



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

AGENDA

Monday, June 10, 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. Approval of the Agenda

Recommended Motion:
That the June 10, 2024 agenda be approved.

A.3. Approval of the Minutes

Recommended Motion:
That the May 13, 2024 Operations Policy and Planning Committee meeting minutes be approved.

A.4. Business Arising from Minutes

B. PRESENTATIONS TO THE COMMITTEE

B.1. Evidence-Based Substance Use Education, Liza McGuinness and Keemia Alizadeh

B.2. Looking Forward – Students and Safety, Dr. Andrew Weaver and Lori Poppe - Community Advocating for Students and Safety (CASS)

C. SUPERINTENDENT'S REPORT

C.1. Climate Action Plan Implementation Ad Hoc Committee Draft Terms of Reference

D. PERSONNEL ITEMS

E. FINANCE AND LEGAL AFFAIRS

E.1. Monthly Financial Report: May 2024

E.2. Budget Change Report: May 2024

E.3. 2025-2026 Annual Five Year Capital Plan

a. Major Capital Programs

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the proposed Five-Year Capital Plan (Major Capital Programs) for 2025-2026, as provided on the Five-Year Capital Plan Summary for 2025-2026, for submission to the Ministry of Education and Child Care.

b. Minor Capital Programs

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the proposed Five-Year Capital Plan (Minor Capital Programs) for 2025-2026, as provided on the Five-Year Capital Plan Summary for 2025-2026, for submission to the Ministry of Education and Child Care.

F. FACILITIES PLANNING

F.1. Willows Elementary Child Care Addition

F.2. Operations Update: June 2024

F.3. Cedar Hill Middle School Seismic Project Update

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

H. NEW BUSINESS

I. NOTICE OF MOTION

J. GENERAL ANNOUNCEMENTS

K. ADJOURNMENT

Recommended Motion:
That the meeting adjourn.

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



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

Operations Policy and Planning Committee

MEETING MINUTES

Monday, May 13, 2024, 7:00 p.m.

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

Education Policy and Directions members: Natalie Baillaut, Mavis David, Emily Mahbobi

Trustee Regrets: Angela Carmichael, Derek Gagnon, Diane McNally

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Tom Aerts, Associate Superintendent, Sean Powell, Acting Associate Superintendent, Josh Barks, District Vice-Principal, Information Technology for Learning, Brian Leslie, Energy Manager, Marni Vistisen-Harwood, Director of Facilities Services, Jeff Davis, Director of International Education, Karen Higginbotham, VPVPA

Partners: Shawna Abbott, CUPE 947, Cindy Romphf, GVTA, Nyssa Temmel, VCPAC, Darren Reed, CUPE 382

A. COMMENCEMENT OF MEETING

A.1. Acknowledgement of Traditional Territories

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

A.2. Approval of the Agenda

Moved by Trustee Paynter

That the May 13, 2024 agenda be approved.

Amendment

Moved by Trustee Kwan

Move items F.3. and F.4 to C.1 and C.2.

Motion Carried Unanimously

That the May 13, 2024 agenda be approved, as amended.

Motion Carried Unanimously

A.3. Approval of the Minutes

Moved by Trustee Kwan

That the April 22, 2024 Operations Policy and Planning Committee meeting minutes be approved.

Motion Carried Unanimously

A.4. Business Arising from Minutes

None.

B. PRESENTATIONS TO THE COMMITTEE

None.

C. Energy Manager Reports

C.1. 2023 Climate Change Accountability Report

Energy Manager Leslie provided the annual report for information.

Trustees had questions of clarification.

C.2. 2023 Carbon Neutral Action Report

Energy Manager Leslie provided the annual report for information.

Trustees had questions of clarification.

D. SUPERINTENDENT'S REPORT

D.1. Superintendent Whitten introduced Director of International Education Davis who provided the International Student Program Update.

Trustees had questions of clarification.

D.2. Superintendent Whitten provided for review the Climate Action Plan Implementation Ad Hoc Committee Draft Terms of Reference.

Trustees had questions of clarification.

Superintendent Whitten advised that a revised Draft Terms of Reference will be provided at the June 10, 2024 Operations Policy and Planning Committee meeting.

- D.3.** Superintendent Whitten provided the following Policies, Regulations and Administrative Regulations for review.

Policy/Regulation 5131.4 Substance Abuse

Draft Policy/Regulation 5131.4 Substance Use

Administrative Regulation 5131.4 Substance Use

Policy/Regulation 5131.5 Smoking

Administrative Regulation 5131.5 – Tobacco and Vapour Products Free Environment.

Partners and Trustees had questions of clarification.

E. PERSONNEL ITEMS

None.

F. FINANCE AND LEGAL AFFAIRS

- F.1.** Associate Superintendent Aerts presented the Middle and Secondary Enrollment Report.

F.2. Monthly Financial Report: April 2024

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

F.3. Budget Change Report: April 2024

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

F.4. Audit Sub-Committee Report

a. 2023-2024 Audit Planning Report

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

Operations Policy and Planning Committee Meeting May 13, 2024

Moved by Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2023-2024 Audit Planning Report as presented to the Audit Sub-Committee.

Motion Carried Unanimously

b. March 2024 Quarterly Financial Report

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

Moved by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) accept the March 2024 Quarterly Financial Report as presented to the Audit Sub-Committee.

Motion Carried Unanimously

G. FACILITIES PLANNING

G.1. Operations Update: May 2024

Director of Facilities Services Vistisen-Harwood provided the Operations Update for May 2024.

Partners and Trustees had questions of clarification.

G.2. Cedar Hill Middle School Seismic Project Update

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

Trustees had questions of clarification.

G.3. 2025-2026 Annual Five Year Capital Plan Draft

Secretary-Treasurer Stride and Director of Facilities Services Vistisen-Harwood provided the draft report for information.

Trustees had questions of clarification.

H. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

None.

I. NEW BUSINESS

I.1. Solar Panels

Chair Duncan provided rationale for the motion.

Partners, Trustees and staff discussed the motion.

Moved by Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to work with the District's Manager of Energy to provide the Board of Education with a report detailing the cost/benefit and feasibility of investing in solar panels at Mount Douglas Secondary and Victoria High School.

Amendment

Moved by Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to work with the District's Manager of Energy to provide the Board of Education with a report detailing the cost/benefit and feasibility of investing in solar panels at **SD 61 Schools**. ~~Mount Douglas Secondary and Victoria High School.~~

Motion Carried Unanimously

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to work with the District's Manager of Energy to provide the Board of Education with a report detailing the cost/benefit and feasibility of investing in solar panels at SD 61 Schools.

Motion Carried Unanimously

J. NOTICE OF MOTION

None.

K. GENERAL ANNOUNCEMENTS

None.

L. ADJOURNMENT

Moved by Trustee Kwan

That the meeting adjourn.

Motion Carried Unanimously

The meeting adjourned at 9:22 p.m.

DRAFT



Evidence-Based Substance Use Education



Community Advocating for Students & Safety

THE FUTURE OF STUDENTS & SAFETY

CASS

- Professional data review
- Submission and credential review
- Professional and meaningful engagement and consultation
- Non-bias recommendations



About Us

We are a diverse group across Greater Victoria that came together over our concern for students and their safety



Our Promise

Professional consultation, research, fact-finding

Because
students rights
and
responsibilities
include
learning in a
safe and
welcoming
environment

