

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

**Regular Board Meeting**

**Monday, September 26, 2016 - 7:30 p.m.**

**Tolmie Boardroom  
556 Boleskine Road**

**(Please note that an In-Camera Board meeting  
will precede the Regular Board meeting)**



**The Board of Education of School District No. 61 (Greater Victoria)  
Regular Board Meeting, Monday, September 26, 2016 @ 7:30 p.m.  
Tolmie Boardroom, 556 Boleskine Road**

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**AGENDA**

**A. COMMENCEMENT OF MEETING**

***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.***

**A1. Approval of the Agenda** (p 01-06)

**A2. Approval of the Minutes**

- a) Approval of the June 20, 2016 Regular Board Minutes (p 07-16)
- b) Approval of the June 28, 2016 Committee of the Whole Minutes (p 17-22)
- c) Approval of the June 28, 2016 Special Board Meeting Minutes (p 23-24)

**A3. Business arising from the Minutes**

- a) 3<sup>rd</sup> reading of revised Bylaw 9360, *General Meeting of the Board*

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

Read a third time, passed and adopted the 26<sup>th</sup> day of September 2016 and that the revised Bylaw 9360 be enacted effective September 26, 2016.

- b) Ministry of Education – use of operating funds for capital items (p 25)

**A4. Student Achievement**

**A5. District Presentations**

**A6. Community Presentations** (5 minutes per presentation)

- a) Jodi Whiteman - South Park/VCPAC  
'Draft' Policy 4305 – *Gender Identity and Gender Expression*
- b) Beccy Rohrick  
'Draft' Policy 4305 – *Gender Identity and Gender Expression*
- c) Audrey Smith – VCPAC President  
VCPAC's Role in the District

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

**B. CORRESPONDENCE**

- B1. Letter from the Public Sector Employers' Council** (p 26-27)

**C. TRUSTEE REPORTS****C1. Chair's Report****C2. Trustees' Reports**

- a) Trustee McNally – Choices Transitional Home Update
- b) Trustee Watters – District Gender and Sexuality Alliance (GSA)

**D. BOARD COMMITTEE REPORTS****D1. Education Policy and Directions Committee**

- a) Minutes from the September 12, 2016 meeting – Information only (p 28-32)
- b) Recommended Motions:
  - i) That the Board of Education of School District No. 61 (Greater Victoria) receive the Technology Stewardship Ad Hoc Committee Report. (p 33)
  - ii) That the Board of Education of School District No. 61 (Greater Victoria) dissolve the Technology Stewardship Ad Hoc Committee since they have now completed their work.
  - iii) That the Board of Education of School District No. 61 (Greater Victoria) create new Policy and Regulation 4305 - *Gender Identity and Gender Expression*. (p 34-40)
  - iv) That the Board of Education of School District No. 61 (Greater Victoria) accept the draft proposal *Board of Education - Plan - 2016-17* as a general guideline for the Education, Policy and Directions meetings, the Operations, Policy and Planning meetings and the Board meetings.

**D2. Operations Policy and Planning Committee**

- a) Revised Minutes from the June 13, 2016 meeting – Information only (p 41-47)
- b) Recommended Motions:
  - i) That the Board of Education of School District No. 61 (Greater Victoria) direct the Facilities Planning Committee to liaise with Victoria Microhousing about potential opportunities and report back to a future Operations Policy and Planning Committee meeting.

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- c) Minutes from the September 19, 2016 meeting - Information only (p 48-56)
- d) Recommended Motions:
  - i) That the Board of Education of School District No. 61 (Greater Victoria), open the former site of Burnside Elementary School and provide the appropriate information to the Ministry of Education according to the School Opening and Closure Order In Council with the temporary name of the Burnside Education Centre effective September 30, 2016. (p 57-61)
  - ii) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to make application to the Ministry of Education to access School District Ministry of Education restricted capital up to \$1.9 million for the purposes of rehabilitating the Burnside Education Centre.
  - iii) That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1160 - *Public Information*. (p 62-66)
  - iv) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1160.1 - *Fees for Access to Information* and create Policy 1161 - *Freedom of Information and Protection of Privacy Act*. (p 67-68)
  - v) That the Operations Policy and Planning Committee refer the draft regulations for Policy 1161 – *Freedom of Information and Protection of Privacy Act*, be circulated to our stakeholders for comment and be presented at a future Operations Policy and Planning Committee meeting no later than January 2017. (p 69-70)
  - vi) That the Board of Education of School District No. 61 (Greater Victoria) accept the recommendation of the Policy Sub-Committee that Policy 1322.1 - *Student Participation in Public Contests and Events*, be considered reviewed with no changes. (p 71)
  - vii) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1160.2 - *Personal Information Received in Confidence*. (p 72)
  - viii) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1161 - *Financial Reports*. (p 73)
  - ix) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1324.1 - *Relations Between Public and Students - Business Firms*. (p 74)
  - x) That the Board of Education of School District No. 61 (Greater Victoria) delete policy 1332.7 - *Student Care*. (p 75)

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|-------|--|-----------|
| xi)   | That the Board of Education of School District No. 61 (Greater Victoria) delete policy 1410 - <i>Board and Municipalities Liaison Re: School Capacities</i> .  | (p 76)    |
| xii)  | That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1411 – <i>Inter School District Liaison</i> .   | (p 77)    |
| xiii) | That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education, the 2016/2017 Five Year Capital Plan.  | (p 78-81) |
| xiv)  | That the Board of Education of School District No. 61 (Greater Victoria) reaffirm that stakeholder representatives seated at the Board table have the right to voice without vote at regular public board meetings.  | (p 82)    |
| xv)   | That the Board of Education of School District No. 61 (Greater Victoria) continue to offer the Parent Education Fund for the 2016/2017 year as offered in the 2015/2016 school year. Further, the Board instruct the communication coordinator to fully inform PACs of this opportunity by September 30, 2016. |           |
| xvi)  | That the Board of Education of School District No. 61 (Greater Victoria) amend bylaw 9360 "General Meeting of the Board" Section 11.B to add "Partner Group Reports".  | (p 83-86) |

## E. DISTRICT LEADERSHIP TEAM REPORTS

### E1. Superintendent's Report

- |    |  |        |
|----|--|--------|
| a) | That the Board of Education of School District No. 61 (Greater Victoria) adopt the Superintendent's report of September 26, 2016 as presented. | (p 87) |
|----|--|--------|

### E2. Secretary-Treasurer's Report

- |    |   |            |
|----|---|------------|
| a) | That the Board of Education of School District No. 61 (Greater Victoria) adopt the Secretary-Treasurer's report of September 26, 2016 as presented.   | (p 88)     |
| b) | 2015/2016 Audited Financial Statements  | (p 89-134) |
|    | That the Board of Education of School District No. 61 (Greater Victoria) approve the internally restricted surplus appropriation of \$18,158,834 as shown on Schedule 2 of the Financial Statements, being held for school level funds \$5,735,930 (Note A), unspent project budgets \$3,750,175 (Note B), purchase order commitments \$961,965 (Note C), and the previously approved budgeted surplus of \$7,710,764 (Note D). |            |

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That the Board of Education of School District No. 61 (Greater Victoria) approve \$3,700,000 of the June 30, 2016 unrestricted operating surplus of \$4,641,593 (Note E) to be carried forward and applied towards the 2017/2018 projected deficit of \$5,500,000 (\$1,800,000 carry forward approved in April 2016 (Note D));

That the Board of Education of School District No. 61 (Greater Victoria) approve \$500,000 of the June 30, 2016 unrestricted operating surplus of \$4,641,593 (Note E) to provide learning resources to support the new curriculum;

That the Board of Education of School District No. 61 (Greater Victoria) approve \$441,593 of the June 30, 2016 unrestricted operating surplus of \$4,641,593 (Note E) to support deferred maintenance in our facilities;

That the Board of Education of School District No. 61 (Greater Victoria) approve the audited financial statements of School District No. 61 (Greater Victoria) for the year ended June 30, 2016; and that the Board Chair, the Superintendent and the Secretary-Treasurer be authorized to execute these statements, where applicable, on behalf of the Board.

- c) Statement of Financial Information (p 135-166)

That the Board of Education of School District No. 61 (Greater Victoria) approve the schedules as required by the Financial Information Act for the period July 1, 2015 to June 30, 2016.

- d) Summer Capital Projects – David Loveridge, Director of Facilities Services (p 167-168)
- e) Poll Vote Results – Marigold/Spectrum Partial Land Disposition (p 169)

**F. QUESTION PERIOD (15 minutes total)**

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

**H. NEW BUSINESS/NOTICE OF MOTIONS**

**H1. New Business**

- a) Trustee McNally – My Place Transitional Home

That the Board of Education of School District No. 61 (Greater Victoria) support the request of Our Place Society to extend the temporary housing at the My Place Transitional Home located at 1240 Yates Street, Victoria, B.C. until March 31, 2017.

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## **H2. Notice of Motions**

### **I. ADJOURNMENT**

**Note: This meeting is being audio and video recorded.  
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**The Board of Education of School District No. 61 (Greater Victoria)**  
**June 20, 2016 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road**

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**Present:**

Trustees Edith Loring-Kuhanga, Chair, Diane McNally, Vice-Chair, Tom Ferris, Elaine Leonard, Deborah Nohr, Peg Orcherton, Rob Paynter, Jordan Watters, Ann Whiteaker

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Katrina Ball, Associate Secretary-Treasurer, David Loveridge, Director, Facilities Services, Karen Walters-Edgar, Recording Secretary

The meeting was called to order at 7:40 p.m.

**A1. Approval of the Agenda**

It was moved and seconded:

That the June 20, 2016 agenda be approved with the following amendment:

**G1. New Business –** Trustee Ferris – Annual Trustee Elections, be moved up to become **A3. b).**

**Motion Carried**

**A2. Approval of the Minutes**

It was moved and seconded:

That the May 16, 2016 Regular Minutes be approved.

**Motion Carried**

**A3. Business arising from the Minutes**

- a) Trustee Watters asked the Superintendent about the two May 2016 Board Meeting motions with regard to the student/BC Transit fare increase.

The Superintendent stated that a group of District students plan to meet at the BC Transit offices tomorrow morning to talk about their concerns. Superintendent Langstraat stated that he is also planning to attend the BC Transit meeting in support of the students.

- b) Trustee Ferris provided a rationale for his motion and Trustees discussed the issue.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) rescind the motion from December 14, 2015 that moved the annual Trustee elections from the November board meeting to the June Board meeting.

**Motion Carried**

For: Trustees Ferris, Leonard, Loring-Kuhanga, Nohr, Orcherton, Whiteaker

Against: Trustees McNally, Paynter



**A4. Trustee Elections**

It was unnecessary to hold trustee elections at this time as the motion in **A3. b)** was carried to move annual elections back to November.

**A5. Student Achievement**

- a) Lois Bender, Principal, Marigold Elementary School and staff made a PowerPoint presentation entitled *One with Nature - Integrating Numeracy and Learning Outdoors*.

Chair Loring-Kuhanga thanked Lois Bender and staff for their PowerPoint presentation.

**A6. District Presentations**

- a) Dave Thomson introduced teachers Brenda Watson and Trevor MacKenzie from Oak Bay High School. They in turn introduced student Molly Pearce who talked about and showed a video presentation on her First Nations Poetry.

Chair Loring-Kuhanga thanked the Oak Bay staff and student for their video presentation.

**A7. Community Presentations (5 minutes per presentation)**

- a) Tasha Diamant made a PowerPoint presentation to the Board regarding dress codes in public schools.
- b) Renay Maurice made a PowerPoint presentation to the Board regarding school dress codes.
- c) David Futter, attended on behalf of the GVTA to make a verbal presentation regarding the Wellness and Attendance Support Program.

Chair Loring-Kuhanga thanked all speakers for their Community presentations.

**B. TRUSTEE REPORTS****B1. Chair's Report**

Chair Loring-Kuhanga reported that she had the opportunity to attend many events over the past month; such as the Craigflower Elementary School community breakfast, the Spectrum Community School totem pole unveiling, the 100 year anniversary celebration at Tillicum Elementary School, graduation ceremonies for Esquimalt High School and S.J. Willis, the District retirement tea, parent appreciation day at Victoria West Elementary School and the grade eight graduation at Shoreline Community School.

Chair Loring-Kuhanga acknowledged the recent passing of former Trustee Mabel Bennett, who passed away at the age of 107.

Chair Loring-Kuhanga updated the Board on the status of the motion passed by the Board with respect to Trustees submitting reports for the external committees they are assigned to.

Lastly, Chair Loring-Kuhanga thanked her fellow Trustees, the District Leadership Team and District staff for their ongoing commitment to providing our students with a world class education and wished everyone a safe and restful summer break.

**B2. Trustees' Reports**

- a) Trustee Orcherton provided information with regard to the Healthy Saanich Advisory Committee that she is a member of, as well as an update of her BCPSEA/BCSTA Conference Call of May 24, 2016.
- b) Trustee McNally provided a verbal update of her activities over the past month highlighting such events as attending the Lambrick Park Grad as well as attending year-end events at Rockheights and Craigflower Schools.
- c) Trustee Watters provided an update on her attendance at the Victoria Youth Justice and Family Court Committee meeting. She also highlighted attending the Spectrum and Aboriginal Grad ceremonies, as well as 2 elementary theater productions.
- d) Trustee Paynter provided handouts of the Victoria News article on the two Vic High students who were awarded bronze medals in the Skills Canada National Competition in car painting and auto collision, held in Moncton, New Brunswick, June 5 - 6. Trustee Paynter also provided an update on his activities over the past month.

**C. BOARD COMMITTEE REPORTS****C1. Education Policy and Directions Committee**

- a) The June 6, 2016 meeting minutes were received for information only.
- b) Trustee Nohr referred to the June 6<sup>th</sup> 2016 Education Policy and Directions Committee meeting minutes and presented the following recommended motions:

It was moved and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve the Board Authority Authorized course: *Global and Intercultural Studies 12*.

**Motion Carried Unanimously**

It was moved and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve the Board Authority Authorized course: *Global and Intercultural Experience 12*.

**Motion Carried Unanimously**

It was moved and seconded:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 100 - *Philosophy of Education*.

**Motion Carried Unanimously**

**C2. Operations Policy and Planning Committee**

- a) The June 13, 2016 meeting minutes were received for information only.
- b) Trustee Leonard referred to the June 13<sup>th</sup> 2016 Operations Policy and Planning Committee meeting minutes and presented the following recommended motions:

It was moved and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) rescind the motion of May 16, 2016 directing staff to create an interim Capital

Plan, and further direct staff to prepare a new Capital Plan according to Ministry of Education instructions for submission in September.

**Motion Carried Unanimously**

It was moved and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve that:
- a) \$550,000 of the newly available funding for 2016-17, plus identified budget variances, be allocated to fund the purchase of mobile devices for teachers and that the previously approved annual expense budget of \$250,000 for the cost to lease mobile devices be released and applied against the structural deficit.
  - b) \$200,000 of the newly available funding for 2016-17 be allocated to address water quality issues in schools, as well as school security and access issues.
  - c) \$77,353 of the newly available funding for 2016-17 be allocated to fund the purchase and/or repair and maintenance of shop equipment following a review by Facilities Services and the administration responsible for Career Programming of the immediate and future needs of District shop facilities.

Trustees discussed the motion. Trustee McNally moved the following amendment.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) change the word "*available*" in a), b) and c) to "*returned*."

**Motion Carried Unanimously**

Further discussion ensued amongst the Trustees with Trustee McNally moving an amendment.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) change the words "*mobile devices*" in a), to "*laptops*" after the words *purchase of*."

**Motion Carried**

For: Trustees Leonard, Loring-Kuhanga, McNally, Nohr, Orcherton, Watters, Whiteaker, Ferris

Abstained: Trustee Paynter

Chair Loring-Kuhanga called for the vote on the main motion as amended.

It was moved and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve that:
- a) \$550,000 of the newly returned funding for 2016-17, plus identified budget variances, be allocated to fund the purchase of laptops for teachers and that the previously approved annual expense budget of \$250,000 for the cost to lease laptops be released and applied against the structural deficit.
  - b) \$200,000 of the newly returned funding for 2016-17 be allocated to address water quality issues in schools, as well as school security and

access issues.

- c) \$77,353 of the newly returned funding for 2016-17 be allocated to fund the purchase and/or repair and maintenance of shop equipment following a review by Facilities Services and the administration responsible for Career Programming of the immediate and future needs of District shop facilities.

**Motion Carried**

For: Trustees Leonard, Loring-Kuhanga, McNally, Nohr, Orcherton, Watters, Whiteaker, Paynter

Abstained: Trustee Ferris

Associate Secretary-Treasurer Katrina Ball clarified for Trustees that it is appropriate to use Operational funds for Capital purchases.

It was moved and seconded:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub-Committee to include appropriate legislative and/or policy references as appropriate when providing recommended updates to the Board.

**Motion Carried Unanimously**

It was moved and seconded:

- iv) That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 3323 - *Purchasing Services*.

**Motion Carried Unanimously**

It was moved and seconded:

- v) That the Board of Education of School District No. 61 (Greater Victoria) accept the recommendation of the Policy Sub-Committee that policies 1163 - *Consultation*, 1250 - *Trustee/School Liaison* and 1311.1 - *Polling at Schools* be considered reviewed with no changes.

**Motion Carried Unanimously**

It was moved and seconded:

- vi) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1164 - *Decision-Making: Authority, Responsibility and Accountability*.

**Motion Carried Unanimously**

It was moved and seconded:

- vii) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1220 - *Community Advisory Committees*.

**Motion Carried Unanimously**

It was moved and seconded:

- viii) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to review Policy 1240 - *School Volunteers* and its associated regulations and guidelines including consultation with our stakeholders to ensure that the District is encouraging volunteers in schools while continuing to respect our collective agreement obligations.

Trustees discussed the motion. Trustee McNally moved an amendment.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) replace the word “*encouraging*” with the word “*allowing*” after “*ensure that the District is...*”

**Motion Defeated**

For: Trustees McNally

Against: Trustees Leonard, Loring-Kuhanga, Nohr, Orcherton, Paynter, Watters, Whiteaker

Abstain: Trustee Ferris

Further discussion ensued and Trustee Whiteaker moved an amendment.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) add the following words: “*and administrators*” after the words “*guidelines including consultation with our stakeholders...*”

**Motion Defeated**

For: Trustees Ferris, Whiteaker, Paynter, Leonard

Against: Trustees Loring-Kuhanga, Nohr, Orcherton, McNally, Watters

The Board Chair called for the vote on the main motion.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to review Policy 1240 - *School Volunteers* and its associated regulations and guidelines including consultation with our stakeholders to ensure that the District is encouraging volunteers in schools while continuing to respect our collective agreement obligations.

**Motion Carried**

For: Trustees Ferris, Leonard, Loring-Kuhanga, Nohr, Orcherton, Paynter, Watters, Whiteaker,

Abstained: Trustee McNally

It was moved and seconded:

- ix) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1260 - *Community Education*.

**Motion Carried Unanimously**

It was moved and seconded:

- x) That the Board of Education of School District No. 61 (Greater Victoria) amend By-law 9360, *General Meeting of the Board*, Section 11 to include a section for correspondence.

**Motion Carried Unanimously**

It was moved and seconded:

- xi) That the Board of Education of School District No. 61 (Greater Victoria) refer Policy 7110.1 to the Policy Sub-Committee or the Ad Hoc District Facilities Committee for review and update to include the District's surplus facilities and leased properties in order to protect our assets on a long-term basis.

**Motion Carried Unanimously**

It was moved and seconded:

- xii) That the Board of Education of School District No. 61 (Greater Victoria) task the Superintendent with developing regulations and/or administrative guidelines for the creation, review and enforcement of school dress codes in order to ensure that any dress codes in our district reflect the Board's commitment to gender equity in both intention and practice, and that they are in alignment with Policy 4303 Discrimination.

Trustees discussed the issue. Trustee Leonard moved an amendment.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) add the words *"and that the Superintendent bring his administrative guidelines back to the Board,"* after the words *"both intention and practice and that..."*  
**Motion Carried Unanimously**

The Board Chair called for the vote on the main motion as amended.

That the Board of Education of School District No. 61 (Greater Victoria) task the Superintendent with developing regulations and/or administrative guidelines for the creation, review and enforcement of school dress codes in order to ensure that any dress codes in our district reflect the Board's commitment to gender equity in both intention and practice, and that the Superintendent bring his administrative guidelines back to the Board and that they are in alignment with Policy 4303 Discrimination.  
**Motion Carried Unanimously**

## D. DISTRICT LEADERSHIP TEAM REPORTS

### D1. Superintendent's Report

#### a) Monthly Report

That the Board of Education of School District No. 61 (Greater Victoria) receive the Superintendent's report as presented.

Trustee Orcherton moved an amendment to the motion.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) change the phrase *"receive the Superintendent's report"* to *"adopt the Superintendent's report"* as presented.  
**Motion Carried Unanimously**

The Board Chair called for the vote on the main motion as amended.

That the Board of Education of School District No. 61 (Greater Victoria) adopt the Superintendent's report as presented.  
**Motion Carried Unanimously**

#### b) Specialty Academy Fees

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) make available to the public via the District website, the schedules of fees

that have been approved by the School Planning Councils for the District's Specialty Academy programs.

**Motion Carried Unanimously**

**c) 2016/2017 Board of Education & Standing Committee Meeting Dates**

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2016/17 Board of Education proposed dates and the Standing Committee meeting dates.

Discussion ensued amongst the Trustees with a motion being made to separate the joint September 2016 Education Policy and Directions and Operations Policy and Planning Committee meetings.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the proposed 2016/17 Board of Education and the Standing Committee meeting dates, amending September's meeting dates to September 12, 2016 for the Education Policy and Directions Committee meeting, September 19, 2016 for the Operations Policy and Planning Committee meeting and September 26<sup>th</sup> for the Board of Education meeting.

**Motion Carried Unanimously**

Chair Loring-Kuhanga called for the vote on the main motion as amended.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2016/17 Board of Education and Standing Committee meeting dates as amended to include September 12, 2016 for the Education Policy and Directions Committee meeting, September 19, 2016 for the Operations Policy and Planning Committee meeting and September 26<sup>th</sup> 2016 for the Board of Education meeting.

**Motion Carried Unanimously**

Trustees also agreed that Bylaw 9360, *General Meeting of the Board*, be amended to move the Board of Education meetings from the third Monday to the fourth Monday of every month.

Trustee Orcherton moved the following motions.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to the revised Bylaw 9360 - *General Meeting of the Board* at the June 20<sup>th</sup> 2016 Board of Education Meeting.

**Motion Carried Unanimously**

It was moved and seconded:

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

Read a first time the 20<sup>th</sup> day of June 2016;

Read a second time the 20<sup>th</sup> day of June 2016;

Read a third time, passed and adopted the 20<sup>th</sup> day of June 2016 and that the revised Bylaw 9360 be enacted effective September 2016.

**Motion Carried Unanimously**

**d) Board Planning**

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the proposed Board planning dates for 2016-17.

**Motion Carried Unanimously**

**e) Parent Education Fund**

Trustees did not feel that they had sufficient information with regard to the 2015-2016 Parent Education Fund. It was agreed that this item would be discussed further at the September 19, 2016 Operations Policy and Planning Committee meeting.

**D2. Secretary-Treasurer's Report****a) Monthly Report**

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) adopt the Secretary-Treasurer's report as presented.

**Motion Carried Unanimously**

**b) District Facilities Plan**

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) amend the District Facilities Plan Committee Terms of Reference to include the membership of the Esquimalt and Songhees nations.

**Motion Carried Unanimously**

**c) Water Safety Update**

Secretary-Treasurer Walsh provided information with regard to water safety including the actions taken to date and the information provided to the public.

**E. QUESTION PERIOD**

GVTA President Jason Gammon and VCPAC President Audrey Smith submitted to the Board the following question:

"If the partners cannot participate in the discussion on the motions at the Board meetings, what is the point of sitting 'at the table' or attending meetings at all?"

Jason Gammon and Audrey Smith had left the meeting when this question was read and an answer will be provided to them at a later date.

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

Trustees agreed to release the KPMG's Audit Planning Report presented at the In-Camera meeting.



**G. NEW BUSINESS/NOTICE OF MOTIONS**

**G1. New Business**

**a) Trustee McNally - Choice Neighbourhood Agreement**

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to sign the Choices Neighbourhood agreement as presented.

**Motion Carried Unanimously**

**G2. Notice of Motions**

- a) Trustee Whiteaker advised that she would be providing a Notice of Motion regarding the 2015-2016 Parent Education Fund for the September 19, 2016 Operations Policy and Planning Committee meeting.

**H. ADJOURNMENT**

It was moved and seconded:

That the meeting be adjourned.

**Motion Carried**

The meeting adjourned at 10:52 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer



**The Board of Education of School District No. 61 (Greater Victoria)  
June 28, 2016 Committee of the Whole Board Meeting  
École Marigold Elementary School, 3751 Grange Road**

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**COMMITTEE OF THE WHOLE MINUTES**

**Present:** Trustees Edith Loring-Kuhanga, Chair, Diane McNally, Vice-Chair, Elaine Leonard, Deborah Nohr, Peg Orcherton, Ann Whiteaker

**Regrets:** Trustees Tom Ferris, Rob Paynter, Jordan Watters

**Administration:** Piet Langstraat, Superintendent of Schools, Katrina Ball, Acting Secretary-Treasurer, Shelley Green, Deputy Superintendent, Deb Whitten, Associate Superintendent, Greg Kitchen, Associate Superintendent, David Loveridge, Director of Facilities Services, Vicki Hanley, Recording Secretary

The meeting was called to order at 7:37 p.m.

**A. COMMENCEMENT OF MEETING**

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) appoint Katrina Ball as Acting Secretary-Treasurer for the duration of the June 28, 2016 Special In-Camera Board meeting.

**Motion Carried Unanimously**

**A1. Approval of the Agenda**

It was moved and seconded:

That the June 28, 2016 Agenda be approved.

**Motion Carried Unanimously**

**B. CHAIR'S REPORT**

Chair Loring-Kuhanga welcomed everyone to the meeting and explained that the purpose of the meeting was to discuss the proposed disposition of a portion of land located on the grounds of Marigold and Spectrum Schools to the Ministry of Transportation and Infrastructure (MOTI) for the McKenzie Road/Trans-Canada Highway Interchange Project. Chair Loring-Kuhanga further explained that once the meeting concluded and adjourned that the Board would then begin a Special Board meeting to discuss and debate whether or not to seek the Ministry of Education's approval to dispose of the land.

**C. SUPERINTENDENT'S REPORT**

**C1. Introductions**

Superintendent Langstraat welcomed everyone to the meeting and reiterated the purpose of the meeting and advised that once a full presentation was made the public would have the opportunity to ask questions. Superintendent Langstraat then introduced the Director of Facilities Services, David Loveridge.

**C2. Presentation - McKenzie/Highway Interchange - David Loveridge, Director of Facilities Services**

David Loveridge, Director of Facilities Services, made a presentation with regard to the McKenzie Road/Trans-Canada Highway Interchange project which included background information, public consultation process to date, impact on our schools, sale and purchase offer made by the MOTI, additional amenities and safety upgrades required during the construction period, and staff recommendations.

The meeting then entered into a Question/Comment and Answer period. Superintendent Langstraat stated that he and Mr. Loveridge would be pleased to answer any questions.

**Question/Comment**

With regard to the \$150,000 being offered to the District for the replacement of the vegetation and fencing, how was this amount decided?

**Answer**

MOTI estimated the cost to replace the vegetation and fencing and came up with a figure and then the District estimated the costs related to the additional items that were identified in the last consultation meeting with parents. Instead of the funds going specifically for vegetation and fencing, an allowance allows the school communities to decide how the funds should be spent.

**Question/Comment**

Was the \$150,000 a negotiated amount?

**Answer**

The MOTI originally estimated that the simple fence and landscape replacement would cost between \$75,000 and \$100,000. The District was able to negotiate a higher amount based on other requirements needed to restore school lands to pre-construction condition.

**Question/Comment**

How will the \$150,000 be spent and will there be public consultation?

**Answer**

The \$150,000 is a small piece of the entire project and nothing has been decided at this point. It will be open to discussion with the community once the project is underway and we can assess how the Galloping Goose Trail and surrounding area looks post-construction.

**Question/Comment**

Is the \$150,000 separate from the \$1.1 million being offered for the sale of the property?

**Answer**

That is correct. The \$150,000 is a separate allowance for landscaping. Of the \$1.1 million being offered for the sale of the property, 75% will be placed in the District's Ministry of Education Restricted Capital account (requires Ministry approval to spend) and 25% will be placed in the District's Local Capital account (requires Board approval to spend).

**Question/Comment**

Could the 25% come back directly to Marigold and Spectrum schools?

**Answer**

That would be a Board of Education decision. The funds in the Local Capital account are used by the Board to address capital items across the entire District and are not specifically tied to the properties that have been sold.

**Question/Comment**

Why isn't the MOTI putting up the fencing and replacing the vegetation after the construction is complete?

**Answer**

The District felt it more appropriate to have an allowance of \$150,000 from the MOTI which would allow the District to complete the work that serves the District and our students following a specific needs consultation with the public.

**Question/Comment**

When will the pedestrian overpass be built so that students that currently use it on their way to school have somewhere safe to walk during the construction period?

**Answer**

It is our understanding that the first phase of the project is to build a temporary pedestrian overpass and have it completed by this fall.

**Question/Comment**

Will the temporary pedestrian overpass remain there after construction is complete?

**Answer**

A permanent pedestrian overpass will be built after construction has been completed and the Galloping Goose Trail has been moved. The temporary pedestrian overpass will then be removed.

**Question/Comment**

Do you know how much St. Joseph's School/Church was offered for the sale of their land?

**Answer**

No, the District has not been made aware of this offer.

**Question/Comment**

Is the \$1.1 million purchase offer close to the appraised value of the land?

**Answer**

The appraisal was discussed in an In-Camera Board of Education meeting and has not been released to the public as of yet. A request would have to be made to the Board in order for this information to be released to the public.

**Question/Comment**

Could a member of the public request to know what the appraised value of the property was?

**Answer**

Yes, a request could be made to the Board and they in turn would vote at an In-Camera meeting to make the information public.

**Question/Comment**

There are a number of concerns about the current parking situation and pick-up/drop-off area at Marigold Elementary and it appears that no solutions are forthcoming.

**Answer**

Discussions have started on how to create both a temporary and long term solution for the parking and pick-up/drop-off area at Marigold Elementary. Discussions involve various jurisdictions and community partners, e.g. District of Saanich, Capital Regional District, and MOTI.

**Question/Comment**

The Spectrum parking lot and exit configuration was changed and the new setup is not ideal. Can this be looked at?

**Answer**

Discussions on this issue will need to begin, so that an appropriate solution can be found.

**Question/Comment**

Has any consideration been made to the fact that vegetation will be removed for this project and what will happen to it once it has been removed? I encourage the District to consider contacting or partnering with Habitat Acquisition Trust (HAT), so that they can work with you to salvage and relocate some of the vegetation.

**Answer**

The District will certainly keep that in mind.

**Question/Comment**

Could you please explain how the process will unfold with respect to the spending of the \$150,000?

**Answer**

Please keep in mind that tonight's meeting is for the Board to discuss and debate the sale of the land to the MOTI and seek the approval of the Minister of Education. The discussions and consultation regarding the use of the \$150,000 will come at a later time.

**Question/Comment**

Currently, the vegetation between the Galloping Goose Trail and the two schools is providing safety for the students. What safety measures will be put in place when the vegetation is removed for the project/construction?

**Answer**

The consultation process between the MOTI and the District has been extensive. MOTI has assured the District that student safety is a high priority and adequate safety measures will be put in place throughout the construction period.

**Question/Comment**

Shouldn't the District just allow the MOTI to go ahead and do the planting of new vegetation and fencing, so that it will be done in a timely manner?

**Answer**

The MOTI will set up adequate fencing during the construction period which will separate the schools from the construction zone and this will not be removed until construction has been completed. As the MOTI is not invested in our schools, it is in the District's best interest to replace the vegetation and install fencing or natural barriers in consultation with the community.

**Question/Comment**

Will the District accept donated vegetation/plants when the time comes to replace these items?

**Answer**

At this point the District does not know what vegetation will be put back, but it will certainly look at all options and work respectfully with everyone involved. Every opportunity to work with the larger community to save funds so that they can be used in other areas will be considered.

**Question/Comment**

If the \$150,000 is not enough to adequately replace the vegetation and fencing, will the District take money from the \$1.1 million received from the sale of the property?

**Answer**

As stated earlier, the \$1.1 million acquired from the sale of the property will be put into the District's Restricted Capital and Local Capital accounts. The 25% that is placed in the Local Capital account will be used to address the needs of the entire District and the Board will decide how that money is to be allocated.

**Question/Comment**

There is a tremendous amount of concern regarding the amount of traffic that flows along Burnside Road right now and this will increase substantially once construction begins. It is currently very dangerous for students and community members to walk across Burnside Road when coming to both schools. How will this be addressed?

**Answer**

The District is already aware of this issue and discussions have commenced on how student safety will be addressed both during construction and in the future.

**Question/Comment**

Would the MOTI consider funding additional crossing guards for Burnside Road during the construction period?

**Answer**

Discussions about student safety will occur prior to construction beginning and will involve both the MOTI and the District of Saanich in order to reach an adequate solution. The Burnside/McKenzie Intersection is technically outside of the planned construction zone, so likely that discussion with the District of Saanich will be the key.

**Question/Comment**

Will there be further negotiations for the \$1.1 million and \$150,000?

**Answer**

Negotiations have been extensive and these amounts are the final amounts in the MOTI offer.

**Question/Comment**

Can the District negotiate with the Ministry of Education on how the \$1.1 million is spent?

**Answer**

No.

**Question/Comment**

Can you request that the MOTI construct two overpasses so that one would be closer to the schools?

**Answer**

The District empathizes with the concerns of the parents and the community; however, after extensive consultation, this is the final design that has been decided upon by the MOTI.

**Question/Comment**

Will the construction workers be using the parking lots located at both schools?

**Answer**

No, it is our understanding that the MOTI will be constructing a worker parking lot and it will be accessed via the highway side during the construction project. The MOTI has assured the District that student safety is imperative during this project and has guaranteed that a safety zone be put in place prior to the start of construction.

**Question/Comment**

Could you ask the District of Saanich for one more crossing guard during the construction period?

**Answer**

A discussion on the safety concerns at the Burnside/McKenzie intersection will be held prior to the start of construction.

**Question/Comment**

If the District does not accept the purchase/sale offer being made by the MOTI what would happen?

**Answer**

The MOTI would then proceed to expropriate the lands from the District and there would be no negotiations on the price.

Superintendent Langstraat provided closing remarks and thanked the community for attending and providing their valued input.

Chair Loring-Kuhanga thanked the community for attending and stated that the meeting would now adjourn and a Special Board meeting would begin immediately at which time the Board would discuss, debate and vote on whether to seek the approval of the Ministry of Education on the disposition of a portion of land located on the grounds of Marigold Elementary School and Spectrum Community School.

**D. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None**

**E. ADJOURNMENT**

It was moved and seconded:

That the meeting be adjourned.

**Motion Carried Unanimously**

The meeting adjourned at 9:00 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer



**The Board of Education of School District No. 61 (Greater Victoria)**  
**June 28, 2016 Special Board Meeting**  
**École Marigold Elementary School, 3751 Grange Road**

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**SPECIAL BOARD MEETING MINUTES**

**Present:** Trustees Edith Loring-Kuhanga, Chair, Diane McNally, Vice-Chair, Elaine Leonard, Deborah Nohr, Peg Orcherton, Ann Whiteaker

**Regrets:** Trustees Tom Ferris, Rob Paynter, Jordan Watters

**Administration:** Piet Langstraat, Superintendent of Schools, Katrina Ball, Acting Secretary-Treasurer, Shelley Green, Deputy Superintendent, Deb Whitten, Associate Superintendent, Greg Kitchen, Associate Superintendent, David Loveridge, Director of Facilities Services, Vicki Hanley, Recording Secretary

The meeting was called to order at 9:00 p.m.

