

# **OPERATIONS, POLICY AND PLANNING COMMITTEE**

**Monday, November 10, 2014 at 7:30 P.M.**

## **REGULAR MEETING**

**OPPS Agendas and Minutes available at:**

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

**NEXT OPPs MEETING IS SCHEDULED FOR:**

**Monday, January 12, 2015 at 7:30 P.M.**

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

**OPERATIONS, POLICY AND PLANNING COMMITTEE**

*Dialogue with the Public is welcome during Standing Committee Meetings.*

**Regular Agenda for Monday, November 10, 2014 – 7:30 p.m.**

Board Room - Administration Offices, Tolmie Building

**Chairperson: 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
<b>1. APPROVAL OF THE AGENDA</b>			
<b>2. APPROVAL OF THE MINUTES</b>			
A. Operations, Policy and Planning Committee Meeting of Monday, October 14, 2014			Pgs. 1-5
<b>3. BUSINESS ARISING FROM MINUTES</b>			
<b>4. PRESENTATIONS</b>			
<b>5. FACILITIES PLANNING</b>			
A. Capital Projects Update	Seamus Howley		Verbal
<b>6. FINANCE AND LEGAL AFFAIRS</b>			
A. Bylaw 9360.01 Question Period During General Meetings of the Board of Education	Elaine Leonard	Motion	Pgs. 6-8
B. Digital Recording of Board Meetings	Elaine Leonard	Motion	Pg. 9
C. Bylaw 9360 General Meeting of the Board	Elaine Leonard	Motion	Pgs. 10-13
<b>7. PUBLIC DISCLOSURES OF IN-CAMERA ITEMS</b>			
<b>8. NEW BUSINESS/NOTICE OF MOTIONS</b>			
<b>9. GENERAL ANNOUNCEMENTS</b>			
<b>10. ADJOURNMENT</b>			



**Operations, Policy and Planning Committee Meeting  
October 14, 2014 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**

Elaine Leonard, Chair, Catherine Alpha, Tom Ferris, Bev Horsman, Edith Loring-Kuhanga, Michael McEvoy, Diane McNally, Deborah Nohr

**Regrets:**

Peg Orcherton

**Administration:**

Sherri Bell, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Pat Duncan, Deputy Superintendent, Shelley Green, Associate Superintendent, Cam Pinkerton, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, Seamus Howley, Director of Facilities, Kim Munro, Director of Human Resource Services, Mark Walsh, Manager, Labour Relations, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:35 p.m.

Chair Leonard 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 October 14, 2014 regular agenda be approved with the following changes: Add Linda Travers, Question and Answer Period, under Presentations, Item 4.B.; add a Notice of Motion from Trustee McNally as Item 7.C., and add Item 8.A. All-Weather Artificial Turf Field at Oak Bay High School under Public Disclosure of In-Camera Items.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

It was moved:

That the September 8, 2014 Combined Education Policy Development and Operations, Policy and Planning Committee Meeting regular minutes be approved.

**Motion Carried**

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

#### **4. PRESENTATIONS**

##### **A. Rob Paynter, Concussion Awareness & Education Policy**

Mr. Paynter presented information regarding concussion management.

Questions were asked by Trustees. Deputy Superintendent Duncan informed the Trustees that most Provincial Sports Associations have concussion management guidelines that are sport specific and to which our school teams and coaches are expected to follow.

##### **B. Linda Travers, Bylaw 9360.01 Question and Answer Period**

Ms. Travers presented suggested wording changes to Bylaw 9360.01.

#### **5. SUPERINTENDENT'S REPORT**

##### **A. Introduction of Student Representative**

Superintendent Bell introduced the student representative for the month of October, Dezy Manuel, from Spectrum High School.

##### **B. Enrolment Update**

Superintendent Bell provided Trustees with an enrolment update as of October 14, 2014. Elementary school enrolment is up 121 FTE, middle school enrolment is down 38 FTE, and secondary school enrolment is down 114 FTE for a net overall decline of 31 FTE. Superintendent Bell also noted that the net transfer of students to independent schools was slightly higher in this school year than in prior years.

#### **6. FINANCE AND LEGAL AFFAIRS**

##### **A. Policy 4144.1 Workers Compensation**

Kim Munro, Director of Human Resource Services informed the Committee that Policy 4144.1, Workers Compensation has been revised to reflect current district procedures.

Discussion ensued amongst Trustees with Ms. Munro providing clarification on the differences between the CUPE Collective Agreements and those of other employee groups.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 4144.1, Workers Compensation.

**Motion Carried Unanimously**

##### **B. 2015-2016 Budget Planning Cycle**

Secretary-Treasurer Laser reviewed the proposed 2015-2016 budget plan. The plan will be posted on the District website.