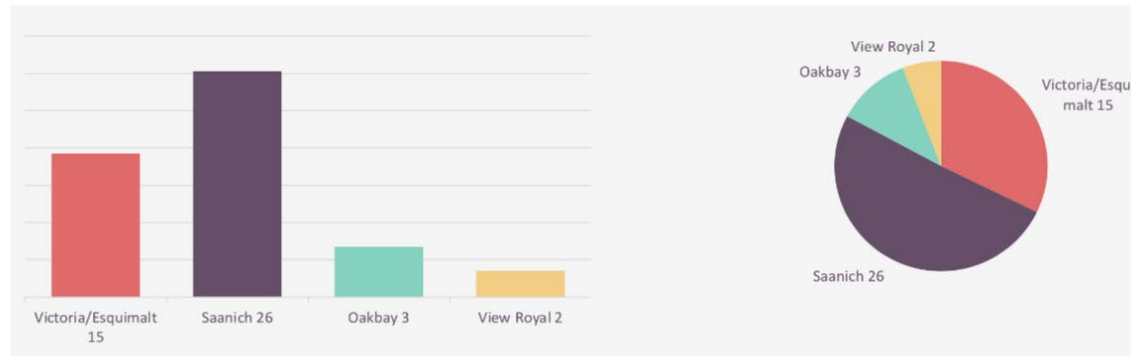
BC School Act

SD61 schools

There are 48 schools in SD61 -

5 municipalities in SD61

15 in Victoria/Esquimalt– 26 in Saanich – 3 in Oakbay - 2 in View Royal



4 Police Departments in SD61





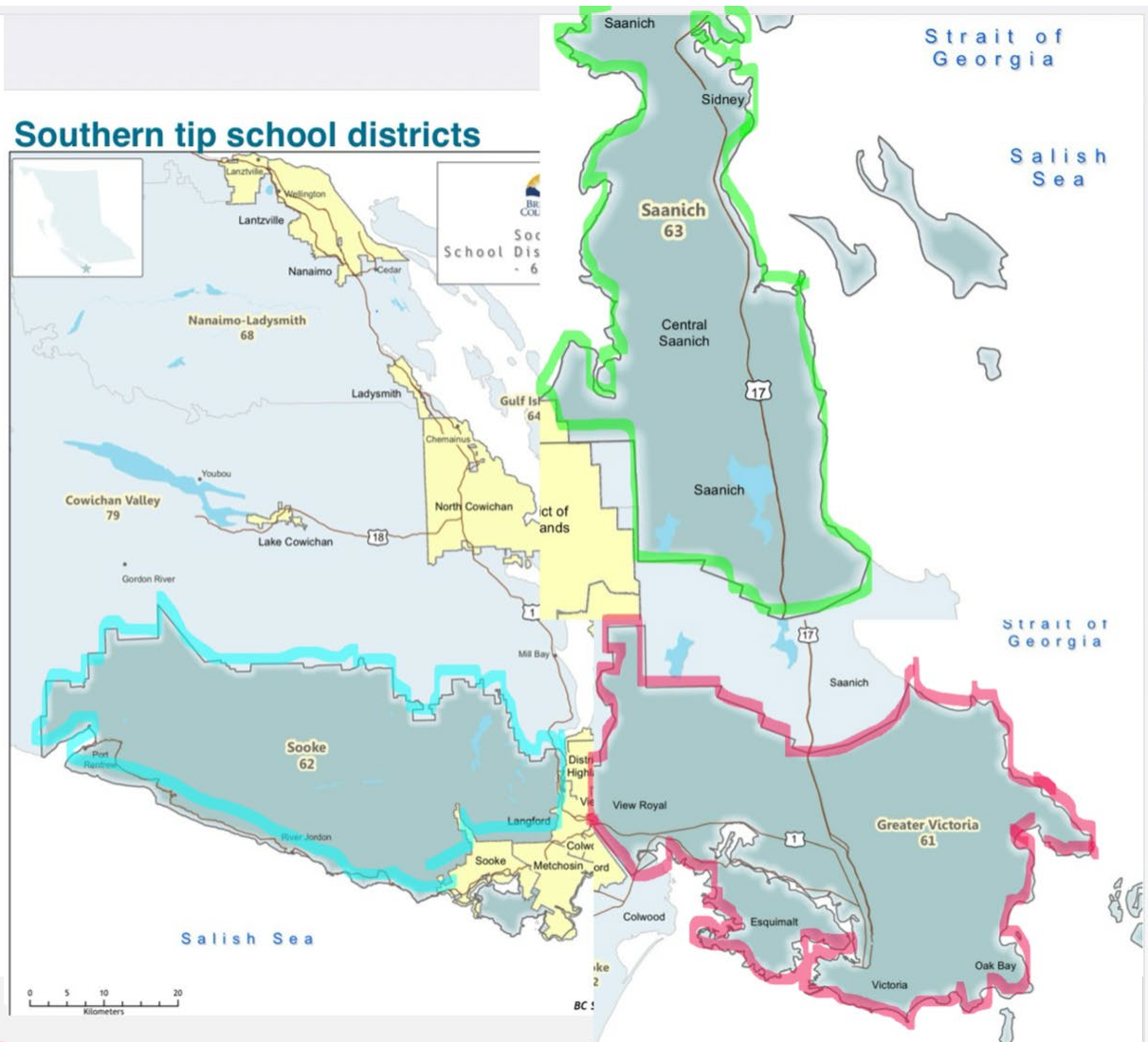
Greater Victoria
School District Area
- 61 -



Sooke
School District Area
- 62 -



Saanich
School District Area
- 63 -





Student Rights and Responsibilities

According to the BC School Act, students have the following rights and responsibilities:

Student Rights

- to learn in safe and welcoming environments,
- to have their needs identified in a timely manner,
- to have these needs assessed in a comprehensive manner,
- to receive an appropriate educational program to respond to identified strengths and needs,
- when possible, to contribute to planning for their own educational programs, especially for transition planning,
- when possible, to provide an evaluation of the services they receive.

BC School Act

TREY
research

6

TO: Operations Policy & Planning Committee

FROM: Deb Whitten, Superintendent of Schools

RE: Climate Action Plan Implementation Ad Hoc Committee Draft Terms of Reference

DATE: June 10, 2024

The Greater Victoria School District has a long-standing commitment to the environment. In 2008, the Board of Education adopted Policy 4216.22 ENERGY, ENVIRONMENT, AND CLIMATE CHANGE. The Greater Victoria School District Board of Education made its climate emergency declaration on June 24, 2019, and established the Ad Hoc Climate Action Committee in 2022. The Climate Ad Hoc Committee drafted the Climate Action Plan (CAP) 2022-2027 which was approved by the Greater Victoria School District Board of Education on September 25, 2023.

On April 29, 2024 the Board of Education of School District No. 61 (Greater Victoria) directed the Superintendent to establish a Climate Action Plan Implementation Ad Hoc Committee that will review the implementation of the District's Climate Action Plan and report its' findings and recommendations at the Regular Board of Education Meeting in October each year; AND FURTHER That a budget of \$5,000 be established to support the Ad Hoc Committee's work. The initial draft of the Climate Action Plan Ad Hoc Committee's Terms of Reference was presented at the May 13, 2024 Operations Policy and Planning Committee meeting.

Attached to this memo is the proposed revised draft Terms of Reference for the Climate Action Plan Implementation Ad Hoc Committee.

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

Climate Action Plan Implementation Ad Hoc Board Committee Terms of Reference

Purpose:

The Climate Action Plan Implementation Ad Hoc Board Committee is an ad hoc committee established by the Board for the purpose of reviewing the implementation of the District's Climate Action Plan (CAP) 2022-2027, reviewing the initiatives, measurements and progress regarding the commitments and obligations established in the Climate Change Accountability Report and the Carbon Neutral Action Report.

Deliverables:

To make recommendations to the Board regarding the implementation, measurements and commitments of the Greater Victoria School District's climate action initiatives including:

- Climate Change Accountability Report
- Carbon Neutral Action Report
- Climate Action Plan (2022-2027):
 - Education, Engagement, and Leadership
 - Lands and Water Stewardship
 - Waste Reduction
 - Energy Management
 - Sustainable Transportation

Membership:

- Two trustees
- Superintendent or designate
- One Energy Manager
- One staff member from the Facilities Department
- Two VPVPA members
- Two representatives from the Greater Victoria Teachers' Association
- One representative from the Canadian Union of Public Employees Local 382
- One representative from the Canadian Union of Public Employees Local 947
- One representative from the Victoria Confederation of Parent Advisory Councils
- One representative of Indigenous ancestry, selected from the Indigenous Education Department and/or the Indigenous Education Advisory Council (IEAC)
- Two student representatives or feedback from the Student Representative Advisory

Timeline:

- The Committee shall review the Climate Action Plan and report its' findings and recommendations at the Regular Board of Education meeting in October each year.

