



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

AGENDA

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

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

Chairperson: Trustee Gagnon

A. COMMENCEMENT OF MEETING

A.1. Acknowledgement of Traditional Territories

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

A.2. National Day of Mourning – April 28, 2024

A.3. Approval of the Agenda

Recommended Motion:
That the April 22, 2024 agenda be approved.

A.4. Approval of the Minutes

Recommended Motion:
That the March 4, 2024 Combined Education Policy and Directions and Operations Policy and Planning Committee meeting minutes pertaining to the Operations Policy and Planning meeting, be approved.

B. PRESENTATIONS TO THE COMMITTEE

B.1. Solar Panels at Vic High, Jim Pine

C. SUPERINTENDENT'S REPORT

C.1. Policy 8251 Trustees' Code of Conduct

Recommended Motion:
That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8251 Trustees' Code of Conduct.

C.2. 2025-2026/2026-2027 School Calendar

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2025/2026 and 2026/2027 school calendars on the School District's website for a period of one month:

2025/2026 School Calendar*

School Opening	September 2, 2025
First non-instructional day	September 22, 2025
National Day for Truth and Reconciliation	September 30, 2025
Thanksgiving	October 13, 2025
Second non-instructional day (Province wide)	October 24, 2025
Remembrance Day	November 11, 2025
Third non-instructional day	November 21, 2025
Schools close for Winter vacation	December 19, 2025
Schools re-open after Winter vacation	January 5, 2026
Fourth non-instructional day	February 13, 2026
Family Day	February 16, 2026
Schools close for Spring vacation	March 13, 2026
Schools re-open after Spring vacation	March 30, 2026
Good Friday	April 3, 2026
Easter Monday	April 6, 2026
Fifth non-instructional day	May 15, 2026
Victoria Day	May 18, 2026
Administrative Day and School Closing	June 26, 2026
• Sixth non-instructional day to be chosen by each school	

2026/2027 School Calendar*

School Opening	September 8, 2026
First non-instructional day	September 21, 2026
National Day for Truth and Reconciliation	September 30, 2026
Thanksgiving	October 12, 2026
Second non-instructional day (Province wide)	October 23, 2026
Remembrance Day	November 11, 2026
Third non-instructional day	November 27, 2026
Schools close for Winter vacation	December 18, 2026
Schools re-open after Winter vacation	January 4, 2027
Fourth non-instructional day	February 12, 2027
Family Day	February 15, 2027
Schools close for Spring vacation	March 12, 2027
Schools re-open after Spring vacation	March 31, 2027
Good Friday	March 26, 2027
Easter Monday	March 29, 2027
Fifth non-instructional day	May 21, 2027
Victoria Day	May 24, 2027
Administrative Day and School Closing	June 25, 2027
• Sixth non-instructional day to be chosen by each school	

D. PERSONNEL ITEMS

D.1. Human Resources Update (Staffing Report) – Director of Human Resource Services Knudson

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: March 2024

E.2. Budget Change Report: March 2024

F. FACILITIES PLANNING

F.1. Operations Update: April 2024

F.2. Cedar Hill Middle School Seismic Project Update

F.3. Lead in Water Report

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.

Dear Premier Eby,

Please take a minute to read this important initiative.

Rationale for installing solar panels on the new Vic High building

1. We are going to need alternative sources of electricity as we move to a more electrified world and away from fossil fuels. Wind and solar are now the cheapest ways to produce electricity.
<https://electricalindustry.ca/latest-articles/solar-wind-cheap-electricity/>

2. The Federal Government has promised to reach a net-zero electricity grid by 2035.
<https://liberal.ca/climate/clean-electricity-a-net-zero-grid-by-2035/>

3. "In the scenarios we assessed, limiting warming to around 1.5 degrees Centigrade requires global greenhouse gas emissions to peak before 2025 at the latest, and be reduced by 43% by 2030...It's now or never." <https://www.ipcc.ch/2022/04/04/ipcc-ar6-wgiii-pressrelease/>

4. In December 2021, the British medical journal The Lancet surveyed 10,000 young people (aged 16-25) in 10 countries to assess climate anxiety. Their findings? "Respondents across all countries were worried about climate change (59% were very or extremely worried and 84% were at least moderately worried.) More than 50% reported each of the following emotions: sad, anxious, angry, powerless, helpless, and guilty. More than 45% of respondents said their feelings about climate change negatively affected their daily life and functioning, and many reported a high number of negative thoughts about climate change (eq, 75% said that they think the future is frightening and 83% said that they think people have failed to take care of the planet). Respondents rated government responses to climate change negatively and reported greater feelings of betrayal than of reassurance. **Climate anxiety and distress were correlated with perceived inadequate government response and associated feelings of betrayal.**" (bold mine) <https://pubmed.ncbi.nlm.nih.gov/34895496/>

5. There is a campaign at Vic High and Central to install solar panels on the new Vic High building and these efforts are empowering students. The antidote to anxiety is action. Students will feel that they are doing something instead of just worrying and feeling betrayed.

6. Solar panels on the roof will become a daily symbol that adults and the government take student climate anxiety seriously.

7. This is low hanging fruit for the government. For a few hundred thousand dollars they can get a million dollars of goodwill and the solar panels will have paid for themselves in 20 years.

8. "Today countries representing more than 85% of the world's economy are behind COP28's goal of tripling renewable energy capacity by 2030." COP28 President Dr. Sultan Al Jabers's Opening Plenary Speech

9. The new Cedar Hill school scheduled to open in 2025 will have solar panels and heat pumps. Why not Vic High?

<https://www.timescolonist.com/local-news/construction-begins-on-new-cedar-hill-middle-school-7890917>

10. The world is moving towards renewable energy quickly.

“China unleashed the full might of its solar energy industry last year. It installed more solar panels than the United States has in its history. It cut the wholesale price of panels it sells by nearly half. And its exports of fully assembled solar panels climbed 38 percent while its exports of key components almost doubled...China’s leaders say that a “new trio” of industries — solar panels, electric cars and lithium batteries — has replaced an “old trio” of clothing, furniture and appliances.”

<https://www.nytimes.com/2024/03/07/business/china-solar-energy-exports.html>



Floating solar panel farm in Japan in reservoir behind hydro-electric dam

11. We are in the third year of a province wide drought. Water permits remain indefinitely suspended on 10 rivers located in the Peace, Liard and Fraser river watersheds, according to the BC Energy Regulator. According to an article in The Globe and Mail, December 2023 persistent drought conditions forced BC Hydro to purchase from other jurisdictions one-fifth of its domestic demand in 2023. We need as much alternative energy as possible as we move to

low carbon heat pumps, EV bicycles and electric vehicles. Solar panels on the Vic High roof can add to BC's energy supply.

<https://www.theglobeandmail.com/canada/article-drought-conditions-force-bc-hydro-to-rely-on-power-purchases/>

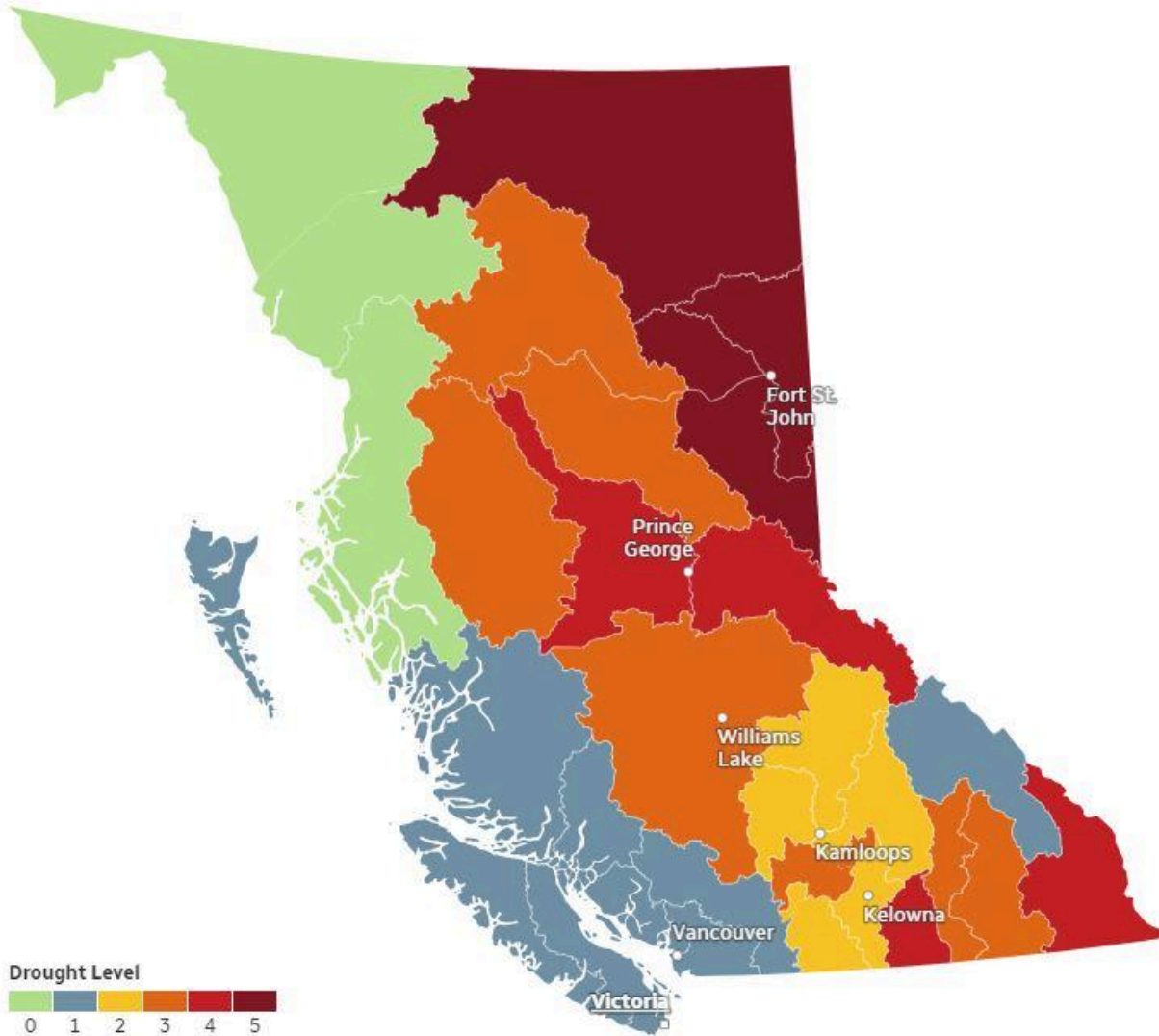
“In a recent landmark paper, energy analyst David Hughes **warned** that the road to net zero by 2050 will be “daunting.” The situation facing hydro producers, the cornerstone of any transition in Canada, underscores his assessment.