**A. COMMENCEMENT OF MEETING**

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) appoint Katrina Ball as Acting Secretary-Treasurer for the duration of the June 28, 2016 Special In-Camera Board meeting.

**Motion Carried Unanimously**

**A1. Approval of the Agenda**

It was moved and seconded:

That the June 18, 2016 Agenda be approved.

**Motion Carried Unanimously**

**B. SUPERINTENDENT'S REPORT**

**B1. Ministerial Approval – Marigold/Spectrum Property Disposition**

Superintendent Langstraat directed Trustees to the agenda and motion within the agenda. Chair Loring-Kuhanga read the motion for the Trustees and asked if there were any questions or comments. Discussion ensued amongst the Trustees with Trustees expressing their appreciation to community members for attending and providing valued feedback with respect to the McKenzie Road/Trans-Canada Highway Interchange Project.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) request Ministerial approval for the disposition of a portion of land located on Marigold Elementary School and Spectrum Community School property, legally described as: Lot 1, Sections 21, 78 and 79, Victoria District, Plan 27345 except part in Plan 3836RW and VIP84947, PID: 001-796-011.

**Motion Carried Unanimously**



**B2. Poll Vote - Disposal of Real Property Bylaw – Marigold/Spectrum Property**

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) agree that a poll vote will be conducted to approve a Disposal of Real Property Bylaw for the Marigold/Spectrum School property once Ministerial approval has been granted.

**Motion Carried Unanimously**

**C. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None**

**D. ADJOURNMENT**

It was moved and seconded:

That the meeting be adjourned.

**Motion Carried Unanimously**

The meeting adjourned at 9:10 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

**From:** Walsh, Mark

**Sent:** Tuesday, June 21, 2016 12:12 PM

**To:** Loring-Kuhanga, Edith; McNally, Diane; Nohr, Deborah; Leonard, Elaine; Watters, Jordan; Orcherton, Peg; Ferris, Tom; Paynter, Rob; Whiteaker, Ann

**Cc:** Langstraat, Piet; Ball, Katrina; Green, Shelley; Hanley, Victoria

**Subject:** Accounting Questions - Operating to Capital

Good afternoon Trustees,

Further to the question last evening regarding the use of operating funds for capital items, we have received confirmation from the Ministry that such an allocation is appropriate. The Ministry stated in part:

“You can pay directly from operating and just do an interfund transfer from operating to invested in capital assets for asset purchases like you do with regular furniture and computers.”

I will ensure to add this update as business arising from the minutes in the September meeting to ensure that it is reflected in the minutes.

Yours,

Mark

Mark Walsh, J.D.

Secretary-Treasurer

Greater Victoria School District No. 61

Ph. 250-475-4108

Cell. 250-217-3195

Fax. 250-475-4112



Distributed by e-mail

Our Ref: 352154

August 23, 2016

Edith Loring-Kuhanga, Chairperson  
Board of Education (Greater Victoria)  
Greater Victoria School District #61  
556 Boleskine Road  
Victoria, BC V8Z 1E8

Dear Edith Loring-Kuhanga,

Thank you for your letter of July 18, 2016, sent to Honourable Michael de Jong, Minister of Finance and Honourable Mike Bernier, Minister of Education. Your letter has been forwarded for response to the Public Sector Employers' Council Secretariat (PSEC).

Government has made the effective management of public sector compensation a central focus of its efforts to control costs and balance the provincial budget. Prudent compensation decision-making has also played a key role in balancing the need to ensure effective, affordable public services with a commitment to providing fair pay for employees.

Over the last several months, employers have moved to a common public sector philosophy that brings a more consistent approach using a long-term, system-wide view to ensure compensation is sustainable. One of the guiding principles of the common public sector philosophy is a performance-based culture where compensation decisions are based on merit rather than the entitlement to an annual increase.

This move to a common approach to compensation recognizes the 'one taxpayer' lens through which public sector organizations are viewed. The Taxpayer Accountability Principles are the foundation for public sector organizations to strengthen accountability, promote cost-control, and ensure organizations are operating in the best interest of taxpayers.

As you know, as part of the move to the public sector compensation philosophy in 2015, employers were given some modest flexibility to address pressures of compression, inversion and retention of high-performing employees. In answer to your request to fund the increases, it is in keeping with the need for consistent application of policy across the public sector and in recognition of the relatively smaller number of eligible employees, that all employers, including K-12 school districts, have funded approved increases from within existing budgets.

Furthermore, now that 99.9% of unionized employees have settled agreements with modest wage increases under the Economic Stability Mandate and with the Province's fiscal circumstances

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- 2 -

<b>Ministry of Finance</b>	Public Sector Employers' Council Secretariat	Mailing Address: PO Box 9400 Stn Prov Govt Victoria BC V8W 9V1	Location Address: 210 – 880 Douglas St Victoria BC V8W 2B7 250.387.0842
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continuing to improve, employers are now able to implement some further modest salary increases for management staff.

To that end, I am pleased to refer you to the recent communication distributed by the BC Public School Employers' Association (BCPSEA) in which the next phase of this policy direction has been provided. For your convenience, I have attached BCPSEA's bulletin which contains detailed information on the next steps for districts in this 2016 direction. I expect that there may be a number of management employees in SD 61 that will be affected by this new direction and I encourage you to work closely with BCPSEA on requests for appropriate adjustments to employee compensation levels.

Thank you for taking the time to write, and appreciate the work that SD 61 demonstrates both in its commitment to employees and managing the district's strategic plan. We are confident that a common compensation philosophy across the public sector will provide a standardized foundation for these decisions which will lead to fair and reasonable salaries for valued employees.

Sincerely,

A handwritten signature in cursive script, appearing to read "C.A. Zacharuk".

Christina Zacharuk  
President and CEO

Attachment

pc: Honourable Mike Bernier, Minister of Education  
Honourable Michael de Jong, Minister of Finance  
Renzo Del Negro, Chief Executive Officer, BC Public School Employers' Association  
Teresa Rezanoff, President, BC School Trustees Association  
Ramona Soares, Assistant Deputy Minister, Ministry of Education  
Mark Walsh, Secretary-Treasurer, SD 61



**Education Policy and Directions Committee  
September 12, 2016 – Tolmie Building Board Room**

**Regular Minutes**

**Present: TRUSTEES**

Deborah Nohr, Chair  
Tom Ferris  
Edith Loring-Kuhanga  
Diane McNally  
Peg Orcherton  
Rob Paynter  
Jordan Watters  
Ann Whiteaker

**ADMINISTRATION**

Piet Langstraat, Superintendent of Schools  
Shelley Green, Deputy Superintendent  
Deb Whitten, Associate Superintendent  
Greg Kitchen, Associate Superintendent  
Ted Pennell, Director, Information Technology  
Katie Hamilton, Manager, Community Engagement and Communications  
Maryanne Trofimuk, VPVPA President  
Sean McCartney, VPVPA Vice President  
Ilda Turcotte, GVTA Representative  
Audrey Smith, VCPAC President  
Dawson Gittens, Student Representative  
Karen Walters-Edgar, Recording Secretary

The meeting was called to order at 7:00 pm.

Chair Nohr welcomed everyone back to the start of the new school year.

Chair Nohr 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 and seconded:

That the September 12, 2016 regular agenda be approved with the following addition: **F (b) Trustee Whiteaker Motion to review Regulation 3510.2 - *Stray Animals in Schools*.**

**Motion Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

It was moved and seconded:

That the June 6, 2016 Minutes of the Education Policy and Directions Committee meeting be approved.

**Motion Carried Unanimously**

**3. BUSINESS ARISING FROM THE MINUTES - none**

**4. PUBLIC PRESENTATIONS TO THE COMMITTEE - none**

**5. NEW BUSINESS**

**A. Introduction of Student Representative**

Superintendent Piet Langstraat welcomed Student Representative, Dawson Gittens, from Lambrick Park Secondary School. Dawson is a returning Student Representative from last year who will be attending scheduled Board meetings for September 2016.

**B. Technology Stewardship Committee Report**

Superintendent Piet Langstraat explained that the Technology Stewardship Committee met last year regarding all aspects of technology. The Superintendent wished to thank everyone around the Committee table for their input. These meetings were very fruitful, with a wide range of subjects being discussed. The Superintendent then asked Ted Pennell, Director of Information Technology, to speak to the five recommendations developed by the Committee on the use of technology for students and staff.

Mr. Pennell explained the five recommendations highlighted in the Technology Stewardship Ad Hoc Committee Report.

The Superintendent added that an updated technology information plan will be presented in November for the Board's consideration.

Trustees discussed the issue. Chair Nohr stated that this was her first experience in developing Terms of Reference. She suggested that the Committee review the 3 deliverables.

Trustee Whiteaker stated a Point of Order to Chair Nohr's review of the Terms of Reference. Trustee Whiteaker stated that the Trustees around the table were familiar with the Terms of Reference and therefore it was unnecessary to go over them and challenged the Chair's need to discuss them.

The Chair stated her rationale for reviewing the 3 deliverables. Chair Nohr stated that she felt there were people at this meeting who may not be up-to-date on the Terms of Reference and therefore a review would assist them in understanding the Report.

A discussion ensued.

After discussion, the Chair stated that the Point of Order was well taken. The Chair then thanked the Committee for all of their hard work on this important issue.

Trustee Whiteaker put forward the following motion:

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) receive the Technology Stewardship Ad Hoc Committee Report.

**Motion Carried Unanimously**

Trustee Whiteaker also put forward the following motion:

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) dissolve the Technology Stewardship Ad Hoc Committee since they have now completed their work.

**Motion Carried Unanimously**

### **C. Student Transfer Policy**

Superintendent Langstraat stated that with a growing student population the student transfer issue is becoming more complex. The Superintendent stated the February/March period was difficult with regard to the number of requests for people wanting to move and the limited number of spaces. The Superintendent added that the Policy Sub Committee suggested a broader perspective needs to occur, that is, a need for truly greater representation from all partnership groups. The Superintendent stated that we need to look at the transfer process and ask ourselves is it really doing what we want it to do.

### **D. Equity Committee**

Superintendent Langstraat, presented his report on the Equity Committee. The Superintendent explained the need for equity of resources for students in our district. Because of this need, two key values were included in the Board's Strategic Plan:

- Equity - We give each student the opportunity to fulfill their potential;
- Integrity - We are ethical and fair.

The Superintendent stated that in order to achieve equity with our practices and procedures, the District will need to examine many aspects of its operations. Through an established committee, dedication to this work can be achieved.

Trustees asked questions.

The following motion was then put forward:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to develop a draft Terms of Reference of the Equity Committee.

**Motion Carried Unanimously**

### **E. Policy Sub Committee Monthly Report and Policy and Regulation 4305 - *Gender Identity and Gender Expression***

Associated Superintendent Deb Whitten spoke to the Policy Sub Committee's recommendation in the creation of the draft policy and regulation, 4305 - *Gender Identity and Gender Expression*, as presented to them by the District Gender and Sexuality Alliance. Associate Superintendent Whitten stated the rationale was passed at the March 29, 2016 Board meeting. Associate

Superintendent Whitten added that this draft policy and regulation will continue to be developed and discussed with partner groups for broader consultation.

Trustees discussed the documents and made further editing suggestions.

The following motion was put forward:

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) create new Policy and Regulation 4305 - *Gender Identity and Gender Expression*.

**Motion Carried Unanimously**

## F. MOTION

### F (a)

Chair Nohr presented the rationale for her motion:

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) accept and implement the draft proposal *Board of Education - Plan - 2016-17* as a general guideline for the Education, Policy and Directions meetings, the Operations, Policy and Planning meetings and the Board meetings.

Trustee Orcherton moved an amendment to the motion:

### Amended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept ~~and implement~~ the draft proposal *Board of Education - Plan - 2016-17* as a general guideline for the Education, Policy and Directions meetings, the Operations, Policy and Planning meetings and the Board meetings.

Further discussion ensued as to whether this motion should be carried when the plan was not attached as a reference to the motion. Trustees agreed that the motion could be passed without the attached plan as the motion and plan would be referred to the Board at a later date.

The Chair called for a vote on the amended main motion.

### Amended Main Motion

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) accept the draft proposal *Board of Education - Plan - 2016-17* as a general guideline for the Education, Policy and Directions meetings, the Operations, Policy and Planning meetings and the Board meetings.

**Motion Carried Unanimously**

### F(b)

That the Policy Sub-Committee review Regulation 3510.2 *Stray Animals in Schools* to consider leasing language for dogs during school hours on school property.

Trustee Whiteaker stated that she will refer this motion to the next Education Policy, Planning and Directions Committee meeting for further revision and review.



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**6. GENERAL ANNOUNCEMENTS** - none

**7. ADJOURNMENT**

It was moved and seconded:

That the meeting be adjourned.

**Motion Carried Unanimously**

The meeting adjourned at 8:40 pm.

## OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Piet Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: The Board of Education

FROM: The Technology Stewardship Ad Hoc Committee

RE: Recommendations for the use of technology for students and staff

DATE: September 12, 2016

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### Background:

The Technology Stewardship Ad Hoc Committee (the "Committee"), was established by the Board for the purpose of developing guidelines for the use of technology for students and staff. The Committee met numerous times during the 2015 / 2106 school year and was provided with significant input from a wide range of stakeholders.

As a result of the stakeholder input and work by the Committee, the Committee has developed five specific recommendations to the Board.

### Recommendations:

1. To develop a district-wide approach to the ethical and appropriate use of technology for students and staff which includes digital citizenship for students;
2. To fully support the Technology for Learning Strategy which strives to create a learning environment that equitably supports and appropriately challenges our learners to reach their full potential ;
3. To develop a communication plan and strategy for recommended use of wireless devices and access;
4. To develop an appropriate BYOD strategy that supports student learning in using their own computing devices in classrooms and schools;
5. To develop guidelines for the physical usage of technology, considering ergonomics and manufacturer's recommendations.

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## **POLICY 4305**

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### **GENDER IDENTITY AND GENDER EXPRESSION**

The Greater Victoria School District 61 Board of Education recognizes the need and obligation to provide a safe and supportive environment for all members of the school community who are transgender and/or gender non-conforming. The Board is committed to the rights of all students and staff to learn and work free from fear, discrimination, and harassment, while also promoting pro-active strategies and guidelines to ensure that transgender and gender non-conforming students, employees and families are welcomed and included in all aspects of education and school life, and are treated with respect and dignity. This requires that appropriate expectations, behaviours, language, and actions are defined in order to ensure support and inclusion, and prevent marginalization or discrimination.

Specific supports, in addition to those outlined below, may be required to enable the full participation of students and staff, expression of their identity, or protection of their safety. Adaptations or accommodations should be individualized in a manner that meaningfully involves the student or staff member in the decision making process.

#### **1. Leadership**

In order to provide leadership on the issues of gender identity and gender expression, the Board will:

1. Support inclusion of all students and staff in all aspects of school life (academic, social, and extracurricular), and enable the free and full expression of their gender identity.
2. Ensure discriminatory actions and complaints regarding discrimination or harassment relating to perceived or actual gender identity, or gender

expression, will be taken seriously, documented, and dealt with expeditiously and effectively through consistently applied policy and procedures

3. Ensure that gender based discrimination and transphobia are treated with the same professional due diligence as any other form of discrimination.
4. Advocate for the needs of transgender and gender non-conforming students at a provincial level, including the inclusion of gender identity and expression in curriculum.

## **2. Learning Resources**

The Board is committed to providing an inclusive learning environment for transgender and gender non-conforming students where students and staff have access to educational resources that are respectful of diverse gender identities and gender expressions.

## **3. Student Support**

The Board is committed to ensuring that transgender and gender non-conforming students and staff are supported in our schools.

The establishment of school-based clubs dedicated to gender and sexual minority inclusion will continue to be encouraged and supported in all schools.

## **4. Communications**

The Board will ensure that communications to students, staff, parents, guardians, and the community recognize that some students live in gender diverse families that represent a diversity of gender identity, expression and sexualities.

## **5. Student Information and Privacy**

The Board believes that all students and staff deserve to have their information and privacy protected and respected.

The Board believes that students have the right to discuss and express their gender identity and/or gender expression openly and to decide when, with whom, and how much private information to share.

## 6. Sex-Segregated Activities

The Board is committed to reducing, and where possible eliminating, the practice of segregating students based on sex and/or gender in order to ensure the full inclusion of transgender and/or gender non-conforming students.

## 7. Accessibility

The Board recognizes that students have the right to freely access bathroom and change room facilities that are gender neutral.

The Board recognizes that students have the right to access to bathroom and change room facilities that corresponds to their gender identity or the group in which they are most comfortable.

## 8. Dress

The Board recognizes that students and staff have the right to dress in a manner consistent with their gender identity or gender expression.

## DEFINITIONS

In this policy, all references to “sexual or gender minority” persons or LGBTQ+ persons will include, but are not limited to, lesbian, gay, bisexual, transgender, transsexual, two-spirit, intersex, queer or questioning persons, persons who are labeled as such whether they are or not, and persons with immediate family members who identify as a sexual or gender minority.

**Gender nonconforming:** A term that often refers to children who express gender in ways that differs from societal expectations of the sex and gender assigned to them at birth.

**Trans or Transgender:** An umbrella term used to describe people whose gender identity and/or gender expression differs from what they were assigned at birth. Some trans people may choose to medically transition by taking hormones, having surgery. Some trans people may choose to socially transition by changing their name, clothing, hair, etc.

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## REGULATION 4305

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### GENDER IDENTITY AND GENDER EXPRESSION

#### 1. Leadership

In order to provide leadership on the issues of gender identity and gender expression the Board will:

- a. Ensure that gender expression and gender identity are included in school's Code of Conduct.
- b. Ensure that all staff and administrators are familiar with the Gender Identity and Gender Expression Policy, and that they are provided support for its implementation upon request.
- c. Consult with the District Gender & Sexuality Alliance to ensure that policy, priorities, and operations are consistent with the Gender Identity and Gender Expression policy.

#### 2. Learning Resources

In order to provide an inclusive learning environment for transgender and gender non-conforming students:

- a. Principals will build collections of resources that address gender identity and gender expression in positive ways and that are accessible to students, staff, and families.
- b. Principals will ensure that diverse learning resources are provided in order that students and families are able to see themselves reflected positively in the curriculum.
- c. Principals will ensure that sexual health education resources are trans inclusive and developmentally appropriate, current and relevant, and are incorporated into sexual health instruction.

- d. Principals will ensure staff are familiar with the correct use of gender-neutral pronouns and that the use of such pronouns is supported in both verbal and written communication and course work.
- e. Principals will work with Parent Advisory Councils (PACs) to make sure parents are aware of the policy and relevant resources.

### **3. Student Support**

So that transgender and gender non-conforming students are supported in our schools:

- a. Principals will ensure that at least one staff person or administrator in each school is assigned to be a Safe Contact who is able to act as a resource person for transgender, gender non-conforming and sexual minority students, staff and families, and that students and staff are informed of the name and location of the Safe Contact. The Safe Contact person will be provided with training.
- b. The Superintendent will ensure that counsellors and staff are trained to respond competently to the needs of transgender, gender non-conforming, and sexual minority students as well as to the needs of students with transgender, gender non-conforming, and sexual minority family members, care givers, and loved ones.
- c. The Superintendent will ensure that counsellors and staff are provided with information on support programs and culturally competent services for transgender and gender non-conforming students. These will not include services that attempt to change a student's gender identity. This will be updated on an ongoing basis.
- d. Principals will ensure that students be provided with the opportunity to have a club dedicated to gender and sexual minority.

### **4. Communications**

So that communications are supportive and inclusive:

- a. The Superintendent will ensure that district forms and communications reflect the potential diversity of gender identities and sexual orientations of students, staff, parents and guardians.
- b. Principals will ensure that school forms and communications reflect the potential diversity of gender identities and sexual orientations of students, staff, parents and guardians.
- c. The Superintendent will ensure that all district staff will be addressed by the names and pronouns they prefer to use.

- d. Principals will ensure that all students and school-based staff will be addressed by the names and pronouns they prefer to use.

## **5. Student Information and Privacy**

In order to respect and protect student information and privacy:

- a. Principals will ensure that the student is the primary referent for gender identity.
- b. Principals will respect a student's wishes in regards to sharing information about their gender identity including with their parent or guardian.
- c. Principals will ensure that, where permitted by law, requests made by a student, and/or their parent/guardian, to change the student's official record to reflect their preferred name and/or gender identity will be accommodated.
- d. Principals will ensure that, at the request of a student and/or their parent/guardian, their preferred name and pronoun will be included on class lists, timetables, student files, identification cards, etc
- e. Principals will ensure that student's trans status, legal name, or gender assigned at birth may constitute confidential personal information that will be kept confidential unless its disclosure is legally required or unless the student or the student's parent(s)/guardian have given authorization. Where disclosure is required by law, all efforts will be taken to protect the students' identity.
- f. The Superintendent will ensure that sex (gender) is removed from class lists.

## **6. Sex-Segregated Activities**

In order to support the full inclusion of transgender and/or gender non-conforming students:

- a. Principals will ensure that in situations where students are segregated by sex, including competitive athletic activities, transgender and gender non-conforming students will have the option to be included in the group that corresponds to their gender identity or the group in which they are most comfortable.



## **7. Accessibility**

In order to support the full inclusion of transgender and/or gender non-conforming students:

- a. Principals will ensure that all students have access to bathroom and change room facilities that are safe and free of harassment and violence.
- b. Principals will ensure that at least one single-stall gender neutral bathroom is accessible to students. The bathroom will have a sign indicating it is gender neutral and it must be accessible to students (i.e., not be locked, not available on special permission, not located in staff room...).
- c. Principals will ensure that students have access to the bathroom or changing facility that corresponds to their gender identity or the group in which they are most comfortable.

## **8. Dress**

In order to support the full inclusion of transgender and/or gender non-conforming students and staff:

- a. Principals will ensure that any school dress code shall take into account gender diversity and shall not penalize students or staff for cross-dressing or other gender non-conforming choices regarding clothing.



**Operations Policy and Planning Committee Meeting  
June 13, 2016 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**

Elaine Leonard, Chair, Deborah Nohr, Rob Paynter, Jordan Watters, Ann Whiteaker

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, David Loveridge, Director of Facilities Services, Colin Roberts, District Principal, Human Resource Services

The meeting was called to order at 6:00 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 June 13, 2016 regular agenda be approved with the following changes: Item 4.b. - Public Presentation was moved after Item 6 - Personnel Item. Item 7 - Finance and Legal Affairs was moved after Item 8 - Facilities Planning.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

It was moved:

That the May 9, 2016 Operations Policy and Planning Meeting regular minutes be approved.

**Motion Carried**

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

**4. PRESENTATIONS TO THE COMMITTEE**

**A. Susan Abells/Kristina Leach, Microhousing Victoria**

The two representatives of Microhousing Victoria presented the architectural and social background of microhousing as well as the mandate of their particular organization. They requested that the Board instruct administration to work with the group to find potential sites within the District that may suit the mandate of the group.

Trustees asked clarifying questions of the representatives.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Facilities Planning Committee to liaise with Victoria Microhousing about potential opportunities and report back to a future Operations Policy and Planning Committee meeting.

**Motion Carried**

## **B. Tasha Diamant, School Dress Code**

The presenter highlighted concerns about the use of dress codes in schools. She expressed concerns that in some cases such codes were being applied in a manner that was discriminatory and that such discrimination was predominantly aimed at young women. She expressed support for the District reviewing dress codes.

## **5. SUPERINTENDENT'S REPORT - None**

## **6. PERSONNEL ITEMS**

### **A. Wellness and Attendance Support Program Update**

Colin Roberts, District Principal, Human Resource Services, Emily Moore, Human Resource Advisor, Wellness and Attendance Support

Mr. Roberts reviewed the highlights of the memo provided to the Committee. He highlighted that while the program has not necessarily had an immediate significant financial impact that Human Resource Services has seen a recent impact in the employee use of support services and a decrease in absenteeism with individuals within the program. He also highlighted a significant decrease in workdays lost to WorkSafe claims and provided the Committee a breakdown of the anticipated financial impact.

Trustees asked questions of clarification and indicated a wish to have Mr. Roberts continue to report the progress of the program.

## **7. FACILITIES PLANNING**

### **A. McKenzie Interchange Update**

Director of Facilities Services Loveridge reviewed the memo provided to the committee and provided an update on the current status of discussions regarding the project with community members and the Ministry of Transportation and Infrastructure.

Trustees asked clarifying questions of the Director of Facilities Services. The Director of Facilities Services indicated that he expected to have further information prior to the end of June 2016.

## **B. School Security and Access**

Secretary-Treasurer Walsh reviewed the memo provided to the Committee. He highlighted security concerns that have recently arisen in the District and the District's plan to address the concerns.

Trustees asked clarifying questions of the Secretary-Treasurer and the Director of Facilities Services.

## **C. Water Quality**

Secretary-Treasurer Walsh reviewed the memo provided to the Committee as well as a memo provided the committee during the meeting by David Loveridge, Director of Facilities Services. He highlighted previous updates provided to the Board and the process by which the District has proceeded to create a testing regime.

He explained to the Board that internal testing has indicated that there may be water quality issues associated with lead in a number of our facilities. Secretary-Treasurer Walsh highlighted the testing is only preliminary and that the numbers need to be verified by an external party. He also expanded on the intended plan to address the issue including the financial implications of the proposed solution.

Trustees asked clarifying questions of the Secretary-Treasurer and Director of Facilities Services. The Director of Facilities Services indicated that he was confident that the mitigation program including further testing would be completed by the end of the summer.

## **D. Capital Plan Submission Update**

Secretary-Treasurer Walsh reviewed the memo provided to the Committee. Trustees asked clarifying questions of the Secretary-Treasurer. The Superintendent apprised the committee of a number of meetings that he had with Ministry officials regarding capital issues and expressed continued the collaborative relationship between District and Ministry staff in capital planning.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) rescind the motion of May 16, 2016 directing staff to create an interim Capital Plan, and further direct staff to prepare a new capital plan in accordance with Ministry of Education instructions for submission in September.

**Motion Carried Unanimously**

## **E. Vic High Field Update**

Director of Facilities Services Loveridge explained to the Board the current process of assisting the Vic High Alumni group in applying for a Canada 150 infrastructure grant.

Trustees asked clarifying questions of the Director of Facilities Services and requested updates as the process unfolds.

## 8. FINANCE & LEGAL AFFAIRS

### A. Ministry of Education Funding Announcement

Secretary- Treasurer Walsh reviewed the memo prepared for the committee highlighting the recommendations with respect to the expenditure of the recently announced funding by the Ministry of Education.

Mr. Walsh reviewed the ongoing budgeting process within the District regarding the exact long term nature of the structural deficit. He also reviewed the current status of facility concerns in the District including water quality. Finally, he highlighted ongoing maintenance issues regarding District shops and highlighted that facilities and senior administration are reviewing shops to ensure our services are well maintained, safe and sustainable over the long term.

Trustees asked clarifying questions of the Secretary-Treasurer and Superintendent. VCPAC highlighted the need for increased spending on the classroom.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) approve that:

- a. \$550,000 of the newly available funding for 2016-17, plus identified budget variances, be allocated to fund the purchase of mobile devices for teachers and that the previously approved annual expense budget of \$250,000 for the cost to lease mobile devices be released and applied against the structural deficit;
- b. \$200,000 of the newly available funding for 2016-17 be allocated to address water quality issues in schools, as well as school security and access issues;
- c. \$77,353 of the newly available funding for 2016-17 be allocated to fund the purchase and/or repair and maintenance of shop equipment following a review by Facilities Services and the administration responsible for Career Programming of the immediate and future needs of District shop facilities.

**Motion Carried Unanimously**

### B. Report of the Policy Sub-Committee

Secretary-Treasurer Walsh reviewed the report of the Policy Sub-Committee for June 2016 providing a number of updates as well as recommended motions and rationale for the motions:

- i) That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub-Committee to include appropriate legislative and/or policy references as appropriate when providing recommended updates to the Board.

**Motion Carried Unanimously**

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 3323 - *Purchasing Services*.

**Motion Carried Unanimously**

- iii) That the Board of Education of School District No. 61 (Greater Victoria) accept the recommendation of the Policy Sub-Committee that policies 1163 - *Consultation*, 1250 - *Trustee/School Liaison* and 1311.1 - *Polling at Schools* be considered reviewed with no changes.  
**Motion Carried Unanimously**
- iv) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1164 - *Decision-Making: Authority, Responsibility and Accountability*.  
**Motion Carried Unanimously**
- v) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1220 - *Community Advisory Committees*.  
**Motion Carried Unanimously**
- vi) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to review Policy 1240 - *School Volunteers* and its associated regulations and guidelines including consultation with our stakeholders to ensure that the District is encouraging volunteers in schools while continuing to respect our collective agreement obligations.  
**Motion Carried Unanimously**
- vii) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1260 - *Community Education*.  
**Motion Carried Unanimously**
- viii) That the Operations Policy and Planning Committee receive the report of the Policy Sub-Committee as presented.  
**Motion Carried Unanimously**

**9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None**

**10. NEW BUSINESS**

**A. Trustee Paynter – Trustee Professional Development Fund Allocation**

Trustee Paynter presented his motion and rationale.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria), commencing at the end of the 2015/16 fiscal year, return the Trustee Professional Development Fund allocations to general revenue for allocation in the next fiscal year.

Trustees discussed the matter and requested further information from the Secretary-Treasurer.

It was moved:

That the motion, *“That the Board of Education of School District No. 61 (Greater Victoria), commencing at the end of the 2015/16 fiscal year, return the Trustee Professional Development Fund allocations to general revenue for allocation in the next fiscal year.”*, be referred to the September 2016 Operations Policy and Planning Committee meeting.

**Motion Carried Unanimously**

#### **B. Trustee Whiteaker - By-law 9360 General Meeting of the Board**

Trustee Whiteaker presented her motion and rationale. Trustees discussed the types of correspondence that would be captured by the motion. The Superintendent provided his understanding of the motion and the steps that administration would take in the event that the motion was successful.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) amend By-law 9360 General Meeting of the Board, Section 11 to include a section for correspondence.

**Motion Carried Unanimously**

#### **C. Trustee Watters - Policy 7110.1 Leasing of Closed Schools**

Trustee Watters presented her motion and rationale.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) refer Policy 7110.1 to the Policy Sub-Committee or the Ad Hoc District Facilities Committee for review and update to include the District’s surplus facilities and leased properties in order to protect our assets on a long-term basis.

Trustee Watters moved an amendment.

It was moved:

To amend the main motion by deleting “or the Ad Hoc District Facilities Committee.”

**Motion Carried Unanimously**

Trustees voted on the amended main motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) refer Policy 7110.1 to the Policy Sub-Committee for review and update to include the District’s surplus facilities and leased properties in order to protect our assets on a long-term basis.

**Motion Carried Unanimously**

#### **D. Trustee Watters – School Dress Code**

Trustee Watters presented her motion and rationale.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) task the Superintendent with developing regulations and/or administrative guidelines for the creation, review and enforcement of school dress codes in order to ensure that any dress codes in our district reflect the Board's commitment to gender equity in both intention and practice, and that they are in alignment with Policy 4303 Discrimination.

**Motion Carried Unanimously**

#### **E. Trustee Loring-Kuhanga – Utilization Rate for Seismic Upgrades**

The Motion was not moved.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to the Ministry of Education disagreeing with the 95% utilization rate as a prerequisite to seismic upgrades.

### **11. NOTICE OF MOTION**

#### **A. Trustee Ferris – Annual Trustee Elections** (for June 20<sup>th</sup> Board Meeting)

That the Board of Education of School District No. 61 (Greater Victoria) rescind the motion from December 14, 2015 that moved the annual Trustee elections from the November board meeting to the June board meeting.

### **12. GENERAL ANNOUNCEMENTS - None**

### **13. ADJOURNMENT**

It was moved:

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 8:35 p.m.





**Operations Policy and Planning Committee Meeting  
September 19, 2016 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**

Elaine Leonard, Chair, Diane McNally, Peg Orcherton (left 10:15 p.m.), Rob Paynter, Jordan Watters, Ann Whiteaker (arrived 7:14 p.m.), Deborah Nohr (arrived 7:30 p.m.)

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, David Loveridge, Director of Facilities Services, Katie Hamilton, Manager, Community Engagement and Communications, Doreen Hegan, Recording Secretary

The meeting was called to order at 7:03 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 September 19, 2016 regular agenda be approved.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

It was moved:

That the June 13, 2016 Operations Policy and Planning Meeting regular minutes be approved.

**Motion Carried**

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

**4. PRESENTATIONS TO THE COMMITTEE**

**A. Darren Alexander – Open Source Policy**

Mr. Alexander sent his regrets. Secretary-Treasurer Walsh handed out information regarding an Open Source Policy.

**5. SUPERINTENDENT'S REPORT**

**A. Introduction of Student Representative**

Superintendent Langstraat introduced Dawson Gittens, Student Representative from Lambrick Park Secondary School.

## **B. Technology for Learning Strategy Update**

Secretary-Treasurer Walsh updated Trustees on the expansion of school networks during the summer to further support mobile technology in classrooms and learning spaces. The process of installing the final components of the projection devices is being completed in the Esquimalt family of schools and laptops have begun to be provided to teachers with the distribution to all interested teachers in the Esquimalt Family to be completed by October 3, 2016.

Schools have been provided professional development time, in the form of release time or staffing. Feedback will be provided by the schools and the Learning Department so that we can be responsive to specific learning needs going forward.

The roll out of the program will continue to the other families of schools. A project website has been developed so that staff may see the progress of installation and be able to anticipate when they will see the new technology packages installed in their school. All eligible teachers should receive their laptops 4 to 6 weeks after the Esquimalt family of schools with full completion of the project by early Spring 2017.

Trustees asked questions of Secretary-Treasurer Walsh.

## **C. Burnside Education Centre**

Superintendent Langstraat informed the Committee that two decisions are required. He stated that the facility requirement came into focus given the seismic requirements in the school district, and the input of the staff at SJ Willis on the needs of alternative programming in the District.

It is being recommended that the former site of Burnside Elementary School be utilized as a new location for offering alternative programs, and that the building be known for planning purposes as the "Burnside Education Centre". The Burnside Education Centre contains sufficient space to meet the programming needs and with the close proximity to the Facilities Services buildings, staff foresee growing a partnership between facilities staff and alternative programs that would allow students to access some of the best shops and talent in our District.

The possession of the Burnside building will be taken back on September 30, 2016. To move ahead with this project staff are anticipating that the total project costs associated with the rehabilitation of Burnside will be approximately \$2.6 million and will involve replacing the roof and the decorative parapets, addressing the seismic issue, replacing windows, replacing the heating and ventilation systems, painting, new flooring, providing common space, accessibility upgrades including an elevator, general maintenance, securing the envelope of the gymnasium, and the creation of exterior common space.

To fund this proposed use, staff are proposing the following:

- Request Ministry of Education approval to use up to \$1.9M from the restricted capital reserves;
- Utilize Annual Facilities Grant funding during both the 2016/17 and 2017/18 school years;

- \$2.6 million has been requested for four separate projects under the recently announced additional “call for projects” within the School Enhancement Program for this fiscal year; and
- Utilize currently available facilities staff and budgets (e.g. painters, carpenters etc.) to complete as much of the work as possible.

Discussion ensued amongst the Trustees with questions of clarification being asked of the Secretary-Treasurer, the Superintendent and the Director of Facilities Services.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria), open the former site of Burnside Elementary School and provide the appropriate information to the Ministry of Education according to the School Opening and Closure Order In Council with the temporary name of the Burnside Education Centre effective September 30, 2016.