Voting:

- It is expected that the committee will use a consensus model for decision making. When this is not possible, all recommendations will be provided to the Board of Education

Procedural Note:

- The committee will be able to seek information from district staff and outside sources as determined by the committee.
- The committee meeting agendas, minutes, times and location will be posted on the District website.
- There is a budget of \$5000 to support the Ad Hoc Committee's work.

Date adopted:

DRAFT

MONTHLY FINANCIAL REPORT - OPERATING REVENUES - May 2024

	2023-2024							2022-2023				
	Budget	May 2024	YTD	Available	%			Budget	May 2023	YTD	Available	%
602 CE/HL OTHER FEES	50	0	40	10	20%	!!		50	0	40	10	20%
605 CE/HL REGISTRATION FEES	7,300	760	9,360	(2,060)	-28%	!!		6,620	1,120	9,665	(3,045)	-46%
621 MINISTRY BLOCK FUNDING	222,323,877	22,307,027	199,288,610	23,035,267	10%	!!		197,279,489	19,712,702	177,141,628	20,137,861	10%
629 OTHER MIN OF ED GRANTS	6,022,939	1,128,299	5,806,319	216,620	4%	!!		10,418,455	1,579,139	9,697,248	721,207	7%
641 REVENUE -OTHER PROV MINISTRIES	289,983	0	247,118	42,865	15%	!!		255,779	(71,092)	253,665	2,114	1%
642 REVENUE -OTHER SCHOOL DISTRICTS	500	500	500	0	0%	!!		3,240	0	3,240	0	0%
644 CE/HL COURSE FEES	8,500	560	3,410	5,090	60%	!!		6,400	750	10,690	(4,290)	-67%
645 REVENUE-CAFETERIA	224,554	27,675	224,526	28	0%	!!		151,145	18,471	151,142	3	0%
647 OFFSHORE STUDENTS TUITION FEES	16,378,362	(5,841)	16,553,481	(175,119)	-1%	!!		14,111,502	190,072	14,620,338	(508,836)	-4%
648 LOCAL EDUCATION AGREEMENTS	925,099	0	705,179	219,920	24%	!!		757,317	0	567,988	189,329	25%
649 MISC FEES & REVENUE	1,952,235	371,199	1,798,814	153,421	8%	!!		2,101,303	486,522	2,160,975	(59,672)	-3%
651 COMMUNITY USE OF FACILITIES	1,932,549	114,283	1,686,984	245,565	13%	!!		1,635,194	129,263	1,545,694	89,500	5%
652 COMMUNITY USE OF FIELDS	82,857	25,110	87,317	(4,460)	-5%	!!		80,115	0	1,355	78,760	98%
653 COMMUNITY USE OF THEATRE	72,235	21,554	139,426	(67,191)	-93%	!!		51,712	8,809	56,330	(4,618)	-9%
654 PARKING FEES	35,878	3,797	22,480	13,398	37%	!!		34,865	17	7,532	27,333	78%
655 RENTALS LIAB INS REVENUE	6,361	568	7,127	(766)	-12%	!!		6,197	179	7,326	(1,129)	-18%
659 OTHER RENTALS & LEASES	796,900	62,575	766,041	30,860	4%	!!		780,000	61,323	746,666	33,334	4%
661 INTEREST	74,447	4,241	56,864	17,583	24%	!!		49,254	4,874	44,057	5,198	11%
669 INVESTMENT REVENUE	2,067,004	222,858	1,936,250	130,754	6%	!!		1,334,366	155,759	1,430,502	(96,136)	-7%
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	259,426,175	24,285,165	236,181,503	23,244,672	9%			236,108,811	22,277,907	216,674,702	19,434,109	8%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - May 2024

