

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

Monday, September 9, 2013 at 7:00 P.M.

REGULAR MEETING

Ed Policy Agendas and Minutes available at:

<http://www.sd61.bc.ca/edmeetings.aspx>

NEXT ED POLICY MEETING IS SCHEDULED FOR:

Monday, October 7, 2013 at 7:00 P.M.

OPPs Agendas and Minutes available at:

<http://www.sd61.bc.ca/opsmeetings.aspx>

NEXT OPPs MEETING IS SCHEDULED FOR:

Tuesday, October 15, 2013 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, September 9, 2013 – 7:00 p.m.

Board Room - Administration Offices, Tolmie Building

Chairperson: Trustee Alpha and Trustee Leonard

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.

	Presenter	Status	Attachment
1. APPROVAL OF THE AGENDA			
2. APPROVAL OF THE MINUTES			
1. Combined Education Policy Development Committee and Operations, Policy and Planning Committee Meeting of Monday, June 10, 2013			Pgs. 1-5
3. BUSINESS ARISING FROM MINUTES			
4. EDUCATION POLICY DEVELOPMENT COMMITTEE – Trustee Alpha, Chair			
A. SUICIDE PREVENTION	Sherri Bell & Nella Nelson	Information	
B. PRESENTATIONS			
1. Justine Thomson, Need2			
2. William Morris, Gathering Strength Initiative			
3. Rob Paytner, Suicide Prevention Education			
C. Trustee Loring-Kuhanga – Suicide Prevention			
That the Board of Education of School District 61 (Greater Victoria) adopt the “Whole School Suicide Prevention Model” for all middle and secondary schools and provide annual presentations to students and staff in order to increase an awareness, education and prevention of suicide amongst our youth.			
5. OPERATIONS, POLICY AND PLANNING COMMITTEE – Trustee Leonard, Chair			
A. SUPERINTENDENT’S REPORT			
1. Sub-Committee on Public Engagement	Sherri Bell	Information	
2. Policy & Regulation 4300 - District Health and Safety Committee, 4300.1 - Health and Safety and 4300.2 - Site-Based Joint Occupational Health and Safety Committees	Kim Munro	Motion	Pgs. 6-17
B. FINANCE AND LEGAL AFFAIRS			
1. Cooperative Gains Savings Plan	Peg Orcherton	Information	
2. 2013/2014 Annual Facilities Grant Capital Amendment Bylaw No. 126650-02	Debra Laser	Motion	Pgs. 18-19
3. Cloverdale Capital Project Bylaw No. 114493	Debra Laser	Motion	Pgs. 20-21

4. Tillicum Capital Project Bylaw No. 116652	Debra Laser	Motion	Pgs. 22-23
5. George Jay Capital Project Bylaw No. 115114	Debra Laser	Motion	Pgs. 24-25
6. 2013-2014 Capital Plan	Seamus Howley	Motion	Pgs. 26-28
7. Summer Projects	Seamus Howley	Information	

C. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

D. NEW BUSINESS/NOTICE OF MOTIONS

E. GENERAL ANNOUNCEMENTS

F. ADJOURNMENT



**Combined Education Policy Development Committee
and
Operations, Policy and Planning Committee Meeting
June 10, 2013 – GVSD Board Office, Boardroom**

REGULAR MINUTES

Present: TRUSTEES

Catherine Alpha, Chair, Education Policy Development Committee
Elaine Leonard, Chair, Operations Policy and Planning Committee
Tom Ferris
Bev Horsman
Edith Loring-Kuhanga
Michael McEvoy
Diane McNally
Deborah Nohr
Peg Orcherton

ADMINISTRATION

John Gaipman, Superintendent
Debra Laser, Secretary-Treasurer
Sherri Bell, Deputy Superintendent
Pat Duncan, Associate Superintendent
Deb Courville, Associate Superintendent
Janine Roy, District Principal, Learning Initiatives
Doreen Hegan, Recording Secretary

The meeting was called to order at 7:07 p.m.

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

1. APPROVAL OF THE AGENDA

It was moved:

That the June 10, 2013 regular agenda be approved.

Motion Carried

2. APPROVAL OF THE MINUTES

It was moved:

That the May 6, 2013 Education Policy Development Committee Meeting regular minutes be approved.

Motion Carried

It was moved

That the May 13, 2013 Operations, Policy and Planning Committee Meeting regular minutes be approved.

Motion Carried

3. BUSINESS ARISING FROM MINUTES – None

4. EDUCATION POLICY DEVELOPMENT COMMITTEE – Trustee Alpha, Chair

A. GVTA Presentation

Debra Swain, Greater Victoria Teachers' Association advised the Committee that teachers were invited to participate in the second year of a collaborative teacher-led inquiry that focused on meaningful conversations about student engagement in learning. Ms. Swain highlighted several of the projects that were undertaken during the school year, and noted the value of having teachers from elementary, middle and secondary schools work together.