**Motion Carried**

For: Trustees Leonard, McNally, Orcherton, Paynter, Watters

Abstained: Trustee Whiteaker

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to make application to the Ministry of Education to access School District Ministry of Education restricted capital up to \$1.9 million for the purposes of rehabilitating the Burnside Education Centre.

**Motion Carried**

For: Trustees Leonard, McNally, Orcherton, Paynter, Watters

Abstained: Trustee Whiteaker

## **6. PERSONNEL ITEMS - None**

## **7. FINANCE AND LEGAL AFFAIRS**

### **A. Parent Education Fund Report and Recommendations**

Deputy Superintendent Green presented the details of the Parent Education Fund and reviewed what took place in 2015-2016. PACs were given two opportunities to apply for funds during the school year. A description of what PACs spent the money on was provided.

The following recommendations are being made for the 2016-2017 school year:

- That the funds be distributed once a year in the early fall;
- That the funding description and application form be posted on the website, sent out to the principal in every school, and sent out to each PAC chair by the end of September;
- That PACs have the opportunity to apply for up to \$250 for the 2016/17 school year (following the criteria of the application);
- That a limit of \$7,000 be allocated for the Parent Education Fund. If the applications exceed the allotted amount, the Deputy Superintendent will establish a selection team and applications will be reviewed and evaluated based on the merit of the request, viability of the plan, community impact, identified parent interests, financial needs or alignment to school or district goals and initiatives;

- That any residual funds be carried over to the following school year to be applied to future Parent Education Funds.

Discussion ensued amongst the Trustees with support expressed for the recommended changes.

## B. Policy Sub-Committee Report

Secretary-Treasurer Walsh reviewed the report of the Policy Sub-Committee and presented specific policies reviewed with recommended changes, specific policies reviewed with no recommended changes and specific policies reviewed and recommended for deletion.

Discussion ensued amongst the Trustees with questions of clarification asked of the Secretary-Treasurer.

It was moved:

1. That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1160 - *Public Information*.  
**Motion Carried**

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters  
Abstained: Trustee Whiteaker

It was moved:

2. That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1160.1 - *Fees for Access to Information* and create Policy 1161 - *Freedom of Information and Protection of Privacy Act*.  
**Motion Carried**

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters  
Abstained: Trustee Whiteaker

It was moved:

3. That the Operations Policy and Planning Committee refer the draft regulations for Policy 1161 – *Freedom of Information and Protection of Privacy Act*, be circulated to our stakeholders for comment and be presented at the October 2016 Operations Policy and Planning Committee meeting.

Discussion ensued amongst the Trustees with suggestions being made to amend the motion to change the words “October 2016” to “a future” and to add the words “no later than January 2017”.

It was moved:

- To amend the main motion to change the words “October 2016” to “a future” and to add the words “no later than January 2017” after the words Operations Policy and Planning Committee meeting.  
**Motion Carried**

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters  
Abstained: Trustee Whiteaker

Further discussion ensued amongst the Trustees. Chair Leonard called for a vote on the amended motion.

It was moved:

That the Operations Policy and Planning Committee refer the draft regulations for Policy 1161 – *Freedom of Information and Protection of Privacy Act*, be circulated to our stakeholders for comment and be presented at a future Operations Policy and Planning Committee meeting no later than January 2017.

**Motion Carried**

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters  
Abstained: Trustee Whiteaker

It was moved:

4. That the Board of Education of School District No. 61 (Greater Victoria) accept the recommendation of the Policy Sub-Committee that Policy 1322.1 - *Student Participation in Public Contests and Events*, be considered reviewed with no changes.

**Motion Carried**

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters  
Abstained: Trustee Whiteaker

It was moved:

5. That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1160.2 - *Personal Information Received in Confidence*.

**Motion Carried**

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters  
Abstained: Trustee Whiteaker

It was moved:

6. That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1161 - *Financial Reports*.

**Motion Carried**

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters  
Abstained: Trustee Whiteaker

It was moved:

7. That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1324.1 - *Relations Between Public and Students - Business Firms*.

**Motion Carried**

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters  
Abstained: Trustee Whiteaker

It was moved:

8. That the Board of Education of School District No. 61 (Greater Victoria) delete policy 1332.7 - *Student Care*.

**Motion Carried**

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters  
Abstained: Trustee Whiteaker

It was moved:

9. That the Board of Education of School District No. 61 (Greater Victoria) delete policy 1410 - *Board and Municipalities Liaison Re: School Capacities*. **Motion Carried**

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters  
Abstained: Trustee Whiteaker

It was moved:

10. That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1411 – *Inter School District Liaison*. **Motion Carried**

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters  
Abstained: Trustee Whiteaker

## 8. FACILITIES PLANNING

### A. Water Safety Update

David Loveridge, Director, Facilities Services reminded the Trustees that at the June 2016 Board of Education meeting staff had committed to providing ongoing updates on the progress being made regarding the water testing for lead in schools.

Mr. Loveridge explained that an independent environmental consultant, Goode Environmental Services, performed testing at all 47 locations and identified issues at 39 sites. By September 6<sup>th</sup>, every school in the District had new filter systems in at least two of the highest use fountains, all staff rooms, and all cooking facilities. The remaining upgrades will be completed by early November.

Katie Hamilton, Manager, Community Engagement and Communications has set-up a "Frequently Asked Questions" section on the website regarding this matter.

Discussion ensued amongst the Trustees with questions of clarification asked of Mr. Loveridge.

### B. 2016-2017 Five Year Capital Plan

David Loveridge, Director of Facilities Services advised that the Ministry of Education has requested an earlier submission of the 2016/2017 five year capital plan by September 30, 2016 and reviewed the criteria for submitting capital project requests. The Ministry has also added the "School Enhancement Program" which includes projects that contribute to the safety and function of the school, extend the life of the existing asset and have an estimated cost between \$100,000 and \$3,000,000.

The 2016/2017 five year capital plan submission for the school district includes seismic mitigation projects, building envelope remediation projects, school enhancement projects and boiler replacements under the carbon neutral capital program. The projects are all supported by current long range enrolment forecasts, Ministry supported seismic studies and facility condition audits and our internal review of our facilities.

For the future, the Ministry has advised that it requires Boards to have a “School District Facilities Plan” in place so that there is context for discussions with the Ministry regarding priority project requests. The District Facilities Plan initiative has commenced with a planned draft available in Spring 2017.

Discussion ensued amongst the Trustees with questions of clarification asked of Mr. Loveridge.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education, the 2016/2017 Five Year Capital Plan.

**Motion Carried**

For: Trustees Leonard, McNally, Nohr, Orcherton, Paynter, Watters

Abstained: Trustee Whiteaker

### **C. School Enhancement Program**

Secretary-Treasurer Walsh advised that the Ministry of Education recently announced an additional \$20 million in School Enhancement Program funding. The funding is being provided for projects that contribute to the safety and function of the school, extend the life of an existing asset, have an estimated cost between \$100,000 and \$3,000,000 and must be completed by March 31, 2017. The project proposals were due by September 15, 2016.

The four projects submitted focus on the new Burnside Education Centre facility and include safety enhancements, heating and ventilation system upgrades, roof repairs and window upgrades with a total estimated cost of \$2.6 million.

In the event that the Board does not ultimately support the recommendation to re-open the Burnside facility, the Ministry will be contacted and an alternative list of projects will be provided.

### **9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS - None**

### **10. NEW BUSINESS**

#### **A. Trustee Orcherton – Stakeholder Representatives**

Trustee Orcherton presented her motion and rationale.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) reaffirm that stakeholder representatives seated at the Board table have the right to voice without vote at regular public board meetings.

Discussion ensued amongst the Trustees. Trustee Nohr moved an amendment to the main motion.

It was moved:

To amend the main motion to delete the words “reaffirm that” after (Greater Victoria) and to add the words “amend Bylaw 9360 to include” and add the word “to” after table.

Trustee Watters stated a point of order in that the amendment changes the intent of the motion. Chair Leonard ruled the amendment “out-of-order”.

Further discussion ensued amongst the Trustees.

Chair Leonard called for a vote on the main motion.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) reaffirm that stakeholder representatives seated at the Board table have the right to voice without vote at regular public board meetings.

**Motion Carried**

For: Trustees Leonard, Nohr, Orcherton, Paynter

Against: Trustees McNally, Watters

Abstained: Trustee Whiteaker

## **B. Trustee Whiteaker – 2016-2017 Parent Education Fund**

Trustee Whiteaker presented her motion and rationale. Discussion ensued amongst the Trustees.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) continue to offer the Parent Education Fund for the 2016/2017 year as offered in the 2015/2016 school year. Further, the Board instruct the communication coordinator to fully inform PACs of this opportunity by September 30, 2016.

**Motion Carried Unanimously**

## **C. Trustee Whiteaker – Bylaw 9360 Amendment**

Trustee Whiteaker presented her motion and rationale.

Discussion ensued amongst the Trustees with questions asked about the difference between Trustees Orcherton’s motion above and this one. Chair Leonard suggested that further discussion could take place at the Board of Education meeting on Monday, September 26, 2016.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) amend bylaw 9360 "General Meeting of the Board" Section 11.B to add "Partner Group Reports".

**Motion Carried Unanimously**



#### **D. Trustee McNally – Rescind Motion**

Trustee McNally asked that her motion be moved to the October 11, 2016 Operations Policy and Planning Committee meeting.

That the Board of Education of School District No. 61 (Greater Victoria) rescind the motion previously passed on January 23, 1989 addressing partner group participation at Board meetings.

#### **11. NOTICE OF MOTION**

Trustee Whiteaker provide notice of motion for the October 11, 2016 Operations Policy and Planning Committee meeting.

That the Board of Education of School District No. 61 (Greater Victoria) amend Bylaw 9130, *Standing Committees* to remove the words “with voting rights” from Item #4 and Item #5.

#### **12. GENERAL ANNOUNCEMENTS - None**

#### **13. ADJOURNMENT**

It was moved:

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 10:31 p.m.

## OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Pieter Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

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TO: Operations Policy and Planning Committee

FROM: Piet Langstraat, Superintendent of Schools

DATE: September 19, 2016

RE: **Burnside Education Centre**

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### **Background:**

As the Board is aware, over the course of the 2015-16 school year Associate Superintendent Whitten and I were in ongoing dialogue with the staff of SJ Willis' various programs to discuss the future of alternative programming across the District. Staff spent a lot of time talking about the long-term vision for Alternative Education, Continuing Education and Distributed Learning/The Link/HLL and the supports the District can provide to ensure a continuum of care model exists for all students in the District.

The impetus for this discussion was two-fold:

1. First, concerns arose regarding the perceived gap in support for alternative programming in our District, particularly with respect to facilities, but also with respect to funding; and
2. Secondly, given the District's successful seismic program to date, that now involves the use of "swing space" to move entire schools that are subject to upgrading, we were aware that we would need a large space to accommodate the three high schools on our current seismic program.

Given the seismic requirements, and the input of the staff at SJ Willis on the needs of alternative programming in the District, the facility requirement quickly came into focus. The new space requires sufficient and unique teaching spaces, common multi-purpose areas, a teaching and operating cooking space, a workout facility, program spaces that include easy access to outdoor growing and work spaces, fitness and gathering areas, easy access to transit and a connection to a trades' space, either on site, or at a location nearby.

Based on these discussions, staff began to explore alternative locations for the programming which included both our active schools and those that are currently leased. This resulted in the selection of a recommended site for consideration by the Board.

**Recommended site:**

Staff recommend the former site of Burnside Elementary School be utilized as a new location for offering alternative programs, and that the building be known for planning purposes as the "Burnside Education Centre".

The Burnside Education Centre contains sufficient space to meet the needs of the programming noted above. It does not contain space for our distance learning program but we feel that we can disperse these programming resources to secondary schools in a manner that allows for growth in this programming while still offering opportunities for Distance Learning teachers to come together.

In addition, with the close proximity of the Burnside Education Centre to the Facilities Services buildings, staff foresee growing a partnership between facilities staff and alternative programs that would allow our students to access some of the best shops and talent in our District.

In addition to the improved programming space Burnside offers, staff also feel the building is at a juncture where the District needs to make a decision on whether or not to invest in this facility now to ensure its availability to the District in the future. Delay in investing in the building could cause further deterioration and additional costs in the future. The lease agreement that we had in place was not providing sufficient capital to address the increasing capital demands in a manner that protected the building. To that end, we have provided notice to the leaseholder and worked with them to mitigate the impacts of the transition of ending the lease on September 30, 2016. In addition, as there were a number of active tenants at the Burnside facility, many of whom were providing community programs, staff worked to find them temporary facilities (many at Richmond Elementary) for the 2016-17 school year.

Seismically, Burnside is rated in the 2010 Seismic Assessment Review as a "Medium Risk" and we will eventually have to conduct appropriate remediation to address this risk. Part of the plan to bring this facility online again will include some seismic upgrades which are best done now when other work is being contemplated. In the future, if building codes change and standards surrounding seismic assessments are reviewed, there is a risk that this facility, alike all District facilities, could be re-evaluated using a different lens and may result in a change in the risk rating of this facility.

**Cost**

Staff are anticipating that the total project costs associated with the rehabilitation of Burnside will be approximately \$2.6 million. This is a preliminary Class D estimate (plus/minus 25-50%) and involves replacing the roof and the decorative parapets, to address the seismic issue, replacing windows, replacing the heating and ventilation systems, painting, new flooring, providing common space, accessibility upgrades including an elevator, general maintenance, securing the envelope of the gymnasium, and the creation of exterior common space.

To fund this proposed use, staff are proposing the following:

1. Request that the Ministry approve utilization of up to \$1.9M from the restricted capital reserves;
2. Utilize additional Annual Facilities Grant allocation during both the 2016-17 and 2017-18 school years;
3. \$2.6 million has been requested for four separate projects under the recently announced additional "call for projects" within the School Enhancement Program for this fiscal year. Staff will return with a detailed cost estimate once estimates are finalized and the results of the SEP submission to the Ministry are known; and
4. Utilize currently available facilities staff and budgets (e.g. painters, carpenters etc.) to complete as much of the work as we can.

## Timeline

Currently, the District will not take back possession of the building until September 30, 2016. If the Board approves the plan, we will engage District and school staff and students to discuss specific needs and provide a voice in the planning.

We feel that this work can be completed in advance of a move of alternative programming to Burnside for the 2017-18 school year.

## Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria), open the former site of Burnside Elementary School and provide the appropriate information to the Ministry of Education according to the School Opening and Closure Order In Council with the temporary name of the Burnside Education Centre effective September 30, 2016.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to make application to the Ministry of Education to access School District Ministry of Education restricted capital up to \$1.9 million for the purposes of rehabilitating the Burnside Education Centre.

## SCHOOL OPENING AND CLOSURE ORDER

**Authority:** *School Act*, section 73 and 168 (2)(p)

{ Ministerial Order 194/08 (M194/08) ..... Effective September 3, 2008  
Repeals 320/02

### Interpretation

**1** “**alternative community use**” means alternative community use as defined in Ministerial Order 193/2008, the Disposal of Land or Improvements Order.

### Opening of Schools

**2** If a board decides to open a new school or to reopen a previously closed school under section 73 of the *School Act*, the board must, without delay, provide the Ministry with written notification of the decision containing the following information:

- (a) the school's name,
- (b) the school's facility number,
- (c) the school's address, and
- (d) the date on which the school will open or reopen.

### Closure of Schools

**3** (1) In this Ministerial Order, closing a school permanently means the closing, for a period exceeding 12 months, of a school building used for purposes of providing an educational program to students.

(2) Despite subsection (1), the closing of a school for the purposes of effecting repairs, renovations or additions to a school building shall not be deemed to be a permanent closure of the school if the board intends to reopen the building upon completion of the repairs, renovations or additions.

**4** (1) The board must develop and implement a policy that includes a public consultation process with respect to permanent school closures and this policy must be made available to the public.

(2) When considering closing a school permanently, the board must apply the policy referred to in subsection (1).

- 5** (1) The public consultation process must include:
- (a) a fair consideration of the community's input and adequate opportunity for the community to respond to a board's proposal to close the school permanently;
  - (b) consideration of future enrolment growth in the district of persons of school age, persons of less than school age and adults; and
  - (c) consideration of possible alternative community use for all or part of the school.

## SCHOOL OPENING AND CLOSURE ORDER

**6** The power of a board to permanently, close a school under section 73 of the *School Act* must be exercised only by bylaw.

**7** If a board decides to permanently close a school under section 73 of the *School Act*, the board must, without delay, provide the Minister with written notification of the decision containing the following information:

- (a) the school's name,
- (b) the school's facility number,
- (c) the school's address, and
- (d) the date on which the school will close.

**8** This Order comes into effect on September 3, 2008.



## OFFICE OF THE SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4108 FAX (250) 475-4112

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TO: Operations Policy and Planning Committee  
FROM: The Policy Sub-Committee  
DATE: September 19, 2016  
RE: **Monthly Report**

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### **Background:**

The Policy Sub-Committee (the "Committee"), met on August 22, 2016. Present at the meeting were Trustees Watters and Leonard, Superintendent Langstraat and Secretary-Treasurer Walsh.

The Committee has a number of updates and specific recommendations stemming from the ongoing review of policy.

### **Updates:**

The Committee has now completed the initial review of all 57 policies within the 100, 1000, and 2000 series.

The Committee has changed Trustee membership with Trustees Whiteaker and Nohr reviewing the 3000 and 4000 series with the first update to be provided in October 2016.

Trustees Leonard and Watters will continue to meet as required to complete the 1000 and 2000 series as various outstanding work is completed.

### **Recommendations:**

#### **Specific Policies Reviewed with Recommended Changes**

Policy 1160 - *Public Information*:

There are two main changes recommended to the current policy:

1. A paragraph expanding the nature of information that shall be made public. This change aligns with practice but is intended to provide a more explicit commitment to availability of information.
2. Further the policy will reflect what information may or must remain confidential. This is intended to reflect the *Freedom of Information and Protection of Privacy Act* as well as the Board's *in camera* By-Law.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1160 - *Public Information*.

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Policy 1160.1 - *Fees for Access to Information*:

The Committee is recommending the renaming and the expansion of the policy to incorporate the District's commitment to the *Freedom of Information and Protection of Privacy Act* ("FIPPA") which reflects the new proposed name.

Rationale: While the District is subject to *FIPPA* without the requirement for a specific policy, given the importance of the legislation and increasing scrutiny of privacy matters by the public the Committee felt that the creation of a policy that incorporates important aspects of *FIPPA* was appropriate. This includes the fees for access to information and the requirement to name a head of the organization (formerly passed by motion in the 90s but not publicly accessible).

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1160.1 - *Fees for Access to Information* and create Policy 1161 - *Freedom of Information and Protection of Privacy Act*.

Recommended Motion:

That the Operations Policy and Planning Committee refer the draft regulations for Policy 1161 – *Freedom of Information and Protection of Privacy Act*, be circulated to our stakeholder for comment and be presented at the October 2016 Operations Policy and Planning Committee.

**Specific Policies Reviewed with No Recommended Changes**

Policy 1322.1 - *Student Participation in Public Contests and Events*:

The Committee felt that this policy did not require updating and should be kept in full and given a new review date. The Committee has, however, requested that the Superintendent review the regulations associated with Policy 1322.1 – *Students Participation in Public Contests and Events*, to be returned to the Sub-Committee at the appropriate time.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the recommendation of the Policy Sub-Committee that Policy 1322.1 - *Student Participation in Public Contests and Events*, be considered reviewed with no changes.

**Specific Policies Reviewed and Recommended for Deletion**

Policy 1160.2 - *Personal Information Received in Confidence*:

The Committee is recommending the deletion of the policy. It is also recommending that aspects of the policy are addressed in regulation.

Rationale:

The District has obligations to keep information confidential under *FIPPA*, reporting to MCFD etc. We also have obligations in some cases to disclose information such as to the Teacher Regulation Branch, through certain harassment processes, as well as part of disclosure in an arbitration process or the courts subject to some exceptions.

It is felt that while the District should address the matter in regulation, the current policy is overly broad given the noted exceptions and should be deleted.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1160.2 - *Personal Information Received in Confidence*.



Policy 1161 - *Financial Reports*:

It is the Committees recommendation to delete Policy 1161 – *Financial Reports*.

Rationale:

Given the recommended changes to Policy 1160 – *Financial Reports* the policy would now be a duplicate. Further, the Board publicly receives reports such as SOFI (which includes matters address in the current Policy 1161), year-end financials etc and the documents are currently published and posted.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1161 - *Financial Reports*.

Policy 1324.1 - *Relations Between Public and Students - Business Firms*

The Committee is recommending the deletion of the policy.

Rationale:

The Policy, created in 1962, appears to be addressing a specific incident or incidents within the District at the time. Despite the positive intention of the policy, *FIPPA* now covers the matter the policy is intended to address. For instance, in order to provide student personal information to a business firm, we would require the consent of the student/students. Therefore, this issue would be addressed by the *FIPPA* breach requirements rather than by Policy 1324.1 – *Relations Between Public and Students – Business Firms*.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1324.1 - *Relations Between Public and Students - Business Firms*.

Policy 1332.7 - *Student Care*

The Committee is recommending the deletion of the policy.

Rationale:

While individuals schools and PACs often offer child minding during events and/or meetings the District does not currently have unlicensed childcare providers in our schools or leased space. Further, the policy does not align with Policy or Regulation 1330. Moreover, from a risk management perspective it is not recommended that the District sanction ongoing unlicensed care, with the exceptions noted.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete policy 1332.7 - *Student Care*.

Policy 1410 - *Board and Municipalities Liaison Re: School Capacities*

The Committee is recommending deleting the policy.

Rationale:

While the District is committed to positive and proactive relationships with our municipal partners, the policy creates a significant obligation on staff time to achieve the requirements of the policy. Given the level of current funding meeting the requirements of policy is not possible. It should also be noted that the District has committed to being part both from a political and an administrative perspective on the

Esquimalt Official Community Plan which suggests that the Board may wish to formalize such liaising in specific circumstances.

Recommend Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete policy 1410 - <i>Board and Municipalities Liaison Re: School Capacities</i> .
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Policy 1411 - *Inter School District Liaison*

The Committee is recommending deleting the policy.

Rationale:

Currently, District administration and Board members are in regular contact with their colleagues in Sooke and Saanich as well as other Districts around the province. It is the Committee's opinion that policy is not required to ensure regular communication. Further, the District does not have a planning department and the Committee believes rather than updating the policy a deletion is appropriate.

Recommend Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 1411 - <i>Inter School District Liaison</i> .
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The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.

## POLICY 1160

### PUBLIC INFORMATION

The ~~Greater Victoria School Board~~ Board of Education of School District No. 61 (~~Greater Victoria~~) declares the right of citizens to full, objective, and timely information, and the obligation of the ~~School Board of Education~~ to provide such information about its programs and policies. Board staff shall make available all documents and reports presented to the Board in a public meeting including but not limited to financial reports, public presentations and staff memos and updates.

To the greatest reasonable degree, affairs of the Greater Victoria School District are considered public unless specifically declared confidential. Those matters ordinarily to be dealt with confidentially include personal reports on staff and students, property and contract negotiations, law enforcement, labour relations matters, and situations requiring protection of the legitimate interests of the community, and information that may or must not be disclosed according to the Freedom of Information and Protection of Privacy Act.

#### References:

School Act - section 69(2)

Freedom of Information and Protection of Privacy Act, Part 2, Division 3

By-Law 9360.1

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*Greater Victoria School Board*

Adopted: October 19, 1970

Re-titled only: November 1979

Revised: \*\*\*\* 2016

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## **POLICY 1160.1**

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### **FEES FOR ACCESS TO INFORMATION**

The Greater Victoria School District will charge a fee for information provided to requesters. Fees will not be charged where prohibited by statute or where access is required by students and/or their parent or legal guardian in order for a student to receive an educational program. Fees may be waived in cases of hardship or to ensure that effective public access is not hindered. Unless information is produced expressly for the purposes of sale, fees may not exceed the cost of producing the information.

*Greater Victoria School Board*

Approved: May 27, 1996

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

## POLICY 11610.1

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

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The Board of Education is committed to meeting its commitments of both the protection of personal information as well as the disclosure of appropriate information under the Freedom of Information and Protection of Privacy Act ("FIPPA").

For the purposes of FIPPA the head of the School District is deemed to be the Superintendent of Schools. The Superintendent may delegate this authority to a privacy officer as assigned by them.

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### FEEs FOR ACCESS TO INFORMATION

The Greater Victoria School District ~~will~~may charge a fee for information provided to requesters. Fees will not be charged where prohibited by statute or where access is required by students and/or their parent or legal guardian in order for a student to receive an educational program. Fees may be waived in cases of hardship or to ensure that effective public access is not hindered. Unless information is produced expressly for the purposes of sale, fees may not exceed the cost of producing the information.

### References:

Freedom of Information and Protection of Privacy Act - Sections 75, 77

Greater Victoria School Board

Approved: ~~May 27, 1996~~<sup>\*\*\*\*</sup>, 2016

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## REGULATION 1161

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### *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

#### Information Received in Confidence

The School District shall ensure that information received in confidence is kept confidential. School District staff, however, may be required to disclose confidential information where required by statute, collective agreements or a dispute resolution processes.

#### Student Information

In addition to the requirements of protecting student records under policy 5125.1 the personal information of students is also protected by *FIPPA*. The District will ensure that District staff receive training opportunities in regard to our obligations under *FIPPA*.

The School District may collect, use and disclosure student personal information for the purposes of the provision of the educational program. There are a number of activities in which the collection of personal information may not be specifically required for the provision of the educational program. Schools shall receive consent for the collection, use and/or disclosure of personal information on a yearly basis. Consent may be withdrawn at any time.

For the purposes of consent under *FIPPA* the District shall allow students in grade 9 to 12 to provide individual consent for the collection, use and disclosure of personal information. The District will require parent consent for students in grades K-8.

### Student Photographs

The District may allow school pictures of students to be taken. Participation in school pictures is voluntary and a student may opt to not take part. Access to the school by the photography company is at the discretion of school principal.

### Staff Information

The personal information of staff is also subject to *FIPPA*.

### Privacy Officer

The Superintendent may assign a member or members of District Staff as a privacy officer. The role of the Privacy Officer is to ensure that the obligations of *FIPPA* are met, to provide a resource for other District staff with respect to *FIPPA* and to organize educational opportunities with respect to *FIPPA* and to address and report privacy breaches within the District.

### Privacy Impact Assessments

The District encourages the use of Privacy Impact Assessment in appropriate circumstances. Any Privacy Impact Assessment completed by the District shall be made publicly available.

### **References:**

*Freedom of Information and Protection of Privacy Act*  
Policy 5125.1

## **POLICY 1322.1**

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### **STUDENT PARTICIPATION IN PUBLIC CONTESTS AND EVENTS**

In the name of their school, students may participate in public contests and events which

- a) have demonstrable educational value, or
- b) promote the general benefit of the community, and
- c) are not intended primarily to result in private financial profit.

Unless a public contest or event meets these criteria, the names of schools or of the School District shall not be used in connection with it.

*Greater Victoria School District*

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Approved: June 19, 1972

Reviewed: September 2016



## **POLICY 1160.2**

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### **PERSONAL INFORMATION RECEIVED IN CONFIDENCE**

The Board recognizes that it is necessary, in certain circumstances, for personal information to be received and used on an in confidence basis.

Where information is received on this basis, every effort shall be made to ensure that sensitive personal information is kept secure and made available only as required by statute or as necessary to expedite the investigation and resolution of the subject matter that the information addresses.

Fair and just process, in accordance with Board Policy, shall be in place to ensure that the rights of all parties concerned are protected.

*Greater Victoria School Board*

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Approved: June 24, 1996

## **POLICY 1161**

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### **FINANCIAL REPORTS**

Annual Financial reports entitled "Schedule of Salaries, Wages, Travel and other Expenses" shall be made available to the public for review. Six copies of each report shall be printed for public viewing at the Secretary-Treasurer's office where they shall be retained. Members of the public wishing a personal copy of any report shall be provided with such at cost.

*Greater Victoria School Board*

Adopted: November 26, 1979

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## **POLICY 1324.1**

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### **RELATIONS BETWEEN PUBLIC AND STUDENTS - BUSINESS FIRMS**

Instances have come to light indicating that lists of students have been obtained somehow by commercial enterprises and individuals for the purpose of promoting the sales of goods or services.

The School Board considers it undesirable that such information should be supplied by any of its employees.

*Greater Victoria School District*

Adopted: April 18, 1962

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## **POLICY 1332.7**

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### **STUDENT CARE**

The Board supports before and after-school care programs that are serving district students.

While the responsibility for providing the care service lies with parent and community groups, the Board will facilitate the use of district schools for before and after-school care programs by:

- a) Encouraging the use of the school facility for before and after-school care programs during non-instructional times. Unused space such as gymnasiums, libraries, and multipurpose rooms could be made available to parent groups willing to provide and supervise programs.
- b) Providing that unused space to parent groups at no cost for before and after-school care programs operated on a nonprofit basis.
- c) Offering the advise and cooperation of school principals to parent groups wishing to set up programs for before and after-school care.
- d) Cooperating with agencies providing full-time daycare in a leased district facility in whatever way possible.

*Greater Victoria School District*

Adopted: November 23, 1987

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## **POLICY 1410**

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### **BOARD AND MUNICIPALITIES LIAISON RE SCHOOL CAPACITIES**

It is the policy of the School District to adopt, in principle, the policy:

That municipal development, resulting in an increase in school-age population in areas where existing schools are at or over building capacity, be discouraged, and where possible, divert such development into areas that have unused school capacity, and

That the School District provide each municipality with information regarding the capacity, not including portables, or each school within the municipality, designating those which have unused capacity and those which are at or over capacity, and

That the projected educationally-related capital costs which would result from any major development in an over-capacity be calculated, made public and submitted to the municipality in question for consideration prior to municipal approval of the development, and

That the School District's Planning Department maintain a liaison with each municipality to ensure that school capacity is a consideration in all municipal planning actions and approvals, and report any variations from District policy to the Board, and in the maintenance of this liaison, school capacities, population and the consequences of municipal development should be outlined.

*Greater Victoria School Board*

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Adopted: November 26, 1979

## **POLICY 1411**

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### **INTER SCHOOL DISTRICT LIAISON**

The Board considers the maintenance of communications between the elected representatives and the senior administration personnel of this District and those of the neighbouring Districts of Sooke and Saanich to be of major importance. It directs that District 61's Planning Department establishes and maintains this liaison by including the other Districts in any pertinent information flow, and, periodically, advising this Board, through the Superintendent, of the extent of liaison and of mutual concerns.

*Greater Victoria School District*

Adopted: November 26, 1979

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# FACILITIES SERVICES

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

TO: Operations Policy and Planning Committee

FROM: David Loveridge, Director of Facilities Services

DATE: September 19, 2016

RE: 2016/2017 Five Year Capital Plan Submission

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## **Background**

In June 2016, the Ministry of Education issued their annual call for submissions for 2016/2017 Capital Plan funding. This call was earlier than in past years and is in line with the Ministry's hope that they can move the process forward earlier each year to give District's more time to prepare for and implement their annual capital plan. The Greater Victoria School District No. 61 is required to submit their 2016/2017 Five Year Capital Plan to the Ministry of Education no later than September 30, 2016.

As in previous years School Districts have been advised that the 2016/2017 Capital Plan should address capital projects where school districts require:

1. school additions,
2. replacements,
3. major renovations,
4. site acquisitions,
5. seismic mitigation projects,
6. building envelope projects,
7. mechanical/energy system upgrades, or
8. bus purchases.

In this year's call for projects, the Ministry has also added the "School Enhancement Program", previously a separate capital funding call into the regular Capital funding process. The SEP allows us to include projects:

1. intended to contribute to the safety and function of the school,
2. which will extend the life of the existing asset, and
3. which must have an estimated cost between \$100,000 and \$3,000,000.

All capital project submissions require that the District prioritize our project submissions from highest to lowest priority. The rationale for priority ranking includes the previous Ministry's seismic review and risk assessment, a review of our schools Facility Condition Index (FCI) as 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 2016/2017 Five Year Capital Plan lists projects for the fiscal years 2016/2017 to 2020/2021 which responds to our current priority capital needs. From a District perspective, priority has again been given to projects that represent our District's seismic requirements as identified in the Ministry's seismic review and risk assessment, our internal look at our Seismic priorities, previously identified Building Envelope Projects, required Mechanical/Energy System Upgrades, and School Enhancement Projects as recommended by Facilities staff.

The Ministry has advised the Board that it requires Boards to have a "School District Facilities Plan" in place so that there is context for discussions with the Ministry regarding priority project requests. As you are aware, the District Facilities Plan initiative has already commenced with a planned draft available in Spring 2017 to allow for a comprehensive public consultation process followed shortly thereafter by a final District Facilities Plan in early Fall 2017.

The Ministry's primary interest is in approving funding requests for well supported routine maintenance and repair requirements as well as high priority seismic projects for 2016/2017 and beyond. Staff is confident that the projects included in this call for projects through our capital plan submission is reasonable and fully supportable without a District Facilities plan in place. It will be important to have a School District Facilities Plan in place for the 2017/2018 Capital Plan Submission process.

### **Capital Program Submission Recommendations**

Staff is proposing that the 2016/2017 Five Year Capital Plan submission to the Ministry of Education includes the following District requirements (listed in priority order within their respective Ministry mandated program categories):

- **Seismic Mitigation Program (SMP)**

<b>Project</b>	<b>Estimated Cost</b>
Campus View Elementary School - Seismic Upgrade	\$ 3,650,000
Victoria High School - Seismic Upgrade	\$ 19,442,000
Cedar Hill Middle School - Seismic Upgrade or Replacement	\$ 23,800,000
Braefoot Elementary School - Seismic Upgrade	\$ 2,720,000
Shoreline Middle School - Seismic Upgrade	\$ 6,011,736
Reynolds Secondary School - Seismic Upgrade	\$ 7,425,000
Arbutus Middle School - Seismic Upgrade	8,928,000
Lambrick Park Secondary School - Seismic Upgrade	\$ 3,222,400
Craigflower Elementary School - Seismic Upgrade	\$ 4,163,250
Macaulay Elementary School - Seismic Upgrade	\$ 3,000,000
<b>TOTAL PROGRAM COST</b>	<b>\$82,362,386</b>



- **School Expansion Program (EXP)**

<b>Project</b>	<b>Estimated Cost</b>
The District is not submitting any requirements under the School Expansion Program for this year pending the approval of the District Facilities Plan in 2017.	\$ -
<b>TOTAL PROGRAM COST</b>	<b>\$-</b>

- **Building Envelope Program (BEP)**

<b>Project</b>	<b>Estimated Cost</b>
Lambrick Park Secondary School - Building Envelope Remediation.	\$ 1,050,000
Mount Douglas Secondary School - Building Envelope Remediation	\$600,000
<b>TOTAL PROGRAM COST</b>	<b>\$1,650,000</b>

- **School Enhancement Program (SEP)**

<b>Project</b>	<b>Estimated Cost</b>
Burnside Education Centre - Safety systems upgrade, including new fire sprinkler system, fire alarm system, and new intrusion alarm and access control system.	\$ 400,000
Frank Hobbs Elementary School - Exterior upgrade, including window and exterior siding replacement.	\$ 375,000
Victoria High School - Heating system upgrade, including boiler replacement, DDC upgrade, and heating distribution system replacement and upgrading.	\$ 2,000,000
<b>TOTAL PROGRAM COST</b>	<b>\$2,775,000</b>

- **Carbon Neutral Capital Program (CNCP)**

<b>Project</b>	<b>Estimated Cost</b>
Burnside Education Centre - Boiler replacement and DDC upgrade.	\$ 425,000
Glanford Middle School - Boiler replacement and DDC upgrade.	\$ 395,400
<b>TOTAL PROGRAM COST</b>	<b>\$ 820,400</b>

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

**Recommended Motion**

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education, the 2016/2017 Five Year Capital Plan.