	2023-2024							2022-2023						
	Budget	May 2024	YTD	Encumbrances	Total Exp	Available	% !!	Budget	May 2023	YTD	Encumbrances	Total Exp	Available	%
SALARIES														
111 CERTIFICATED TEACHERS	107,805,398	10,862,734	97,242,277		97,242,277	10,563,121	10%	99,291,843	9,871,485	88,688,846		88,688,846	10,602,997	11%
112 P&VP SALARIES	14,454,646	1,219,721	13,288,756		13,288,756	1,165,890	8%	14,700,831	1,162,478	13,102,864		13,102,864	1,597,967	11%
114 ALLIED SPECIALISTS	2,113,172	196,404	1,761,095		1,761,095	352,077	17%	1,880,095	175,796	1,654,286		1,654,286	225,809	12%
115 DEPARTMENT HEAD ALLOWANCES	292,727	28,931	262,512		262,512	30,215	10%	274,951	27,003	242,847		242,847	32,104	12%
120 EXEMPT STAFF (CERT)	1,100,838	156,047	1,035,640		1,035,640	65,198	6%	994,700	77,970	898,092		898,092	96,608	10%
121 EXEMPT STAFF (NON-CERT)	3,992,795	448,259	3,644,768		3,644,768	348,027	9%	4,100,279	286,776	3,736,054		3,736,054	364,225	9%
122 CUSTODIANS	1,988,643	176,898	1,785,073		1,785,073	203,570	10%	1,495,323	113,310	1,345,061		1,345,061	150,262	10%
123 JANITORS	4,163,953	315,661	3,693,460		3,693,460	470,493	11%	4,208,400	311,700	3,690,014		3,690,014	518,386	12%
125 FOREPERSONS	619,901	42,656	559,854		559,854	60,047	10%	566,231	40,044	411,193		411,193	155,038	27%
126 TRADES/LABOURERS	4,295,183	331,486	3,632,616		3,632,616	662,567	15%	4,464,211	288,870	3,707,253		3,707,253	756,958	17%
131 SCHOOL ASSISTANT SALARIES	21,372,666	2,825,811	17,926,430		17,926,430	3,446,236	16%	19,130,627	1,656,216	15,446,972		15,446,972	3,683,655	19%
142 CLERICAL SALARIES	9,941,355	1,207,705	8,736,817		8,736,817	1,204,538	12%	9,518,193	759,823	7,985,005		7,985,005	1,533,188	16%
161 TTOC SALARIES	11,774,318	1,127,036	10,382,693		10,382,693	1,391,625	12%	10,524,551	1,110,517	9,468,832		9,468,832	1,055,719	10%
165 RELIEF LABOUR	543,391	53,035	462,245		462,245	81,146	15%	299,605	36,682	375,909		375,909	(76,304)	-25%
166 382 EXTRA STAFF SALARIES	411,200	13,305	293,002		293,002	118,198	29%	521,978	41,562	308,222		308,222	213,756	41%
167 SCHOOL ASSIST RELIEF	928,522	220,606	948,886		948,886	(20,364)	-2%	263,702	81,011	343,539		343,539	(79,837)	-30%
168 CASUAL CLERICAL SALARIES	103,092	8,679	60,248		60,248	42,845	42%	96,971	3,541	37,596		37,596	59,375	61%
170 FRENCH LANGUAGE ASSISTANT	28,700	2,769	28,851		28,851	(151)	-1%	0	0	0		0	0	0%
191 TRUSTEES INDEMNITY	249,260	21,143	228,117		228,117	21,143	8%	239,954	20,400	217,228		217,228	22,726	9%
199 RECOVERIES	(138,111)	(13,313)	(139,184)		(139,184)	1,073	-1%	(107,053)	(41,636)	(172,531)		(172,531)	65,478	-61%
TOTAL -- SALARIES	186,041,649	19,245,574	165,834,153	0	165,834,153	20,207,496	11%	172,465,392	16,023,549	151,487,280	0	151,487,280	20,978,112	12%
BENEFITS														
211 TEACHER BENEFITS	26,648,784	3,192,003	23,857,596		23,857,596	2,791,188	10%	23,825,818	2,854,124	21,594,963		21,594,963	2,230,855	9%
212 P&VP BENEFITS	3,024,482	300,888	2,705,704		2,705,704	318,778	11%	2,998,890	289,160	2,733,240		2,733,240	265,650	9%
214 ALLIED SPECIALISTS BENEFITS	458,559	56,736	411,934		411,934	46,625	10%	434,303	42,801	354,397		354,397	79,906	18%
215 DEPT HEAD ALLOWANCE BENEFITS	71,718	8,210	62,252		62,252	9,466	13%	65,989	7,467	54,378		54,378	11,611	18%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	448,142	1,038	(133,996)		(133,996)	582,138	130%	427,176	1,071	(190,588)		(190,588)	617,764	145%
220 EXEMPT (CERT) - BENEFITS	209,160	31,761	201,357		201,357	7,803	4%	184,022	15,548	175,606		175,606	8,416	5%
221 EXEMPT (N-CERT) BENEFITS	778,592	92,610	681,413		681,413	97,179	12%	783,237	63,044	713,732		713,732	69,505	9%
222 CUSTODIAN BENEFITS	443,427	35,474	423,445		423,445	19,982	5%	312,522	26,674	333,569		333,569	(21,047)	-7%
223 JANITOR BENEFITS	928,127	79,067	922,473		922,473	5,654	1%	879,555	75,397	882,798		882,798	(3,243)	0%
225 FOREPERSONS BENEFITS	135,946	9,347	113,485		113,485	22,461	17%	118,344	8,353	85,820		85,820	32,524	27%
226 TRADES/LABOURER BENEFITS	952,394	69,469	794,689		794,689	157,705	17%	932,424	66,613	831,654		831,654	100,770	11%
231 SCHOOL ASSISTANT BENEFITS	5,372,539	713,518	4,674,227		4,674,227	698,312	13%	4,693,596	446,292	4,058,063		4,058,063	635,533	14%
242 CLERICAL BENEFITS	2,488,906	296,272	2,279,675		2,279,675	209,231	8%	2,309,051	201,952	2,054,808		2,054,808	254,243	11%
261 TTOC BENEFITS	2,324,214	271,401	2,274,777		2,274,777	49,437	2%	2,006,306	246,162	1,979,776		1,979,776	26,530	1%
265 RELIEF LABOUR BENEFITS	58,856	6,789	56,847		56,847	2,009	3%	29,664	4,030	40,926		40,926	(11,262)	-38%
266 382 EXTRA STAFF BENEFITS	43,850	3,361	33,137		33,137	10,713	24%	51,680	4,569	31,704		31,704	19,976	39%
267 RELIEF ASSISTANT BENEFITS	102,200	26,399	111,991		111,991	(9,791)	-10%	29,178	9,537	39,490		39,490	(10,312)	-35%
268 CASUAL CLERICAL BENEFITS	11,538	985	7,820		7,820	3,718	32%	9,976	440	5,049		5,049	4,927	49%
270 FLA BENEFITS	3,186	310	3,049		3,049	137	4%	0	0	0		0	0	0%
291 TRUSTEE BENEFITS	18,445	1,722	18,218		18,218	227	1%	13,917	1,610	15,187		15,187	(1,270)	-9%
299 OTHER - BENEFITS	0	0	0		0	0	0%	0	0	0		0	0	0%
TOTAL -- BENEFITS	44,523,065	5,197,357	39,500,094	0	39,500,094	5,022,971	11%	40,105,648	4,364,842	35,794,573	0	35,794,573	4,311,075	11%
SERVICES & SUPPLIES														
311 AUDIT	28,448	0	4,572		4,572	23,876	84%	32,004	0	1,016		1,016	30,988	97%
313 LEGAL	425,000	79,124	377,910		377,910	47,090	11%	396,536	14,671	372,065		372,065	24,471	6%
323 SOFTWARE MAINTENANCE	1,184,331	14,633	1,150,313	59,344	1,209,657	(25,326)	-2%	1,068,131	56,724	1,048,788	43,891	1,092,679	(24,548)	-2%
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	949,569	101,839	736,256	316,002	1,052,259	(102,690)	-11%	859,136	89,034	644,943	281,469	926,412	(67,276)	-8%
332 TRANSPORTATION ASSISTANCE	41,537	3,965	33,571		33,571	7,966	19%	36,237	3,593	35,208		35,208	1,029	3%
334 SCHOOL JOURNEYS	104,328	8,893	141,082		141,082	(36,754)	-35%	14,461	8,882	41,737		41,737	(27,276)	-189%
341 PRO-D & TRAVEL	999,424	51,817	621,587	1,152	622,739	376,685	38%	1,251,758	34,115	774,239		774,239	477,519	38%
342 TRAVEL MILEAGE	6,595	2,327	11,209		11,209	(4,614)	-70%	3,932	1,491	7,194		7,194	(3,262)	-83%
343 LOCAL MILEAGE	69,537	6,559	53,137		53,137	16,400	24%	78,690	9,795	62,794		62,794	15,896	20%
364 LEASES	21,851	2,905	24,894		24,894	(3,043)	-14%	109,851	0	70,996		70,996	38,855	35%
371 MEMBERSHIP FEES	130,841	5,785	135,297		135,297	(4,456)	-3%	114,133	3,638	109,727		109,727	4,406	4%
391 PREMIUMS	535,970	(8,470)	526,232		526,232	9,738	2%	477,804	891	469,984		469,984	7,820	2%
392 DEDUCTIBLES PAID	0	0	0		0	0	0%	600	0	9,072		9,072	(8,472)	-1412%
399 SERVICES RECOVERY	0	0	(10,793)		(10,793)	10,793	0%	0	0	(10,646)		(10,646)	10,646	0%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - May 2024