Trustees asked questions of Ms. Swain and thanked her for her presentation.

B. French Immersion

Trustee Ferris reported that the French Advisory Committee (FAC) has met to discuss the challenges being presented as a result of growth in the French Immersion program particularly at Sir James Douglas Elementary school and the surrounding area. The FAC is seeking the Board's support for giving consideration to opening a new French Immersion program at a school that has space.

In response to Trustee questions, Simon Burgers, District Vice-Principal, Languages and Multiculturalism advised that George Jay Elementary is a possible site for an additional program. If the Board is supportive of expanding the French Immersion program, the next step will be to speak with the George Jay staff and Parent Advisory Council.

Trustees expressed their support for expanding the French Immersion program. Trustee Ferris advised that the process related to opening a new French Immersion program will be brought to the Board in the fall.

C. Community Literacy Plan

Janine Roy, District Principal Learning Initiatives referenced the 2012-2013 Community Literacy Plan stating that the report has been prepared by Jan Dupuis, Literacy Outreach Coordinator and that the goals remain the same. The report is being provided for information.

**5. OPERATIONS, POLICY AND PLANNING COMMITTEE – Trustee Leonard, Chair
(convened at 7:43p.m.)**

A. PRESENTATIONS

Rob Paynter, Expense Transparency and Accountability

Mr. Paynter referred to the Alberta government's new expense disclosure requirements which are intended to provide greater detail on travel, accommodation, meal and hospitality expenses. He urged the Board to be proactive in developing a mechanism for the public posting of trustee and senior administration expenses to the district website.

Secretary-Treasurer Laser was asked to review the expense reporting in conjunction with the preparation of the annual Statement of Financial Information report for the year ending June 30, 2013 and report back to the Board in the fall.

B. DISTRICT LEADERSHIP TEAM REPORT

1. Achievement Contract

Superintendent Gaipman presented the 2013-2014 Achievement Contract and stated that members of the District Leadership Team were available to answer any questions.

Trustees provided comments and asked questions.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) receives the 2013-2014 Achievement Contract.

Motion Carried Unanimously

C. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

D. NEW BUSINESS/NOTICE OF MOTIONS

1. Trustee Nohr - Develop a protocol and process to measure classroom radiation exposure levels

Trustee Nohr presented her motion and provided her rationale. Trustees asked questions and provided comments.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) direct a joint technology and facility department effort to develop a protocol and process to measure classroom radiation exposure levels in areas with access points, cell phones, laptops, tablets and mobile computing systems and that this protocol would measure classrooms, computer labs, hallways, offices, staff rooms etc. to develop a baseline of ambient, average and peak EMR levels in all our schools and that the radiation exposure levels be reported to the Board on a quarterly basis, evaluating all schools yearly.

Motion Defeated

For: Trustees Alpha, Loring-Kuhanga, McNally, Nohr

Against: Trustees Ferris, Horsman, McEvoy, Orcherton, and Leonard

2. Trustee McNally - Trustee Representatives to Outside Organizations

Trustee McNally presented her motion and provided her rationale.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) Board agenda as set out in Section 10 of Bylaw 9360, General Meeting of the Board, include at E. a list of all outside organizations that have assigned Trustee representatives.

Discussion ensued amongst the Trustees. It was suggested that this item be referred to the Sub-Committee on Public Engagement.

It was moved:

That the motion the Board of Education of School District No. 61 (Greater Victoria) Board agenda as set out in Section 10 of Bylaw 9360, General Meeting of the Board, include at E. a list of all outside organizations that have assigned Trustee representatives be referred to the Sub-Committee on Public Engagement.

Motion Carried

For: Trustees Alpha, Ferris, Horsman, McEvoy, McNally, Orcherton and Leonard

Against: Trustees Loring-Kuhanga and Nohr

3. Trustee McNally – Trustee Representation to the District Health and Safety Committee

Trustee McNally presented her motion and provided her rationale.

Discussion ensued amongst the Trustees. It was stated that the role of the Board is to make policy decisions and not to be involved in day-to-day operational matters.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) establish ongoing Trustee representation to the District Health and Safety Committee, assignment to be made by the Board Chair from amongst trustees who express interest, assigned Trustee to report to the Board regularly in In Camera or public meetings as appropriate.

