



**The Board of Education of School District No. 61 (Greater Victoria)**  
**Operations Policy and Planning Committee Meeting**  
**AGENDA**  
**Monday, November 18, 2024, 7:00 p.m.**  
**Chair Gagnon**

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**A. COMMENCEMENT OF MEETING**

**A.1. Acknowledgement of Traditional Territories**

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

**A.2. Approval of the Agenda**

That the November 18, 2024 agenda be approved.

**A.3. Approval of the Minutes**

Recommended Motion:

That the October 21, 2024 Operations Policy and Planning Committee meeting minutes, be approved.

**A.4. Business Arising from Minutes**

**B. PRESENTATIONS TO THE COMMITTEE**

**Staff**

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

**C. SUPERINTENDENT'S REPORT**

**C.1. Elementary School Data**

**C.2. Privacy Management Program – Administrative Regulations Review**

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

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) accept revised Administrative Regulation 1161.4 *Critical Incident and Privacy Breach*.

**D. PERSONNEL ITEMS**

**E. FINANCE AND LEGAL AFFAIRS**

**E.1. Audit Sub-Committee Report**

**Recommended Motion:**

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

**E.2. Monthly Financial Report: October 2024**

**E.3. Budget Change Report: October 2024**

**F. FACILITIES PLANNING**

**F.1. Operations Update: November 2024**

**F.2. Cedar Hill Middle School Seismic Project Update**

**G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

**H. NEW BUSINESS**

**H.1. Update Regulations 1330 *Community Use of Schools and Grounds* and 1325 *Partnership***

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to update Regulation 1330 Community Use of Schools and Grounds and Regulation 1325 Partnership to require that a business case is prepared and presented to the Board of Education for consideration and approval prior to the school district entering into negotiations regarding potential joint use agreements or other

partnerships with external parties regarding the use of schools and grounds;

AND FURTHER

provide the Board of Education any additional recommendations regarding updates needed to Regulations 1330 and 1325.

**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**  
**MEETING MINUTES**  
**Monday, October 21, 2024, 7:00 p.m.**

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

**Education Policy and Directions member:** Diane McNally

Trustee Regrets: Derek Gagnon

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Tom Aerts, Associate Superintendent, Sean Powell, Acting Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Julie Lutner, Associate Secretary-Treasurer, Connor McCoy, VPVPA

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

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**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 Kwan

That the October 21, 2024 agenda be approved.

**Motion Carried Unanimously**

**A.3. Approval of the Minutes**

**Moved by** Trustee Kwan

That the September 16, 2024 Operations Policy and Planning Committee meeting minutes be approved.

**Amendment**

**Moved by** Trustee Kwan

That the spelling error in the motion under H.1. Greater Victoria Foundation for Learning be corrected to say including.

*That the Board of Education of Greater Victoria (School District No. 61) direct the Superintendent to establish an advisory committee, included~~ing~~ but not limited to Board, Finance Department member representation and education partners to evaluate how the Greater Victoria Foundation can be utilized moving forward.*

**AND FURTHER**

*Provide recommendations to the Board of Education.*

**Motion Carried Unanimously**

**Moved by** Trustee Kwan

That the September 16, 2024 Operations Policy and Planning Committee meeting minutes be approved as amended.

**Motion Carried Unanimously**

**A.4. Business Arising from Minutes**

None.

**B. PRESENTATIONS TO THE COMMITTEE**

None.

**C. SUPERINTENDENT'S REPORT**

**C.1.** Superintendent Whitten presented an outline of the two-stage approach to upgrading to boardroom layout as well as boardroom technology.

Trustees and Partners discussed the boardroom renovations and had questions of clarification.

**D. PERSONNEL ITEMS**

**D.1.** Director of Human Resource Services Knudson provided the Occupational Health and Safety Annual Report.

Trustees and Partners discussed the annual report and had questions of clarification.

**E. FINANCE AND LEGAL AFFAIRS**

**E.1. 2025-2026 Budget Development Process**

Secretary-Treasurer Stride presented the proposed 2025-2026 Budget Development Process.

Trustees and Partners discussed the budget development process, provided feedback, and had questions of clarification.

Subject to potential revisions to be made by Secretary-Treasurer Stride based on feedback received in the meeting, the Committee requested that the 2025-2026 Budget Development Process be brought to the October 28, 2024 Board Meeting for the Board to make its recommendations.

**E.2. Student Device Ratios Update**

Secretary-Treasurer Stride provided an update on student device ratios.

Discussion ensued with Trustees and Partners asking questions of clarification.

**E.3. Crossing Guard Services – District of Saanich**

Secretary-Treasurer Stride provided an update on crossing guard services provided by the school district at schools within the District of Saanich.

Trustees had questions of clarification.

**E.4. Monthly Financial Report**

Secretary-Treasurer Stride provided the September 2024 Monthly Financial Report for information.

**E.5. Budget Change Report**

Secretary-Treasurer Stride provided the September 2024 Budget Change Report for information.

**F. FACILITIES PLANNING**

**F.1. School Access**

Director of Facilities Services Vistisen-Harwood provided an update on school access.

**F.2. Sundance-Bank Elementary Learning Studio Update**

Director of Facilities Services Vistisen-Harwood provided an update on Sundance-Bank Elementary learning studio.

Trustees had questions of clarification.

**F.3. Operations Update: October 2024**

Director of Facilities Services Vistisen-Harwood provided the Operations update for October 2024.

Trustees had questions of clarification.

**F.4. Cedar Hill Middle School Seismic Project Update**

Director of Facilities Services Vistisen-Harwood provided the Cedar Hill Middle school seismic project update.

Trustees had questions of clarification.

**G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

None.

**H. NEW BUSINESS**

**H.1. Crossing Guard Requirement – Trustee Paynter**

Trustee Paynter withdrew the motion concerning crossing guards given that the District of Saanich had not received the initial letter that the Board of Education sent to them.

**I. NOTICE OF MOTION**

None.

**J. GENERAL ANNOUNCEMENTS**

None.

**K. ADJOURNMENT**

**Moved by** Trustee Kwan

That the meeting adjourn.

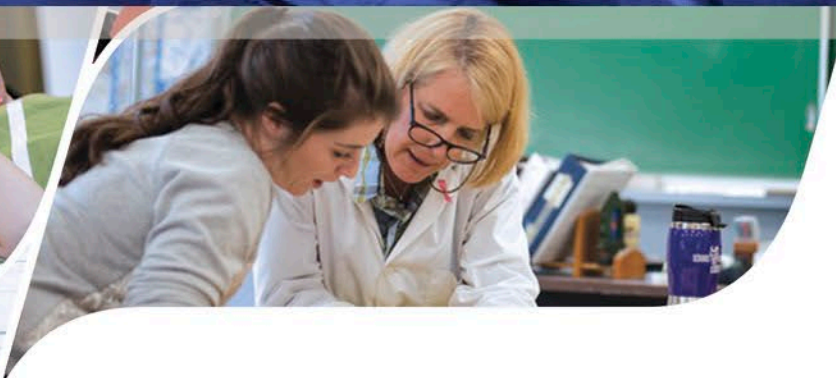
**Motion Carried Unanimously**

The meeting adjourned at 10:04 p.m.

DRAFT



# One *Learning* Community



Operations Policy and Planning Committee Meeting November 18, 2024

# Information Technology for Learning

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## Operations Policy and Planning Committee Department Update

*Updated: November 2024*

# Strategy & Planning

## 1 November 2023 Assessment

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

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

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

## 2 Requirements & Planning

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

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

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

## 3 Points For Consideration

In an operations model, we ask ourselves, what is our current state, and where do we aspire to be in the next three to five years?

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

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

## 4 Updates

Departmental teams have developed 3-5 year roadmaps

Areas of focus:

1. Inventory asset management
2. Pedagogical & business fit- for-purpose planning
3. Technical debt analysis
4. Gap analysis of roadmap against current skillsets

# People & Positions

## 1 November 2023 Assessment

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

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

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

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

## 2 Requirements & Planning

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

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

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

## 3 Points For Consideration

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

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

## 4 Updates

Continuing need for:

Privacy program support

Training/skills evolution for technological change aligned with 3-5 year priorities.

Business analysis and project management for the transformational work expected in the coming years.

# Student & Staff Devices

## 1 November 2023 Assessment

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

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

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

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

## 2 Requirements & Planning

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

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

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

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

## 3 Points For Consideration

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

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

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

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

## 4 Updates

Ratios have been revised to 4:1 in Elementary; 3:1 in Middle & Elementary

Establishment of lifecycle timelines for device refresh to support budget forecasting

Inventory and asset management is a priority for the coming year.

# Digital Tools & Workflows

## 1 November 2023 Assessment

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

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

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

## 2 Requirements & Planning

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

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

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

## 3 Points For Consideration

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

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

## 4 Updates

CSL is now in its second year of use and is aligned with Ministry policy and district guidelines.

Application consolidation and retirement has been completed.

District website security upgrades are in progress.

Microsoft 365 & Cloud services assessment is on the roadmap.

# Support & Service Management

## 1 November 2023 Assessment

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

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

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

## 2 Requirements & Planning

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

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

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

## 3 Points For Consideration

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

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

## 4 Updates

Restructured to improve support for district wide tools and technology.

Our support team has been integral in completing:

- Recent staff device refresh
- Student device life cycling

# Infrastructure & Operations

## 1 November 2023 Assessment

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

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

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

## 2 Requirements & Planning

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

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

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

## 3 Points For Consideration

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

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

## 4 Updates

Cybersecurity work continues to be a priority to improve the resiliency of our district.

Rationalization of existing infrastructure tools to reduce complexity and cost.

Network infrastructure safety and resiliency continues to be of high priority.