Hughes told the Tyee that “not only did B.C., with all its hydro power, have to import 18 per cent of its electricity in 2023 because of drought,” but it has had to resort to net power imports in seven of the last 15 years. He suspects that the climate crisis will accelerate that trend.”

<https://thetyee.ca/Analysis/2024/03/04/Hydro-Power-Conundrum-Rising-Demand-Drier-Climate/>

Drought levels in B.C. by water basin, as of Feb. 02, 2024

Northeast B.C. water basins are at drought Level 5, the most severe on the province's scale.



<https://www.cbc.ca/news/canada/british-columbia/bc-oil-gas-water-shortages-drought-1.7101670>

Part of your ministerial mandate letter to the Education Minister states:

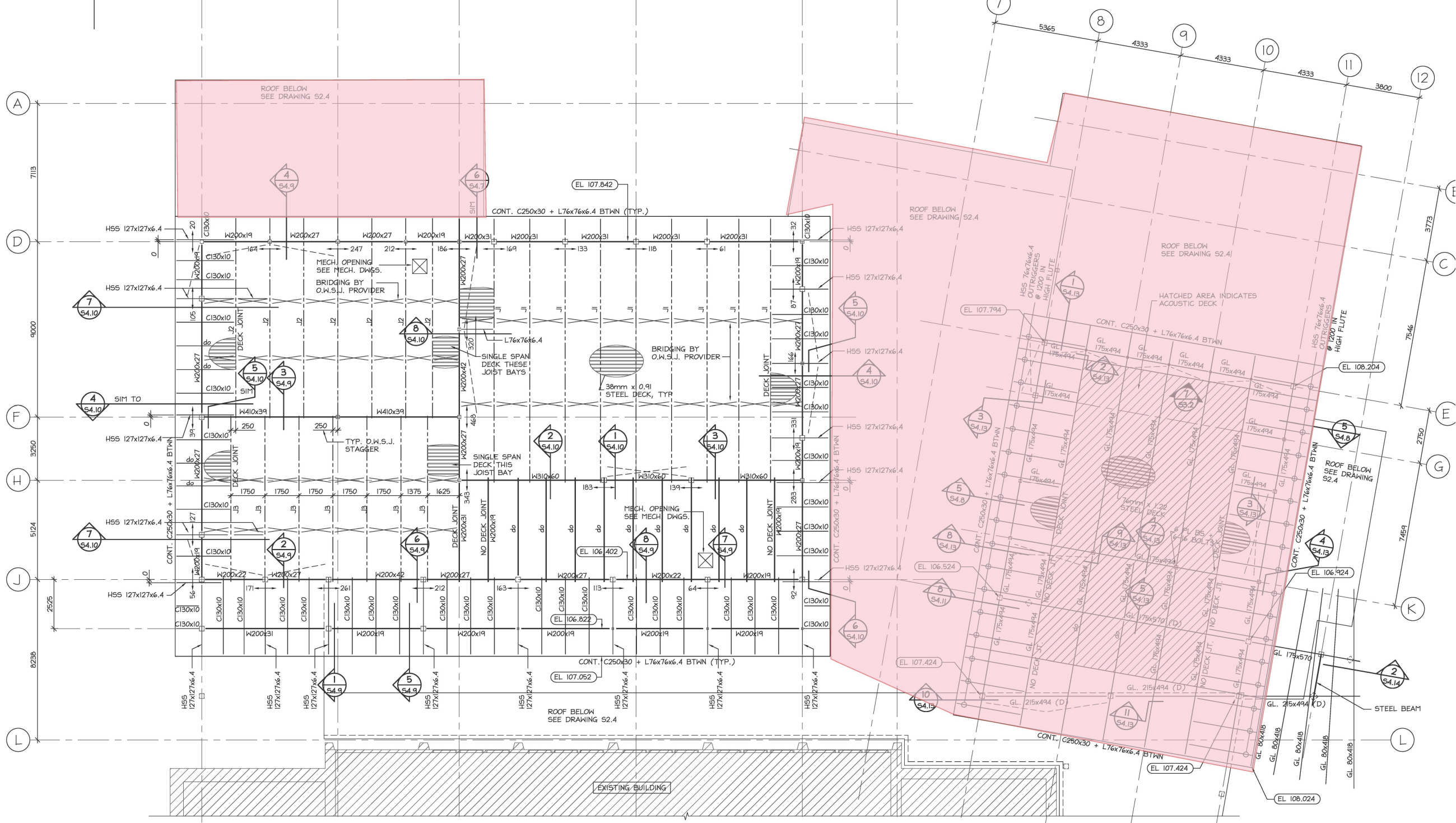
“Continue to invest in new and modernized schools, including focusing on meeting seismic requirements, increasing child care spaces, and achieving climate change and energy efficiency standards as set out in our **CleanBC** plan.”

The NDP’s **CleanBC** initiative has numerous categories of action that apply to installing solar panels on the new \$80 million Vic High building:

- Building net-zero energy readiness into the BC Building Code so that all new buildings will be net-zero energy ready by 2032.
- Climate-focused capital projects-Capital buildings must be designed to address future climate conditions, reduce fossil fuel use, and support electric vehicle charging infrastructure
- Encouraging energy-efficient commercial buildings.
- Funding B.C.’s clean energy sector
- Funding carbon-neutral public sector projects
- Funding low-carbon building innovation
- Making government buildings more energy efficient
- Making it easy to switch to electricity
- Moving to 100% clean energy
- Reducing emissions from new public buildings
- Requiring all new buildings to be zero-carbon
- Rethinking materials used in public sector buildings
- Transforming our existing public buildings. This includes making them more energy efficient and resilient to climate change.

Please support this student action initiative and show our youth that we understand their climate angst and are going to do something about it. Help to rectify the perception from the Lancet youth study of “...**inadequate government response and associated feelings of betrayal.**”

For more information, please contact Jim Pine. Jim was a teacher at Vic High from 1998-2016 and currently works as a farmer in Saanich. He can be reached at 250-383-9959 or jimipine@gmail.com



