

OPERATIONS POLICY AND PLANNING COMMITTEE

Tuesday, October 11, 2016 at 7:00 P.M.

REGULAR MEETING

OPPs Agendas and Minutes available at:

<https://www.sd61.bc.ca/board-of-education/meetings/operations-meetings/>

**NEXT OPPs MEETING IS SCHEDULED FOR:
Monday, November 14, 2016 at 7:00 P.M.**

OPERATIONS POLICY AND PLANNING COMMITTEE

Dialogue with the Public is welcome during Standing Committee Meetings.

Regular Agenda for Tuesday, October 11, 2016 – 7:00 p.m.

Board Room - Administration Offices, Tolmie Building

Chairperson: Trustee Leonard

The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

	Presenter	Status	Attachment
1. APPROVAL OF THE AGENDA			Pgs. 1-2
2. APPROVAL OF THE MINUTES			
A. Operations Policy and Planning Committee Meeting of Monday, September 19, 2016			Pgs. 3-11
3. BUSINESS ARISING FROM MINUTES			
4. PRESENTATIONS TO THE COMMITTEE			
5. SUPERINTENDENT'S REPORT			
A. Introduction of Student Representative - Eilidh Morrison from Reynolds Secondary School	Piet Langstraat		Verbal
B. Public Engagement Ad Hoc Committee Terms of Reference	Piet Langstraat	Motion	Pgs. 12-14
Recommended Motion:			
That the Board of Education of School District No. 61 (Greater Victoria) approve the Public Engagement Ad Hoc Committee Terms of Reference.			
6. PERSONNEL ITEM			
A. Medical Accommodation Program	Colin Roberts	Information	Pgs. 15-17
7. FINANCE & LEGAL AFFAIRS			
A. District Jurisdiction Over Rentals	Mark Walsh	Information	Pgs. 18-33
B. 2017-2018 Budget Plan	Mark Walsh	Information	Pgs. 34
C. 2016-2017 Enrolment Update	Mark Walsh	Information	Pgs. 35-36
D. September 30, 2016 Quarterly Financial Report	Mark Walsh	Information	Pgs. 37-38
E. Trustee Professional Development Funds	Mark Walsh	Information	Pgs. 39
F. Policy Sub-Committee Report	Mark Walsh	Motions	Pgs. 40-45

Recommended Motions:

- i) That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 3313.1 *Sale of Merchandise or Services Vending Machines in Secondary Schools.*

- ii)

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 3327 <i>Grants (Fees for Service)</i> .
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- iii)

That the Board of Education of School District No. 61 (Greater Victoria) create Policy 2101 <i>Deputy Superintendent</i> .
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8. FACILITIES PLANNING

A. Facility Plan Update	Mark Walsh	Information	Pgs. 46-47
B. School Enhancement Program	David Loveridge	Information	
C. Community Use of Facilities – Childcare Providers	Mark Walsh	Information	Pgs. 48-49
D. Testing Lead Content in Drinking Water of School Facilities	Mark Walsh	Information	Pgs. 50-59

9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

10. NEW BUSINESS

A. Trustee Paynter – Professional Development Fund Allocation

That commencing at the end of the 2015/16 fiscal year the Trustee Professional Development Fund allocations will be returned to general revenue for allocation in the next fiscal year.

B. Trustee Whiteaker – Amend Bylaw 9130, Standing Committees.

Pgs. 60-61

That the Board of Education of School District No. 61 (Greater Victoria) amend Bylaw 9130, <i>Standing Committees</i> to remove the words “with voting rights” from Item #4 and Item #5.
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C. Trustee McNally – Motion Withdrawn

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. GENERAL ANNOUNCEMENTS

12. ADJOURNMENT



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

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 6th, 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.

TO: Operations Policy and Planning Committee

FROM: Piet Langstraat, Superintendent of Schools

RE: Public Engagement Ad Hoc Committee Terms of Reference

DATE: October 11, 2016

Attached for the reference of the Committee is a draft Terms of Reference for the Public Engagement Ad Hoc Committee.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Public Engagement Ad Hoc Committee Terms of Reference.

Greater Victoria School District No. 61
Public Engagement Ad Hoc Committee Terms of Reference

Purpose:

The Public Engagement Committee is an ad hoc committee established by the Board of Education (Bylaw 9140 Ad Hoc Committee of the Board) to develop recommendations for increasing engagement with the community.

Background:

In the spring of 2016, the Greater Victoria School District No. 61 introduced a new strategic plan outlining five areas of focus over the next three years. The strategic plan was developed by the Board and senior leadership team and was informed with input from parents, students, stakeholder groups and staff.

One of the five areas for focus is community engagement.

Strategic Goal: Actively Engage with our Communities

Strategic Objectives

4.1 Develop a District Communications and Engagement Plan

4.2 Create more effective ways to bring student voices and parent perspectives to our schools and to the Board

4.3 Create more effective ways to bring staff voices and perspectives to the Board

Deliverables:

The Public Engagement Ad Hoc Committee has the following deliverables:

1. To develop a vision and principles, based on input of stakeholders and the public, to improve the School District's communications and public engagement.
2. To oversee development of a draft public engagement and communications plan for the Board's consideration.
3. To include recommendations within the public engagement and communication plan for public and stakeholder input during Board of Education meetings.

Membership:

The committee will be comprised of the following voting members:

- Two trustees appointed by the Board Chair
- The Superintendent
- The Manager, Communications and Community Engagement

The Committee will seek input during the process from various perspectives, including, but not limited to:

- One representative of the Greater Victoria Teacher's Association Executive
- One representative from the Canadian Union of Public Employees (Local 382) Executive
- One representative from the Canadian Union of Public Employees (Local 947) Executive
- One representative of the Victoria-Principals and Vice-Principals Association Executive
- One representative of the Allied Specialists Association Executive
- One representative of the Victoria Confederation of Parent Advisory Councils
- Current and previous student representatives
- Songhees and Esquimalt First Nations representatives
- Administrative and support staff (IT, Human Resources, Financial Services staff, etc.) within the District Offices
- Staff in program areas with greater diversity of parents and students (new immigrants, international students, etc.)
- School secretaries
- Senior leadership
- Local media

Timeline:

The Committee will provide an update monthly to the Operations Policy and Planning (OPPS) Committee.

Voting:

Decisions will be made by consensus, if possible. If no consensus is reached, a majority vote will take place.

Procedural Notes:

Date Adopted: XXXXXX 2016

TO: Operations Policy and Planning Committee

FROM: Marne Jensen, Manager, Labour Relations
Christine Merner, Manager, Occupational Health and Safety

DATE: October 11, 2016

RE: Medical Accommodation Program

The purpose of this memo is to provide the Board with information on the District's Medical Accommodation Program and planned training to improve the program and reduce undue conflict with employees seeking accommodations.

Background

The following table is an indication of the number of employees on medical leave whether it be a long term disability leave or reduced assignment.

MEDICAL LEAVE SUMMARY - SEPTEMBER 1, 2015 TO SEPTEMBER 27, 2016			
	Partial Leave	Total Full Leave	Full leave - 1 year or more
CUPE 382	0	34	12
CUPE 947	9	89	22
P AND VP	2	8	4
EXEMPT	0	1	0
TEACHERS	49	77	31
TOC	0	9	0
# of full time med leaves 1 year and greater	60	218	69
Total Medical Leaves		278	

*does not include employees medically accommodated while working a full assignment or full time

Early and Safe Return to Work and Stay at Work

The longer a worker remains off work the more difficult it can be to RTW. If a worker is off work for 45 days the likelihood of a RTW decreases by 50%. In addition to remaining off work due to the illness the individual may experience other consequences such as:

- Become depressed
- Suffer socioeconomic consequences

- Long term become unemployable
- Disrupt family life, decreased self-esteem and quality of life
- Increased risk of health conditions and morbidity

An early and safe RTW is key to a successful and sustained RTW.

