



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

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

Monday, January 22, 2024, 7:00 p.m.

Chairperson: Trustee Gagnon

A. COMMENCEMENT OF MEETING

A.1. Acknowledgement of Traditional Territories

The Board of Education recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories we live, we learn, and we do our work.

A.2. Approval of the Agenda

That the January 22, 2024 agenda be approved.

A.3. Approval of the Minutes

Recommended Motion:
That the December 4, 2023 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee meeting minutes as they pertain to Operations Policy and Planning Committee, be approved.

A.4. Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

Staff

**B.1. Information Technology for Learning Department Update –
Director of Information Technology Cauty**

C. SUPERINTENDENT'S REPORT

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: December 2023

E.2. Budget Change Report: December 2023

F. FACILITIES PLANNING

F.1. Operations Update: January 2024

F.2. Victoria High School Seismic Project Update

F.3. Cedar Hill Middle School Seismic Project Update

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

I. NOTICE OF MOTION

J. GENERAL ANNOUNCEMENTS

K. ADJOURNMENT

Recommended Motion:
That the meeting adjourn.

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



The Board of Education of School District No. 61 (Greater Victoria)
Combined Education Policy and Directions and
Operations Policy and Planning Committee Meeting
MEETING MINUTES
Monday, Dec 4, 2023, 7:00 p.m.

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

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

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

Partners: Jane Massy, CUPE 947, Shawna Abbott, CUPE 947, Lena Palermo, GVTA, Cindy Romphf, GVTA, Nyssa Temmel, VCPAC

A. COMMENCEMENT OF MEETING

This 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 Combined Education Policy and Directions and Operations Policy and Planning Committees meeting agenda

Moved by Trustee Kwan

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

Motion Carried Unanimously

B. EDUCATION POLICY AND DIRECTIONS COMMITTEE

B.1. Approval of the Minutes

Moved by Trustee McNally

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

Motion Carried Unanimously

B.2. Business Arising from Minutes

None.

C. PRESENTATIONS TO THE COMMITTEE

Public

C.1. Tarrah Macdonald presented on current challenges with the public education system from her perspective.

C.2. Matt Christie presented on diversity, equity, and inclusion training for staff.

Staff

C.3. Deputy Superintendent Caldwell introduced District Principal McCartney who provided a presentation with an all levels focus on non-violent crisis intervention.

Principal Snow and Vice Principal Henry provided a presentation on Macaulay Elementary's non-violent crisis intervention training program.

Partners, staff, and Trustees had questions of clarification.

D. NEW BUSINESS

D.1. Policy 6163.1 Learning Resources

Associate Superintendent Aerts presented revised Policy 6163.1 Learning Resources.

Combined Education Policy and Directions & Operations Policy and Planning Committees
Meeting Minutes Dec 4, 2023

2

Moved by Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) refer Draft Policy 6163.1 Learning Resources to the Policy Sub-Committee for further development;

AND FURTHER

Any recommendations will come to the Education Policy and Directions Committee meeting no later than February 2024.

Motion Carried Unanimously

D.2. Policy 5145 Police Questioning of Students in Schools

Trustee Duncan provided an update on status of the Policy.

E. NOTICE OF MOTION

- a. Trustee Kwan provided a notice of motion for the January 15, 2024 Education Policy and Directions Committee meeting agenda.

“That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to write a letter to the Ministry of Education and Child Care with a request for additional funding for staff to complete DEI training in line with the K-12 Anti Racism action plan.”

F. GENERAL ANNOUNCEMENTS

None.

G. OPERATIONS POLICY AND PLANNING COMMITTEE

G.1. Approval of the Minutes

Moved by Trustee Paynter

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

Motion Carried Unanimously

G.2. Business Arising from Minutes

None.

H. PRESENTATIONS TO THE COMMITTEE

None.

I. SUPERINTENDENT'S REPORT

I.1. Policy and Regulation 8400 Whistleblower Protection

Director of Human Resource Services Knudson provided an overview of revised Policy and Regulation 8400 Whistleblower Protection.

Trustees had questions of clarification.

Moved by Trustee Paynter

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.

Motion Carried Unanimously

J. PERSONNEL ITEMS

None.

K. FINANCE AND LEGAL AFFAIRS

K.1. Monthly Financial Report: November 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

K.2. Budget Change Report: November 2023

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

L. FACILITIES PLANNING

L.1. Operations Update: November 2023

Director of Facilities Services Vistisen-Harwood provided an update.

Trustees had questions of clarification.

L.2. Victoria High School Seismic Project Update

Director of Facilities Services Vistisen-Harwood provided an update.

Trustees had questions of clarification.

L.3. Cedar Hill School Seismic Project Update

Director of Facilities Services Vistisen-Harwood provided an update.

Trustees had questions of clarification.

M. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

N. NEW BUSINESS

None.

O. NOTICE OF MOTION

None.

P. GENERAL ANNOUNCEMENTS

None.

Q. ADJOURNMENT

Moved by Trustee Gagnon

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 8:52 p.m.



One *Learning* Community



Operations Policy and Planning Committee Meeting January 22, 2024

Information Technology for Learning

Operations Policy and Planning Committee Department Update

Jan 2024

Strategy & Planning

1 Current Status Assessment

We aim to provide best in class technology services for students and staff. Budget and staffing realities sometimes require us to operate at a more 'fit for purpose' prioritization.

The IT for Learning Department now supports more areas of the organization in greater depth than we have historically.

Growing areas are cyber security, privacy and data governance, communications and workflows, data analytics, project management, and business analysis.

2 Requirements & Planning

We are updating our technology plan. This will enable us to communicate our goals and expectations for the next three to five years.

Planning next steps will be to establish the scope of the technology strategy, and to build an operational plan that will allow us to successfully execute the prioritized initiatives.

Using stakeholder feedback and diagnostic tools we will gain insight into current services and gather requirements for new initiatives.

3 Points For Consideration

When reviewing the adjacent graphic, we ask ourselves, what is our current state, and where do we aspire to be in the next three to five years?

How can technology best support the goals of our strategic plan?

What resource allocations and prioritizations are required for this to be successful?



People & Positions

1 Current Status Assessment

We have a highly skilled technology team who are dedicated to supporting learning outcomes.

