

**EDUCATION POLICY  
DEVELOPMENT COMMITTEE  
AND  
OPERATIONS, POLICY AND  
PLANNING COMMITTEE**

**Monday, March 7, 2011 at 7:00 P.M.**

**\*\*Please Note Earlier Start Time\*\***

**REGULAR MEETING**

**NEXT ED POLICY MEETING IS SCHEDULED FOR:**

**Monday, April 4, 2011 at 7:00 P.M.**

**NEXT OPPs MEETING IS SCHEDULED FOR:**

**Monday, April 11, 2011 at 7:30 P.M.**

**Board of Education of School District #61 (Greater Victoria)**

**EDUCATION POLICY DEVELOPMENT COMMITTEE  
And  
OPERATIONS, POLICY AND PLANNING COMMITTEE**

**Regular Agenda for Monday, March 7, 2011 at 7:00 p.m.  
Central Middle School (at Richmond), Library**

**Chairperson: Trustee Elaine Leonard and Trustee Bev Horsman**

	<b>Presenter</b>	<b>Status</b>	<b>Attachment</b>
<b>1. APPROVAL OF THE AGENDA</b>			
<b>2. APPROVAL OF THE MINUTES</b>			
<b>1. Education Policy Development Committee Regular Meeting of Monday, February 7, 2010</b>			Pgs. 2-5
<b>2. Operations, Policy and Planning Committee Regular Meeting of Monday, February 14, 2011</b>			Pgs. 6-9
<b>3. BUSINESS ARISING FROM MINUTES</b>			
<b>4. PRESENTATIONS</b>			
<b>5. FINANCE AND LEGAL AFFAIRS</b>			
<b>A. Administration Reports to Committee</b>			
<b>1. Policy &amp; Regulation 8200</b>	John Gaipman	Motion	Pgs. 10-13
<b>2. Bylaw 9360.1 In-Camera Meeting, General Sessions</b>	George Ambeault	Motion	Pgs. 14-15
<b>3. Bylaw 9255.2 In-Camera Decisions</b>	George Ambeault	Motion	Pgs. 16-17
<b>4. Bylaw 9360.2 Meetings of Standing Committees</b>	George Ambeault	Motion	Pgs. 18-22
<b>6. FACILITIES PLANNING</b>			
<b>A. Administration Reports to Committee</b>			
<b>1. Status Report on Capital Projects</b>	Seamus Howley	Information	Pg. 23
<b>7. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS</b>			
<b>8. NEW BUSINESS / NOTICE OF MOTIONS</b>			
<b>9. GENERAL ANNOUNCEMENTS</b>			
<b>10. ADJOURNMENT</b>			



**Education Policy Development Committee  
February 7, 2011 – Victoria High School, Staff Room**

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**REGULAR MINUTES**

**Present: TRUSTEES**

Bev Horsman, Education Policy Committee Chair  
Catherine Alpha  
Tom Ferris  
Michael McEvoy  
John Young  
Dave Pitre

**ADMINISTRATION**

John Gaipman, Superintendent  
George Ambeault, Secretary Treasurer  
Pat Duncan, Associate Superintendent  
Randi Falls, Principal, Victoria High School  
Tammy Renyard, Vice Principal, Victoria High School  
Grant Boland, Vice Principal, Victoria High School  
Randy Kaneen, District Principal, Learning Initiatives  
Kirsten Harris, Recording Secretary

The meeting was called to order at 7:04 p.m.

**1. APPROVAL OF THE AGENDA**

It was moved

That the February 7, 2011 regular agenda be approved.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

That the January 10, 2011 minutes of the combined Education Policy Development Committee and the Operations, Policy and Planning Committee meeting be approved.

**Motion Carried**

**3. BUSINESS ARISING OUT OF THE MINUTES**

None

**4. PUBLIC REQUESTS TO THE COMMITTEE**

None

**5. CORRESPONDENCE REFERRED TO THE COMMITTEE**

None

**6. MOTIONS REFERRED TO THE COMMITTEE**

None

**7. GENERAL ANNOUNCEMENTS**

None

**8. NEW BUSINESS**

**A. Welcome to Victoria High School**

Randi Falls, Principal of Victoria High School, and Tammy Renyard, Vice Principal presented a recently produced 10 (ten) minute video presentation to introduce the school and its many programs to the Trustees.