### C. Bylaw 9360 General Meeting of the Board

Chair Leonard informed Trustees that this would be the final review of Bylaw 9360, General Meeting of the Board. The final draft of the bylaw will be presented to the Board, along with the final draft of Bylaw 9360.01, Question Period During General Meetings of the Board of Education and the motion regarding Digital Recording of Board Meetings, once all three items have been approved by the Committee.

Trustees agreed to Bylaw 9360 items 1, 2, 4, 7, 8, 9, 10 and 13 and required further discussion on items 3, 5, 6, 11 and 12 prior to approval by majority vote. The following changes were approved by Trustees:

Item 5, Bullet 5 - Within the brackets, remove the word 'these' and add the words 'and time' after the word 'numbers'.

Item 5, Bullet 8 - Delete the entire bullet.

Item 6 - At the end of the first sentence, add 'in order to facilitate dialogue with the public before decisions are made.'

Items 8 and 9 - Switch the order of these two items.

Item 12 - Change the M in Media to lower-case; add ', partner groups and the public (website)' after the word media; and replace the words 'date that' with 'day after'.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) approve the final draft of Bylaw 9360, General Meeting of the Board and present it at the next Board meeting, along with the final draft of Bylaw 9360.01, Question Period During General Meetings of the Board of Education and the motion regarding Digital Recording of Board Meetings, once those items have been approved by the Committee.

**Motion Carried Unanimously**

The following motion was tabled:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9360, General Meeting of the Board at the meeting of October 20, 2014.

Motion to be Carried Unanimously

That Bylaw 9360, General Meeting of the Board be:  
Read a first time this 20th day of October, 2014;  
Read a second time this 20th day of October, 2014;  
Read a third time, passed and adopted this 20th day of October, 2014.

**Motion Tabled**

#### **D. Bylaw 9360.01 Question Period During General Meetings of the Board of Education**

The following motion was tabled to the November 10, 2014 Operations, Policy and Planning Committee Meeting:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9360.01, Question Period During General Meetings of the Board of Education at the meeting of October 20, 2014.

Motion to be Carried Unanimously

That Bylaw 9360.01, Question Period During General Meetings of the Board of Education be:

Read a first time this 20th day of October, 2014;

Read a second time this 20th day of October, 2014;

Read a third time, passed and adopted this 20th day of October, 2014.

**Motion Tabled**

#### **E. Digital Recording of Board Meetings**

The following motion was tabled to the November 10, 2014 Operations, Policy and Planning Committee Meeting:

That the Board of Education of School District No. 61 (Greater Victoria) approve the digital recording of board meetings effective January 2015 using the following criteria:

- Board meetings will be digitally recorded by school district personnel.
- No other recordings will be permitted except media outlets.
- The digital recording will be posted on the district website as soon as possible after the board meeting.
- The digital recording will remain on the district website until the next Board meeting and will then be archived.
- The number of site visits will be tracked.
- Live streaming will be considered after the digital recording process is in place for a period of one year.
- In order to support and encourage dialogue that occurs during Board Committee meetings, those meetings will not be recorded.

**Motion Tabled**

## **7. NEW BUSINESS/NOTICE OF MOTIONS**

### **A. Trustee McNally - Bylaw 9360.2 Meetings of the Standing Committees**

That the Board of Education of School District No. 61 (Greater Victoria) amend Bylaw 9360.2 Meetings of the Standing Committees by adding to the Operations Policy and Planning Committee agenda outlined at B.3., after "Board Room, Administration Offices - Tolmie Building" the following statement: "Standing Committees welcome questions and comments from the public throughout the meetings. Please raise your hand for recognition from the Chair." and that this statement be included in the same place on all Education Policy Development Committee agendas.

Chair Leonard advised that the above motion was not necessary as the intent of the motion would be taken as direction from Trustees for the format of future Standing Committee meeting agendas.

### **B. Trustee Nohr - Trustee Elections**

Trustee Nohr withdrew her motion.

That the Board of Education of School District No. 61 (Greater Victoria) send an email to all employee groups with a reminder that the district email may not be used at any time during the current civic election (September 30, 2014 to November 15, 2014) for political purposes including recommending or endorsing specific candidates.

**Motion Withdrawn**

### **C. Trustee McNally - Notice of Motion - Budget Ad-Hoc Committee**

Trustee McNally provided notice of motion for the next Board meeting on October 20, 2014.