# Data Governance, Privacy & Security

## 1 November 2023 Assessment

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

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

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

## 2 Requirements & Planning

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

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

These initiatives interweave with digital workflows discussions in other areas.

## 3 Points For Consideration

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

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

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

## 4 Updates

Privacy and security related policy and planning is ongoing as our Privacy Management Program takes shape.

AI guidelines and governance are underway

We continue to be challenged with the volume of PIAs requested along with right-skilled resources to complete the work.

An approach for ongoing training and education for staff is pending.

# Emergent Tech (Artificial Intelligence)

## 1 November 2023 Assessment

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

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

## 2 Requirements & Planning

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

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

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

## 3 Points For Consideration

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

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

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

## 4 Updates

AI/Generative AI is topical both in the district and throughout the province. A strategy for the educational use of AI in our district is in development.

We continue to see more vendors promoting AI in their toolsets and reiterate not all AI is equal.

Considerations continue to be:

- privacy and security of data submitted to the tools
- bias in/quality of and the ethics of how source data is procured.

# Office of the Superintendent

*Deb Whitten – Superintendent*

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**To:** Operations Policy and Planning Committee  
**From:** Deb Whitten, Superintendent of Schools  
**Date:** November 18, 2024  
**RE:** **Student to Staff Incidents in Elementary Schools**

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## **Background:**

At the Board of Education meeting on October 28, 2024, the following motion was approved:

*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide the Board and the Equity Ad Hoc Committee with a break down of student to staff incident for each Elementary school;*

**AND FURTHER**

*Break down each elementary school's data into student to staff incident in English track and student to staff incident in French track and within these categories indicate the number of students with an IEP, a designation (indicate the designation) by the November 18, 2024 Operations Policy and Planning Committee meeting.*

## **Information:**

As per the motion the following data has been provided:

- There were a total of 2189 incidents reported in 2023-24 at all elementary schools.
- Of the 2189 incidents reported the total number represents 261 students.
  - 234 of the 261 students are registered in the English program; and 27 students are registered in the French Immersion program (FRIMM)
  - 9 of the 28 Schools are dual track with a FRIMM program.
  - 20% of the 234 students do not have a Ministry Designation and 80% of the students have a Ministry designation.
    - ASD and IBI categories represent 83% of the designated students generating staff incident reports (see below breakdown)
    - 10 students are responsible for 32% of the staff incident reports.

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- Breakdown of primary designations (all numbers fewer than 10 = masked):
  - A (physically dependent) - masked
  - C (MPID) - masked
  - D (PDCH) - masked
  - F (DHH) - masked
  - G (ASD) - 78
  - H (IBI) -58
  - K (MID) - masked
  - Q (LD) - masked
  - R (MBS) -11

It is important to note that the data provided is subjective. An incident reported is dependent on the individual's determination of whether it meets their threshold, whether it should be reported, and the purpose of the reporting. When the program was first established there was a misunderstanding of the purpose of the reporting and how the reporting data would be used. Some staff thought that an increase in reporting would automatically result in an increase in supports and resources. The schools that were in the first wave of implementation tend to have a higher number of incidents reported.

Please see the Number of Students to Staff Incidents table on the following page.

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<b>Number of Student to Staff Incidents 2023-2024 School Year (SD61 Elementary Schools)</b>	
<b>2023-2024 School Year</b>	<b>Form 1 Reports</b>
*Braefoot	
*Campus View	
Cloverdale	199
Craigflower	51
Doncaster	105
*Eagle View	
Frank Hobbs	48
George Jay	606
*Hillcrest	
James Bay	15
Lake Hill	10
Macaulay	231
Margaret Jenkins	54
Marigold	16
McKenzie	61
Northridge	118
Oaklands	107
Quadra	280
Rogers	32
*Sir James Douglas	
South Park	66
Strawberry Vale	20
Sundance-Bank	55
Tillicum	16
*Torquay	
Victoria West	35
View Royal	37
Willows	27
	<b>2189</b>
* Masked Data	

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# Office of the Secretary-Treasurer

*Katrina Stride – Secretary-Treasurer*

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TO: Operations Policy and Planning Committee

FROM: Katrina Stride, Secretary-Treasurer

DATE: November 18, 2024

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

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## Background

Section 36.2 of the Freedom of Information and Protection of Privacy Act (FOIPPA) requires B.C. public bodies to develop a Privacy Management Program (PMP). A PMP is an evolving set of policies, procedures and tools developed by a public body to enable systematic privacy protection throughout the personal information lifecycle. The School District's [Privacy Management Program](#) is located under Resources on the District website.

## Board Motion

At the Regular Board meeting held on November 27, 2023, the Board approved the following motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept Administrative Regulations 1161.2 Privacy Management Program, 1161.3 Privacy Impact Assessments, and 1161.4 Critical Incident and Privacy Breach as presented on November 27, 2023;  
AND FURTHER,  
Direct the Superintendent to bring the Administrative Regulations to the Board of Education for review within one year at the Operations Policy and Planning meeting in November 2024.

## Administrative Regulations Review

The Acting Director, Information Technology for Learning (ITL) and designated Privacy Officers (Acting District Principal, ITL and Secretary-Treasurer) reviewed Administrative Regulations 1161.2 Privacy Management Program, 1161.3 Privacy Impact Assessments, and 1161.4 Critical Incident and Privacy Breach. Minor wording changes are proposed for Administrative Regulation 1161.4 Critical Incident and Privacy Breach as attached.

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## **Impact of Privacy Management Program Implementation**

The implementation of the PMP has proven to be challenging in some areas. Challenges include the completion and review of Privacy Impact Assessments (PIAs) for both business services (district-wide digital services) and educational services (classroom-based digital services), and the generation of informed consent letters for educational services.

## **Recommended Motion**

The following motion is recommended:

That the Board of Education of School District No. 61 (Greater Victoria) accept revised Administrative Regulation 1161.4 Critical Incident and Privacy Breach.

## **Supporting Documents**

Administrative Regulation 1161.2 Privacy Management Program

Administrative Regulation 1161.3 Privacy Impact Assessments

Administrative Regulation 1161.4 Critical Incident and Privacy Breach – Tracked Changes

## PRIVACY MANAGEMENT PROGRAM

### PURPOSE

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

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

Public information relating to the Privacy Management Program will be updated on the Greater Victoria School District website here:

### DEFINITIONS

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

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

6. "Records" include any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email and correspondence;
7. "Staff" or "Employees" refers to all employees of the School District who are required to comply with FIPPA and all relevant School District policies and regulations;
8. "Contractors" refers to a service provider retained under a contract to perform services for the School District. Contractors are required to comply with FIPPA and all relevant School District policies and regulations;
9. "Volunteers" refers to community members carrying out volunteer activities on behalf of the School District. Volunteers are required to comply with FIPPA and all relevant School District policies and regulations.

## PRINCIPLES

School District Staff are responsible for:

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

## RESPONSIBILITIES OF THE HEAD

The implementation of this Administrative Regulation is the responsibility of the Superintendent, who is the “Head” of the School District, including for all purposes under FIPPA. The Head is also responsible for ensuring there is a process for completing and documenting Privacy Impact Assessments and, as required, Information Sharing Agreements. The Head may delegate any of their powers under this Regulation or FIPPA to other School District Employees by written delegation.

## RESPONSIBILITIES OF THE PRIVACY OFFICERS

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

The Privacy Officers are also responsible for:

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

## COMMITMENT TO PRIVACY PROTECTION

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

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

## PURPOSES FOR COLLECTING PERSONAL INFORMATION

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

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

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

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

1. hiring and recruitment;
2. to manage and administer the employment relationship;
3. to communicate with authorized union representatives;
4. to administer employment compensation and benefits;
5. to evaluate performance and manage disciplinary incidents;
6. to supervise and ensure the safety and security of the School District (such as through the use of video surveillance);
7. to investigate and respond to accidents, safety events, misconduct and similar incidents;
8. to ensure compliance with applicable School District policies and other applicable laws; and
9. for other purposes set out in the Procedures or required under applicable laws.

## **COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION**

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

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

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

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

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

## **SECURING PERSONAL INFORMATION**

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

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

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

## RETENTION AND DISPOSAL

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

Personal information that is no longer required for either administrative, operational, financial, legal, or historical purposes shall be securely destroyed in a confidential manner in accordance with School District policies and approved record retention protocols.

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

## ACCURACY AND CORRECTION

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

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

## ACCESS TO INFORMATION

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

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

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

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

## COMPLAINTS AND INQUIRIES

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

The School District will respond to all complaints in writing.

## **REVIEW**

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

## **RELATED ACTS AND REGULATIONS**

School Act and Regulations

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

Ministerial Order 462: Personal Information Disclosure For Storage Outside of Canada Regulation

Ministerial Order 411: Education and Advanced Education

Ministerial Order 450: Finance and Advanced Education

Ministerial Order 351: Education

Ministerial Order 030: Citizen's Services

Ministerial Order 276: Environment

## **SUPPORTING REFERENCES, POLICIES, REGULATIONS AND FORMS**

Policy 1161 Freedom of Information and Protection of Privacy

Administrative Regulation 1161.1 Fees for Access to Information

Administrative Regulation 1161.3 Privacy Impact Assessments

Administrative Regulation 1161.4 Critical Incident and Privacy Breach

Adopted: November 27, 2023

Revised:

## PRIVACY IMPACT ASSESSMENTS

### PURPOSE

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

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

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

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

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

### SCOPE & RESPONSIBILITY

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

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

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

## DEFINITIONS

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

## DESIGNATE ACCOUNTABILITY

School districts must designate the appropriate person responsible for new or substantially changed programs or activities that require a Privacy Impact Assessment. The level of responsibility should vary in proportion to the sensitivity of the personal information involved and the risks of the initiative. The person responsible for the initiative must ensure that they have read, agreed with and accepted the risks and mitigation strategies. The PIA must finally be reviewed, approved and ‘signed off’ by the Privacy Officer and/or Head of the public body.