Trustees offered their congratulations to the school administrators on a job well done.

**B. Victoria High School Goes Green**

Tammy Renyard Principal, Victoria High School outlined the progress made by the school with regard to going green.

The success has been better than expected. The school went from having only one of the large green compost bins outside the school to needing only 2 ½ bins in two weeks. The goal is to rid the school completely of garbage cans.

School administrators want to build sustainability into the program and Superintendent Gaipman reported that the District Leadership Team had been discussing the possibility of awards to schools to help encourage ongoing participation.

### **C. Cosmetology Program Update and Tour of Salon 61**

The committee was taken on a tour of Salon 61 where Ms. Falls and Ms. Renyard reported that there are 25 students currently enrolled in the program; fifteen Grade 11 students, and ten Grade 12 students.

Last semester, 4 of the 6 students enrolled in the program passed with high marks, surpassing marks from Vancouver Island University's program.

*The committee proceeded from Salon 61 to the Fairey Tech Building for the rest of the meeting.*

### **D. Fashion Design 11 – Year One Update**

Ms. Leslie Albers, the teacher of the Fashion Design 11 program invited the committee to look at the various projects students are working on and explained that there are currently 23 students – over half of whom received A's this past semester. She commented that they are very enthusiastic students.

The course contains historical and technical aspects of fashion design and was equated by Ms. Albers being like having textiles and drafting combined into one course.

### **E. Fashion Design 12 B.A.A. Proposal**

Ms. Albers presented a brief slideshow and explained the reasons for proposing the Fashion 12 course, the number one reason is that the students want to sew what they've created. Twelve (12) of the students enrolled in Fashion Design 11 have expressed interest in a Fashion Design 12 course.

The course will focus on three main areas; pre-construction skills, construction skills and fabric and fibre identification. When asked the difference between this course and a textiles course, Ms. Albers explained that in the Fashion Design 12 framework, students produce garments from patterns they have created, not from published patterns.

It was moved

That the Board of Education of School District No. 61 (Greater Victoria) approve Fashion Design 12 Framework as an approved Board Authority Authorized (B.A.A.) course.

**Motion Carried**

**F. New Fairey Tech – Review of Design and Plans**

Principal Falls presented an architects' rendering of the new Fairey Tech building. She also presented information about the landscape architecture.

The floors have been poured for the building and the project is on schedule to be completed by September, 2011.

George Ambeault, Secretary-Treasurer, along with school administration answered questions regarding the Victoria High School project.

**9. ADJOURNMENT**

The meeting was adjourned at 8:35 p.m.



**Operations Policy and Planning Committee  
February 14, 2011 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**     **TRUSTEES**  
Elaine Leonard, Chair  
Tom Ferris  
Catherine Alpha  
Dave Pitre  
Bev Horsman

**Regrets**  
Peg Orcheron  
Jim Holland

**ADMINISTRATION**  
John Gaipman, Superintendent of Schools  
George Ambeault, Secretary-Treasurer  
Debra Laser, Associate Secretary-Treasurer  
Seamus Howley, Director of Facilities Services  
Doreen Hegan, Recording Secretary

The meeting was called to order at 7:36 p.m.

**1. APPROVAL OF THE AGENDA**

It was moved and seconded

That the February 14, 2011 regular Operations, Policy and Planning agenda be approved.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

The minutes from the January 10, 2011 combined Education Policy Development and Operations Policy and Planning Committee meeting were approved at the Education Policy Development meeting on February 7, 2011.