Provincially, we put ourselves forward for new initiatives and receive excellent feedback on our work (e.g. SDWAN Network Initiative).

The team naturally fosters a culture of knowledge sharing, as well as setting up new staff and existing staff for success.

The team are lifelong learners who embrace change and bring forward new initiatives.

2 Requirements & Planning

Regarding resource planning: we have requirements in the areas of Support Team management, Business Analysis, and Project Management.

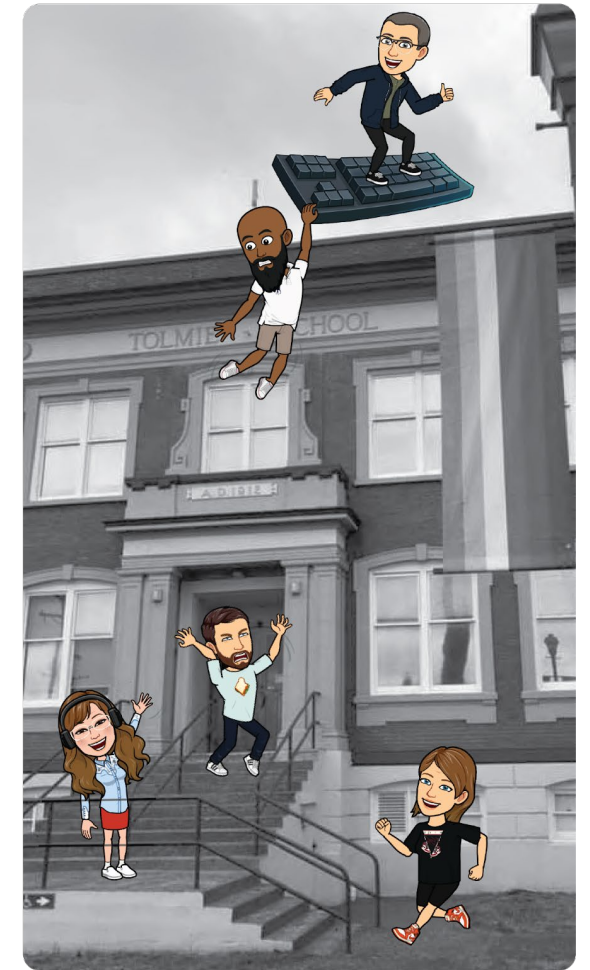
The growing area of privacy, and fully implementing our Privacy Program Management, requires dedicated staffing (e.g., a dedicated Privacy Officer).

New privacy and security education materials will be made available to staff in the coming year and we continue to share tech updates, news, and tips via our monthly newsletter and Tech For Learning website.

3 Points For Consideration

Talent retention. We have supported several of our staff into new roles with local government ministries, and local colleges and universities. Reasons given have been salary and flexible work accommodations.

Working in technology requires adapting to changing priorities and initiatives, and a flexibility in how we organize our teams. Increasing our access to professional development resources to support these shifts may be required.



Student & Staff Devices

1 Current Status Assessment

We aim to provide equitable access to technology that empowers teaching and learning.

iPads for students in the earlier grades. Chromebooks for grades three and up. Media workstation computer labs for secondary students.

We currently have a ratio of one mobile device for every two students.

Laptops for educators and itinerant staff travelling between sites. PCs for support staff. Cellphones for staff as required.

2 Requirements & Planning

The new laptop rollout will be completed by the end of February with just the high schools remaining.

Phase 2 of the implementation will replace desktops with new monitors and docking hubs for the laptops. Phase 3 will upgrade the staff PCs.

Updating to Windows 11 will be our next significant operating system upgrade.

We promote a safe technology environment and continuously patch applications against the latest security vulnerabilities.

3 Points For Consideration

Budgeting for lifecycle management. We have a wave of student devices aging out in the coming year.

We have not maintained annual investments to sustain replacement funds for current levels of student devices.

Through a significant increase in in-house repairs, we have extended the life of student devices for as long as possible.

We need to define our ratio of supported technology in schools and commit to the investment for sustainability.



Digital Tools & Workflows

1 Current Status Assessment

Successfully developed in-house and launched our student digital portfolios platform to replace FreshGrade and integrated it into our suite of applications under the CSL banner.

Transitioned from paper-based report cards to digital Learning Updates available in our Parent Connect and Student Connect portals.

Collaborated with our Learning Support staff to continue development of the Referrals application and digitize other workflows.

2 Requirements & Planning

Our next major digital transition will be to the Microsoft 365 platform. This has the potential to transform how we create, search and share information, and how we collaborate as staff.

Successful implementation will require change leadership, project management, and a prioritization of resources beyond the technology team.

In application portfolio lifecycle management, we are assessing our suite of custom developed applications for improvements and consolidations.

3 Points For Consideration

Our ERP business software (Payroll, Purchasing, Financial Services, Human Resources) needs review. If an evaluation results in a proposal for a new implementation, then upfront investment will be required.

Our school and district websites also need prioritization. We are currently evaluating an in-place code upgrade to enable us to continue to patch the websites against current vulnerabilities.



Support & Service Management

1 Current Status Assessment

We maintain a low-cost service desk ticketing solution (Web Help Desk). We recently revised the request categories to modernize and simplify the service options for staff.

Our Support Team incorporates Help Desk staff at the Board Office and technologists who service zones of schools in person. The team diagnose and resolve software and hardware issues, advise solutions, repair aging devices, and implement new workstations, etc.

This team was reduced by one in a previous budget process.

2 Requirements & Planning

As we adopt key applications within the Microsoft 365 suite, such as Teams, we see new opportunities for service support and knowledge management.

In 2024 we will be evaluating many of these new features to prepare for the service desk of the next three to five years.

The team is also consolidating our knowledge management support articles into a 365 based platform to make them more searchable and accessible for the team.

3 Points For Consideration

We expect software costs to continue to rise as digital workflows replace paper-based processes, and more services move to a cloud-based subscription model with an enhanced feature set.

We are evaluating the potential benefits of Artificial Intelligence tools in service management and how greater automation might enable more efficient support.



Infrastructure & Operations

1 Current Status Assessment

In the past year, we actioned a significant reprioritization of projects to focus on improving our cyber security posture as an organization. This was in recognition of the increased threat targeting school districts.