## **8. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

### **A. All-Weather Artificial Turf Field at Oak Bay High School**

Chair Leonard advised that at the Special In-Camera Board Meeting earlier this evening the Board supported an agreement in principle for the construction of an all-weather artificial turf on the grounds of the new Oak Bay High School and the granting of preferred use to Bays United Soccer Association with the understanding that an agreement identifying the Bays United Soccer Association funding contribution, the hours of use, the ongoing maintenance and the recapitalization costs will be presented to the Board for approval prior to the completion of the project.

## **9. ADJOURNMENT**

It was moved:

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 10:20 p.m.



# BOARD OF EDUCATION

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)  
556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4106 FAX (250) 475-4112

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November 10, 2014

**TO:** Operations, Policy and Planning Committee

**FROM:** Elaine Leonard, Chair, Operations, Policy and Planning Committee

**RE:** **Bylaw 9360.01 Question Period During General Meetings of the Board of Education**

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The final draft of Bylaw 9360.01 *Question Period During General Meetings of the Board of Education* is presented to the Operations, Policy and Planning Committee for discussion and recommendation to the Board of Education.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9360.01 *Question Period During General Meetings of the Board of Education* at the November 17, 2014 Board of Education meeting.

Motion to be Carried Unanimously

Recommended Motion:

That Bylaw 9360.01 *Question Period During General Meetings of the Board of Education* be:

Read a first time the 17th day of November 2014;

Read a second time the 17th day of November 2014;

Read a third time, passed and adopted the 17th day of November 2014 and that Bylaw 9360.01 be enacted effective January 2015.



## **FINAL DRAFT**

From OPPS  
March 3, 2014

### **BYLAW 9360.01**

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#### **QUESTION PERIOD DURING GENERAL MEETINGS OF THE BOARD OF EDUCATION**

The purpose of the Question Period is:

- Additional public opportunities to ask questions
- To have a question on the record
- It is in the public interest
- Public accountability

#### **Framework**

1. Individuals wishing to submit a question are encouraged to use the District website prior to the board meeting.
2. During board meetings all questions must be submitted in written form and signed by the person posing the question, who must be in attendance.
3. All questions will be directed to the Board Chair.
4. Questions will be submitted into a box on the District Leadership Team table, prior to the District Presentation portion of the agenda. Questions will be asked in order of submission. Priority will be given to those who have not presented during the Community Presentation portion of the agenda. If time permits, questions may be submitted in writing from the floor.
5. The Question Period will be limited to 15 minutes.

6. The Board Chair, with assistance from the Superintendent of Schools, may direct the question to the appropriate staff member. If the question is not answered at the meeting, the individual asking the question will be contacted in a timely manner.
7. There will be a limit of one question per person.
8. All questions will be included in the board minutes unless ruled out of order.
9. The Board Chair has discretion to call questions out of order without debate or challenge.
10. Answers to questions must not result in inordinate staff workload.

*Greater Victoria School District*

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Adopted: \_\_\_\_\_, 2014



# BOARD OF EDUCATION

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556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4106 FAX (250) 475-4112

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November 10, 2014

**TO:** Operations Policy and Planning Committee

**FROM:** Elaine Leonard, Chair, Operations, Policy and Planning Committee

**RE:** **Digital Recording of Board Meetings**

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The recommendations of the Sub-Committee on Public Engagement with respect to the digital recording of meetings were discussed at the May and June Operations, Policy and Planning Committee meetings. The following motion is presented for discussion and recommendation to the Board of Education:

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) approve the digital recording of board meetings effective January 2015 using the following criteria:

- Board meetings will be digitally recorded by school district personnel.
- No other recordings will be permitted except media outlets.
- The digital recording will be posted on the district website as soon as possible after the board meeting.
- The digital recording will remain on the district website until the next Board meeting and will then be archived.
- The number of site visits will be tracked.
- Live streaming will be considered after the digital recording process is in place for a period of one year.
- In order to support and encourage dialogue that occurs during Board Committee meetings, those meetings will not be recorded.



# BOARD OF EDUCATION

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)  
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PHONE (250) 475-4106 FAX (250) 475-4112

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November 10, 2014

**TO:** Operations, Policy and Planning Committee  
**FROM:** Elaine Leonard, Chair, Operations, Policy and Planning Committee  
**RE:** **Bylaw 9360 General Meeting of the Board**

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At the October 14, 2014 Operations, Policy and Planning Committee meeting, the following motion was carried unanimously:

*“That the Board of Education of School District No. 61 (Greater Victoria) approve the final draft of Bylaw 9360, General Meeting of the Board and present it at the next Board meeting, along with the final draft of Bylaw 9360.01, Question Period During General Meetings of the Board of Education and the motion regarding Digital Recording of Board Meetings, once those items have been approved by the Committee.”*

The final draft of Bylaw 9360 *General Meeting of the Board* is included in the Operations, Policy and Planning Committee agenda package. The following motions are recommended to the Board of Education:

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to the revised Bylaw 9360 *General Meeting of the Board* at the November 17, 2014 Board of Education meeting.