**3. BUSINESS ARISING FROM MINUTES - None**

**4. PRESENTATIONS TO THE COMMITTEE – None**

## 5. FACILITIES PLANNING

### A. Administration Reports to Committee

#### 1. Status Report on Capital Projects

Seamus Howley, Director of Facilities Services reviewed the status report on capital projects. He also advised that the Oak Bay Project Agreement has been delayed because the Ministry now requires a more in depth risk analysis than what was previously submitted. Partnerships BC will carry out an in depth "Risk Review" to determine the best method of Procurement for the Oak Bay replacement school project. It is expected that the Oak Bay project agreement will be presented for approval at the March 28, 2011 Board meeting.

## 6. FINANCE AND LEGAL AFFAIRS

### A. Administration Reports to Committee

#### 1. School Calendar for School Year 2011-2012

Superintendent Gaipman advised that he has met with representatives from the GVTA, ASA, VCPAC, VPVPA, CUPE 947, CUPE 382 and Exempt Staff to discuss the fixed days and Spring Break for the 2011/2012 school year. The Committee liked the dates for Spring Break this year and believed that the same weeks should be set for next year.

Superintendent Gaipman also commented that, in his separate meeting with the President and the Pro D representative of the GVTA, they would like to see the schools encouraged to hold their 6<sup>th</sup> Pro D day mid week to allow part time teachers to benefit from the professional development experience.

It was moved and seconded

That the following dates for the 2011/2012 school year be approved:

1. Monday, September 19, 2011
2. Friday, October 21, 2011 (Province Wide)
3. Monday, November 21, 2011
4. Friday, February 17, 2012
5. Friday, May 18, 2012
6. To be chosen by each school

And further, that the dates for the two-week Spring Break be approved as March 12<sup>th</sup> to March 23<sup>rd</sup>, 2012.

**Motion Carried**

#### 2. Strong Start Application – Lake Hill

Superintendent Gaipman informed the committee that an application for a Strong Start Program has been submitted for Lake Hill Elementary School. Both children and adults can benefit from Strong Start early learning programs – children have access to high-quality learning environments and benefit from social interactions while the adults who

accompany them learn new ways to support learning, both at the program and at home. There are currently 6 schools in the district that have a Strong Start program.

### 3. Statutory Right-of-Way – Central Middle School

Secretary-Treasurer Ambeault stated that The Corporation of the City of Victoria has requested a statutory-right-of-way on Central Middle School's property to construct a water line which will permit the school district to connect fire service lines to The Corporation of the City of Victoria's water system.

It was moved and seconded that the following motions be brought forward to the February 21, 2011 Board of Education meeting:

That the Board of Education of School District No. 61 (Greater Victoria) approves the proposal from The Corporation of the City of Victoria and grants a Statutory Right-of-Way over Lot 1, Section 70, Victoria District, and of Spring Ridge, Victoria City, Plan 7474, PID 005-773-130 (Central Middle School), to construct a water line which will permit the school district to connect fire service lines to The Corporation of the City of Victoria's water system.

That the Board of Education of School District No. 61 (Greater Victoria) gives all three readings of the Disposal (Right-of-Way) of Real Property Bylaw 11-02 at the February 21, 2011 Board meeting.

That the Board of Education of School District No. 61 (Greater Victoria) approves the Disposal (Right-of-Way) of Real Property Bylaw 11-02, being a bylaw to grant a Statutory Right-of-Way over Lot 1, Section 70, Victoria District, and of Spring Ridge, Victoria City, Plan 7474, PID 005-773-130 (Central Middle School), to construct a water line which will permit the school district to connect fire service lines to The Corporation of the City of Victoria's water system.

### 4. Bylaw 9360.1 In-Camera Meetings, General Sessions

Secretary-Treasurer Ambeault informed the committee that Bylaw 9360.1, In-Camera Meetings, General Sessions has been amended to bring the Bylaw up to date and has incorporated the comments received from interested parties.

It was moved and seconded that the following motions be brought forward to the February 21, 2011 Board of Education meeting:

That the Board agrees to give all three readings of Bylaw 9360.1, In-Camera Meetings: General Sessions at the meeting of February 21, 2011.