January 23, 1989  
Page 12

NOTICE OF MOTION - CHAIRMAN DONNA JONES

1. Proposed Policy and Regulation on Consultation

Chairman Jones relinquished the Chair to Vice-Chairman Acton in order to place the following motion before the Board.

Moved by Trustee Jones,  
Seconded by Trustee Horsman,

"THAT THE COMMITTEE ESTABLISHED BY THE SUPERINTENDENT TO DEVELOP A POLICY AND REGULATION ON THE NATURE AND MEANING OF CONSULTATION, BE DIRECTED TO INCLUDE IN THE POLICY A REFERENCE TO THE REGULAR PARTICIPATION OF C.P.A.V. AND ALL EMPLOYEE GROUPS IN MEETINGS OF THE BOARD AND THE BOARD STANDING COMMITTEES."

Rationale:

Last year the Board, through a formal motion, established the practice of providing regular seats for representatives of C.P.A.V.. and employee groups at Board and Committee meetings. The motion provided impetus for the groups to ensure that representatives were appointed and the chairs were filled on a regular basis. Since the Board has found this regular organized participation to be very valuable in our decision-making process, it seems appropriate to ensure, through policy, that the practice continues in this District.

MOTION CARRIED.

EDUCATION POLICY DEVELOPMENT COMMITTEE - INFORMATION REPORT

1. School Initiated Plans

School Initiated Plans were presented by B. Wile of Hampton and C. Harker of Hillcrest.

2. Correspondence Referred to the Committee

L'Ecole Brodeur requested, and Mr. B. Chandler approved, that they be added to the distribution list for Education Policy Development Committee Packups.

3. French Immersion Long Range Plan Update

Gary Walmsley informed the Committee on progress and the proposed action plan made by the French Immersion Long Range Planning Committee. New Immersion sites are being considered in the Oak Bay/Fairfield area, in the Western sector (Esquimalt) and in Gordon Head. Pat Legge added that before any of these sites can be officially proposed District administration requires adequate time to consult with the staffs and parent communities of affected schools. A proposal will go the February Education Policy Development Committee meeting.

. . . 2584.



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

## **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 fourth Monday of each month except where the fourth 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. Each year thereafter during the term of office, the election of Chair, Vice-Chair, and Board representatives to various agencies where the Trustees have regular representation and the appointment of Trustees to internal and external committees shall take place at the November Board meeting.
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.

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

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 and Directions 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.

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

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.
14. In accordance with Section 67 of the *School Act*, the Board may allow Trustees to participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other. Such attendance shall only be permitted where Trustee participation is prevented by extraordinary circumstances. Trustees wishing to attend electronically must provide a minimum of 48 hours' notice of such attendance.
15. With the exception of poll votes pursuant to Bylaw 9011, the Board shall not conduct meetings electronically. For the purposes of this bylaw, electronic communications that would constitute a meeting include communications shared among all trustees that materially advance a matter before the Board. This Bylaw does not prohibit the electronic provision of information pertaining to a matter before 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: November 17, 2014

Revised: December 14, 2015

Revised: June 20, 2016

## OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8  
Piet Langstraat, Superintendent  
Phone (250) 475-4162  
Fax (250) 475-4112

TO: The Board of Education  
FROM: Piet Langstraat, Superintendent of Schools  
RE: Superintendent's Report  
DATE: September 26, 2016

---

There are a number of items that the Superintendent wishes to bring to the attention of the Board of Education.

### School Visits

Since the last meeting of the Board of Education, the Superintendent has had the opportunity to visit the following schools:

- Lambrick Park
- Oak Bay
- George Jay

### Events and Meetings

The Superintendent has already attended a number of events and met with a number of individuals during the month of September. These have included:

- Expert Panel – Student Enrolment Forecasting, Ministry of Education
- Meeting with Superintendents of Sooke and Saanich School Districts
- District Event at the Q Centre
- Muffin Meeting with school and district administrators





## OFFICE OF THE SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4108 FAX (250) 475-4112

---

TO: The Board of Education  
FROM: Mark Walsh, Secretary-Treasurer  
DATE: September 26, 2016  
RE: **Monthly Report**

---

The purpose of this memo is to provide background on a variety of activities that the Secretary Treasurer's Office has been involved with over the last month.

It was a very busy summer for the Secretary Treasurer's office and the various operational support arms of the District. Some of the priority initiatives included addressing the issue of lead, the Technology for Learning Strategy, our year end audit as well as preparing for the District Facilities Plan and new challenges and opportunities related to increasing enrollment. Finally, the planning for the Burnside Education Centre has been a priority.

Over the summer and beginning of the school year I have had the opportunity to liaise with the Ministry on issues of shared services such as bussing; municipal partners on issues related to land and general information; colleagues in our neighboring school districts sharing information; school visits better getting to know our physical plant; partner groups sharing goals and providing information; and community groups, particularly childcare groups, discussing the implications of increasing enrollment.

Finally, I look forward to being a member of provincial committees through the British Columbia Association of School Business Officials.

## **2015-2016 Audited Financial Statements**

### **Board Meeting Presentation**

**September 26, 2016**

The financial statements, which comprise the statement of financial position as at June 30, 2016, the statement of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes, have been audited by KPMG LLP who have reported that they are prepared, in all material respects, in accordance with the financial provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia. These financial statements are in accordance with Canadian public sector accounting standards except with respect to the accounting treatment of government transfers.

Statements 1 to 5 show the financial results for the school district on a consolidated basis for the operating, special purpose and capital funds. (Statement 3 Remeasurement Gains and Losses does not apply to our district.)

The Schedules report the financial information for each of the funds and are explained below.

<b>SCHEDULE 2:</b>	<b>Schedule of Operating Operations</b>
SCHEDULE 2A:	Schedule of Operating Revenue by Source
SCHEDULE 2B:	Schedule of Operating Expense by Object
SCHEDULE 2C:	Operating Expense by Function, Program and Object

Schedules 2A, 2B and 2C provide details of the operating revenue and expense amounts which are summarized on Schedule 2. The **Operating Fund** had a net increase of \$1,024,761 in the current year, which when combined with the opening operating surplus balance of \$21,775,666, results in the operating fund ending balance of \$22,800,427. The accounting principles do not permit outstanding commitments of any kind at the end of the school year to be included in the expenditure total; however all revenue sources must be included. Consequently, the unspent amounts set aside to fund the commitments result in a positive cash position at the end of the school year. See details of the commitment amounts shown below beside the heading "Operating Fund Internally Restricted Surplus".

	<b><u>2015-2016</u></b>	<b><u>2014-2015</u></b>
<b>Operating Fund Internally Restricted Surplus and Unrestricted Surplus (Financial Statement Note 24)</b>		
Secondary/ISP/CE School Funds	\$ 3,318,854	\$ 3,481,876
Middle School Funds	680,981	640,917
Elementary School Funds	<u>1,736,095</u>	<u>1,985,494</u>
<b>Total School Level Funds (Note A below)</b>	<b><u>\$ 5,735,930</u></b>	<b><u>\$ 6,108,287</u></b>
Aboriginal Education Curriculum Sales and Grad Funds	155,653	142,195
Professional Development Funds	321,096	276,351
Department Carry Forward Funds	1,570,482	854,897
Unspent Special Grants and Fees	<u>1,702,944</u>	<u>1,306,413</u>
<b>Total Unspent Project Budgets (Note B)</b>	<b><u>\$ 3,750,175</u></b>	<b><u>\$ 2,579,856</u></b>
School Computer Replacements and Software	772,051	275,972
School Equipment	61,504	124,179
All Other Purchase Orders	<u>128,410</u>	<u>282,818</u>
<b>Total Purchase Order Commitments (Note C)</b>	<b><u>\$ 961,965</u></b>	<b><u>\$ 682,969</u></b>
<b>Budgeted Planned Surplus (Note D)</b>	<b><u>\$ 7,710,764</u></b>	<b><u>\$ 8,300,000</u></b>
<b>Total Internally Restricted Surplus</b>	<b>\$18,158,834</b>	<b>\$17,671,112</b>
<b>Unrestricted Operating Surplus (Note E)</b>	<b><u>4,641,593</u></b>	<b><u>4,104,554</u></b>
	<b><u>\$22,800,427</u></b>	<b><u>\$21,775,666</u></b>

**Operating Fund  
Internally  
Restricted Surplus**

**Note A:** Unspent funding at the school level at year end is carried forward into the next year's operating budget. This ensures that schools have the opportunity to accumulate balances for new textbooks for curriculum changes; equipment replacement/improvements (e.g. teaching kitchens and shop equipment); plan purchases and deliveries to tie in with the school year; and also avoids "year-end buying frenzies" in the District.

**Note B:** The category of unspent project budgets represents the funding required to complete projects. Department carry forward funding is earmarked for specific initiatives which require the accumulation of multi-year budgeted amounts. Examples of grant funding/fee income received include Education Plan and ACE-IT.

**Note C:** Total of all outstanding purchase orders that have not had goods and services received as at June 30 fiscal year end. This ensures that the budgeted funds for the commitment are carried forward and are available when the goods and services are received.

**Note D:** Of the \$7.7 million, \$5.9 million has been appropriated for the 2016/2017 Operating Budget and \$1.8 million has been appropriated for the 2017/2018 Operating Budget. The primary factors contributing to the previously reported and approved planned budgeted surplus of \$7.7 million include:

- \$4.1 million June 30, 2015 unrestricted operating surplus
- \$1.2 million ISP carry forward funding
- \$1.1 million employee benefits premium holiday
- \$0.6 million 2015/2016 enrolment increase fixed cost allocation
- \$0.2 million increased ISP enrolment
- \$0.5 million utilities cost savings

**Operating Fund  
Unrestricted  
surplus**

**Note E:** The unrestricted operating surplus of \$4,641,593 can be utilized for future budget plans. It is primarily the result of delays in filling positions, additional utilities cost savings as a result of the mild winter, increased income from further growth in the international student program enrolment, increased investment and rental income, unspent budgeted salary increases for principals, vice-principals and exempt staff, department budget savings, and lower actual employee benefit costs and average teacher salary costs than budgeted.

<b>Schedule 2C –</b> Operating Expense by Function, Program and Object	<p>The operating fund final expenditures indicate district spending of 84.9% on Instruction which is higher than the provincial average of 83.1%. District administration spending is 2.4% which is below the provincial average of 3.3%. Operations and Maintenance spending is 12.2% and is higher than the provincial average of 11.6% due to the age of our facilities. Supplies and services expenditures total 9.6% (provincial average of 11.3%).</p>		
<b>Schedules 3 &amp; 3A</b> Special Purpose Funds	Special Purpose Funds are funds received for specific purposes and must be used for those purposes. The special purpose fund balances are as follows:		
		<b><u>2015-2016</u></b>	<b><u>2014-2015</u></b>
	School-Generated Funds	\$2,545,952	\$2,523,130
	Annual Facility Grant	17,476	83,200
	CommunityLINK	318,714	523,361
	Provincial Inclusion Outreach	0	6,781
	Ledger School	0	5,170
	StrongStart Centres	46,227	49,109
	Ready, Set, Learn	15,489	0
	Scholarship Trust	578,700	559,274
	Charitable Trust	900	2,650
	Estate Trust	44,248	37,739
	Attendance Support and Wellness	<u>59,400</u>	<u>118,800</u>
<b>Total Special Purpose Funds</b>	<b><u>\$3,627,106</u></b>	<b><u>\$3,909,214</u></b>	

**Schedules 4, 4A,  
4B, 4C, & 4D**  
Capital Fund

With the implementation of full GAAP, assets are capitalized in accordance with GAAP definitions (e.g. betterments), and capital asset amortization is recorded. Capital assets purchased out of operating and special purpose funds are shown on Schedule 1 as an interfund transfer to the Capital Fund.

The change in capital assets is detailed in Schedule 4A. Completed capital asset additions totalled \$9.8 million of which equipment additions totalled \$1.5 million, vehicle additions totalled \$0.1 million, computer hardware and software additions totalled \$1.1 million, and building improvements/seismic upgrades and replacement totalled \$7.1 million primarily at Oak Bay High School, Tillicum and George Jay Elementary Schools, and boiler replacements at Esquimalt and Rockheights. The buildings work in progress totals \$5.5 million (Schedule 4B) related to the seismic upgrade work at Cloverdale Elementary School, the artificial turf field at Oak Bay, Esquimalt Secondary building envelope and Monterey mechanical upgrade.

Capital asset dispositions include the deemed disposition of furniture and equipment, computer software and computer hardware that is fully amortized.

Bylaw capital expenditures relate to the major capital program approved by the Ministry and are funded by Government through debt financing which is shown as deferred capital revenue in the financial statements (Schedule 4C). The seismic upgrade work at Cloverdale, Tillicum and George Jay Elementary Schools, and the replacement of Oak Bay High School are funded from bylaw capital.

Other Provincial (Ministry of Education Restricted Capital) includes proceeds from the rental of assets which were originally purchased from bylaw capital and interest earned on the deferred capital revenue balance (Schedule 4C). All other provincial capital expenditures must be approved by the Ministry. Part of the seismic upgrade at Tillicum Elementary School is being funded from other provincial capital.

Local Capital includes proceeds from the rental of assets which were originally purchased from Board funds and interest earned on the local capital balance (Schedule 4). Part of the replacement of Oak Bay High School is funded from local capital.

**The following motions are recommended:**

That the Board of Education of School District No. 61 (Greater Victoria) approve the internally restricted surplus appropriation of \$18,158,834 as shown on Schedule 2 of the Financial Statements, being held for school level funds \$5,735,930 (Note A), unspent project budgets \$3,750,175 (Note B), purchase order commitments \$961,965 (Note C), and the previously approved budgeted surplus of \$7,710,764 (Note D);

That the Board of Education of School District No. 61 (Greater Victoria) approve \$3,700,000 of the June 30, 2016 unrestricted operating surplus of \$4,641,593 (Note E) to be carried forward and applied towards the 2017/2018 projected deficit of \$5,500,000 (\$1,800,000 carry forward approved in April 2016 (Note D));

That the Board of Education of School District No. 61 (Greater Victoria) approve \$500,000 of the June 30, 2016 unrestricted operating surplus of \$4,641,593 (Note E) to provide learning resources to support the new curriculum;

That the Board of Education of School District No. 61 (Greater Victoria) approve \$441,593 of the June 30, 2016 unrestricted operating surplus of \$4,641,593 (Note E) to support deferred maintenance in our facilities;

That the Board of Education of School District No. 61 (Greater Victoria) approve the audited financial statements of School District No. 61 (Greater Victoria) for the year ended June 30, 2016; and that the Board Chair, the Superintendent and the Secretary-Treasurer be authorized to execute these statements, where applicable, on behalf of the Board.

Audited Financial Statements of

## **School District No. 61 (Greater Victoria)**

June 30, 2016



# School District No. 61 (Greater Victoria)

June 30, 2016

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# School District No. 61 (Greater Victoria)

## MANAGEMENT REPORT

Version: 3529-2783-9801

Management's Responsibility for the Financial Statements.

The accompanying financial statements of School District No. 61 (Greater Victoria) have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and reliable financial information is produced.

The Board of Education of School District No. 61 (Greater Victoria) (called the "Board") is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial statements on a monthly basis and externally audited financial statements yearly.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of School District No. 61 (Greater Victoria) and meet when required. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the School District's financial statements.

On behalf of School District No. 61 (Greater Victoria)

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Signature of the Chairperson of the Board of Education

Date Signed

---

Signature of the Superintendent

Date Signed

---

Signature of the Secretary Treasurer

Date Signed



KPMG LLP  
St. Andrew's Square II  
800-730 View Street  
Victoria BC V8W 3Y7  
Canada

Telephone (250) 480-3500  
Telefax (250) 480-3539  
Internet www.kpmg.ca

## INDEPENDENT AUDITORS' REPORT

To the Board of Education, and  
To the Minister of Education, Province of British Columbia

We have audited the accompanying financial statements of School District No. 61 (Greater Victoria), which comprise the statement of financial position as at June 30, 2016, the statement of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation of these financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### *Opinion*

In our opinion, the financial statements of School District No. 61 (Greater Victoria) as at and for the year ended June 30, 2016 are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.



*Emphasis of Matter*

Without modifying our opinion, we draw attention to Note 2 to the financial statements, which describes the basis of accounting and the significant differences between such basis of accounting and Canadian public sector accounting standards.

Chartered Professional Accountants

September 26, 2016  
Victoria, Canada

**School District No. 61 (Greater Victoria)**

Statement 1

## Statement of Financial Position

As at June 30, 2016

	2016 Actual	2015 Actual
	\$	\$
<b>Financial Assets</b>		
Cash and Cash Equivalents	65,027,740	64,055,445
Accounts Receivable		
Due from Province - Ministry of Education	261,616	1,867,079
Other (Note 3)	513,112	681,264
Portfolio Investments (Note 4)	499,373	499,316
Long-Term Accounts Receivable (Note 5)	603,451	743,637
<b>Total Financial Assets</b>	<b>66,905,292</b>	<b>67,846,741</b>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities		
Other (Note 7)	21,660,494	23,792,159
Unearned Revenue (Note 8)	10,234,562	9,121,616
Deferred Revenue (Note 9)	3,627,106	3,909,214
Deferred Capital Revenue (Note 10)	191,836,223	192,352,985
Employee Future Benefits (Note 11)	2,448,178	2,421,659
Capital Lease Obligations (Note 12)	276,746	387,376
<b>Total Liabilities</b>	<b>230,083,309</b>	<b>231,985,009</b>
<b>Net Financial Assets (Debt)</b>	<b>(163,178,017)</b>	<b>(164,138,268)</b>
<b>Non-Financial Assets</b>		
Tangible Capital Assets (Note 13)	231,791,603	231,900,975
Prepaid Expenses	352,982	426,250
<b>Total Non-Financial Assets</b>	<b>232,144,585</b>	<b>232,327,225</b>
<b>Accumulated Surplus (Deficit) (Note 24)</b>	<b>68,966,568</b>	<b>68,188,957</b>
Contractual Obligations and Contingencies (Note 19, 21)		
Subsequent Event (Note 26)		

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed

# School District No. 61 (Greater Victoria)

Statement of Operations  
Year Ended June 30, 2016

Statement 2

	2016 Budget (Note 20)	2016 Actual	2015 Actual
	\$	\$	\$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	168,632,803	173,596,849	166,797,627
Other		2,204	1,401
Tuition	11,404,863	13,818,673	12,111,599
Other Revenue	7,582,519	8,491,233	8,147,107
Rentals and Leases	1,635,261	1,722,121	1,465,399
Investment Income	578,297	782,769	877,720
Gain (Loss) on Disposal of Tangible Capital Assets (Note 14)		518,833	-
Amortization of Deferred Capital Revenue	5,999,951	6,543,808	5,929,053
<b>Total Revenue</b>	<b>195,833,694</b>	<b>205,476,490</b>	<b>195,329,906</b>
<b>Expenses</b>			
Instruction	168,517,492	166,288,675	157,002,908
District Administration	4,486,748	4,274,267	4,560,924
Operations and Maintenance	31,534,375	33,161,052	31,125,307
Transportation and Housing	1,022,589	931,146	847,240
Debt Services		6,737	8,033
Write-off/down of Buildings and Sites (Note 15)		37,002	
<b>Total Expense</b>	<b>205,561,204</b>	<b>204,698,879</b>	<b>193,544,412</b>
<b>Surplus (Deficit) for the year</b>	<b>(9,727,510)</b>	<b>777,611</b>	<b>1,785,494</b>
<b>Accumulated Surplus (Deficit) from Operations, beginning of year</b>		<b>68,188,957</b>	<b>66,403,463</b>
<b>Accumulated Surplus (Deficit) from Operations, end of year</b>		<b>68,966,568</b>	<b>68,188,957</b>

**School District No. 61 (Greater Victoria)**

Statement 4

## Statement of Changes in Net Financial Assets (Debt)

Year Ended June 30, 2016

	2016 Budget (Note 20)	2016 Actual	2015 Actual
	\$	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>(9,727,510)</b>	<b>777,611</b>	<b>1,785,494</b>
<b>Effect of change in Tangible Capital Assets</b>			
Acquisition of Tangible Capital Assets	(13,326,665)	(13,489,505)	(36,311,008)
Amortization of Tangible Capital Assets	8,302,624	9,006,685	8,333,306
Write-down carrying value of Tangible Capital Assets	-	4,592,192	-
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(5,024,041)</b>	<b>109,372</b>	<b>(27,977,702)</b>
Acquisition of Prepaid Expenses	-	-	(162,894)
Use of Prepaid Expenses	60,000	73,268	-
<b>Total Effect of change in Other Non-Financial Assets</b>	<b>60,000</b>	<b>73,268</b>	<b>(162,894)</b>
<b>(Increase) Decrease in Net Financial Assets (Debt), before Net Remeasurement Gains (Losses)</b>	<b>(14,691,551)</b>	<b>960,251</b>	<b>(26,355,102)</b>
<b>Net Remeasurement Gains (Losses)</b>			
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>		<b>960,251</b>	<b>(26,355,102)</b>
<b>Net Financial Assets (Debt), beginning of year</b>		<b>(164,138,268)</b>	<b>(137,783,166)</b>
<b>Net Financial Assets (Debt), end of year</b>		<b>(163,178,017)</b>	<b>(164,138,268)</b>

# School District No. 61 (Greater Victoria)

Statement 5

Statement of Cash Flows  
Year Ended June 30, 2016

	2016 Actual	2015 Actual
	\$	\$
<b>Operating Transactions</b>		
Surplus (Deficit) for the year	777,611	1,785,494
Changes in Non-Cash Working Capital		
Decrease (Increase)		
Accounts Receivable	1,913,801	5,879,707
Prepaid Expenses	73,268	(162,894)
Increase (Decrease)		
Accounts Payable and Accrued Liabilities	250,143	(7,613,701)
Unearned Revenue	1,112,946	2,017,642
Deferred Revenue	(282,108)	505,962
Employee Future Benefits	26,519	12,315
Other Liabilities	(2,381,808)	7,322,590
Loss (Gain) on Disposal of Tangible Capital Assets	(518,833)	-
Amortization of Tangible Capital Assets	9,006,685	8,333,306
Amortization of Deferred Capital Revenue	(6,543,808)	(5,929,053)
Write-Off/down of Buildings and Sites	37,002	-
<b>Total Operating Transactions</b>	<b>3,471,418</b>	<b>12,151,368</b>
<b>Capital Transactions</b>		
Tangible Capital Assets Purchased	(1,572,029)	(1,594,914)
Tangible Capital Assets -WIP Purchased	(11,917,476)	(34,438,018)
District Portion of Proceeds on Disposal	125,000	-
Bylaw Expenditures	(1,543,616)	(1,754,427)
Capital Lease Assets Purchased		(128,876)
<b>Total Capital Transactions</b>	<b>(14,908,121)</b>	<b>(37,916,235)</b>
<b>Financing Transactions</b>		
Capital Revenue Received	12,519,685	36,769,793
Capital Lease Principal Repayment	(110,630)	(100,298)
Capital Lease Obligation	-	128,876
<b>Total Financing Transactions</b>	<b>12,409,055</b>	<b>36,798,371</b>
<b>Investing Transactions</b>		
Investments in Portfolio Investments	(57)	(57)
<b>Total Investing Transactions</b>	<b>(57)</b>	<b>(57)</b>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<b>972,295</b>	<b>11,033,447</b>
<b>Cash and Cash Equivalents, beginning of year</b>	<b>64,055,445</b>	<b>53,021,998</b>
<b>Cash and Cash Equivalents, end of year</b>	<b>65,027,740</b>	<b>64,055,445</b>
<b>Cash and Cash Equivalents, end of year, is made up of:</b>		
Cash	65,027,740	64,055,445
	<b>65,027,740</b>	<b>64,055,445</b>



## **School District No. 61 (Greater Victoria)**

### **Notes to Financial Statements**

**Year Ended June 30, 2016**

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#### **1. Authority and Purpose**

The School District operates under the authority of the School Act of British Columbia as a corporation under the name of "The Board of Education of School District No. 61 (Greater Victoria)" and operates as "School District No. 61 (Greater Victoria)." A Board of Education ("Board") elected for a four-year term governs the School District. The School District provides educational programs to students enrolled in schools in the District, and is principally funded by the Province of British Columbia through the Ministry of Education. School District No. 61 (Greater Victoria) is exempt from federal and provincial corporate income taxes.

#### **2. Summary of Significant Accounting Policies**

##### **(a) Basis of Accounting**

These financial statements have been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia. This Section requires that the financial statements be prepared in accordance with Canadian public sector accounting standards except in regard to the accounting for government transfers as set out in Notes 2 (f) and 2 (n).

In November 2011, Treasury Board provided a directive through Restricted Contributions Regulation 198/2011 providing direction for the reporting of restricted contributions whether they are received or receivable by the School District before or after this regulation was in effect.

As noted in Notes 2 (f) and 2 (n), Section 23.1 of the Budget Transparency and Accountability Act and its related regulations require the School District to recognize government transfers for the acquisition of capital assets into revenue on the same basis as the related amortization expense. As these transfers do not contain stipulations that create a liability, Canadian public sector accounting standards would require these grants to be fully recognized into revenue.

##### **(b) Cash and Cash Equivalents**

Cash and cash equivalents include cash and highly liquid securities that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These cash equivalents generally have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

##### **(c) Accounts Receivable**

Accounts receivable are measured at amortized cost and are shown net of allowance for doubtful accounts.

##### **(d) Portfolio Investments**

The School District has investments in bonds that have a maturity of greater than 3 months at the time of acquisition. GICs, term deposits, bonds and other investments not quoted in an active market are reported at cost or amortized cost.

Detailed information regarding portfolio investments is disclosed in Note 4.

##### **(e) Unearned Revenue**

Unearned revenue includes tuition fees received for courses to be delivered in future periods and receipt of proceeds for services or products to be delivered in a future period. Revenue will be recognized in that future period when the services or products are delivered.

**2. Summary of Significant Accounting Policies (Continued)**

**(f) Deferred Revenue and Deferred Capital Revenue**

Deferred revenue includes both government transfers and other contributions received with stipulations that meet the description of restricted contributions in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. When restrictions are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability as detailed in Note 2 (n).

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the Statement of Operations. This accounting treatment is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished.

**(g) Employee Future Benefits**

The School District provides certain post-employment benefits including vested and non-vested benefits for qualified employees pursuant to certain contracts and union agreements.

The School District accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. The benefits cost is actuarially determined using the projected unit credit method pro-rated on service and using management's best estimate of expected salary escalation, termination and retirement rates, and mortality. The discount rate used to measure obligations is based on the cost of borrowing.

The cumulative unrecognized actuarial gains and losses are amortized over the expected average remaining service lifetime (EARS<sub>L</sub>) of active employees covered under the plan.

The most recent valuation of the obligation was performed at March 31, 2016 and projected to June 30, 2019. The next valuation will be performed at March 31, 2019 for use at June 30, 2019. For the purposes of determining the financial position of the plans and the employee future benefit costs, a measurement date of March 31 was adopted for all periods subsequent to July 1, 2004.

The School District and its employees make contributions to the Teachers' Pension Plan and Municipal Pension Plan. The plans are multi-employer plans where assets and obligations are not separated. The costs are expensed as incurred.

**(h) Asset Retirement Obligations**

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations.

**2. Summary of Significant Accounting Policies (Continued)**

**(i) Liability for Contaminated Sites**

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use all the following criteria are met:

- an environmental standard exists;
- contamination exceeds the environmental standard;
- the School District is directly responsible or accepts responsibility;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site. At this time the School District has determined there are no liabilities for contaminated sites.

**(j) Tangible Capital Assets**

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Cost also includes overhead directly attributable to construction, as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Donated tangible capital assets are recorded at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, which are then recognized at nominal value. Transfers of capital assets from related parties are recorded at carrying value.
- Work in Progress is recorded as an acquisition to the applicable asset class at substantial completion. Work in Progress is not amortized until the asset is utilized.
- Tangible capital assets are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. The write-downs are accounted for as expenses in the Statement of Operations.
- Buildings that are demolished or destroyed are written-off.
- Works of art, historic assets and other intangible assets are not recorded as assets in these financial statements.
- The cost, less residual value, of tangible capital assets (excluding sites), is amortized on a straight-line basis over the estimated useful life of the asset. One-half of the amortization is recorded in the year of acquisition. It is management's responsibility to determine the appropriate useful lives for tangible capital assets. These useful lives are reviewed on a regular basis or if significant events initiate the need to revise. Estimated useful lives are as follows:

Buildings	40 years
Furniture and Equipment	10 years
Vehicles	10 years
Computer Software	5 years
Computer Hardware	5 years

**2. Summary of Significant Accounting Policies (*Continued*)**

(k) Capital Leases

Leases that, from the point of view of the lessee, transfer substantially all the benefits and risks incident to ownership of the property to the School District are considered capital leases. These are accounted for as an asset and an obligation. Capital lease obligations are recorded at the present value of the minimum lease payments excluding executor costs, e.g. insurance, maintenance costs, etc. The discount rate used to determine the present value of the lease payments is the lower of the School District's rate for incremental borrowing or the interest rate implicit in the lease.

All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(l) Prepaid Expenses

Payments for insurance, subscriptions, and maintenance contracts for use within the School District in a future period are included as a prepaid expense and stated at acquisition cost and are charged to expenses over the periods expected to benefit from it. Textbooks and other teaching supplies are expensed as purchased.

(m) Funds and Reserves

Certain amounts, as approved by the Board, are set aside in accumulated surplus for future operating and capital purposes. Transfers to and from funds and reserves are an adjustment to the respective fund when approved (see Note 17 – Interfund Transfers and Note 24 – Accumulated Surplus).

(n) Revenue Recognition

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable.

Contributions received or where eligibility criteria have been met are recognized as revenue except where the contribution meets the criteria for deferral as described below. Eligibility criteria are the criteria that the School District has to meet in order to receive the contributions including authorization by the transferring government.

For contributions subject to a legislative or contractual stipulation or restriction as to their use, revenue is recognized as follows:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year related expenses are incurred,
- Contributions restricted for site acquisitions are recorded as revenue when the sites are purchased, and
- Contributions restricted for tangible capital assets acquisitions other than sites are recorded as deferred capital revenue and amortized over the useful life of the related assets.

Donated tangible capital assets other than sites are recorded at fair market value and amortized over the useful life of the assets. Donated sites are recorded as revenue at fair market value when received or receivable.

**2. Summary of Significant Accounting Policies (Continued)**

(n) Revenue Recognition (continued)

The accounting treatment for restricted contributions that are government transfers is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished.

Revenue related to fees or services received in advance of the fee being earned or the service is performed is deferred and recognized when the fee is earned or service performed.

Investment income is reported in the period earned. When required by the funding party or related Act, investment income earned on deferred revenue is added to the deferred revenue balance.

(o) Expenditures

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed. Interest expense includes interest paid on the capital lease obligation.

Allocation of Costs

- Operating expenses are reported by function, program and object. Whenever possible, expenses are determined by actual identification. Additional costs pertaining to specific instructional programs, such as special and aboriginal education, are allocated to these programs. All other costs are allocated to related programs.
- Actual salaries of personnel assigned to two or more functions or programs are allocated based on the time spent in each function and program. School-based clerical and principal and vice-principal salaries are allocated to school administration and may be partially allocated to other programs to recognize their other responsibilities.
- Employee benefits are allocated on a pro rata basis of overall salary expenses within each salary category.
- Supplies and services are allocated based on actual program identification.

(p) Financial Instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The School District recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, long-term accounts receivable, investments, accounts payable and accrued liabilities, and other current liabilities. The School District does not have any derivative financial instruments.

All financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of these investments upon initial recognition. Transaction costs are incremental costs directly attributable to the acquisition or issue of a financial asset or a financial liability. The School District has not invested in any equity instruments that are actively quoted in the market and has not designated any financial instruments to be recorded at fair value. The School District has no instruments in the fair value category.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

**School District No. 61 (Greater Victoria)**  
**Notes to Financial Statements**  
**Year Ended June 30, 2016**

**2. Summary of Significant Accounting Policies (Continued)**

(p) Financial Instruments (continued)

The fair values of these financial instruments approximate their carrying value, unless otherwise noted.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the Statement of Operations. A write-down of a portfolio investment to reflect a loss in value is not reversed for a subsequent increase in value.

(q) Measurement Uncertainty

Preparation of financial statements in accordance with the basis of accounting described in Note 2 requires management to make estimates and assumptions that impact reported amounts of assets and liabilities at the date of the financial statements and revenues and expenses during the reporting periods. Significant areas requiring the use of management estimates relate to the potential impairment of assets, rates for amortization and estimated employee future benefits. Actual results could differ from those estimates.

(r) Comparative Figures

Certain comparative figures presented in the financial statements have been reclassified to conform with the financial statement presentation adopted in the current year.

**3. Accounts Receivable – Other Receivables**

	June 30, 2016	June 30, 2015
Due from Agencies and Associations	\$ 210,300	\$ 138,565
Due from Government of Canada	125,114	302,273
Other Receivables	177,698	240,426
	<u>\$ 513,112</u>	<u>\$ 681,264</u>

**4. Portfolio Investments**

Portfolio investments is comprised of a 7.6% Province of Ontario Bond maturing June 2, 2027. The market value of the investments as of June 30, 2016 was \$0.8 million (2015: \$0.8 million).

**5. Long-Term Accounts Receivable**

The School District has entered into an agreement for the lease of Hampton Elementary School for a 99-year term commencing March 1, 2006. The lease involves land and building and is accounted for separately. The building is being accounted for as a sales-type lease, whereby finance income is recognized in a manner that produces a constant rate of return on the investment in the lease. The implicit discount rate in the lease is 4%. The land is being accounted for as an operating lease. Rental income on the lease of \$76,247 (2015: \$293,042) is included in deferred capital revenue of the Capital fund. The final Hampton lease payment is due on March 1, 2020.

**School District No. 61 (Greater Victoria)**  
**Notes to Financial Statements**  
**Year Ended June 30, 2016**

**5. Long-Term Accounts Receivable (Continued)**

The School District's net investment in the lease is comprised of net minimum lease payments and unearned finance income as follows:

	June 30, 2016	June 30, 2015
Hampton Building Lease Payment Receivable:		
Total Minimum Lease Payments	642,937	803,671
Unearned Finance Income	(39,486)	(60,034)
	<b>\$ 603,451</b>	<b>\$ 743,637</b>

**6. Bank Indebtedness**

The School District has an unutilized line of credit facility agreement with the CIBC, dated March 12, 2009, in the amount of \$1,500,000.

**7. Accounts Payable and Accrued Liabilities – Other**

	June 30, 2016	June 30, 2015
Trade Payables	\$ 2,908,622	\$ 2,415,625
Salaries and Benefits Payable	10,733,670	10,638,192
Accrued Vacation Pay	1,933,007	1,996,187
Holdback Payables	316,445	4,047,047
Other	5,768,750	4,695,108
	<b>\$ 21,660,494</b>	<b>\$ 23,792,159</b>

Accounts Payable includes International Student Program fees in the amount of \$4,967,682 (2015: \$3,522,670); homestay fees of \$3,951,836 (2015: \$2,667,163) and medical fees of \$1,015,846 (2015: \$855,507). These amounts are collected and paid by the School District on behalf of the International Student Program. The same amount included in cash and cash equivalents is restricted and not available for general use.