## RESPONSIBILITIES OF THE HEAD

The implementation of this Administrative Regulation is the responsibility of the Superintendent, who is the “Head” of the School District, including for all purposes under FIPPA. The Head is also responsible for ensuring there is a process for completing and documenting Privacy Impact Assessments and, as required, Information Sharing Agreements. The Head may delegate any of their powers under this Regulation or FIPPA to other School District Employees by written delegation.

## RESPONSIBILITIES OF THE PRIVACY OFFICERS

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

## RESPONSIBILITIES OF ALL EMPLOYEES

All Employees are responsible for:

1. understanding that all purchases of software must be pre-approved by the Information Technology for Learning Department to ensure the completion of a Privacy Impact Assessment and compliance with the Freedom of Information and Protection of Privacy Act, as per the [Greater Victoria School District Purchasing Regulation](#);
2. understanding that any Employees responsible for developing or introducing a new or significantly revised Initiative that involve or may involve the collection, use, disclosure or processing of Personal Information by the School District must report that Initiative to the Privacy Officer at an early stage in its development;
3. cooperating with the Privacy Officers and providing all requested information needed to complete the PIA when involved in a new or significantly revised Initiative;
4. cooperating with the Privacy Officers, at the request of the Privacy Officers, in the preparation of any other PIA that the Privacy Officer decides to perform;

## THE ROLE OF THE RESPONSIBLE EMPLOYEE

Responsible Employees are responsible for:

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

## INITIATIVES INVOLVING THE STORAGE OF PERSONAL INFORMATION

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

## CONTACT INFORMATION

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

## REVIEW

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

## **RELATED ACTS AND REGULATION**

School Act and Regulations

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

## **SUPPORTING REFERENCES, POLICIES, REGULATIONS AND FORMS**

Policy 1161 Freedom of Information and Protection of Privacy

Administrative Regulation 1161.1 Fees for Access to Information

Administrative Regulation 1161.2 Privacy Management Program

Administrative Regulation 1161.4 Critical Incident and Privacy Breach

Adopted: November 27, 2023

Revised:

## CRITICAL INCIDENT AND PRIVACY BREACH

### PURPOSE

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

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

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

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

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

### WHAT IS A ‘PRIVACY BREACH’

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

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

How can staff report a Privacy Breach or Critical Incident?

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

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

## SCOPE & RESPONSIBILITY

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

## DEFINITIONS

1. “Head” means the Superintendent, and includes any person to whom the Head has delegated their powers by written instrument.
2. “Personal Information” means any recorded information about an identifiable individual that is within the control of the School District, and includes information about any student or any Staff member of the School District. Personal Information does not include business contact information, such as email address and telephone number, that would allow a person to be contacted at work. Personal information may also be identifiable through the 'mosaic effect'. The mosaic effect is a concept that illustrates how elements of information may be non-identifiable on their own but when combined could become personally identifiable. For example, a male in his 20s who lives in Vancouver and drives a black Honda would not be identifiable. However, a male in his 60s who lives in Smithers and drives a yellow Lamborghini would be identifiable.
3. “Privacy Breach” means the theft or loss of or the collection, use or disclosure of Personal Information not authorized by FIPPA, and includes cyber and ransomware attacks and other situations where there are reasonable grounds to believe that any such unauthorized activities have taken place or there is a reasonable belief that they will take place.
4. “Significant Harm” means significant harm to the individual, including identity theft or significant
  - a. bodily harm
  - b. humiliation
  - c. damage to reputation or relationships
  - d. loss of employment, business or professional opportunities
  - e. financial loss
  - f. negative impact on a credit record, or
  - g. damage to, or loss of, property
5. “Privacy Officers” means the positions designated by the Head as Privacy Officers for the School District, which are the Secretary Treasurer and the Director of IT for Learning;
6. “Records” means books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or other mechanism that produces records;
7. “Staff” or “Employees” refers to all employees of the School District who are required to comply with FIPPA and all relevant School District policies and regulations;
8. “Contractors” refers to a service provider retained under a contract to perform services for the School District. Contractors are required to comply with FIPPA and all relevant School District policies and regulations;
9. “Volunteers” refers to community members carrying out volunteer activities on behalf of the School District. Volunteers are required to comply with FIPPA and all relevant School District policies and regulations.

## RESPONSIBILITIES OF THE HEAD

The implementation of this Administrative Regulation is the responsibility of the Superintendent, who is the “Head” of the School District, including for all purposes under FIPPA. The Head is also responsible for ensuring there is a process for completing and documenting Privacy Impact Assessments and, as required, Information Sharing Agreements. The Head may delegate any of their powers under this Regulation or FIPPA to other School District Employees by written delegation.

## RESPONSIBILITIES OF ALL EMPLOYEES

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

## PRIVACY BREACH RESPONSE

The School District follows the guidance of the Office of the Information and Privacy Commissioner in its response to privacy breaches when they occur. The following steps outline the process taken by school district staff in the event of a breach:

### 1. Step One – Report and Contain

- a. Upon discovering or learning of a Privacy Breach, all Staff shall:
  - i. Immediately report the Privacy Breach to the Head or to the Privacy Officers.
  - ii. Take any immediately available actions to stop or contain the Privacy Breach, such as by:
    1. isolating or suspending the activity that led to the Privacy Breach; and
    2. taking steps to recover Personal Information, Records or affected equipment.
    3. preserve any information or evidence related to the Privacy Breach in order to support the School District’s incident response.
- b. Upon being notified of a Privacy Breach the Head or the Privacy Officers in

consultation with the Head, shall implement all available measures to stop or contain the Privacy Breach. Containing the Privacy Breach shall be the first priority of the Privacy Breach response, and all Staff are expected to provide their full cooperation with such initiatives.

## **2. Step Two – Assessment and Containment**

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

## **3. Step Three – Notification**

- a. If the Head determines that the Privacy Breach could reasonably be expected to result in Significant Harm to individuals, then the Head shall make arrangements to:
  - i. report the Privacy Breach to the Office of the Information and Privacy Commissioner; and
  - ii. provide notice of the Privacy Breach to affected individuals, unless the Head

determines that providing such notice could reasonably be expected to result in grave or immediate harm to an individual's safety or physical or mental health or threaten another individual's safety or physical or mental health.

- b. If the Head determines that the Privacy Breach does not give rise to a reasonable expectation of Significant Harm, then the Head may still proceed with notification to affected individual if the Head determines that notification would be in the public interest or if a failure to notify would be inconsistent with the School District's obligations or undermine public confidence in the School District.
- c. Determinations about notification of a Privacy Breach shall be made without delay following the Privacy Breach, and notification shall be undertaken as soon as reasonably possible. If any law enforcement agencies are involved in the Privacy Breach incident, then notification may also be undertaken in consultation with such agencies.

#### **4. Step 4 – Prevention**

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

### **CONTACT INFORMATION**

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

### **REVIEW**

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

### **RELATED ACTS AND REGULATION**

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

### **SUPPORTING REFERENCES, POLICIES, REGULATIONS AND FORMS**

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

Adopted: November 27, 2023  
Revised:

# Office of the Secretary-Treasurer

*Katrina Stride – Secretary-Treasurer*

TO: Operations Policy and Planning Committee

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

DATE: November 18, 2024

RE: **Audit Sub-Committee Report – November 14, 2024 Meeting**

## Background:

The Audit Sub-Committee held a meeting on November 14, 2024. New business included discussion of the September 2024 Quarterly Financial Report.

There is one recommendation to the Board from the Audit Sub-Committee.

## Recommendation:

### September 2024 Quarterly Financial Report

Julie Lutner, Associate Secretary-Treasurer, provided highlights of the quarterly financial report for the period ending September 30, 2024. Trustees recommended that the Board accept the September 2024 Quarterly Financial Report through the Audit Sub-Committee Report.

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

# Office of the Secretary-Treasurer

*Katrina Stride – Secretary-Treasurer*

TO: Audit Sub-Committee

FROM: Katrina Stride, Secretary-Treasurer

DATE: November 14, 2024

RE: **September 30, 2024 Quarterly Financial Report**

## Background

The format of the Quarterly Financial Report is consistent with Schedule 2A “*Schedule of Operating Revenue By Source*” and Schedule 2B “*Schedule of Operating Expense by Object*” of the School District’s financial statements. The budget reflected in the financial statements is the Annual Operating Budget approved by the Board in April 2024.

The September 2024 Quarterly Financial Report uses the Annual Operating Budget which is based on estimated revenue and expenses for the year. It does not include budget related to approved surplus carry-forwards from prior years or budget adjustments made subsequent to the approval of the Annual Operating Budget. In comparison, the budget used in the Monthly Financial Report and the Monthly Budget Change Report includes budget related to approved surplus carry-forwards from prior years and budget adjustments made subsequent to the approval of the Annual Operating Budget.

The September 2024 Quarterly Financial Report shows the year-to-date actual revenue and expenditures as a percentage of the Annual Operating Budget. Actual expenditures reflect all costs for the year including those related to approved surplus carryforwards from prior years. Prior year information has been included for comparative purposes.

The December 2024 Quarterly Financial Report will be the same format as the September 2024 Quarterly Financial Report. The March 2025 Quarterly Financial Report will be updated to include the Amended Annual Operating Budget which will be approved by the Board in February 2025. The Amended Annual Operating Budget will be based on revenue and expenses calculated on actual September 30, 2024 enrolment counts, grants confirmed subsequent to the approval of the Annual Operating Budget, and budget related to approved surplus carryforwards from prior years. It will not include budget adjustments made subsequent to the approval of the Amended Annual Operating Budget.