A HIGH ROOF PLAN
 S2.5 1:100

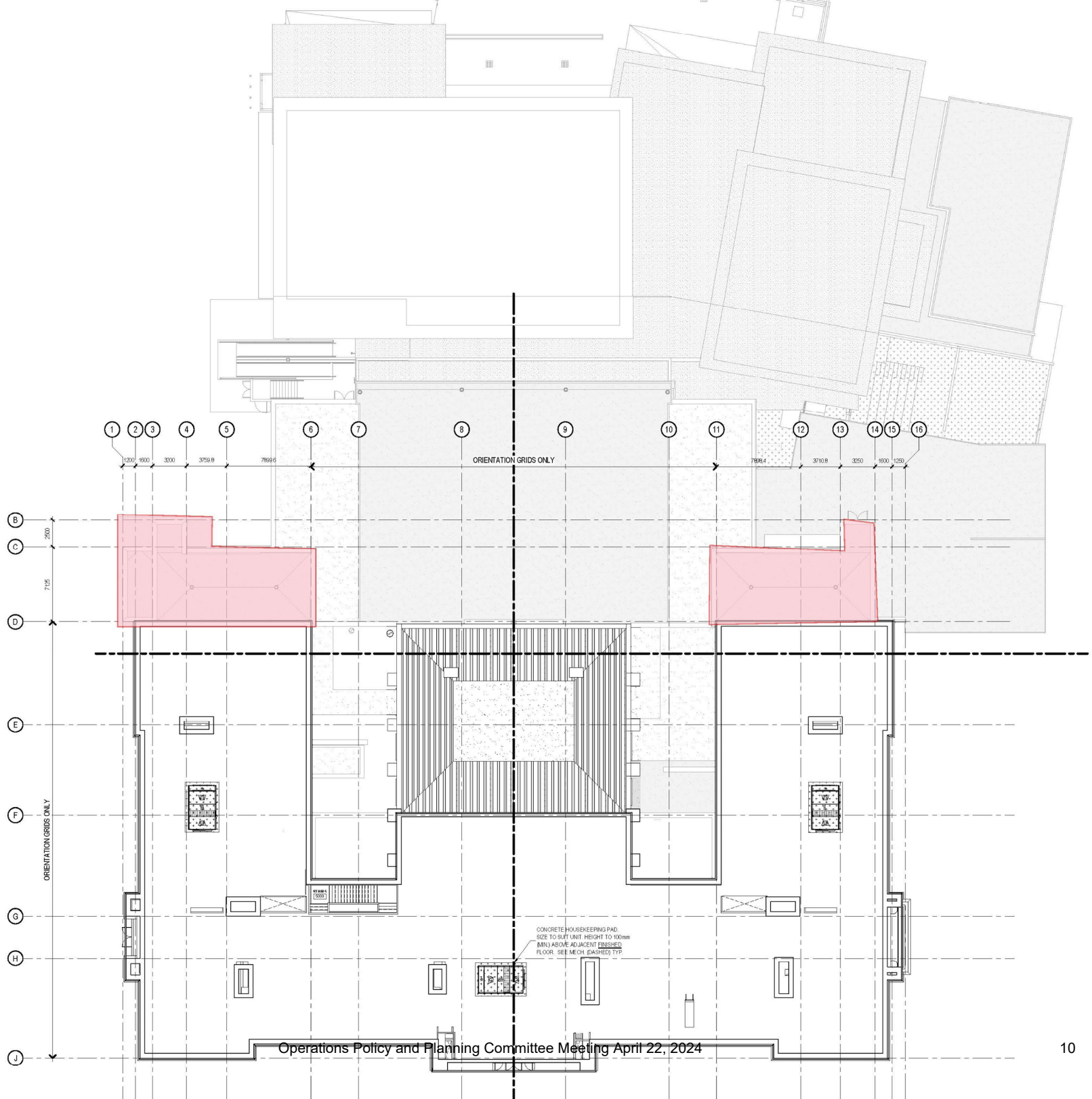
Operations Policy and Planning Committee Meeting April 22, 2024

ROOF JOISTS AND BEAMS SPACED EQUALLY BETWEEN COLUMNS U.O.N.

NOTE
 C250 FASCIA CONNECTIONS NOT TO HAVE ANY BOLT HEADS OR NUTS SHOWING ON OUTSIDE FACE TYP U/V

NOTE: ELEVATIONS SHOWN ON THIS PLAN ARE TO UNDER SIDE OF DECK.
 (EL 107.000)

LEGEND
 133 = FORCES SHOWN IN KN TF=CF
 (D) - INDICATES DROP BEAM



TO: Operations Policy and Planning Committee

FROM: Katrina Stride, Secretary-Treasurer on behalf of the Policy Sub-Committee

DATE: April 22, 2024

RE: **Policy 8251 – Trustees’ Code of Conduct**

Background

The Ministry of Education and Child Care and the BC School Trustees Association (BCSTA), in partnership with a sector advisory committee, codeveloped voluntary provincial criteria for school trustees’ codes of conducts. The criteria were intended to provide trustees with clarity on their roles and responsibilities respecting conduct, as codes of conduct can assist boards to focus on their core responsibilities to deliver educational programs and to support safe and inclusive schools and workplaces.

On June 2, 2023, the criteria were released along with [guidelines](#) and training supports.

On August 1, 2023, the Minister of Education and Child Care informed the Board that a scan of Policy 8251 Trustees’ Code of Conduct was completed and had identified that a component addressing breaches and sanctions was missing.

The Ministry of Education and Child Care and BCSTA have requested that boards submit revised Codes of Conduct by April 30, 2024.

Recommended Motion

At the April 16, 2024 Policy Sub-Committee meeting, Policy 8251 Trustee’s Code of Conduct was revised. Section titles were incorporated into the Policy, and a new section titled Corrective Measures was added.

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 8251 Trustees’ Code of Conduct.

Supporting Documents

Current Policy 8251 Trustees’ Code of Conduct
Revised Policy 8251 Trustees’ Code of Conduct - Tracked Changes
Revised Policy 8251 Trustees’ Code of Conduct - Clean

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 8251

TRUSTEES' CODE OF CONDUCT

Drafted:

Adopted: July 27, 1987

Revised: January 16, 2012

Reviewed: March 12, 2012

May 30, 2022

Frequency

of Review: Annual

1.0 RATIONALE

- 1.1 Trustees are elected to their position, which carries with it the understanding that the electorate determines its support for the effectiveness of a Trustee at election time. As elected members of the Board of Education, Trustees fully acknowledge the public trust that is invested in the Board and the responsibility.
- 1.2 This Trustees' Code of Conduct represents the commitment of the Board of Trustees to meeting the highest standards of conduct and is designed to provide trustees with principles and standards for expected behavior in accordance with the Board's mission, vision and values and priorities outlined in the multi-year strategic plan.

2.0 DEFINITIONS

- 2.1 Conflict of Interest: a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
- 2.2 Fiduciary Duty: A fiduciary (the Trustee) is someone who has undertaken to act for and on behalf of another (the District) in a particular matter in circumstances which give rise to a relationship of trust and confidence. In such a relationship, good conscience requires the fiduciary to act at all times for the sole benefit and interest of the one who trusts (the District).

3.0 POLICY

- 3.1 Trustees will:
 - 3.1.1 Carry out their responsibilities as detailed in [Policy 8250 - Role of the Trustee](#).
 - 3.1.2 Abide by the policies and bylaws of the Board, all applicable legislation and regulations, in particular the School Act, and the Oath of Office.
 - 3.1.3 Ensure fiduciary responsibility to the Board supersedes any conflicting loyalty such as that to their employer, advocacy or interest groups, and membership on other boards. Protect and uphold the integrity of the District and Board.
- 3.2 Board members actively debate the merits of every decision, but once a decision has been made, all members recognize the democratic majority when articulating their opinions on a decision.
- 3.3 A Board of Education's authority and responsibility rest solely within the corporate board. Trustees have no individual authority.
- 3.4 Creating understanding and building respectful relationships between board members is instrumental to fostering healthy debate and ensuring an effective decision-making process.
- 3.5 Trustees will constructively engage with community members in the establishment and interpretation of Board policies, bylaws and directions to ensure the best possible outcomes for students.
- 3.6 Trustees are individually responsible for the content of their comments, posts and "likes" on social media and must ensure that their use of social media is consistent with the Trustees' Code of Conduct.

- 3.7 Trustees will respect the authority vested in the role of Superintendent of Schools by definition in the School Act, and give the responsibility to manage and operationalize Board policies, bylaws and directions to the Superintendent of Schools and their leadership team.
- 3.8 This Code operates as a supplement to the existing statutes governing the conduct of Trustees in all their roles. The following primary provincial and federal legislation govern the conduct of Trustees:
- School Act
 - Trustee's Oath of Office
 - Freedom of Information and Protection of Privacy Act
 - Human Rights Code
- 3.9 If there is uncertainty about the scope of any of the clauses contained in the Code, Trustees may consult with the Chair, Superintendent or Secretary-Treasurer, or ask the Board for clarification. A Trustee may request guidance from other Trustees, the Superintendent and the Secretary-Treasurer in regard to conflict of interest matters.
- 3.10 Trustees shall ensure comments are issue-based and not personal, demeaning or disparaging with regard to any person, including Board staff or fellow Trustees.
- 3.11 Trustees must maintain confidentiality in regard to in camera issues.
- 3.12 No trustee shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by the Board. This is a continuous obligation that extends beyond the trustees' term of office.
- 3.13 Trustees should not access or attempt to gain access to confidential information in the custody or control of the Board unless it is necessary for the performance of their duties. No Trustee shall use confidential information for personal gain.
- 3.14 If there is uncertainty about whether information is confidential, the trustee should consult with the Chair of the Board, Superintendent or Secretary-Treasurer, or ask the Board for clarification.
- 3.15 The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other trustee shall speak on behalf of the Board unless expressly authorized by the Chair or the Board to do so. When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.
- 3.16 Trustees are required to adhere to all Board bylaws, policies, regulations, and procedures and Ministry directives regarding gifts, benefits and hospitality. Trustees shall not accept a gift from any person or entity that has dealings with the Board, if a reasonable person might conclude that the gift could influence the Trustee in performance of their duties.
- 3.17 There are circumstances in which the acceptance of a gift, benefit or hospitality occurs as part of the social protocol or community events linked to official trustee business.
- 3.18 Trustees shall avoid being placed in a position of conflict of interest. When a Trustee becomes aware that they are in a position that creates a conflict of interest, whether real or perceived, they must declare the nature and extent of the conflict at a Board meeting and abstain from deliberating or voting on the issue giving rise to the conflict.
- 3.19 No trustee may obtain personal financial gain from the use or sale of Board- developed intellectual property such as, but not limited to inventions, creative writings and drawings, computer programs, technical innovations, or other items capable of being patented, since all such property remains exclusively that of the Board.
- 3.20 No trustee shall undertake individual campaign-related activities on Board property, unless organized by community organizations for all candidates' participation.
- 3.21 No trustee shall use the influence of their office for any purpose other than for the exercise of their official duties. This includes using the influence of the office to obtain employment for a family member, or otherwise using one's status as a trustee to improperly influence the decision of another person to the private advantage of oneself, or one's parents, children or spouse, staff members, friends, or associates, business or otherwise.
- 3.22 No trustee shall use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

- 3.23 Trustees shall be respectful of the role of staff members to provide advice based on political neutrality and objectivity and without undue influence from any individual Trustee.
- 3.24 Individual Trustees shall not provide direction to staff members. Trustees work with the Chair of the Board and the Superintendent. The Superintendent is responsible for communication directions and associated expectations to staff on behalf of the Board of Education.
- 3.25 Trustees recognize that only the Board and not individual Trustees, may assess the Superintendent's performance.

