRAFTING SUPPLIES	0	0	0		0	0	0%	!!		0	0	103		103	(103)	0%	
508 AUTOMOTIVE	0	0	0		0	0	0%	!!		(43)	100	126		126	(169)	393%	
511 ADMINISTRATIVE SUPPLIES	190,157	30,213	111,713		111,713	78,444	41%	!!		250,190	31,568	117,723		117,723	132,467	53%	
512 COPY/PRINTER SUPPLIES	116,375	20,940	73,235		73,235	43,140	37%	!!		114,045	13,446	59,761		59,761	54,284	48%	
514 JANITORIAL SUPPLIES	462,000	62,547	220,532	1,093	221,625	240,375	52%	!!		462,000	28,546	233,822		233,822	228,178	49%	
515 VEHICLE SUPPLIES	45,000	14,519	64,365		64,365	(19,365)	-43%	!!		45,000	4,321	46,009		46,009	(1,009)	-2%	
516 MEDICAL SUPPLIES	2,179	604	2,255		2,255	(76)	-3%	!!		2,253	38	847		847	1,406	62%	
517 TIRE PURCHASES	25,000	3,139	7,550		7,550	17,450	70%	!!		25,000	733	11,665		11,665	13,335	53%	
518 VEHICLE FUEL PURCHASES	180,534	20,815	96,155		96,155	84,379	47%	!!		180,534	(6,574)	70,883		70,883	109,651	61%	
519 INSTRUCTIONAL SUPPLIES	4,710,871	271,806	1,201,922	68,865	1,270,788	3,440,083	73%	!!		3,743,706	234,408	1,110,010	64,116	1,174,126	2,569,580	69%	
520 BOOKS & GUIDES	704,080	37,563	98,355	148	98,504	605,576	86%	!!		700,562	30,957	94,225	7,332	101,557	599,005	86%	
525 MAGAZINES & PERIODICALS	2,498	779	1,169		1,169	1,329	53%	!!		2,809	0	2,281		2,281	528	19%	
530 AUDIO VISUAL MATERIALS	22	0	119		119	(97)	-442%	!!		0	290	322		322	(322)	0%	
534 SOFTWARE	10,355	1,351	16,535		16,535	(6,180)	-60%	!!		9,326	1,408	16,269		16,269	(6,943)	-74%	
541 LIGHT & POWER	1,566,000	124,896	399,024		399,024	1,166,976	75%	!!		1,537,413	120,793	378,160		378,160	1,159,253	75%	

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - November 2023 (as at November 30, 2023)

	2023-2024								2022-2023							
	Budget	Nov 2023	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Nov 2022	YTD	Encumbrances	Total Exp	Available	%	
551 GAS	1,810,000	2,098	21,483		21,483	1,788,517	99%	!!	1,340,500	56,682	(57,336)		(57,336)	1,397,836	104%	
552 OIL	26,200	0	0		0	26,200	100%	!!	55,000	0	0		0	55,000	100%	
561 WATER	442,000	46,831	375,843		375,843	66,157	15%	!!	442,617	43,239	192,562		192,562	250,055	56%	
562 SEWER USER CHARGE	346,000	15,083	110,990		110,990	235,010	68%	!!	298,153	17,540	117,522		117,522	180,631	61%	
563 STORMWATER	87,000	0	104,753		104,753	(17,753)	-20%	!!	80,678	0	82,581		82,581	(1,903)	-2%	
572 GARBAGE DISPOSAL	165,000	0	32,482		32,482	132,518	80%	!!	255,000	14,800	45,935		45,935	209,065	82%	
581 FURNITURE & EQUIP PURCH	555,248	103,272	315,648	95,312	410,960	144,288	26%	!!	614,233	76,918	268,603	97,571	366,174	248,059	40%	
582 VEHICLE PURCHASES	65,000	0	1,635		1,635	63,365	97%	!!	341,925	0	275,681	43,274	318,955	22,970	7%	
590 COMPUTER PURCHASES	2,218,350	8,894	1,278,760	4,569	1,283,329	935,021	42%	!!	1,784,396	35,240	850,264	5,239	855,503	928,893	52%	
594 RECONCILIATION ADJUSTMENTS	0	(384)	1,579		1,579	(1,579)	0%	!!	0	761	928		928	(928)	0%	
595 INTERFUND TRANSFER	0	0	0		0	0	0%	!!	(1,388,855)	0	0		0	(1,388,855)	100%	
599 SUPPLIES RECOVERIES	4,180	(3,155)	(27,798)		(27,798)	31,978	765%	!!	(11,515)	(53)	(12,529)		(12,529)	1,014	-9%	
TOTAL -- SERVICES & SUPPLIES	23,919,250	1,806,691	9,942,631	1,923,064	11,865,695	12,053,555	50%	!!	21,269,468	1,485,117	8,246,043	1,944,337	10,190,380	11,079,088	52%	
GRAND TOTAL	250,025,861	23,159,493	80,785,866	1,923,064	82,708,930	167,316,931	67%	!!	224,329,508	19,027,625	70,309,872	1,944,337	72,254,209	152,075,299	68%	