The team rearchitected our externally facing network services to 'harden' them against attack, and layered new firewall services in this area.

We also completed a school server upgrade project that required coordination with all schools and flexible shifts to minimize disruption.

2 Requirements & Planning

In the coming year, we are undertaking a review of operational processes including backups, disaster recovery protocols, and business continuity risk mitigation.

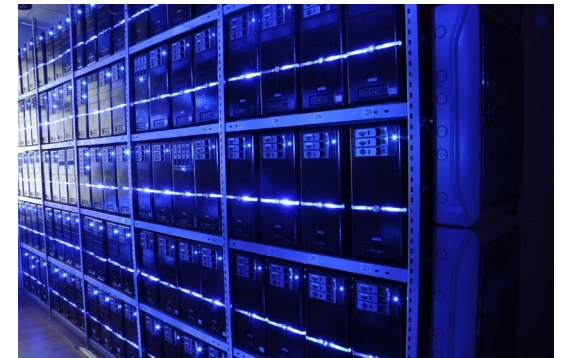
One element will be a cloud readiness review to plan the migration of legacy file systems into the digital collaboration workspaces that the Microsoft 365 platform offers.

We are midway through our current five-year network infrastructure plan and continue to support upgrading Wi-Fi in schools with our partners in the Facilities Department.

3 Points For Consideration

While we have made significant steps to improve the security posture of our infrastructure and operations, the work is not complete, and we must not become complacent. We must continue to focus resources in this area.

We need continued investment in our network infrastructure to improve performance and maintain a safe and resilient network. Apps increasingly incorporate video and graphics and require robust bandwidth and network connectivity. Student voice is strong in this area.



Data Governance, Privacy & Security

1 Current Status Assessment

We strive for privacy-by-design and security-by-design decision making in all project initiatives. This has redirected significant resources in the past year.

Our management team has taken on privacy policy and planning for digital tools. Every member of our team has stepped up to incorporate security best practices into their role. Security is a shared responsibility.

We continue to support MyEducation BC and Ministry data collections with a view to data governance best practice

2 Requirements & Planning

Privacy and security related policy and planning will continue to be a focus in the coming year.

We have identified prerequisites to improving our data governance posture which include: providing access to privacy and security education material for all staff; updating our data retention protocols to address risk of breach etc.; and scoping a data classification project to improve our information management.

These initiatives interweave with digital workflows discussions in other areas.

3 Points For Consideration

Regarding privacy impact assessments, we have concerns that we are not able to keep up with the growing inventory of digital tools being requested by schools with our current staffing complement.

The next wave of emergent technology such as AI may further strain privacy and security assessment resources.

Further review is also needed on how best to share privacy and security materials with staff for personal education in these areas.

FIPPA

stands for

Freedom of Information and Protection of Privacy Act



Emergent Tech (Artificial Intelligence)

1 Current Status Assessment

Emergent tech such as Artificial Intelligence (AI) and Machine Learning (ML) has gained momentum as organizations such as ours evaluate the potential benefits to enhance the teaching and learning experience, improve operational efficiencies, and automate business processes.

Governments around the world are developing AI assessment methodologies and legislation. As these technologies are constantly evolving, our data governance protocols will also need to evolve to ensure the appropriate safeguards and controls are in place.

2 Requirements & Planning

This is a fast-moving area of technology that extends into all parts of the organization.

Cross-department and cross-district collaboration will be key to gaining a shared understanding of the applications and the new terminology and services.

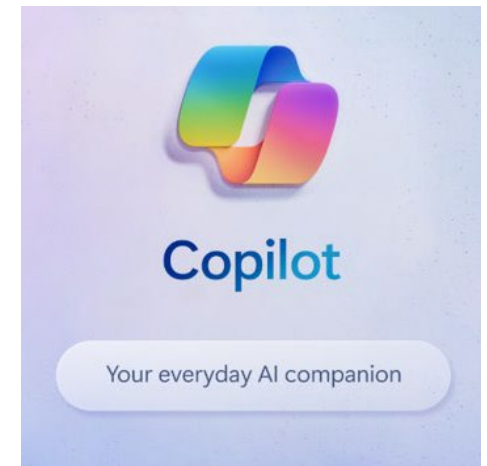
Responsible AI is the practice of designing, building and deploying AI in a manner that empowers students and staff in an environment that is safe, trustworthy, and sustainable.

3 Points For Consideration

Consumer tools are already in daily use. Vendors will be eager to highlight the AI in their software offerings and not all AI is equal.

There will be an initial high cost of entry for more specialized resources.

Significant concerns need to be evaluated. The bias in the generation of information delivered as 'truth'. The ethics of the information. Poor data quality. Privacy and security risks.



MONTHLY FINANCIAL REPORT - OPERATING REVENUES - December 2023

	2023-2024							2022-2023				
	Budget	Dec 2023	YTD	Available	%			Budget	Dec 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	25	4,145	3,155	43%	!!		5,100	640	4,065	1,035	20%
621 MINISTRY BLOCK FUNDING	214,957,633	20,933,170	87,117,982	127,839,651	59%	!!		194,583,765	18,929,544	78,779,453	115,804,312	60%
629 OTHER MIN OF ED GRANTS	6,194,255	(9,885)	404,937	5,789,318	93%	!!		2,214,753	94,719	404,844	1,809,909	82%
641 REVENUE -OTHER PROV MINISTRIES	289,983	63,111	157,897	132,086	46%	!!		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	(700)	1,430	8,570	86%	!!		2,900	1,420	3,550	(650)	-22%
645 REVENUE-CAFETERIA	109,888	24,427	109,877	11	0%	!!		70,821	15,263	70,173	648	1%
647 OFFSHORE STUDENTS TUITION FEES	15,670,739	495,370	15,638,983	31,756	0%	!!		15,104,719	532,643	13,660,177	1,444,542	10%
648 LOCAL EDUCATION AGREEMENTS	757,317	0	348,981	408,336	54%	!!		989,902	0	410,014	579,888	59%
649 MISC FEES & REVENUE	1,405,296	137,316	1,128,949	276,347	20%	!!		1,614,019	113,733	1,442,358	171,661	11%
651 COMMUNITY USE OF FACILITIES	1,995,714	139,732	849,463	1,146,251	57%	!!		1,687,020	32,184	733,675	953,345	57%
652 COMMUNITY USE OF FIELDS	82,857	23	32,631	50,226	61%	!!		83,218	0	275	82,943	100%
653 COMMUNITY USE OF THEATRE	49,806	4,057	49,442	364	1%	!!		59,204	508	11,359	47,845	81%
654 PARKING FEES	35,878	540	13,760	22,118	62%	!!		36,860	0	6,716	30,144	82%
655 RENTALS LIAB INS REVENUE	6,361	66	5,708	653	10%	!!		6,120	111	5,977	143	2%
659 OTHER RENTALS & LEASES	792,142	31,170	459,883	332,259	42%	!!		768,212	29,359	449,156	319,056	42%
661 INTEREST	58,600	7,210	32,775	25,825	44%	!!		6,100	4,255	18,738	(12,638)	-207%
669 INVESTMENT REVENUE	1,406,600	184,096	993,559	413,041	29%	!!		362,660	182,776	682,974	(320,314)	-88%
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	250,057,664	22,009,727	114,192,089	135,865,575	54%			224,427,290	19,937,155	104,986,547	119,440,743	53%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - December 2023