## Revenue

Ministry of Education and Child Care Operating Grant as a percentage of the related budget is 11.38%, as compared to 11.35% in the prior year. Operating grant revenue is recognized as it is received.

*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.*

Other Ministry of Education and Child Care Grants as a percentage of the related budget is 10.53% compared to 3.40% in the prior year. The amount of revenue recognized in each quarter is affected by the receipt of new grants, as well as the timing of grant payments. In the current year, labour settlement funding (LSF) for the 1% cost-of-living adjustment (COLA) for teachers, support staff, non-educator exempt and administrators in leadership roles, and the 2% salary increase for administrators in leadership roles was provided subsequent to the preparation of the Annual Budget. Some of the revenue was received by September 30<sup>th</sup>; however, the budget for LSF will be adjusted in the Amended Annual Budget. Other Ministry of Education and Child Care Grants received includes Pay Equity, Funding for Graduated Adults, Student Transportation Fund, Support Staff benefits Grant and FSA Scorer Grant.

Revenue from Other Provincial Ministries in the current year is related to the After School Sport and Arts Initiative (ASSAI) grants from the Ministry of Tourism, Arts, Culture and Sport and SkilledTradesBC funding (previously called Industry Training Authority). Actual revenues received as a percentage of the Annual Operating Budget is lower in the current year due to the timing of when the grants were received.

Offshore Tuition Fees are fees received for the International Education (IE) Program. All Offshore Tuition Fees related to the current school year that were collected and deferred in the previous school year have been brought into revenue as of July 1, 2024. Offshore Tuition Fees as a percentage of the related budget are 86.41% compared to 86.48% in the prior year.

Local Education Agreement (LEA) Tuition is revenue received from the Federal Government to support the LEA with the Songhees Nation. This revenue will be based on actual enrolment and the equivalent amount is deducted from the Ministry of Education and Child Care Operating Grant.

Continuing Education and Distributed Learning Fees consist of registration and course fees for Continuing Education and The Link (Distributed Learning). These Fees as a percentage of the related budget are 1.18% compared to 14.2% in the prior year. The timing of this revenue varies year to year.

Rentals and Leases revenue as a percentage of the related budget is 18.98% compared to 16.73% in the prior year. Additional revenue was received in the current year related to the 2024 BC Provincial General Election.

Investment Income as a percentage of the related budget is 26.29% as compared to 32.75% in the prior year. The 2024-2025 Annual Budget included projected interest rates of 4.95% from July – September 2024. However, actual interest rates were 4.95% from July 1 – July 24, 2024, 4.70% from July 25 – September 4, 2024, 4.45% from September 5 – October 23, 2024 and 3.95% as of October 24, 2024. It is expected that Investment Income will come in lower than projected by June 30, 2025.

Miscellaneous Revenue includes other grants, fees, commissions and rebates, and general donations. The amount and timing of this revenue varies each year. Revenue received in the current year is comparable to the amount received in the prior year. However, the prior year Annual Budget related to International Education revenues was understated but was subsequently adjusted in the Amended Annual Budget. This resulted in a higher percentage of revenue received relative to the budget, compared to the current year.

Total Operating Revenue is 16.31% of the related budget as compared to 16.39% in the prior year.

## **Expenditure by Object**

Teacher, Educational Assistants and Substitute Salaries to date are 9.40% of the combined related budgets as compared to 9.51% in the prior year. As the school year starts in September, it is expected that 1/10<sup>th</sup> (10%) of the salaries would be incurred to date as these positions are paid over 10 months. Educational Assistants Salaries as a percentage of the related budget is 7.34% in the current year compared to 6.65% in the prior year. Educational Assistant Salaries tend to be lower in September due to increased job turnover.

As new jobs are created in September due to increased enrolment, these jobs are often filled by continuing employees at other school locations, which then creates new vacancies when they move to their new position.

Principals and Vice Principals, Support Staff and Other Professionals salaries are 22.32% of the combined related budgets as compared to 22.37% in the prior year. These positions are generally paid over 12 months; therefore, it is expected that salaries to date would approximate 25% of the Operating Budget.

Employee Benefits are at 14.20% of the related budget compared to 14.00% in the prior year.

Total Salaries and Benefits are 12.64% of the related budget as compared to 12.67% in the prior year.

Services are at 35.43% of the related budget as compared to 41.02% in the prior year. Actual expenditures are higher in the current year as a result of timing differences in the payment of software maintenance invoices.

Student Transportation as a percentage of the related budget is at 5.10% as compared to 10.38% in the prior year. Student Transportation expenses were \$43K higher in the prior year due to an increase in bussing for short-term summer camps related to increased enrolment.

Professional Development and Travel is at 62.98% of the related budget as compared to 12.86% in the prior year. The Greater Victoria Teachers' Association (GVTA) has received additional professional development funds in the current year through the collective agreement. A payment was made to the GVTA in September 2024 for \$0.3 million.

Rentals and Leases as a percentage of the related budget is at 13.85% as compared to 0.00% in the prior year. The budget for Rentals and Leases reflects the expected cost of the operating leases on fleet vehicles for Facilities Services. In the 2023/2024 Annual Operating Budget Facilities found \$791K in one-time savings, which included a reduction of lease costs. The reduction was applied against Services and Supplies when preparing the budget which is why a budget for Rentals and Leases was shown last year, even though there were no expenses. This was adjusted in the 2023/2024 Amended Annual Operating Budget.

Dues and Fees are at 71.52% of the related budget as compared to 188.19% in the prior year. In the 2023/2024 budget process, a decision was made by the Board to end its membership with the British Columbia School Trustees Association (BCSTA). However, subsequently a decision was made to continue its membership. This was adjusted in the 2023/2024 Amended Annual Operating Budget.

Insurance is at 14.99% of the related budget as compared to 21.43% in the prior year. In the current year, an accrual for \$30K was set up for deductibles on pending insurance claims. In the current year, the accrual was reversed but the final settlement has not yet been received so this amount is still showing as a credit.

Supplies are at 20.24% of the related budget as compared to 18.10% in the prior year. The expenses are comparable year over year.

Utilities are at 8.36% of the related budget as compared to 8.14% in the prior year. Utility costs in the first quarter of the year tend not to vary significantly due to milder weather and low building occupancy during summer.

Capital Asset Purchases are expenditures from the Operating Fund that will be transferred to the Capital Fund. Capital asset purchases in the current year include computer technology devices, theater equipment, network infrastructure, furniture, and portable expenditures. Capital Asset Purchases in the prior year were higher than the current year as the Information Technology for Learning department made significant teacher laptop and network infrastructure purchases in the first quarter of 2024.

Total Services and Supplies are 23.13% of the related budget as compared to 28.22% in the prior year.

Total Operating Expenditures are 13.55% of the related budget as compared to 13.98% in the prior year.

Overall, the year-to-date results are comparable to the prior year and reflect school district operations.

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)**  
**QUARTERLY FINANCIAL REPORT**  
**SEPTEMBER 30, 2024**  
**ACTUAL AS A PERCENTAGE OF THE ANNUAL OPERATING BUDGET**

	2024/2025 Annual Operating Budget	Actual September 30, 2024	Percentage of Annual Operating Budget	2023/2024 Annual Operating Budget	Actual September 30, 2023	Percentage of Annual Operating Budget
<b>REVENUE</b>						
Ministry of Education and Child Care Operating Grant	229,913,818	26,165,910	11.38%	214,200,316	24,318,473	11.35%
Other Ministry of Education and Child Care Grants	3,199,377	336,888	10.53%	3,192,995	108,449	3.40%
Other Provincial Ministries	283,750	85,649	30.18%	274,039	92,531	33.77%
Offshore Tuition Fees	15,667,733	13,537,710	86.41%	15,670,739	13,552,060	86.48%
Local Education Agreement Tuition	940,239	214,343	22.80%	757,317	174,491	23.04%
Continuing Education and Distributed Learning Fees	8,500	100	1.18%	10,000	1,420	14.20%
Rentals and Leases	3,221,690	611,487	18.98%	3,007,985	503,102	16.73%
Investment Income	1,796,068	472,260	26.29%	1,465,200	479,877	32.75%
Miscellaneous Revenue	2,064,573	809,274	39.20%	1,059,845	758,959	71.61%
Budgeted Prior Year Operating Surplus Appropriation	1,897,592			4,342,059		
Total Operating Revenue	258,993,340	42,233,621	16.31%	243,980,495	39,989,362	16.39%
<b>EXPENDITURE BY OBJECT</b>						
Teachers Salaries	111,628,325	10,995,795	9.85%	107,167,700	10,706,152	9.99%
Principals and Vice Principals Salaries	14,773,538	3,519,289	23.82%	13,862,405	3,390,881	24.46%
Educational Assistants Salaries	23,546,895	1,729,056	7.34%	22,947,651	1,527,052	6.65%
Support Staff Salaries	21,695,793	4,579,037	21.11%	21,046,809	4,409,922	20.95%
Other Professionals Salaries	5,434,157	1,253,087	23.06%	4,956,475	1,115,960	22.52%
Substitutes Salaries	12,357,749	1,143,387	9.25%	10,398,295	1,124,522	10.81%
Employee Benefits	47,137,413	6,692,727	14.20%	43,076,847	6,031,014	14.00%
Total Salaries and Benefits	236,573,870	29,912,378	12.64%	223,456,182	28,305,503	12.67%
Services	7,940,940	2,813,486	35.43%	6,440,743	2,642,274	41.02%
Student Transportation	1,056,234	53,850	5.10%	932,286	96,798	10.38%
Professional Development and Travel	589,539	371,319	62.98%	676,572	87,017	12.86%
Rentals and Leases	62,851	8,706	13.85%	109,851	-	0.00%
Dues and Fees	131,133	93,790	71.52%	49,700	93,531	188.19%
Insurance	599,177	89,813	14.99%	479,973	102,877	21.43%
Supplies	5,029,375	1,017,767	20.24%	5,374,738	972,824	18.10%
Utilities	4,698,750	392,877	8.36%	4,442,200	361,426	8.14%
Capital Asset Purchases	2,311,471	343,832	14.88%	2,018,250	1,435,500	71.13%
Total Services and Supplies	22,419,470	5,185,440	23.13%	20,524,313	5,792,247	28.22%
Total Operating Expenditure	258,993,340	35,097,818	13.55%	243,980,495	34,097,750	13.98%