Motion to be Carried Unanimously

**Recommended Motion:**

That the revised Bylaw 9360 *General Meeting of the Board* be:

Read a first time the 17th day of November 2014;  
Read a second time the 17th day of November 2014;  
Read a third time, passed and adopted the 17th day of November 2014 and that the revised Bylaw 9360 be enacted effective January 2015.

## **BYLAW 9360**

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### **GENERAL MEETING OF THE BOARD**

1. The Board of Education of School District 61 shall meet in general session on the third Monday of each month except where the third Monday is a statutory holiday, in which case the meeting will take place on the next working day, except for the months of July and August, when no meeting will be held and for the month of December, when the meeting shall be on the second Monday of the month.
2. In addition to the regularly scheduled meetings of the Board in general session, the Board, as elected, shall meet for the first time on the first Monday in December, after the official results of the election of trustees shall have been declared, for the purpose of receiving the results, the swearing in of the new trustees, and the selection of the Chair and Vice-Chair of the Board. This inaugural meeting of the Board shall be called and chaired by the Secretary-Treasurer of the School District.
3. The Chair, the Secretary-Treasurer or any three trustees, may call a special general meeting of the Board, in addition to the regularly scheduled meetings of the Board, upon not less than forty-eight hours' notice in writing to all trustees.
4. A special general meeting of the Board may be called upon less than the normal forty-eight hours' notice, in writing or by telephone, with such meeting being deemed to have been properly convened if a majority of trustees agree to waive the normal forty-eight hours' of written notice.
5. The following procedural matters will be implemented:
  - The meetings will be conducted in two major sections:

The first will encompass the agenda, minutes and acceptance of presentations from the public and employee groups;

The second will be for the consideration of Board Committee Reports and Special Reports to the Board.
  - The meetings should be conducted in a timely manner and time guidelines and limits adhered to with respect to:

- \* general meetings of the Board of Education commence at 7:30 p.m. and continue until no later than 11:00 p.m., save as may be extended by majority consent
  - \* Starting the meeting on time
  - \* The Community Presentations period is limited to a maximum of six speakers, each speaking a maximum of five minutes; there can only be three speakers per issue (numbers and time may be extended at the discretion of the Chair)
  - \* No public debate with presenters; information only will be received
  - \* The Question Period is limited to 15 minutes
6. Wherever possible, the public will be encouraged to attend a Committee meeting rather than a Board meeting in order to facilitate dialogue with the public before decisions are made. Discussion and debate of issues takes place at two regularly scheduled Standing Committee meetings each month. During the Standing Committee meetings, members of the public make presentations and discussions often ensue with committee members, stakeholder groups, and staff.
  7. In the event that the Board shall fail to conclude the business of the agenda by the time of adjournment the Chair may designate not more than one additional meeting, to be held within one week on the day and date designated by the Chair.
  8. The agenda shall be prepared and circulated by the Chair of the Board.
  9. There shall be an agenda circulated to all trustees not less than three days prior to each regularly scheduled meeting of the Board in general session, and not less than forty-eight hours prior to a special meeting of the Board in general session.
  10. The agenda shall be approved by ordinary motion as the first item of business at each meeting.
  11. The Agenda shall contain the following:
    - A. Acknowledgement of Traditional Territories; Approval of the Agenda; Approval of Previous Minutes and Business Arising from the Minutes  
  
Student Achievement Presentations; District Presentations; Community Presentations
    - B. Chair's Report; Trustee Reports (including Reports from Trustee Representatives with Other Public Bodies)

C. Board Committee Reports:

- (1) Education Policy Development Motions
- (2) Operations Policy and Planning Motions

D. District Leadership Team Reports

E. Question Period

F. Public Disclosure of In-Camera Items

G. New Business/Notice of Motions

H. Adjournment

The order of the Agenda shall be as above, unless varied at the meeting by majority vote.

- 12. A copy of the Agenda shall be made available to the media, partner groups and the public (website) through the Secretary-Treasurer's office on the day after copies are delivered to trustees, and such Agenda shall have attached the Committee Reports.
- 13. The Board Chair may reschedule any regularly-scheduled general meeting of the Board to a different time and date in order to meet the business requirements of the Board. The Board may, by ordinary resolution, cancel a regular general meeting of the Board.

*Greater Victoria School District*

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Adopted: April 27, 1981

Various Revisions

Revised: November 25, 1991

Revised: June 23, 1997

Revised: January 16, 2006

Revised: January 19, 2009 (corrected)

Revised: \_\_\_\_\_, 2014