**8. Unearned Revenue**

	June 30, 2016	June 30, 2015
Unearned Revenue, Beginning of Year	\$ 9,121,616	\$ 7,103,974
Changes for the Year:		
Increase:		
Tuition fees	14,768,705	14,050,081
Rentals	1,725,893	1,464,166
Summer school	77,720	6,064
	<b>16,572,318</b>	<b>15,520,311</b>
Decrease:		
Tuition fees	13,657,187	12,010,345
Rentals	1,716,983	1,458,414
Summer school	85,202	33,910
	<b>15,459,372</b>	<b>13,502,669</b>
Net Changes for the Year	<b>1,112,946</b>	<b>2,017,642</b>
Unearned Revenue, End of Year	<b>\$ 10,234,562</b>	<b>\$ 9,121,616</b>

**School District No. 61 (Greater Victoria)**  
**Notes to Financial Statements**  
**Year Ended June 30, 2016**

**9. Deferred Revenue**

Deferred revenue includes unspent grants and contributions received that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board, i.e. the stipulations associated with those grants and contributions have not yet been fulfilled.

	June 30, 2016	June 30, 2015
Deferred Revenue, Beginning of Year	\$ 3,909,214	\$ 3,403,252
Changes for the Year:		
Increase:		
Provincial Grants - Ministry of Education	9,555,979	9,918,017
Other	6,582,381	6,359,227
Investment Income	77,339	76,337
	16,215,699	16,353,581
Decrease:		
Allocation to Revenue	16,497,807	15,727,889
Recovered	-	67,320
Strike Savings Recovery	-	52,410
	16,497,807	15,847,619
Net Changes for the Year	(282,108)	505,962
Deferred Revenue, End of Year	\$ 3,627,106	\$ 3,909,214

**10. Deferred Capital Revenue**

Deferred capital revenue includes grants and contributions received that are restricted by the contributor for the acquisition of tangible capital assets that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. Once spent, the contributions are amortized into revenue over the life of the asset acquired.

**Deferred Capital Revenue:**

	June 30, 2016	June 30, 2015
Deferred Capital Revenue, Beginning of Year	\$ 184,814,411	\$ 134,367,680
Changes for the Year:		
Increase:		
Transferred from Deferred Capital Revenue - Work in Progress	7,492,820	56,375,784
	7,492,820	56,375,784
Decrease:		
Amortization of Deferred Capital Revenue	6,543,808	5,929,053
Write-off of Oak Bay Building	4,555,190	-
	11,098,998	5,929,053
Net Changes for the Year	(3,606,178)	50,446,731
Deferred Capital Revenue, End of Year	\$ 181,208,233	\$ 184,814,411



**School District No. 61 (Greater Victoria)**  
**Notes to Financial Statements**  
**Year Ended June 30, 2016**

**10. Deferred Capital Revenue (Continued)**

**Deferred Capital Revenue – Work in Progress:**

	June 30, 2016	June 30, 2015
Work in Progress, Beginning of Year	\$ 1,760,888	\$ 23,549,454
Changes for the Year:		
Increase:		
Transferred from Unspent Deferred Capital Revenue	11,197,313	34,438,018
	11,197,313	34,438,018
Decrease:		
Transferred to Deferred Capital Revenue	7,492,820	56,226,584
	7,492,820	56,226,584
Net Changes for the Year	3,704,493	(21,788,566)
Work in Progress, End of Year	\$ 5,465,381	\$ 1,760,888

**Unspent Deferred Capital Revenue:**

	June 30, 2016	June 30, 2015
Unspent Deferred Capital Revenue, Beginning of Year	\$ 5,777,686	\$ 5,200,338
Changes for the Year:		
Increase:		
Provincial Grants - Ministry of Education	11,310,985	36,276,751
Other	831,553	472,087
Investment Income	2,147	20,955
MEd Restricted Portion of Proceeds on Disposal	375,000	-
	12,519,685	36,769,793
Decrease:		
Transferred to Deferred Capital Revenue - Work in Progress	11,197,313	34,438,018
Bylaw Expenditures	1,543,616	1,754,427
Loss on Disposal of 950 Kings Rd.	393,833	-
	13,134,762	36,192,445
Net Changes for the Year	(615,077)	577,348
Unspent Deferred Capital Revenue, End of Year	\$ 5,162,609	\$ 5,777,686
<b>Total Deferred Capital Revenue, End of Year</b>	<b>\$ 191,836,223</b>	<b>\$ 192,352,985</b>

**School District No. 61 (Greater Victoria)**  
**Notes to Financial Statements**  
**Year Ended June 30, 2016**

**11. Employee Future Benefits**

The School District provides certain benefits upon retirement including vested sick leave, accumulating non-vested sick leave, lump sum retirement payments, vacation, overtime and death benefits for qualified employees pursuant to certain contracts and union agreements. Funding is provided when the benefits are paid and accordingly, there are no plan assets. Although no plan assets are uniquely identified, the School District has provided for the payment of these benefits.

The significant actuarial assumptions adopted for measuring the School District's accrued benefit obligations are:

	June 30, 2016	June 30, 2015
Discount Rate - April 1	2.25%	3.25%
Discount Rate - March 31	2.50%	2.25%
Long-Term Salary Growth - April 1	2.50%+seniority	2.50%+seniority
Long-Term Salary Growth - March 31	2.50%+seniority	2.50%+seniority
Expected Average Remaining Service Lifetime - March 31	9.7	9.3

	June 30, 2016	June 30, 2015
<b>Reconciliation of Accrued Benefit Obligation:</b>		
Accrued Benefit Obligation - April 1	\$ 2,566,787	\$ 2,407,385
Service Cost	219,203	194,012
Interest Cost	59,555	80,084
Benefit Payments	(259,626)	(243,419)
Actuarial Loss	202,604	128,725
Accrued Benefit Obligation - March 31	\$ 2,788,523	\$ 2,566,787

<b>Reconciliation of Funded Status at End of Fiscal Year:</b>		
Accrued Benefit Obligation - March 31	\$ 2,788,523	\$ 2,566,787
Market Value of Plan Assets - March 31	-	-
Funded Status - Deficit	(2,788,523)	(2,566,787)
Employer Contributions After Measurement Date	57,375	43,293
Benefit Expense After Measurement Date	(74,813)	(69,689)
Unamortized Net Actuarial Loss	357,783	171,524
Accrued Benefit Liability - June 30	\$ (2,448,178)	\$ (2,421,659)

<b>Reconciliation of Change in Accrued Benefit Liability:</b>		
Accrued Benefit Liability - July 1	\$ 2,421,659	\$ 2,409,344
Net Expense for Fiscal Year	300,227	277,766
Employer Contributions	(273,708)	(265,451)
Accrued Benefit Liability - June 30	\$ 2,448,178	\$ 2,421,659

<b>Components of Net Benefit Expense:</b>		
Service Cost	\$ 221,558	\$ 200,310
Interest Cost	62,324	74,952
Amortization of Net Actuarial Loss	16,345	2,504
Net Benefit Expense	\$ 300,227	\$ 277,766

**School District No. 61 (Greater Victoria)**  
**Notes to Financial Statements**  
**Year Ended June 30, 2016**

**12. Capital Lease Obligations**

The School District has entered into four capital leases for computer hardware with MFA Leasing Corporation during the years ended June 30, 2013, June 30, 2014, and June 30, 2015. The leases expire on December 28, 2017, July 28, 2018, October 28, 2018 and October 28, 2019. Required future minimum capital lease payments are as follows:

	June 30, 2016
2017	\$ 117,367
2018	110,219
2019	47,473
2020	9,035
Total Minimum Capital Lease Payments	284,094
Less Amounts Representing Interest (at Prime minus 1.00%)	(7,348)
Present Value of Minimum Capital Lease Payments	\$ 276,746

For the year ended June 30, 2016, the School District recorded interest expense on the obligations under capital leases of \$6,737 (2015: \$8,033).

**13. Tangible Capital Assets**

**June 30, 2016**

<b>Cost:</b>	Balance at July 1, 2015	Additions	Disposals / Reclassification	Transfers (WIP)	Balance at June 30, 2016
Sites	\$ 10,833,717	\$ -	\$ -	\$ -	\$ 10,833,717
Site Improvements – Work in Progress	-	1,450,000	-	-	1,450,000
Buildings	341,485,174	2,512	(12,309,514)	7,073,774	336,251,946
Buildings – Work in Progress	1,760,888	9,328,268	-	(7,073,774)	4,015,382
Furniture & Equipment	5,413,717	1,508,362	(432,123)	-	6,489,956
Vehicles	751,880	92,680	(140,432)	-	704,128
Computer Software	34,826	256,057	-	-	290,883
Computer Hardware	3,003,328	851,626	(503,385)	-	3,351,569
Hardware under capital lease	557,821	-	-	-	557,821
<b>Total</b>	<b>\$ 363,841,351</b>	<b>\$13,489,505</b>	<b>\$ (13,385,454)</b>	<b>\$ -</b>	<b>\$ 363,945,402</b>

<b>Accumulated Amortization:</b>	Balance at July 1, 2015	Additions	Disposals / Reclassification	Transfers (WIP)	Balance at June 30, 2016
Sites	\$ -	\$ -	\$ -	\$ -	-
Buildings	127,617,682	7,480,110	(7,717,322)	-	127,380,470
Furniture & Equipment	2,624,975	616,790	(432,123)	-	2,809,642
Vehicles	404,084	79,822	(140,432)	-	343,474
Computer Software	17,412	32,571	-	-	49,983
Computer Hardware	1,121,095	685,828	(503,385)	-	1,303,538
Hardware under capital lease	155,128	111,564	-	-	266,692
<b>Total</b>	<b>\$ 131,940,376</b>	<b>\$ 9,006,685</b>	<b>\$ (8,793,262)</b>	<b>\$ -</b>	<b>\$ 132,153,799</b>

**School District No. 61 (Greater Victoria)**  
**Notes to Financial Statements**  
**Year Ended June 30, 2016**

**13. Tangible Capital Assets (Continued)**

**June 30, 2015**

<b>Cost:</b>	<b>Balance at July 1, 2014</b>	<b>Additions</b>	<b>Disposals</b>	<b>Transfers (WIP)</b>	<b>Balance at June 30, 2015</b>
Sites	\$ 10,833,717	\$ -	\$ -	\$ -	\$ 10,833,717
Buildings	285,494,041	13,320	-	55,977,813	341,485,174
Buildings – Work in Progress	23,541,900	34,196,801	-	(55,977,813)	1,760,888
Furniture & Equipment	5,462,690	383,727	(681,471)	248,771	5,413,717
Furniture – Work in Progress	7,554	241,217	-	(248,771)	-
Vehicles	757,910	82,918	(88,948)	-	751,880
Computer Software	34,826	-	-	-	34,826
Computer Hardware	2,782,038	1,264,149	(1,042,859)	-	3,003,328
Hardware under capital lease	428,945	128,876	-	-	557,821
<b>Total</b>	<b>\$ 329,343,621</b>	<b>\$36,311,008</b>	<b>\$ (1,813,278)</b>	<b>\$ -</b>	<b>\$ 363,841,351</b>

<b>Accumulated Amortization:</b>	<b>Balance at July 1, 2014</b>	<b>Additions</b>	<b>Disposals</b>	<b>Transfers (WIP)</b>	<b>Balance at June 30, 2015</b>
Sites	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	120,730,671	6,887,011	-	-	127,617,682
Furniture & Equipment	2,728,552	577,894	(681,471)	-	2,624,975
Vehicles	413,095	79,937	(88,948)	-	404,084
Computer Software	10,447	6,965	-	-	17,412
Computer Hardware	1,481,132	682,822	(1,042,859)	-	1,121,095
Hardware under capital lease	56,451	98,677	-	-	155,128
<b>Total</b>	<b>\$ 125,420,348</b>	<b>\$ 8,333,306</b>	<b>\$ (1,813,278)</b>	<b>\$ -</b>	<b>\$ 131,940,376</b>

**Net Book Value:**

	<b>Net Book Value June 30, 2016</b>	<b>Net Book Value June 30, 2015</b>
Sites	\$ 10,833,717	\$ 10,833,717
Site Improvements – Work in Progress	1,450,000	-
Buildings	208,871,476	213,867,492
Buildings – Work in Progress	4,015,382	1,760,888
Furniture & Equipment	3,680,314	2,788,742
Vehicles	360,654	347,796
Computer Software	240,900	17,414
Computer Hardware	2,048,031	1,882,233
Hardware under capital lease	291,129	402,693
	<b>\$ 231,791,603</b>	<b>\$ 231,900,975</b>

Site Improvements – Work in Progress having a value of \$1,450,000 and Buildings – Work in Progress having a value of \$4,015,382 (2015: \$1,760,888) have not been amortized. Amortization of these assets commence when the asset is put into service.

**School District No. 61 (Greater Victoria)**  
**Notes to Financial Statements**  
**Year Ended June 30, 2016**

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**14. Disposal of Site**

During the year ended June 30, 2016, the fee simple interest in the parcel of real property situated at 950 Kings Road, Victoria, B.C. was sold for proceeds of \$500,000. The property was previously under a 99-year lease commencing January 1, 2005 for which the School District received \$1,575,331 which was recorded as Deferred Capital Revenue. The total gain on the sale of the property was \$2,075,331, which was allocated 75% to Ministry of Education Restricted Capital within Deferred Capital Revenue (\$1,556,498) and 25% to Local Capital (\$518,833). The original cost of the property is undeterminable.

**15. Write-off of Building**

During the year ended June 30, 2016, the old Oak Bay High School was demolished. The original cost of the building was \$12,309,514 less accumulated amortization of \$7,717,322 (net \$4,592,192). The building also had remaining Deferred Capital Revenue of \$4,555,190. Therefore, the net write-off of the building was \$37,002.

**16. Employee Pension Plans**

The School District and its employees contribute to the Teachers' Pension Plan and Municipal Pension Plan, jointly trustee pension plans. The board of trustees for these plans representing plan members and employers are responsible for administering the pension plans, including investing assets and administering benefits. The pension plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. At December 31, 2014, the Teachers' Pension Plan has about 45,000 active members and approximately 35,000 retired members. As of December 31, 2014, the Municipal Pension Plan has about 185,000 active members, including approximately 24,000 from school districts.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent actuarial valuation of the Teachers' Pension Plan as at December 31, 2014 indicated a \$449 million surplus for basic pension benefits on a going concern basis.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2012 indicated a \$1,370 million funding deficit for basic pension benefits on a going concern basis.

The Greater Victoria School District paid \$18,225,520 for employer contributions to these plans in the year ended June 30, 2016 (2015: \$16,204,940).

The next valuation for the Teachers' Pension Plan will be as at December 31, 2017, with results available in 2018. The next valuation for the Municipal Pension Plan will be as at December 31, 2015, with results available in 2016.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate; resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

## School District No. 61 (Greater Victoria)

### Notes to Financial Statements

Year Ended June 30, 2016

#### 17. Interfund Transfers

Interfund transfers between the operating, special purpose and capital funds for the year ended June 30, 2016 were as follows:

- Transfer to the capital fund for tangible capital assets purchased from the operating fund \$1,178,749.
- Transfer to the capital fund for tangible capital assets purchased from the special purpose fund \$393,280.
- Transfer from the operating fund to the capital fund (local capital) \$117,367 for capital lease payments.

#### 18. Related Party Transactions

The School District is related through common ownership to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount.

#### 19. Contractual Obligations

The School District has entered into agreements for capital projects with future commitments of approximately \$2.3 M. These contractual obligations will become liabilities in the future when the terms of the contracts are met. Disclosure relates to the unperformed portion of the contracts.

#### 20. Budget Figures

Budget figures were approved by the Board through the adoption of an annual budget on April 22, 2015.

#### 21. Contingencies

The School District, in conducting its usual business activities, is involved in various legal claims and litigation. In the event any unsettled claims are successful, management believes that such claims are not expected to have a material effect on the School District's financial position. A liability for these claims is recorded to the extent that the probability of a loss is likely and the amount of potential loss is estimable.

#### 22. Asset Retirement Obligation

As at June 30, 2016, the School District has identified asset retirement obligations relating to asbestos removal in several of its facilities. The asset retirement obligations have not been recognized where there is an indeterminate settlement date of the future demolition or renovation of the facilities, and therefore the fair value cannot be reasonably estimated. The asset retirement obligation will be recognized as a liability in the period when the fair value can be reasonably estimated.

At this time the School District has determined that there are no asset retirement obligations. In the prior year, the School District recognized an asset retirement obligation related to asbestos removal to be incurred during the demolition of the old Oak Bay High School in July 2015. An asset retirement obligation of \$200,000 was recognized in the financial statements as at June 30, 2015.

#### 23. Expense by Object

	June 30, 2016	June 30, 2015
Salaries and Benefits	\$ 167,054,925	\$ 156,813,004
Services and Supplies	28,593,530	28,390,069
Interest	6,737	8,033
Amortization	9,006,685	8,333,306
Write-off/down of Buildings and Sites	37,002	-
	\$ 204,698,879	\$ 193,544,412

**School District No. 61 (Greater Victoria)**  
**Notes to Financial Statements**  
**Year Ended June 30, 2016**

**24. Accumulated Surplus**

The Internally Restricted Operating Funds represent the amount of funds committed for planned educational activities at the school level; for the completion of projects in progress at June 30, 2016; for outstanding purchase order commitments; and for the amounts approved for the 2016/2017 and 2017/2018 operating budgets. The Internally Restricted Capital Fund represents the balance from the Local Capital Reserve. The use of Local Capital is entirely at the discretion of the School District. Appropriations from Local Capital are made to finance projects as determined by the Board.

	June 30, 2016	June 30, 2015
Internally Restricted - Operating Fund		
Carry Forward of Unspent School Budgets	\$ 5,735,930	\$ 6,108,287
Carry Forward of Unspent Project Budgets	3,750,175	2,579,856
Purchase Order Commitments	961,965	682,969
Appropriated for Future Years' Operating Budget	7,710,764	8,300,000
	<u>18,158,834</u>	<u>17,671,112</u>
Internally Restricted - Capital Fund		
Local Capital Reserve	<u>5,839,053</u>	<u>5,989,146</u>
Total Internally Restricted Fund Balances	23,997,887	23,660,258
Unrestricted Operating Surplus	4,641,593	4,104,554
Invested in Tangible Capital Assets	40,327,088	40,424,145
<b>Accumulated Surplus</b>	<b>\$ 68,966,568</b>	<b>\$ 68,188,957</b>

**25. Economic Dependence**

The operations of the School District are dependent on continued funding from the Ministry of Education and various governmental agencies to carry out its programs. These financial statements have been prepared on a going concern basis.

**26. Subsequent Events**

On July 20, 2016, the School District entered into an Agreement of Purchase and Sale ("the Agreement") dated June 17, 2016 with the Province of British Columbia to dispose of a portion of land located at 3751 Grange Road for \$1,100,000. Ministerial approval under authority of section 5 of the Disposal of Land or Improvements Order was received on July 13, 2016. The disposal is expected to be completed in August 2016.

**27. Risk Management**

The School District has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk.

The Board ensures that the School District has identified its risks and ensures that management monitors and controls them.

**27. Risk Management (Continued)**

a) Credit risk:

Credit risk is the risk of financial loss to an institution if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash, amounts receivable and investments.

The School District is exposed to credit risk in the event of non-performance by a borrower. This risk is mitigated as most amounts receivable are due from the Province and are collectible.

It is management's opinion that the School District is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in recognized British Columbia institutions and the School District invests solely in bonds and guaranteed investment certificates.

b) Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk and interest rate risk.

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the foreign exchange rates. It is management's opinion that the School District is not exposed to significant currency risk, as amounts held and purchases made in foreign currency are insignificant.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The School District is exposed to interest rate risk through its investments. It is management's opinion that the School District is not exposed to significant interest rate risk as they invest solely in bonds and guaranteed investment certificates.

c) Liquidity risk

Liquidity risk is the risk that the School District will not be able to meet its financial obligations as they become due.

The School District manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the School District's reputation.

Risk management and insurance services for all school districts in British Columbia are provided by the Risk Management Branch of the Ministry of Finance.



**School District No. 61 (Greater Victoria)**  
Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2016

**Schedule 1 (Unaudited)**

	Operating Fund	Special Purpose Fund	Capital Fund	2016 Actual	2015 Actual
	\$	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	21,775,666		46,413,291	68,188,957	66,403,463
<b>Changes for the year</b>					
Surplus (Deficit) for the year	2,320,877	393,280	(1,936,546)	777,611	1,785,494
Interfund Transfers	(1,178,749)	(393,280)	1,572,029	-	-
Tangible Capital Assets Purchased	(117,367)		117,367	-	-
Local Capital	1,024,761	-	(247,150)	777,611	1,785,494
<b>Net Changes for the year</b>	<b>22,800,427</b>	<b>-</b>	<b>46,166,141</b>	<b>68,966,568</b>	<b>68,188,957</b>

Accumulated Surplus (Deficit), end of year - Statement 2

# School District No. 61 (Greater Victoria)

## Schedule of Operating Operations

Year Ended June 30, 2016

Schedule 2 (Unaudited)

	2016 Budget (Note 20)	2016 Actual	2015 Actual
	\$	\$	\$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	157,536,534	162,168,139	155,495,316
Other		2,204	1,401
Tuition	11,404,863	13,818,673	12,111,599
Other Revenue	1,182,519	1,920,534	2,025,688
Rentals and Leases	1,630,124	1,716,983	1,458,414
Investment Income	450,000	694,656	751,270
<b>Total Revenue</b>	<b>172,204,040</b>	<b>180,321,189</b>	<b>171,843,688</b>
<b>Expenses</b>			
Instruction	152,842,204	151,129,039	142,458,189
District Administration	4,486,748	4,274,267	4,560,924
Operations and Maintenance	21,352,499	21,665,860	20,265,288
Transportation and Housing	1,022,589	931,146	847,240
<b>Total Expense</b>	<b>179,704,040</b>	<b>178,000,312</b>	<b>168,131,641</b>
<b>Operating Surplus (Deficit) for the year</b>	<b>(7,500,000)</b>	<b>2,320,877</b>	<b>3,712,047</b>
<b>Budgeted Appropriation (Retirement) of Surplus (Deficit)</b>	<b>8,300,000</b>		
<b>Net Transfers (to) from other funds</b>			
Tangible Capital Assets Purchased	(800,000)	(1,178,749)	(384,030)
Local Capital	-	(117,367)	(108,331)
<b>Total Net Transfers</b>	<b>(800,000)</b>	<b>(1,296,116)</b>	<b>(492,361)</b>
<b>Total Operating Surplus (Deficit), for the year</b>	<b>-</b>	<b>1,024,761</b>	<b>3,219,686</b>
<b>Operating Surplus (Deficit), beginning of year</b>		<b>21,775,666</b>	<b>18,555,980</b>
<b>Operating Surplus (Deficit), end of year</b>		<b>22,800,427</b>	<b>21,775,666</b>
<b>Operating Surplus (Deficit), end of year</b>			
Internally Restricted (Note 24)		<b>18,158,834</b>	<b>17,671,112</b>
Unrestricted		<b>4,641,593</b>	<b>4,104,554</b>
<b>Total Operating Surplus (Deficit), end of year</b>		<b>22,800,427</b>	<b>21,775,666</b>

# School District No. 61 (Greater Victoria)

## Schedule of Operating Revenue by Source

Year Ended June 30, 2016

Schedule 2A (Unaudited)

	2016 Budget (Note 20)	2016 Actual	2015 Actual
	\$	\$	\$
<b>Provincial Grants - Ministry of Education</b>			
Operating Grant, Ministry of Education	155,697,871	159,847,894	153,247,196
AANDC/LEA Recovery	(1,057,954)	(991,683)	(1,029,971)
Other Ministry of Education Grants			
Pay Equity	2,896,617	2,896,617	2,896,617
Funding for Graduated Adults	-	38,235	202,535
Economic Stability Dividend	-	139,493	-
Ad Hoc Refugee Count	-	40,770	-
FSA Scorer Training	-	18,842	18,842
Curriculum Implementation	-	29,750	-
Other Grants	-	148,221	160,097
<b>Total Provincial Grants - Ministry of Education</b>	<b>157,536,534</b>	<b>162,168,139</b>	<b>155,495,316</b>
<b>Provincial Grants - Other</b>	<b>-</b>	<b>2,204</b>	<b>1,401</b>
<b>Tuition</b>			
Summer School Fees	56,059	85,202	33,910
Continuing Education	10,000	76,284	67,344
Offshore Tuition Fees	11,338,804	13,657,187	12,010,345
<b>Total Tuition</b>	<b>11,404,863</b>	<b>13,818,673</b>	<b>12,111,599</b>
<b>Other Revenues</b>			
Other School District/Education Authorities	-	2,700	2,700
LEA/Direct Funding from First Nations	1,057,954	991,683	1,029,971
Miscellaneous			
Industry Training Secondary Schools	-	117,400	143,600
Instructional Cafeteria Revenue	-	141,385	175,687
Aboriginal Nations Education Curriculum Project	6,000	21,846	9,300
CommunityLINK Parent Contributions	80,000	-	105,209
Misc Fees and Grants	38,565	645,520	559,221
<b>Total Other Revenue</b>	<b>1,182,519</b>	<b>1,920,534</b>	<b>2,025,688</b>
<b>Rentals and Leases</b>	<b>1,630,124</b>	<b>1,716,983</b>	<b>1,458,414</b>
<b>Investment Income</b>	<b>450,000</b>	<b>694,656</b>	<b>751,270</b>
<b>Total Operating Revenue</b>	<b>172,204,040</b>	<b>180,321,189</b>	<b>171,843,688</b>

**School District No. 61 (Greater Victoria)**Schedule of Operating Expense by Object  
Year Ended June 30, 2016

Schedule 2B (Unaudited)

	2016 Budget (Note 20)	2016 Actual	2015 Actual
	\$	\$	\$
<b>Salaries</b>			
Teachers	77,583,875	76,853,160	70,511,488
Principals and Vice Principals	10,783,129	10,517,371	10,322,521
Educational Assistants	15,709,069	15,396,288	15,124,716
Support Staff	16,577,943	16,041,575	15,342,673
Other Professionals	3,337,599	3,517,909	3,165,238
Substitutes	6,481,522	7,932,966	6,686,506
<b>Total Salaries</b>	<b>130,473,137</b>	<b>130,259,269</b>	<b>121,153,142</b>
<b>Employee Benefits</b>	<b>32,846,401</b>	<b>30,677,839</b>	<b>29,795,711</b>
<b>Total Salaries and Benefits</b>	<b>163,319,538</b>	<b>160,937,108</b>	<b>150,948,853</b>
<b>Services and Supplies</b>			
Services	3,695,785	6,172,216	6,601,437
Student Transportation	998,933	1,014,645	943,337
Professional Development and Travel	611,572	896,914	806,691
Rentals and Leases	98,188	-	2,215
Dues and Fees	87,212	96,513	113,980
Insurance	442,842	417,263	437,851
Supplies	6,331,966	4,685,426	4,924,576
Utilities	4,118,004	3,780,227	3,352,701
<b>Total Services and Supplies</b>	<b>16,384,502</b>	<b>17,063,204</b>	<b>17,182,788</b>
<b>Total Operating Expense</b>	<b>179,704,040</b>	<b>178,000,312</b>	<b>168,131,641</b>

**School District No. 61 (Greater Victoria)**Operating Expense by Function, Program and Object  
Year Ended June 30, 2016

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	58,805,650	3,279,869	1,875,739	171,735	367,583	5,594,803	70,095,379
1.03 Career Programs	465,106	96,841	228,266	16,830	-	71,598	878,641
1.07 Library Services	1,648,971	40,111	-	346,977	-	56,568	2,092,627
1.08 Counselling	1,997,667	12,841	-	-	-	47,064	2,057,572
1.10 Special Education	7,624,623	559,745	12,083,250	427,410	144,986	1,066,787	21,906,801
1.30 English Language Learning	800,582	138,423	421,687	19,965	-	82,992	1,463,649
1.31 Aboriginal Education	546,178	15,281	609,645	24,135	106,191	64,701	1,366,131
1.41 School Administration	-	6,156,497	-	3,387,090	-	43,421	9,587,008
1.60 Summer School	137,533	-	13,485	24,029	-	-	175,047
1.61 Continuing Education	259,580	87,042	16,898	53,560	-	11,268	428,348
1.62 Offshore Students	4,528,034	8,072	110,327	620,726	479,405	322,122	6,068,686
1.64 Other	-	-	-	10,031	-	-	10,031
<b>Total Function 1</b>	<b>76,813,924</b>	<b>10,394,722</b>	<b>15,359,297</b>	<b>5,102,488</b>	<b>1,698,165</b>	<b>7,361,324</b>	<b>116,129,920</b>
<b>4 District Administration</b>							
4.11 Educational Administration	-	42,095	-	153,362	603,557	11,229	810,243
4.40 School District Governance	-	-	-	27,195	188,873	-	216,068
4.41 Business Administration	-	77,152	-	1,031,991	910,495	15,963	2,035,601
<b>Total Function 4</b>	<b>-</b>	<b>119,247</b>	<b>-</b>	<b>1,212,548</b>	<b>1,792,925</b>	<b>27,192</b>	<b>3,061,912</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	39,236	3,402	36,991	257,758	608,300	27,955	973,642
5.50 Maintenance Operations	-	-	-	8,696,684	108,519	409,746	9,214,949
5.52 Maintenance of Grounds	-	-	-	752,178	-	106,749	858,927
5.56 Utilities	-	-	-	-	-	-	-
<b>Total Function 5</b>	<b>39,236</b>	<b>3,402</b>	<b>36,991</b>	<b>9,706,620</b>	<b>716,819</b>	<b>544,450</b>	<b>11,047,518</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration	-	-	-	19,919	-	-	19,919
7.70 Student Transportation	-	-	-	-	-	-	-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,919</b>	<b>-</b>	<b>-</b>	<b>19,919</b>
<b>9 Debt Services</b>							
9.92 Interest on Bank Loans	-	-	-	-	-	-	-
9.94 Interest on Temporary Borrowing	-	-	-	-	-	-	-
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>76,853,160</b>	<b>10,517,371</b>	<b>15,396,288</b>	<b>16,041,575</b>	<b>3,517,909</b>	<b>7,932,966</b>	<b>130,259,269</b>

**School District No. 61 (Greater Victoria)**

Operating Expense by Function, Program and Object

Year Ended June 30, 2016

	Total Salaries \$	Employee Benefits \$	Total Salaries and Benefits \$	Services and Supplies \$	2016 Actual \$	2016 Budget (Note 20) \$	2015 Actual \$
<b>1 Instruction</b>							
1.02 Regular Instruction	70,095,379	16,658,356	86,753,735	3,683,651	90,437,386	92,983,150	83,236,237
1.03 Career Programs	878,641	205,639	1,084,280	141,143	1,225,423	1,580,706	1,708,062
1.07 Library Services	2,092,627	505,666	2,598,293	153,487	2,751,780	2,748,608	2,767,564
1.08 Counselling	2,057,572	499,100	2,556,672	6,213	2,562,885	2,507,860	2,526,765
1.10 Special Education	21,906,801	5,153,168	27,059,969	742,339	27,802,308	27,518,010	26,768,052
1.30 English Language Learning	1,463,649	346,364	1,810,013	15,036	1,825,049	1,982,793	2,065,849
1.31 Aboriginal Education	1,366,131	312,631	1,678,762	422,950	2,101,712	2,035,540	2,031,563
1.41 School Administration	9,587,008	2,209,985	11,796,993	291,218	12,088,211	12,080,952	11,840,528
1.60 Summer School	175,047	42,706	217,753	4,649	222,402	241,567	38,254
1.61 Continuing Education	428,348	101,716	530,064	28,605	558,669	438,675	769,144
1.62 Offshore Students	6,068,686	1,437,336	7,506,022	2,034,725	9,540,747	8,711,731	8,694,672
1.64 Other	10,031	2,436	12,467	-	12,467	12,612	11,499
<b>Total Function 1</b>	<b>116,129,920</b>	<b>27,475,103</b>	<b>143,605,023</b>	<b>7,524,016</b>	<b>151,129,039</b>	<b>152,842,204</b>	<b>142,458,189</b>
<b>4 District Administration</b>							
4.11 Educational Administration	810,243	179,487	989,730	56,393	1,046,123	1,221,378	1,085,402
4.40 School District Governance	216,068	10,594	226,662	126,943	353,605	325,075	490,593
4.41 Business Administration	2,035,601	457,961	2,493,562	380,977	2,874,539	2,940,295	2,984,929
<b>Total Function 4</b>	<b>3,061,912</b>	<b>648,042</b>	<b>3,709,954</b>	<b>564,313</b>	<b>4,274,267</b>	<b>4,486,748</b>	<b>4,560,924</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration	973,642	205,434	1,179,076	594,431	1,773,507	1,792,190	1,633,950
5.50 Maintenance Operations	9,214,949	2,149,338	11,364,287	3,192,814	14,557,101	14,213,246	14,072,331
5.52 Maintenance of Grounds	858,927	195,084	1,054,011	499,612	1,553,623	1,226,459	1,204,747
5.56 Utilities	-	-	-	3,781,629	3,781,629	4,120,604	3,354,260
<b>Total Function 5</b>	<b>11,047,518</b>	<b>2,549,856</b>	<b>13,597,374</b>	<b>8,068,486</b>	<b>21,665,860</b>	<b>21,352,499</b>	<b>20,265,288</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration	19,919	4,838	24,757	-	24,757	30,906	17,164
7.70 Student Transportation	-	-	-	906,389	906,389	991,683	830,076
<b>Total Function 7</b>	<b>19,919</b>	<b>4,838</b>	<b>24,757</b>	<b>906,389</b>	<b>931,146</b>	<b>1,022,589</b>	<b>847,240</b>
<b>9 Debt Services</b>							
9.92 Interest on Bank Loans	-	-	-	-	-	-	-
9.94 Interest on Temporary Borrowing	-	-	-	-	-	-	-
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>130,259,269</b>	<b>30,677,839</b>	<b>160,937,108</b>	<b>17,063,204</b>	<b>178,000,312</b>	<b>179,704,040</b>	<b>168,131,641</b>

**School District No. 61 (Greater Victoria)**

Schedule 3 (Unaudited)

## Schedule of Special Purpose Operations

Year Ended June 30, 2016

	2016 Budget (Note 20) \$	2016 Actual \$	2015 Actual \$
<b>Revenues</b>			
Provincial Grants			
Ministry of Education	10,096,269	9,885,094	9,547,884
Other Revenue	6,400,000	6,570,699	6,121,419
Investment Income	58,271	42,014	58,586
<b>Total Revenue</b>	<b>16,554,540</b>	<b>16,497,807</b>	<b>15,727,889</b>
<b>Expenses</b>			
Instruction	15,675,288	15,159,636	14,544,719
Operations and Maintenance	879,252	944,891	772,286
<b>Total Expense</b>	<b>16,554,540</b>	<b>16,104,527</b>	<b>15,317,005</b>
<b>Special Purpose Surplus (Deficit) for the year</b>	<b>-</b>	<b>393,280</b>	<b>410,884</b>
<b>Net Transfers (to) from other funds</b>			
Tangible Capital Assets Purchased	-	(393,280)	(410,884)
<b>Total Net Transfers</b>	<b>-</b>	<b>(393,280)</b>	<b>(410,884)</b>
<b>Total Special Purpose Surplus (Deficit) for the year</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Special Purpose Surplus (Deficit), beginning of year</b>			
<b>Special Purpose Surplus (Deficit), end of year</b>		<b>-</b>	<b>-</b>

# School District No. 61 (Greater Victoria)

Changes in Special Purpose Funds and Expense by Object  
Year Ended June 30, 2016

Schedule 3A (Unaudited)

	Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Special Education Equipment	Scholarships and Bursaries	Transportation for Deaf and Hard of Hearing	Special Education Technology	School Generated Funds	Related Facilities
<b>Deferred Revenue, beginning of year</b>	\$ 83,200	-	-	-	\$ 559,274	-	-	\$ 2,523,130	-
<b>Add:</b>									
Restricted Grants									
Provincial Grants - Ministry of Education	879,252	3,267,980	-	7,862	-	-	221,452	-	-
Provincial Grants - Other	-	-	-	-	-	-	-	-	-
Federal Grants	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	16,087	-	-	6,196,940	-
Investment Income	3,427	-	-	-	-	-	-	19,721	-
	881,679	3,267,980	-	7,862	60,990	-	221,452	6,216,661	-
	947,403	3,267,980	-	7,862	41,564	-	221,452	6,193,839	-
	17,415	-	-	-	576,700	-	-	2,443,902	-
<b>Less: Allocated to Revenue</b>									
<b>Deferred Revenue, end of year</b>									
	944,976	3,267,980	-	7,862	-	-	221,452	-	-
	2,427	-	-	-	25,477	-	-	6,174,118	-
	947,403	3,267,980	-	7,862	16,087	-	221,452	6,193,839	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education									
Provincial Grants - Other									
Federal Grants									
Other Revenue									
Investment Income									
<b>Expenses</b>									
Salaries									
Teachers		1,890,818	-	-	-	-	-	-	-
Principals and Vice Principals		-	-	-	-	-	4,924	-	-
Educational Assistants		532,704	-	-	-	-	169,788	1,128	-
Support Staff		-	-	-	-	-	2,433	-	-
Other Professionals		-	-	-	-	-	-	-	-
Substitutes		211,227	-	-	-	-	-	60,726	-
	-	2,634,749	-	-	-	-	177,145	61,854	-
	944,891	633,231	-	-	-	-	38,244	10,244	-
	944,891	3,267,980	-	7,862	41,564	-	6,063	5,742,739	-
Employee Benefits									
Services and Supplies									
	2,512	-	-	-	41,564	-	221,452	5,814,837	-
<b>Net Revenue (Expense) before Interfund Transfers</b>									
	(2,512)	-	-	-	-	-	-	379,002	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased									
	(2,512)	-	-	-	-	-	-	(379,002)	-
<b>Net Revenue (Expense)</b>									
	-	-	-	-	-	-	-	-	-



# School District No. 61 (Greater Victoria)

Changes in Special Purpose Funds and Expense by Object  
Year Ended June 30, 2016

Schedule 3A (Unaudited)

## Deferred Revenue, beginning of year

**Add:** Restricted Grants  
Provincial Grants - Ministry of Education  
Provincial Grants - Other  
Federal Grants  
Other  
Investment Income  
  
**Less:** Allocated to Revenue  
**Deferred Revenue, end of year**

## Revenues

Provincial Grants - Ministry of Education  
Provincial Grants - Other  
Federal Grants  
Other Revenue  
Investment Income

## Expenses

Salaries  
Teachers  
Principals and Vice Principals  
Educational Assistants  
Support Staff  
Other Professionals  
Substitutes  
  
Employee Benefits  
Services and Supplies

## Net Revenue (Expense) before Interfund Transfers

## Interfund Transfers

Tangible Capital Assets Purchased

## Net Revenue (Expense)

	Strong Start	Ready, Set, Learn	OLEP	Community- LINK	Service Delivery Transformation	Ledger School	Provincial Inclusion Outreach	Charitable Trust	Estate Trust
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	49,109	-	-	523,361	-	5,170	6,781	2,650	37,739
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	192,000	66,150	417,850	3,825,247	-	223,528	454,658	-	-
Provincial Grants - Other	-	-	-	-	-	-	-	-	-
Federal Grants	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	369,354	-
Investment Income	-	-	-	-	-	-	-	-	10,288
<b>Less:</b> Allocated to Revenue	192,000	66,150	417,850	3,825,247	-	223,528	454,658	369,354	10,288
<b>Deferred Revenue, end of year</b>	<u>46,215</u>	<u>50,661</u>	<u>417,850</u>	<u>4,029,894</u>	<u>-</u>	<u>228,698</u>	<u>461,439</u>	<u>371,104</u>	<u>3,779</u>
	46,215	50,661	417,850	4,029,894	-	228,698	461,439	371,104	3,779
<b>Revenues</b>	<b>194,882</b>	<b>50,661</b>	<b>417,850</b>	<b>4,029,894</b>	<b>-</b>	<b>228,698</b>	<b>461,439</b>	<b>371,104</b>	<b>3,779</b>
<b>Expenses</b>									
Salaries									
Teachers	-	-	56,674	330,953	-	105,987	123,262	-	-
Principals and Vice Principals	-	-	44,613	65,682	-	7,098	9,245	-	-
Educational Assistants	126,129	-	-	742,645	-	44,674	85,625	-	-
Support Staff	-	-	-	86,964	-	-	20,882	-	-
Other Professionals	-	-	-	38,265	-	-	-	-	-
Substitutes	2,058	24,586	35,451	51,409	-	10,180	-	-	688
Employee Benefits	128,187	24,586	136,738	1,315,918	-	167,939	239,914	-	688
Services and Supplies	31,521	4,050	30,906	322,524	-	42,394	58,371	371,104	114
	194,882	50,661	414,006	4,021,972	-	228,698	461,439	371,104	3,779
<b>Net Revenue (Expense) before Interfund Transfers</b>	<b>-</b>	<b>-</b>	<b>3,844</b>	<b>7,922</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	-	-	(3,844)	(7,922)	-	-	-	-	-
	-	-	(3,844)	(7,922)	-	-	-	-	-
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**School District No. 61 (Greater Victoria)**

Changes in Special Purpose Funds and Expense by Object  
Year Ended June 30, 2016

	Attendance Support and Wellness	TOTAL
<b>Deferred Revenue, beginning of year</b>	\$ 118,800	\$ 3,909,214
<b>Add:</b> Restricted Grants	-	-
Provincial Grants - Ministry of Education	-	9,555,979
Provincial Grants - Other	-	-
Federal Grants	-	-
Other	-	6,582,381
Investment Income	-	77,339
	-	16,215,699
<b>Less: Allocated to Revenue</b>	59,400	16,497,807
<b>Deferred Revenue, end of year</b>	<b>59,400</b>	<b>3,627,106</b>
<b>Revenues</b>		
Provincial Grants - Ministry of Education	59,400	9,885,094
Provincial Grants - Other	-	-
Federal Grants	-	-
Other Revenue	-	6,570,699
Investment Income	-	42,014
	59,400	16,497,807
<b>Expenses</b>		
Salaries	-	-
Teachers	-	2,507,694
Principals and Vice Principals	-	131,562
Educational Assistants	-	1,702,693
Support Staff	-	110,279
Other Professionals	49,666	87,931
Substitutes	-	396,325
	49,666	4,936,484
Employee Benefits	9,734	1,181,333
Services and Supplies	-	9,986,710
	59,400	16,104,527
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	393,280
<b>Interfund Transfers</b>		
Tangible Capital Assets Purchased	-	(393,280)
	-	(393,280)
<b>Net Revenue (Expense)</b>	-	-

# School District No. 61 (Greater Victoria)

Schedule 4 (Unaudited)

Schedule of Capital Operations  
Year Ended June 30, 2016

	2016 Budget (Note 20)	2016 Actual		2015 Actual
		Invested in Tangible Capital Assets	Local Capital	Fund Balance
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Ministry of Education	1,000,000	1,543,616		1,543,616
Rentals and Leases	5,137		5,138	5,138
Investment Income	70,026		46,099	46,099
Gain (Loss) on Disposal of Tangible Capital Assets	-	518,833		518,833
Amortization of Deferred Capital Revenue	5,999,951	6,543,808		6,543,808
Long-Term Lease Revenue Recognition	-			-
<b>Total Revenue</b>	<b>7,075,114</b>	<b>8,606,257</b>	<b>51,237</b>	<b>8,657,494</b>
<b>Expenses</b>				
Operations and Maintenance	1,000,000	1,543,616		1,543,616
Amortization of Tangible Capital Assets				
Operations and Maintenance	8,302,624	9,006,685		9,006,685
Write-off/down of Buildings and Sites	-	37,002		37,002
Debt Services				
Capital Lease Interest	-		6,737	6,737
<b>Total Expense</b>	<b>9,302,624</b>	<b>10,587,303</b>	<b>6,737</b>	<b>10,594,040</b>
<b>Capital Surplus (Deficit) for the year</b>	<b>(2,227,510)</b>	<b>(1,981,046)</b>	<b>44,500</b>	<b>(1,936,546)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	800,000	1,572,029		1,572,029
Tangible Capital Assets - Work in Progress				
Local Capital	-		117,367	117,367
<b>Total Net Transfers</b>	<b>800,000</b>	<b>1,572,029</b>	<b>117,367</b>	<b>1,689,396</b>
<b>Other Adjustments to Fund Balances</b>				
District Portion of Proceeds on Disposal		(518,833)	518,833	-
Tangible Capital Assets WIP Purchased from Local Capital		720,163	(720,163)	-
Principal Payment				
Capital Lease		110,630	(110,630)	-
<b>Total Other Adjustments to Fund Balances</b>		<b>311,960</b>	<b>(311,960)</b>	<b>-</b>
<b>Total Capital Surplus (Deficit) for the year</b>	<b>(1,427,510)</b>	<b>(97,057)</b>	<b>(150,093)</b>	<b>(247,150)</b>
<b>Capital Surplus (Deficit), beginning of year</b>		<b>40,424,145</b>	<b>5,989,146</b>	<b>46,413,291</b>
<b>Capital Surplus (Deficit), end of year</b>		<b>40,327,088</b>	<b>5,839,053</b>	<b>46,166,141</b>

**School District No. 61 (Greater Victoria)**

Tangible Capital Assets  
Year Ended June 30, 2016

	Sites	Buildings	Furniture and Equipment	Vehicles	Computer Software	Computer Hardware	Total
	\$	\$	\$	\$	\$	\$	\$
Cost, beginning of year	10,833,717	341,485,174	5,413,717	751,880	34,826	3,561,149	362,080,463
<b>Changes for the Year</b>							
Increase:							
Purchases from:							
Operating Fund	-	-	279,952	92,680	256,057	550,060	1,178,749
Special Purpose Funds	-	2,512	331,706	-	-	59,062	393,280
Transferred from Work in Progress	-	7,073,774	896,704	-	-	242,504	8,212,982
	-	7,076,286	1,308,362	92,680	256,057	851,626	9,785,011
Decrease:							
Deemed Disposals	-	12,309,514	432,123	140,432	-	503,385	1,075,940
Written-off/down During Year	-	12,309,514	432,123	140,432	-	-	12,309,514
	-	12,309,514	432,123	140,432	-	503,385	13,385,454
Cost, end of year	10,833,717	336,251,946	6,489,956	704,128	290,883	3,909,390	358,480,020
Work in Progress, end of year	-	5,465,382	-	-	-	-	5,465,382
Cost and Work in Progress, end of year	10,833,717	341,717,328	6,489,956	704,128	290,883	3,909,390	363,945,402
<b>Accumulated Amortization, beginning of year</b>							
Changes for the Year							
Increase: Amortization for the Year		127,617,682	2,624,975	404,084	17,412	1,276,223	131,940,376
Decrease:							
Deemed Disposals		7,480,110	616,790	79,822	32,571	797,392	9,006,685
Written-off During Year		-	432,123	140,432	-	503,385	1,075,940
		7,717,322	-	-	-	-	7,717,322
		7,717,322	432,123	140,432	-	503,385	8,793,262
Accumulated Amortization, end of year		127,380,470	2,809,642	343,474	49,983	1,570,230	132,153,799
<b>Tangible Capital Assets - Net</b>	10,833,717	214,336,858	3,680,314	360,654	240,900	2,339,160	231,791,603

**School District No. 61 (Greater Victoria)**

Schedule 4B (Unaudited)

Tangible Capital Assets - Work in Progress

Year Ended June 30, 2016

	<b>Buildings</b>	<b>Furniture and Equipment</b>	<b>Computer Software</b>	<b>Computer Hardware</b>	<b>Total</b>
	\$	\$	\$	\$	\$
<b>Work in Progress, beginning of year</b>	1,760,888	-	-	-	1,760,888
<b>Changes for the Year</b>					
Increase:					
Deferred Capital Revenue - Bylaw	9,258,105	896,704	-	242,504	10,397,313
Deferred Capital Revenue - Other	800,000	-	-	-	800,000
Local Capital	720,163	-	-	-	720,163
	10,778,268	896,704	-	242,504	11,917,476
Decrease:					
Transferred to Tangible Capital Assets	7,073,774	896,704	-	242,504	8,212,982
	7,073,774	896,704	-	242,504	8,212,982
<b>Net Changes for the Year</b>	3,704,494	-	-	-	3,704,494
<b>Work in Progress, end of year</b>	5,465,382	-	-	-	5,465,382

**School District No. 61 (Greater Victoria)**

Schedule 4C (Unaudited)

Deferred Capital Revenue

Year Ended June 30, 2016

	<b>Bylaw Capital</b>	<b>Other Provincial</b>	<b>Other Capital</b>	<b>Total Capital</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Deferred Capital Revenue, beginning of year</b>	168,325,584	15,165,445	1,323,382	184,814,411
<b>Changes for the Year</b>				
Increase:				
Transferred from Work in Progress	5,492,819	1,000,001	1,000,000	7,492,820
	5,492,819	1,000,001	1,000,000	7,492,820
Decrease:				
Amortization of Deferred Capital Revenue	5,933,461	539,534	70,813	6,543,808
Revenue Recognized on Write-off/down of Buildings	4,555,190	-	-	4,555,190
	10,488,651	539,534	70,813	11,098,998
<b>Net Changes for the Year</b>	(4,995,832)	460,467	929,187	(3,606,178)
<b>Deferred Capital Revenue, end of year</b>	163,329,752	15,625,912	2,252,569	181,208,233
<b>Work in Progress, beginning of year</b>	260,887	1,000,001	500,000	1,760,888
<b>Changes for the Year</b>				
Increase				
Transferred from Deferred Revenue - Work in Progress	10,397,313	-	800,000	11,197,313
	10,397,313	-	800,000	11,197,313
Decrease				
Transferred to Deferred Capital Revenue	5,492,819	1,000,001	1,000,000	7,492,820
	5,492,819	1,000,001	1,000,000	7,492,820
<b>Net Changes for the Year</b>	4,904,494	(1,000,001)	(200,000)	3,704,493
<b>Work in Progress, end of year</b>	5,165,381	-	300,000	5,465,381
<b>Total Deferred Capital Revenue, end of year</b>	168,495,133	15,625,912	2,552,569	186,673,614

# School District No. 61 (Greater Victoria)

Changes in Unspent Deferred Capital Revenue  
Year Ended June 30, 2016

Schedule 4D (Unaudited)

	Bylaw Capital	MEd Restricted Capital	Other Provincial Capital	Land Capital	Other Capital	Total
<b>Balance, beginning of year</b>	\$ 629,944	\$ 4,947,742	\$ -	\$ -	\$ 200,000	\$ 5,777,686
<b>Changes for the Year</b>						
Increase:						
Provincial Grants - Ministry of Education	11,310,985	74,229	-	-	757,324	11,310,985
Other		2,018	-	-	129	831,553
Investment Income		375,000	-	-	-	2,147
MEd Restricted Portion of Proceeds on Disposal	11,310,985	451,247	-	-	757,453	375,000
Decrease:						
Transferred to DCR - Work in Progress	10,397,313	-	-	-	800,000	11,197,313
Bylaw Expenditures	1,543,616	-	-	-	-	1,543,616
Loss on Disposal of 950 Kings Road	-	393,833	-	-	-	393,833
	11,940,929	393,833	-	-	800,000	13,134,762
<b>Net Changes for the Year</b>	(629,944)	57,414	-	-	(42,547)	(615,077)
<b>Balance, end of year</b>	-	5,005,156	-	-	157,453	5,162,609



OFFICE OF THE  
**SECRETARY-TREASURER**

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
Fax: (250) 475-4115

Mark Walsh Secretary-Treasurer Phone: (250) 475-4108

**TO:** BOARD OF EDUCATION

**FROM:** Mark Walsh  
Secretary-Treasurer

**DATE:** September 26, 2016

**RE:** **Schedules as Required by the Financial Information Act  
for the period July 01, 2015 to June 30, 2016**

---

In accordance with the *Financial Information Act* (the "Act"), each school board is required to prepare a statement of financial information for each fiscal year within six months after the end of the fiscal year. The *Act*, together with the related regulation and directive, prescribes the information that is required to be included in the statement. There are no changes to the reporting requirements for the 2015/2016 period.

The schedules, as required, have been completed for the year ended June 30, 2016, and include:

- i) Management Report
- ii) Schedule of Debts (nil report)
- iii) Schedule of Guarantee and Indemnity Agreements (nil report)
- iv) Schedule of Remuneration and Expenses
- v) Statement of Severance Agreements
- vi) Schedule of Payments for the Provision of Goods and Services
- vii) Comparison of Scheduled Payments to the Audited Financial Statement Expenditures
- viii) School District Audited Financial Statements

The Schedule of Remuneration and Expenses lists only those employees with salaries exceeding \$75,000. Section 6 of the Financial Regulation defines remuneration to include any form of salary, wage, taxable benefit, payment into trust or any form of income deferral paid by the Board to an employee, but does not include anything payable under a severance agreement. Taxable benefits include the employer-paid portion of certain employee benefits defined by the Canada Revenue Agency, including provincial medical insurance premiums and group life insurance premiums.



Section 6 of the Financial Information Regulation defines expenses to include travel expenses, memberships, tuition, relocation expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of the employee. An analysis of the expenses reported for the period ending June 30, 2016 has been included for the Superintendent of Schools, Secretary-Treasurer, Deputy Superintendent and Associate Superintendents.

The Schedule of Payments for the Provision of Goods and Services lists payments made to third parties for the supply of goods and services to the school district in excess of \$25,000.

**IT IS RECOMMENDED:**

**THAT THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA) APPROVE THE SCHEDULES AS REQUIRED BY THE FINANCIAL INFORMATION ACT FOR THE PERIOD JULY 01, 2015 TO JUNE 30, 2016.**

Schedules as required by the Financial Information Act Analysis of Expenses for the period ending June 30, 2016

Pieter Langstraat

Superintendent of Schools

Description	Registration Fees	Annual Membership	Hotels / Meals	Travel, Car Allowance	Phone	Total
Telus Mobility					\$ 1,282.54	\$ 1,282.54
BCSSA Island Chapter Fees 15/16		\$ 300.00				\$ 300.00
VISTA Conference Oct 2-3/15	\$ 100.00		\$ 324.45	\$ 60.20		\$ 484.65
BCSSA Membership Fees 15/16		\$ 1,522.50				\$ 1,522.50
BCSTA Conference Oct 21/15			\$ 178.62	\$ 56.75		\$ 235.37
BCSSA Fall Conference Nov 19-20/15	\$ 446.25			\$ 568.30		\$ 1,014.55
Island Chapter BCSSA Conference Nov 5-6/15			\$ 228.97	\$ 48.00		\$ 276.97
BCSTA December 2015 Academy	\$ 446.25		\$ 175.08	\$ 509.37		\$ 1,130.70
BCPSEA AGM Jan 29/16	\$ 157.50					\$ 157.50
K-5 Numeracy Event Dec 14/15				\$ 4.50		\$ 4.50
VISTA Spring Forum Conference Mar 4-5/16	\$ 110.00					\$ 110.00
BCSSA Spring Forum April 8/16	\$ 334.54			\$ 581.10		\$ 915.64
BCSTA AGM April 2016	\$ 528.90			\$ 279.00		\$ 807.90
Moving Allowance				\$ 5,000.00		\$ 5,000.00
BCCIE Summer Seminar Jun 19/22-16	\$ 393.75					\$ 393.75
BCSSA Summer Conference Aug 16-19/16	\$ 341.25					\$ 341.25
Mileage				\$ 1,391.52		\$ 1,391.52
	\$ 2,858.44	\$ 1,822.50	\$ 907.12	\$ 8,498.74	\$ 1,282.54	\$ 15,369.34

Schedules as required by the Financial Information Act Analysis of Expenses for the period ending June 30, 2016

Mark Walsh

Secretary-Treasurer

Description	Registration Fees	Annual Membership	Hotels / Meals	Travel, Car Allowance	Phone	Total
Telus Mobility					\$ 878.57	\$ 878.57
Law Society of BC 2016 Fees		\$ 2,159.95				\$ 2,159.95
Harris & Co Client Conference Oct 16/15				\$ 423.87		\$ 423.87
Camosun College Pro D Course	\$ 39.41					\$ 39.41
Privacy and Access 20/20: The Future of Privacy Conference Nov 12-13/15	\$ 624.75					\$ 624.75
BCPSEA AGM Jan 29/16	\$ 157.50		\$ 60.00	\$ 333.94		\$ 551.44
BCASBO Membership Fees 2016		\$ 1,050.00				\$ 1,050.00
BCSTA AGM April 2016	\$ 528.90		\$ 646.18	\$ 221.00		\$ 1,396.08
BCASBO Conference May 25-27/16	\$ 378.00		\$ 670.80	\$ 287.43		\$ 1,336.23
Mileage				\$ 239.15		\$ 239.15
	\$ 1,728.56	\$ 3,209.95	\$ 1,376.98	\$ 1,505.39	\$ 878.57	\$ 8,699.45

Schedules as required by the Financial Information Act Analysis of Expenses for the period ending June 30, 2016

Shelley Green

Deputy Superintendent

Description	Registration Fees	Annual Membership	Hotels / Meals	Travel, Car Allowance	Phone	Total
Telus Mobility					\$ 640.56	\$ 640.56
Teacher Regulation Branch Fees 2015		\$ 80.00				\$ 80.00
BCSSA Membership Fees 15-16		\$ 1,522.50				\$ 1,522.50
BCSSA Summer Conference Aug 19-20/15			\$ 880.50	\$ 196.70		\$ 1,077.20
K-5 Numeracy Conference Jan 18/16				\$ 7.50		\$ 7.50
BCSSA Spring Forum April 8/16	\$ 444.74					\$ 444.74
Colour Your Palate ArtsReach Program May 11/16	\$ 65.00					\$ 65.00
BCSSA Short Course Jul 5-6/16				\$ 30.00		\$ 30.00
Haida Gwaii visit May 16-19/16				\$ 920.06		\$ 920.06
BCSSA Summer Conference Aug 16-19/16	\$ 341.25					\$ 341.25
First Nations Conference Oct 6-7/16	\$ 350.00					\$ 350.00
Learning Forward Conference Dec 5-7/16	\$ 770.90					\$ 770.90
Mileage				\$ 1,282.42		\$ 1,282.42
	\$ 1,971.89	\$ 1,602.50	\$ 880.50	\$ 2,436.68	\$ 640.56	\$ 7,532.13

Schedules as required by the Financial Information Act Analysis of Expenses for the period ending June 30, 2016

Greg Kitchen

Associate Superintendent

	Registration Fees	Annual Membership	Hotels / Meals	Travel, Car Allowance	Phone	Total
Telus Mobility					\$ 629.30	\$629.30
BCSSA Membership Fees 15-16	\$ 1,141.87					\$1,141.87
BCSSA Fall Conference Nov 19-20/15	\$ 446.25		\$ 467.52	\$ 229.10		\$1,142.87
BCSSA Summer Conference Aug 16-19/16	\$ 341.25					\$341.25
Moving Allowance				\$ 2,737.14		\$2,737.14
Mileage				\$ 1,342.17		\$1,342.17
	\$1,929.37	\$0.00	\$467.52	\$4,308.41	\$629.30	\$7,334.60

Schedules as required by the Financial Information Act Analysis of Expenses for the period ending June 30, 2016

Deborah Whitten

Associate Superintendent

Description	Registration Fees	Annual Membership	Hotels / Meals	Travel, Car Allowance	Phone	Total
Telus Mobility					\$ 808.74	\$ 808.74
BCSSA Membership fees 15-16		\$ 1,522.50				\$ 1,522.50
ASCD Membership for 2016-17		\$ 89.00				\$ 89.00
BCSSA Summer Conference Aug 19-20/15			\$ 781.50	\$ 112.80		\$ 894.30
BCSSA Fall Conference Nov 19-20/15	\$ 446.25		\$ 352.52	\$ 415.00		\$ 1,213.77
Self Regulation Pro D Conference Oct 2015			\$ 328.59	\$ 598.50		\$ 927.09
Colour Your Palate ArtsReach Program May 11/16	\$ 65.00					\$ 65.00
Vic High Alumni Black and Gold Dinner May 13/16	\$ 100.00					\$ 100.00
Haida Gwaii Trip May 16-19/16				\$ 920.06		\$ 920.06
Promoting Mental Health and Resilience May 27/16	\$ 31.50					\$ 31.50
Family Support Institute Summer 2016	\$ 300.00					\$ 300.00
Education Leadership Institute Aug 7-10/16	\$ 693.70					\$ 693.70
BCSSA Summer Conference Aug 16-19/16	\$ 341.25			\$ 1,080.94		\$ 1,422.19
Mileage				\$ 1,058.69		\$ 1,058.69
	\$ 1,977.70	\$ 1,611.50	\$ 1,462.61	\$ 4,185.99	\$ 808.74	\$ 10,046.54



**Board of Education of  
SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)**

***Schedules as required by***

# **The Financial Information Act**

***For the period July 01, 2015 to June 30, 2016***

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)  
YEAR ENDED JUNE 30, 2016**

**SCHEDULES AS REQUIRED BY  
THE FINANCIAL INFORMATION ACT**

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Ministry  
of Education

## SCHOOL DISTRICT STATEMENT OF FINANCIAL INFORMATION (SOFI)

6049

SCHOOL DISTRICT NUMBER	NAME OF SCHOOL DISTRICT	YEAR
61	Greater Victoria	2015-2016
OFFICE LOCATION(S)		TELEPHONE NUMBER
556 Boleskine Road		250-475-3212
MAILING ADDRESS		
556 Boleskine Road		
CITY	PROVINCE	POSTAL CODE
Victoria	BC	V8Z 1E8
NAME OF SUPERINTENDENT		TELEPHONE NUMBER
Piet Langstraat		250-475-4162
NAME OF SECRETARY TREASURER		TELEPHONE NUMBER
Mark Walsh		250-475-4108

### DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information for the year ended  
**June 30, 2016**

for School District No. **61** as required under Section 2 of the Financial Information Act.

SIGNATURE OF CHAIRPERSON OF THE BOARD OF EDUCATION	DATE SIGNED
SIGNATURE OF SUPERINTENDENT	DATE SIGNED
SIGNATURE OF SECRETARY TREASURER	DATE SIGNED

EDUC. 6049 (REV. 2008/09)

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)  
YEAR ENDED JUNE 30, 2016**

**MANAGEMENT REPORT**

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian Generally Accepted Accounting Principles for not-for-profit organizations, and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all of the other schedules of financial information and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Education is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, KPMG, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements as required by the *School Act*. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of School District No. 61 (Greater Victoria)

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Piet Langstraat  
Superintendent of Schools  
September 26, 2016

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Mark Walsh  
Secretary-Treasurer  
September 26, 2016

This statement is prepared pursuant to the *Financial Information Regulation, Schedule 1, Section 9*.

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)  
YEAR ENDED JUNE 30, 2016**

**SCHEDULE OF DEBTS**

Information on all long term debt is included in Statement 1 and in the Notes of the School District Audited Financial Statements.

This statement is prepared pursuant to the *Financial Information Regulation, Schedule 1, Section 4*.

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)  
YEAR ENDED JUNE 30, 2016**

**SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS**

School District No. 61 (Greater Victoria) has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

This statement is prepared pursuant to the *Financial Information Regulation, Schedule 1, Section 5.*

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )**  
**YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES**  
**(IN EXCESS OF \$25,000)**

**ELECTED OFFICIALS**

NAME	POSITION	REMUNERATION	EXPENSES
FERRIS, THOMAS	TRUSTEE	\$20,485.92	\$1,127.96
LEONARD, ELAINE	TRUSTEE	\$20,485.92	\$0.00
LORING-KUHANGA, EDITH	TRUSTEE, CHAIR	\$23,485.92	\$4,469.16
MCNALLY, DIANE	TRUSTEE, VICE CHAIR	\$21,985.92	\$2,248.35
NOHR, DEBORAH	TRUSTEE	\$20,485.92	\$2,453.99
ORCHERTON, PEG	TRUSTEE	\$20,485.92	\$1,395.77
PAYNTER, ROB	TRUSTEE	\$20,485.92	\$2,573.97
WATTERS, JORDAN	TRUSTEE	\$20,485.92	\$2,444.94
WHITEAKER, ANN	TRUSTEE	\$20,485.92	\$2,281.81
<b>TOTAL, ELECTED OFFICIALS</b>		<b>\$ 188,873.28</b>	<b>\$ 18,995.95</b>

**EMPLOYEES, OTHER THAN ELECTED OFFICIALS**  
**(Details of employees with remuneration that exceeds \$75,000)**

NAME	POSITION	REMUNERATION	EXPENSES
ACHTEM, JANICE	TEACHER	\$87,581.64	\$0.00
ADAMS, DANA	TEACHER	\$81,373.54	\$0.00
ADAMS, DONALD	TEACHER	\$78,567.92	\$0.00
ADAMS, MIKE	TEACHER	\$90,240.44	\$0.00
ADAMSCHEK, DARLENE	TEACHER	\$78,464.49	\$0.00
AERTS, THOMAS	PRINCIPAL	\$120,101.67	\$2,129.36
AILEEN, CAROL	TEACHER	\$88,290.36	\$0.00
ALBERS, LESLIE	TEACHER	\$80,713.87	\$0.00
ALEXANDER, SCOTT	TEACHER	\$89,052.70	\$32.79
ALLEN, MURRAY	VICE PRINCIPAL	\$99,853.29	\$0.00
ALLEN, RYAN	TEACHER	\$79,843.76	\$0.00
ALLSOPP, JONATHON	TEACHER	\$78,567.92	\$0.00
AMMON, ROBERT	TEACHER	\$85,839.60	\$0.00
ANDREWS, KENNETH	PRINCIPAL	\$112,306.83	\$346.74
ARIS, BRANDON	TEACHER	\$75,384.41	\$0.00
ARMITAGE, LISA	PSYCHOLOGIST	\$85,242.53	\$815.52
ARMSTRONG, KATHRYN	TEACHER	\$86,929.50	\$0.00
ARNOTT, DAN	TEACHER	\$81,253.35	\$0.00
ASHURST, DAVID	TEACHER	\$82,617.61	\$0.00
ATKINSON, CLAIRE	TEACHER	\$87,534.01	\$0.00
ATKINSON, PETER	TEACHER	\$79,815.28	\$0.00
ATTERBURY, JOHN	TEACHER	\$78,464.50	\$0.00
AWAI, DOUGLAS	TEACHER	\$81,312.16	\$0.00
BACKHOUSE, DAVID	TEACHER	\$80,514.70	\$0.00
BAILEY, DANA	TEACHER	\$86,952.48	\$1,304.80
BAINS, GINA	TEACHER	\$79,673.17	\$0.00
BAIRD, TARA	TEACHER	\$85,476.03	\$0.00
BAKER, GARY	TEACHER	\$87,696.65	\$32.79
BALABUCH, ALLISON	TEACHER	\$88,268.08	\$0.00
BALDWIN, CAROLINE	TEACHER	\$82,323.63	\$0.00
BALL, CHRISTOPHER	TEACHER	\$86,221.31	\$0.00
BALL, KATRINA	ASSOCIATE SECRETARY-TREASURER	\$133,072.99	\$3,410.95
BALLARD, CORRIE	TEACHER	\$83,947.15	\$0.00
BARKER, BRYN	TEACHER	\$87,484.04	\$0.00
BARNES, MITCHELL	TEACHER	\$91,402.41	\$0.00
BARSS, TIM	TEACHER	\$95,260.87	\$0.00
BARWIN, ALAN	TEACHER	\$87,581.53	\$0.00
BASI, ROB	TEACHER	\$79,805.83	\$300.00

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )**  
**YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES**  
**(IN EXCESS OF \$25,000)**

**EMPLOYEES, OTHER THAN ELECTED OFFICIALS**  
**(Details of employees with remuneration that exceeds \$75,000)**

NAME	POSITION	REMUNERATION	EXPENSES
BAYLIS, LISA	TEACHER	\$77,387.94	\$353.76
BEAUCAGE, DOMINIQUE	TEACHER	\$87,553.15	\$0.00
BECK, BRENDA-LEE	TEACHER	\$78,062.30	\$0.00
BECK, DARRYL	TEACHER	\$78,817.65	\$5.00
BECKER, CATHY	TEACHER	\$87,436.83	\$0.00
BEECH, GARY	TEACHER	\$79,127.13	\$0.00
BELL, JAMES	TEACHER	\$78,499.78	\$0.00
BELL, MAI	TEACHER	\$78,312.85	\$0.00
BEMBRIDGE, TERESA	TEACHER	\$87,436.69	\$1,489.99
BENDER, LOIS	PRINCIPAL	\$97,021.40	\$1,063.08
BENNETT, WILLO	TEACHER	\$79,698.77	\$245.70
BENSON, HEATHER	TEACHER	\$99,168.32	\$200.00
BENTHAM, CAMELLIA	TEACHER	\$77,258.92	\$135.20
BERGERON, TODD	TEACHER	\$80,224.19	\$95.00
BERRY, JONATHON	TEACHER	\$88,920.46	\$0.00
BERUBE, HELENE	TEACHER	\$82,581.27	\$300.00
BERUBE, MARIE-FRANCE	TEACHER	\$80,752.67	\$0.00
BESSE, CATHY	TEACHER	\$77,774.78	\$0.00
BIGAM, ABIGAIL	TEACHER	\$85,531.51	\$0.00
BILLINGS, DANIELLE	TEACHER	\$79,840.96	\$0.00
BLAIR, ANDREA	TEACHER	\$86,220.21	\$0.00
BLECIC, KEVIN	TEACHER	\$89,889.35	\$30.00
BLOUIN, LORI	TEACHER	\$88,355.14	\$0.00
BOLDT, COLIN	TEACHER	\$86,364.68	\$0.00
BOULDING, SHAWN	PRINCIPAL	\$119,931.97	\$2,609.63
BOULTON, MATTHEW	TEACHER	\$76,700.61	\$0.00
BOWES, DOUGLAS	SPEECH AND LANGUAGE PATHOLOGIST	\$84,597.25	\$0.00
BRADBURY, CHARLENE	SPEECH AND LANGUAGE PATHOLOGIST	\$77,317.49	\$60.00
BRADBURY, JESSE	PRINCIPAL	\$119,363.79	\$0.00
BRADLEY, BRIAN	TEACHER	\$79,815.34	\$0.00
BRADSHAW, TIM	TEACHER	\$79,814.01	\$0.00
BRAID-SKOLSKI, HILARY	TEACHER	\$81,272.05	\$0.00
BRAIN, TANI-LAUREEN	TEACHER	\$86,957.81	\$0.00
BRAUN, GILLIAN	VICE PRINCIPAL	\$102,237.27	\$1,066.79
BREMAUD, FREDERIC	TEACHER	\$87,581.56	\$0.00
BRISBANE, LISA	TEACHER	\$77,674.18	\$0.00
BRISDON, GARRETT	VICE PRINCIPAL	\$77,748.98	\$0.00
BRISOTTO, TIDA	TEACHER	\$76,267.68	\$0.00
BROOKER, DEREK	TEACHER	\$88,891.91	\$0.00
BROOKES, KIERSTEN	TEACHER	\$87,467.63	\$0.00
BUCKINGHAM, TRENT	TEACHER	\$81,160.97	\$0.00
BUDGELL, MELINDA	TEACHER	\$87,581.79	\$28.39
BULLARD, TIMON	TEACHER	\$79,625.44	\$0.00
BURGERS, SIMON	DISTRICT PRINCIPAL, LANGUAGES & MULTICULTURALISM	\$111,895.63	\$4,569.85
BURLESON, WENDY	TEACHER	\$85,498.01	\$0.00
BURLEY, LORI	PRINCIPAL	\$105,804.30	\$0.00
BUSCH, KEVIN	TEACHER	\$79,595.37	\$0.00
BUTLER, PATRICIA	TEACHER	\$79,166.02	\$451.50
BUTLER, RICHARD	TEACHER	\$87,467.74	\$0.00
CAIN, SHADRICK	TEACHER	\$92,187.81	\$0.00
CAIRNS, LAURIE	VICE PRINCIPAL	\$93,624.76	\$334.54
CALDERWOOD, COLLEEN	TEACHER	\$88,746.69	\$0.00
CALDWELL, HAROLD	DISTRICT PRINCIPAL, STUDENT SERVICES	\$112,254.76	\$2,167.25
CAMERON, CARRIE	TEACHER	\$88,789.62	\$0.00
CAMERON, JULIANNE	TEACHER	\$79,879.22	\$0.00
CAMPBELL, BARBARA	TEACHER	\$85,417.79	\$0.00
CAMPBELL, MARILYN	PRINCIPAL	\$104,903.93	\$0.00
CAMPBELL, SCOTT	TEACHER	\$75,882.58	\$0.00