## MONTHLY FINANCIAL REPORT - OPERATING REVENUES - October 2024

	2024-2025						2023-2024				
	Budget	Oct 2024	YTD	Available	%	!!	Budget	Oct 2023	YTD	Available	%
602 CE/HL OTHER FEES	50	0	125	(75)	-150%	!!	50	30	30	20	40%
605 CE/HL REGISTRATION FEES	10,045	500	5,250	4,795	48%	!!	7,300	600	3,600	3,700	51%
621 MINISTRY BLOCK FUNDING	233,138,448	22,463,922	48,629,832	184,508,616	79%	!!	214,957,633	20,933,170	45,251,643	169,705,990	79%
629 OTHER MIN OF ED GRANTS	2,257,638	332,028	668,916	1,588,722	70%	!!	6,194,255	107,339	215,788	5,978,467	97%
641 REVENUE -OTHER PROV MINISTRIES	286,649	(82,750)	85,649	201,000	70%	!!	287,983	0	92,531	195,452	68%
642 REVENUE -OTHER SCHOOL DISTRICTS	1,740	1,740	1,740	0	0%	!!	2,700	0	0	2,700	100%
644 CE/HL COURSE FEES	8,500	0	100	8,400	99%	!!	10,000	0	1,420	8,580	86%
645 REVENUE-CAFETERIA	52,370	36,100	52,110	261	0%	!!	46,317	28,616	46,315	2	0%
647 OFFSHORE STUDENTS TUITION FEES	15,667,733	672,208	14,209,919	1,457,814	9%	!!	15,670,739	854,045	14,406,105	1,264,634	8%
648 LOCAL EDUCATION AGREEMENTS	940,239	0	214,343	725,896	77%	!!	757,317	0	174,491	582,827	77%
649 MISC FEES & REVENUE	1,904,189	88,181	876,572	1,027,617	54%	!!	997,023	101,551	839,802	157,221	16%
651 COMMUNITY USE OF FACILITIES	2,170,445	342,408	711,792	1,458,653	67%	!!	1,995,714	187,082	406,799	1,588,915	80%
652 COMMUNITY USE OF FIELDS	85,903	7,291	75,246	10,658	12%	!!	82,857	32,261	32,261	50,596	61%
653 COMMUNITY USE OF THEATRE	51,140	6,523	27,477	23,663	46%	!!	49,806	19,572	25,362	24,444	49%
654 PARKING FEES	36,678	2,279	17,786	18,892	52%	!!	35,878	11,668	12,106	23,772	66%
655 RENTALS LIAB INS REVENUE	6,516	570	6,659	(143)	-2%	!!	6,361	486	5,019	1,342	21%
659 OTHER RENTALS & LEASES	824,569	15,393	146,989	677,580	82%	!!	792,142	31,170	303,794	488,348	62%
661 INTEREST	58,062	(6,384)	647	57,415	99%	!!	58,600	5,110	19,790	38,810	66%
669 INVESTMENT REVENUE	1,871,006	213,838	679,067	1,191,939	64%	!!	1,406,600	187,444	652,651	753,949	54%
671 SURPLUS FROM PRIOR YEAR	6,317,792	0	9,060,318	(2,742,526)	-43%	!!	6,224,545	0	6,841,658	(617,113)	-10%
<b>GRAND TOTAL</b>	<b>265,689,712</b>	<b>24,093,847</b>	<b>75,470,535</b>	<b>190,219,177</b>	<b>72%</b>		<b>249,583,820</b>	<b>22,500,143</b>	<b>69,331,163</b>	<b>180,252,657</b>	<b>72%</b>

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - October 2024

	2024-2025							2023-2024						
	Budget	Oct 2024	YTD	Encumbrances	Total Exp	Available	% !!	Budget	Oct 2023	YTD	Encumbrances	Total Exp	Available	%
SALARIES														
111 CERTIFICATED TEACHERS	112,483,358	11,107,337	22,078,478		22,078,478	90,404,880	80% !!	107,467,049	10,786,837	21,472,133		21,472,133	85,994,916	80%
112 P&VP SALARIES	15,373,210	1,169,064	4,696,115		4,696,115	10,677,095	69% !!	14,646,394	1,391,577	4,792,052		4,792,052	9,854,342	67%
114 ALLIED SPECIALISTS	2,189,555	219,649	441,320		441,320	1,748,235	80% !!	1,939,613	186,712	372,046		372,046	1,567,567	81%
115 DEPARTMENT HEAD ALLOWANCES	302,830	35,468	60,122		60,122	242,708	80% !!	292,238	32,973	53,829		53,829	238,409	82%
120 EXEMPT STAFF (CERT)	1,153,640	104,821	412,094		412,094	741,546	64% !!	1,081,995	93,996	327,905		327,905	754,090	70%
121 EXEMPT STAFF (NON-CERT)	4,078,756	304,436	1,186,822		1,186,822	2,891,934	71% !!	4,456,094	361,006	1,189,566		1,189,566	3,266,528	73%
122 CUSTODIANS	2,154,970	164,226	704,557		704,557	1,450,413	67% !!	2,081,997	155,317	583,499		583,499	1,498,498	72%
123 JANITORS	4,493,622	381,317	1,450,936		1,450,936	3,042,686	68% !!	4,315,060	303,220	1,391,132		1,391,132	2,923,928	68%
125 FOREPERSON	603,994	46,374	170,367		170,367	433,627	72% !!	619,901	45,695	221,079		221,079	398,822	64%
126 TRADESPEOPLE	4,325,861	285,527	1,308,656		1,308,656	3,017,205	70% !!	4,463,137	294,498	1,356,786		1,356,786	3,106,351	70%
131 SCHOOL ASSISTANT SALARIES	22,467,794	1,925,226	3,432,611		3,432,611	19,035,183	85% !!	21,324,786	1,743,313	3,081,179		3,081,179	18,243,607	86%
142 CLERICAL SALARIES	10,388,209	827,255	2,443,168		2,443,168	7,945,041	76% !!	10,354,782	786,289	2,401,266		2,401,266	7,953,516	77%
161 TTOC SALARIES	11,343,047	1,188,495	2,114,621		2,114,621	9,228,426	81% !!	9,289,852	1,131,581	2,059,572		2,059,572	7,230,280	78%
165 RELIEF LABOUR	355,724	50,880	124,559		124,559	231,165	65% !!	343,391	39,605	113,095		113,095	230,296	67%
166 382 EXTRA STAFF SALARIES	303,388	44,774	257,910		257,910	45,478	15% !!	336,199	9,368	155,975		155,975	180,224	54%
167 SCHOOL ASSIST RELIEF	307,201	95,481	214,696		214,696	92,505	30% !!	254,358	92,734	193,990		193,990	60,368	24%
168 CASUAL CLERICAL SALARIES	71,720	2,273	26,639		26,639	45,081	63% !!	77,787	2,992	24,776		24,776	53,011	68%
170 FRENCH LANG ASSIST	0	0	0		0	0	0% !!	28,700	2,530	6,382		6,382	22,318	78%
191 TRUSTEES INDEMNITY	257,671	21,143	84,571		84,571	173,100	67% !!	248,841	20,400	81,601		81,601	167,240	67%
199 RECOVERIES	(111,155)	(11,116)	(25,962)		(25,962)	(85,193)	77% !!	(1,244,052)	(15,464)	(36,568)		(36,568)	(1,207,484)	97%
TOTAL -- SALARIES	192,543,395	17,962,630	41,182,280	0	41,182,280	151,361,115	79% !!	182,378,122	17,465,181	39,841,298	0	39,841,298	142,536,824	78%
BENEFITS														
211 TEACHER BENEFITS	28,639,392	2,304,057	6,080,352		6,080,352	22,559,040	79% !!	26,573,546	2,178,290	5,650,733		5,650,733	20,922,813	79%
212 P&VP BENEFITS	3,194,966	192,254	836,717		836,717	2,358,249	74% !!	3,061,094	220,947	833,592		833,592	2,227,502	73%
214 ALLIED SPECIALISTS BENEFITS	557,472	47,601	121,383		121,383	436,089	78% !!	420,897	35,563	88,980		88,980	331,917	79%
215 DEPT HEAD ALLOWANCE BENEFITS	77,105	7,043	15,704		15,704	61,401	80% !!	71,598	6,334	13,405		13,405	58,193	81%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	467,910	42,401	(103,479)		(103,479)	571,389	122% !!	435,998	128	(227,525)		(227,525)	663,523	152%
220 EXEMPT (CERT) - BENEFITS	221,301	16,094	65,436		65,436	155,865	70% !!	205,579	14,483	54,651		54,651	150,928	73%
221 EXEMPT (N-CERT) BENEFITS	786,442	46,323	208,802		208,802	577,640	73% !!	868,937	52,565	208,524		208,524	660,413	76%
222 CUSTODIAN BENEFITS	492,643	44,837	185,075		185,075	307,568	62% !!	463,817	37,467	145,347		145,347	318,470	69%
223 JANITOR BENEFITS	1,027,277	96,164	381,935		381,935	645,342	63% !!	961,371	73,323	350,467		350,467	610,904	64%
225 FOREPERSON BENEFITS	138,078	10,101	42,070		42,070	96,008	70% !!	135,946	7,665	44,767		44,767	91,179	67%
226 TRADESPEOPLE BENEFITS	988,868	75,111	332,626		332,626	656,242	66% !!	979,344	58,423	311,614		311,614	667,730	68%
231 SCHOOL ASSISTANT BENEFITS	5,918,361	502,699	1,088,000		1,088,000	4,830,361	82% !!	5,360,461	442,791	957,021		957,021	4,403,440	82%
242 CLERICAL BENEFITS	2,736,163	215,056	724,966		724,966	2,011,197	74% !!	2,589,097	209,377	690,475		690,475	1,898,622	73%
261 TTOC BENEFITS	2,450,181	253,760	509,389		509,389	1,940,792	79% !!	1,830,118	240,474	463,869		463,869	1,366,249	75%
265 RELIEF LABOUR BENEFITS	40,553	6,757	15,814		15,814	24,739	61% !!	36,056	4,371	13,310		13,310	22,746	63%
266 382 EXTRA STAFF BENEFITS	34,586	7,056	32,372		32,372	2,214	6% !!	35,300	907	16,289		16,289	19,011	54%
267 SCHOOL ASSISTANT RELIEF BENEFITS	35,319	11,835	26,088		26,088	9,231	26% !!	28,038	10,735	22,578		22,578	5,460	19%
268 CASUAL CLERICAL BENEFITS	8,234	237	3,696		3,696	4,538	55% !!	8,689	401	4,057		4,057	4,632	53%
271 FRENCH LANG ASSIST BENEFITS	0	0	0		0	0	0% !!	3,186	541	541		541	2,645	83%
291 TRUSTEE BENEFITS	20,871	1,722	6,887		6,887	13,984	67% !!	18,414	1,610	6,439		6,439	11,975	65%
299 OTHER - BENEFITS	0	0	0		0	0	0% !!	(243,107)	0	0		0	(243,107)	100%
TOTAL -- BENEFITS	47,835,722	3,881,106	10,573,834	0	10,573,834	37,261,888	78% !!	43,844,379	3,596,395	9,649,135	0	9,649,135	34,195,244	78%
SERVICES & SUPPLIES														
311 AUDIT	32,004	0	0		0	32,004	100% !!	30,988	0	(3,556)		(3,556)	34,544	111%
312 LEGAL	475,000	47,502	151,620		151,620	323,380	68% !!	250,000	12,065	30,978		30,978	219,022	88%
323 SOFTWARE MAINTENANCE	1,354,069	43,898	1,196,395	16,459	1,212,854	141,215	10% !!	1,121,536	9,131	863,528	54,054	917,582	203,954	18%
324 HARDWARE MAINTENANCE	120,070	0	45,963		45,963	74,107	62% !!	118,130	32,824	59,369		59,369	58,761	50%
331 CONTRACTED TRANSPORTATION	933,789	25,174	49,207		49,207	884,582	95% !!	910,806	76,810	136,812	898,550	1,035,362	(124,556)	-14%
332 TRANSPORTATION ASSISTANCE	39,830	4,630	8,595		8,595	31,236	78% !!	15,000	3,656	6,436		6,436	8,564	57%
334 SCHOOL JOURNEYS	83,829	15,009	40,862		40,862	42,967	51% !!	8,560	9,844	43,860		43,860	(35,300)	-412%
341 PRO-D & TRAVEL	911,038	54,419	435,961	10,109	446,071	464,967	51% !!	939,822	86,777	178,733		178,733	761,089	81%
342 TRAVEL MILEAGE	2,850	599	1,999		1,999	851	30% !!	2,134	321	1,668		1,668	466	22%
343 LOCAL MILEAGE	69,614	5,605	9,285		9,285	60,329	87% !!	71,935	5,863	10,371		10,371	61,564	86%
364 LEASES	62,851	2,899	11,605		11,605	51,246	82% !!	21,851	7,465	7,465		7,465	14,386	66%
371 MEMBERSHIP FEES	135,112	6,287	100,077		100,077	35,035	26% !!	113,163	1,507	95,038		95,038	18,125	16%
391 PREMIUMS	678,557	508,219	628,032		628,032	50,525	7% !!	479,973	428,838	531,715		531,715	(51,742)	-11%
392 DEDUCTIBLES PAID	0	0	(30,000)		(30,000)	30,000	0% !!	0	0	0		0	0	0%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - October 2024