2023-2024 Budget Change Report: November 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
Additional ASSAI funding for James Bay Community School Society	2,000	2,000
Cafeteria Revenues to November 29	32,421	32,421
Misc Donations and Revenues to November 29	406,784	406,784
Total Changes:	1,515,714	1,605,859
2023-2024 Amended Budget - Operating to November 29, 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: November 2023 - Special Purpose

CommunityLINK

Cost of Living Allowance (COLA)

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

2023-2024 Budget Change Report: November 2023 - Capital

Local Capital

Interest Income to October 31 (November not yet posted)

Revenue	Expenses
9,614	
9,614	0

Ministry of Education and Child Care Restricted

Interest Income to October 31 (November not yet posted)

33,147	
33,147	0

Update for December 4th, 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. IFC drawings underway.
- **SJ Burnside Shoring** – Waiting on structural engineer on plan for repairs, timelines and costs. IFC drawings underway.
- **Quadra Warehouse** – Exterior repair nearing completion.
- **SJ Willis** – Structural drawings complete and planning and fix to the exterior wall that is flexing due to wind, rain and wear over time underway. Note - there are no safety concerns to staff/students.
- **Yearly Lead Water Testing** – A third of all schools water testing underway.
- **Spectrum Light Standard Repair**- Electrical exposed and ready for pull box. Repairs to be completed by end of Dec.
- **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. Two remaining pieces of equipment remain locked out until deficiencies complete and back ordered parts arrive.
- **Reynolds Boiler Upgrade** – boilers installed and deficiencies in progress.

- **Doncaster Unit Ventilator and DDC Upgrade** – final walk through scheduled this week with deficiencies complete.

Childcare Update

- **Hillcrest** – Electrical and mechanical inspections complete and passed. Insulation and drywall in progress with inspections the week of Dec 4th.
- **Lake Hill** – At lock up stage, electrical and mechanical inspections complete and passed. Insulation and drywall in progress with inspections the week of Dec 4th.
- **View Royal addition** – Interior nearing completion with Schedules underway to be submitted the week of Dec 1st to the Township of View Royal for building occupancy. Expected opening Jan 2024.
- **McKenzie** – New parking lot complete. Childcare units underway with perimeter drainage and foundation wall sealing in progress.
- **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 team is busy scheduling work for the winter break. Many custodians will have time off over the Winter break to recoup and recover after a very busy start to the school year.
- The team is looking into product improvements to reduce our carbon footprint, improve worker ergonomics, and reduce costs.
- Cartage has been very busy delivering tables for craft fairs and choir risers for festive events.

TRANSPORTATION, TRAINING AND GROUNDS

Grounds

- Great training session on proper snowplow operation for all grounds employees and a training session on snow blower use and repair occurring this week.
- All snow equipment has been checked over and ready for use.
- Snow plan in place that encompasses pre-snow event, snow event and after snow event protocols.

Bussing

- The SD continues to register students for our inclusive bus routes.
- Transportation is looking into offering Spectrum students school bussing opposed to BC Transit passes in the Thetis Vale area as there are interested families inquiring.
- Transportation is receiving many field trip requests with June 2024 almost booked solid.

Training

- Extensive training has been organized and scheduled for the next few weeks
 - Snow Plow Operation – 18 employees trained
 - Confined Space Training – 41 employees trained
- Training that is scheduled:
 - Forklift Operation – scheduled Dec 19 (7 employees to be trained)
 - Fall Protection Training – scheduled Jan 2024 (55 employees to be trained)

NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT

- The team is spending more time at Vic High working on the network-controlled systems, as well as the PA and the security systems.
- The team was able to service all the tec packages at Marigold, Quadra, Strawberry Vale and Frank Hobbs these past few weeks.
- Marigold Elementary has a new security system in place complete with a fob access control system.
- The team is having to provide ongoing support for TELUS during their upgrade from copper to fibre-optic cable at many of our schools.