Motion Defeated

For: Trustee McNally

Against: Trustees Alpha, Ferris, Horsman, Loring-Kuhanga, McEvoy, Nohr, Orcherton, and Leonard

E. GENERAL ANNOUNCEMENTS

1. Trustee Horsman asked for volunteers from the Trustees to help with organizing and hosting the Vancouver Island School Trustees' Association Conference in October 2013. Trustee Loring-Kuhanga volunteered. Trustee McNally suggested sending an email outlining what needs to be done.
2. Chair Leonard informed the Committee that Trustee Loring-Kuhanga's notice of motion regarding "Suicide Prevention" will be placed on the Combined Education Policy Development and Operations, Policy and Planning Committee meeting agenda for September 9, 2013. This will allow time for information to be collected and speakers to be informed. Trustee Loring-Kuhanga mentioned that September 10th is National Suicide Day.

F. ADJOURNMENT

It was moved

That the meeting adjourn.

Motion Carried

The meeting adjourned at 9:00 p.m.

TO: Operations, Policy & Planning Committee

FROM: Kim Munro, Director, Human Resource Services

DATE: September 9, 2013

RE: **Policy and Regulation**
4300 District Health and Safety Committee
4300.1 Health and Safety
4300.2 Site-Based Joint Occupational Health and Safety Committees

Policy 4300 District Health and Safety Committee and Policy 4300.1 Health and Safety have been updated. Policy 4300.2 Site-Based Joint Occupational Health and Safety Committees is a new policy.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 4300 District Health and Safety Committee.
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Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 4300.1 Health and Safety.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the new Policy 4300.2 Site-Based Joint Occupational Health and Safety Committees.
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Regulation 4300 District Health and Safety Committee, Regulation 4300.1 Health and Safety and Regulation 4300.2 Site-Based Joint Occupational Health and Safety Committees have been provided for information.

POLICY 4300

~~PERSONNEL – GENERAL~~ ~~SAFETY COMMITTEE~~

DISTRICT HEALTH AND SAFETY COMMITTEE

~~To reduce occupational hazards and to promote safe working conditions, a
Safety Committee shall be established, which shall be representative of all areas
of School Board operations.~~

The Board of Education believes that the workplace should be a healthy and safe environment. To achieve this, a District Health and Safety Committee will be established and will be maintained to reduce workplace injury and occupational disease.

While the Site-based Joint Occupational Health and Safety Committees are the committees required by the Workers Compensation Act and Occupational Health and Safety Regulations, it is recognized that the District Health and Safety Committee can fulfill an important role as well. The District Health and Safety Committee will act solely in an advisory capacity making recommendations to the employer on health and safety topics aimed at establishing a safe and healthy working environment.

Greater Victoria School District

Adopted: May 1971

Revised: September 9, 2013

REGULATION 4300

~~SAFETY COMMITTEES~~

~~The District will maintain Industrial Health and Safety Committees in compliance with Sections 125 and 126 of the Workers' Compensation Amendment Act. Duties of the committees shall be in accordance with section 130 of the Act.~~

DISTRICT HEALTH AND SAFETY COMMITTEE

While the Site-based Joint Occupational Health and Safety Committees are the committees required by the Workers Compensation Act and Occupational Health and Safety Regulations, it is recognized that the District Health and Safety Committee can fulfill an important role as well. The District Health and Safety Committee will act solely in an advisory capacity making recommendations to the employer on health and safety topics aimed at establishing a safe and healthy working environment. The District Health and Safety Committee will adhere to the terms of reference as established by the committee.

The Committee shall report through the District Health and Safety Officer and shall consist of the following representation:

- two representatives of the Board's district administration,
- three representatives selected by the Greater Victoria Teachers' Association,
- two representatives selected by the Canadian Union of Public Employees, Local 382,
- two representatives selected by the Canadian Union of Public Employees, Local 947,

- one representative selected by the Allied Specialists' Association.

SITE HEALTH AND SAFETY COMMITTEES

~~Site Health and Safety Committees shall be established, as deemed necessary. Committee shall have a minimum of four members.~~

~~They shall keep a record of meetings and inspections and forward copies to the District Health and Safety Committee. The site committee is responsible for following up on recommendations and making appropriate referrals to Facilities and Operations.~~

Greater Victoria School District

Approved: April 22, 1991

Revised: October 3, 2000

Revised: September 9, 2013

POLICY 4300.1

HEALTH AND SAFETY

The Greater Victoria ~~School~~ Board **of Education** recognizes that the Health and Safety of all employees and students is of primary concern and is, therefore, committed to providing a safe and healthy working and learning environment.

The Board **of Education** will adopt standards and practices that are in compliance with, but not limited to, the legal and regulatory requirements in an effort to take all reasonable steps to protect employees and students against accidents and health hazards.

The Board of ~~School Trustees~~ **Education** will provide qualified First Aid Attendants ~~as outlined in the Industrial First Aid Requirements pursuant to Section 70 of the Workers' Compensation Act~~ **pursuant to Part 3.16 of the Occupational Health and Safety Regulations.**

First Aid attendants are on site primarily to care for injured workers, however, in the event of a serious injury to a student, it is expected that care would be administered to the level of their training.