4.0 RESPONSIBILITIES

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act* and abide by the policies and bylaws of the Board, all applicable legislation and regulations, in particular the *School Act*, and the Oath of Office.

5.0 REFERENCES

Nil

POLICY 8251

TRUSTEES' CODE OF CONDUCT

Drafted:

Adopted: July 27, 1987

Revised: January 16, 2012

Reviewed: March 12, 2012

May 30, 2022

Frequency

of Review: ~~Annual~~ Within 6 months of the Inaugural Board Meeting and every two years

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3.0 POLICY

3.0 AUTHORITY AND RESPONSIBILITY

3.0.1. Trustees will:

3.0.1.1. Carry out their responsibilities as detailed in [Policy 8250 – Role of the Trustee](#).

3.0.1.2. Abide by the policies and bylaws of the Board, all applicable legislation and regulations, in particular the School Act, and the Oath of Office.

3.0.1.3. Ensure fiduciary responsibility to the Board supersedes any conflicting loyalty such as that to their employer, advocacy or interest groups, and membership on other boards. Protect and uphold the integrity of the District and Board.

~~3.2~~ 3.0.2. Board members actively debate the merits of every decision, but once a decision has been made, all members recognize the democratic majority when articulating their opinions on a decision.

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~~3.4~~ 3.0.4. Creating understanding and building respectful relationships between board members is instrumental to fostering healthy debate and ensuring an effective decision-making process.

~~3.5~~ 3.0.5 ~~3.5~~ Trustees will constructively engage with community members in the establishment and interpretation of Board policies, bylaws and directions to ensure the best possible outcomes for students.

- 3.0.6— Trustees are individually responsible for the content of their comments, posts and “likes” on social media and must ensure that their use of social media is consistent with the Trustees’ Code of Conduct.
- 3.0.7 —Trustees will respect the authority vested in the role of Superintendent of Schools by definition in the School Act, and give the responsibility to manage and operationalize Board policies, bylaws and directions to the Superintendent of Schools and their leadership team.
- 3.0.8 —This Code operates as a supplement to the existing statutes governing the conduct of Trustees in all their roles. The following primary provincial and federal legislation govern the conduct of Trustees:
- School Act
 - Trustee’s Oath of Office
 - Freedom of Information and Protection of Privacy Act
 - Human Rights Code
- 3.0.9— If there is uncertainty about the scope of any of the clauses contained in the Code, Trustees may consult with the Chair, Superintendent or Secretary-Treasurer, or ask the Board for clarification. A Trustee may request guidance from other Trustees, the Superintendent and the Secretary-Treasurer in regard to conflict of interest matters.
- 3.0.10 —Trustees shall ensure comments are issue-based and not personal, demeaning or disparaging with regard to any person, including Board staff or fellow Trustees.

3.1 CONFIDENTIALITY

- 3.1.1 —Trustees must maintain confidentiality in regard to in camera issues.
- 3.1.2 —No trustee shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by the Board. This is a continuous obligation that extends beyond the trustees’ term of office.
- 3.1.3 — Trustees should not access or attempt to gain access to confidential information in the custody or control of the Board unless it is necessary for the performance of their duties. No Trustee shall use confidential information for personal gain.
- 3.1.4 —If there is uncertainty about whether information is confidential, the trustee should consult with the Chair of the Board, Superintendent or Secretary-Treasurer, or ask the Board for clarification.

3.2. CONFLICT OF INTEREST

- 3.2.145 -The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other trustee shall speak on behalf of the Board unless expressly authorized by the Chair or the Board to do so. When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.
- 3.2.216- Trustees are required to adhere to all Board bylaws, policies, regulations, and procedures and Ministry directives regarding gifts, benefits and hospitality. Trustees shall not accept a gift from any person or entity that has dealings with the Board, if a reasonable person might conclude that the gift could influence the Trustee in performance of their duties.
- 3.2.37- There are circumstances in which the acceptance of a gift, benefit or hospitality occurs as part of the social protocol or community events linked to official trustee business.
- 3.2.418- Trustees shall avoid being placed in a position of conflict of interest. When a Trustee becomes aware that they are in a position that creates a conflict of interest, whether real or perceived, they must declare the nature and extent of the conflict at a Board meeting and abstain from deliberating or voting on the issue giving rise to the conflict.
- 3.2.519- No trustee may obtain personal financial gain from the use or sale of Board- developed intellectual property such as, but not limited to inventions, creative writings and drawings, computer programs, technical innovations, or other items capable of being patented, since all such property remains exclusively that of the Board.
- 3.2.60- No trustee shall undertake individual campaign-related activities on Board property, unless organized by community organizations for all candidates’ participation.

3.2.74- No trustee shall use the influence of their office for any purpose other than for the exercise of their official duties. This includes using the influence of the office to obtain employment for a family member, or otherwise using one's status as a trustee to improperly influence the decision of another person to the private advantage of oneself, or one's parents, children or spouse, staff members, friends, or associates, business or otherwise.

3.3 WORKING RELATIONSHIPS

- 3.3.12 -No trustee shall use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.
- 3.3.223- Trustees shall be respectful of the role of staff members to provide advice based on political neutrality and objectivity and without undue influence from any individual Trustee.
- 3.3.24.3 -Individual Trustees shall not provide direction to staff members. Trustees work with the Chair of the Board and the Superintendent. The Superintendent is responsible for communication directions and associated expectations to staff on behalf of the Board of Education.
- 3.3.425- Trustees recognize that only the Board and not individual Trustees, may assess the Superintendent's performance.

3.4 CORRECTIVE MEASURES

3.4.1. Trustees are required to conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct. The failure by Trustees to conduct themselves in compliance with this policy may result in the Board instituting corrective measures. Misconduct and breaches of the Code of Conduct may affect the Board's ability to offer an educational program and the ability to support safe and inclusive schools and workplaces. The Board, in dealing with misconduct or breaches of the Code of Conduct, will work to resolve issues early and with measures that are commensurate with the underlying factual context. The Board may decide it is appropriate to use an informal resolution process, such as mediation, prior to a formal process, such as an investigation. If proactive measures do not result in changed behaviour, corrective measures may be imposed and may include, but are not limited to:

- Writing a letter of apology;
- Participating in a restorative process;
- Participating in specific professional development, training or coaching as directed by the Board;
- Being subject to a motion of censure passed by a majority of the voting trustees at a closed (i.e. in-camera) board meeting; or
- Being removed from one, some, or all board committees or other appointments by a majority of voting trustees at an in-camera board meeting.

It is important to note that, except as expressly permitted by the School Act, a board's authority does not extend so far as to effectively remove a trustee from their elected office. The imposition of a disciplinary measure barring a trustee from attending all, or part of, a board meeting shall be deemed to be authorization for the trustee to be absent from the meeting, and therefore not in violation of the School Act regarding absences from meetings.

4.0 RESPONSIBILITIES

- 4.1 The Board of Education is responsible to ensure compliance with the *School Act* and abide by the policies and bylaws of the Board, all applicable legislation and regulations, in particular the *School Act*, and the Oath of Office.
- 4.2 The Board of Education is responsible to ensure compliance with the *Freedom of Information and Protection of Privacy Act*.
- 4.3 The Board of Education is responsible to ensure compliance with the *BC Human Rights Code*.
- 4.4 The Board of Education is responsible to ensure compliance with the *Workers Compensation Act*.