That Bylaw 9360.1, In Camera Meetings – General Sessions be:

READ A FIRST TIME THE 21st day of February, 2011  
READ A SECOND TIME THE 21<sup>st</sup> day of February, 2011  
READ A THIRD TIME, PASSED AND ADOPTED THE 21<sup>st</sup> day of February, 2011

## 5. Bylaw 9255.2 In-Camera Decisions

Chair Leonard informed the committee of the typo on the memo on Page 10: Bylaw 9255.1 should read 9255.2.

Secretary-Treasurer Ambeault stated that Bylaw 9255.2, In-Camera decisions has been amended to bring the Bylaw up to date and to include comments provided by interested parties.

It was moved and seconded that the following motions be brought forward to the February 21, 2011 Board of Education meeting:

That the Board agrees to give all three readings of Bylaw 9255.2, In-Camera Decisions at the meeting of February 21, 2011.

That Bylaw 9255.2, In-Camera Decisions be:

READ A FIRST TIME THE 21st day of February, 2011

READ A SECOND TIME THE 21<sup>st</sup> day of February, 2011

READ A THIRD TIME, PASSED AND ADOPTED THE 21<sup>st</sup> day of February, 2011

7. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None

8. NEW BUSINESS / NOTICE OF MOTIONS - None

9. GENERAL ANNOUNCEMENTS - None

10. ADJOURNMENT

It was moved and seconded

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 7:50 p.m.

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TO: Operations, Policy and Planning Committee

FROM: John Gaipman, Superintendent of Schools

RE: Draft Policy & Regulation 8200 Trustee Election Protocol

DATE: March 7, 2011

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The Board Chair has asked me to develop a Policy and Regulation regarding election protocol for Trustees. After review and edification, the draft Policy & Regulation documents were sent to the Partner groups on January 20th for input with a request for responses by February 18<sup>th</sup>. No responses were received.

As such, Policy 8200 Trustee Election Protocol is being presented to the Operations, Policy and Planning Committee for approval.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) adopts Policy 8200, Trustee Election Protocol.
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Regulation 8200 "Trustee Election Protocol" is presented for information.

Respectfully submitted,



John Gaipman

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## **POLICY 8200**

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### Trustee Election Protocol

The Greater Victoria School District understands that caution must be exercised to ensure that Trustee candidates cannot be accused of unfair election advantages. School District activity should proceed in a normal manner during the election period. Trustees and employees will continue to carry out their duties with integrity and responsibility.

This policy and its associated regulation are in effect during the election period which, for the purposes of this policy and regulation, is defined as the time between the first Tuesday of September and the third Saturday of November during the election year. Should there be a need for a by-election, this policy and its associated regulation will also be in effect from the time that the by-election date is established through the duration of the by-election.

*Greater Victoria School District*

Adopted:

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## **REGULATION 8200**

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### Trustee Election Protocol

#### School Visits by Candidates

Requests by Trustee candidates to visit a school are not considered appropriate during an election campaign. Should a Trustee be invited to attend a school event, they should be introduced as a Trustee but no comments should be voiced regarding the election campaign. Should a trustee candidate attend a school event, the candidate may be introduced by name only but without reference to the Trustee election.

#### All Candidates Meetings

The Greater Victoria School District recognizes the value of all candidates meetings; however, anybody organizing an all candidates meeting in a building owned by the Greater Victoria School District, must book the space through the District Rentals Department to host such an event.

#### Distribution of Trustee Election Campaign Materials

The Greater Victoria School District does not allow any trustee election campaign ads or materials to be distributed via schools. Campaign materials must not be displayed on school property nor distributed to students or parents or employees via schools, school mail, district e-mail or e-mail lists created for educational purposes.

It is understood that the Greater Victoria School District or its individual schools does not have control over what happens off of school property. It is, however, appropriate to distribute information about the election in general – for example, information regarding the date of the election and where the polling booths will be located.