	2023-2024							2022-2023						
	Budget	May 2024	YTD	Encumbrances	Total Exp	Available	%	Budget	May 2023	YTD	Encumbrances	Total Exp	Available	%
421 VISA EXPENSE	17,630	5,869	35,210		35,210	(17,580)	-100% !!	16,000	2,839	21,523		21,523	(5,523)	-35%
422 BANK SERVICE CHARGES	204,555	16,844	185,352		185,352	19,203	9% !!	127,555	17,925	165,637		165,637	(38,082)	-30%
431 LAND TELEPHONE	167,400	17,585	154,188		154,188	13,212	8% !!	172,933	2,943	140,904		140,904	32,029	19%
438 CELL PHONES	206,981	16,454	182,687		182,687	24,294	12% !!	215,714	14,807	175,066		175,066	40,648	19%
439 DIGITAL SERVICES RECOVERY	843,350	0	843,350		843,350	0	0% !!	743,027	0	743,016		743,016	11	0%
441 POSTAGE	39,764	778	25,182		25,182	14,582	37% !!	43,727	1,633	34,150		34,150	9,577	22%
444 COURIER SERVICE	16,902	1,200	18,714		18,714	(1,812)	-11% !!	26,711	1,650	24,803		24,803	1,908	7%
445 ADVERTISING	114,187	1,008	85,104		85,104	29,083	25% !!	172,378	8,150	188,145		188,145	(15,767)	-9%
446 PHOTOCOPYING	265,474	24,061	248,761		248,761	16,713	6% !!	233,888	733	226,591		226,591	7,297	3%
447 PRINTING SERVICES	10,038	1,766	5,711		5,711	4,327	43% !!	10,615	1,073	9,745		9,745	870	8%
448 AGENT FEE	1,414,010	42,568	1,595,925		1,595,925	(181,915)	-13% !!	713,205	45,088	1,409,291		1,409,291	(696,086)	-98%
450 GRANTS	69,890	23,670	69,889		69,889	1	0% !!	66,515	23,670	64,356		64,356	2,159	3%
451 CULTURAL ENRICHMENT	0	0	0		0	0	0% !!	7,800	0	0		0	7,800	100%
452 HONORARIA	13,237	12,600	24,725		24,725	(11,488)	-87% !!	14,462	11,250	22,577		22,577	(8,115)	-56%
453 SCHOLARSHIPS	27,209	(500)	11,200		11,200	16,009	59% !!	15,950	0	7,604		7,604	8,346	52%
457 GIFT / GIFT CERTIFICATES	1,770	94	1,601		1,601	169	10% !!	2,186	442	2,532		2,532	(346)	-16%
459 LAUNDRY	0	0	0		0	0	0% !!	0	0	161		161	(161)	0%
460 LICENCES	24,709	0	24,709		24,709	0	0% !!	22,438	0	22,438		22,438	(0)	0%
461 FREIGHT AND CARTAGE	0	0	0		0	0	0% !!	0	0	0		0	0	0%
462 SECURITY	84,000	4,166	83,111	2,362	85,473	(1,473)	-2% !!	84,000	10,973	86,780	2,794	89,574	(5,574)	-7%
467 FLEET TELEMATICS	24,500	632	13,079		13,079	11,421	47% !!	24,500	629	16,405		16,405	8,095	33%
469 MISCELLANEOUS SERVICES	3,369,070	186,293	2,866,638	303,335	3,169,972	199,098	6% !!	3,527,681	414,219	2,724,551	415,410	3,139,961	387,720	11%
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)	0	(13,358)		(13,358)	6,310	-90%
501 CAFETERIA FOOD	308,353	27,710	276,035		276,035	32,318	10% !!	203,890	37,843	201,249		201,249	2,641	1%
503 WOOD	9,073	174	14,659		14,659	(5,586)	-62% !!	11,538	694	16,043		16,043	(4,505)	-39%
504 METAL	2,206	494	2,924		2,924	(718)	-33% !!	2,375	0	2,930		2,930	(555)	-23%
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	381,820	33,046	266,726		266,726	115,094	30% !!	346,259	27,990	279,715		279,715	66,544	19%
512 COPY/PRINTER SUPPLIES	209,250	24,362	208,851		208,851	399	0% !!	180,248	22,878	197,640		197,640	(17,392)	-10%
514 JANITORIAL SUPPLIES	562,000	69,527	627,174	1,101	628,274	(66,274)	-12% !!	468,641	43,989	596,943		596,943	(128,302)	-27%
515 VEHICLE SUPPLIES	104,650	18,772	130,261		130,261	(25,611)	-24% !!	81,791	13,666	117,223		117,223	(35,432)	-43%
516 MEDICAL SUPPLIES	3,005	862	4,455		4,455	(1,450)	-48% !!	4,005	127	3,580		3,580	425	11%
517 TIRE PURCHASES	25,000	5,014	31,400		31,400	(6,400)	-26% !!	25,000	4,102	25,298		25,298	(298)	-1%
518 VEHICLE FUEL PURCHASES	180,534	23,650	206,419		206,419	(25,885)	-14% !!	180,549	24,107	212,045		212,045	(31,496)	-17%
519 INSTRUCTIONAL SUPPLIES	7,281,508	251,591	2,641,624	73,775	2,715,399	4,566,109	63% !!	5,001,463	237,295	2,431,154	49,655	2,480,809	2,520,654	50%
520 BOOKS & GUIDES	564,510	25,511	305,190		305,190	259,320	46% !!	470,395	40,242	281,490	2,921	284,411	185,984	40%
525 MAGAZINES & PERIODICALS	3,009	155	2,740		2,740	269	9% !!	3,207	276	4,350		4,350	(1,143)	-36%
530 AUDIO VISUAL MATERIALS	110	0	176		176	(66)	-60% !!	552	42	458		458	94	17%
534 SOFTWARE	18,007	(31)	14,800		14,800	3,207	18% !!	23,424	628	24,358		24,358	(934)	-4%
541 LIGHT & POWER	1,579,000	121,462	1,277,386		1,277,386	301,614	19% !!	1,416,413	128,837	1,188,092		1,188,092	228,321	16%
551 GAS	1,760,000	80,496	993,143		993,143	766,857	44% !!	1,675,500	153,687	1,392,151		1,392,151	283,349	17%
552 OIL	59,200	0	46,037		46,037	13,163	22% !!	26,200	0	0		0	26,200	100%
561 WATER	592,700	25,649	510,848		510,848	81,852	14% !!	428,617	8,448	388,164		388,164	40,453	9%
562 SEWER USER CHARGE	314,000	23,254	256,346		256,346	57,654	18% !!	338,153	11,885	273,385		273,385	64,768	19%
563 STORMWATER	105,000	0	91,312		91,312	13,688	13% !!	82,786	0	82,786		82,786	92	0%
572 GARBAGE DISPOSAL	183,500	19,683	157,310		157,310	26,190	14% !!	175,000	10,964	125,564		125,564	49,436	28%
581 FURNITURE & EQUIP PURCH	879,159	89,902	752,666	102,821	855,486	23,673	3% !!	813,996	20,490	584,520	75,610	660,130	153,866	19%
582 VEHICLE PURCHASES	65,000	0	1,635		1,635	63,365	97% !!	341,925	11,980	318,955		318,955	22,970	7%
590 COMPUTER PURCHASES	2,198,102	329,846	2,089,671		2,089,671	108,431	5% !!	1,785,647	96,062	1,065,130	403,439	1,468,569	317,078	18%
594 RECONCILIATION ADJUSTMENTS	0	978	9,374		9,374	(9,374)	0% !!	0	2,170	6,332		6,332	(6,332)	0%
595 INTERFUND TRANSFER	0	0	0		0	0	0% !!	(1,388,855)	0	0		0	(1,388,855)	100%
599 SUPPLIES RECOVERIES	(52,472)	332	(77,929)		(77,929)	25,457	-49% !!	(9,092)	(4,235)	(23,679)		(23,679)	14,587	-160%
TOTAL -- SERVICES & SUPPLIES	28,861,461	1,796,905	21,213,348	859,893	22,073,241	6,788,220	24% !!	23,537,771	1,675,021	19,623,709	1,275,188	20,898,898	2,638,873	11%
GRAND TOTAL	259,426,175	26,239,837	226,547,595	859,893	227,407,488	32,018,687	12% !!	236,108,811	22,063,412	206,905,563	1,275,188	208,180,751	27,928,060	12%

2023-2024 Budget Change Report: May 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)
February 2024 Special Needs Enrolment Growth	414,840	414,840
February 2024 New Refugee & ELL Enrolment Growth	132,312	132,312
February 2024 Continuing Education Enrolment Growth	6,521	6,521
February 2024 Distributed Learning Enrolment Decline	(23,503)	-
February 2024 Pathways & Partnerships Enrolment Decline	(3,532)	-

2023-2024 Budget Change Report: May 2024 - Operating

Misc Donations and Revenues to April 30	9,683	9,683
Community Wellness Grant	12,000	12,000
Adjust SD 62 Meal Support Program	(2,700)	-
Misc Donations and Revenues to May 31	27,075	27,075
Total Changes:	9,525,036	6,930,655

2023-2024 Amended Budget - Operating to May 31, 2024

254,943,494	254,996,693
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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	617,113
Local Capital	557,564
Ministry of Education and Child Care Restricted Capital	3,049,542
	3,607,106

2023-2024 Budget Change Report: May 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: May 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: May 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
Provincial Resource Programs		
Approved Surplus Retention	7,459	7,459
	7,459	7,459

2023-2024 Budget Change Report: May 2024 - Capital

Local Capital

Interest Income to May 31

Revenue	Expenses
20,953	-
20,953	-

Ministry of Education and Child Care Restricted

Interest Income to May 31

153,762	-
153,762	-

Office of the Secretary-Treasurer

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4106 Fax (250) 475-4112

Katrina Stride – Secretary-Treasurer

TO: Operations Policy and Planning Committee
FROM: Katrina Stride, Secretary-Treasurer
DATE: June 10, 2024
RE: **2025-2026 Annual Five-Year Capital Plan**

Annual Five-Year Capital Plan

The District is required to annually prepare and submit to the Ministry a five-year capital plan. The Ministry expects that the capital plan will reflect a strategy for balancing the supply of existing facilities against both current and projected enrolment demands. There is also an expectation that the capital plan will reflect the replacement or rejuvenation of existing facilities, including seismic upgrades and building envelope remediation.