	2024-2025							2023-2024						
	Budget	Oct 2024	YTD	Encumbrances	Total Exp	Available	% !!	Budget	Oct 2023	YTD	Encumbrances	Total Exp	Available	%
399 SERVICES RECOVERY	0	0	(15,303)		(15,303)	15,303	0%	0	0	(10,793)		(10,793)	10,793	0%
421 VISA EXPENSE	23,900	3,273	8,806		8,806	15,094	63%	16,000	2,768	7,376		7,376	8,624	54%
422 BANK SERVICE CHARGES	46,207	4,874	19,151		19,151	27,056	59%	127,555	17,340	56,298		56,298	71,257	56%
431 LAND TELEPHONE	170,000	11,316	56,728		56,728	113,272	67%	170,000	14,527	53,107		53,107	116,893	69%
438 CELL PHONES	160,099	15,857	69,240		69,240	90,859	57%	170,098	17,931	63,206		63,206	106,892	63%
439 DIGITAL SERVICES RECOVERY	830,987	0	0		0	830,987	100%	743,027	0	0		0	743,027	100%
441 POSTAGE	21,669	1,946	9,186		9,186	12,483	58%	25,353	3,026	10,822	811	11,633	13,720	54%
444 COURIER SERVICE	18,612	4,977	8,426		8,426	10,186	55%	13,262	1,678	8,728		8,728	4,534	34%
445 ADVERTISING	98,292	6,774	71,177		71,177	27,115	28%	108,342	(3,723)	58,030		58,030	50,312	46%
446 PHOTOCOPYING	87,226	36,202	49,707		49,707	37,519	43%	72,402	28,326	47,690		47,690	24,712	34%
447 PRINTING SERVICES	6,748	2,035	18,914		18,914	(12,166)	-180%	9,539	58	1,254		1,254	8,285	87%
448 AGENT FEE	1,194,320	330,657	1,011,773		1,011,773	182,547	15%	261,647	284,394	1,014,633		1,014,633	(752,986)	-288%
450 GRANTS	114,692	0	0		0	114,692	100%	63,765	0	0		0	63,765	100%
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100%	7,800	0	0		0	7,800	100%
452 HONORARIA	13,000	4,250	4,400		4,400	8,600	66%	11,600	1,875	4,075		4,075	7,525	65%
453 SCHOLARSHIPS	17,610	0	1,000		1,000	16,610	94%	1,000	1,000	6,000		6,000	(5,000)	-500%
457 GIFT / GIFT CERTIFICATES	1,534	0	529		529	1,005	65%	1,900	526	1,194		1,194	706	37%
460 LICENCES	24,710	0	0		0	24,710	100%	22,500	0	864	12,115	12,979	9,521	42%
462 SECURITY	95,000	11,970	30,796		30,796	64,204	68%	84,000	15,506	33,217	10,744	43,961	40,039	48%
467 FLEET TELEMATICS	24,500	259	11,355		11,355	13,145	54%	24,500	440	7,804		7,804	16,696	68%
469 MISCELLANEOUS SERVICES	3,312,086	345,175	913,424	850,213	1,763,638	1,548,448	47%	3,270,132	239,905	1,000,990	944,593	1,945,583	1,324,549	41%
481 PORTABLE MOVES	60,000	0	5,861	15,170	21,031	38,969	65%	0	(5,000)	(5,000)		(5,000)	5,000	0%
501 CAFETERIA FOOD	119,461	49,673	69,449		69,449	50,012	42%	80,842	35,416	58,046		58,046	22,796	28%
503 WOOD	2,415	7,350	7,888		7,888	(5,473)	-227%	1,000	1,524	8,748		8,748	(7,748)	-775%
504 METAL	0	339	339		339	(339)	0%	0	564	740		740	(740)	0%
511 ADMINISTRATIVE SUPPLIES	150,952	37,832	105,583		105,583	45,369	30%	128,428	30,431	81,500		81,500	46,928	37%
512 COPY/PRINTER SUPPLIES	47,243	21,847	47,568		47,568	(325)	-1%	54,091	26,521	52,295		52,295	1,796	3%
514 JANITORIAL SUPPLIES	562,000	38,337	200,339		200,339	361,661	64%	462,000	55,467	157,985		157,985	304,015	66%
515 VEHICLE SUPPLIES	80,000	13,703	68,100		68,100	11,900	15%	45,000	17,167	49,846		49,846	(4,846)	-11%
516 MEDICAL SUPPLIES	2,490	547	1,951		1,951	539	22%	961	331	1,651		1,651	(690)	-72%
517 TIRE PURCHASES	25,000	2,131	11,434		11,434	13,566	54%	25,000	2,742	4,411		4,411	20,589	82%
518 VEHICLE FUEL PURCHASES	180,534	21,359	69,930		69,930	110,604	61%	180,534	22,741	75,340		75,340	105,194	58%
519 INSTRUCTIONAL SUPPLIES	5,204,075	242,329	897,928	163,979	1,061,907	4,142,168	80%	5,001,660	348,224	930,116	62,034	992,150	4,009,510	80%
520 BOOKS & GUIDES	600,718	30,507	58,816		58,816	541,902	90%	822,748	26,494	60,792	864	61,656	761,092	93%
525 MAGAZINES & PERIODICALS	1,432	1,133	1,763		1,763	(331)	-23%	1,498	300	390		390	1,108	74%
530 AUDIO VISUAL MATERIALS	26	81	175		175	(149)	-574%	0	119	119		119	(119)	0%
534 SOFTWARE	5,830	231	14,509		14,509	(8,679)	-149%	6,458	4,142	15,183		15,183	(8,725)	-135%
541 LIGHT & POWER	1,618,000	88,115	256,388		256,388	1,361,612	84%	1,566,000	95,339	274,128		274,128	1,291,872	82%
551 GAS	1,892,000	61,715	21,214		21,214	1,870,786	99%	1,810,000	61,827	19,385		19,385	1,790,615	99%
552 OIL	29,250	0	8,443		8,443	20,807	71%	26,200	0	0		0	26,200	100%
561 WATER	532,000	97,372	253,596		253,596	278,404	52%	442,000	176,047	329,012		329,012	112,988	26%
562 SEWER USER CHARGE	325,000	50,742	129,585		129,585	195,415	60%	346,000	41,118	95,908		95,908	250,092	72%
563 STORMWATER	112,500	116,170	116,170		116,170	(3,670)	-3%	87,000	103,196	104,753		104,753	(17,753)	-20%
572 GARBAGE DISPOSAL	190,000	18,507	40,102		40,102	149,898	79%	165,000	16,715	32,482		32,482	132,518	80%
581 FURNITURE & EQUIP PURCH	547,086	69,462	154,426	122,482	276,908	270,178	49%	570,905	71,887	212,376	158,611	370,987	199,918	35%
582 VEHICLE PURCHASES	65,000	0	0		0	65,000	100%	65,000	1,635	1,635		1,635	63,365	97%
590 COMPUTER PURCHASES	1,883,901	55,078	312,491	14,160	326,651	1,557,250	83%	2,200,545	30,810	1,269,866	5,213	1,275,079	925,466	42%
594 RECONCILIATION ADJUSTMENTS	0	(2)	119		119	(119)	0%	0	805	1,963		1,963	(1,963)	0%
599 SUPPLIES RECOVERIES	(93,923)	(34,341)	(103,610)		(103,610)	9,687	-10%	(15,871)	(196)	(24,643)		(24,643)	8,772	-55%
TOTAL -- SERVICES & SUPPLIES	25,310,595	2,484,025	7,669,466	1,192,573	8,862,039	16,448,556	65%	23,361,319	2,467,046	8,135,940	2,147,591	10,283,531	13,077,788	56%
GRAND TOTAL	265,689,712	24,327,761	59,425,579	1,192,573	60,618,152	205,071,560	77%	249,583,820	23,528,623	57,626,373	2,147,591	59,773,964	189,809,856	76%