	2023-2024									2022-2023						
	Budget	Dec 2023	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Dec 2022	YTD	Encumbrances	Total Exp	Available	%	
SALARIES																
111 CERTIFICATED TEACHERS	107,338,522	10,695,621	43,062,880		43,062,880	64,275,642	60%	!!	97,165,583	11,079,023	39,317,747		39,317,747	57,847,836	60%	
112 P&VP SALARIES	14,646,394	1,217,453	7,232,885		7,232,885	7,413,509	51%	!!	14,042,843	1,135,305	6,920,146		6,920,146	7,122,697	51%	
114 ALLIED SPECIALISTS	1,900,172	196,099	772,755		772,755	1,127,417	59%	!!	1,833,306	185,942	746,858		746,858	1,086,448	59%	
115 DEPARTMENT HEAD ALLOWANCES	292,727	29,721	117,362		117,362	175,365	60%	!!	265,171	30,221	107,877		107,877	157,294	59%	
120 EXEMPT STAFF (CERT)	1,081,995	125,190	535,071		535,071	546,924	51%	!!	965,970	106,946	469,832		469,832	496,138	51%	
121 EXEMPT STAFF (NON-CERT)	3,964,878	446,132	1,931,897		1,931,897	2,032,981	51%	!!	3,781,838	577,260	2,126,562		2,126,562	1,655,276	44%	
122 CUSTODIANS	2,081,997	169,170	909,006		909,006	1,172,991	56%	!!	1,436,744	144,907	726,782		726,782	709,962	49%	
123 JANITORS	4,315,060	319,355	2,019,024		2,019,024	2,296,036	53%	!!	4,008,951	357,083	1,984,307		1,984,307	2,024,644	51%	
125 FOREPERSONS	619,901	48,642	318,334		318,334	301,567	49%	!!	518,053	39,505	207,722		207,722	310,331	60%	
126 TRADES/LABOURERS	4,217,371	306,009	1,930,442		1,930,442	2,286,929	54%	!!	3,953,725	381,731	2,041,149		2,041,149	1,912,576	48%	
131 SCHOOL ASSISTANT SALARIES	21,418,431	2,791,210	7,640,571		7,640,571	13,777,860	64%	!!	18,866,136	2,748,201	7,208,428		7,208,428	11,657,708	62%	
142 CLERICAL SALARIES	9,891,849	1,187,763	4,367,595		4,367,595	5,524,254	56%	!!	9,140,138	1,268,220	4,190,751		4,190,751	4,949,387	54%	
161 TTOC SALARIES	9,505,341	1,340,184	4,675,525		4,675,525	4,829,816	51%	!!	7,918,348	1,166,692	4,241,584		4,241,584	3,676,764	46%	
165 RELIEF LABOUR	343,391	47,482	209,807		209,807	133,584	39%	!!	281,852	37,496	218,859		218,859	62,993	22%	
166 382 EXTRA STAFF SALARIES	336,199	15,310	184,853		184,853	151,346	45%	!!	309,591	24,017	131,337		131,337	178,254	58%	
167 SCHOOL ASSIST RELIEF	345,713	124,746	398,848		398,848	(53,135)	-15%	!!	293,390	21,891	98,730		98,730	194,660	66%	
168 CASUAL CLERICAL SALARIES	103,201	350	28,161		28,161	75,040	73%	!!	87,438	1,755	18,108		18,108	69,330	79%	
170 MONITORS	28,700	2,769	11,921		11,921	16,779	58%	!!	0	0	0		0	0	0%	
191 TRUSTEES INDEMNITY	248,841	20,400	122,402		122,402	126,439	51%	!!	232,137	19,097	115,226		115,226	116,911	50%	
199 RECOVERIES	(115,644)	(13,313)	(72,434)		(72,434)	(43,210)	37%	!!	(63,798)	1,437	(81,476)		(81,476)	17,678	-28%	
TOTAL -- SALARIES	182,565,039	19,070,293	76,396,905	0	76,396,905	106,168,134	58%	!!	165,037,416	19,326,729	70,790,529	0	70,790,529	94,246,887	57%	
BENEFITS																
211 TEACHER BENEFITS	26,542,057	1,896,723	9,592,570		9,592,570	16,949,487	64%	!!	23,319,746	1,950,303	8,709,031		8,709,031	14,610,715	63%	
212 P&VP BENEFITS	3,061,094	185,768	1,214,965		1,214,965	1,846,129	60%	!!	2,864,740	179,471	1,204,608		1,204,608	1,660,132	58%	