The five-year capital plan includes both major and minor capital programs. The deadline for submission of the capital plan is as follows:

- Major Capital Programs (EXP, SMP) – June 30, 2024
- Minor Capital Programs (CNCP, PEP, SEP) – September 30, 2024
- Minor Capital Program (FIP) – October 1, 2024

The staggered deadlines allow for additional flexibility and time to plan over the summer; however, the District will be submitting both major and minor capital programs by June 30, 2024.

Major Capital Programs

Planning for major capital programs is over a five-year period. Major capital programs in the draft submission include:

- School Expansion Program (EXP) – increase capacity of existing school (includes additions)
- Seismic Mitigation Program (SMP) – seismically upgrade or replace existing school to mitigate seismic risk

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.

The **Major Capital Plan Submission** includes the following requests totalling **\$247,495,699**:

School Expansion Program (EXP) - Additions:

Cedar Hill Middle	\$14,364,324
Sundance-Bank Elementary	20,971,755
Reynolds Secondary	44,322,789
	\$79,658,868

Seismic Mitigation Program (SMP):

Shoreline Middle	\$69,534,075
Reynolds Secondary	43,495,328
Northridge Elementary	19,935,976
Victoria West Elementary	11,686,488
Richmond Elementary	17,508,807
McKenzie Elementary	5,676,157
	\$167,836,831

Details for each of these projects can be located in the attached Final 2025-2026 Major Capital Submission Summary.

There were no changes from the Draft 2024-2025 Major Capital Plan Submission Summary presented at the May 13, 2024 Operations Policy and Planning Committee Meeting.

Minor Capital Programs

Planning for minor capital programs is over a one-year period. Minor capital programs in the draft submission include:

- Carbon Neutral Capital Program (CNCP) – energy-efficiency projects that lower carbon emissions
- Playground Equipment Program (PEP) – new or replacement universally accessible playgrounds
- School Enhancement Program (SEP) – renovate or upgrade buildings to help extend the life
- Food Infrastructure Program (FIP) – one-time capital costs for Feeding Futures Food Program

**The Food Infrastructure Program (FIP) has been included under School Enhancement Program (SEP) table below.*

The **Minor Capital Plan Submission** includes the following requests totalling **\$5,604,000**:

Carbon Neutral Capital Program (CNCP):

Oaklands Elementary	HVAC	\$650,000
Lansdowne Middle	HVAC	250,000
Uplands Elementary	HVAC	550,000
Mount Douglas Secondary	HVAC	250,000
Lambrick Park Secondary	HVAC	700,000
		\$2,400,000

Playground Equipment Program (PEP):

Hillcrest Elementary	Replacement	\$165,000
Victoria West Elementary	Replacement	165,000
Central Middle	Replacement	165,000
		\$495,000

School Enhancement Program (SEP):

South Park Elementary	Roofing	\$750,000
Marigold Elementary	Electrical	250,000
Cloverdale Elementary	Electrical	450,000
Lambrick Park Secondary	Interior Construction	650,000
Spectrum Community School	Interior Construction	500,000
Various	Food Infrastructure	109,000
		\$2,709,000

Details for each of these projects can be located in the attached Final 2025-2026 Minor Capital Submission Summary.

The changes from the Draft 2025-2026 Minor Capital Plan Submission Summary presented at the May 13, 2024 Operations Policy and Planning Committee meeting include:

- Food Infrastructure Program (FIP):
 - Various – Food Infrastructure: Increased from \$0 to \$109,000 to include appliances along with upgrades to school kitchen space where needed

Child Care Capital Planning

In April 2024, the Ministry enabled school districts to develop and submit capital plans for child care funding as part of their broader K-12 capital planning. Applications for new funding will now be processed as part of the annual five-year capital plan rather than through the previous New Spaces Fund application process.

Potential minor capital requests for existing child care facilities for 2025-2026 will be brought to the September Operations Policy and Planning Committee meeting for approval prior to the September 29, 2024 submission deadline.

Recommended Motions:**Major Capital Programs**

That the Board of Education of School District No. 61 (Greater Victoria) approve the proposed Five-Year Capital Plan (Major Capital Programs) for 2025-2026, as provided on the Five-Year Capital Plan Summary for 2025-2026, for submission to the Ministry of Education and Child Care.

Minor Capital Programs

That the Board of Education of School District No. 61 (Greater Victoria) approve the proposed Five-Year Capital Plan (Minor Capital Programs) for 2025-2026, as provided on the Five-Year Capital Plan Summary for 2025-2026, for submission to the Ministry of Education and Child Care.

Supporting Documents

Final 2025-2026 Major Capital Plan Submission Summary
 Final 2025-2026 Minor Capital Plan Submission Summaries

Submission Summary

Submission Summary:	Major 2025/2026 2024-06-30 MAIN - K12 & CC Integrated
Submission Type:	Capital Plan
School District:	Greater Victoria (SD61)
Open Date:	2024-04-08
Close Date:	2024-06-30
Submission Status:	Draft

Submission Category	Sum Total Project Cost
Addition	\$79,658,868
Seismic	\$167,836,831
Total	\$247,495,699

ADDITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	160410	Cedar Hill Middle	Addition	4 classroom addition to meet middle school enrolment pressure.	\$14,364,324
2	150126	Sundance Elementary	Addition	7 classroom addition to meet enrolment in the family of schools.	\$20,971,755
3	156365	Reynolds Secondary	Addition	300 seat addition to meet secondary enrolment pressure.	\$44,322,789
Submission Category Total:					\$79,658,868
SEISMIC					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	160418	Shoreline Middle	Full Replacement	Replace Shoreline Middle with a new facility.	\$69,534,075
2	150443	Reynolds Secondary	Partial Replacement	Seismic Upgrade of 6 H1 Blocks	\$43,495,328
3	150419	Northridge Elementary	Upgrade	Seismic Upgrade of 4 H1 Blocks	\$19,935,976
4	150473	Victoria West Elementary	Upgrade	Seismic Upgrade of 3 H1 Blocks	\$11,686,488
5	150444	Richmond Elementary	Upgrade	Seismic Upgrade of 3 H1 Blocks	\$17,508,807
6	150409	Mckenzie Elementary	Upgrade	Seismic Upgrade of 1 H1 Block, 1 H2 Block and 1 H3 Block	\$5,676,157
Submission Category Total:					\$167,836,831

Submission Summary

Submission Summary:	Minor 2025/2026 2024-09-30 MAIN - K12
Submission Type:	Capital Plan
School District:	Greater Victoria (SD61)
Open Date:	2024-04-08
Close Date:	2024-09-30
Submission Status:	Draft

Submission Category	Sum Total Funding Requested
CNCP	\$2,400,000
PEP	\$495,000
SEP	\$2,600,000
Total	\$5,495,000

CNCP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	160509	Oaklands Elementary	HVAC (CNCP)	Currently Oaklands has 2 burnham cast iron sectional boilers with one unit that is leaking. Funding to replace boilers with energy efficient condensing units	\$650,000
2	165494	Lansdowne Middle School	HVAC (CNCP)	DDC Upgrade - Remove old cougar system	\$250,000
3	160412	Uplands Elementary	HVAC (CNCP)	Boiler Replacement with energy efficient condensing boilers	\$550,000
4	165495	Mount Douglas Secondary	HVAC (CNCP)	DDC Upgrade- Remove old cougar system	\$250,000
5	151404	Lambrick Park Secondary	HVAC (CNCP)	Phase 1 - Replace existing boilers with new energy efficient units. New units will decrease GHG and save on energy.	\$700,000
Submission Category Total:					\$2,400,000
PEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	153613	Hillcrest Elementary	Replacement (PEP)	Hillcrest has a small older playground that is not accessible and was purchased by the childcare provider on site. Like to replace this with an accessible playground for students of all abilities. The school has many students who will benefit from an accessible playground.	\$165,000
2	152033	Victoria West Elementary	Replacement (PEP)	Vic West has a diverse community of needs. The school has one play space that is not accessible and is down a long non-accessible pathway to the field below. The school and community have older playgrounds closer to the school that could potentially be accessible using the PEP grant for replacement of these non compliant structures .	\$165,000
3	163541	Central Middle School	Replacement (PEP)	Central's playground is in the heart of Victoria and used extensively by not only the school students but the surrounding community as well. The current playground is not accessible and is aging and in desperate need of replacement	\$165,000
Submission Category Total:					\$495,000
SEP					

