

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

Regular Board Meeting

Monday, October 24, 2016 - 7:30 p.m.

**Tolmie Boardroom
556 Boleskine Road**

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



**The Board of Education of School District No. 61 (Greater Victoria)
Regular Board Meeting, Monday, October 24, 2016 @ 7:30 p.m.
Tolmie Boardroom, 556 Boleskine Road**

AGENDA

A. COMMENCEMENT OF MEETING

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

- A1. Approval of the Agenda** (p 01-05)
- A2. Approval of the Minutes**
 - a) Approval of the September 26, 2016 Regular Board Minutes (p 06-16)
- A3. Business arising from the Minutes**
 - a) Regulation 4305 – *Gender Identity and Gender Expression*
- A4. Student Achievement**
 - a) Tammy Renyard, Principal, Esquimalt High School
- A5. District Presentations**
 - a) Judi Stevenson, District Archivist – War Dead Project
- A6. Community Presentations** (5 minutes per presentation)
 - a) Jason Gammon, President, GVTA – Professional Development
 - b) Ilda Turcotte, PD Chair, GVTA – Professional Development
 - c) Darren Companion, 1ST VP, GVTA – Professional Development

B. CORRESPONDENCE

C. TRUSTEE REPORTS

- C1. Chair's Report**

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

C2. Trustees' Reports

- a) Trustee Watters – Aboriginal Nations Education Committee Report
- b) Trustee McNally

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

- a) Minutes from the October 3, 2016 meeting – Information only (p 17-19)
- b) Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the October 3, 2016 Education Policy and Directions Committee meeting. (p 20-22)

- i)

That the Board of Education of School District No. 61 (Greater Victoria) request the Deputy Superintendent to bring forward to the March 6th, 2017 Education Policy and Directions Committee meeting, an interim report to the Board of Education on the District's food awareness initiative.

- ii)

That the Board of Education of School District No. 61 (Greater Victoria) receive the Fast Track Update report. (p 23)

- iii)

That the Board of Education of School District No. 61 (Greater Victoria) give direction to the Superintendent of Schools to develop a policy and regulation based on the Board's values, as expressed in the Strategic Plan, and as also included in the Ministerial Order 27/06/07 on Codes of Conduct.

D2. Operations Policy and Planning Committee

- a) Minutes from the October 11, 2016 meeting - Information only (p 24-29)
- b) Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the October 11, 2016 Operations Policy and Planning Committee meeting.

- i)

That the Board of Education of School District No. 61 (Greater Victoria) approve the Public Engagement Ad Hoc Committee Terms of Reference. (p 30-32)

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

- ii)

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*.

 (p 33-35)
- iii)

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

 (p 36)
- iv)

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

 (p 37-38)
- v)

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.

 (p 39-41)

E. DISTRICT LEADERSHIP TEAM REPORTS

E1. Superintendent's Report

- a)

That the Board of Education of School District No. 61 (Greater Victoria) adopt the Superintendent's report of October 24, 2016 as presented.

 (p 42)
- b) Equity Committee - Terms of Reference (p 43-44)

That the Board of Education of School District No. 61 (Greater Victoria) approve the Equity Ad Hoc Committee Terms of Reference.
- c) Student Registration and Transfer Committee – Terms of Reference (p 45-46)

That the Board of Education of School (Greater Victoria) approve the Student Registration and Transfer Ad Hoc Committee Terms of Reference.

E2. Secretary-Treasurer's Report

- a)

That the Board of Education of School District No. 61 (Greater Victoria) adopt the Secretary-Treasurer's report of October 24, 2016 as presented.

 (p 47)
- b) Capital Bylaw No. 15/16-CP-SD61-01 Capital Plan 2015/16 (p 48-51)

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

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Capital Bylaw No. 15/16-CP-SD61-01 Capital Plan 2015/16 at the meeting of October 24, 2016.

Motion to be Carried Unanimously

That Capital Bylaw No. 15/16-CP-SD61-01 Capital Plan 2015/16 be:

Read a first time this 24th day of October, 2016;

Read a second time this 24th day of October, 2016;

Read a third time, passed and adopted this 24th day of October, 2016.

c) McKenzie Road/Highway Interchange Update (p 52-53)

d) Lansdowne Middle School – Statutory Right-of-Way (p 54-58)

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve granting a Statutory Right-of-Way to the Corporation of the District of Saanich for the purpose of installing and maintaining a concrete sidewalk and asphalt pedestrian bike lane on the property that straddles Lansdowne Middle School and the Corporation of the District of Saanich legally described as Lot A, Plan VIP6679, Section 27, Victoria Land District, PID: 005-852-862.

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the Disposal (Right-of-Way) of Real Property Bylaw 16-04 at the October 24, 2016 Board of Education meeting.