Key Elements of Medical Accommodation

The Duty to Accommodate requires the participation of all three parties: the employer, the employee and the Union.

The Act requires that employers do everything they can to accommodate an employee with a disability up to the point of undue hardship. This may include:

- Reduced or modified workload
- Flexible scheduling
- Lengthy or intermittent absences

An employee requesting an accommodation must provide adequate medical evidence to support the request and ensure the employee can perform his or her work in a safe and sustainable manner. Some employees may not take steps to get treatment or accommodation because they haven't come to terms with their illness.

The Union's role is:

- To represent and advise the employee
- Participate in discussions regarding accommodation options
- Human rights trump collective agreement rights

Medical Accommodation Training

The District has entered into a training agreement with the GVTA as a result of a GVTA grievance settlement:

1. The District will work with the GVTA to provide joint targeted training for District and GVTA representatives during the 2016-17 school year on human rights accommodations with an focus on accommodating mental illnesses.
2. The District will work with the GVTA to provide a jointly sponsored professional development opportunity for District administrators and teachers on accommodating mental illness in the workplace by the end of the 2017-18 school year.

The discussions that led to the grievance resolution generated some good will on both parties and the GVTA has requested that Human Resource Services do the research to implement the training.

Next Steps

The next step is to finalize the 2016/17 training program with the GVTA. Subject to agreement with the GVTA, the District has identified Marcia McNeil as a training provider. Ms. McNeil is a Victoria lawyer with extensive experience with human rights accommodation training. The content will cover the law, the responsibilities of the three parties and sector specific case studies.

The District will approach the leadership of CUPE 947, CUPE 382, ASA and VPVPA in an effort to include these employee representatives in the training program.

OFFICE OF THE
SECRETARY-TREASURER

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

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: October 11, 2016

RE: **District Jurisdiction over Rentals**

Background

A number of questions have arisen from Trustees and the community over the jurisdiction of the District to govern the activities of renters of our facilities, particularly with respect to child care providers.

This memo is intended to briefly address this question.

Discussion

The District allows for the use of its lands and facilities through four main mechanisms: long-term leases, short-term leases, licenses, and short-term rentals.

Typically, a long-term lease will involve the temporary disposition of a piece of land. If the lease extends beyond 5 years, the Minister of Education would need to provide approval. In these cases, the District has almost no jurisdiction over the activities that occur within such a lease unless specific lease provisions are negotiated with the Lessee. For instance, often there is a prohibition against the provision of K-12 education. Typically, there will be provisions against sub-leasing without the permission of the District and it is implied that no illegal activity can occur.

Short-term leases (5 years or less) can contain specific District controls but usually any controls/restrictions are similar to those included in our long-term leases.

The District typically issues a "License to Occupy" for our child care spaces. They are similar to a lease, but typically involve limited access to a specific space or spaces as well as shared spaces within one of our facilities. The other requirement is that the licensees must provide specific services (e.g. childcare) that in most cases benefit the school or the school community. Other uses are typically unavailable, although a license could, with District approval, allow for other uses. Requirements will typically include time of day of use of the space/facility, access requirements, insurance requirements, and again, the requirement to act lawfully.

Short-term rentals are typically a specific space in one of our facilities for a specific purpose. As with licenses, they require insurance and an implied requirement to act lawfully. Further, our rental agreements also prohibit certain activities such as the consumption of alcohol etc.

Generally, in all of our arrangements, the School District has no jurisdiction to investigate the practices of a provider with respect to its licensing. This would apply to a childcare provider, karate classes, evening basketball etc. We do require childcare providers to provide us with their licenses from VIHA.

As noted above, however, as a landlord, we do control some actions of our rentals. I have attached a blank license agreement for a childcare provider as well as a blank rental agreement. These agreements allow us to ensure that the activities of our rental groups are in accordance with applicable laws/regulations (e.g. fire hazards, meeting regulatory standards and the like).

With respect to the quality of the services being provided by our rentals, neither our rental agreements nor the *School Act* contains provisions to govern such action. In addition, the District does not have the staffing levels or the expertise to determine if the programs in our facilities, regardless of the rental arrangement, are providing quality services. Conversely, the District does address day-to-day concerns regarding issues such as the state of the facility, graffiti and parking associated with properties in the District, as is typical for landlords generally.

AGREEMENT FOR LICENSE TO OCCUPY

This License Agreement is dated _____ and is made between:

The BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (Greater Victoria), a corporation under the School Act, (the “**BOARD**”)

and

_____, a society incorporated under the Society Act of British Columbia (the “**Operator**”) with registration number _____.

The Board is the registered owner of the lands and improvements known as _____, located at _____, (the “**School**”).

The Operator wishes to obtain and the Board wishes to grant to the Operator, a **non-exclusive license** to use a portion of the School in order to carry on a licensed out of school care program (the “**Program**”).

The parties therefore agree as follows:

1.0 **LICENSE**

- 1.1 The Board hereby grants to the Operator a **non-exclusive license** (the “**License**”) to occupy _____ and to **share the outdoor playground area** at the School indicated on Schedule A (the “**License Area**”), or any other substituted area that the Board may designate under this License, for the term set out below, subject to the terms of this Agreement.
- 1.2 The Board may in its discretion relocate the License Area to a comparable area of the School on reasonable notice to the Operator.
- 1.3 The interest granted by this Agreement is a License only and is not a lease or a sublease, nor any other interest in land. This Agreement does not create any partnership, joint venture or agency relationship between the Board and the Operator or give the Operator any authority or power to bind the Board in any way.
- 1.4 The Operator will have a right of access in common with the Board, its staff, and invitees of the Board, over those parts of the common areas of the School that are reasonably required by the Operator for access to the License Area. The Operator has a right to use the common washroom located closest to the License Area. The Board may stipulate access limits and routes, and the Operator shall ensure that its staff and invitees respect those stipulations.

AGREEMENT FOR LICENSE TO OCCUPY

- 1.5 The Operator is entitled to the use of one designated parking spot in the staff parking lot of the School and may use the school parking lot for pick-up and drop off area.
- 1.6 The Board does not guarantee alternative accommodation in the event that the License Area is destroyed or made unfit for use due to fire or other cause.
- 1.7 Nothing in this Agreement prevents the Board from licensing or renting other parts of the school to other persons or allowing other users to have access to the License Area at hours not reserved for the Operator.

2.0 TERM

- 2.1 The License is for the period of _____ subject to early termination as provided in this Agreement. It may be extended by Letter of Agreement between the Board and the Operator. Such an extension is subject to the terms and conditions of this Agreement.
- 2.2 At the end of the License, the Operator shall forthwith peaceably vacate the License Area without notice from the Board. If the Operator does not remove its personal property immediately on written demand, the Board may remove it and is not responsible for any loss or damage to the property because of the removal.
- 2.3 If the Operator, with the consent of the Board, continues after the expiration of the term, the License will endure on a month-to-month basis on the same terms and conditions as set out in this Agreement. Either party may cancel by giving written notice on or before the last day of the calendar month. The cancellation will be effective on the last day of the following calendar month.
- 2.4 There is no obligation on the part of the Board to renew or extend this License at the expiry of the term.

3.0 LICENSE FEES

- 3.1 The Operator shall pay license fees to the Board of Education in the amounts set out in Schedule B and any increase or decrease approved by the Board of Education prior to July of each year will be applied beginning _____.
- 3.2 Monthly license fees are payable on the first business day of each month, in advance, beginning _____. The Board requests that the Operator provide post-dated cheques for the term of the license.
- 3.3 The Board will invoice the Operator for any additional fees as set out in Schedule B or owed to the Board under this Agreement and the Operator shall pay them within 30 days of the date of the invoice.