214 ALLIED SPECIALISTS BENEFITS	412,338	30,836	153,583		153,583	258,755	63%	!!	423,495	31,201	151,313		151,313	272,182	64%	
215 DEPT HEAD ALLOWANCE BENEFITS	71,718	5,233	24,700		24,700	47,018	66%	!!	63,641	5,189	20,048		20,048	43,593	68%	
218 EMPLOYEE FUTURE BENEFITS EXPENSE	435,998	812	287,045		287,045	148,953	34%	!!	443,778	1,040	(117,646)		(117,646)	561,424	127%	
220 EXEMPT (CERT) - BENEFITS	205,579	18,714	86,239		86,239	119,340	58%	!!	178,705	15,362	77,482		77,482	101,223	57%	
221 EXEMPT (N-CERT) BENEFITS	773,151	58,678	310,561		310,561	462,590	60%	!!	722,329	86,018	363,508		363,508	358,821	50%	
222 CUSTODIAN BENEFITS	463,817	40,943	224,405		224,405	239,412	52%	!!	300,279	33,457	183,010		183,010	117,269	39%	
223 JANITOR BENEFITS	961,371	72,554	507,765		507,765	453,606	47%	!!	837,871	79,106	466,944		466,944	370,927	44%	
225 FOREPERSONS BENEFITS	135,946	7,439	59,792		59,792	76,154	56%	!!	108,273	5,903	41,982		41,982	66,291	61%	
226 TRADES/LABOURER BENEFITS	931,283	52,781	412,252		412,252	519,031	56%	!!	826,327	69,949	446,431		446,431	379,896	46%	
231 SCHOOL ASSISTANT BENEFITS	5,383,685	645,898	2,054,034		2,054,034	3,329,651	62%	!!	4,527,872	630,717	1,875,067		1,875,067	2,652,805	59%	
242 CLERICAL BENEFITS	2,476,611	272,223	1,160,781		1,160,781	1,315,830	53%	!!	2,187,628	281,957	1,064,368		1,064,368	1,123,260	51%	
261 TTOC BENEFITS	1,872,746	271,824	1,000,266		1,000,266	872,480	47%	!!	1,510,881	224,572	850,146		850,146	660,735	44%	
265 RELIEF LABOUR BENEFITS	36,056	5,255	24,101		24,101	11,955	33%	!!	27,903	4,022	22,794		22,794	5,109	18%	
266 382 EXTRA STAFF BENEFITS	35,300	1,546	19,250		19,250	16,050	45%	!!	30,650	2,279	13,219		13,219	17,431	57%	
267 RELIEF ASSISTANT BENEFITS	38,090	14,284	46,410		46,410	(8,320)	-22%	!!	29,634	2,688	11,358		11,358	18,276	62%	
268 CASUAL CLERICAL BENEFITS	11,465	23	4,377		4,377	7,088	62%	!!	8,750	276	2,665		2,665	6,085	70%	
270 MONITORS BENEFITS	3,186	300	1,144		1,144	2,042	64%	!!	0	0	0		0	0	0%	
291 TRUSTEE BENEFITS	18,414	1,560	9,609		9,609	8,805	48%	!!	13,464	1,396	7,139		7,139	6,325	47%	
299 OTHER - BENEFITS	0	0	0		0	0	0%	!!	58	0	0		0	58	100%	
TOTAL -- BENEFITS	43,869,905	3,583,396	17,193,847	0	17,193,847	26,676,058	61%	!!	38,426,024	3,604,906	15,393,467	0	15,393,467	23,032,557	60%	
SERVICES & SUPPLIES																
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	16,202	84,248		84,248	165,752	66%	!!	225,000	37,137	193,501		193,501	31,499	14%	
323 SOFTWARE MAINTENANCE	1,122,156	3,758	1,030,516	53,542	1,084,058	38,098	3%	!!	1,068,131	132,908	939,455	56,693	996,148	71,983	7%	
324 HARDWARE MAINTENANCE	118,130	0	100,058		100,058	18,072	15%	!!	109,741	0	98,442		98,442	11,299	10%	
331 CONTRACTED TRANSPORTATION	948,374	91,568	315,750	719,612	1,035,362	(86,988)	-9%	!!	880,500	87,835	178,299	728,005	906,304	(25,804)	-3%	
332 TRANSPORTATION ASSISTANCE	15,000	3,788	13,925		13,925	1,075	7%	!!	15,000	3,470	12,104		12,104	2,896	19%	
334 SCHOOL JOURNEYS	64,226	161	47,851		47,851	16,376	25%	!!	12,035	410	23,738		23,738	(11,703)	-97%	