That the Board of Education of School District No. 61 (Greater Victoria) approve the Disposal (Right-of-Way) of Real Property Bylaw 16-04, being a bylaw to grant a Statutory Right-of-Way to the Corporation of the District of Saanich on the property legally described as Lot A, Plan VIP6679, Section 27, Victoria Land District: PID: 005-852-862, for the purpose of installing and maintaining a concrete sidewalk and asphalt pedestrian bike lane.

F. QUESTION PERIOD (15 minutes total)**G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

***Note: This meeting is being audio and video recorded.
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H. NEW BUSINESS/NOTICE OF MOTIONS

H1. New Business

- a) Trustee Whiteaker – Write a Letter to the Minister of Education

That the Board of Education of School District No. 61 (Greater Victoria) write to the Minister of Education expressing their support of the democratic right of the public to an elected Board of Education. Therefore, the Board of Education call on the Minister of Education to amend the School Act to require the Lieutenant Governor in Council to order an election be held within one year in the event that an “official trustee” has been appointed to a District Board of Education.

- b) Trustee McNally – Write a letter to Vancouver School District

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to write a letter to the Vancouver School District No. 39 Trustees Mike Lombardi, Joy Alexander, Patti Bacchus, Allan Wong and Janet Fraser expressing unequivocal support for their decisions in defense of public education, particularly since June 30, 2016.

- c) Trustee McNally – Write a letter to the Minister of Education

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to Minister of Education Bernier expressing School District No. 61 Board’s outrage at his dismissal of the elected Board of Education SD39, Vancouver School District.

- d) Trustee Watters – Write a letter to the BCSTA President

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to write a letter to the BCSTA President condemning the partisan letter issued to media after the dismissal of Vancouver School District’s elected Board of Education.

H2. Notice of Motions

I. ADJOURNMENT

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



**The Board of Education of School District No. 61 (Greater Victoria)
September 26, 2016 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road**

MINUTES

Present:

Trustees Edith Loring-Kuhanga, Chair, Diane McNally, Vice-Chair, Tom Ferris, Elaine Leonard, Deborah Nohr, Peg Orcherton (exited at 8:35 p.m.), Rob Paynter, Jordan Watters (exited at 10:03 p.m.), Ann Whiteaker

Administration:

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Deb Whitten, Associate Superintendent, Greg Kitchen, Associate Superintendent, Julie Lutner, Manager, Budget and Financial Analysis, David Loveridge, Director of Facilities Services, Katie Hamilton, Manager, Community Engagement and Communications, Vicki Hanley, Recording Secretary

The meeting was called to order at 7:38 p.m.

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

A. COMMENCEMENT OF THE MEETING

A1. Approval of the Agenda

It was moved and seconded:

That the September 26, 2016 Agenda be approved with the following additions/changes:

A6. Community Presentations

c) David Marcovitz

C1. Chair's Report

b) Superintendent Langstraat – District Communications and Engagement Plan

C2. Trustees' Report

c) Trustee Nohr

D1. Education Policy and Directions Committee

b) Recommended Motions

v) Equity Committee Terms of Reference

E2. Secretary-Treasurer's Report

b) 2015/2016 Audited Financial Statements
- moved to C. Trustee Reports, C3.

G. Public Disclosure of In-Camera Items

a) 2016-2017 Board Work Plan

H. New Business/Notice of Motions

H1. New Business – Trustee McNally – My Place Transitional Home
- moved to C2. Trustee Reports, a) Trustee McNally

Motion Carried Unanimously

A2. Approval of the Minutes

- a) It was moved and seconded:

That the June 20, 2016 Regular Board Minutes be approved.

Motion Carried Unanimously

- b) It was moved and seconded:

That the June 28, 2016 Committee of the Whole Minutes be approved.

Motion Carried

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

Abstain: Trustee Paynter

- c) It was moved and seconded:

That the June 28, 2016 Special Board Meeting Minutes be approved.

Motion Carried

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

Abstain: Trustee Paynter

A3. Business arising from the Minutes

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

It was moved and seconded:

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

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

Motion Carried Unanimously

- b) Secretary-Treasurer Walsh provided Trustees with information pertaining to the use of operating funds for capital items as per questions that were asked of him at the June 20, 2016 Board of Education meeting. Secretary-Treasurer Walsh advised Trustees that he had received confirmation from the Ministry of Education that the District is acting appropriately with these funds.

A4. Student Achievement - None

A5. District Presentations - None

A6. Community Presentations

- a) Jodi Whiteman, a parent from South Park Elementary, attended the Board meeting to speak in favour of 'draft' Policy 4305 – *Gender Identity and Gender Expression* and provided feedback with regard to the wording of the new policy.

- b) Audrey Smith, President of the Victoria Confederation of the Parent Advisory Councils attended the Board meeting to speak about what the VCPAC role and responsibilities are within the school district.
- c) David Marcovitz, attended the Board meeting to speak to Trustees about partner group participation and the Parent Education Fund.