AGREEMENT FOR LICENSE TO OCCUPY

3.4 Interest will accrue on any overdue amounts at the rate of 1% per month (12.682503% per annum) from the date due until paid.

3.5 The Operator shall pay to the Board any/all applicable taxes on amounts payable under this Agreement.

4.0 USE

4.1 The Operator may use the License Area for the following purposes only: Out of School Care or licensed child care program; parent meetings; related educational work workshops.

4.2 The Operator may use the License Area on the hours and days as set out in Schedule C, and at other times only with the Board's prior consent.

4.3 The Operator shall ensure that children using the Operator's facility do not enter the School grounds surrounding the License Area or any parts of the School except by special arrangement with the Principal of the School or where necessary to permit the children to enter and leave the License Area.

4.4 Operator shall ensure that no motor vehicles (including motor cycles) are parked in or on the License Area other than emergency services vehicles.

4.5 The Operator shall ensure that there is no smoking in the License Area and shall use its best efforts to ensure that there is no smoking on the School grounds or in the School building by any of the Operator's employees, volunteers, clients or invitees.

4.6 The Board shall provide the Operator reasonable use of the garbage receptacles and recycling bins on the School grounds at no extra cost to the Operator.

4.7 Cooking is not permitted in the License Area except for use of a microwave oven and coffee maker. No students shall have unsupervised access to a microwave. Coffee makers must have timers with programmable automatic shut-off.

4.8 The Operator shall comply with the rules made by the Principal of the School.

5.0 PRIORITY ENROLMENTS

5.1 When enrolling children in the out of school or child care program, the Operator agrees to grant priority of enrolment to children enrolled or enrolling in the applicable school year as students at _____ (the Qualifying Children). Priority shall be carried out as follows:

a) for the start of each school year, by filling spaces with Qualifying Children;

AGREEMENT FOR LICENSE TO OCCUPY

- b) if there are vacancies after September 15th and all Qualifying Children that have applied by that date are enrolled, such vacancies may be filled with children who are not Qualifying Children;
- c) Separate wait lists shall be maintained by the Operator for Qualifying Children and other children. If vacancies occur during the school year, such vacancies shall be filled first from the wait list of Qualifying Children.

6.0 CONDITION OF LICENSE AREA, SERVICES, ALTERATIONS, REPAIRS AND MAINTENANCE

- 6.1 The Operator hereby accepts this License Area on an “as is” basis.
- 6.2 The Operator shall maintain the License Area in a sanitary, tidy, and safe condition, to the standard consistent with that set by the Board and the administration of the School, and will leave the License Area in good repair at the end of the License.
- 6.3 The Operator shall ensure that no nuisance is carried out or kept on or around the License Area.
- 6.4 The Board shall provide custodial services to the License Area as set out in Schedule B. The Operator shall pay for additional services required by the Operator or made necessary by the Operator’s use of the License Area or any other area of the School as provided in Schedule D.
- 6.5 If the Operator is the sole user of the License Area, the Operator, upon request by the Board, shall pay for the additional costs/services requested by the Operator above and beyond those services normally provided by the Board for example building improvements, interior/exterior painting, carpet/flooring replacement, lighting upgrades etc. that are outside of the Board’s regular schedule.
- 6.6 The Board shall pay all heating and power costs associated with the License Area, and pay for the costs of maintaining lighting fixtures in the License Area.
- 6.7 The Operator shall arrange its own telephone service and will be responsible for all associated costs.
- 6.8 The Board shall provide for grass cutting and general maintenance of the grounds of the School including those areas used by the Operator based on the Facility maintenance schedule.
- 6.9 The Board shall maintain and repair the License Area in accordance with its normal operating standards.

AGREEMENT FOR LICENSE TO OCCUPY

- 6.10 The Operator shall promptly notify the Board's Facilities Department of any condition in the License Area requiring repair.
- 6.11 The Operator shall pay the Board for the costs of any repairs, including reasonable charges for the Board's staff time, equipment, and materials, which may arise directly from the Operator's operations.
- 6.12 The Operator is not required to repair the effects of reasonable wear and tear.
- 6.13 The Operator shall not install or erect any sign on the School property other than interior ones within the License Area, without the prior written consent of the Board and/or the Principal of the School.
- 6.14 The Operator may ask the Board for alterations to be made to the License Area. Alterations require the prior approval of the Board and/or the Principal of the school. Work is performed by the Board's Facilities Department unless the Board decides otherwise. The Operator shall pay the Board for such work at the costs to the Board including reasonable charges for the Board's staff time, equipment and materials.
- 6.15 The Operator shall not make any alterations, repairs, installations, removals or improvements in or about the License Area without the Board's prior written consent.
- 6.16 At the end of the term, if the Operator has paid all amounts owing to the Board, the Operator may remove any fixtures or fittings that the Operator has installed, provided that the Operator makes good any damages thereby occurring to the License Area. Removal may be waived by the Board.

7.0 OPERATOR'S ACCESS

- 7.1 The Board shall provide the Operator and all persons authorized by the Operator with reasonable access to the exterior entrances to the License Area. Picketing of the School does not entitle the Operator to any compensation from the Board or rebate of License Fees if the Operator's access to the License Area is not prevented.

8.0 BOARD'S ACCESS TO LICENSE AREA

- 8.1 The Board is entitled to enter, inspect and otherwise have access to the License Area at any time. This right of access may be exercised by the Principal and/or Director of Facilities or delegate. For access during program operating hours, the Board will provide at least 24 hours notice to the Operator. If there is an emergency, no notice is required for access to deal with the emergency or to inspect the condition of the License Area.

AGREEMENT FOR LICENSE TO OCCUPY

9.0 COMPLIANCE WITH LAWS AND LICENSING REQUIREMENTS

- 9.1 The Operator shall comply at its expense with all fire, safety, health and governmental and other regulatory authority requirements applicable to the Operator or the Program, including the costs of compliance with bylaws that are by their terms directed to owners if the requirement to comply arises from the operation of the Program. The Operator will pay all required fees as they become due and will maintain all required licenses in good standing.
- 9.2 The Operator shall indemnify the Board for any costs, fines, or damages arising from breach of such regulatory requirements.

10.0 INSURANCE AND PROPERTY LIABILITY RELEASE

- 10.1 The Board shall maintain comprehensive general liability coverage as owner of the School. The Operator acknowledges that this policy does not protect the interests of the Operator.
- 10.2 The Operator is responsible for obtaining its own property insurance to protect personal property of the Operator or that of its staff or invitees located in the School. The Operator hereby releases the Board from any liability in respect of such personal property, including liability for loss or damage caused by the negligence of the Board or its trustees, officers, employees, agents, contractors or invitees.
- 10.3 The Operator shall maintain at its own expense liability insurance as follows:
- Comprehensive General Liability insurance (including bodily injury and property damage) on an occurrence basis with respect to the Operator's activities at the School. The limit of such insurance shall be at least \$2,000,000 inclusive per occurrence. This insurance shall name the Board as an additional insured with respect to liability or damage arising out of the use or occupancy of any Board property by the Operator. It shall include a cross liability clause and tenant's legal liability insurance in the minimum amount of \$1,000,000.
- 10.4 The Operator's policies of insurance shall require that the Board receive 30 days notice of material change or cancellation. The policies shall be placed with insurers licensed in British Columbia.
- 10.5 The Operator shall provide the Board with evidence of such coverage in the form of an insurance certificate, on request.