## 2024-2025 Budget Change Report: October 2024 - Operating

	Revenue	Expenses
<b>2024-2025 Preliminary Budget - Operating (Board Approved Apr 11-24)</b>	<b>257,095,748</b>	<b>258,993,340</b>
<b>Surplus Appropriation (Board Approved Apr 11-24)</b>		
Budgeted 23-24 Surplus Appropriation - Allocated to Expense	1,897,592	-
	<b>1,897,592</b>	<b>-</b>
<b>Changes - Surplus Appropriation (Board Approved Sep 23-24)</b>		
Net School Funded Balances	855,971	855,971
Purchase Order Commitments	248,681	248,681
Department Carry Forwards	3,315,548	3,315,548
	<b>4,420,200</b>	<b>4,420,200</b>
	<b>263,413,540</b>	<b>263,413,540</b>
<b>Changes - Amended Budget</b>		
ASSAI Deferred Revenue	2,899	2,899
Bussing invoiced to other school districts	6,120	6,120
Island Health Community Wellness Grant	12,000	12,000
Misc Donations and Revenues to August 31	40	40
Adjust Cafeteria Revenue budget (budget adjusted as actual revenues received)	(200,000)	(200,000)
Adjust Theatre Revenue budget (budget adjusted as actual revenues received)	(46,439)	(46,439)
Exempt Salary Increases Labour Settlement Funding	531,546	531,546
Cost of Living Adjustment	1,752,845	1,752,845
Correction Bussing invoiced to other school districts	(6,120)	(6,120)
Bussing invoiced to third parties	6,120	6,120
Saanich Fire Fighters' Charitable Foundation Donation (\$300 per school)	4,200	4,200
Misc Donations and Revenues to Sept 30	11,768	11,768
Adjust SD62 Meal Support Program	(2,700)	-
Cafeteria Revenues to September 30	12,802	12,802
Bussing invoiced to SD36	1,740	1,740
Adjustment to FSA Scorer Activities Grant	(1,500)	(1,500)
Misc Donations and Revenues to October 31	18,283	18,283
Cafeteria Revenues to October 31	36,314	36,314
Total Changes:	2,139,918	2,142,618
<b>2024-2025 Amended Budget - Operating to October 31, 2024</b>	<b>265,553,458</b>	<b>265,556,158</b>
<b>Contingencies and Fund Balances at June 30, 2024</b>		
Unrestricted Operating Surplus (Contingency) - District (Board Approved Sep 23-24)	1,000,000	
	<u>1,000,000</u>	.40% of Expenses
Local Capital	21,043	
Ministry of Education and Child Care Restricted Capital	<u>3,236,994</u>	
	<u>3,258,036</u>	

## 2024-2025 Budget Change Report: October 2024 - Special Purpose

	Revenue	Expenses
<b>CommunityLINK</b>		
Cost of Living Allowance (COLA)	21,944	21,944
	21,944	21,944
<b>Classroom Enhancement Fund</b>		
Cost of Living Allowance (COLA)	231,619	231,619
	231,619	231,619
<b>First Nation Student Transportation</b>		
Ministry Grant Adjustment	6,585	6,585
	6,585	6,585

## 2024-2025 Budget Change Report: October 2024 - Capital

### Local Capital

Interest Income to October 31

Revenue	Expenses
328	-
328	-

### Ministry of Education and Child Care Restricted

Interest Income to October 31

50,230	-
50,230	-



# FACILITIES SERVICES

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

## Update for November 18<sup>th</sup>, 2024

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

### MONTHLY VANDALISM

Type	Quantity	Notes
Tagging - Graffiti	30	Both internal and external graffiti
Windows	5	Full window replacements
Fire Alarm	1	Pull station pulled
Doors	9	Entrance doors needing replacement. Broken glass on exterior doors.
Internal Damage - General	10	Bathroom vandalized, doors removed due to vandalism, lock damaged to gain unauthorized access to audio equipment, thermostat covers and wiring pulled off walls, toilet removed off base, clogged sink due to debris, signs ripped off walls, paper towel in drain causing clog.
External Damage	5	FOB reader ripped off exterior wall, garbage dumped at school, damage to exterior door locks and debris in the door lock.

### BUILDING MAINTENANCE SERVICES

- **October maintenance work orders** – 1,081 completed work orders.
- **Oak Bay Heat Pump** – Confirmed unit beyond repair, working to determine replacement options.
- **South Park** – Shoring erected at the entrance of South Park, working to repair front stairs and vestibule that is detaching from school. Coordinating with structural engineer.
- **Shoreline** – Electrical vault abatement complete.
- **Central** – Interior painting and repair underway.
- **District Repairs / Replacements**
  - Ongoing door repairs, windows, cabinet mounting, shelving requests.
  - Ongoing heating work orders and mechanical repairs, sheet metal (gutter install repair).
- **Facilities**
  - Drainage repairs around building complete and emergency exit stair repairs complete.
  - Abatement and remediation complete in the glass shop and new flooring installed.

## **INCLUSIVE PROJECTS**

- A new automatic door system is being installed at Tolmie Building (lower annex).

## **MINOR CAPITAL**

- **Lambrick Park Building Upgrade** – Windows installed, and project completion expected at end of November.
- **Macaulay** – Interior Painting underway.
- **Foods Program** – Drawings and site visits in progress for the 2024-25 funding year.
- **Uplands** – Construction nearing completion to accept students from Oaklands in Jan 2025.
- **Sundance-Bank** – Planning underway for second portable on site for the 2025-26 school year.
- **Roofing Projects** – Roof inspections and assessment report underway with district maintenance issues identified and remediation underway.

## **Childcare Update**

- **McKenzie** – Insulation, vapour barrier and boarding complete. Drywall finishing, landscape and fencing underway.
- **Vic High** – Underground services installation complete. Floor package installed, walls being built with trusses expected at end of November.
- **Esquimalt** – Team meeting with Municipality in Nov for development variance discussions.
- Playground installations underway for majority of child care sites funded via new spaces funding.
- **Campus View** – Accessible ramp to the child care units nearing completion.

## **Classrooms**

- **Sundance-Bank** – Occupancy received and portable in use.

## **MAJOR CAPITAL**

### **Cedar Hill Seismic Project**

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

## **OPERATIONS**

- Staff meeting and custodial education session for the roll out of the new microfiber cleaning system.
- The cartage team worked tirelessly to set up and support Provincial Elections at all sites within the District.
- Team working to develop room readiness posters and site expectations and continuity of service for all child care sites.

## **TRANSPORTATION, and GROUNDS**

### **Transportation**

- Working on the bussing requirements to transport Oaklands students to Uplands in Jan 2025.
- The new BC Transit bus pass system has been implemented. New passes are assigned to a user and money is loaded onto the pass as required. Should see savings as some students use the passes very sparingly, if at all.
- Field trips are busy with the last 3 weeks in June are already fully booked.