5.0 REFERENCES

Nil

POLICY 8251

TRUSTEES' CODE OF CONDUCT

Drafted:

Adopted: July 27, 1987

Revised: January 16, 2012

Reviewed: March 12, 2012

May 30, 2022

Frequency

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3.0 POLICY

3.0 AUTHORITY AND RESPONSIBILITY

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 - 3.0.1.1. Carry out their responsibilities as detailed in [Policy 8250 – Role of the Trustee](#).
 - 3.0.1.2. Abide by the policies and bylaws of the Board, all applicable legislation and regulations, in particular the School Act, and the Oath of Office.
 - 3.0.1.3. Ensure fiduciary responsibility to the Board supersedes any conflicting loyalty such as that to their employer, advocacy or interest groups, and membership on other boards. Protect and uphold the integrity of the District and Board.
- 3.0.2. Board members actively debate the merits of every decision, but once a decision has been made, all members recognize the democratic majority when articulating their opinions on a decision.
- 3.0.3. A Board of Education's authority and responsibility rest solely within the corporate board. Trustees have no individual authority.
- 3.0.4. Creating understanding and building respectful relationships between board members is instrumental to fostering healthy debate and ensuring an effective decision-making process.
- 3.0.5. Trustees will constructively engage with community members in the establishment and interpretation of Board policies, bylaws and directions to ensure the best possible outcomes for students.

- 3.0.6 Trustees are individually responsible for the content of their comments, posts and “likes” on social media and must ensure that their use of social media is consistent with the Trustees’ Code of Conduct.
- 3.0.7 Trustees will respect the authority vested in the role of Superintendent of Schools by definition in the School Act, and give the responsibility to manage and operationalize Board policies, bylaws and directions to the Superintendent of Schools and their leadership team.
- 3.0.8 This Code operates as a supplement to the existing statutes governing the conduct of Trustees in all their roles. The following primary provincial and federal legislation govern the conduct of Trustees:
- School Act
 - Trustee’s Oath of Office
 - Freedom of Information and Protection of Privacy Act
 - Human Rights Code
- 3.0.9 If there is uncertainty about the scope of any of the clauses contained in the Code, Trustees may consult with the Chair, Superintendent or Secretary-Treasurer, or ask the Board for clarification. A Trustee may request guidance from other Trustees, the Superintendent and the Secretary-Treasurer in regard to conflict of interest matters.
- 3.0.10 Trustees shall ensure comments are issue-based and not personal, demeaning or disparaging with regard to any person, including Board staff or fellow Trustees.

3.1 CONFIDENTIALITY

- 3.1.1 Trustees must maintain confidentiality in regard to in camera issues.
- 3.1.2 No trustee shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by the Board. This is a continuous obligation that extends beyond the trustees’ term of office.
- 3.1.3 Trustees should not access or attempt to gain access to confidential information in the custody or control of the Board unless it is necessary for the performance of their duties. No Trustee shall use confidential information for personal gain.
- 3.1.4 If there is uncertainty about whether information is confidential, the trustee should consult with the Chair of the Board, Superintendent or Secretary-Treasurer, or ask the Board for clarification.

3.2. CONFLICT OF INTEREST

- 3.2.1 The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other trustee shall speak on behalf of the Board unless expressly authorized by the Chair or the Board to do so. When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.
- 3.2.2 Trustees are required to adhere to all Board bylaws, policies, regulations, and procedures and Ministry directives regarding gifts, benefits and hospitality. Trustees shall not accept a gift from any person or entity that has dealings with the Board, if a reasonable person might conclude that the gift could influence the Trustee in performance of their duties.
- 3.2.3 There are circumstances in which the acceptance of a gift, benefit or hospitality occurs as part of the social protocol or community events linked to official trustee business.
- 3.2.4 Trustees shall avoid being placed in a position of conflict of interest. When a Trustee becomes aware that they are in a position that creates a conflict of interest, whether real or perceived, they must declare the nature and extent of the conflict at a Board meeting and abstain from deliberating or voting on the issue giving rise to the conflict.
- 3.2.5 No trustee may obtain personal financial gain from the use or sale of Board- developed intellectual property such as, but not limited to inventions, creative writings and drawings, computer programs, technical innovations, or other items capable of being patented, since all such property remains exclusively that of the Board.
- 3.2.6 No trustee shall undertake individual campaign-related activities on Board property, unless organized by community organizations for all candidates’ participation.

- 3.2.7 No trustee shall use the influence of their office for any purpose other than for the exercise of their official duties. This includes using the influence of the office to obtain employment for a family member, or otherwise using one's status as a trustee to improperly influence the decision of another person to the private advantage of oneself, or one's parents, children or spouse, staff members, friends, or associates, business or otherwise.

3.3 WORKING RELATIONSHIPS

- 3.3.1 No trustee shall use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.
- 3.3.2 Trustees shall be respectful of the role of staff members to provide advice based on political neutrality and objectivity and without undue influence from any individual Trustee.
- 3.3.3 Individual Trustees shall not provide direction to staff members. Trustees work with the Chair of the Board and the Superintendent. The Superintendent is responsible for communication directions and associated expectations to staff on behalf of the Board of Education.
- 3.3.4 Trustees recognize that only the Board and not individual Trustees, may assess the Superintendent's performance.

3.4 CORRECTIVE MEASURES

- 3.4.1 Trustees are required to conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct. The failure by Trustees to conduct themselves in compliance with this policy may result in the Board instituting corrective measures. Misconduct and breaches of the Code of Conduct may affect the Board's ability to offer an educational program and the ability to support safe and inclusive schools and workplaces. The Board, in dealing with misconduct or breaches of the Code of Conduct, will work to resolve issues early and with measures that are commensurate with the underlying factual context. The Board may decide it is appropriate to use an informal resolution process, such as mediation, prior to a formal process, such as an investigation. If proactive measures do not result in changed behaviour, corrective measures may be imposed and may include, but are not limited to:

- Writing a letter of apology;
- Participating in a restorative process;
- Participating in specific professional development, training or coaching as directed by the Board;
- Being subject to a motion of censure passed by a majority of the voting trustees at a closed (i.e. in-camera) board meeting; or
- Being removed from one, some, or all board committees or other appointments by a majority of voting trustees at an in-camera board meeting.

It is important to note that, except as expressly permitted by the School Act, a board's authority does not extend so far as to effectively remove a trustee from their elected office. The imposition of a disciplinary measure barring a trustee from attending all, or part of, a board meeting shall be deemed to be authorization for the trustee to be absent from the meeting, and therefore not in violation of the School Act regarding absences from meetings.

4.0 RESPONSIBILITIES

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act* and abide by the policies and bylaws of the Board, all applicable legislation and regulations, in particular the *School Act*, and the Oath of Office.
- 4.2 **The Board of Education** is responsible to ensure compliance with the *Freedom of Information and Protection of Privacy Act*.
- 4.3 **The Board of Education** is responsible to ensure compliance with the *BC Human Rights Code*.
- 4.4 **The Board of Education** is responsible to ensure compliance with the *Workers Compensation Act*.

5.0 REFERENCES

Nil

To: Operations Policy and Planning Committee Meeting

From: Tom Aerts, Associate Superintendent

Date: April 22, 2024

RE: School Calendars 2025-26 and 2026-27

Background:

Following consultation with the following groups: CUPE 382, CUPE 947, GVTA, VCPAC, and VPVPA as well as School Districts 62 and 63, draft calendars have been developed for both the 2025/26 and 2026/27 school years. As a district we have previously approved the school calendar for 2024/25, the 2025/26 and 2026/27 calendars are being proposed to align as much as possible with our neighboring districts, Sooke and Saanich, and provide as much planning notice as possible to community members. Ultimately, we will establish a three-year calendar that extends through the 2026/27 school year.

The Board must provide an opportunity for parents and representatives of the employees to provide comments to the Board with respect to the proposed school calendar.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2025/2026 and 2026/2027 school calendars on the School District website for a period of one month.

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.

	2025/2026 School Calendar	2026/2027 School Calendar
Professional Development Days (Non-instructional days)	Monday, September 22, 2025 Friday, October 24, 2025 Friday, November 21, 2025 Friday, February 13, 2026 Friday, May 15, 2026 * One additional day with date chosen by each school	Monday, September 21, 2026 Friday, October 23, 2026 Friday, November 27, 2026 Friday, February 12, 2027 Friday, May 21, 2027 * One additional day with date chosen by each school
School Opening	Tuesday, September 2, 2025	Tuesday, September 8, 2026
National Day of Truth and Reconciliation	Tuesday, September 30, 2025	Wednesday, September 30, 2026
Thanksgiving	Monday, October 13, 2025	Monday, October 12, 2026
Remembrance Day	Tuesday, November 11, 2025	Wednesday, November 11, 2026
Last day of classes before Winter vacation	Friday, December 19, 2025	Friday, December 18, 2026
Schools re-open after Winter vacation	Monday, January 5, 2026	Monday, January 4, 2027
Family Day	Monday, February 16, 2026	Monday, February 15, 2027
Last day of class before Spring vacation	Friday, March 13, 2026	Friday, March 12, 2027
Schools re-open after Spring vacation	Monday, March 30, 2026	Wednesday, March 31, 2027
Good Friday	Friday, April 3, 2026	Friday, March 26, 2027
Easter Monday	Monday, April 6, 2026	Monday, March 29, 2027
Victoria Day	Monday, May 18, 2026	Monday, May 24, 2027
Administrative Day and School Closing	Friday, June 26, 2026	Friday, June 25, 2027

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One *Learning* Community



To: Operations Policy and Planning Committee

From: Mike Knudson, Director, Human Resource Services

Date: April 22, 2024

Re: Educational Staffing Update

Human Resource Services Department engages in continuous hiring of educational staff to meet school needs. Currently staffing planning is underway for the 2024/2025 school year.