AGREEMENT FOR LICENSE TO OCCUPY

11.0 ACCIDENTS, LIABILITY AND INDEMNITY

- 11.1 The Operator shall complete and submit to the Board an Incident Report in the form required by the Board, including full particulars, within 48 hours after any incident in which:
- a) the Operator or any of its directors, officers, employees, agents, contractors, volunteers or invitees is involved as a participant or witness, and
 - b) medical or first aid attention is administered, or there is any loss or damage to Board property.
- 11.2 The Operator shall be responsible for securing its own property and the property of others in its care and control in the License Area, and for ensuring the safety of its staff and invitees.
- 11.3 Except as otherwise provided in this Agreement, the Operator shall pay the cost of any damage to any property of the Board arising from the Program or the use of the License Area or the Board's property by the Operator or its staff or invitees. This includes, but is not limited to, damage resulting from negligence or willful act or omission.
- 11.4 The Operator shall indemnify and save harmless the Board and its trustees, officers, employees, and agents from all loss, liability, costs, claims, expenses (including fines and actual legal fees and disbursements) arising out of the Program or the use or occupancy of any Board property by the Operator or its staff or invitees, or arising out of any breach of this Agreement. This obligation does not apply to the extent that such loss arises from the wrongful act or omission or independent negligence of the Board or one or more of its trustees, officers, employees, agents, contractors or invitees.

12.0 TERMINATION

- 12.1 The Board may terminate the License on one (1) month's notice in the event of non-payment of license fees or any other default or non-performance of any obligation under this Agreement by the Operator.
- 12.2 On expiry or termination of the License, the Operator remains responsible for all amounts owing and all unfulfilled obligations under the Agreement.
- 12.3 If the License Term is longer than one year, the Board may terminate the License on six (6) months written notice if the School requires the space for educational purposes.

AGREEMENT FOR LICENSE TO OCCUPY

- 12.4 Sections 2.2 (removal of property at end of term); 3.3-3.5 (additional payments and interest on past due amounts); 6.2-6.5, 6.7, 6.10-6.12 (condition of property at the end of license); 10.2 (property insurance and release); and 11.1-11.4 (accidents, liability and indemnity) remain in effect after the License expires or it is terminated.

13.0 ASSIGNMENT, SUBLICENSING, CHANGE IN CONTROL

- 13.1 This Agreement and the License are personal to the Operator, and may not be assigned or sublicensed, including by succession or operation of law, except with the prior written consent of the Board, which may be withheld in the absolute discretion of the Board.
- 13.2 If the Operator is a corporation, any change in control of the Operator is deemed to be an assignment of the License.

14.0 AUTHORITY OF THE BOARD

- 14.1 Where, under this Agreement, the Board is entitled to take an action, exercise discretion, approve or provide consent, the Secretary Treasurer or the Director of Facilities may exercise that power on behalf of the Board.

15.0 ENTIRE AGREEMENT

- 15.1 This Agreement contains the entire Agreement between the parties. There are no other conditions, representations or warranties, expressed or implied. No amendment to this Agreement is valid unless it is in writing and is signed by the parties.

16.0 NOTICE

- 16.1 Notice to the Board shall be directed to:
Attention: **Director of Facilities**
Board of Education of School District No. 61 (Greater Victoria)
491 Cecelia Road
Victoria, BC V8T 4T4
Fax: 250-920-3461
Email: rentals@sd61.bc.ca

Notice to Operator shall be directed to:
Attention:

AGREEMENT FOR LICENSE TO OCCUPY

If a notice is mailed by prepaid post to a party addressed as above, or to whatever address has been previously provided by the party in writing, it is deemed to have been received on or before the third business day after it has been mailed.

- 16.2 If a notice is faxed or personally delivered to a party as indicated above, it is deemed to have been received on the date of faxing or delivery if within working hours (8:30 am to 4:30 pm) on a business day, or on the next business day if faxed or delivered outside working hours.

Each party is signing this Agreement for a License to Occupy on the date stated underneath the party's signature.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (Greater Victoria)

By: _____

Name: Edith Loring-Kuhanga
Chairperson

Date: _____

By: _____

Name: Mark Walsh
Secretary-Treasurer

Date: _____

SOUTH PARK OUT OF SCHOOL CARE

By: _____

Authorized Signatory

Name: _____

Date: _____

AGREEMENT FOR LICENSE TO OCCUPY

SCHEDULE "A" Floor Plan

AGREEMENT FOR LICENSE TO OCCUPY

SCHEDULE "B" **License Fees**

The Operator covenants and agrees with the Board to reimburse the Board for all operating costs including heat, light, water, alarm monitoring, and custodial services.

These costs have been calculated at _____ **plus GST of _____ for a total of _____** per month and are payable on the 1st day of each month commencing _____ **to and including _____.**

AGREEMENT FOR LICENSE TO OCCUPY

SCHEDULE "C"

Hours and Days of Operation

The Operator covenants and agrees with the Board to occupy the License Area for the permitted use set out in Clause 4.0 Use during the license period between the hours of _____ on school days and otherwise only with the Board's prior written consent, which consent may be arbitrarily withheld.

AGREEMENT FOR LICENSE TO OCCUPY

SCHEDULE "D"

Custodial Services - Non-instructional Days

The Operator covenants and agrees with the Board that should the License Area be occupied by the Operator on one or all of the Board's Breaks and Professional Development Days, then the Operator shall advise the Rentals Department of such intent in order to ensure Custodial coverage is available, and if charges for such coverage are deemed necessary, the Operator will be prepared to pay for those charges.



FACILITIES RENTAL APPLICATION FORM

The Board of Education of School District 61 (Greater Victoria)
Rentals Department, 491 Cecelia Road, Victoria, BC V8T 4T4
Tel: 250-920-3400 Fax: 250-920-3461
email: rentals @sd61.bc.ca

NAME OF RENTAL GROUP: _____

PURPOSE: _____

Is the Group a Registered Non-Profit? ☐ Yes (If yes, you must provide registration number _____)
☐ No

EXPECTED ATTENDANCE: _____ **FEES/MEMBERSHIPS/ADMISSION CHARGED?** ☐ Yes ☐ No

☐ Auditorium ☐ Classroom ☐ Library ☐ Multi-purpose Room
☐ Cafeteria ☐ Parking Lot ☐ Other _____

Name of Permit Holder: _____

Position with Group: _____

(Coaches/group leaders, etc. check with Association's Schedulers.)

Address:	City:	Province:	Postal Code:
----------	-------	-----------	--------------

Home Telephone:	Cell Telephone:	Work Telephone:	Email:
-----------------	-----------------	-----------------	--------

Alternate Contact Person:	Daytime Telephone:	Cell Telephone:	Email:
---------------------------	--------------------	-----------------	--------

REQUESTED DAY(S): ☐ Single Event(s) ☐ Weekly ☐ Monthly

	School	Day of Week	Start Date	Finish Date	Arrival Time	Departure Time
1 st choice						
2 nd choice						
3 rd choice						

Will Beverages/Food be served? ☐ Yes ☐ No

ADDITIONAL INFORMATION/REQUIREMENTS:

INSURANCE REQUIRED: Proof of valid \$2M commercial general liability insurance coverage **MUST** be provided.

☐ **SELF INSURED:** Provide a Certificate of Insurance with The Board of Education of School District No. 61 (Greater Victoria) as additional insured.

☐ **REQUIRE INSURANCE:** Purchase through The Board of Education of School District No. 61 (Greater Victoria)

APPLICATIONS FOR USE OF SCHOOL DISTRICT PROPERTY MUST BE RECEIVED 10 BUSINESS DAYS PRIOR TO DATE(S) OF USE.

Once your Rental Permit has been prepared you are considered booked and the non-refundable administration fee is due and payable.