*Greater Victoria School District*

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Approved:

DRAFT

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OFFICE OF  
**ADMINISTRATIVE SERVICES**

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
Fax: (250) 475-4112

John Galptman, Superintendent  
Phone: (250) 475-4159

George J. Ambeault, Secretary-Treasurer  
Phone: (250) 475-4106

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TO: Operations, Policy and Planning Committee  
FROM: George J. Ambeault, Secretary-Treasurer  
DATE: March 7, 2011  
RE: **BYLAW 9360.1, IN-CAMERA MEETINGS: GENERAL SESSIONS**

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After review and discussion by interested parties of Bylaw 9360.1, In-Camera Meetings: General Sessions and Bylaw 9255.2 In Camera Decisions at the January 10, 2011 combined Education Policy Development and Operations, Policy & Planning Committee meeting and the February 21, 2011 Board meeting, it is recommended that Bylaws 9360.1 and 9255.2 be merged into Bylaw 9360.1. This recommendation is being made to ensure that both procedures of In-Camera meetings and In-Camera decisions appear in one document only.

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9360.1, In-Camera Meetings: General Sessions at the meeting of March 28, 2011.

That Bylaw 9360.1, In-Camera Meetings: General Sessions be:

READ A FIRST TIME THE 28th day of March, 2011  
READ A SECOND TIME THE 28th day of March, 2011  
READ A THIRD TIME, PASSED AND ADOPTED THE 28th day of March, 2011

George J. Ambeault, Secretary-Treasurer

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## **BYLAW 9360.1**

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### **IN CAMERA MEETINGS: GENERAL SESSIONS**

1. In-camera items that may be discussed confidentially include legal, property, personnel and privacy matters as defined by provincial legislation.
2. The Chair of the Board or Standing Committee may call an in-camera meeting to occur prior to a regularly scheduled Board or Standing Committee meeting.
3. The Chair of the Board, the Secretary Treasurer or any three Trustees may call a special in-camera meeting of the Board, in addition to the regularly scheduled in-camera meetings.
4. In the event that the Chair of the Board or Standing Committee determines that no in-camera meeting is required, Trustees will be advised.
5. When an in-camera meeting is called, the Chair of the Board or Standing Committee shall prepare an agenda which shall follow the format as that for the meetings of the Board in general session.
6. Agendas will be circulated in advance of a called meeting.
7. Any matter to be brought to the public from an in-camera meeting will be done upon an approved motion of the Board.

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*Greater Victoria School District*

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Approved: April 27, 1981

Revised: November 25, 1991

Revised: March 28, 2011 (rewritten and subsumes 9255.2)



OFFICE OF  
**ADMINISTRATIVE SERVICES**

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John Galptman, Superintendent  
Phone: (250) 475-4159

George J. Ambeault, Secretary-Treasurer  
Phone: (250) 475-4106

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TO: Operations, Policy and Planning Committee  
FROM: George J. Ambeault, Secretary-Treasurer  
DATE: March 7, 2011  
RE: **BYLAW 9255.2, IN-CAMERA DECISIONS**

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After review and discussion by interested parties of Bylaws 9255.2 In Camera Decisions and 9360.1, In-Camera Meetings: General Sessions at the January 10, 2011 combined Education Policy Development and Operations, Policy & Planning Committee meeting and the February 21, 2011 Board meeting, it is recommended that Bylaws 9255.2 and 9360.1 be merged into Bylaw 9360.1. This recommendation is being made to ensure that both procedures of In-Camera meetings and In-Camera decisions appear in one document only.

The contents of Bylaw 9255.2 have been incorporated into 9360.1 therefore it is recommended that Bylaw 9255.2 be struck from the record.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve that Bylaw 9255.2, In-Camera Decisions be struck from the record.

A handwritten signature in cursive script, appearing to read "George J. Ambeault".

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George J. Ambeault, Secretary-Treasurer



The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.