1. Teachers

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

- **BIPOC Initiatives**
 - The District and GVTA have signed agreements to support the recruitment of self-identified BIPOC teachers into ongoing 1.0 positions. In consultation with the GVTA, five 1.0 continuing contracts were granted in 2023/2024. And the District will again ask for expression of interest this staffing season pending the number of 1.0 continuing positions available after the June posting round.

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

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

- **Positions Difficult to Fill**

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

Annual recruitment of teachers onto the TTOC List continues to remain at approximately 200. A significant number of these teachers are currently working in our schools filling continuing and temporary contracts. There are several temporary teachers in less-than-1.0-FTE-contracts available for some TTOC work and approximately 500 TTOCs available for daily callouts and temporary positions throughout the year. Although the number appears to be large, not all TTOCs are available everyday. Many of the TTOCs who work for this district also work for neighbouring public and private schools.

2. Educational Assistants

- **Posting Trends, Recruitment and Retention**

- Most postings are filled internally. As the year progresses, more positions become available due to unforeseen leaves and other circumstances; this trend tends to exhaust the Spare Board List resulting in unfilled callouts. More postings for specific schools are posted externally.
- While location may change, the District is committed to continuing to employ EAs in ongoing positions from year to year wherever possible.
- The district continues to have difficulty recruiting specialized EAs to work with students who require supports physically and cognitively.
- To address retention, the 30-hour CUPE 947 positions in 10 elementary priority schools will continue and enhancements will be made to the EA mentoring.
- To continue to address recruitment, additional EA Bridge sessions have been scheduled. Candidates who have equivalent education and/or experiences are invited to participate in the (now) 3-week District EA Bridge Program. So far, there have been 12 cohorts; of the 222 candidates trained, 206 were hired. The chart below illustrates the retention rates per cohort.

Program	Dates	Selected	Overall Hired	Retention		
				2021-2022 School Year	2022-2023 School Year	2023-2024 School Year
Bridge 1.0	Jan. 22-Feb 23., 2018	19	19	8	6	6
Bridge 2.0	Sept. 16-Sept. 23, 2019	19	19	12	12	9
Bridge 3.0	Nov. 25-Dec. 6, 2019	13	11	6	4	4
Bridge 4.0	Mar. 2-Mar.13, 2020	12	12	9	9	8
Bridge 5.0	Oct. 26-Nov.6, 2020	14	14	13	7	7
Bridge 6.0	May 31-Jun. 18, 2021	16	16	16	13	11
Bridge 7.0	Oct. 12-Oct. 29, 2021	22	17	12	9	8
Bridge 8.0	Apr. 25-May 13, 2022	25	21	21	20	18
Bridge 9.0	Feb. 13-Mar. 3, 2023	18	18	-	18	16
Bridge 10.0	Oct 10- Oct. 27, 2023	21	19	-	-	18
Bridge 11.0	Nov 6-Nov. 24, 2023	21	18	-	-	17
Bridge 12.0	Feb. 12- Mar. 1, 2024	22	22	-	-	21
	Totals	222	206	97	98	143

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



MONTHLY FINANCIAL REPORT - OPERATING REVENUES - March 2024

	2023-2024					2022-2023					
	Budget	Mar 2024	YTD	Available	%	!!	Budget	Mar 2023	YTD	Available	%
602 CE/HL OTHER FEES	50	0	30	20	40%	!!	50	0	30	20	40%
605 CE/HL REGISTRATION FEES	7,300	440	7,480	(180)	-2%	!!	6,620	560	7,545	(925)	-14%
621 MINISTRY BLOCK FUNDING	221,802,056	21,981,259	154,772,866	67,029,190	30%	!!	197,106,944	19,401,031	137,736,066	59,370,878	30%
629 OTHER MIN OF ED GRANTS	6,018,122	863,030	3,543,299	2,474,823	41%	!!	10,435,116	3,160,304	6,548,401	3,886,715	37%
641 REVENUE -OTHER PROV MINISTRIES	289,983	65,524	247,118	42,865	15%	!!	111,290	27,438	111,290	0	0%
642 REVENUE -OTHER SCHOOL DISTRICTS	2,700	0	0	2,700	100%	!!	3,240	0	540	2,700	83%
644 CE/HL COURSE FEES	8,500	0	1,430	7,070	83%	!!	6,400	0	7,810	(1,410)	-22%
645 REVENUE-CAFETERIA	174,681	17,264	174,663	18	0%	!!	119,525	16,587	119,508	17	0%
647 OFFSHORE STUDENTS TUITION FEES	16,378,362	222,095	16,455,241	(76,879)	0%	!!	14,111,502	61,283	14,349,933	(238,431)	-2%
648 LOCAL EDUCATION AGREEMENTS	925,099	0	705,179	219,920	24%	!!	757,317	157,974	567,988	189,329	25%
649 MISC FEES & REVENUE	1,912,256	21,709	1,311,494	600,762	31%	!!	2,208,333	126,797	1,766,158	442,175	20%
651 COMMUNITY USE OF FACILITIES	1,932,549	149,611	1,395,585	536,964	28%	!!	1,638,044	114,851	1,276,156	361,888	22%
652 COMMUNITY USE OF FIELDS	82,857	7,322	43,483	39,374	48%	!!	80,115	0	1,355	78,760	98%
653 COMMUNITY USE OF THEATRE	72,208	18,425	87,939	(15,731)	-22%	!!	49,531	20,014	36,281	13,250	27%
654 PARKING FEES	35,878	3,080	17,495	18,383	51%	!!	34,865	0	7,087	27,778	80%
655 RENTALS LIAB INS REVENUE	6,361	215	6,239	122	2%	!!	6,197	314	7,057	(860)	-14%
659 OTHER RENTALS & LEASES	796,900	31,170	672,142	124,759	16%	!!	780,000	29,359	655,984	124,016	16%
661 INTEREST	74,447	4,671	46,539	27,908	37%	!!	49,254	5,218	34,521	14,733	30%
669 INVESTMENT REVENUE	2,067,004	180,976	1,522,664	544,340	26%	!!	1,334,366	138,788	1,084,762	249,604	19%
671 SURPLUS FROM PRIOR YEAR	6,224,545	0	6,841,658	(617,113)	-10%	!!	7,045,808	0	8,218,621	(1,172,813)	-17%
						!!					
GRAND TOTAL	258,811,858	23,566,790	187,852,544	70,959,314	27%		235,884,517	23,260,516	172,537,092	63,347,425	27%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - March 2024