As Permit Holder, I accept responsibility for damage and/or injuries to any person(s) and to any damage to School District premises and/or equipment arising from use of School District property. Furthermore, I accept responsibility for all costs incurred and have read the Terms and Conditions on the reverse side of this form and will ensure the organization complies with its provisions.

Applicant's Name (Print): _____

Applicant's Signature: _____

Date: _____

School District No. 61 (Greater Victoria)
2017/2018 Budget Plan

Date	Meeting/Event	Action
2016		
October 25 to November 17	Outreach to community and education partners	Communication from the School District to community and education partners
2017		
January 16 (Mon)	Operations Policy and Planning Committee meeting	Summary of input received
February 14 (Tues)	Operations Policy and Planning Committee meeting	Further information received
March 15	Detailed announcement of School District funding from Ministry	2017/2018 District financial position determined
<i>March 20 - 31</i>	<i>Spring Break</i>	<i>Schools closed</i>
April 5 (Wed)	Public Board budget meeting	Public Board budget presentation
April 6 - April 18	Education partner groups review and provide feedback on budget proposals	Feedback is developed
April 10 (Mon)	Operations Policy and Planning Committee Special Budget meeting	Public budget input presentations
<i>April 14 - 17</i>	<i>Easter Weekend</i>	<i>Schools closed</i>
April 19 (Wed)	Special Board meeting to debate and approve the annual budget	Approval of the 2017/2018 annual budget bylaw

OFFICE OF THE
SECRETARY-TREASURER

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

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: October 11, 2016

RE: **2016-2017 Enrolment Update**

Background

As Trustees are aware, the District submits the final enrolment numbers to the Ministry of Education at the end of September in the "1701 report".

Attached to this memo are the projected and current year enrolment numbers and a comparison to the prior year. The current year enrolment numbers will be finalized on October 28, 2016 once the Ministry of Education completes the duplicate resolution process.

While the reason for the unanticipated increase has not been researched, anecdotally the understanding for the increase is associated with secondary schools as a result of students returning from independent schools as well as an in-migration to Victoria, a trend that is occurring in a number of Districts across the province.

As part of the facilities plan, the future enrolment projections will be reviewed to ensure that the forecasting reflects the accelerated changes in enrolment.

Greater Victoria School District No. 61
2016/2017 Enrolment Summary

	2015/16 Actual Enrolment	2016/17 Projected Enrolment	2016/17 Actual at Oct 4 (not finalized)	2016-2017 Actual vs 2015-2016 Actual Enrolment	2016-2017 Actual vs 2016-2017 Projected Enrolment
	FTE	FTE	FTE	FTE	FTE
Elementary					
Full-Day Kindergarten	1,453.0	1,398.0	1,448.0	(5.0)	50.0
1 to 5	7,078.0	7,195.0	7,257.0	179.0	62.0
Total Elementary	8,531.0	8,593.0	8,705.0	174.0	112.0
Middle	3,970.0	4,013.0	3,997.0	27.0	(16.0)
Secondary	5,972.1	5,877.1	5,978.3	6.2	101.2
Victor	18.0	16.0	18.0	-	2.0
Continuing Education	7.0	7.0	4.0	(3.0)	(3.0)
Distributed Learning	87.4	84.8	73.6	(13.8)	(11.1)
Alternative Education	117.0	117.0	116.0	(1.0)	(1.0)
	229.4	224.8	211.6	(17.8)	(13.1)
				-	
Total School-Age	18,702.5	18,707.8	18,892.0	189.5	184.1
Adults	28.1	22.9	22.5	(5.6)	(0.4)
	18,730.6	18,730.8	18,914.5	183.9	183.7

OFFICE OF THE
SECRETARY-TREASURER

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

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: October 11, 2016

RE: **September 30, 2016 Quarterly Financial Report**

Background

In June 2016, the Ministry of Education Special Advisor's Report was published presenting findings from the review of School District No.83 (North Okanagan Shuswap). Management committed to reviewing and updating key School District policies and to considering recommendations of the Special Advisor where applicable. One of the recommendations related to providing quarterly financial reports in order to assist the Board in the area of financial oversight.

In addition to the financial reports already being provided to the Board as part of the annual budget process and the financial statements audit, quarterly financial reports will be prepared beginning with the quarter ending September 30, 2016. The format of the quarterly report will be consistent with Schedule 2A "*Schedule of Operating Revenue By Source*" and Schedule 2B "*Schedule of Operating Expense by Object*" of the financial statements.

The quarterly report ending September 30, 2016 shows the Annual Operating Budget and Year-to-Date actual revenue and expenditure as a percentage of the operating budget. The prior year information has been included for comparative purposes. Overall, the year-to-date results are comparable to the prior year and reflect the nature of school district operations.

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
QUARTERLY FINANCIAL REPORT
SEPTEMBER 30, 2016
ACTUAL AS A PERCENTAGE OF THE OPERATING BUDGET

	2016/2017 Annual Operating Budget	Actual September 30, 2016	Percentage of Operating Budget	2015/2016 Annual Operating Budget	Actual September 30, 2015	Percentage of Operating Budget
REVENUE						
Ministry of Education Operating Grant	159,710,017	18,178,518	11.38%	154,639,917	17,545,428	11.35%
Other Ministry of Education Grants	3,355,772	-	0.00%	2,896,617	289,662	10.00%
Offshore Tuition Fees	11,035,159	11,877,159	107.63%	11,338,804	10,300,310	90.84%
Local Education Agreement Tuition	1,023,960	247,921	24.21%	1,057,954	257,493	24.34%
Summer School Fees	27,169	18,696	68.81%	56,059	27,169	48.47%
Continuing Education Fees	58,124	20,732	35.67%	10,000	20,899	208.99%
Rentals and Leases	1,674,784	375,336	22.41%	1,630,124	228,626	14.03%
Investment Income	650,000	183,330	28.20%	450,000	161,908	35.98%
Miscellaneous Revenue	136,240	48,939	35.92%	124,565	103,796	83.33%
Budgeted Prior Year Operating Surplus						
Appropriation	5,910,764			8,300,000		
Total Operating Revenue	183,581,989	30,950,631	16.86%	180,504,040	28,935,291	16.03%
EXPENDITURE BY OBJECT						
Teachers Salaries	79,934,858	8,050,414	10.07%	77,583,875	7,599,507	9.80%
Principals and Vice Principals Salaries	11,438,642	2,625,696	22.95%	10,783,129	2,467,324	22.88%
Educational Assistants Salaries	15,722,720	1,477,389	9.40%	15,709,069	787,116	5.01%
Support Staff Salaries	16,828,220	3,523,999	20.94%	16,577,943	3,100,125	18.70%
Other Professionals Salaries	3,645,069	889,725	24.41%	3,337,599	715,033	21.42%
Substitutes Salaries	6,666,719	656,077	9.84%	6,481,522	694,864	10.72%
Employee Benefits	31,288,112	4,734,793	15.13%	32,846,401	4,470,660	13.61%
Total Salaries and Benefits	165,524,340	21,958,093	13.27%	163,319,538	19,834,629	12.14%
Services	4,319,957	1,643,985	38.06%	3,695,785	1,527,955	41.34%
Student Transportation	998,933	21,220	2.12%	998,933	17,296	1.73%
Professional Development and Travel	580,786	318,225	54.79%	611,572	159,297	26.05%
Rentals and Leases	98,188	-	0.00%	98,188	-	0.00%
Dues and Fees	84,712	83,932	99.08%	87,212	74,498	85.42%
Insurance	442,842	101,252	22.86%	442,842	103,127	23.29%
Supplies	5,750,864	830,184	14.44%	6,331,966	632,671	9.99%
Utilities	4,981,367	354,340	7.11%	4,118,004	287,321	6.98%
Capital Asset Purchases	800,000	874,576	109.32%	800,000	593,713	74.21%
Total Services and Supplies	18,057,649	4,227,714	23.41%	17,184,502	3,395,878	19.76%
Total Operating Expenditure	183,581,989	26,185,807	14.26%	180,504,040	23,230,507	12.87%

OFFICE OF THE
SECRETARY-TREASURER

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

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: October 11, 2016

RE: Trustee Professional Development Funds

Background

In June, the matter of Trustee Professional Development funds was referred to the September Operations Policy and Planning Committee meeting. The item has been included in the October meeting as the information requested is now available.