B. CORRESPONDENCE

B1. Letter from the Public Sector Employers' Council

A letter from the Public Sector Employers' Council was provided for information purposes.

C. TRUSTEE REPORTS

C1. Chair's Report

- a) Chair Loring-Kuhanga welcomed everyone back from the summer break and thanked David Loveridge, Director of Facilities Services, and CUPE 382 for their work over the summer in preparing District schools to be clean, safe and healthy to receive students on the first day of classes. Chair Loring-Kuhanga welcomed and introduced Katie Hamilton, the Manager of Community Engagement and Communications. Chair Loring-Kuhanga provided Trustees with information pertaining to funding announcements that were made by the Ministry of Education during the summer.
- b) Superintendent Langstraat discussed his concern about changing or amending board bylaws knowing that the new Community Engagement and Communications Plan will be forthcoming in the next few months as part of the District Strategic Plan. Discussion ensued amongst Trustees with questions being asked of Superintendent Langstraat.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) establish a committee to examine possibilities for stakeholder engagement to inform the District as part of the District Community Engagement and Communications Plan. Motion Carried
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For: Trustees Paynter, Nohr, McNally, Ferris, Loring-Kuhanga, Leonard, Whiteaker and Watters
Abstain: Trustee Orcherton

Further discussion ensued amongst the Trustees with a suggestion being made to develop Terms of Reference for this new committee.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent of Schools to develop a 'draft' Terms of Reference for the Community Engagement and Communications Plan Committee. Motion Carried
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For: Trustees Paynter, Nohr, Loring-Kuhanga, McNally, Leonard, Watters, Whiteaker and Ferris
Abstain: Trustees Orcherton

C2. Trustees' Reports

- a) Trustee McNally reported that she visited Craigflower Elementary School on September 12th and attended a community barbeque hosted by Choices Transitional Home on September 17th. Trustee McNally advised Trustees that Our Place Society is seeking the support of the District to extend the temporary housing located at 1240 Yates Street. Discussion ensued amongst the Trustees.

It was moved and seconded:

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

Motion Carried

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

Abstain: Trustee Orcherton

- b) Trustee Watters reported that she attended a District Gender and Sexuality Alliance meeting which was very well attended and ideas are already being discussed for the 2017 Pride Parade.
- c) Trustee Nohr reported that she attended her Oak Bay family of schools on the first day of school and spoke with many parents and teachers, attended a fundraising event at Oak Bay High School on September 11th in support of purchasing a grand piano for the Dave Dunnett Theatre and attended a PAC meeting at Margaret Jenkins Elementary School.

C3. 2015/2016 Audited Financial Statements

Secretary-Treasurer Walsh welcomed and thanked Lenora Lee and Heather Crow from the audit firm of KPMG for attending the Board meeting and presenting the District's audited financial statements for 2015/2016.

Ms. Lee directed Trustees to the information contained in the agenda and highlighted specific areas of the report and provided a high level overview of the report.

Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Walsh and Superintendent Langstraat.

It was moved and seconded:

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

Motion Carried Unanimously

It was moved and seconded:

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

\$5,500,000 (\$1,800,000 carry forward approved in April 2016 (Note D);

Motion Carried Unanimously

It was moved and seconded:

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

Motion Carried Unanimously

It was moved and seconded:

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

Motion Carried Unanimously

It was moved and seconded:

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

Motion Carried Unanimously

D. BOARD COMMITTEE REPORTS

D1. Education Policy and Directions Committee

- a) The September 12, 2016 meeting minutes were received for information.
- b) Trustee Nohr referred to the minutes from the Education Policy and Directions Committee meeting and presented the following recommended motions. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Langstraat.

It was moved and seconded:

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

Motion Carried

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

Against: Trustee Paynter

Abstain: Trustee Nohr

It was moved and seconded:

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

Motion Carried

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

Against: Trustee Paynter

Trustee Nohr referred to the September 12, 2016 meeting minutes and presented the following recommended motion. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Langstraat and Associate Superintendent Whitten. Direction was given to Superintendent Langstraat to match the language of the Policy to the language of the Regulation.

It was moved and seconded:

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

Motion Carried

For: Trustees Ferris, Whiteaker, Watters, McNally, Loring-Kuhanga and Leonard
Against: Trustee Nohr
Abstain: Trustee Paynter

Trustee Nohr referred to the September 12, 2016 meeting minutes and presented the following recommended motion.

It was moved and seconded:

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

Discussion ensued amongst the Trustees with a recommendation being made to delete the word 'draft' from the motion.

It was moved and seconded:

- iv) That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) accept the draft proposal Board of Education - Plan - 2016-17 as a general guideline for the Education, Policy and Directions meetings, the Operations Policy and Planning meetings and the Board meetings*" be amended to delete the word 'draft'.