Submission Summary

SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	162994	South Park Family School	Roofing (SEP)	Phase 3 -Roof Replacement of an historically significant slate roof. Roof is starting to leak in many places and slate has fallen off in the past causing safety issues. Roof Replacement will provide a long term safer roof and virtually eliminate the maintenance issues over time .	\$750,000
2	165493	Ecole Marigold School	Electrical (SEP)	Fire Panel Upgrade	\$250,000
3	165491	Cloverdale Traditional Elementary	Electrical (SEP)	Fire Panel Upgrade	\$450,000
4	153597	Lambrick Park Secondary	Interior Construction	Dust Collector Upgrade	\$650,000
5	165492	Spectrum Community School	Interior Construction	Gym Floor Upgrade	\$500,000
				Submission Category Total:	\$2,600,000

Submission Summary

Submission Summary:	Minor 2025/2026 2024-10-01 FIP
Submission Type:	Capital Plan
School District:	Greater Victoria (SD61)
Open Date:	2024-04-08
Close Date:	2024-10-01
Submission Status:	Draft

Submission Category	Sum Total Funding Requested
SEP	\$109,000
Total	\$109,000

SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	160817	Various	Food Infrastructure (SEP)	Various schools require appliances (fridge, dishwashers, stoves) with installation and cabinet modifications along with some new cabinetry 9cupboard and storage units)	\$109,000
Submission Category Total:					\$109,000

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: Operations Policy and Planning Committee
FROM: Katrina Stride, Secretary-Treasurer
DATE: June 10, 2024
RE: **Willows Elementary Child Care Addition**

Catchment Boundary Review

In Spring 2019, the District underwent a catchment boundary review. The new catchment boundaries were implemented in September 2020. One of the desired outcomes of implementing catchment boundary changes was to reduce enrolment at Willows Elementary, as enrolment was over capacity. Following implementation, enrolment at Willows Elementary declined and there were 3 surplus classroom spaces on site, including two learning studios. To address enrolment growth at Tillicum Elementary in 2023-2024, one of the two learning studios was moved from Willows Elementary. Willows Elementary enrolment continued to decline and there were 2 surplus classroom spaces on site, including the remaining learning studio. To create classroom space for the addition of Grade 3 at Sundance-Bank Elementary in 2024-2025, the remaining learning studio was moved from Willows Elementary.

Learning Studios

The learning studios at Willows Elementary were built to be used as classrooms with intentional flexibility to move them to other school sites experiencing enrolment growth.

The learning studios were not suitable to be used for the provision of child care, as they are “dry” with no plumbing for sinks or washrooms. The cost to upgrade the learning studios to be appropriate for child care provision was estimated to exceed \$1 million.

Musgrave Field

The learning studios removed from Willows Elementary were situated at the end of Musgrave field. The District has submitted to the Ministry of Education and Child Care for funding out of its 2024-2025 Annual Facility Grant (AFG) to remediate this field.

Enrolment Projections

Current enrolment at Willows Elementary is 541.

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.

Enrolment projections pulled from Baragar Systems for Willows Elementary for the next five years are as follows:

2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
529	511	481	481	476

Current Child Care for Willows Elementary Families

The District of Oak Bay currently provides child care services for the families of Willows Elementary out of the Neighbourhood Learning Centre (NLC) at Oak Bay High School. The service capacity of child care is always reliant on recruitment and retention of qualified staff. The District of Oak Bay reduced their capacity by approximately 30 spaces this year as a result of a staffing shortage. The District of Oak Bay is currently providing service to approximately 48 children in before-school care and 90 children attend after school care.

Over the summer, the District will be licensing two available 'in-school' spaces to expand access to before- and after school care for the Willows Elementary community. The square footage available is expected to serve 44 children.

School communities are positively impacted by increased access to before- and after-school care in numerous ways, including:

- children remain in familiar surroundings throughout their day
- reduced stress for families having a single drop-off point for the day
- increased student attendance/engagement and mental wellbeing
- safe and engaging programming outside of school hours

ChildCareBC New Spaces Fund

The ChildCareBC New Spaces Fund is a funding program offered through the Ministry of Education and Child Care to build new licensed child care centres, helping to make affordable, quality and inclusive child care a core service for families. The mandate letter written by Premier Eby to Minister Singh in December 2022 references continuing the good work of rolling out universal child care and prioritizing investment in the creation of child care spaces.

The first successful application for funding for new child care spaces at Willows Elementary was made in October 2018. However, the funding was subsequently approved to be redirected to another school site with a higher need for child care.

Due to the increased need for child care services in the Willows catchment area, a second funding application for Willows Elementary was submitted in October 2023. The application was for funding to build 48 before- and after-school care spaces for children in Kindergarten to Grade 5. Funding was approved by the Ministry and the funding agreement was fully executed in February 2024. Through a competitive process to secure a service provider for this location, the District can ensure that students attending Willows Elementary will be prioritized for services.

Proposed Addition and Parking

In the first round of consultation completed by the District in 2018, the Willows Elementary community raised concerns about the potential loss of green space. Recognizing the importance of retaining green space at Willows Elementary, the proposed new build would see a second floor added to the existing footprint of the school.

The new build would be completed by District staff and will include indoor play and storage areas, bathrooms and kitchens.

Unless a variance is granted by the municipality, additional parking spaces may need to be created within existing hard surface areas.

Consultation

The District is in regular conversation with the District of Oak Bay to receive updates about the scope of current service capacities and demand and to coordinate the opening of additional spaces as seamlessly as possible for families.

The attached Community Consultation Bulletin – Proposed Child Care Addition and Parking Location at Willows Elementary was circulated by email to staff and families at Willows Elementary, as well as hand-delivered to nearby neighbours. A community engagement evening was held at Willows Elementary on June 5, 2024. Feedback will be collected by email at community@sd61.bc.ca until 4pm on June 21, 2024.

Supporting Documents

Community Consultation Bulletin - Proposed Child Care Addition and Parking Location at Willows Elementary

New Child Care Spaces Coming Soon!

Proposed Child Care Addition and Parking Location at École Willows Elementary

École Willows Elementary

The Greater Victoria School District (GVSD) recognizes the urgent need for child care across the region. The ChildCareBC New Spaces Funding provides grants to build new licensed child care centres, helping to make affordable, quality, and inclusive child care a core service for families. The Greater Victoria School District has secured New Spaces Funding to support BC's initiative and expand child care on school grounds throughout our learning community.

Many new child care centres on GVSD school grounds are already complete and in operation. The plans to build a child care centre on the grounds of École Willows Elementary School are beginning to take shape.

The child care centres are built by GVSD employees with indoor play and storage areas, bathrooms and kitchens. The new centre at École Willows Elementary School will be licensed to offer before and after school care for children in Kindergarten to Grade five. The development will include dedicated parking spots in the existing school lots for child care staff and families.

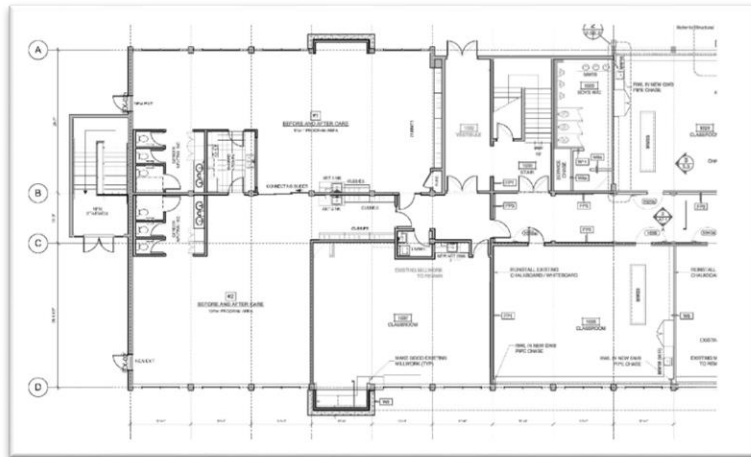
The new child care spaces will prioritize service for the École Willows Elementary School community. Once a Service Provider is selected, program information and registration details will be communicated.