	2023-2024						2022-2023								
	Budget	Mar 2024	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Mar 2023	YTD	Encumbrances	Total Exp	Available	%
422 BANK SERVICE CHARGES	204,555	22,984	151,966		151,966	52,589	26%	!!	127,555	18,718	133,648		133,648	(6,093)	-5%
431 LAND TELEPHONE	167,400	13,649	123,127		123,127	44,273	26%	!!	172,933	13,745	124,087		124,087	48,846	28%
438 CELL PHONES	201,562	16,938	151,303		151,303	50,259	25%	!!	213,192	14,948	144,925		144,925	68,267	32%
439 DIGITAL SERVICES RECOVERY	830,987	830,987	830,987		830,987	0	0%	!!	743,027	743,016	743,016		743,016	11	0%
441 POSTAGE	38,896	1,230	18,637		18,637	20,259	52%	!!	41,649	1,724	30,917	811	31,728	9,921	24%
444 COURIER SERVICE	16,902	117	15,957		15,957	945	6%	!!	26,705	120	21,690		21,690	5,015	19%
445 ADVERTISING	115,187	1,570	83,925		83,925	31,262	27%	!!	172,378	(3,803)	179,940		179,940	(7,562)	-4%
446 PHOTOCOPYING	259,670	33,557	199,657		199,657	60,013	23%	!!	222,371	21,635	187,046		187,046	35,325	16%
447 PRINTING SERVICES	10,038	0	3,944		3,944	6,094	61%	!!	10,615	122	8,491		8,491	2,124	20%
448 AGENT FEE	1,414,010	70,118	1,509,971		1,509,971	(95,961)	-7%	!!	713,205	72,017	1,355,628		1,355,628	(642,423)	-90%
450 GRANTS	69,890	0	46,219		46,219	23,671	34%	!!	66,515	0	40,686		40,686	25,829	39%
451 CULTURAL ENRICHMENT	0	0	0		0	0	0%	!!	7,800	0	0		0	7,800	100%
452 HONORARIA	13,237	(100)	10,575		10,575	2,662	20%	!!	15,162	(100)	10,427		10,427	4,735	31%
453 SCHOLARSHIPS	22,209	1,700	11,700		11,700	10,509	47%	!!	14,950	0	7,604		7,604	7,346	49%
457 GIFT / GIFT CERTIFICATES	1,770	0	1,348		1,348	422	24%	!!	2,186	225	2,090		2,090	96	4%
459 LAUNDRY	0	0	0		0	0	0%	!!	0	0	161		161	(161)	0%
460 LICENCES	22,500	0	24,709		24,709	(2,209)	-10%	!!	22,438	0	22,438		22,438	(0)	0%
461 FREIGHT AND CARTAGE	0	0	0		0	0	0%	!!	84,000	(2,022)	69,379		69,379	14,621	17%
462 SECURITY	84,000	4,719	65,733	3,759	69,492	14,508	17%	!!	24,500	244	13,128	5,588	18,716	5,784	24%
467 FLEET TELEMATICS	24,500	0	10,096		10,096	14,404	59%	!!	0	0	0		0	0	0%
469 MISCELLANEOUS SERVICES	3,384,099	365,050	2,361,883	485,529	2,847,412	536,687	16%	!!	3,514,478	260,767	2,042,332	541,196	2,583,528	930,950	26%
481 PORTABLE MOVES	(5,000)	0	(5,000)		(5,000)	0	0%	!!	60,000	0	18,493		18,493	41,507	69%
499 COST RECOVERIES	0	0	(3,343)		(3,343)	3,343	0%	!!	(7,048)	(6,281)	(13,329)		(13,329)	6,281	-89%
501 CAFETERIA FOOD	279,556	15,755	205,987		205,987	73,569	26%	!!	188,311	3,723	133,738		133,738	54,573	29%
503 WOOD	8,995	213	12,984		12,984	(3,989)	-44%	!!	10,412	157	15,095		15,095	(4,683)	-45%
504 METAL	2,206	67	3,150		3,150	(944)	-43%	!!	2,071	0	2,420		2,420	(349)	-17%
505 APPLIED TECHNOLOGY SUPPLIES	0	0	0		0	0	0%	!!	801	0	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	0	472		472	(472)	0%
511 ADMINISTRATIVE SUPPLIES	378,118	13,741	201,870		201,870	176,248	47%	!!	334,055	4,563	232,308		232,308	101,747	30%
512 COPY/PRINTER SUPPLIES	201,186	8,623	155,171		155,171	46,015	23%	!!	171,799	9,036	144,026		144,026	27,773	16%
514 JANITORIAL SUPPLIES	562,000	131,859	514,989	1,101	516,090	45,910	8%	!!	462,000	57,627	507,782		507,782	(45,782)	-10%
515 VEHICLE SUPPLIES	59,650	9,551	100,367		100,367	(40,717)	-68%	!!	81,791	10,984	94,862		94,862	(13,071)	-16%
516 MEDICAL SUPPLIES	2,938	622	3,353		3,353	(415)	-14%	!!	3,297	255	3,101		3,101	196	6%
517 TIRE PURCHASES	25,000	4,116	22,420		22,420	2,580	10%	!!	25,000	4,616	20,687		20,687	4,313	17%
518 VEHICLE FUEL PURCHASES	180,534	18,387	165,737		165,737	14,797	8%	!!	180,534	20,793	174,415		174,415	6,119	3%
519 INSTRUCTIONAL SUPPLIES	7,130,394	193,490	2,152,089	36,738	2,188,827	4,941,567	69%	!!	4,955,766	157,095	1,961,967	16,928	1,978,896	2,976,870	60%
520 BOOKS & GUIDES	569,117	29,817	229,333	13,951	243,284	325,833	57%	!!	488,855	20,139	204,986	1,111	206,097	282,758	58%
525 MAGAZINES & PERIODICALS	3,449	0	2,458		2,458	991	29%	!!	3,476	175	3,968		3,968	(492)	-14%
530 AUDIO VISUAL MATERIALS	77	39	138		138	(61)	-79%	!!	552	61	416		416	136	25%
534 SOFTWARE	18,626	248	8,830	5,658	14,488	4,138	22%	!!	23,775	0	18,164		18,164	5,611	24%
541 LIGHT & POWER	1,579,000	153,550	1,004,633		1,004,633	574,367	36%	!!	1,416,413	147,757	893,753		893,753	522,660	37%
551 GAS	1,760,000	159,186	801,329		801,329	958,671	54%	!!	1,675,500	425,232	1,080,020		1,080,020	595,480	36%
552 OIL	59,200	0	46,037		46,037	13,163	22%	!!	26,200	0	0		0	26,200	100%
561 WATER	592,700	16,658	473,392		473,392	119,308	20%	!!	428,617	28,621	363,197		363,197	65,420	15%
562 SEWER USER CHARGE	314,000	25,034	218,982		218,982	95,018	30%	!!	338,153	34,860	243,352		243,352	94,801	28%
563 STORMWATER	105,000	0	91,312		91,312	13,688	13%	!!	82,878	0	82,786		82,786	92	0%
572 GARBAGE DISPOSAL	183,500	20,423	119,536		119,536	63,964	35%	!!	175,000	28,386	98,985		98,985	76,015	43%
581 FURNITURE & EQUIP PURCH	764,508	24,630	555,606	117,860	673,466	91,042	12%	!!	797,667	81,400	515,176	44,662	559,838	237,829	30%
582 VEHICLE PURCHASES	65,000	0	1,635		1,635	63,365	97%	!!	341,925	31,294	306,975	11,980	318,955	22,970	7%
590 COMPUTER PURCHASES	2,189,138	126,564	1,767,261	25,562	1,792,823	396,315	18%	!!	1,800,267	1,382	897,740	51,058	948,799	851,468	47%
594 RECONCILIATION ADJUSTMENTS	0	(127)	8,390		8,390	(8,390)	0%	!!	0	892	2,044		2,044	(2,044)	0%
595 INTERFUND TRANSFER	0	0	0		0	0	0%	!!	(1,388,855)	0	0		0	(1,388,855)	100%
599 SUPPLIES RECOVERIES	(52,972)	(2,400)	(76,019)	0	(76,019)	23,047	-44%	!!	(9,014)	682	(17,025)		(17,025)	8,011	-89%
TOTAL -- SERVICES & SUPPLIES	28,427,858	2,521,410	17,829,089	1,189,290	19,018,379	9,409,479	33%	!!	23,429,881	2,491,727	16,487,023	1,163,425	17,650,448	5,779,433	25%
GRAND TOTAL	258,811,858	25,022,845	176,931,745	1,189,290	178,121,035	80,690,823	31%	!!	235,884,517	22,967,007	163,417,578	1,163,425	164,581,004	71,303,513	30%

2023-2024 Budget Change Report: March 2024 - Operating

	Revenue	Expenses
2023-2024 Preliminary Budget - Operating (Board Approved Apr 6-23)	239,638,436	243,980,495
Amended Surplus Appropriation (Board Approved February 26-24)		
Budgeted Prior Year Surplus Appropriation	1,694,479	-
	1,694,479	-
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
	245,418,458	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
Amended Annual Budget Changes to February 26, 2024	6,774,000	4,036,275
2014 Benefits Standardization Grant	24,497	
2019 Standard EHB Improvements Grant	180,317	
Digital Services Recovery Increase		87,960
Estimated Arbitration Award		140,318
Misc Donations and Revenues to March 31	(16,662)	(16,662)
Total Changes:	8,952,340	6,328,224
2023-2024 Amended Budget - Operating to March 31, 2024	254,370,798	254,394,262

2023-2024 Budget Change Report: March 2024 - Operating

Contingencies and Fund Balances at June 30, 2023

Unrestricted Operating Surplus (Contingency) - District (Board approved Sept 25-23)	617,113
0.27% of previous year's operating expense	<u>617,113</u>
Local Capital	557,564
Ministry of Education and Child Care Restricted Capital	<u>3,049,542</u>
	<u>3,607,106</u>

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

	Revenue	Expenses
CommunityLINK		
Cost of Living Allowance (COLA)	25,696	25,696
Projected Decreased use of Deferred Revenue	(27,939)	(27,939)
	(2,243)	(2,243)
 Health Care Dual Credit Expansion		
South Island Partnership Grant, paid directly to South Island Partnership	50,000	50,000
	50,000	50,000
 Classroom Enhancement Fund - Remedies		
Remedies Grant	1,755,655	1,755,655
2022/23 Remedies Adjustment	158,418	158,418
	1,914,073	1,755,655
 Classroom Enhancement Fund - Staffing		
Increased Funding	464,255	464,255
	464,255	464,255
 Annual Facility Grant		
Projected Increase in Interest Income	1,294	1,294
	1,294	1,294
 Scholarships and Bursaries		
Projected Increase in Investment Income	1,000	1,000
	1,000	1,000
 School Generated Funds		
Projected Increase in School Activities	476,400	476,400
Projected Increase in Interest Income	55,075	55,075
	531,475	531,475
 StrongStart		
Projected use of Deferred Revenue	4,598	4,598
	4,598	4,598
 Ready, Set, Learn		
Projected use of Deferred Revenue	27,375	27,375
	27,375	27,375

