



**Operations Policy and Planning Committee Meeting  
October 11, 2016 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**

Elaine Leonard, Chair, Tom Ferris, Diane McNally, Deborah Nohr, Rob Paynter, Jordan Watters

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Deb Whitten, Associate Superintendent, David Loveridge, Director of Facilities Services, Katie Hamilton, Manager, Community Engagement and Communications, Colin Roberts, District Principal, Human Resource Services, Christine Merner, Manager, Occupational Health and Safety, Marne Jensen, Manager, Labour Relations, Julie Lutner, Senior Manager, Budgets and Financial Analysis, 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 October 11, 2016 regular agenda be approved.

**Motion Carried**

**2. APPROVAL OF THE MINUTES**

It was moved:

That the September 19, 2016 Operations Policy and Planning Meeting regular minutes be approved.

**Motion Carried**

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

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

**5. SUPERINTENDENT'S REPORT**

**A. Introduction of Student Representative**

Superintendent Langstraat introduced Eilidh Morrison, Student Representative from Reynolds Secondary School.

## **B. Public Engagement Ad Hoc Committee Terms of Reference**

Superintendent Langstraat reviewed the draft terms of reference for the Public Engagement Ad Hoc Committee. Discussion ensued amongst Trustees.

It was moved:

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

**Motion Carried Unanimously**

## **6. PERSONNEL ITEMS**

### **A. Medical Accommodation Program**

Christine Merner, Manager, Occupational Health and Safety and Marne Jensen, Manager, Labour Relations reviewed the District's Medical Accommodation Program and the planned training to improve the program. Ms. Jensen explained that the District has entered into a training agreement with the Greater Victoria Teachers' Association. The District has identified a training provider. The District will also approach the leadership of CUPE 947, CUPE 382, ASA and VPVPA in an effort to include these employee representatives in the training program.

Discussion ensued amongst Trustees with a request for further information. Information will be provided at the November 14, 2016 Operations Policy and Planning Committee meeting.

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

### **A. District Jurisdiction Over Rentals**

Secretary-Treasurer Walsh explained that the use of school district lands and facilities by external parties is arranged through either a long-term lease, a short-term lease, licenses, or short-term rentals. The agreements in place allow the district to ensure that the activities of the rental groups are in accordance with applicable laws/regulations (e.g. fire hazards, meeting regulatory standards and the like). Generally, in all of the 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.

Trustees asked questions of clarification of Secretary-Treasurer Walsh.

### **B. 2017-2018 Budget Plan**

Secretary-Treasurer Walsh reviewed the 2017-2018 budget plan and explained that the plan will include outreach to the community and education partners to obtain feedback about the type of information that would be useful in understanding the school district budget. Trustees asked questions and expressed support for the budget plan.

### C. 2016-2017 Enrolment Update

Secretary-Treasurer Walsh explained that the current year enrolment numbers show an increase of 183.9 full time equivalent students as compared to the prior year. The increase is believed to be the result of students returning from independent schools as well as an in-migration to Victoria. Trustees provided comments about enrolment trends.

### D. September 30, 2016 Quarterly Financial Report

Secretary-Treasurer Walsh stated that the Ministry of Education Special Advisor's Report was published in June 2016 presenting findings from the review of School District No.83 (North Okanagan Shuswap). Management committed 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.

The quarterly financial report for the period 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 year-to-date results are comparable to the prior year and reflect the nature of school district operations.

Trustees thanked Secretary-Treasurer Walsh for providing the additional financial information.

### E. Trustee Professional Development Funds

Secretary-Treasurer Walsh reminded Trustees that the matter of Trustee professional development funds was referred to the Operations Policy and Planning Committee and explained that 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 are carried forward into the next school year. For the 2015/2016 school year, the trustee professional development account ended with a deficit of \$615.

Trustees asked questions of Secretary-Treasurer Walsh and Superintendent Langstraat.

### F. Policy Sub-Committee Report

Secretary-Treasurer Walsh reviewed the report of the Policy Sub-Committee and presented specific policies reviewed and recommended for deletion and a specific policy for creation.

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) delete Policy 3313.1 *Sale of Merchandise or Services: Vending Machines in Secondary Schools*.  
**Motion Carried Unanimously**

It was moved:

2. That the Board of Education of School District No. 61 (Greater Victoria) delete Policy 3327 *Grants (Fees for Service)*.  
**Motion Carried Unanimously**

It was moved:

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

**Motion Carried Unanimously**

## **8. FACILITIES PLANNING**

### **A. Facility Plan Update**

Secretary-Treasurer Walsh reminded Trustees that the terms of reference of the Long Term Facilities Plan Ad Hoc Committee include updating the Operations Policy and Planning Committee in October 2016, January 2017, and March 2017. Secretary-Treasurer Walsh stated that the Ad Hoc Committee held one meeting to date, and that the next meeting will occur on Tuesday, October 18, 2016. The initial meeting focused on both a long term vision and immediate needs. A process timeline has been developed that outlines the phases within the project, including the technical requirements and public input phases. Activities in the fall will focus on information gathering and development of a process for seeking broad public input starting in January.

### **B. School Enhancement Program**

David Loveridge, Director, Facilities Services advised the Committee that the Ministry of Education has approved the school enhancement program capital project request pertaining to safety enhancements at the new Burnside Education Centre facility.

### **C. Community Use of Facilities - Child Care Providers**

Secretary-Treasurer Walsh advised that with the trend toward increased enrolment, the District will require classroom space in the future that is currently licensed to child care providers and/or is being used for District programming, and that broad based discussions have begun with child care providers focused on the issue of long-term need, capital requirements and day-to-day operational concerns.

Secretary-Treasurer Walsh stated that the discussions have led to considering a model that would license child care providers portable zones rather than licensing the groups portables that the District would operate. The District would retain ownership of the portables and license the site to a provider for a five year term. The license rate would be based on full operating and capital cost recovery while at the same time letting the operator (licensee) deal with all aspects of the day to day operation and functioning of their licensed facility, independent of the District. A portion of the revenue would be retained for the capital maintenance of the portables thereby protecting the long term availability of these District resources.

Secretary-Treasurer Walsh advised that preliminary discussions have taken place with the Fairfield Gonzalez Community Association to install a portable 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 Fairfield Gonzales arrangement would be used as a model for other potential partnerships.

Trustees asked questions of clarification of Secretary-Treasurer Walsh.

#### **D. Testing Lead Content in Drinking Water of School Facilities**

Secretary- Treasurer Walsh informed the Committee that the Ministry of Education has developed a *Policy for Testing Lead Content in Drinking Water at School Facilities*. The policy requires that lead content testing be completed on all school facilities once every three years. 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.

Trustees asked questions of clarification of Secretary-Treasurer Walsh.

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

#### **10. NEW BUSINESS**

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

Trustee Paynter withdrew his motion.

It was moved:

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.

**Motion Withdrawn**

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

Trustee McNally presented the motion and rationale on behalf of Trustee Whiteaker. Discussion ensued amongst the Trustees.

It was moved:

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.

**Motion Carried Unanimously**

##### **C. Trustee McNally – Motion Withdrawn**

Trustee McNally withdrew her motion.

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.

**Motion Withdrawn**

#### **11. NOTICE OF MOTION – None**

**12. GENERAL ANNOUNCEMENTS - None**

**13. ADJOURNMENT**

It was moved:

That the meeting adjourn.

**Motion Carried**

The meeting adjourned at 8:53 p.m.