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## BYLAW 9255.2

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### ~~IN-CAMERA DECISIONS~~

- ~~1. When completed, property and contract negotiations shall be announced publicly as information items in the Secretary-Treasurer's report to the Board.~~
- ~~2. Information related to personnel or students may be announced through the Superintendent of Schools, or designate, following a recommendation and a motion of the Board approving the recommendation.~~
- ~~3. Situations requiring protection of the legitimate interests of the community may be announced through the Superintendent of Schools, or designate, following a recommendation and a motion of the Board approving the recommendation.~~
- ~~4. Trustees will hold confidential all matters that if disclosed may needlessly injure the Board, individuals or the schools. However, In-Camera information may be disclosed upon Board motion.~~

#### *Greater Victoria School District*

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Adopted: January 19, 1976

Revised: May 17, 1976

Revised: July 10, 1978

Adopted: February 25, 2002

~~Rescinded: March 28, 2011 (merged with Bylaw 9360.1)~~

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# OFFICE OF ADMINISTRATIVE SERVICES

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Fax: (250) 475-4112

John Galptman, Superintendent  
Phone: (250) 475-4159

George J. Ambeault, Secretary-Treasurer  
Phone: (250) 475-4106

TO: Operations, Policy and Planning Committee  
FROM: George J. Ambeault, Secretary-Treasurer  
DATE: March 7, 2011  
RE: **BYLAW 9360.2, MEETINGS OF THE STANDING COMMITTEES**

After review and discussion by interested parties of Bylaw 9360.1, In-Camera Meetings: General Sessions and Bylaw 9255.2 In Camera Decisions at the January 10, 2011 combined Education Policy Development and Operations, Policy & Planning Committee meeting and the February 21, 2011 Board meeting, it is recommended that Bylaws 9360.1 and 9255.2 be merged into Bylaw 9360.1. This recommendation is being made to ensure that both procedures of In-Camera meetings and In-Camera decisions appear in one document only.

Bylaw 9360.2 requires amendment to reflect the updated information regarding In-Camera meetings which will be included in the revisions to Bylaw 9360.1, In-Camera Meetings: General Sessions.

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9360.2, Meetings of the Standing Committees at the meeting of March 28, 2011.

That Bylaw 9360.2, Meetings of the Standing Committees be:

READ A FIRST TIME THE 28th day of March, 2011  
READ A SECOND TIME THE 28th day of March, 2011  
READ A THIRD TIME, PASSED AND ADOPTED THE 28th day of March, 2011

George J. Ambeault, Secretary-Treasurer

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## **BYLAW 9360.2**

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### **MEETINGS OF THE STANDING COMMITTEES**

#### **A. Regular Meetings**

1. There shall be a regularly-scheduled meeting of each standing committee of the Board to be held within the first three weeks of each month of the school year, the date to be determined by the committee, save and except for the first meeting of each committee in December, which meeting shall be fixed by the Chairperson of the Board. Standing Committees may meet in the month of August each year at the call of the Committee Chair, upon the recommendation of the Superintendent or Secretary-Treasurer.
2. At the first meeting of each standing committee the members of the committee shall select a Chair.
3. The Chair of each committee shall have the right to call additional meetings of the committee, to deal with such matters as may not be concluded at the regularly-scheduled meeting of the committee, but, save by unanimous consent of the committee, such meetings shall not take place less than five days prior to the next regularly-scheduled meeting of the Board in general session.
4. Each regularly-scheduled meeting of the standing committee shall be at the same place and at the same time as is fixed annually by the committee at its first meeting, save upon unanimous agreement of the committee.

#### **B. Agenda**

1. There shall be an agenda circulated to committee members not less than forty-eight hours prior to the meeting of the committee, together with all supporting material then available.

2. The agenda shall be prepared and circulated by the Chair of the standing committee.
3. The format of the agenda for the Operations Policy and Planning Committee shall be as follows:

~~BOARD OF EDUCATION~~ SCHOOL TRUSTEES OF  
SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)

OPERATIONS POLICY AND PLANNING COMMITTEE

REGULAR AGENDA - (Date) (Time)

Board, Room, Administration Offices - Tolmie Building

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES - Meeting of (date)

3. PERSONNEL ITEMS

Presenter                      Attachment

- A. Business arising out of the minutes
- B. Public Presentations to Committee
- C. Correspondence referred to the committee
- D. Unfinished business
- E. New Business
- F. Administration Reports to the Committee