The annual trustee professional development budget is \$18,000 which provides \$2,000 per trustee. Any unspent professional development funds remaining at the end of the school year have normally been carried forward into the next school year.

For the 2015/2016 school year, the total budget available was \$32,196. Of this amount, \$18,616 was spent on trustee professional development activities, and \$14,195 was spent on the contract with the strategic plan facilitator. The trustee professional development account ended with a deficit of \$615.

OFFICE OF THE
SECRETARY-TREASURER

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

TO: The Operations Policy and Planning Committee
FROM: The Policy Sub-Committee
DATE: October 11, 2016
RE: **Monthly Report**

Background:

The Policy Sub-Committee (the "Committee") met on September 9, 2016. Present at the meeting were Trustees Nohr and Whitaker, 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 began reviewing the 3000 and 4000 series.

Recommendations:

Specific Policies Recommended for Deletion

i) Policy 3313.1 Sale of Merchandise or Services: Vending Machines in Secondary Schools

The Sub-Committee recommends deleting Policy 3313.1.

Rationale:

The Policy Sub-Committee is recommending the deletion of the policy. Currently, the District has a number of policies that address the issues of partnerships and services in the District. The Committee feels that an administrative guideline that continues to enshrine oversight of the placement of vending machines is of value. The stand-alone policy for one specific service, however, is not required.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 3313.1 <i>Sale of Merchandise or Services: Vending Machines in Secondary Schools</i> .

ii) Policy 3327 Grants (Fees for Service)

The Sub-Committee recommends deleting Policy 3327.

Rationale:

The Board does not provide grants in the manner envisioned by the 1981 policy. While certainly, the District does contract external services from a variety of agencies, those arrangements,

however, are contractually determined often following a request for proposal. As such, a grant process as envisioned by the policy does not align with our operational realities.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 3327 Grants (Fees for Service).
--

Specific Policy for Creation

iii) Policy 2101 - Deputy Superintendent

The Committee recommends creating Policy 2101 as attached.

Rationale:

The following motion was passed by the Board:

That the Board of Education of School District No. 61 (Greater Victoria) accept the recommendations of the Sub-Committee that the Superintendent be directed to create an administrative procedures manual and publicly available job descriptions to replace policy and regulations in appropriate circumstances.

As part of the rationale for the motion the Policy Sub-Committee reported that only senior positions should be represented in policy which included the Deputy Superintendent.

This policy was drafted as a result of the general direction of the Board. The policy is intended to enshrine the nature of the position in policy and the specific duties in regulation.

Given the matter came generally before the Board in a previous session the policy was not sent for wider consultation prior to presentation.

The regulations are presented for information in the event that the policy is passed by the Board.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) create Policy 2101 Deputy Superintendent.
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POLICY 3313.1

SALE OF MERCHANDISE OR SERVICES

Vending Machines in Secondary Schools

Any school wishing to install vending machines and/or copying machines shall seek the approval of the Superintendent of Schools, who shall consider information from the Board of Health where applicable, and the Assistant Superintendent (Construction and Maintenance).

Machines shall be only for those items authorized in administrative regulations and shall not include school supplies. The school will be required to give the assurance that rental fees, extra janitorial services, etc. that may be required, have been resolved, and that no costs are charged to the Board. The contract entered into by the school is subject to approval by the Superintendent of Schools or his delegate.

Greater Victoria School District

Adopted: February 17, 1969 (as 1325.3)
Revised: June 21, 1971
Revised: April 16, 1973 (AS 3313.1)
Revised: November 18, 1974

POLICY 3327

GRANTS (FEES FOR SERVICE)

This Board recognizes the value of outside agencies who supply services which enhance and enrich the education of students within School District No. 61. Grants (fees for service) must be applied for by May 31 each year in order that approved projects may be included in the Board's preliminary budget in October.

Greater Victoria School District

Adopted: May 12, 1980

Revised: June 29, 1981

POLICY 2101

DEPUTY SUPERINTENDENT OF SCHOOLS

The Deputy Superintendent shall be responsible to the Superintendent of Schools for the performance of duties and responsibilities.

The Deputy Superintendent is responsible for the coordination and oversight of all education programs and services in the District. The role of Deputy Superintendent includes, but is not limited to, the development, implementation and assessment of the educational programs of the District; implementing the Board of Education's strategic goals related to learning and instruction; and coordinating a professional learning program for district staff.

The Deputy Superintendent shall serve as the Acting Superintendent in the absence of the Superintendent of Schools.

Greater Victoria School District

Approved:

REGULATION 2101

DEPUTY SUPERINTENDENT OF SCHOOLS

The Deputy Superintendent shall be responsible to the Superintendent of Schools. The duties and responsibilities of the position shall include curriculum and program functions, as well as administrative functions. The duties and responsibilities include:

1. Assist the Superintendent in all matters related to the operation of the District.
2. Assume the duties of Acting Superintendent in the absence of the Superintendent of Schools.
3. Supervise and coordinate the work of the Learning department.
4. Supervise and evaluate all instructional programs.
5. Analyze District needs and develop plans for the improvement of educational programs.
6. Ensure that all programs within the District are implemented in accordance with British Columbia Ministry of Education requirements.
7. Coordinate and administer the District's staff development program.
8. Assist with the supervision and evaluation of district and school administrators.
9. Ensure that appropriate plans are in place to support the Board of Education's goals and strategic directions.
10. Serve as the administrative liaison to the Education Policy and Directions Committee.
11. Assume other additional responsibilities as assigned by the Superintendent of Schools.

Greater Victoria School District

Approved:

OFFICE OF THE
SECRETARY-TREASURER

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

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: Tuesday, October 11, 2016

RE: **Facilities Plan Update**

Background

On May 16, 2016 the Board of Education approved the creation of the Long Term Facilities Plan ad hoc committee. Included in the Terms of Reference was a reporting structure which includes updating the Operations Policy and Planning Committee in October 2016, January 2017, and March 2017.

The Committee has held one meeting to date, and the next meeting will occur on Tuesday, October 18, 2016. The initial meeting focused on both a long term vision and immediate needs. Stakeholders presented a number of concerns and needs for facilities, many echoing the concerns the Board has heard in the recent past as enrolment has increased.

Some specific concerns and commitments included:

- The need for sufficient space for itinerants and specialists;
- A desire for a program review given space concerns, particularly in secondary schools;
- A continued commitment to programs outside of the regular funding envelope (e.g. music) and school facilities to support such programming;
- Support for consultation with the wider community on future needs of our facilities to meet public education demands;
- It was also felt that there is opportunity to increase understanding of the current context and long term needs within the public education system, and to work with community partners (e.g. municipalities) in future.

Process Timeline

A process timeline has been developed that outlines the phases within the project, including the technical requirements and public input phases. Activities this fall will focus largely on information gathering and development of a process for seeking broad public input starting in January.

The next update to the Operations Policy and Planning Committee will be presented at the January 2017 meeting.