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - December 2023

	2023-2024								2022-2023							
	Budget	Dec 2023	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Dec 2022	YTD	Encumbrances	Total Exp	Available	%	
341 PRO-D & TRAVEL	958,281	39,771	292,658	3,035	295,693	662,588	69%	!!	1,208,804	49,624	427,236	9,361	436,597	772,207	64%	
342 TRAVEL MILEAGE	2,108	2,185	4,946		4,946	(2,838)	-135%	!!	2,800	1,251	2,260		2,260	540	19%	
343 LOCAL MILEAGE	76,441	7,412	23,817		23,817	52,624	69%	!!	77,307	9,313	26,302		26,302	51,005	66%	
364 LEASES	21,851	2,905	10,370		10,370	11,481	53%	!!	109,851	9,320	55,092		55,092	54,759	50%	
371 MEMBERSHIP FEES	117,082	1,372	97,118		97,118	19,964	17%	!!	114,069	2,011	90,104		90,104	23,965	21%	
391 PREMIUMS	532,235	(1,065)	531,170		531,170	1,065	0%	!!	427,403	707	464,193		464,193	(36,790)	-9%	
399 SERVICES RECOVERY	0	0	(10,793)		(10,793)	10,793	0%	!!	0	0	(10,646)		(10,646)	10,646	0%	
421 POINT OF SALE FEES	16,000	2,656	13,726		13,726	2,274	14%	!!	16,000	2,616	8,988		8,988	7,012	44%	
422 BANK SERVICE CHARGES	127,555	20,616	101,148		101,148	26,407	21%	!!	124,555	14,861	80,024		80,024	44,531	36%	
431 LAND TELEPHONE	170,000	13,961	81,494		81,494	88,506	52%	!!	172,933	13,923	82,563		82,563	90,370	52%	
438 CELL PHONES	192,521	19,337	98,390		98,390	94,131	49%	!!	202,375	16,388	99,894		99,894	102,481	51%	
439 DIGITAL SERVICES RECOVERY	743,027	0	0		0	743,027	100%	!!	793,240	0	0		0	793,240	100%	
441 POSTAGE	37,744	1,874	14,501		14,501	23,243	62%	!!	43,235	2,404	24,122	1,622	25,744	17,491	40%	
444 COURIER SERVICE	14,583	2,337	12,772		12,772	1,811	12%	!!	26,505	1,637	16,099		16,099	10,406	39%	
445 ADVERTISING	108,342	2,937	63,118		63,118	45,224	42%	!!	110,466	24,941	154,246		154,246	(43,780)	-40%	
446 PHOTOCOPYING	245,054	31,889	113,711		113,711	131,343	54%	!!	197,711	364	84,280		84,280	113,431	57%	
447 PRINTING SERVICES	9,113	0	3,028		3,028	6,085	67%	!!	10,772	0	4,402		4,402	6,370	59%	
448 AGENT FEE	941,837	63,742	1,325,561		1,325,561	(383,724)	-41%	!!	819,926	137,505	1,183,550		1,183,550	(363,624)	-44%	
450 GRANTS	63,994	0	46,219		46,219	17,775	28%	!!	68,515	40,686	40,686		40,686	27,829	41%	
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100%	!!	7,800	0	0		0	7,800	100%	
452 HONORARIA	13,237	250	6,400		6,400	6,837	52%	!!	15,350	1,650	5,827		5,827	9,523	62%	
453 SCHOLARSHIPS	6,000	3,000	10,000		10,000	(4,000)	-67%	!!	8,450	0	7,604		7,604	846	10%	
457 GIFT / GIFT CERTIFICATES	2,470	0	1,234		1,234	1,236	50%	!!	1,966	20	1,507		1,507	459	23%	
460 LICENCES	22,500	0	12,979		12,979	9,521	42%	!!	22,065	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	4,581	42,690	7,950	50,640	33,360	40%	!!	84,000	6,689	38,018	8,382	46,400	37,600	45%	
467 FLEET TELEMATICS	24,500	1,121	8,981		8,981	15,519	63%	!!	24,500	682	11,517		11,517	12,983	53%	
469 MISCELLANEOUS SERVICES	3,183,007	157,948	1,391,737	830,070	2,221,807	961,200	30%	!!	3,338,009	268,492	1,136,654	709,258	1,845,912	1,492,097	45%	
481 PORTABLE MOVES	(5,000)	0	(5,000)		(5,000)	0	0%	!!	60,000	181	18,493		18,493	41,507	69%	
499 COST RECOVERIES	0	0	0		0	0	0%	!!	(6,917)	(27)	(6,999)		(6,999)	82	-1%	
501 CAFETERIA FOOD	218,345	8,921	131,190		131,190	87,155	40%	!!	133,252	12,990	69,615		69,615	63,637	48%	
503 WOOD	8,495	183	9,002		9,002	(507)	-6%	!!	8,413	87	13,934		13,934	(5,521)	-66%	
504 METAL	2,064	0	1,056		1,056	1,008	49%	!!	1,131	0	1,239		1,239	(108)	-10%	
505 APPLIED TECHNOLOGY SUPPLIES	0	0	0		0	0	0%	!!	801	245	290		290	511	64%	
506 DRAFTING SUPPLIES	0	0	0		0	0	0%	!!	0	0	103		103	(103)	0%	
508 AUTOMOTIVE	0	0	0		0	0	0%	!!	0	234	360		360	(360)	0%	
511 ADMINISTRATIVE SUPPLIES	364,812	15,726	127,816		127,816	236,996	65%	!!	271,269	22,495	141,044		141,044	130,225	48%	
512 COPY/PRINTER SUPPLIES	188,653	16,497	90,763		90,763	97,890	52%	!!	148,246	2,858	63,233		63,233	85,013	57%	
514 JANITORIAL SUPPLIES	462,000	58,998	279,530	1,093	280,624	181,377	39%	!!	462,000	47,658	299,109		299,109	162,891	35%	
515 VEHICLE SUPPLIES	45,000	4,630	69,080		69,080	(24,080)	-54%	!!	45,000	10,079	61,048		61,048	(16,048)	-36%	
516 MEDICAL SUPPLIES	2,938	231	2,486		2,486	452	15%	!!	3,223	1,146	1,993		1,993	1,230	38%	
517 TIRE PURCHASES	25,000	864	12,959		12,959	12,041	48%	!!	25,000	1,612	14,139		14,139	10,861	43%	
518 VEHICLE FUEL PURCHASES	180,534	16,571	112,726		112,726	67,808	38%	!!	180,534	0	91,695		91,695	88,839	49%	
519 INSTRUCTIONAL SUPPLIES	3,971,332	185,001	1,437,217	34,984	1,472,202	2,499,130	63%	!!	3,337,905	154,434	1,296,783	43,079	1,339,862	1,998,043	60%	
520 BOOKS & GUIDES	579,311	19,157	123,552	148	123,701	455,610	79%	!!	546,484	18,153	131,213	7,332	138,545	407,939	75%	
525 MAGAZINES & PERIODICALS	2,498	350	1,519		1,519	979	39%	!!	3,705	0	2,341		2,341	1,364	37%	
530 AUDIO VISUAL MATERIALS	22	24	143		143	(121)	-550%	!!	302	0	328		328	(26)	-9%	
534 SOFTWARE	14,356	1,446	7,093		7,093	7,263	51%	!!	9,746	442	16,727		16,727	(6,981)	-72%	
541 LIGHT & POWER	1,566,000	143,045	542,069		542,069	1,023,931	65%	!!	1,537,413	140,436	521,389		521,389	1,016,024	66%	
551 GAS	1,810,000	150,446	300,903		300,903	1,509,097	83%	!!	1,340,500	205,118	149,155		149,155	1,191,345	89%	
552 OIL	26,200	0	0		0	26,200	100%	!!	55,000	0	0		0	55,000	100%	
561 WATER	442,000	42,303	441,130		441,130	870	0%	!!	442,617	73,693	266,650		266,650	175,967	40%	
562 SEWER USER CHARGE	346,000	28,791	154,322		154,322	191,678	55%	!!	298,153	52,844	170,975		170,975	127,178	43%	
563 STORMWATER	87,000	0	104,753		104,753	(17,753)	-20%	!!	80,678	206	82,786		82,786	(2,108)	-3%	
572 GARBAGE DISPOSAL	165,000	19,028	67,067		67,067	97,933	59%	!!	255,000	14,460	60,394		60,394	194,606	76%	
581 FURNITURE & EQUIP PURCH	565,610	107,794	428,301	47,260	475,561	90,049	16%	!!	612,988	39,284	329,697	89,004	418,701	194,287	32%	