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )**  
**YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES**  
**(IN EXCESS OF \$25,000)**

**EMPLOYEES, OTHER THAN ELECTED OFFICIALS**  
**(Details of employees with remuneration that exceeds \$75,000)**

NAME	POSITION	REMUNERATION	EXPENSES
CAMPBELL, TRENT	TEACHER	\$84,797.33	\$0.00
CANNON, KIMBERLY	TEACHER	\$77,006.01	\$0.00
CANTY, ANDY	MANAGER, INFORMATION TECHNOLOGY	\$98,131.90	\$4,601.86
CAPELLI, GIULIA	TEACHER	\$84,152.39	\$0.00
CARMICHAEL, ALLAN	TEACHER	\$81,402.62	\$0.00
CARRICO, PATRICIA	TEACHER	\$77,960.47	\$0.00
CARRUTH, JUDITH	TEACHER	\$86,844.02	\$0.00
CARTER, DOUGLAS	TEACHER	\$86,552.11	\$0.00
CARTER, JERRY	TEACHER	\$79,166.02	\$0.00
CARTER, LEESA	TEACHER	\$80,565.60	\$0.00
CASTELLANOS, NICOLE	TEACHER	\$82,620.93	\$0.00
CHALUPNIK, PETRA-ANN	TEACHER	\$78,188.40	\$0.00
CHAMBERS, JENNIFER	TEACHER	\$81,876.38	\$3,966.27
CHAN, AMANDA	TEACHER	\$76,528.34	\$0.00
CHAN, NORMA	TEACHER	\$78,481.43	\$0.00
CHAN, SOPHIA	TEACHER	\$79,711.71	\$0.00
CHAPIN, MONICA	TEACHER	\$78,465.81	\$60.00
CHESSA, JUDITH	TEACHER	\$85,416.88	\$110.25
CHIAPPETTA, MARY	TEACHER	\$87,555.08	\$2,896.91
CHOW, DENISE	TEACHER	\$86,346.62	\$0.00
CHRISTOFF, PATRICK	TEACHER	\$87,467.71	\$0.00
CHRISTY, NORAH-DAWN	TEACHER	\$87,644.54	\$0.00
CICCONI, TERESA	TEACHER	\$85,360.41	\$0.00
CLARK, ALAN	TEACHER	\$86,141.07	\$0.00
CLARK, KEVIN	TEACHER	\$79,381.22	\$0.00
CLEATOR, KYLA	DISTRICT PRINCIPAL, SPECIAL EDUCATION	\$91,929.68	\$8,586.52
CLEMENTS, OWEN	TEACHER	\$79,711.90	\$0.00
COEY, HEATHER	TEACHER	\$87,467.60	\$0.00
COLANTONIO, SAVERIO	TEACHER	\$87,553.20	\$0.00
COLE, JOHN	TEACHER	\$84,711.16	\$0.00
COLEMAN, DEANNA	TEACHER	\$79,106.12	\$0.00
COMPANION, DARREN	TEACHER	\$79,035.82	\$0.00
CONDIE, RICHEL	TEACHER	\$86,904.14	\$0.00
CONIBEAR, FRANK	TEACHER	\$86,220.17	\$236.25
CONNELLY, CATHRYN	TEACHER	\$84,327.89	\$0.00
COPP, ANNA	TEACHER	\$81,137.39	\$0.00
CORMIER, JASON	TEACHER	\$86,008.94	\$0.00
COTTIER, SUSAN	TEACHER	\$86,929.54	\$20.00
COUGHLIN, CAMMY	PRINCIPAL	\$104,679.74	\$2,182.35
COULTER, KERRI	TEACHER	\$87,496.63	\$0.00
COURVILLE, DEBORAH	PRINCIPAL	\$116,993.13	\$0.00
COWIE, TRACY	TEACHER	\$77,954.57	\$0.00
CRAWFORD, ROBERT	TEACHER	\$78,464.50	\$0.00
CREESE, JACQUELINE	TEACHER	\$86,122.39	\$0.00
CRISP, ALEXANDER	TEACHER	\$87,257.61	\$0.00
CRISTANTE, KOLETTE	TEACHER	\$78,567.95	\$0.00
CRLJENKOVIC, CHRISTINA	TEACHER	\$79,737.98	\$621.89
CROCKER, GARY	TEACHER	\$87,553.14	\$0.00
CRUST, LYNN	TEACHER	\$79,595.35	\$0.00
CRYSTAL, TRACEY	TEACHER	\$78,593.58	\$0.00
CULLEN, AUDRA	TEACHER	\$85,017.31	\$0.00
CUNNINGHAM, BRADLEY	TEACHER	\$87,120.19	\$0.00
DAGG, JODI	TEACHER	\$79,815.28	\$0.00
DAILYDE, PAUL	TEACHER	\$86,986.29	\$0.00
DANCE, MICHELE	MANAGER, HUMAN RESOURCES	\$82,342.45	\$2,342.83
DANIELLS, PATRICIA	TEACHER	\$88,953.37	\$0.00
DANN, RONALD	TEACHER	\$86,929.51	\$0.00
DAVIS, JEFFREY	DIRECTOR, INTERNATIONAL STUDENT PROGRAM	\$116,967.63	\$8,387.02

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )**  
**YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES**  
**(IN EXCESS OF \$25,000)**

**EMPLOYEES, OTHER THAN ELECTED OFFICIALS**  
**(Details of employees with remuneration that exceeds \$75,000)**

NAME	POSITION	REMUNERATION	EXPENSES
DE JONG, JACQUELINE	TEACHER	\$87,583.18	\$0.00
DE MEDEIROS, ALEXANDER	TEACHER	\$87,581.59	\$0.00
DE NAT, BRENT	PRINCIPAL	\$105,123.42	\$0.00
DHALIWAL, NIVTEJ	TEACHER	\$75,686.68	\$0.00
DHILLON, SHANNON	TEACHER	\$75,928.94	\$0.00
DI BIASE, JEANETTE	TEACHER	\$87,351.11	\$0.00
DICK, JANA	VICE PRINCIPAL	\$92,387.89	\$1,236.37
DICKSON, CHRIS	TEACHER	\$79,088.23	\$0.00
DIETIKER, MARTHA	TEACHER	\$88,752.36	\$100.00
DIGESO, CANDICE	TEACHER	\$75,449.07	\$0.00
DIVOKY, PILAR	MARKETING & STUDENT SUPPORT, INTERNATIONAL PROGRAM	\$88,509.67	\$1,772.31
DIXON, MICHELLE	TEACHER	\$79,724.89	\$652.29
DODD, MICHAEL	TEACHER	\$79,673.18	\$0.00
DODDS, KELLY	TEACHER	\$78,543.02	\$0.00
DOHERTY, KIRK	TEACHER	\$88,670.29	\$0.00
DOLAN, ELAINE	PRINCIPAL	\$92,451.70	\$348.21
DORION, CHARLOTTE	TEACHER	\$81,247.67	\$318.30
DOYLE, DWAYNE	VICE PRINCIPAL	\$103,708.58	\$721.71
DURRANCE, DEBBIE	TEACHER	\$79,127.94	\$0.00
DUVAL, ROGER	TEACHER	\$81,216.16	\$0.00
DUYNAM, JEFFREY	VICE PRINCIPAL	\$97,498.52	\$1,197.07
EADIE, BARBARA	TEACHER	\$87,394.74	\$0.00
EBRAHIM, SHAMEEM	TEACHER	\$81,428.72	\$52.35
EDWARDS, JAMES	TEACHER	\$79,169.95	\$0.00
EDWARDS, SHAWN	TEACHER	\$79,578.43	\$0.00
EGGERT, PETRA	TEACHER	\$85,778.81	\$652.36
EHRCKE, TARA	TEACHER	\$82,105.90	\$321.81
ELKIN, LOUISA	TEACHER	\$84,203.53	\$0.00
ELLIOT, MAYLYN	TEACHER	\$87,610.93	\$300.00
ELLISON, PETER	TEACHER	\$79,711.46	\$0.00
ELSDON, JOSHUA	TEACHER	\$75,095.68	\$0.00
ENFIELD, SUSAN	TEACHER	\$86,929.55	\$370.64
ENGLISH, SHARON	VICE PRINCIPAL	\$92,848.47	\$0.00
EVANCHIEW, TODD	TEACHER	\$87,609.96	\$0.00
EWALD, HELENA	TEACHER	\$86,579.79	\$0.00
EWART, PAMELA	VICE PRINCIPAL	\$87,197.42	\$0.00
FAHR, JENNIFER	TEACHER	\$87,467.58	\$209.06
FALLS, DOUGLAS	TEACHER	\$78,542.31	\$0.00
FALLS, PATRICIA	PRINCIPAL	\$121,203.00	\$3,865.50
FAST, RICHARD	TEACHER	\$89,052.71	\$366.45
FAWCETT, INGRID	VICE PRINCIPAL	\$102,472.51	\$1,393.90
FELLMAN, JULIA	VICE PRINCIPAL	\$92,540.41	\$3,369.54
FERGUSON, BRUCE	TEACHER	\$88,659.85	\$0.00
FERREIRA, PHILIP	TEACHER	\$86,112.34	\$0.00
FINLAYSON, ERIN	TEACHER	\$87,467.46	\$0.00
FINLAYSON, JAMES	TEACHER	\$78,697.58	\$0.00
FISHER, JULIE	VICE PRINCIPAL	\$98,905.47	\$1,696.23
FLELLO, DAVID	TEACHER	\$85,784.10	\$0.00
FLETCHER, KENNETH	TEACHER	\$94,317.47	\$0.00
FLETCHER, PATRICIA	TEACHER	\$79,595.94	\$0.00
FOGELKLOU, TONY	TEACHER	\$86,986.20	\$41.00
FOREST, MICHELLE	SPEECH AND LANGUAGE PATHOLOGIST	\$84,862.65	\$226.72
FORSBERG, RAY	TEACHER	\$78,464.52	\$0.00
FORSYTH, ELAINE	TEACHER	\$85,988.97	\$366.45
FOSDICK, WILLIAM	MANAGER, HUMAN RESOURCES	\$86,052.59	\$2,920.02
FRANCESCHINI, DIANE	TEACHER	\$78,163.88	\$0.00
FRANKSON, LAUNIE	VICE PRINCIPAL	\$79,373.75	\$0.00
FRASER, GERRY	TEACHER	\$89,254.80	\$0.00



**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )  
YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES  
(IN EXCESS OF \$25,000)**

**EMPLOYEES, OTHER THAN ELECTED OFFICIALS**

(Details of employees with remuneration that exceeds \$75,000)

NAME	POSITION	REMUNERATION	EXPENSES
FRASER, MICHAEL	TEACHER	\$87,436.73	\$0.00
FRENCH, ADRIAN	TEACHER	\$90,005.45	\$355.80
GAGNE, ANGIE	TEACHER	\$80,199.26	\$0.00
GALE, SHARON	TEACHER	\$79,088.20	\$0.00
GALHON, SANJIV	TEACHER	\$80,455.02	\$24.15
GAME, NANCY	TEACHER	\$79,018.31	\$0.00
GAROST, GREGORY	TEACHER	\$85,445.56	\$0.00
GARRAWAY, BRENT	TEACHER	\$79,088.19	\$0.00
GAUCHER, HEATHER	TEACHER	\$79,492.52	\$0.00
GAUK, MARLENE	TEACHER	\$79,474.95	\$0.00
GAUVREAU, CARMEN	PRINCIPAL	\$96,785.08	\$0.00
GENUIST, ANNE	TEACHER	\$79,711.94	\$0.00
GEORGE, ANN	TEACHER	\$86,957.85	\$0.00
GEORGE, CORRINNA	TEACHER	\$86,957.81	\$0.00
GERBER, RAMY	VICE PRINCIPAL	\$82,196.30	\$1,845.00
GERHARDT, MARK	TEACHER	\$76,492.14	\$139.50
GIASSON, GUY	TEACHER	\$79,088.21	\$0.00
GIBSON, HILARY	TEACHER	\$75,764.99	\$0.00
GIESBRECHT, CARTER	PRINCIPAL	\$106,972.04	\$921.13
GILLESPIE, JAQUELINE	TEACHER	\$87,581.47	\$0.00
GNOCATO, BETTY	TEACHER	\$85,562.01	\$0.00
GORDON, THOMAS	TEACHER	\$86,112.34	\$0.00
GRANT, HEATHER	TEACHER	\$79,815.33	\$0.00
GRANT, NICOLE	TEACHER	\$79,088.21	\$0.00
GRAY, JOHN	TEACHER	\$88,786.10	\$0.00
GREEN, DANNY	TEACHER	\$79,434.67	\$131.25
GREEN, NICOLA	TEACHER	\$75,496.19	\$510.30
GREEN, SHELLEY	ASSOCIATE SUPERINTENDENT	\$135,800.39	\$7,532.13
GREENE, BEN	TEACHER	\$89,139.59	\$0.00
GREENWOOD, MICHAEL	TEACHER	\$88,615.92	\$0.00
GREW, CATHERINE	TEACHER	\$86,220.27	\$0.00
GREW, KEITH	TEACHER	\$89,889.37	\$125.00
GRIGOR, KAREN	TEACHER	\$87,351.20	\$0.00
GROOT, CHUCK	TEACHER	\$88,890.96	\$0.00
GUILBAULT, PAMELA	TEACHER	\$84,287.02	\$2,138.76
GUILLEMETTE, THERESE	TEACHER	\$79,671.94	\$0.00
GUIZZO, MARKO	TEACHER	\$81,243.00	\$0.00
GUTIERREZ, LUCAS	TEACHER	\$79,715.93	\$0.00
GYBELS, ALLAN	TEACHER	\$78,464.50	\$0.00
HALLETT, TODD	TEACHER	\$79,893.92	\$0.00
HAMILTON, JULIE	TEACHER	\$79,088.20	\$0.00
HAMM, LAURIE	VICE PRINCIPAL	\$95,220.39	\$655.75
HANSEN, JAMES	PRINCIPAL	\$107,118.92	\$1,721.97
HANSEN, LILIANA	TEACHER	\$79,712.93	\$0.00
HARRIS, MURRAY	PRINCIPAL	\$103,237.99	\$1,231.94
HARTE, CINDY	PRINCIPAL	\$104,738.03	\$1,959.55
HASLER, VICTORIA	TEACHER	\$86,986.24	\$0.00
HAVELAAR, NORA	TEACHER	\$88,591.57	\$0.00
HAWKER, BARBARA	TEACHER	\$78,542.33	\$0.00
HAZELTON, RYAN	TEACHER	\$78,389.29	\$0.00
HEARSEY, BRIDGET	TEACHER	\$78,308.23	\$0.00
HEATHERINGTON, SHAMIM	TEACHER	\$79,098.23	\$0.00
HEBB, LISA	TEACHER	\$87,450.73	\$0.00
HEER, ANGELINE	MANAGER, ACCOUNTING AND BUDGETS	\$77,491.19	\$3,266.38
HEISLER, STEPHEN	TEACHER	\$90,026.73	\$0.00
HELM, AARON	TEACHER	\$81,480.41	\$0.00
HENDERSON, KEN	TEACHER	\$76,624.11	\$1,957.30
HENDRA, TANNIS	TEACHER	\$86,988.37	\$139.50

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )**  
**YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES**  
**(IN EXCESS OF \$25,000)**

**EMPLOYEES, OTHER THAN ELECTED OFFICIALS**  
**(Details of employees with remuneration that exceeds \$75,000)**

NAME	POSITION	REMUNERATION	EXPENSES
HERMANSON, ANDREA	TEACHER	\$79,694.10	\$0.00
HERPERGER, AMY	TEACHER	\$87,610.19	\$0.00
HIGGINBOTHAM, KAREN	TEACHER	\$86,366.07	\$0.00
HITCHCOCK, DAPHNE	TEACHER	\$87,026.18	\$2,557.03
HO, JENNIFER	TEACHER	\$88,645.22	\$0.00
HODGINS, HELENA	TEACHER	\$86,337.90	\$0.00
HOFFMAN, ALLYSON	TEACHER	\$89,995.17	\$0.00
HOLOB, WENDY	PRINCIPAL	\$107,910.92	\$0.00
HOLT, HOLLY	PRINCIPAL	\$107,520.58	\$743.38
HOSOKAWA, JANET	TEACHER	\$87,553.12	\$0.00
HOUSE, ROBERT	PRINCIPAL	\$119,798.29	\$0.00
HOUSTON, MELANIE	SPEECH AND LANGUAGE PATHOLOGIST	\$80,307.16	\$850.72
HOVIS, DAVID	PRINCIPAL	\$108,369.18	\$946.26
HOWARD, NELLIE	TEACHER	\$86,843.97	\$0.00
HUDSON, AARON	TEACHER	\$78,468.43	\$0.00
HUMENIUK, LAURI	TEACHER	\$82,723.45	\$0.00
HUNT, CHANDRA	TEACHER	\$86,929.71	\$0.00
HUNTER, ALIZA	TEACHER	\$77,837.01	\$0.00
HUNTER, PETER	TEACHER	\$88,296.88	\$0.00
HURST, PHILLIP	TEACHER	\$79,789.72	\$0.00
HUSTON, WENDY	TEACHER	\$86,963.48	\$139.50
INGSTRUP, ROSS	TEACHER	\$84,484.27	\$0.00
IRETON ROACH, MARJORIE	TEACHER	\$87,581.51	\$0.00
IRETON, CATHERINE	TEACHER	\$79,815.33	\$0.00
ISAAC, RITA	TEACHER	\$86,220.28	\$0.00
IVES, IRENE	VICE PRINCIPAL	\$97,187.01	\$446.25
JACEK, JANE	TEACHER	\$81,054.41	\$0.00
JACQUES, CHAD	TEACHER	\$87,429.11	\$0.00
JAMES, HEIDI	TEACHER	\$82,681.53	\$983.81
JANZEN, BARRY	VICE PRINCIPAL	\$105,200.71	\$2,232.25
JARDINE, DANIEL	TEACHER	\$79,711.45	\$0.00
JENKINS, CHRISTOPHER	TEACHER	\$89,254.69	\$1,716.20
JENSEN, SELENA	TEACHER	\$86,957.88	\$366.45
JOHNSON, BRETT	PRINCIPAL	\$108,068.66	\$2,303.02
JOHNSON, CORALEE	TEACHER	\$76,827.48	\$0.00
JOHNSON, JASON	VICE PRINCIPAL	\$96,643.28	\$2,003.95
JOHNSON, NEAL	TEACHER	\$79,815.33	\$0.00
JOHNSTON, CATHERINE	TEACHER	\$77,648.88	\$0.00
JOHNSTON, PETER	TEACHER	\$78,464.49	\$0.00
JONES, FIONA	TEACHER	\$79,035.34	\$0.00
JONG, LAUREN	TEACHER	\$82,510.50	\$0.00
JORGENSEN, READ	PRINCIPAL	\$105,548.81	\$2,696.69
JORY, MEGAN	TEACHER	\$84,938.42	\$31.50
JOST, SANDRA	VICE PRINCIPAL	\$92,835.72	\$359.00
JUNG, PAUL	TEACHER	\$88,271.34	\$0.00
KARIM, KASSAM	TEACHER	\$86,905.21	\$0.00
KEENAN, PATRICIA	TEACHER	\$78,383.24	\$240.97
KELLY, BRENT	PRINCIPAL	\$112,389.25	\$2,380.38
KELLY, LAURA	TEACHER	\$79,088.24	\$0.00
KELLY, MARY	TEACHER	\$86,319.91	\$335.25
KENNEDY, MELANIE	TEACHER	\$87,467.57	\$65.00
KENNEL, GLYNNIS	TEACHER	\$85,450.94	\$0.00
KERR, DAWNA	TEACHER	\$79,815.86	\$0.00
KHOSLA, SARAH	VICE PRINCIPAL	\$89,043.18	\$0.00
KIDD, BERNARD	TEACHER	\$80,672.89	\$2.00
KIDD, WENDY	TEACHER	\$86,844.03	\$0.00
KIERNAN, MICHAEL	TEACHER	\$82,728.28	\$0.00
KILPATRICK, KRISTY	TEACHER	\$78,465.04	\$139.50

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )  
YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES  
(IN EXCESS OF \$25,000)**

**EMPLOYEES, OTHER THAN ELECTED OFFICIALS**  
(Details of employees with remuneration that exceeds \$75,000)

NAME	POSITION	REMUNERATION	EXPENSES
KIND, CINDY	TEACHER	\$85,450.92	\$0.00
KING, CLAIRE	TEACHER	\$82,620.93	\$0.00
KIRKWOOD, SCOTT	TEACHER	\$78,788.92	\$0.00
KIRZINGER, EMILY	TEACHER	\$102,488.66	\$920.00
KITCHEN, GREG	ASSOCIATE SUPERINTENDENT	\$106,590.02	\$7,334.60
KNAPPETT, KATHERINE	TEACHER	\$79,088.21	\$0.00
KOHLRUSS, BRENDA	TEACHER	\$84,271.91	\$700.55
KOLEBA, JANE	TEACHER	\$88,587.38	\$0.00
KOUTOUGOS, CHRISTOPHER	TEACHER	\$99,346.09	\$897.97
KRUGER, BRIAN	TEACHER	\$92,913.96	\$0.00
KUBICEK, TESSA	TEACHER	\$77,843.93	\$0.00
KUCHER, AMELITA	TEACHER	\$81,180.45	\$396.80
LAIRD, JEFFREY	TEACHER	\$87,467.80	\$0.00
LAM, ROBIN	TEACHER	\$79,840.96	\$0.00
LANCASTER, CINDY	TEACHER	\$83,082.84	\$0.00
LANGSTON, JANET	VICE PRINCIPAL	\$93,884.62	\$948.46
LANGSTRAAT, PIETER	SUPERINTENDENT OF SCHOOLS	\$161,376.89	\$15,369.34
LAROUCHE, DONNA	TEACHER	\$79,011.04	\$0.00
LASER, DEBRA	SECRETARY-TREASURER	\$215,680.85	\$1,703.68
LE BLANC, DEBRA	MANAGER, PAYROLL AND BENEFITS	\$101,658.44	\$5,455.53
LEGG, STEVEN	TEACHER	\$78,463.11	\$0.00
LEISCHNER, MARK	TEACHER	\$86,220.22	\$0.00
LEMON, ALEX	TEACHER	\$77,684.39	\$0.00
LENNIE, MAUREEN	TEACHER	\$79,474.99	\$40.00
LENO, LAURA	TEACHER	\$79,840.97	\$0.00
LEVESQUE, GABRIEL	TEACHER	\$86,220.21	\$0.00
LIDSTONE, MARIANNE	TEACHER	\$78,582.10	\$0.00
LIENARD-BOISJOLI, BYRON	TEACHER	\$75,271.50	\$0.00
LILYHOLM, ROBERT	TEACHER	\$84,817.20	\$32.79
LINNELL, DEBORAH	TEACHER	\$77,481.58	\$0.00
LITMAN, JANE	TEACHER	\$86,994.26	\$1,051.06
LOUGHTON, JACQUELINE	TEACHER	\$92,161.68	\$300.00
LOUKES, JEFFREY	TEACHER	\$86,843.85	\$615.26
LUCHIES, KEVIN	PRINCIPAL	\$117,222.25	\$0.00
LUMB, ROBERT	SUPERVISOR, MAINTENANCE	\$88,960.38	\$5,424.34
LUNDGREN, KRISTEN	TEACHER	\$79,815.36	\$0.00
LUTNER, JULIE	SENIOR MANAGER, BUDGETS AND FINANCIAL ANALYSIS	\$99,945.80	\$6,057.26
MACDONALD, JENNIFER	VICE PRINCIPAL	\$95,107.09	\$508.71
MACDONALD, SUZANNE	TEACHER	\$87,014.59	\$0.00
MACEWAN, KAREN	VICE PRINCIPAL	\$98,268.02	\$1,384.90
MACFARLANE, MICHELLE	PRINCIPAL	\$103,676.12	\$1,371.60
MACINTOSH, CHRISTOPHER	PRINCIPAL	\$113,931.97	\$1,000.00
MACISAAC, MELANIE	TEACHER	\$86,220.20	\$251.16
MACKENZIE, CAROLINE	TEACHER	\$81,144.06	\$0.00
MACKIE, CAROLE	TEACHER	\$78,487.70	\$0.00
MADDERN, METTHEA	TEACHER	\$76,486.43	\$0.00
MAI, ANNEMARIE	TEACHER	\$85,880.81	\$42.00
MAILHIOT, DALE	TEACHER	\$94,391.33	\$0.00
MAKAROFF, CATHERINE	TEACHER	\$80,341.49	\$95.00
MANN, STEPHANIE	TEACHER	\$85,534.34	\$0.00
MANN, TARJEET	PRINCIPAL	\$104,599.79	\$5.00
MANNING, PAULA	TEACHER	\$80,901.65	\$0.00
MARCHANT, DANA	ALLIED SPECIALIST	\$77,034.36	\$1,843.67
MARCHI, JEFF	TEACHER	\$87,465.05	\$0.00
MARCZYK, LISA	TEACHER	\$77,077.77	\$41.00
MARGETTS, MARLA	VICE PRINCIPAL	\$97,187.14	\$2,367.23
MARKIN, DARRYL	TEACHER	\$76,895.67	\$0.00
MARKS, TIM	TEACHER	\$79,789.78	\$0.00

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )**  
**YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES**  
**(IN EXCESS OF \$25,000)**

**EMPLOYEES, OTHER THAN ELECTED OFFICIALS**  
**(Details of employees with remuneration that exceeds \$75,000)**

NAME	POSITION	REMUNERATION	EXPENSES
MARLEY, EMMA	VICE PRINCIPAL	\$93,010.07	\$50.00
MARTIN, JENNIFER	TEACHER	\$87,581.56	\$301.10
MASINI, DAVID JOHN	TEACHER	\$79,673.17	\$0.00
MASUCH, BRIAN	TEACHER	\$79,404.98	\$0.00
MATHESON, GAYLE	TEACHER	\$79,677.10	\$0.00
MAXWELL, AARON	VICE PRINCIPAL	\$97,407.04	\$1,785.85
MAXWELL, KWYN	TEACHER	\$79,310.23	\$0.00
MAY, FIONA	TEACHER	\$87,657.45	\$0.00
MAZZA, MICHAEL	TEACHER	\$86,220.13	\$0.00
MCBURNEY, NITA	EXECUTIVE ASSISTANT	\$79,546.81	\$371.79
MCCARTHY, DAVID	TEACHER	\$79,165.96	\$0.00
MCCARTNEY, SEAN	PRINCIPAL	\$101,472.14	\$1,052.00
MCDUGALL, CAROL	TEACHER	\$87,398.63	\$0.00
MCINNES, CHRISTINE	TEACHER	\$80,134.02	\$0.00
MCINTOSH, GWYNETH	TEACHER	\$82,639.90	\$0.00
MCKAY, BEVERLY	TEACHER	\$87,576.58	\$0.00
MCKEAN, DANIEL	TEACHER	\$76,034.56	\$0.00
MCLAREN, GRAHAM	TEACHER	\$76,224.63	\$0.00
MCMASTER, ELIZABETH	VICE PRINCIPAL	\$100,908.49	\$1,140.94
MCMILLAN, DANNY	TEACHER	\$85,385.30	\$0.00
MCTAVISH-HAHN, LAURA	TEACHER	\$85,474.62	\$263.00
MCVIE, ELAINE	PRINCIPAL	\$103,701.45	\$704.16
MEADOWS, ALLISON	TEACHER	\$79,815.90	\$0.00
MEILLEUR, MARGO	TEACHER	\$86,251.61	\$0.00
MELDRUM, EDWARD	TEACHER	\$79,815.34	\$0.00
MELVIN, ELLEN	TEACHER	\$88,885.83	\$0.00
MERNER, CHRISTINE	SENIOR OCCUPATIONAL HEALTH AND SAFETY ADVISOR	\$78,898.25	\$2,148.80
MITCHELL, GORDON	PRINCIPAL	\$110,170.42	\$1,811.87
MITCHELL, JEFFREY	PRINCIPAL	\$105,148.13	\$62.50
MITCHELL, JOANNE	ALLIED SPECIALIST	\$84,593.65	\$1,175.09
MITCHELL, NATALIA	TEACHER	\$79,595.34	\$0.00
MOORE, ALISSA	TEACHER	\$81,935.76	\$652.84
MOORE, AUDREY	TEACHER	\$84,146.66	\$0.00
MOREAU, JOYCE	TEACHER	\$87,351.07	\$0.00
MOREAU, LEAH	VICE PRINCIPAL	\$103,010.44	\$905.75
MORSON, MICHELLE	TEACHER	\$85,741.78	\$0.00
MUELLER, ANDREA	TEACHER	\$79,758.87	\$0.00
MURPHY, WANDA	TEACHER	\$87,436.62	\$0.00
MURRAY, PAMELA	TEACHER	\$75,043.43	\$0.00
MYLES, SUNNY	TEACHER	\$86,987.47	\$192.42
MYLES, WILLIAM	TEACHER	\$87,351.10	\$0.00
NAST, RYAN	TEACHER	\$82,707.28	\$0.00
NAUGHTON, NADINE	PRINCIPAL	\$109,330.47	\$0.00
NEAL, BRYAN	TEACHER	\$84,013.67	\$0.00
NELSON, NELLA	COORDINATOR, ABORIGINAL NATIONS EDUCATION	\$105,700.46	\$6,911.83
NEVES, COLLEEN LYNN	TEACHER	\$78,468.44	\$0.00
NEWELL, DAVID	TEACHER	\$88,512.56	\$355.80
NICKERSON, CAREY	TEACHER	\$87,610.03	\$1,556.20
NICOLSON, JOANNE	TEACHER	\$79,191.77	\$0.00
NIGH, CHERYL	TEACHER	\$75,095.58	\$0.00
NOLAN, JAIME	TEACHER	\$77,782.11	\$0.00
NORRIS-JONES, DEAN	TEACHER	\$95,847.79	\$0.00
NUGENT, JOY	TEACHER	\$88,775.28	\$0.00
NYHAN, KELLY	TEACHER	\$79,818.90	\$0.00
O'CONNOR, BRENNAN	VICE PRINCIPAL	\$86,027.63	\$2,914.27
O'DORNAN, SHARON	SPEECH AND LANGUAGE PATHOLOGIST	\$85,751.58	\$316.16
O'KEEFE, MARCY	TEACHER	\$78,464.50	\$0.00
O'RYAN, JENNIFER	TEACHER	\$87,467.67	\$0.00

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )  
YEAR ENDED JUNE 30, 2016

SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES  
(IN EXCESS OF \$25,000)

EMPLOYEES, OTHER THAN ELECTED OFFICIALS

(Details of employees with remuneration that exceeds \$75,000)

NAME	POSITION	REMUNERATION	EXPENSES
ONUMA, JODY	TEACHER	\$87,494.35	\$0.00
ORAAS, KAREN	TEACHER	\$86,843.84	\$0.00
ORME, GEOFFREY	TEACHER	\$87,581.38	\$0.00
OTTENBREIT, SUSAN	TEACHER	\$87,142.25	\$0.00
OWEN, JASON	TEACHER	\$75,377.59	\$0.00
PACKFORD, KEN	TEACHER	\$81,042.31	\$22.05
PANTALEO, PAUL	TEACHER	\$85,019.32	\$0.00
PARENT, EDWARD	TEACHER	\$79,088.20	\$0.00
PARIS, MARIE	VICE PRINCIPAL	\$93,571.00	\$890.03
PARKER, CHRISTOPHER	TEACHER	\$79,088.20	\$0.00
PARKER, ROB	PRINCIPAL	\$111,395.84	\$871.50
PARKINSON, DONNA	TEACHER	\$81,348.80	\$69.66
PATTERSON, CHRISTINE	VICE PRINCIPAL	\$90,494.80	\$1,228.69
PAUL, LYNDA	TEACHER	\$79,191.62	\$0.00
PENNELL, EDWARD	DIRECTOR, INFORMATION TECHNOLOGY	\$119,452.14	\$8,157.73
PENTY, ALAN	TEACHER	\$80,905.41	\$0.00
PETERSON, ALISON	TEACHER	\$86,504.73	\$0.00
PETROVIC, SHANNON	TEACHER	\$79,815.32	\$0.00
PHILLIPS, SUSAN	TEACHER	\$87,467.53	\$0.00
PHIPPS, JENNIFER	TEACHER	\$78,062.85	\$459.45
PICK, RENEE	PRINCIPAL	\$105,151.57	\$3,271.12
PICKWICK, TERRA	TEACHER	\$76,704.88	\$0.00
PIERCY, DAVID	TEACHER	\$86,843.99	\$131.25
PIERIK, TINA	VICE PRINCIPAL	\$94,668.97	\$1,677.10
PIGGOTT, CAROLINE	TEACHER	\$76,186.36	\$0.00
PILLAY, KOGIE	TEACHER	\$82,233.50	\$0.00
PITE, AARON	TEACHER	\$75,067.20	\$0.00
PITRE, PHILLIP	VICE PRINCIPAL	\$103,315.46	\$1,066.99
PLINT, VIVIAN	TEACHER	\$79,595.91	\$0.00
POHL, BRENDA	TEACHER	\$87,085.89	\$0.00
POIRIER, TIFFANY	VICE PRINCIPAL	\$81,192.69	\$3,727.05
POLSON, AMANDA	VICE PRINCIPAL	\$93,066.24	\$1,656.32
POMMELET, COLLEEN	TEACHER	\$79,815.31	\$0.00
PONCHET, THIERRY	TEACHER	\$80,752.40	\$0.00
POSTLE, MELANIE	VICE PRINCIPAL	\$93,205.94	\$1,069.61
POULAIN, LOUIS	TEACHER	\$78,567.92	\$0.00
POY, GREGORY	TEACHER	\$88,776.52	\$0.00
PRATT, ROSANNE	TEACHER	\$79,711.90	\$0.00
PRESTON-BAIN, MARVELLA	DISTRICT PRINCIPAL, SPECIAL EDUCATION	\$105,834.20	\$5,603.03
PRETTY, BRETT	TEACHER	\$85,450.92	\$0.00
PRICE, STEVEN	TEACHER	\$98,300.07	\$300.00
PRIESTLEY, NICOLA	TEACHER	\$80,216.23	\$2,395.47
PSAILA, KEITH	TEACHER	\$79,815.39	\$0.00
PSAILA, LYNDA	TEACHER	\$78,567.94	\$0.00
PUCKETT, MELISSA	TEACHER	\$77,882.44	\$0.00
PUGH, ALISON	TEACHER	\$86,220.16	\$0.00
PULLAN, MIILA	TEACHER	\$86,283.23	\$0.00
QUAST, BRADY	TEACHER	\$93,773.93	\$0.00
QUAST, JEREMY	TEACHER	\$94,391.25	\$0.00
RACANSKY, BETH	TEACHER	\$81,125.29	\$0.00
RAHN, LANA	TEACHER	\$91,267.63	\$0.00
RAO, ASHA	TEACHER	\$88,297.26	\$350.00
RATSOY, CARL	TEACHER	\$85,450.81	\$0.00
RAVENHILL, DAVID	TEACHER	\$81,158.86	\$241.60
RAYNOR-ATTERBURY, MOIRA	TEACHER	\$88,077.48	\$0.00
REID, KARI	TEACHER	\$87,644.44	\$0.00
REID, MICHELLE	TEACHER	\$79,698.81	\$0.00
REINTJES, MIKKI	TEACHER	\$88,268.13	\$616.45