Greater Victoria School District

Adopted: January 29, 1994

Revised: October 24, 1994

Revised: September 9, 2013

REGULATION 4300.1

HEALTH AND SAFETY

1. Principles of Health and Safety

- a) every person employed by the Greater Victoria School Board of **Education** has a duty to work safely and to promote safe working conditions, safe working practices and positive attitudes toward accident prevention;
- b) every employee shall perform their job only if it is safe to do so;
- c) health and Safety is everyone's responsibility. No employee shall be disciplined for refusal to work in an unsafe environment or for attempting to suggest improvements to working conditions. The atmosphere for safe attitudes is one in which cooperation is paramount, adversary relationships are nonexistent and no person or party is singled out for blame.

2. The ~~Board~~ **Human Resources Department under the direction of the Board of Education** will:

- a) ~~endeavor to provide and maintain a safe and healthy work environment;~~ **foster a workplace culture of safety and leading by example;**
- b) **create strategies for the management of occupational health and safety;**
- c) be responsible for the adequate direction and instruction of employees in the safe performance of their duties;
- d) ~~ensure that regular inspections are made of all places of employment including buildings, grounds and equipment, and that work practices are carried out in an environment conducive to health and safety.~~ **review health and safety incidents/trends on a regular basis.**

3. **Principals, Directors and Supervisors shall** ~~Management Staff shall:~~

- a) establish and maintain adequate standards, policies, procedures, work practices and maintenance of buildings and equipment in an attempt to ensure a safe working environment;
- b) identify and investigate hazardous working conditions and implement practices and procedures to eliminate or reduce hazards;
- c) develop programs, procedures and maintenance routines to ensure elimination of concerns as identified by employees or safety committees;
- d) ensure that safeguards, safety appliances and devices, including personal protective equipment necessary for the protection of employees/students, are available and are used by the individuals involved;
- e) enforce regulations and proper work procedures and correct any hazardous or unsafe condition;
- f) ensure that each employee is properly trained to perform the job safely;
- g) report any real or potential hazard;
- h) complete an accident/incident report form by conducting an investigation to determine probable cause and recommend actions which will reduce the possibility of recurrence;
- i) be constantly alert to observe unsafe working practices or conditions with the aim of immediate correction;
- j) inform the **Site-based Joint Occupational Health and Safety** ~~Committee representative~~ of any suggestions as to the development of safer working conditions or practices.

4. Employees are expected to:

- a) perform all tasks without risk of injury to themselves or others;
- b) report health or safety hazards to their supervisor;
- c) use and/or wear protective clothing and equipment as required;
- d) comply with all health and safety regulations and directives;
- e) adopt a responsible attitude toward safety on the job;
- f) not remove, impair or render ineffective any safeguard provided for protection;
- g) report all accidents and complete the appropriate accident report form.

5. The **Site-based Joint Occupational Health and Safety Committees** shall have as their mandate ~~responsibility~~ to:

- ~~a) hold regular meetings at least once per month and record proceedings;~~
- ~~b) assist in encouraging a safe environment for students, visitors, staff and property within the Greater Victoria School District;~~
- ~~c) review safety and health experience, monitor trends, and recommend constructive programs of improvement to ensure compliance with Industrial Health and Safety Regulations;~~
- ~~d) conduct periodic inspections of work areas to detect unsafe conditions and/or practices and recommend corrective actions;~~
- ~~e) conduct investigations of accidents, attempt to determine causes, and recommend corrective actions and refer serious incidents to the District Health and Safety Officer for in-depth investigation;~~
- ~~f) promote and encourage safe working methods;~~
- ~~g) recommend to management any appropriate action on discovered or reported unsafe equipment, working condition or practice which poses potential danger;~~
- ~~h) maintain records regarding complaints and concerns received and the resolution of those incidents;~~
- ~~i) co-ordinate site activities to ensure compliance with WCB and statutory requirements.~~

- a) to identify unsafe equipment or working conditions that may be unhealthy or unsafe for workers and consult with the employer on corrective measures;
- b) to consult with workers and the employer on issues related to occupational health and safety;
- c) to monitor the effectiveness of health and safety programs and policies and make recommendations to the employer for improvement;
- d) to participate in periodic inspections of work areas to detect unsafe conditions and recommend corrective action;
- e) to conduct investigations and deal with health and safety complaints;
- f) to carry out any other duties and functions prescribed by Part 3 Division 4, Section 130 of the Workers Compensation Act.