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - December 2023

	2023-2024								2022-2023							
	Budget	Dec 2023	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Dec 2022	YTD	Encumbrances	Total Exp	Available	%	!!
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	2,239,618	6,290	1,285,050	24,301	1,309,351	930,267	42%	!!	1,798,731	17,208	867,515	7,502	875,017	923,714	51%	
594 RECONCILIATION ADJUSTMENTS	0	5,280	7,658		7,658	(7,658)	0%	!!	0	149	1,099		1,099	(1,099)	0%	
595 INTERFUND TRANSFER	0	0	0		0	0	0%	!!	(1,388,855)	0	0		0	(1,388,855)	100%	
599 SUPPLIES RECOVERIES	(20,224)	(362)	(68,996)		(68,996)	48,772	-241%	!!	(9,380)	(200)	(12,929)		(12,929)	3,549	-38%	
TOTAL -- SERVICES & SUPPLIES	23,622,720	1,325,518	11,550,791	1,721,996	13,272,787	10,349,933	44%	!!	20,963,850	1,682,629	10,421,394	1,703,512	12,124,906	8,838,944	42%	
GRAND TOTAL	250,057,664	23,979,206	105,141,543	1,721,996	106,863,539	143,194,125	57%	!!	224,427,290	24,614,264	96,605,390	1,703,512	98,308,902	126,118,388	56%	

2023-2024 Budget Change Report: December 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
Cafeteria Revenues to December 31	31,780	31,780
Misc Donations and Revenues to December 31	1,489	1,489
Total Changes:	1,990,188	2,080,333
2023-2024 Amended Budget - Operating to December 31, 2023	250,056,226	250,146,371
Contingencies and Fund Balances at June 30, 2023		
Unrestricted Operating Surplus (Contingency) - District (Board approved Sept 25-23)	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: December 2023 - Special Purpose

CommunityLINK

Cost of Living Allowance (COLA)

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

2023-2024 Budget Change Report: December 2023 - Capital

Local Capital

Interest Income to December 31

Revenue	Expenses
14,554	
14,554	0

Ministry of Education and Child Care Restricted

Interest Income to December 31

41,661	
41,661	0



FACILITIES SERVICES

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

Update for January 22nd, 2024

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

BUILDING MAINTENANCE SERVICES

- **Weather Event** – A number of schools have had broken coils or sprinkler breaks. The team is working to complete the repairs.
- **Oaklands Elementary Shoring** – Waiting on structural engineer on plan for repairs, timelines and costs. IFC drawings underway.
- **SJ Burnside Shoring** – Engineer plans for repairs are with us, proposal from Herold engineering for budget and timeline estimates underway.
- **Quadra Warehouse** – Exterior repair completed, interior space emptied out and interior scheduled to begin.
- **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 ASAP, when time allows due to emergent issues.
- **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 – nearing final contractor sign off and completion.
 - Oak Bay – complete.
 - Esquimalt – complete.
 - Vic High – complete.

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** – nearing final sign off and completion.

Childcare Update

- **Hillcrest** – At interior drywall stage, working on exterior siding completion to begin.
- **Lake Hill** – Currently working on interior drywall.
- **View Royal addition** – Complete. Occupancy granted December 2023. Spaces will open beginning of Feb 2024.
- **McKenzie** – Form, footing and perimeter work complete. Will resume once current projects complete.
- **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

- With a late winter break this year, many of the employees elected to take vacation between the statutory holidays. Those who were off took the opportunity to rest and recover. Those who worked tackled small cleaning projects in the schools.
- Operations had a company come in and demo a new floor finish in the Glanford gym. This was a valuable opportunity to refinish a gym floor ahead of schedule and to get some additional training with industry experts.

TRANSPORTATION, TRAINING AND GROUNDS

Transportation/Fleet

- Our fleet is ready for the winter! Plows have been installed on the three trucks. Trucks are also equipped with salters/briners and will be dispatched overnight to prep all our schools as needed.
- Snow Plan has been reviewed and updated and adopted by the facilities department.
- Field trips continue to be busy with June being completely full for any new bookings.

Grounds

- The team has been very busy prepping the district for winter. Leaf pick-up was completed about a month early this year allowing us to ensure drains and catch basins were cleared and ready for the snow/ice melt.
- The staff has been trained in snowplow operation, backhoe operation and minor snow blower repair so we will have continuous operation of all our snow removal equipment.

Training

- Staff have been busy getting trained after the Covid lull when no in-person training could take place.
 - Snowplow operation training complete - Nov 16 & 22
 - Confined Space training complete - Nov 20-22
 - Fall Protection training complete - Nov 23-28

NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT

- The team serviced all the tec packages in Arbutus, Torquay, Macaulay, Victor, and View Royal in December.
- The security and access control system at Esquimalt High school has been upgraded to current district standards.
- The NCIS team is still having to provide ongoing support for TELUS during their upgrade from copper to fibre-optic cable in many of our schools across the district.
- The NCIS team is at Vic High working on the network-controlled systems, the PA system and the security system.

CLIMATE and ENERGY

- 2023/24 LED Lighting upgrades
 - All 2023/24 schools nearing completion ahead of schedule
 - All interior spaces complete by Jan 2024
 - Exterior lights will proceed February / March
- Continuous optimization investigation phase
 - Completed for Sir James Douglas and Torquay Elementary, implementation in progress
 - Central Middle School undergoing review for implementation phase
- 2023/24 Educational awareness and Energy Wise Campaigns also now underway
 - Climate Pledge Walls - pilot completed at Tillicum, and Hillcrest Elementary
 - Climate Pledge Walls – ready to start campaign at all Elementary Schools
 - Lights Out – Light Switch Stickers being delivered 11 schools in January
 - Lights Out – Light Switch Stickers currently being processed for next 6 schools
 - Lights Out – Remaining Elementary schools will start January through March
- Annual Strategic Energy Management Plan completed and under review
- Programmable Thermostats added at:
 - Oaklands Elementary classroom portables
 - Torquay Elementary offices and staff room
 - Facilities Offices, along with exhaust fan controls



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	January 2024
Relocate School from SJ Willis	August 2022	March 2024
Final Completion of Vic High Project	October 2022	September 2024