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )  
YEAR ENDED JUNE 30, 2016

SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES  
(IN EXCESS OF \$25,000)

EMPLOYEES, OTHER THAN ELECTED OFFICIALS  
(Details of employees with remuneration that exceeds \$75,000)

NAME	POSITION	REMUNERATION	EXPENSES
RENARD, GAIL	TEACHER	\$78,464.51	\$0.00
RENAULT, RICHARD	SUPERVISOR, OPERATIONS	\$92,823.03	\$4,132.91
RENYARD, TAMMY	PRINCIPAL	\$112,016.50	\$731.64
REYNOLDS, SEAN	TEACHER	\$85,132.42	\$0.00
RICHARDSON, ANDREW	TEACHER	\$79,711.91	\$0.00
RICHARDSON, DONNA	TEACHER	\$86,220.17	\$0.00
RICHEY, TRAVIS	TEACHER	\$75,883.73	\$0.00
RIMMER, KELLY	TEACHER	\$80,512.51	\$0.00
ROBERTS, ANITA	TEACHER	\$84,632.28	\$0.00
ROBERTS, COLIN	DISTRICT PRINCIPAL, HUMAN RESOURCES	\$120,048.33	\$1,757.59
ROBERTS, LAURINDA	TEACHER	\$77,385.00	\$0.00
ROBERTS, VICKI	TEACHER	\$76,738.00	\$139.50
ROBINSON, JUNE	TEACHER	\$85,910.86	\$328.85
ROBINSON, TRISH	TEACHER	\$76,686.04	\$0.00
ROLSTON, CHERYL	VICE PRINCIPAL	\$81,336.10	\$1,045.81
ROSENBERG, PETER	TEACHER	\$79,088.98	\$0.00
ROSS, ARTHUR	TEACHER	\$86,639.67	\$0.00
ROSS, BEVERLEY	TEACHER	\$79,088.21	\$0.00
ROSS, DARLENE	TEACHER	\$87,351.14	\$0.00
ROSS, DIANNE	TEACHER	\$79,673.16	\$0.00
ROSS, JEREMY	TEACHER	\$78,567.90	\$0.00
ROSS, LINDSAY	TEACHER	\$81,259.66	\$0.00
ROSS, PADDY	TEACHER	\$79,711.93	\$0.00
ROSS, TANYA	TEACHER	\$77,784.79	\$31.50
ROSSATO, LOREDANA	TEACHER	\$79,088.20	\$0.00
ROSSATO, MARIZA	TEACHER	\$79,088.20	\$0.00
ROUX, FRANCOISE	TEACHER	\$86,929.51	\$0.00
ROY, JANINE	DISTRICT PRINCIPAL, LEARNING INITIATIVES	\$115,101.65	\$4,691.78
RUD, LANA	TEACHER	\$78,464.49	\$0.00
RUSHTON, BRENDA	TEACHER	\$88,333.94	\$0.00
RUTHERFORD, SCOTT	TEACHER	\$81,268.37	\$0.00
SACKER-VAN GESSEL, ROBIN	TEACHER	\$87,467.59	\$33.40
SAKIYAMA, DALE	TEACHER	\$79,815.36	\$0.00
SALVATI, SUSAN	TEACHER	\$75,913.20	\$0.00
SAMUELSON, SCOTT	TEACHER	\$87,609.88	\$5.00
SANBORN, ANDREA	TEACHER	\$79,364.78	\$0.00
SANCHEZ, ANGELA	TEACHER	\$78,553.06	\$0.00
SANDERSON, CINDY	PRINCIPAL	\$105,512.91	\$0.00
SAPSFORD, BARBARA	VICE PRINCIPAL	\$88,788.98	\$0.00
SAPSFORD, PAUL	TEACHER	\$79,815.31	\$0.00
SARTON, KATHLEEN	TEACHER	\$79,711.94	\$0.00
SCARBOROUGH, SUSANNE	TEACHER	\$79,404.94	\$2,041.24
SCHAEFER, JEFFREY	TEACHER	\$82,755.23	\$0.00
SCHIPPERS, MARK	TEACHER	\$86,957.73	\$0.00
SCHLAPPNER, CARRIE	VICE PRINCIPAL	\$95,492.72	\$1,609.54
SCHNEIDER, JONATHAN	TEACHER	\$86,334.22	\$0.00
SCHROEDER, TODD	TEACHER	\$79,527.38	\$0.00
SCHWAB, CLARK	TEACHER	\$91,340.52	\$0.00
SCHWARZ, RENE	TEACHER	\$79,815.32	\$0.00
SCIGLIANO, LUCIANO	PRINCIPAL	\$111,913.69	\$655.40
SCOTNEY, CATHERINE	TEACHER	\$85,101.89	\$0.00
SCOTT, DAVID	DIRECTOR, INTERNATIONAL STUDENT PROGRAM	\$84,000.98	\$1,499.81
SCOTT, JENNIFER	TEACHER	\$77,187.83	\$0.00
SCOTT, WILLIAM	TEACHER	\$90,985.65	\$0.00
SEABERG, MICHA	TEACHER	\$86,220.25	\$0.00
SEABERG, VICKY	TEACHER	\$87,468.67	\$0.00
SEKHA, BALRAJ	TEACHER	\$79,673.18	\$0.00
SENKO, MONIQUE	VICE PRINCIPAL	\$89,664.38	\$0.00

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )**  
**YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES**  
**(IN EXCESS OF \$25,000)**

**EMPLOYEES, OTHER THAN ELECTED OFFICIALS**  
**(Details of employees with remuneration that exceeds \$75,000)**

NAME	POSITION	REMUNERATION	EXPENSES
SHANNON, LIA	TEACHER	\$79,724.99	\$0.00
SHARP, DEANNE	TEACHER	\$86,144.82	\$0.00
SHASKO, EDITH	TEACHER	\$86,251.83	\$0.00
SHEFFER, LOUISE	PRINCIPAL	\$113,705.12	\$3,332.77
SHEFFER, MICHAEL	TEACHER	\$79,815.32	\$0.00
SHERSTOBITOFF, TAMMY	VICE PRINCIPAL	\$103,133.82	\$769.58
SHIRES, ANDREW	TEACHER	\$76,565.13	\$0.00
SHORTREED, DAVID	DISTRICT VICE PRINCIPAL, EDUCATIONAL TECHNOLOGY	\$97,468.25	\$7,405.62
SHORTT, CHARMAINE	TEACHER	\$78,464.50	\$0.00
SHORTT, DAVID	TEACHER	\$79,711.92	\$0.00
SHRUBSOLE, DEREK	TEACHER	\$87,610.01	\$366.45
SHYPITKA, BRENDA	TEACHER	\$78,539.90	\$0.00
SIMMONDS, KATHLEEN	TEACHER	\$81,997.25	\$0.00
SIMONSON, ERIC	TEACHER	\$87,467.68	\$32.79
SITAR, ISTVAN	TEACHER	\$87,609.96	\$0.00
SIVERTSON, GREG	TEACHER	\$81,611.31	\$0.00
SMITH, SANDY	TEACHER	\$79,711.90	\$0.00
SMITH, SCOTT	VICE PRINCIPAL	\$93,674.01	\$385.45
SMITH, SUSAN	TEACHER	\$85,450.94	\$0.00
SMITH, TERRI	PRINCIPAL	\$96,083.99	\$1,390.11
SMITH, W DARREN	TEACHER	\$87,467.62	\$0.00
SNEDDON, THOMAS	TEACHER	\$75,095.34	\$0.00
SNOW, JOANNA	VICE PRINCIPAL	\$97,290.70	\$0.00
SOLECKI, SUSANNA	TEACHER	\$80,995.61	\$0.00
SOLES, JIM	SUPERVISOR, BUILDING PROJECTS	\$106,057.03	\$2,545.83
SOMERS, EDWARD	TEACHER	\$89,211.07	\$0.00
SORBOE, GLENN	TEACHER	\$85,417.88	\$0.00
SORENSEN, JODI	TEACHER	\$86,220.21	\$0.00
SOUBIRAN, YVES	TEACHER	\$79,673.18	\$0.00
SPARROW, DENISE	TEACHER	\$78,468.43	\$0.00
SPRAY, TIM	TEACHER	\$89,355.08	\$0.00
SPRIGG, RICHARD	TEACHER	\$86,305.77	\$0.00
SRAN, STEVE	TEACHER	\$79,349.69	\$0.00
STEAD, NICOLE	TEACHER	\$84,223.09	\$0.00
STEELE, REBECCA	TEACHER	\$93,543.45	\$0.00
STEEVES, NICOLE	TEACHER	\$84,283.89	\$0.00
STEVENS, RYAN	TEACHER	\$85,454.39	\$0.00
STEVENS, SHELLEY	TEACHER	\$78,593.56	\$0.00
STEVENSON, KIMBERLEY	TEACHER	\$76,883.54	\$0.00
STEVENSON, PAUL	VICE PRINCIPAL	\$98,322.22	\$0.00
STROM, KIMBERLEY	VICE PRINCIPAL	\$109,689.75	\$1,002.37
STRONG, NICOLE	TEACHER	\$77,751.10	\$0.00
SUNDHER, SANJAI	TEACHER	\$86,986.27	\$0.00
SUTTON, TRENA	TEACHER	\$86,357.91	\$0.00
SWAIN, DEBRA	TEACHER	\$86,599.79	\$0.00
SWAIN, KAREN	TEACHER	\$75,095.10	\$0.00
SWAN, LINDSAY	VICE PRINCIPAL	\$92,830.01	\$2,290.85
SZATMARY, STEVE	TEACHER	\$80,914.13	\$0.00
TAGGART, AMY	TEACHER	\$85,489.70	\$0.00
TAGGART, ROXANNE	TEACHER	\$91,270.60	\$0.00
TAGHAOUSSI, MARC	TEACHER	\$85,562.12	\$0.00
TAUSON, AL	TEACHER	\$79,295.31	\$0.00
TAYLOR, BARBARA	VICE PRINCIPAL	\$92,389.77	\$586.22
TESSEMAKER, JOCELYN	TEACHER	\$79,088.20	\$0.00
TEVAARWERK, KATHERINE	TEACHER	\$86,221.33	\$0.00
THACKER, RIINA	TEACHER	\$78,247.18	\$0.00
THATCHER, GORDON	TEACHER	\$86,650.05	\$0.00
THEIM, SUSAN	TEACHER	\$78,152.39	\$5.00

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )  
YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES  
(IN EXCESS OF \$25,000)**

**EMPLOYEES, OTHER THAN ELECTED OFFICIALS**  
(Details of employees with remuneration that exceeds \$75,000)

NAME	POSITION	REMUNERATION	EXPENSES
THOMAS, BRUCE	TEACHER	\$79,717.85	\$0.00
THOMAS, SCOTT	PRINCIPAL	\$104,679.74	\$0.00
THOMPSON, DONNA	VICE PRINCIPAL	\$100,449.09	\$920.00
THOMPSON, MIKE	TEACHER	\$81,000.68	\$0.00
THOMSON, DAVID	PRINCIPAL	\$120,263.04	\$0.00
THORNTON, KEELY	TEACHER	\$83,058.40	\$0.00
THORSON, TOM	PRINCIPAL	\$107,946.37	\$1,703.28
THURBIDE, CAMERON	TEACHER	\$81,242.84	\$0.00
TISSARI, JANET LYNN	TEACHER	\$84,203.52	\$0.00
TOLEIKIS, STEVEN	TEACHER	\$87,351.19	\$0.00
TRENCHARD, LEANN	TEACHER	\$91,632.97	\$806.73
TRINH, AI LINH	TEACHER	\$78,312.81	\$0.00
TROFIMUK, MARYANNE	PRINCIPAL	\$112,651.18	\$0.00
TROUGHTON, MICHELLE	VICE PRINCIPAL	\$86,578.67	\$159.53
TROZZO, CINDY	TEACHER	\$79,088.20	\$0.00
TUCKER, ROBERT	DISTRICT ADMINISTRATOR, INTERNATIONAL STUDENT PROGRAM	\$92,195.28	\$5,933.77
TURCOTTE, ILDA	TEACHER	\$87,599.63	\$0.00
TURNBULL, THOMAS	TEACHER	\$81,031.94	\$135.20
VAN DUYNENVOORDE, JEANNY	TEACHER	\$79,166.14	\$57.75
VERHAGEN, MICHAEL	TEACHER	\$79,711.91	\$865.67
VITALE, WILLIAM	TEACHER	\$85,398.91	\$0.00
VRANJES, TOMO	TEACHER	\$87,824.89	\$30.00
WALASEK, JASON	TEACHER	\$84,206.42	\$0.00
WALKER, OMDREA	TEACHER	\$86,041.91	\$0.00
WALKER, RALPH	VICE PRINCIPAL	\$103,015.46	\$0.00
WALKER, ROSS	SUPERVISOR, CONSTRUCTION	\$102,014.66	\$2,354.70
WALKER, WILLIAM BRUCE	TEACHER	\$79,088.76	\$0.00
WALLACE, SEAN	TEACHER	\$79,080.42	\$50.00
WALSH, MARK	SECRETARY-TREASURER	\$133,912.98	\$8,699.45
WALSH-ANSTEY, MICHELLE	TEACHER	\$78,331.62	\$0.00
WALTON, CAROL	TEACHER	\$86,929.46	\$936.01
WARDLE, TANYA LOIS	TEACHER	\$87,352.50	\$0.00
WARRENDER, CONNIE	TEACHER	\$86,220.16	\$0.00
WAUTHY, JAMES	TEACHER	\$79,088.23	\$0.00
WEAR, LARA	TEACHER	\$86,843.84	\$0.00
WEAVER, JEFFERY	TEACHER	\$86,368.52	\$84.00
WEHNER, DENISE	TEACHER	\$87,604.14	\$1,532.02
WEIR, HEATHER	TEACHER	\$81,455.55	\$0.00
WELSH, ELIZABETH	ALLIED SPECIALIST	\$85,244.43	\$0.00
WEST, ALISON	TEACHER	\$79,308.08	\$0.00
WEST, GWYNETH	TEACHER	\$79,710.72	\$139.50
WESTBY, LEOLA	TEACHER	\$78,542.32	\$0.00
WESTCOTT, STEPHEN	TEACHER	\$79,089.33	\$0.00
WESTERGARD, CHERYL	TEACHER	\$86,488.08	\$349.83
WESTON, JOHN	TEACHER	\$76,738.75	\$0.00
WESTON, SHELLEY	TEACHER	\$75,067.21	\$0.00
WHEELER, STEWART	TEACHER	\$88,891.64	\$75.00
WHITFIELD, WILLIAM	TEACHER	\$79,279.14	\$0.00
WHITTAM, LYNDIA	PRINCIPAL	\$104,974.73	\$803.17
WHITTEN, DEBORAH	ASSOCIATE SUPERINTENDENT	\$121,098.34	\$10,046.54
WIEDEMAN, KRISTIN	TEACHER	\$82,545.42	\$40.00
WIGNALL, CHRISTOPHER	TEACHER	\$82,419.90	\$0.00
WILLIAMS, ALAN	TEACHER	\$79,711.91	\$0.00
WILSON, DOUGLAS	TEACHER	\$79,789.73	\$45.00
WILSON, MICHAEL	TEACHER	\$79,673.17	\$0.00
WILTON, DEANNA	TEACHER	\$79,724.42	\$0.00
WOOD, SHAWNA	TEACHER	\$78,662.10	\$490.20
WOODLAND, JUDITH	TEACHER	\$75,792.20	\$0.00



**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )  
YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES  
(IN EXCESS OF \$25,000)**

**EMPLOYEES, OTHER THAN ELECTED OFFICIALS**  
(Details of employees with remuneration that exceeds \$75,000)

NAME	POSITION	REMUNERATION	EXPENSES
WOOSTER, ELAINE	VICE PRINCIPAL	\$96,741.73	\$920.00
WORSLEY, HARRISON	TEACHER	\$78,668.73	\$0.00
WRIGHT, COREY	TEACHER	\$85,312.52	\$0.00
YARR, TRACY	TEACHER	\$78,472.68	\$0.00
YOUNG, DAVID	TEACHER	\$87,528.99	\$240.00
ZARUK, JILLIAN	TEACHER	\$87,351.07	\$0.00
ZUMACH, KIMBERLY	TEACHER	\$80,804.76	\$652.30
<b>TOTAL FOR EMPLOYEES WITH REMUNERATION THAT EXCEEDS \$75,000</b>		<b>\$59,276,842.11</b>	<b>\$317,805.63</b>
<b>TOTAL FOR EMPLOYEES WITH REMUNERATION OF \$75,000 OR LESS</b>		<b>\$79,672,560.78</b>	<b>\$180,467.76</b>
<b>TOTAL FOR EMPLOYEES OTHER THAN ELECTED OFFICIALS</b>		<b>\$138,949,402.89</b>	<b>\$498,273.39</b>
<b>CONSOLIDATED TOTAL - REMUNERATION PAID</b>		<b>\$139,138,276.17</b>	<b>\$517,269.34</b>
<b>EMPLOYER PORTION OF EMPLOYMENT INSURANCE CONTRIBUTIONS AND CANADA PENSION PLAN</b>			<b>\$7,646,250.25</b>

This statement is prepared pursuant to the *Financial Information Regulation, Schedule 1, Section 6.*

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)  
YEAR ENDED JUNE 30, 2016**

**STATEMENT OF SEVERANCE AGREEMENTS**

There were no severance agreements made between School District No. 61 (Greater Victoria) and its non-unionized employees during fiscal year 2015-2016.

This statement is prepared pursuant to the *Financial Information Regulation, Schedule 1, Subsection 6(7)*.

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )  
YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES  
(IN EXCESS OF \$25,000)**

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AGGREGATE AMOUNT PAID DURING FISCAL YEAR
4REFUEL CANADA LP	\$36,627.41
A R MOWER & SUPPLY LTD	\$42,646.24
ACME SUPPLIES LTD	\$412,712.05
AMAZON.COM	\$97,285.44
ANDREW SHERET LTD.	\$37,371.49
APEX STEEL & GAS LTD	\$1,067,272.16
APPLE CANADA INC	\$233,268.32
ASC	\$53,175.17
ASCA OFFICE SOLUTIONS	\$29,396.85
ATHLONE TRAVEL (OAK BAY) LTD	\$48,644.59
BARAGAR ENTERPRISES LTD	\$30,056.25
BARTLETT TREE EXPERTS	\$45,524.25
BC FERRIES	\$80,689.02
BC HYDRO & POWER AUTHORITY	\$1,592,972.53
BC SAFETY AUTHORITY	\$29,818.73
BCSTA	\$75,137.85
BEST BUY	\$31,753.83
BIG BROTHERS & BIG SISTERS	\$46,580.00
BMS INTEGRATED SERVICES INC	\$47,291.60
BOARDWALK COMMUNICATIONS	\$449,123.35
BOLEN BOOKS LTD	\$41,475.62
BRAD COOK'S HI-PERFORMANCE HOC	\$53,854.50
BRADLEY SHUYA ARCHITECT INC	\$57,859.04
BURNSIDE GORGE COMMUNITY ASSOC	\$377,796.30
BURRMECH CONSULTANTS INC.	\$35,589.75
CAMOSUN COLLEGE	\$278,043.11
CANON CANADA INC	\$329,772.21
CASCADIA SPORT SYSTEMS INC	\$64,029.00
CDN TIRE STORE	\$26,742.95
CHEVRON CANADA LTD	\$173,277.89
COLUMBIA INDUSTRIAL SUPPLIES	\$34,008.67
COMMISSIONAIRES	\$26,783.70
CONTI EVOLUTION	\$157,484.09
CORPORATION OF THE CITY OF VICTORIA	\$190,995.30
COSTCO WHOLESALE	\$86,410.25
CRESCENT BEACH PUBLISHING	\$30,197.34
CROY & CO. STAGE LIGHTING LTD.	\$49,037.20
DAVIES PARK & ASSOCIATES	\$102,218.39
DENBOW	\$39,438.05
E B HORSMAN & SON HEAD OFFICE	\$31,952.21
EDU VICTORIA AGENCY LTD.	\$54,385.03
EDUCAN INSTITUTIONAL FURNITURE	\$159,388.53
ELCO SYSTEMS	\$183,425.43
EMCO CORPORATION	\$37,125.23
ESQUIMALT NATION	\$60,000.00
FAIRFIELD GONZALES COMMUNITY ASSOCIATION	\$1,048,328.20
FAIRWAY MARKET	\$27,986.84
FARMER CONSTRUCTION LTD	\$10,506,687.96
FLYNN CANADA LIMITED	\$440,160.02
FOLLETT SCHOOL SOLUTIONS INC	\$45,113.51
FORTISBC ENERGY	\$748,609.58
FRIESENS	\$44,731.21
FUTUREBOOK PRINTING,INC	\$50,104.60
GARDEN CITY TRANSPORTATION LTD	\$329,562.92
GARDEN CITY TREE AND LANDSCAPE	\$51,751.00

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )**  
**YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES**  
**(IN EXCESS OF \$25,000)**

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AGGREGATE AMOUNT PAID DURING FISCAL YEAR
GFS CANADA COMPANY	\$115,810.03
GREEN ROOTS PLAY EQUIPMENT INC	\$43,990.24
GUNNAR PACIFIC AGENCIES, INC	\$115,533.60
HARRIS & COMPANY	\$35,053.92
HCMA ARCHITECTURE + DESIGN	\$125,491.84
HDR ARCHITECTURE ASSOCIATES INC	\$91,475.89
HEATHERBRAE BUILDERS CO LTD	\$402,176.36
HOMWOOD HEALTH INC	\$82,210.50
HOT HOUSE PIZZA	\$38,164.53
ISLAND BLUEPRINT CO LTD	\$45,474.85
ISLAND ENVIRONMENTAL HEALTH & SAFETY INC	\$75,775.10
ISLAND FLOORING CENTRE LTD	\$29,957.67
ISLAND KEY COMPUTER LTD	\$283,793.16
ISLAND KEY SUPPLY	\$30,483.66
ISLAND TEMPERATURE CONTROLS LTD	\$35,160.77
ISLAND TRACTOR SUPPLY	\$65,466.86
JAMES BAY COMMUNITY SCHOOL SOCIETY	\$105,285.65
JONATHAN MORGAN & COMPANY LTD	\$42,179.00
JOSTENS	\$91,338.39
KEV SOFTWARE INC	\$151,788.00
KINETIC CONSTRUCTION LTD	\$1,924,370.87
KMS TOOLS & EQUIPMENT LTD	\$42,278.97
LARSEN MUSIC	\$32,677.67
LIN HAW INTERNATIONAL CO LTD	\$39,928.57
LONDON DRUGS	\$39,230.65
LONG & MCQUADE LIMITED	\$142,141.81
LORDCO PARTS LTD.	\$46,052.66
LUMBERWORLD OPERATIONS LTD	\$86,829.40
LVISSAA	\$81,188.78
M & B TOURS LTD	\$87,689.50
M6 SECURITY CORPORATION	\$46,781.50
MICHAELS #3501	\$28,107.70
MINISTER OF FINANCE	\$25,200.00
MONK OFFICE SUPPLY LTD	\$551,460.32
MT WASHINGTON ALPINE RESORT	\$55,847.17
MUNICIPAL PENSION PLAN	\$3,436,289.63
MUNROS BOOKSTORE LTD	\$30,180.10
MUSKOKA LANGUAGE INTERNATIONAL	\$29,649.38
MVCC VIDEO COMMUNICATIONS CORP	\$27,131.87
NELSON EDUCATION LTD	\$61,330.56
NUMBER TEN ARCHITECTURAL GROUP	\$297,116.21
OAK BAY RECREATION	\$37,953.73
OAK BAY WATER DEPT	\$49,979.40
OUT OF THE BLUE DESIGNS	\$235,059.69
PACIFIC BLUE CROSS	\$1,998,664.19
PACIFIC PAINT (BENJAMIN MOORE)	\$35,551.66
PANAGO	\$52,242.27
PASSION SPORTS	\$65,303.46
PEARSON EDUCATION CANADA	\$25,617.24
PRISM ENGINEERING	\$50,718.63
PUBLIC EDUCATION BENEFITS TRUST	\$929,255.53
QM LP	\$26,377.00
RACER MACHINERY INTERNATIONAL	\$29,087.22
RAND AUTOMOTIVE LTD	\$39,453.73
REAL CANADIAN WHOLESALE CLUB	\$71,810.92
REIMER HARDWOODS LTD	\$29,721.90

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )  
YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES  
(IN EXCESS OF \$25,000)**

NAME OF INDIVIDUAL, FIRM OR CORPORATION	AGGREGATE AMOUNT PAID DURING FISCAL YEAR
RICHELIEU HARDWARE LTD	\$66,082.60
ROCKY POINT ENGINEERING LTD	\$38,889.39
ROSS RIVERS ENTERPRISES LTD	\$104,916.00
ROYAL STEWART LTD	\$48,877.50
S R B EDUCATION SOLUTIONS	\$160,549.27
SAANICH WATER DEPARTMENT	\$306,000.52
SAVE ON FOODS	\$54,046.32
SCHOLASTIC BOOK FAIRS	\$65,727.15
SCHOLASTIC CANADA LTD.	\$43,073.44
SCHOOL DISTRICT #23 (CENTRAL OKANAGAN)	\$52,548.78
SCHOOL DISTRICT #63 (SAANICH)	\$69,504.98
SCHOOL HOUSE TEACHING SUPPLIES	\$47,482.76
SCHOOLHOUSE PRODUCTS INC	\$123,765.62
SCHOOLS PROTECTION PROGRAM	\$57,317.47
SEARS CDA VICTORIA	\$27,347.04
SHANAHANS LIMITED	\$33,096.68
SHELL ENERGY NORTH AMERICA (CA)	\$121,172.16
SHERWIN-WILLIAMS	\$27,269.52
SMS SUMMIT MECHANICAL SYSTEMS	\$207,095.37
SOFTCHOICE LP	\$91,220.88
SONGHEES FIRST NATION	\$99,558.64
STAGEFAB CUSTOM MANUFACTURING	\$27,913.20
STAPLES STORE #64	\$48,704.69
STEPHEN MCNICHOLLS CONSULTING	\$62,895.00
SUBWAY	\$58,761.95
SWING TIME DISTRIBUTORS	\$50,800.38
SYNREVOICE TECHNOLOGIES	\$39,211.20
SYSCO VICTORIA INC	\$53,201.62
TAYLOR, BRUCE	\$28,645.17
TEACHERS PENSION PLAN	\$13,955,520.70
TEAM SALES	\$58,640.59
TECH DATA CANADA CORPORATION	\$113,008.41
TELUS	\$173,108.00
TELUS MOBILITY INC	\$117,314.20
THE HOME DEPOT #7074	\$32,265.45
THIRDWAVE BUS SERVICES	\$805,764.19
THRIFTY FOODS	\$268,289.97
THYSSENKRUPP VICTORIA	\$63,536.28
TOP LINE ROOFING	\$242,198.25
TREMCO, A DIVISION OF RPM CANA	\$105,877.36
TROY LIFE & FIRE SAFETY	\$31,054.76
TRUFFLES CATERING	\$756,574.12
TYCO INTEGRATED FIRE & SECURITY	\$31,523.35
UNISOURCE CANADA INC	\$29,830.27
UNIVERSITY OF TORONTO PRESS INC	\$42,700.49
UNIVERSITY OF VICTORIA	\$104,785.57
VAN ISLE BRICKLOK SURFACING	\$121,171.25
VANCOUVER ISLAND HEALTH AUTHORITY	\$443,578.80
VANCOUVER SCHOOL BOARD	\$40,040.50
VICTORIA FUJIYA FOODS	\$29,774.08
VICTORIA NATIVE FRIENDSHIP CENTRE	\$100,844.60
VILLAGES PIZZA	\$47,569.16
WAL-MART	\$64,425.82
WASTE MANAGEMENT OF CANADA CORP	\$178,474.49
WESCO DISTRIBUTION-CANADA INC	\$169,553.08
WESTERN CAMPUS RESOURCES	\$35,813.67
WESTERN EQUIPMENT LTD	\$26,377.99
WESTERN ONE RENTALS & SALES	\$39,439.52

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA )  
YEAR ENDED JUNE 30, 2016**

**SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS AND SERVICES  
(IN EXCESS OF \$25,000)**

<b>NAME OF INDIVIDUAL, FIRM OR CORPORATION</b>	<b>AGGREGATE AMOUNT PAID DURING FISCAL YEAR</b>
WHEATON CHEVROLET BUICK	\$58,893.26
WILSONS TRANSPORTATION LTD	\$191,114.75
WORKSAFE BC	\$838,199.88
WSP CANADA INC.	\$32,287.52
YM-YWCA OF GREATER VICTORIA	\$26,176.14
<b>TOTAL SUPPLIERS WHERE PAYMENTS EXCEED \$25,000</b>	<b>\$54,847,964.44</b>
<b>TOTAL SUPPLIERS WHERE PAYMENTS ARE \$25,000 OR LESS</b>	<b>\$7,251,632.32</b>
<b>CONSOLIDATED TOTAL PAYMENTS FOR THE PROVISION OF GOODS AND SERVICES</b>	<b>\$62,099,596.76</b>

This statement is prepared pursuant to the *Financial Information Regulation, Schedule 1, Section 7*.

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)**  
**YEAR ENDED JUNE 30, 2016**

**COMPARISON OF SCHEDULED PAYMENTS TO THE AUDITED FINANCIAL STATEMENT EXPENDITURES**

**SCHEDULED PAYMENTS**

Schedule of Remuneration and Expenses:		
Remuneration	\$ 139,138,276	
Employee expenses	517,269	
Employer portion of Employment Insurance		
Contributions and Canada Pension Plan	<u>7,646,250</u>	
<i>Total - Schedule of Remuneration and Expenses</i>		\$ 147,301,796
Schedule of Payments for the Provision of Goods and Services		62,099,597
<b>CONSOLIDATED TOTAL OF SCHEDULED PAYMENTS</b>		<u>\$ 209,401,393</u>

**FINANCIAL STATEMENT EXPENDITURES**

Operating Fund Expenditures	\$178,000,312	
Trust Fund Expenditures	16,104,527	
Capital Fund Expenditures	<u>15,039,858</u>	
<b>CONSOLIDATED TOTAL OF FINANCIAL STATEMENT EXPENDITURES</b>		<u>\$ 209,144,697</u>
<b>DIFFERENCE BETWEEN SCHEDULED PAYMENTS AND FINANCIAL STATEMENT EXPENDITURES</b>		<u><u>\$ 256,696</u></u>

**EXPLANATION OF DIFFERENCE**

The schedule of payments for the provision of goods and services differs from the financial statements in the following ways:

- ☐ 100% of GST paid to suppliers is included, whereas the financial statement expenditures are net of the GST rebate
- ☐ Third party recoveries of expenses from PAC and school fundraising activities may not all be adjusted for in the schedules
- ☐ Employee benefits may be duplicated in the schedule of payments where also reported in employee remuneration
- ☐ Travel expenses that are paid directly to suppliers may be duplicated in employee expenses
- ☐ Other miscellaneous cost recoveries that may not have been deducted from the scheduled payments

The financial statements are reported on an accrual basis, and include payroll liabilities that are not reflected in the schedule of remuneration and expenses, and accounts payable balances that are not reflected in the schedule of payments for the provision of goods and services. Changes in liability balances from year to year affect the financial statement expenditures but not the scheduled payments which are reported on a cash basis.



# FACILITIES SERVICES

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

TO: Board of Trustees

FROM: David Loveridge, Director of Facilities Services

DATE: 26 September 2016

RE: Annual Facility Grant (AFG) Program Update – 2016-2017

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## Background

At the April 18, 2016 Board Meeting, the Board approved the Annual Facility Grant (AFG) program for the 2016/2017 fiscal year based upon Ministry allocated funding of \$3.748M for this year. In addition, this year brought a number of one off projects, including the Technology 3.0 package implementation (\$1.9M) and the Water Filter Installation project (\$200K).

Each spring after Board approval, Facilities Services staff works to finalize the design and tender specifications for the AFG program for the coming year. Over the summer months, staff schedules and implements the wide variety of capital-funded projects, lining up contractors and staff alike to take advantage of the summer break when District schools are empty.

## Update

This past summer was no exception, where staff and our contracted service providers and staff implemented and continue to finalize the following capital projects:

### 1. Roofing Projects

Roofing replacement/repairs completed at Campus View, Eagle View, Esquimalt, Macaulay, Monterey, Mt. Douglas, Reynolds, Rockheights, Rogers, and Torquay.  
Total Budget - \$1.3M

### 2. Mechanical/Electrical Upgrades

New Electrical service installed at Margaret Jenkins, budget = \$175,000  
Boiler replacement and HVAC upgrades at Monterey, budget = \$750,000  
Boiler replacement at Maintenance facility, budget = \$95,000  
Total Budget - \$1.02M

### 3. Building Envelope Upgrade

Completion of the building envelope project at Esquimalt, budget = \$518,000  
Window/siding replacement at Doncaster, budget = \$55,000  
Skylight/roofing work at Spectrum, budget = \$150,000  
Total Budget - \$723K



4. Playgrounds

Playground completion at Hillcrest, budget = \$43,000

Naturescape project at Eagle View, budget = \$37,000

Naturescape project at Monterey, budget = \$25,000

Naturescape project at Lakehill, budget = \$35,000

Total Budget - \$101K

5. Other Projects

Gym bleacher replacement at Mt. Doug, budget = \$85,000

Commencement of the Tech 3.0 project, total budget = \$1,900,000

Water Filter/Fountain Installations - \$200K

Numerous maintenance projects throughout the district and support for staff changes.

Total Budget - \$2.61M

A number of these projects are still in progress and it is anticipated at this point that 100% of the allocated 2016-2017 AFG Program funds will be spent by year end.



## OFFICE OF THE SECRETARY-TREASURER

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8  
PHONE (250) 475-4108 FAX (250) 475-4112

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TO: The Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: September 26, 2016

RE: **Marigold Elementary School/Spectrum Community School – Land Disposition**

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A poll vote on the following motions was conducted on July 20, 2016:

That the Board of Education of School District No. 61 (Greater Victoria) approve giving all three readings of Disposal of Real Property Bylaw No. 16-03, being a bylaw to dispose of a portion of land at the Marigold Elementary School and Spectrum Community School property located at 3751 Grange Road, Victoria, B.C. identified as Facility No. 61046 and Facility No. 61063 and legally described as Lot 1, Sections 21, 78 and 79, Victoria District, Plan 27345 except part in Plan 3836RW and VIP84947, PID: 001-796-011.

That the Board of Education of School District No. 61 (Greater Victoria) approve Disposal of Real Property Bylaw No. 16-03, being a bylaw to dispose of a portion of land at the Marigold Elementary School and Spectrum Community School property located at 3751 Grange Road, Victoria, B.C. identified as Facility No. 61046 and Facility No. 61063 and legally described as Lot 1, Sections 21, 78 and 79, Victoria District, Plan 27345 except part in Plan 3836RW and VIP84947, PID: 001-796-011 be:

Read a first time this 20<sup>th</sup> day of July, 2016;  
Read a second time this 20<sup>th</sup> day of July, 2016;  
Read a third time, passed and adopted this 20<sup>th</sup> day of July, 2016;

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

For: Trustees Leonard, McNally, Nohr, Orcherton and Watters  
Abstain: Trustees Ferris, Loring-Kuhanga, Paynter and Whiteaker

The motion passed. Disposal of Real Property Bylaw No. 16-03 was signed and sent to the Ministry of Education.