June – September 2016	October – November 2016	January – March 2017	April – May 2017	June 2017
<p>Project Initiation</p> <p>Ad Hoc Committee established and first meeting held September 13. Next meeting is October 18</p> <p>Next update to Operations Committee is January</p>	<p>Information Gathering</p> <ul style="list-style-type: none"> • Enrolment projections • Building condition assessments • Utilization, capacity and Ministry of Ed parameters • Land ownership and leases • District programs and catchments • Community plans <p>Develop public engagement, methodology and approach:</p> <ul style="list-style-type: none"> • Objectives • Stakeholder Identification • Strategies and tools • Develop materials <p>Consider input from Transfer Policy consultation</p>	<p>Public Consultation</p> <p>Active engagement of stakeholders and community to provide input</p>	<p>Analysis and Recommendation Development</p> <p>Analysis of all input received, confirm and draft recommendations informed by public and technical inputs.</p>	<p>Draft Report</p> <p>Draft report presented to Board of Education</p> <p>**Board may direct staff to seek public feedback on draft report</p>

OFFICE OF THE
SECRETARY-TREASURER

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

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: October 11, 2016

RE: **Community Use of Facilities - Child Care Providers**

Background

Recently, the District has been reviewing the status of our facilities, including all of our leased and licensed facilities. On a number of occasions, District administration have raised concerns that the ongoing capital needs of our facilities are not being met through our current rental practices, particularly with respect to leased and licensed facilities.

The District is currently experiencing increased enrollment and our enrolment models suggest that this trend will continue. This means that issues related to lack of adequate teachings spaces will arise more frequently. The Long Term Facilities Plan should address some of the factors that contribute to this issue but a more proactive approach now can assist in addressing some of the immediate concerns that administration have now. We have already had instances where the District required classroom space that is currently licensed to child care providers and/or being used for District programming. We have also been made aware of tensions between staff and providers required to share spaces between classrooms and daycares.

The Board is committed to ensuring that proper childcare is available at schools and that these on-site providers play an important role in the life of the individual school and community and that these licenses to childcare providers should be based on a cost recovery model. We have also had a variety of concerns raised by childcare providers with respect to the current operating model.

Update

Currently, the District is reviewing Regulation 1330 - *Community Use of Schools and Grounds* to ensure that it will meet the District's needs going forward while also ensuring that we meet the needs of our families and partner providers who count on the availability of these ancillary services and to the continued community use of our facilities.

We have also begun discussion with various child care providers. These discussions have been broad based and focused on the issue of long-term need, capital requirements and day-to-day operational concerns.

These discussions have led administration to contemplate a model different than our current licensing regime for child cares utilizing portables on school sites. As an overview, our concept is to license the providers portable zones rather than licensing the groups portables that the District would operate. This would mean that the groups would pay a single charge that recognizes the District's operating and capital needs at the same time letting the operator (licensee) to deal with all aspects of the day to day operation and functioning of their leased facility, independent of the District. This arrangement is currently envisioned within Regulation 1330 under Group E.5. The District has not, however, utilized this section on a regular basis. It is important to note that the District would retain

ownership of the portable and simply license the site to a provider for a 5 year term. The license rate will be based on a full - operating and capital cost recovery model over a 5 year term.

Administration would earmark a portion of the revenues for capital maintenance of our portable stock thereby protecting the long term availability of these District resources. This capital refreshment need has not previously been considered by the District. The concept is that the revenues will allow for the capital stock of portables to be upgraded District-wide so that our stock is improved for reallocation as the capacity need arises. It would also allow the District to expand its stock through the revitalization of portables currently not usable due to their overall condition.

In our discussions with daycare providers they have been very supportive of our review. A change in the structure of our model would provide them an increased ability to provide other supports that are needed in the community. It would also give them an opportunity to increase revenue within the licensed facilities by increased access (weekends, daytimes, evenings etc).

The District has recently acquired, free of charge, a modern portable complex. We have had preliminary discussions with the Fairfield Gonzalez Community Association, a long time District partner, to install the complex. The Association would agree to an increase in their rent for the portables that would, over time, cover the costs of the move and install and the capital maintenance. The Association would also be able to expand their program offerings - perhaps including full day infant daycare, community based evening classes etc. and run the day to day operations of the facility. The school is supportive of the project, as this process will free classroom space and will continue to provide seamless access to the community from pre-school to the full day school environment on the same site. Through preliminary discussions with current providers, we have already had a number of childcare providers express interest in a similar arrangement. Priority access to our students to before and after school care would continue to be a term of any arrangement.

Administration intends to use the Fairfield Gonzales arrangement as a model for other potential partnerships. We will set the increased revenue aside to ensure our capital needs are met and start a process of upgrading additional portables for use across the District. The District will continue to own the portables, and in a number of years, our hope is that we will have an updated, clean, safe, and healthy stock of usable portables available for District use.

OFFICE OF THE
SECRETARY-TREASURER

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

TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: October 11, 2016

RE: **Testing Lead Content in Drinking Water of School Facilities**

Background

The Ministry of Education has informed school districts that testing for lead content in drinking water in school district facilities must occur to ensure that quality meets established guidelines under applicable provincial and federal legislation. School districts must take reasonable steps necessary to resolve elevated lead levels that are outside established guidelines on any drinking water quality test results.

To provide guidance to school districts with this process, the Ministry of Education has developed the attached *Policy for Testing Lead Content in Drinking Water at School Facilities*.

Staff have reviewed the new Policy and are confident that the Board approved program is compliant. Staff will also ensure that the communication and reporting requirements are met.

Date came into force or revised: **September 26th, 2016**

Policy statement

School districts must test for lead content in drinking water in their school facilities to ensure quality meets established guidelines under applicable provincial and federal legislation, and report results annually to the Ministry of Education (Ministry).

School districts must take reasonable steps necessary to resolve elevated lead levels that are outside established guidelines on any drinking water quality test results.

Rationale or purpose of policy

This policy provides minimum requirements for testing lead content in drinking water of school facilities, reporting of the results, and mitigation strategies to eliminate or reduce any risks to students and staff.

This policy specifically addresses lead content in drinking water. The Ministry expects school districts to mitigate other issues that affect the quality of water as prescribed under applicable provincial and federal legislation.

Authority

[Drinking Water Protection Act](#)

[Drinking Water Protection Regulation](#)

[Public Health Act](#)

[School Act](#)

Policy in full

All water suppliers in the province are required to test their water regularly. This includes small private systems (such as restaurants), cooperatively owned systems (such as strata properties), and larger municipal systems owned by local governments.

School districts are responsible for ensuring the quality of water within their systems and plumbing.

The Ministry is responsible to provide oversight to ensure public schools are safe and well-functioning for students and staff across the province. As such, the Ministry has established minimum requirements for lead testing in schools built prior to 1990; due to the use of lead in plumbing materials.

School districts must consult with their Regional Health Authority to develop a water quality lead testing program for their school facilities that would outline the following;

1. Risk assessment
2. Water testing
3. Communication plan
4. Mitigation strategies

A contact list for Regional Health Authorities are provided in the Contacts section of this policy.

Procedures related to policy

School districts must establish a water quality lead testing program that includes;

Risk Assessment

Must include assessment of the school district's facilities inventory including the school (building) age, historical testing results and recent improvements. This information will indicate which facilities are required to be tested for lead content in drinking water as set in the following requirements below.

All plumbing systems that provide drinking water in school facilities shall be tested for lead content where the;

1. Plumbing systems were installed before January 1, 1990.
2. School has any history of elevated lead levels.

Water Testing Requirement

School districts are to work with their Regional Health Authority to determine a testing program in the school districts portfolio of school facilities. The testing procedure and amount of samples taken at each facility shall be determined in collaboration with the Regional Health Authority, and be based on risk.

School districts must conduct lead content testing in drinking water if the facility is being regularly utilized by students and/or staff. School district may also disable fountains and water systems to eliminate the risk of lead exposure. In this case, testing is no longer required.