5. Budget

- Contract expenditures to date total to an aggregate value of about \$73.3 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	73,297,410	2,373,388		2,373,388	3%
SJ Construction	100%	5,953,515	5,953,515	0		0	0%
Vic High Seismic Fees 2020	90%	8,500,000	8,290,418	209,582	43,611	165,971	2%
Vic High Capital Support	10%	147,896	59,524	88,372		88,372	60%
SJ Capital Support	100%	117,336	117,336	0		0	0%
Vic High Millwork	80%	1,895,400	1,267,861	627,539	17,034	610,505	32%
Vic High Legal Fees	50%	262,000	135,417	126,583		126,583	48%
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	58,590	21,410		21,410	27%
A Parker - Vic High Seismic Moving	11%	50,000	7,409	42,591		42,591	85%
A Parker - Vic High Seismic Transportation	85%	145,000	117,593	27,407		27,407	19%
Vic High Project Management	80%	1,263,450	700,583	562,867		562,867	45%
Vic High Capital Tech Support	55%	235,835	216,545	19,290		19,290	8%
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	1,136,139	1,063,861	613,796	450,065	20%
Prior Year Completed Expenses	0%	53,007	53,007	0		0	0%
		97,040,701	91,674,042	5,366,659	788,092	4,578,567	5%



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 Underway:

- Interior finishes nearing completion.
- Site work nearing completion.
- Commissioning underway.
- Deficiency List has started.

Looking to February 2024

- Completion of deficiencies.
- Commissioning completion.
- Coordinating handover requirements.

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. Heritage Corridor



2. Fernwood Street Entrance





3. Gladstone Avenue Enclosed Bike Storage



4. Andrews Gym – New Floor and Line Painting





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





Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report January 2024

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 January 2024

Cedar Hill Middle School	Progress/ Completion (%)	Budget	YTD Expenses	Remainder	Commitments	Remainder After Commitments	% Available
Construction	1%	37,232,014	2,615,519.00	34,616,495.00		34,616,495.00	93%
Fees	70%	3,565,777	2,471,882	1,093,895.00	601,755	492,140	14%
Misc Capital Support	1%	100,000	3,091	96,909.00		96,909	97%
Moving, Cartage, Custodial	0%	140,667		140,667.00		140,667	100%
Project Management	30%	293,500	161,348	132,152.00		132,152	45%
School TTOC Budget	75%	20,000	17,685	2,315.00		2,315	12%
Capital Technical Support	0%	50,000		50,000.00		50,000	100%
Municipal Fees & Charges	0%	565,700		565,700.00		565,700	100%
Equipment	0%	3,000,000		3,000,000.00		3,000,000	100%
Prior Year Completed Expenses	100%	122,744	122,744	0.00		0	0%
Reimbursed AFG	100%	181,396	181,396	0.00		0	0%
		45,271,798	5,573,665	39,698,133	601,755	39,096,378	86%

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

10. Looking to February

- Under slab Mechanical and Electrical.



Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report January 2024

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 January 2024

Appendix 3 – New Design and Site Plan

Site Plan

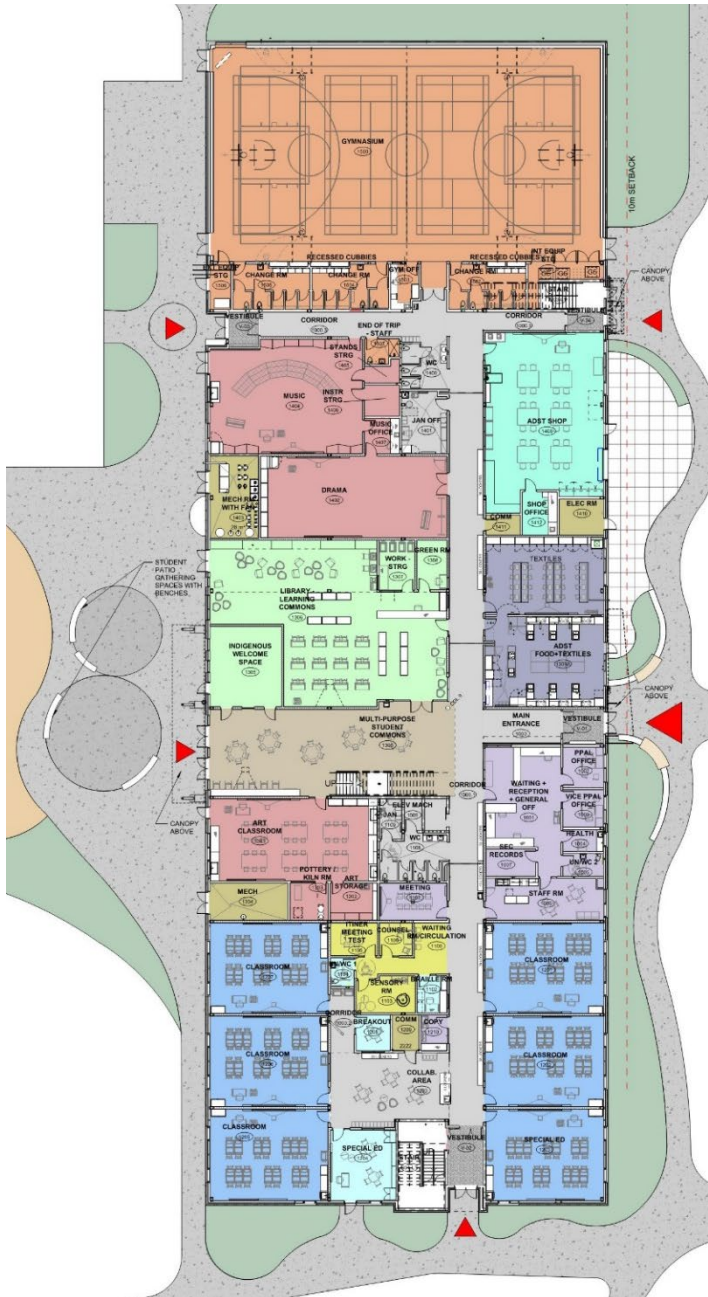




Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report January 2024

Floor Plans

Floor 1



Floor 2





Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report January 2024

Rendering



Progress Photos

Concrete Foundation of New School Site





Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report January 2024