6. First Aid Attendants shall:

- a) hold and maintain a valid BC First Aid Certificate as required under ~~WCB~~ WorkSafeBC Occupational Health and Safety Regulation as contained in schedule "3-A" in respect of:
 - i. Occupational Level 2 First Aid Certification
 - ii. Occupational Level 1 First Aid Certification
- b) maintain the appropriate equipment, supplies and facilities;

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- c) complete all documentation as required;
- d) consult with and/or attend **the Site-based Joint Occupational Site Health and Safety Committees** to discuss improvements to the Health and Safety Program, on request.

7. Selection and Training:

- a) the Principal of a school or supervisor of a department will select suitable candidates for appointment as First Aid Attendants;
- b) in order to provide summer training, the District Health and Safety Officer will be provided with the names of those selected by May 31st of each year to ensure compliance with the ~~Workers' Compensation Act~~ **WorkSafeBC Occupational Health and Safety Regulations** for the following school year;
- c) preference will be given to staff who are on site for the full school day in order to minimize disruption to the classroom;
- d) qualified First Aid Attendants, once appointed, must agree to serve in that position for a period of one (1) year;
- e) it is the responsibility of the First Aid Attendants to notify the District Health and Safety Officer and the Principal or Vice Principal when planned absences are known or in the event of illness.

8. Compensation:

- a) First Aid Attendants will be compensated for the certification level required at the site as outlined in the ~~Workers' Compensation~~ **WorkSafeBC Occupational Health and Safety Regulations**;
- b) compensation is paid on a pro-rated basis for the time actually worked as First Aid Attendants;
- c) First Aid Attendants who agree to share the duties shall also share the First Aid Attendants allowance on a pro-rated basis.

REFERENCES:

~~Workers' Compensation Board Industrial First Aid~~ **WorkSafeBC Occupational Health and Safety Regulations Sections 3.14 to 3.21**
~~Workers' Compensation Act Policy (Section 70)~~
 4300.1

Greater Victoria School District

Approved: January 29, 1990
 Revised: October 24, 1994
 Revised: October 3, 2000
Revised: September 9, 2013

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

POLICY 4300.2

SITE-BASED JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEES

Site-based Joint Occupational Health and Safety Committees will be established and maintained in each School District site in accordance with the Workers Compensation Act and Occupational Health and Safety Regulations.

Greater Victoria School District

Adopted: September 9, 2013

REGULATION 4300.2

SITE-BASED JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEES

The District will maintain Site-based Joint Occupational Health and Safety Committees in compliance with Sections 125 and 126 of the Workers Compensation Act. Duties of the committees shall be in accordance with Section 130 of the Act.

The Site-based Joint Occupational Health and Safety Committees shall report to the District Health and Safety Officer. The Site-based Joint Occupational Health & Safety Committees shall be established pursuant to Part 3 Division 4, Section 127 of the Workers Compensation Act:

- The Site-based Joint Occupational Health & Safety Committee must have at least four (4) members or if a greater number of members is required by regulation, that greater number.
- The Site-based Joint Occupational Health & Safety Committee must consist of worker representatives and employer representatives.
- At least half the members of the Site-based Joint Occupational Health & Safety Committee must be worker representatives.
- The Site-based Joint Occupational Health & Safety Committee must have two (2) co-chairs, one selected by the worker representatives and the other selected by the employer representatives.

The Principal or Vice Principal who serves as the co-chair on the Site-based Joint Occupational Health and Safety Committee shall keep a record of meetings and

inspections and forward copies to the District Health and Safety Officer. The Site-based Joint Occupational Health & Safety Committee is responsible for following up on recommendations developed at the site level.

Greater Victoria School District

Adopted: September 9, 2013



FINANCIAL SERVICES

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4105 FAX (250) 475-4206

TO: Operations, Policy and Planning Committee

FROM: Debra Laser, Secretary-Treasurer

DATE: September 9, 2013

RE: **2013/14 ANNUAL FACILITIES GRANT
CAPITAL AMENDMENT BYLAW NO. 126650-02**

The Ministry of Education will provide an Annual Facility Grant (AFG) allocation of \$110.5 million in 2013/14 to fund maintenance and repairs in British Columbia schools. The Ministry is revising the split between the capital and grant portion of the funding. The Greater Victoria School District's AFG is comprised of:

	PREVIOUS	NEW
Capital Portion	\$ 2,414,051	\$2,931,347
Grant Funding	<u>1,396,548</u>	<u>879,252</u>
Total Annual Facility Grant	<u>\$ 3,810,599</u>	<u>\$3,810,599</u>

The increase to the capital portion requires the approval of a capital amendment bylaw.

Recommended motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Amendment Bylaw No. 126650-02, being a bylaw for the maximum expenditure of \$2,931,347 for the capital portion of the Annual Facility Grant allocation.