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

	Revenue	Expenses
OLEP		
French Immersion Program Growth Grant	126,150	126,150
	<u>126,150</u>	<u>126,150</u>
First Nation Student Transportation		
Ministry Grant	104,604	
Approval to spend 2021/22 carry forward funds	25,863	
Songhees Nation to/from school bussing		38,703
Esquimalt Nation to/from school bussing		20,574
Songhees Nation Special Supports		28,380
Songhees Nation Extracurricular Activities		24,324
Esquimalt Nation Extracurricular Activities		18,486
	<u>130,467</u>	<u>130,467</u>
Mental Health in Schools		
Projected use of Deferred Revenue	5,411	5,411
	<u>5,411</u>	<u>5,411</u>
Changing Results for Young Children		
Projected Increased use of Deferred Revenue	3,692	3,692
	<u>3,692</u>	<u>3,692</u>
Federal Safe Return to Class / Ventilation Fund		
Projected use of Deferred Revenue	31,534	31,534
	<u>31,534</u>	<u>31,534</u>
Early Childhood Education Dual Credit program		
Grant Received	174,000	174,000
Projected Increased use of Deferred Revenue	15,953	15,953
	<u>189,953</u>	<u>189,953</u>
Student & Family Affordability Fund		
Projected Increased use of Deferred Revenue	139,909	139,909
Grant Received	469,000	469,000
	<u>608,909</u>	<u>608,909</u>
SEY2KT		
Projected Decreased use of Deferred Revenue	(14,576)	(14,576)
	<u>(14,576)</u>	<u>(14,576)</u>

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

	Revenue	Expenses
Early Care & Learning		
Projected use of Deferred Revenue	16,683	16,683
	16,683	16,683
Feeding Futures Fund		
Projected June 30, 2024 Carry Forward	(200,000)	(200,000)
	(200,000)	(200,000)
Estate Trust		
Projected Increase in Investment Income	16,000	16,000
	16,000	16,000

2023-2024 Budget Change Report: March 2024 - Capital

Local Capital

Interest Income to March 31

	Revenue	Expenses
	20,772	
	20,772	-

Ministry of Education and Child Care Restricted

Interest Income to March 31

	94,951	
	94,951	-



FACILITIES SERVICES

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

Update for April 22nd, 2024

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

Monthly Vandalism

Type	Quantity	Notes
Tagging - Graffiti	32	
Windows	22	Large number of broken windows over Spring Break. Normally average about a dozen broken windows per month.
Doors	3	Entrance doors needing replacement
Internal Damage - General	Multiple	Pull station, motion sensors, exit signs (multiple), plugs off chrome carts.
External Damage	3	FOB reader wires pulled out of building Garbage and human waste around the SD becoming worse Two stairs/ramps were vandalized and group tried to burn wood

BUILDING MAINTENANCE SERVICES

- **Oaklands Elementary Repairs** – Ministry of Education and Child Care has supported the project. Ministry is determining what documents/reports Facilities needs to provide in order for project to be approved by Treasury Board.
- **School Protection Program** – Yearly walk through of all buildings ongoing.
- **Strawberry Vale** – Siding replacement to continue this summer, planning underway.
- **Painting** – Summer paint schedule planning underway.

MINOR CAPITAL

- **Hillcrest Fire Alarm Upgrade** – Drawings submitted and waiting on permit.
- **Roofing Projects** – Projects tendered and to close shortly.
- **South Park Roof** – Slate roof, phase 1 to commence this summer, planning underway.
- **Central** – Gym Floor replacement tender underway.
- **South Park** – Interior school paint tender in progress.
- **Colquitz Boiler** – Tender closing soon for boiler upgrade.
- **Doncaster Unit Ventilators** – Tender closing soon for work to start this summer.

Childcare Update

- **Hillcrest** – Mechanical installation nearing completion, with kitchen installation commencing.
- **Lake Hill** – Kitchen installation and mechanical installation underway.
- **McKenzie** – Build underway.
- **Vic High** – Site prep underway.

Classrooms

- **Sundance** – Portable on site, still waiting on permit from City of Victoria.

MAJOR CAPITAL

Cedar Hill Seismic Project

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

OPERATIONS

- Custodial staff put extra time into classrooms during Spring Break at many of our schools.
- Child care centers were providing Spring Break care for many of our students, keeping our staff busy for both weeks.
- Cartage put a ton of extra effort into Vic High to help get the new site up and running for April opening.

TRANSPORTATION, TRAINING AND GROUNDS

Transportation

- Registration for scheduled busing has closed. Over 200 students registered again this year.
- Registration for Inclusive busing is open for about 2 more weeks. So far, we have 60 students registered.

Grounds

- Two grass crews working full time now and will be during the full cutting season.
- Busiest season to date for field lining due to the introduction and addition of Rugby 7's.

NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT

- Reynolds security system has been upgraded to a FOB system.
- Vic High Network, Security System, PA, and Tel systems are operational and cameras are in progress.
- All TEC packages have been installed at Vic High and NLC.
- The NCIS team is still providing ongoing support for TELUS during their upgrade from copper to fibre-optic cable in many of our schools across the district.
- The PA system and bell controller upgrade for Strawberry Vale is underway.
- TEC packages at Tillicum, Oak Bay, and Central have been serviced this past month.
- Uplands has a new gym projection system and speakers, and the systems for Sundance and Cedar Hill gym are underway.

CLIMATE and ENERGY

- 2023/24 LED Lighting upgrades
 - All 2023/24 schools completed ahead of schedule.
 - Estimated 347,000 kWh and \$42,000 in annual savings, with return on investment less than 3 years.
- 2023/24 Continuous optimization of building automation systems
 - Completed for Sir James Douglas and Torquay Elementary, and Central Middle School.
 - Final estimate of 81,667 kWh annual savings in electricity and Natural gas.
- 2024/25 LED Lighting upgrades
 - Application approved for Oak Bay Community School, and SJ Willis.
 - Total 2024/25 package should result in an addition 325,000 kWh savings on completion.
- 2024/25 Continuous optimization of building automation systems
 - Increasing from 3 schools to 5 with applications underway.
- 2023/24 Educational awareness and Energy Wise Campaigns
 - Climate Pledge Walls - pilot completed at Tillicum, and Hillcrest Elementary.
 - Climate Pledge Walls – Will extend to reach 7 more schools in April.
 - Lights Out – Light Switch Stickers will become available to final group of elementary schools in April.
- Application completed for carbon credits generated by electric buses and workplace charging.
- 2023 Carbon reporting and Climate Action Accountability Report now underway.



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

Cedar Hill Middle School	Progress/ Completion (%)	Budget	YTD Expenses	Remainder	Commitments	Remainder After Commitments	% Available	Prior Period Expenses	Change from Prior Period
Construction	1%	37,214,077	4,545,220.23	32,668,856.77		32,668,856.77	88%	2,813,083	1,732,137
Fees	70%	3,565,777	2,557,922	1,007,855.08	719,485	288,370	8%	2,496,059	61,863
Misc Capital Support	1%	100,000	4,039	95,960.68		95,961	96%	4,039	0
Moving, Cartage, Custodial	0%	140,667		140,667.00		140,667	100%		0
Project Management	30%	293,500	196,014	97,486.29		97,486	33%	184,778	11,236
School TTOC Budget	75%	17,937	17,937	(0.03)		(0)	0%	17,937	0
Capital Technical Support	0%	50,000		50,000.00		50,000	100%		0
Municipal Fees & Charges	0%	565,700		565,700.00		565,700	100%		0
Equipment	0%	3,000,000		3,000,000.00		3,000,000	100%		0
Prior Year Completed Expenses	100%	122,744	122,744	0.00		0	0%		122,744
Reimbursed AFG	100%	181,396	181,396	0.00		0	0%		181,396
		45,251,798	7,625,272	37,626,526	719,485	36,907,041	82%	5,515,896	377,239

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 consultants have reviewed the changes and the agreement is awaiting signatures.

9. Work Starting Soon or Underway

- Finalize the Cost-Share Agreement with Saanich.
- Final exterior concrete walls complete and survey of foundation underway.
- Under slab plumbing and electrical installations underway.
- Interior compacted granular backfill starting soon.



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

10. Looking to April

- Complete the site storm line installation and remaining rock anchors.
- Wall damp proofing and dimple board installation underway.
- Building exterior backfill to start mid-April.
- First Structural Steel delivery scheduled for mid-April with anticipated steel erection starting end of April.

Appendix 1 – Project Team

- Katrina Stride, Secretary-Treasurer
- Maryanne Trofimuk, Cedar Hill Principal
- Harold Caldwell, Deputy Superintendent
- Sean Powell, Acting Associate Superintendent
- Marni Vistisen-Harwood, Director of Facilities
- Manager of Capital Projects – position currently vacant
- 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
A 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 April 2024

Appendix 3 – New Design and Site Plan

Site Plan





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

Floor Plans

Floor 1



Floor 2





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

Rendering





2022/23 REPORT FOR TESTING LEAD CONTENT IN DRINKING WATER OF SCHOOL FACILITIES

Table with School District Information and Health Authority (HA) Information, including SD No., Name, Contact Info, and Report Date.

Main data table with columns: School Facility Name, Year Built, Date of Test, Total Samples, Water Fixture Type, Room Location, Lead Level Result (mg/l), Exceed Maximum Acceptable Concentrations, Mitigation Strategy Description, Describe Public Communication Plan, Comments, Next Scheduled Date of Testing, and Ministry Submission Period.