CLIMATE and ENERGY

- 2023/24 LED Lighting upgrades.
 - McKenzie Elementary complete.
 - Lake Hill Elementary complete.
 - Shoreline Middle complete.
 - Rogers Elementary complete.
 - Montery Middle – 70% complete.
 - George Jay Elementary – 25% complete.
- Continuous optimization investigation phase.
 - Sir James Douglas and Torquay Elementary complete.
 - Investigation nearing completion for Central Middle.
 - Implementation of energy savings planning underway for Sir James Douglas and Torquay.
- 2023/24 Educational awareness and Energy Wise Campaigns underway.
 - Climate Pledge Walls – pilot complete at Tillicum and Hillcrest Elementary.
 - Climate Pledge Walls – ready to start campaign at all Elementary schools.
 - Lights Out – Light Switch Stickers in production for first 11 schools for 2023/24.
 - Lights Out- Light Switch Stickers being introduced at next 6 schools.
- Annual Strategic Energy Management Plan in progress – completion December 2023.

TRUSTEE QUESTIONS

1. Is there a reason for the increase in water charges?

The past year has seen record lows in precipitation which triggered more watering of the fields. There was also a number of water leaks throughout the District both within buildings and on sites. There were two significant water leaks in buildings at Frank Hobbs and Hillcrest, with site irrigation leaks occurring at Reynolds, Gordon Head, Lake Hill and Lansdowne North.

2. Why is the Arbutus metal shop not operational, is this due to a space issue within the school as it's being used in part as a classroom?

At most middle schools within the District, the Tech Ed Exploratory does not include metalwork, just woodwork, which takes place in the woodshop. Arbutus (like some middle schools that were formerly junior highs) has a very large woodshop & metal shop classroom, each with tables and seating on one side and technical machinery on the other side. In the metal shop at Arbutus, they have divided the room in half with rolling dividers to separate the metal shop machinery area (no longer used) from the tables seating area, using the latter on a part-time basis as classroom space for other classes, specifically:

- > Global Action & Outdoor Education Exploratory classes (when those classes need an indoor space)
- > Several blocks per week of targeted ELL support to small groups of ELL students.

The partial metal shop classroom with seating is not used as a regular core classroom where a student would spend a significant amount of time, but rather for intermittent rotating classes.



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 \$71.7 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.
- The remainder of the project risk reserve has been approved by the Ministry.

Vic High Seismic COA	Progress/ Completion (%)	Budget	Expenses Posted to Date	Remainder	Commitments	Remainder After Commitments	% Available
Vic High Seismic Fees 2017	100%	115,070	115,070	0		0	0%
Vic High Seismic Fees 2019	100%	3,589	3,589	0		0	0%
Vic High Seismic Construction	85%	75,670,798	71,723,791	3,947,007		3,947,007	5%
SJ Construction	100%	5,953,515	5,953,515	0		0	0%
Vic High Seismic Fees 2020	90%	8,500,000	8,264,853	235,147	67,488	167,659	2%
Vic High Capital Support	10%	147,896	50,380	97,516		97,516	66%
SJ Capital Support	100%	117,336	117,336	0		0	0%
Vic High Millwork	80%	1,895,400	1,200,441	694,959		694,959	37%
Vic High Legal Fees	50%	262,000	131,475	130,525		130,525	50%
Vic High Moving	2%	197,493	13,724	183,769	113,651	70,118	36%
SJ Moving	100%	116,147	116,147	0		0	0%
Vic High Bussing	75%	80,000	51,750	28,250		28,250	35%
A Parker - Vic High Seismic Moving	11%	50,000	6,872	43,128		43,128	86%
A Parker - Vic High Seismic Transportation	85%	145,000	115,391	29,609		29,609	20%
Vic High Project Management	80%	1,263,450	661,240	602,210		602,210	48%
Vic High Capital Tech Support	55%	235,835	184,531	51,304		51,304	22%
SJ Capital Tech Support	0%	14,165	14,165	0		0	0%
A Parker - Vic High TTOC	0%	20,000	0	20,000		20,000	100%
Vic High Equipment	25%	2,200,000	1,037,983	1,162,017	631,086	530,931	24%
Prior Year Completed Expenses	0%	53,007	53,007	0		0	0%
		97,040,701	89,815,260	7,225,441	812,225	6,413,216	7%



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.
- Updates to the site sidewalks underway.
- Commissioning underway.