Motion to be Carried Unanimously at the Board Meeting

That Capital Amendment Bylaw No. 126650-02, being a bylaw for the maximum expenditure of \$2,931,347 for the capital portion of the Annual Facility Grant allocation be:

READ A FIRST TIME THE 16th day of September, 2013;
READ A SECOND TIME THE 16th day of September, 2013, and
READ A THIRD TIME, PASSED AND ADOPTED THE 16th day of September, 2013
and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

**CAPITAL AMENDMENT BYLAW NO. 126650-02
2013/2014 ANNUAL FACILITY GRANT FUNDING**

A BYLAW by the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the "Board") to amend a Capital Project of the Board pursuant to Sections 143 (3) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS by Capital Project Bylaw No. 126650 the Board adopted a capital project specifying a total maximum allocation of \$2,414,051.

AND WHEREAS the Minister of Education has approved an additional maximum allocation of \$517,296 to the Capital Plan for Project No. 126650-02 to the capital plan.

NOW THEREFORE the Board enacts as follows:

1. The Capital Amendment Bylaw of the Board specifying a total maximum allocation of \$2,931,347 is hereby adopted.
2. This Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Amendment Bylaw No. 126650-02

READ A FIRST TIME THE 16th DAY OF SEPTEMBER, 2013;

READ A SECOND TIME THE 16TH DAY OF SEPTEMBER, 2013;

READ A THIRD TIME, PASSED AND ADOPTED THE 16TH DAY OF SEPTEMBER, 2013.

Board Chair

CORPORATE SEAL

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria) Capital Amendment Bylaw No. 126650-02 adopted by the Board the 16th day of September, 2013.

Secretary-Treasurer

OFFICE OF THE
SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8
PHONE (250) 475-4108 FAX (250) 475-4110

TO: Operations, Policy and Planning Committee

FROM: Debra Laser, Secretary-Treasurer

DATE: September 9, 2013

RE: **SEISMIC PROJECT IDENTIFICATION REPORT COSTS FOR
SUPPORTED SEISMIC PROJECTS CAPITAL PROJECT BYLAW
NO. 114493 - CLOVERDALE ELEMENTARY SCHOOL**

On January 8, 2013 the Ministry of Education approved reimbursement for funds spent on Seismic Project Identification Reports. Since the funding will be provided using a Certificate of Approval, the Board of Education of School District No. 61 (Greater Victoria) is required to adopt Capital Project Bylaw No. 114493 in the amount of \$14,070 for Cloverdale Elementary School.

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 114493, being a bylaw for the Cloverdale Elementary School Seismic Project Identification Report cost in the amount of \$14,070.

(Motion to be carried unanimously)

That Capital Project Bylaw No. 114493, being a bylaw for the Cloverdale Elementary School Seismic Project Identification Report cost in the amount of \$14,070 be:

Read a first time the 16th day of September, 2013;
Read a second time the 16th day of September, 2013;
Read a third time, passed and adopted the 16th day of September, 2013;

And that the Secretary-Treasurer and Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

CAPITAL PROJECT BYLAW NO. 114493

A BYLAW by the Board of Education of School District No. 61 (Greater Victoria), (hereinafter called the "Board") to adopt a Capital Project.

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved a Capital Plan of the Board.

NOW THEREFORE the Board agrees to the following:

- (a) Upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the project substantially in accordance with the Project Agreement (where required);
- (b) Observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) Maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Project of the Board approved by the Minister and specifying a maximum expenditure of \$14,070 for Project No. 114493 is hereby adopted.
2. This Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Project Bylaw No. 114493,

READ A FIRST TIME THE 16th day of September, 2013.

READ A SECOND TIME THE 16th day of September, 2013.

READ A THIRD TIME, PASSED AND ADOPTED THE 16th day of September, 2013.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria) Capital Project Bylaw No. 114493 adopted by the Board the 16th day of September, 2013.

Secretary-Treasurer

TO: Operations, Policy and Planning Committee

FROM: Debra Laser, Secretary-Treasurer

DATE: September 9, 2013

RE: **SEISMIC PROJECT IDENTIFICATION REPORT COSTS FOR
SUPPORTED SEISMIC PROJECTS CAPITAL PROJECT BYLAW
NO. 116652 – TILLICUM ELEMENTARY SCHOOL**

On January 8, 2013 the Ministry of Education approved reimbursement for funds spent on Seismic Project Identification Reports. Since the funding will be provided using a Certificate of Approval, the Board of Education of School District No. 61 (Greater Victoria) is required to adopt Capital Project Bylaw No. 116652 in the amount of \$11,865 for Tillicum Elementary School.

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 116652, being a bylaw for the Tillicum Elementary School Seismic Project Identification Report cost in the amount of \$11,865.