### **Grounds**

- The team has been extremely busy with leaf removal at all sites and preparing for the winter season, ice and snow removal.
- The team was kept busy during the previous storm with tree branches and trees that fell at the Lampson site.

## **NETWORKS, COMMUNICATION, INFRASTRUCTURE and SECURITY DEPARTMENT**

- WiFi at Doncaster was upgraded to provide better coverage.
- TEC packages at Gordon Head, James Bay, Craigflower, Sundance-Bank, Central, George Jay, Vic West, Tillicum, Braefoot, and Lansdowne South were all serviced.
- Networks continues to work with IT to replace legacy switches and access points throughout the district.
- Work is underway at Spectrum for a new synchronized digital clock system and bell controller.
- The NCIS team is having to provide ongoing support for TELUS during their upgrade from copper to fibre-optic cable in many of our schools across the district.
- Security upgrade to a FOB system for Glanford is underway and Cloverdale has been planned out.
- A new scoreboard and shot clocks were installed in the Spectrum gym.
- Shoreline internal locks were all serviced.
- All (approx. 50) locks on washrooms at Vic High have been changed out to help prevent vandalism.
- 146 FOB changes or new FOB requests were made between October 1-31

## **CLIMATE and ENERGY**

### **2024/25 LED Lighting upgrades**

- Oak Bay Secondary LED upgrades wrapped up early and received 2x rebates (70% of total cost of LED retrofit).
- SJ Willis completed.
- Oaklands Elementary started and on schedule.

### **2024/25 Continuous optimization of building automation systems**

- Investigation of Arbutus, Esquimalt, Rockheights, Northridge, and Willows are now fully underway.
- Investigations at Willows revealed control issues that are currently being addressed.

### **2024/25 Educational awareness and Energy Wise Campaigns**

- Campaigns for 2024/25 are now being rolled out.
- Light switch stickers in progress at 11 of 28 schools.

- Improved climate pledge tree leaves in both English and French language in progress at 10 schools.
- Sweater day pilot for Rogers Elementary will take place Nov/Dec 2024.
- Sweater day pilot for Frank Hobbs will be scheduled for Dec 2024 dependent on weather.

#### 2024/25 Custodial Engagement

- Engaging Custodial 1 staff to discuss building energy usage at different times of day.
- Looking to find opportunities for energy savings.
- Raising awareness about listening for equipment that is running outside of schedule as well as water leaks.

#### Strategic Energy Management Plan (SEMP)

- SEMP underway with completion date of Dec 31, 2024.



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

## 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 low carbon design.

### 1. Project Team

The School District Project Team are identified in Appendix 1.

### 2. Scope

The project consists of a full seismic replacement with a low carbon design and is being 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.

### 3. 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

### 4. Budget:

The maximum approved potential project budget is \$53.6M inclusive of a \$3.6M District contribution. The contribution was originally approved to bridge the cost difference between the option to replace the school and the option to seismically upgrade the school. The Ministry approved funding is for a LEED Gold equivalent school with low carbon design specifications that will reduce greenhouse gas emissions via the mechanical system. The Board also approved the inclusion of a Net Zero Energy Ready with a 100kW Photovoltaic array design for the new school with a further District contribution of \$538K. In August 2023, the School District requested a budget lift from the Ministry, based on the tender results, and have received the increase from \$46.5M to \$53.6M. The funding includes \$4.6M of risk reserve funding which is held by the Ministry for unforeseen items. Ministry approval is required prior to any material changes to the project's scope, schedule, procurement method, or budget.



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

Cedar Hill Middle School	Progress/ Completion (%)	Budget	YTD Expenses	Remainder	Commitments	Remainder After Commitments	% Available	Prior Period Expenses	Change from Prior Period
Construction	38%	37,214,077	14,178,982	23,035,095.15	32,803.59	23,002,291.56	62%	13,740,919.26	438,063
Fees	83%	3,565,777	2,960,216	605,560.87	583,580	21,981	1%	2,906,259	53,957
Misc Capital Support	4%	100,000	4,039	95,960.68		95,961	96%	4,039	0
Legal Fees	201%	20,000	40,171	(20,171.39)		(20,171)	-101%	40,171	0
Moving, Cartage, Custodial	0%	140,667		140,667.00		140,667	100%		0
Project Management	92%	293,500	269,358	24,141.96	0	24,142	8%	257,510	11,848
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	0
Reimbursed AFG	100%	181,396	181,396	0.00		0	0%	181,396	0
		45,271,798	17,774,844	27,496,954	616,384	26,880,570	59%	17,270,977	503,867

## 5. 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.

## 6. 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.

## 7. 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.

## 8. Work Recently Completed

- Steel stud installation complete
- Roof watertight
- Mechanical and electrical rough-in ongoing
- Exterior insulation and brick install ongoing



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

## 9. Work to be completed over the coming month

- Window installation ongoing
- Building to be watertight by end of November
- Masonry install to be completed
- Exterior cladding install ongoing
- Mechanical & electrical rough in ongoing
- Drywall boarding commencing
- Offsite civil work (multi-use pathway) commencing

## Appendix 1 – Project Team

- Katrina Stride, Secretary-Treasurer
- Maryanne Trofimuk, Cedar Hill Principal
- Sean Powell, Acting Associate Superintendent
- Marni Vistisen-Harwood, Director of Facilities
- Stephen Monahan, Manager of Major Capital Projects
- Gordon Wallace, Project Manager

## Appendix 2 – Risk Analysis

Note that Risk Items identified as “Previously Identified Project Risks” means that these are risks that were identified as project risks during preparation of the Project Definition Report (PDR). As such, there is provision in the Capital Project Funding Agreement with the Ministry for additional funding to be provided against those risks in the event of increased costs.

IDENTIFIED RISKS	Probability	Consequence / Impact		
		Cost	Schedule	
Hazardous Material Abatement	Moderate	Moderate	Low	Previously Identified Project Risk
Demolition	Low	Low	Low	Previously Identified Project Risk,
Additional Economic Adjustments	High	High	High	Previously Identified Project Risk
COVID impact on supply chain and procurement	High	High	High	Not Previously Identified Project Risk
Unknown /Unforeseen Site Conditions	Moderate	High	Low	Previously Identified Project Risk
Currency Valuations/Market Uncertainty/Tariffs	High	High	High	Previously Identified Project Risk
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 November 2024

## Appendix 3 – New Design and Site Plan

### Site Plan

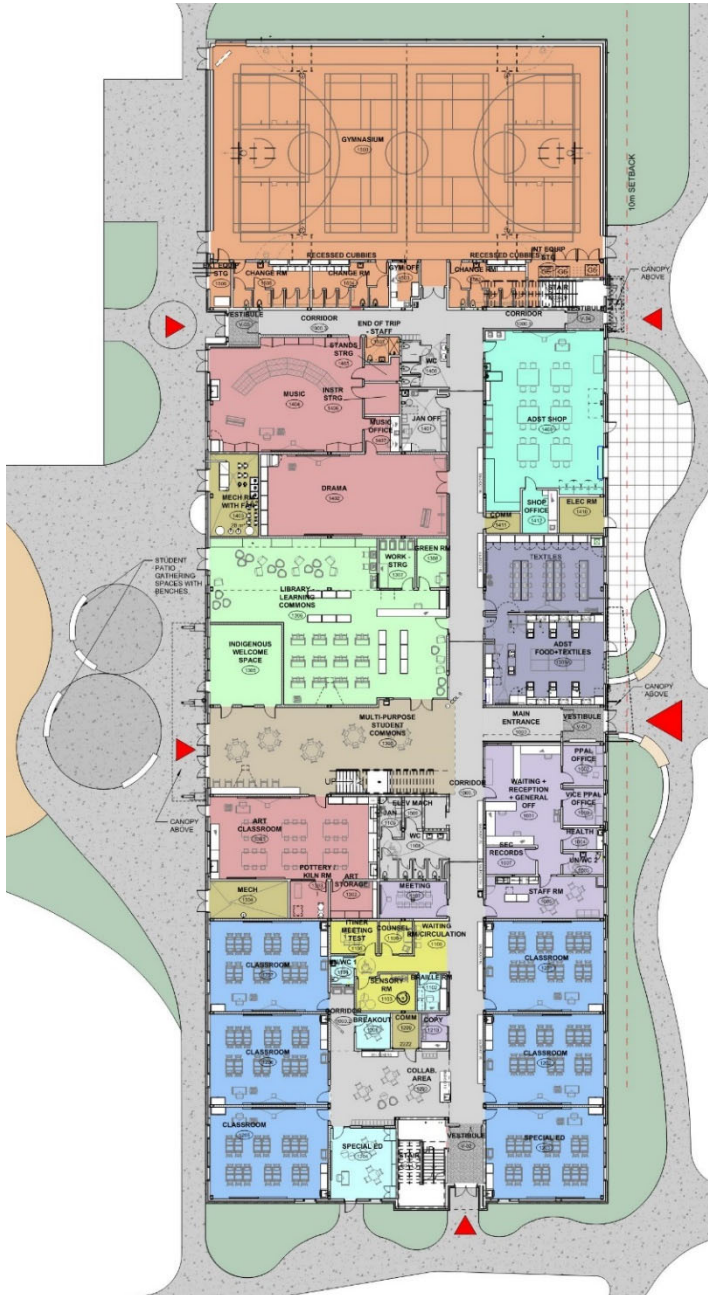




# Cedar Hill Middle School Seismic Replacement Project SD61 – Board Report November 2024

## Floor Plans

### Floor 1



### Floor 2





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

### Rendering