Looking to January 2024

- Identification of deficiencies.
- Commissioning completion.
- 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. Main South Entrance

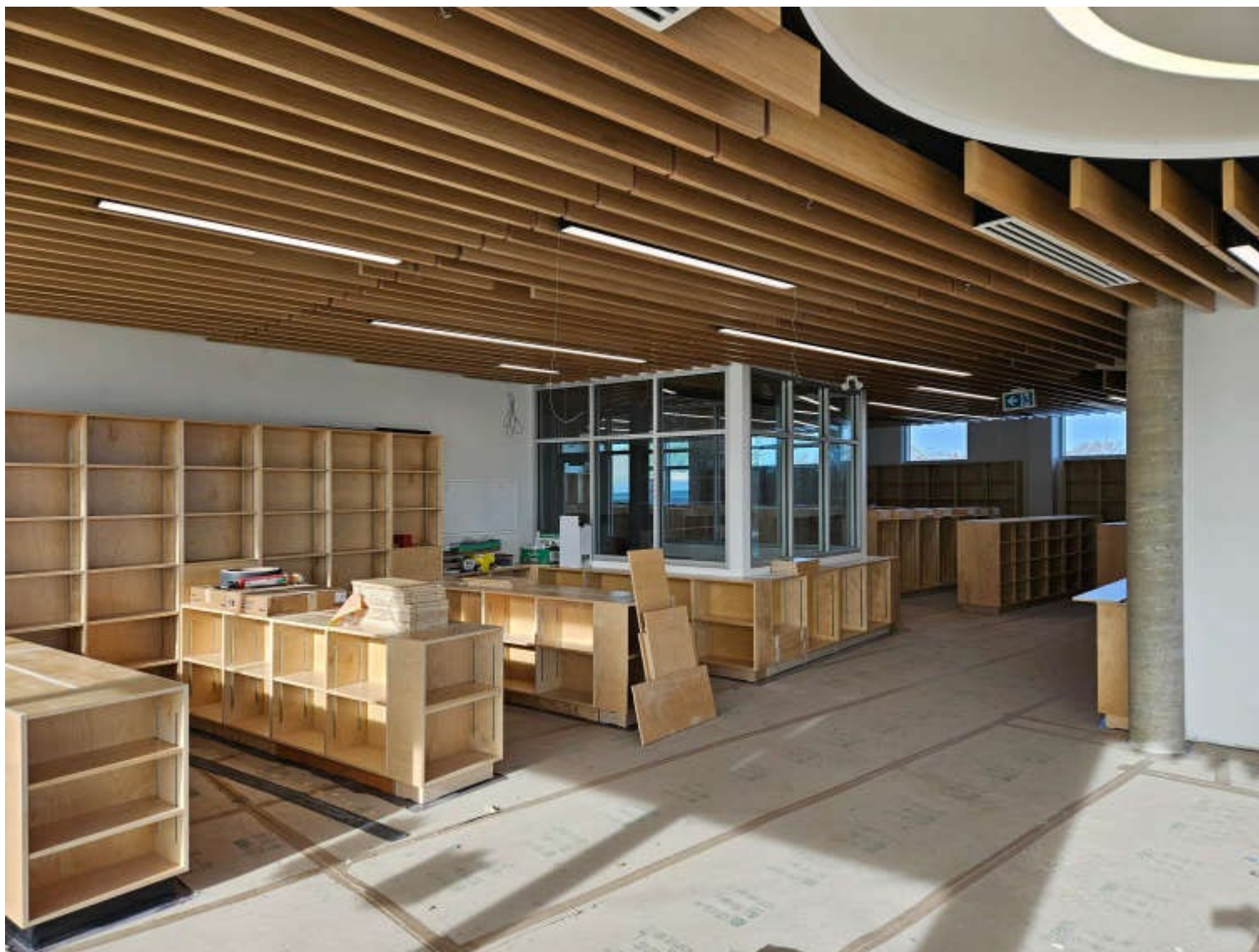


2. Gladstone Street Entrance Paving





3. Learning Commons – Millwork Installation



4. Plaza – Concrete Steps u





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





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

Cedar Hill Middle School	Progress/ Completion (%)	Budget	Expenses	Remainder	Commitments	Remainder After Commitments	% Available
Construction	1%	37,232,014	1,862,824.32	35,369,189.68		35,369,189.68	95%
Fees	70%	3,565,777	2,343,517	1,222,259	661,211	561,048	16%
Misc Capital Support	1%	100,000	3,328	96,671		96,671	97%
Moving, Cartage, Custodial	0%	140,667		140,667		140,667	100%
Project Management	30%	293,500	146,822	146,677		146,677	50%
School TTOC Budget	75%	20,000	17,685	2,314		2,314	12%
Capital Technical Support	0%	50,000		50,000		50,000	100%
Municipal Fees & Charges	0%	565,700		565,700		565,700	100%