Please take a look at the proposed plans for the new child care centre and offer your feedback by June 21st at 4:00pm via email: community@sd61.bc.ca.

If you have any questions regarding this project or the GVSD child care on school grounds initiative, please direct them to District Principal of Early Learning & Child Care at cshortt@sd61.bc.ca.

To learn more about this project, please feel welcome to attend a community engagement evening in the library at École Willows Elementary School on June 5, 2024 at 7:00pm.

Site Plan with Child Care and Parking Options:



NORTH ELEVATION WITH SECOND FLOOR ADDITION



FACILITIES SERVICES

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

Update for June 10nd, 2024

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

MONTHLY VANDALISM

Type	Quantity	Notes
Tagging - Graffiti	51	Both external and internal graffiti
Windows	15	Normally average about a dozen broken windows per month.
Doors	9	Entrance doors needing replacement. Damage includes those by student mischief.
Internal Damage - General	3	Bathroom damage, phone damage, lights
External Damage	4	Exterior doors, exterior - locks/keys

BUILDING MAINTENANCE

- **Oaklands Elementary Repairs** – Ministry of Education and Child Care has supported the project School District is finalizing the PDR report to send to the Ministry for approval
- **School Protection Program** – Yearly walk through of all buildings completed and work orders have been made and reports sent to schools for minor corrections
- **Summer Project Planning** - Complete for both the maintenance and capital departments- includes gym floor schedule, fire alarm testing, duct cleaning scheduled, exterior paint scheduled, and interior floor replacement to name a few
- **Hillcrest** – Outdoor Classroom, excavation complete and footing/formwork underway

CHILD CARE UPDATE

- **Hillcrest** - Nearing completion
- **Lake Hill** - Final inspection stage for consultants with submission for occupancy soon
- **Vic High** - Site prep is complete at the Vic High site with footing/formwork scheduled for next 2 weeks
- **Mackenzie** - Trusses installed with roof construction to begin based on crew availability

CLASSROOMS

- **Sundance** – Portable on site, still working with the CoV through a number of permit issues for this site

OPERATIONS

- Team has been busy organizing summer schedule for the custodial team which includes carpet cleaning and wood shop cleanup
- Team in the process of completing a re organization of custodial runs for spaces opening and closing for the 2024/25 school year.
- Cartage team has been very busy with deliveries for large events and delivering boxes for teacher moves over the summer months

TRANSPORTATION

- Team busy with year-end field trips. Drivers are doing trips for multiple schools daily
- Team has approved and scheduled inclusive bus riders for 2024/25 school year and working to build route with Thirdwave.

NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT

- Sundance Gym projection and audio system has been completed
- TEC packages have been serviced at Monterey, George Jay, Frank Hobbs, James Bay, and Mount Doug
- 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
- WiFi at Lake Hill has been upgraded to provide better coverage for staff and students and planning is underway for Glanford's WiFi upgrade
- TEC packages have been installed at Hillcrest, Victor, and Vic High and are underway at Lambrick
- The doors at Glanford have been re-keyed to district standards and Esquimalt is underway

ENERGY PROJECTS

- 2024/25 LED Lighting upgrades
 - Started ahead of schedule
 - Oak Bay Secondary well underway ~ 20% completed
- Oaklands Elementary LED upgrades rebate application has now been approved
- 2024/25 Continuous optimization of building automation systems
 - Applications approved and investigations are now underway
- 2023/24 Educational awareness and Energy Wise Campaigns
 - Campaigns for 2023/24 have been wrapped up
 - Light switch stickers for last 4 schools will arrive soon
- 2023 Carbon Change Accountability Report complete



Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report June 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 June 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	6,526,282.52	30,687,794.48		30,687,794.48	82%	4,950,400.76	1,575,882
Fees	75%	3,565,777	2,679,096	886,681.48	719,485	167,196	5%	2,644,338	34,758
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	73%	293,500	214,328	79,171.65		79,172	27%	206,750	7,578
School TTOC Budget	100%	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	9,745,823	35,505,975	719,485	34,786,490	77%	7,823,465	346,476

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 with Saanich is finalized and signed by both parties.

9. Work Starting Soon or Underway

- Final exterior concrete walls and survey complete.
- Under slab plumbing and electrical installations complete.
- Q deck delivered and installed.



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

10. Looking to June / July

- Concrete pour in second phase (gym area).
- Continue steel erection in second phase (gym area).
- Backfill around building to commence.
- Off-site road works to start in July, starting at Gregory place and moving onto Cedar Hill Rd.

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.

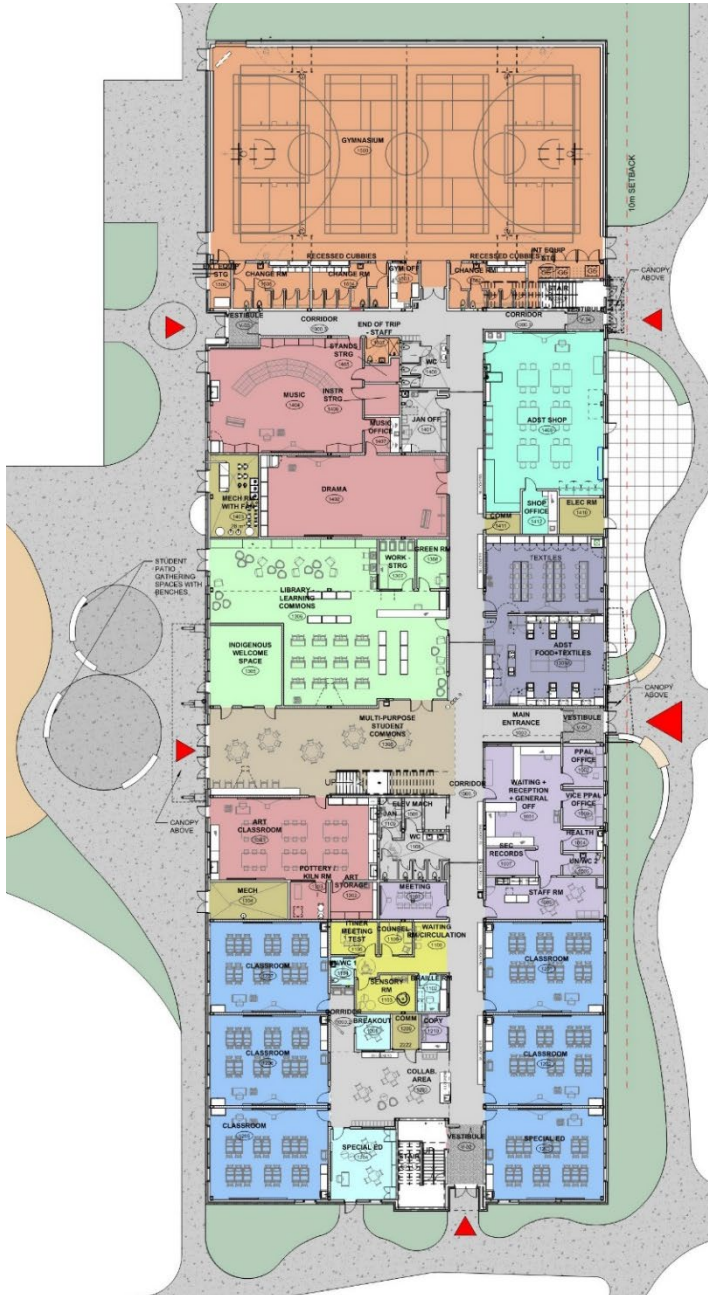
IDENTIFIED RISKS	Probability	Consequence / Impact		
		Cost	Schedule	
Hazardous Material Abatement	Moderate	Moderate	Low	Previously Identified Project Risk
Demolition	Low	Low	Low	Previously Identified Project Risk,
Additional Economic Adjustments	High	High	High	Previously Identified Project Risk
COVID 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 June 2024

Floor Plans

Floor 1



Floor 2





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

Rendering