4. FINANCE AND LEGAL AFFAIRS

- A. Business Arising from Minutes
- B. Public Presentations to Committee
- C. Correspondence Referred to Committee
- D. Unfinished Business
- E. New Business
- F. Administration Reports to the Committee

5. FACILITIES PLANNING

- A. Business Arising from Minutes
- B. Public Presentations to Committee
- C. Correspondence Referred to Committee
- D. Unfinished business
- E. New Business
- F. Administration Reports to the Committee

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## 6. GENERAL ANNOUNCEMENTS

## 7. ADJOURNMENT

The order of the Agenda shall be as above, except that, prior to the meeting, the order of Sections 3, 4 and 5 may be varied by the chair, based on the specific agenda topics. The order of the Agenda may also be varied at the meeting by majority vote.

4. The agenda of each standing committee shall be circulated to each trustee of the Board.
5. The administrative representative to the Committee shall provide to the press a copy of the agenda of each standing committee, but not supporting material, after circulation to the trustees.

### C. In Camera Meetings (see Bylaw 9360.1, In-Camera Meetings: General Sessions)

- ~~1. Unless the Committee Chair shall otherwise determine, each regularly-scheduled meeting of the standing committee shall include a meeting in camera to be held at the same place and at the same time as is fixed annually by the committee at its first meeting, save upon unanimous agreement of the committee.~~
- ~~2. There shall be an agenda prepared by the Committee Chair for each in camera meeting, which shall follow the form as set out in B3 above, save and except for the public presentations.~~
- ~~3. The organization and circulation of the agenda for in camera meetings shall be in the same form and follow the same procedures, so far as may be appropriate, as for the agenda for the committee meeting in general session.~~

### ~~D. In Camera Items~~

- ~~1. Any one member of the Standing Committee may request that an item be referred to an in camera session. Determination of whether or not to refer the item to an in camera session shall be by majority vote of the committee.~~
- ~~2. If the committee determines that the item be referred to an in camera, then the committee, by majority vote, will decide whether to hold an in camera session immediately following the regular session of the~~

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~~committee, or whether to refer the item to the next regularly-scheduled in camera session.~~

#### **E. Standing Committee Reports**

1. The business of the committee shall be recorded, including recommended motions for consideration by the Board, and reported to the next regularly-scheduled meeting of the Board in general session, or in-camera, as may be appropriate.
2. The Committee Chair may reschedule any regularly scheduled meeting of the Committee, whether general session or in camera, to a different time and date in order to meet the business requirements of the Committee. The Committee may, by ordinary resolution, cancel a regularly-scheduled meeting of the committee.

*Greater Victoria School District*

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Approved: April 27, 1981

Revised: January 1997

Revised: March 28, 2011

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# ***FACILITIES SERVICES***

491 Cecelia Road, Victoria, British Columbia

**TO:** Operations, Policy and Planning Committee  
**FROM:** Seamus Howley, Director  
**DATE:** March 7, 2011  
**RE:** **Status Report on Major Capital Projects**

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- **Vic High Fairey Tech.—Seismic Upgrade (CEI Architecture Planning Interiors):** Heatherbrae Builders is the selected Construction Manager. Work is continuing with anticipated completion in August 2011 for the new Tech Ed addition to Victoria High, followed by demolition of Fairey Tech.
- **Vic High Main Building—Seismic Upgrade (CEI Architecture Planning Interiors):** Ministry approval received to proceed to the Phase 2 Feasibility Study.
- **Oak Bay Secondary—Feasibility Study (CEI Architecture Planning Interiors):** Ministry Approval received to proceed to the Phase 2 Feasibility Study. Community consultation is complete. Project Definition Report is being prepared.
- **Central Middle – Seismic Upgrade (Garyali Architect Inc.):** A Construction Manager (Heatherbrae) has been selected. Completion at Central Middle School is anticipated for July 2011.

## **Energy Upgrade Projects:**

- **P.S.E.C.A. (Public Sector Energy Conservation Agreement):** Applications were submitted for Shoreline Middle School, Marigold Elementary and Campus View Elementary; however, the district has been advised the applications were not successful.