School districts must complete lead content testing on all school facilities once every 3 years. Therefore a minimum of 1/3 (or 33%) of the school facilities in a school district's inventory must be tested each year.

Mitigation Strategies

If sample results reveal lead levels above the maximum allowable concentration of 0.010 mg/L as stated from the [Guidelines for Canadian Drinking Water Quality](#) by Health Canada, the school district in consultation with their Regional Health Authority must commence daily flushing immediately, or deactivate and place a "Not in Use" sign on the water source.

Mitigation solutions may include;

1. Flushing regimes
2. Deactivation of water sources and supplemental signage
3. Installation of filtration systems
4. Plumbing upgrades
5. Or other steps that result in reducing the exposure to lead to acceptable levels

Communication and Reporting Requirements

Should testing result in elevated levels of lead, the school district must immediately inform the Ministry of the issue.

School districts shall collaboratively work with their Regional Health Authority to communicate the results of testing lead content in drinking water with parents, students and staff by describing the following;

- Rationale for testing lead in drinking water
- Identify partnership with the Regional Health Authority in solutioning
- State results of sampling
- Identify mitigation strategies implemented or being consider by the Board
- Provide contact information for the school district and the Regional Health Authority for parents, students and staff to request further information

School districts must submit all of their testing results annually to the Ministry by March 30th using the “Report for Testing Lead Content in Drinking Water of School Facilities” spreadsheet, as provided.

Links to related policies

N/A

Resources - Links to program areas, manuals, etc.

[Investigating Elevated Copper and Lead Levels In School Drinking Water](#)

[Guidelines for Canadian Drinking Water Quality - Summary Table](#)

[Minimizing Exposure to Lead from Drinking Water Distribution Systems](#)

[Guidelines for Canadian Drinking Water Quality: Guideline Technical Document – Lead](#)

[Guidance on Controlling Corrosion in Drinking Water Distribution Systems](#)

Contacts

A current contact list for Regional Health Authorities can be found at;

[Regional Health Authorities](#)



September 27, 2016

VIA EMAIL
Ref: 190736

To: All Superintendents
All Secretary-Treasurers
All School Districts

Re: Policy for Testing Lead Content in Drinking Water of School Facilities

Having safe and well-functioning school facilities is a priority for the Ministry of Education.

As expressed in the Ministry's letter dated February 24, 2016, school districts were reminded of the importance for ensuring water quality within all schools to reduce or eliminate any risks to students and staff, and were encouraged to work with their local health authorities to establish a plan to evaluate and mitigate any issues.

School districts are the owners and operators of schools, and under the *School Act* responsible for complying with all legislation and regulations from safety and health authorities. This includes conducting tests and remediation of issues, such as lead in water, if they believe it exists.

To provide guidance to school districts with this process, the Ministry of Education has developed the attached *Policy for Testing Lead Content in Drinking Water of School Facilities*.

The policy outlines the minimum requirements for risk assessment, water testing, mitigation strategies, as well as communication and reporting requirements. The policy is also available online at [Public Schools Policies](#).

There are two key aspects of the policy which school districts must fulfill and that are in effect as of the policy's "came into force" date of September 26, 2016;

- ***School districts must complete lead content testing on all school facilities once every 3 years. Therefore a minimum of 1/3 (or 33%) of the school facilities in a school district's inventory must be tested each year.***
- ***School districts must submit all of their lead content testing results annually to the Ministry by March 30th using the "Report for Testing Lead Content in Drinking Water of School Facilities" spreadsheet.***

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Ministry of
Education

Standards and Construction
Branch

Capital Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

To assist school districts in the requirement to submit their testing results, the Ministry has developed a fillable spreadsheet entitled *Report for Testing Lead Content in Drinking Water of School Facilities* that is available at [Current Resources](#).

To support school districts in ensuring safe and well-functioning schools, the Ministry of Education provides funding through the Annual Facility Grant (AFG) for minor projects that will extend the life of the school or address any health, safety, or emergent issues that may arise. School districts may utilize funds in their AFG to cover costs associated with the testing and remediation of issues, such as lead content in drinking water of school facilities.

School districts also have an opportunity to apply for funding of future capital projects (such as plumbing upgrades) through the School Enhancement Program (SEP), in their annual Five-Year Capital Plan submission to the Ministry of Education.

Should you have any questions, please feel free to contact me at Michael.Nyikes@gov.bc.ca

Sincerely,



Michael Nyikes, Director
Standards and Construction Branch

Attachments: *Policy for Testing Lead Content in Drinking Water of School Facilities*
#186335 Deputy Minister's Letter to Superintendents Secretary-Treasurers

Pc: Dave Byng, Deputy Minister, Ministry of Education
Shanna Mason, Assistant Deputy Minister, Capital Division
Ryan Spillett, Acting Executive Director, Capital Delivery Branch
Carlo Vijandre, Manager, Facility Condition, Standards and Construction Branch
All Regional Directors & Planning Officers, Capital Delivery Branch



February 24, 2016

Ref: 186335

All Superintendents
All Secretary-Treasurers

At the request of the Provincial Health Officer, I am writing to remind all school districts of the importance of ensuring water quality within all schools complies with Water Management Best Practices and the *Drinking Water Protection Act*.

While we have no evidence of children being adversely affected in BC, it is nonetheless important to reduce population lead exposure. The extent to which the potential for lead to enter the water supply varies depending on the type of water (soft water), acidity and length of exposure.

School Districts should work with local health authorities to establish a plan to evaluate water quality especially in schools built before the 1989 revision of the BC Plumbing Code restricting the use of lead and potable water lines, as well as to mitigate any risks identified. The plan should include:

1. Evaluating and prioritizing facilities based on age and water supply.
2. Establishing and carrying out testing of priority facilities.
3. Mitigating risks.
4. Regularly re-sampling to verify effectiveness.
5. Communicating findings.
6. Establishing a long-term management plan.

If elevated lead levels are found, a number of actions can be taken to mitigate risk. The most appropriate actions for your facilities will depend on a number of factors and should be discussed with your local drinking water officer

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Should you have questions, I am providing the following Health Authority Contacts:

Fraser Health:	1-604-587-3828 or 1-604-527-4806
Interior Health:	1-866-457-5648
Island Health:	1-866-665-6626
South Island	1-866-665-6626
Central Island	1-866-770-7798
North Island	1-877-887-8835
Northern Health:	1-250-565-2000
Vancouver Coastal Health:	1-604-675-3900 or 1-604-527-4893

Thank you to your attention to this important matter.

Sincerely,



Dave Byng
Deputy Minister

BYLAW 9130

STANDING COMMITTEES

1. School District No. 61, Greater Victoria, shall be operated on the basis of two standing committees reporting to the Board of Education. These two committees shall be:
 - a) the Education Policy and Directions Committee; and
 - b) the Operations Policy and Planning Committee
2. The purpose of each standing committee shall be firstly to clarify issues that need to be referred to the Board for review and decision making and, secondly, to present policy recommendations for Board consideration.
3. The Chair of the Board shall be an exofficio member of both Committees, with voting rights.
4. All members of the Education Policy and Directions Committee shall be exofficio members of the Operations Policy and Planning Committee with voting rights.
5. All members of the Operations Policy and Planning Committee shall be exofficio members of the Education Policy and Directions Committee with voting rights.
6. A quorum is a majority of trustee members on the committee.
7. Motions may be referred to a Standing Committee by any trustee member of the Board. Where possible the motion(s) should be circulated three (3) working days prior to the meeting.



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

Greater Victoria School District

Adopted: April 27, 1981
Revised: January 31, 1983
Revised: October 27, 1997
Adopted: February 25, 2002
Revised: March 30, 2009
Reviewed: March 2012
Revised: January 18, 2016

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