Equipment	0%	3,000,000		3,000,000		3,000,000	100%
Prior Year Completed Expenses	100%	122,744	122,744	0		0	0%
Reimbursed AFG	100%	181,396	181,396	0		0	0%
		45,271,798	4,678,316	40,593,478	661,211	39,932,267	88%

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 has made changes to the Cost-Share Agreement to avoid overlap with the Development Agreement. The school district and consultant are reviewing the changes.

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 in progress.
- Reinforced Concrete Foundations in progress.
- Installing Rock Anchors.

10. Looking to January

- Under slab Mechanical and Electrical.



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

Appendix 3 – New Design and Site Plan

Site Plan

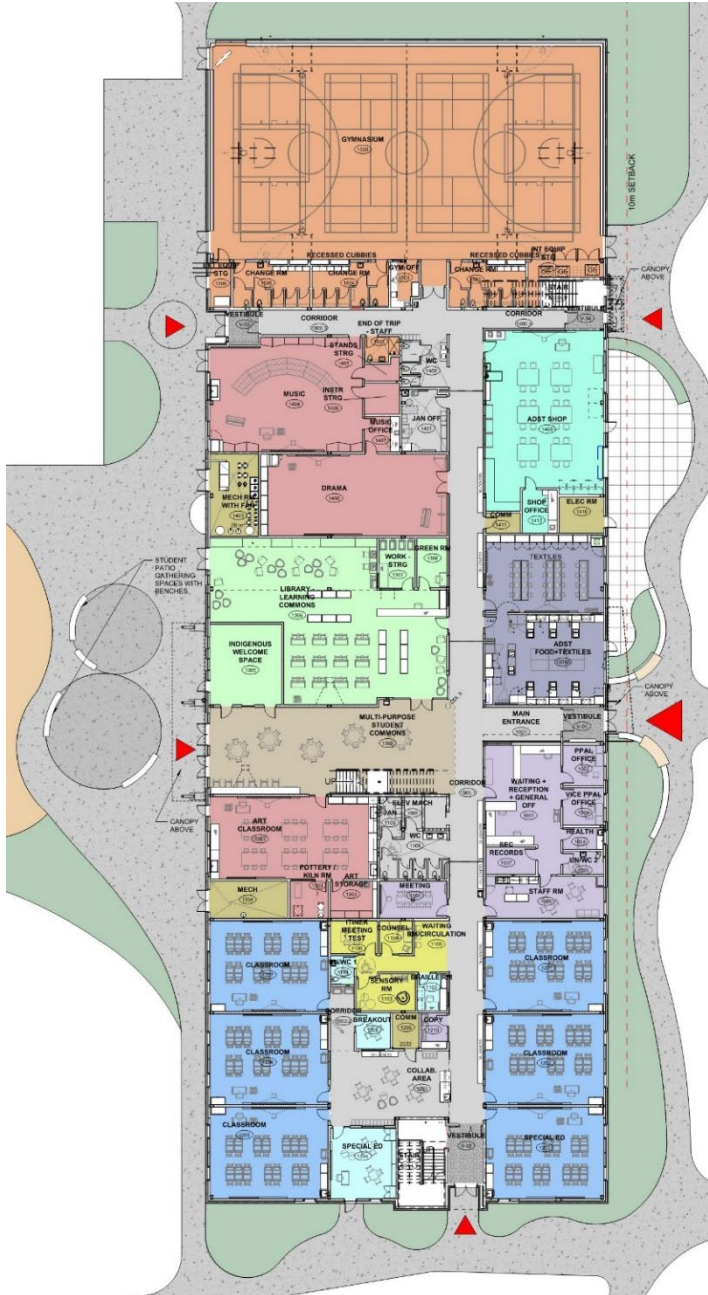




Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report December 2023

Floor Plans

Floor 1



Floor 2





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

Rendering



Progress Photos

Excavation of New School Site





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