(Motion to be carried unanimously)

That Capital Project Bylaw No. 116652, being a bylaw for the Tillicum Elementary School Seismic Project Identification Report cost in the amount of \$11,865 be:

Read a first time the 16th day of September, 2013;
Read a second time the 16th day of September, 2013;
Read a third time, passed and adopted the 16th day of September, 2013;

And that the Secretary-Treasurer and Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

CAPITAL PROJECT BYLAW NO. 116652

A BYLAW by the Board of Education of School District No. 61 (Greater Victoria), (hereinafter called the "Board") to adopt a Capital Project.

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved a Capital Plan of the Board.

NOW THEREFORE the Board agrees to the following:

- (a) Upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the project substantially in accordance with the Project Agreement (where required);
- (b) Observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) Maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Project of the Board approved by the Minister and specifying a maximum expenditure of \$11,865 for Project No. 116652 is hereby adopted.
2. This Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Project Bylaw No. 116652,

READ A FIRST TIME THE 16th day of September, 2013.

READ A SECOND TIME THE 16th day of September, 2013.

READ A THIRD TIME, PASSED AND ADOPTED THE 16th day of September, 2013.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria) Capital Project Bylaw No. 116652 adopted by the Board the 16th day of September, 2013.

Secretary-Treasurer

TO: Operations, Policy and Planning Committee

FROM: Debra Laser, Secretary-Treasurer

DATE: September 9, 2013

RE: **SEISMIC PROJECT IDENTIFICATION REPORT COSTS FOR
SUPPORTED SEISMIC PROJECTS CAPITAL PROJECT BYLAW
NO. 115114 – GEORGE JAY ELEMENTARY SCHOOL**

On January 8, 2013 the Ministry of Education approved reimbursement for funds spent on Seismic Project Identification Reports. Since the funding will be provided using a Certificate of Approval, the Board of Education of School District No. 61 (Greater Victoria) is required to adopt Capital Project Bylaw No. 115114 in the amount of \$34,270 for George Jay Elementary School.

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings of Capital Project Bylaw No. 115114, being a bylaw for the George Jay Elementary School Seismic Project Identification Report cost in the amount of \$34,270.

(Motion to be carried unanimously)

That Capital Project Bylaw No. 115114, being a bylaw for the George Jay Elementary School Seismic Project Identification Report cost in the amount of \$34,270 be:

Read a first time the 16th day of September, 2013;

Read a second time the 16th day of September, 2013;

Read a third time, passed and adopted the 16th day of September, 2013;

And that the Secretary-Treasurer and Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

CAPITAL PROJECT BYLAW NO. 115114

A BYLAW by the Board of Education of School District No. 61 (Greater Victoria), (hereinafter called the "Board") to adopt a Capital Project.

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved a Capital Plan of the Board.

NOW THEREFORE the Board agrees to the following:

- (a) Upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the project substantially in accordance with the Project Agreement (where required);
- (b) Observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) Maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Project of the Board approved by the Minister and specifying a maximum expenditure of \$34,270 for Project No. 115114 is hereby adopted.
- 2. This Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Project Bylaw No. 115114,

READ A FIRST TIME THE 16th day of September, 2013.

READ A SECOND TIME THE 16th day of September, 2013.

READ A THIRD TIME, PASSED AND ADOPTED THE 16th day of September, 2013.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria) Capital Project Bylaw No. 115114 adopted by the Board the 16th day of September, 2013.

Secretary-Treasurer



FACILITIES SERVICES

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

To: Operations Policy and Planning Committee

From Seamus Howley, Director of Facilities

Date: September 9th 2013

Re: 2013/2014 Capital Plan Submissions

Background:

As per the Ministry of Education's 2013/2014 Capital Plan Instructions issued April 10 2013, the Board of Education of School District No. 61 (Greater Victoria) is required to submit their 2013/2014 Capital Plan to the Ministry of Education by October 1st 2013.

As in previous years School Districts have been advised that the 2013/2014 Capital Plan should address capital projects where schools districts require school additions, replacements, major renovations, site acquisitions, Seismic Mitigation Projects (SMP), Building Envelope Projects (BEP), Mechanical/Energy System Upgrades (MEUP) and bus purchases.

Rationale for priority ranking includes the Ministry's seismic review, a review of our schools Facility Condition Index (FCI) previously completed by Ministry appointed auditors (VFA), and confirmation that projects included in prior Capital Plan submissions remain valid and a priority for our District.

The proposed 2013/14 Five Year Capital Plan lists projects for the fiscal years 2013/14 to 2017/18 according to our district's assigned priority of capital needs.

Priority has again been given to projects that represent our District's seismic requirements as identified in the Ministry's seismic review, previously identified Building Envelope Projects, Mechanical/Energy System Upgrades, and previously identified school replacements and school additions.

As such the recommended changes made to our previously submitted Capital Plan (2012/13) reflect the Ministry directive to prioritize requirements for future seismic projects based on the latest assessment results.

All other projects previously submitted remain as valid project requirements and are again included in this year's plan.

These projects are all supported by long range enrollment forecasts, Ministry supported facility audits, and our own internal review of our facilities.

Recommendation:

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education the 2013/2014 Five Year Capital Plan.
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CP2 - Five Year Capital Plan Summary

School District: 61 Greater Victoria

Capital Plan Year: 2013/2014

Capital Plan Submission Date: Unsubmitted

Existing Project Priority No.	School District Reference No.	Project Title	Year One	Year Two	Year Three	Year Four	Year Five	Total Funding
1	114494	2102-4 SPS - S J WILLIS EDUCATIONAL CENTRE SEISMIC UPGRADING (H1 BLOCKS)	\$0	\$0	\$6,803,616	\$0	\$0	\$6,803,616
2	N/A	20136 SPS - BRAEFoot ELEMENTARY SEISMIC UPGRADE BLOCK 2 (H2)	\$0	\$0	\$1,510,080	\$0	\$0	\$1,510,080
3	N/A	20137 SPS - CRAIGFLOWER ELEMENTARY SEISMIC UPGRADE BLOCK 1 (H2)	\$0	\$0	\$2,071,520	\$0	\$0	\$2,071,520
4	N/A	20135 SPS - ARBUTUS MIDDLE SCHOOL SEISMIC UPGRADES BLOCKS 1 AND 2 (H2 AND H2)	\$0	\$0	\$3,962,508	\$0	\$0	\$3,962,508
5	115268	1 MECHUP - VICTORIA HIGH SCHOOL UPGRADE MECHANICAL SYSTEM	\$1,815,000	\$0	\$0	\$0	\$0	\$1,815,000
6	N/A	20133 SPS - REYNOLDS SECONDARY SEISMIC UPGRADES BLOCKS 1 AND 3 (H2 AND H2)	\$0	\$0	\$5,990,710	\$0	\$0	\$5,990,710
7	N/A	20131 SPS - LAMBRICK PARK SECONDARY SEISMIC UPGRADE BLOCKS 1 AND 2 (H2 AND H2)	\$0	\$0	\$3,763,100	\$0	\$0	\$3,763,100
8	N/A	20132 SPS - MACAULAY ELEMENTARY SEISMIC UPGRADES BLOCKS 3 AND 4 (H3 AND H3)	\$0	\$0	\$3,512,025	\$0	\$0	\$3,512,025



CP2 - Five Year Capital Plan Summary

Capital Plan Submission Date: Unsubmitted

Capital Plan Year: 2013/2014

School District: 61 Greater Victoria

Existing Project Priority	Project No.	School District Reference No.	Project Title	Year One	Year Two	Year Three	Year Four	Year Five	Total Funding
9	116271	2	BEP - ESQUIMALT COMMUNITY SCHOOL REMEDIAL BUILDING ENVELOPE	\$0	\$856,000	\$0	\$0	\$0	\$856,000
10	116269	4	BEP - MOUNT DOUGLAS SECONDARY REMEDIAL BUILDING ENVELOPE	\$0	\$518,000	\$0	\$0	\$0	\$518,000
11	116270	3	BEP - LAMBRICK PARK SECONDARY REMEDIAL BUILDING ENVELOPE	\$0	\$920,000	\$0	\$0	\$0	\$920,000
12	114323	2001-37	REPLACE - CEDAR HILL MIDDLE REPLACE EXISTING 575 CAPACITY JUNIOR MIDDLE SCHOOL WITH A NEW 475 CAPACITY JUNIO	\$0	\$0	\$0	\$14,336,150	\$0	\$14,336,150
13	115201	2005-34	REPLACE - FRANK HOBBS ELEMENTARY REPLACE EXISTING ELEMENTARY WITH NEW 40 PLUS 250 CAPACITY ELEMENTARY	\$0	\$0	\$0	\$0	\$8,737,794	\$8,737,794
14	108644	15	ADD - MOUNT DOUGLAS SECONDARY INCREASE CAPACITY FROM 800 TO 1000	\$0	\$0	\$0	\$0	\$5,384,686	\$5,384,686
15	114322	2001-36	ADD - SPECTRUM COMMUNITY SCHOOL INCREASE CAPACITY FROM 1200 TO 1300 (PHASE TWO)	\$0	\$0	\$0	\$0	\$4,855,353	\$4,855,353
Total:				\$1,815,000	\$2,294,000	\$27,613,559	\$14,336,150	\$18,977,833	\$65,036,542