Motion Carried

For: Trustees Leonard, Paynter, Nohr, Loring-Kuhanga, McNally, Watters and Whiteaker
Against: Trustee Ferris

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

It was moved and seconded:

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

Motion Carried Unanimously

Trustee Nohr referred to the September 12, 2016 meeting minutes and presented the following recommended motion.

It was moved and seconded:

- v) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to develop a draft Terms of Reference for an Equity Committee.
- Motion Carried Unanimously**

D2. Operations Policy and Planning Committee

- a) The June 13, 2016 revised meeting minutes were received for information.
- b) Trustee Leonard referred to the revised minutes from the June 13, 2016 Operations Policy and Planning Committee meeting and presented the following recommended motion. Discussion ensued amongst the Trustees.

It was moved and seconded:

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

For: Trustees Watters, McNally, Paynter and Nohr

Against: Trustees Ferris, Whiteaker, Loring-Kuhanga and Leonard

- c) The September 19, 2016 meeting minutes were received for information.
- d) Trustee Leonard referred to the minutes from the Operations Policy and Planning Committee meeting and presented the following recommended motions.

It was moved and seconded:

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

It was moved and seconded:

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

It was moved and seconded:

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

It was moved and seconded:

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

Motion Carried Unanimously

It was moved and seconded:

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

Motion Carried Unanimously

It was moved and seconded:

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

Motion Carried Unanimously

It was moved and seconded:

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

Motion Carried Unanimously

It was moved and seconded:

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

Motion Carried Unanimously

It was moved and seconded:

- ix) 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 Unanimously

It was moved and seconded:

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

Motion Carried Unanimously

It was moved and seconded:

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

Motion Carried Unanimously

It was moved and seconded:

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

Motion Carried Unanimously

It was moved and seconded:

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

Trustee Leonard referred to the September 19, 2016 meeting minutes and presented the following recommended motion.

It was moved and seconded:

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

Discussion ensued amongst the Trustees with a recommendation being made to refer the motion to the new Community Engagement and Communications Plan Committee in order for the committee to provide recommendations.

It was moved and seconded:

- xiv) That the motion "*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*" be referred to the Community Engagement and Communications Plan Committee.
Motion Carried Unanimously

Trustee Leonard referred to the September 19, 2016 meeting minutes and presented the following recommended motion.

It was moved and seconded:

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

Trustee Leonard referred to the September 19, 2016 meeting minutes and presented the following recommended motion.

It was moved and seconded:

- xvi) That the Board of Education of School District No. 61 (Greater Victoria) amend Bylaw 9360 - *General Meeting of the Board*, Section 11.b) to add "Partner Group Reports.

Discussion ensued amongst the Trustees with a recommendation being made to refer the motion to the new Community Engagement and Communications Plan Committee to provide recommendations.

It was moved and seconded:

- xvi) That the motion "*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 be referred to the Community Engagement and Communications Plan Committee.

Motion Carried Unanimously

E. DISTRICT LEADERSHIP TEAM REPORTS

E1. Superintendent's Report

It was moved and seconded:

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

Motion Carried Unanimously

E2. Secretary-Treasurer's Report

It was moved and seconded:

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

Motion Carried Unanimously

- b) Statement of Financial Information

Secretary-Treasurer Walsh referred Trustees to the Schedules as required by the Financial Information Act for the period July 1, 2015 to June 30, 2016. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Walsh.

It was moved and seconded:

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

Motion Carried Unanimously

- c) Summer Capital Projects

David Loveridge, Director of Facilities Services, updated Trustees with respect to the work that took place during the summer on major capital projects with the District. Mr. Loveridge highlighted a few of the projects via a slide show. Discussion ensued amongst the Trustees with questions being asked of Mr. Loveridge. Chair Loring-Kuhanga thanked Mr. Loveridge and CUPE Local 382 staff for their hard work to get these projects completed in time for school start up.

- d) Marigold/Spectrum Partial Land Disposition

Secretary-Treasurer Walsh advised Trustees that Disposal of Real Property Bylaw No. 16-03 regarding the disposition of land at Marigold Elementary School and Spectrum Community School was conducted via a poll vote on July 20, 2016 and that the motion passed.

F. QUESTION PERIOD - None

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G1. 2016-2017 Board Work Plan

The 2016-2017 Board Work Plan was made available to the public and will be posted on the District website.

H. NEW BUSINESS/NOTICE OF MOTIONS

H1. New Business - None

H2. Notice of Motions - None

I. ADJOURNMENT

It was moved and seconded:

That the meeting be adjourned.

Motion Carried

The meeting adjourned at 10:18 p.m.

CERTIFIED CORRECT

Chair

Secretary-Treasurer



**Education Policy and Directions Committee
October 3, 2016 – Victoria High School Library**

Regular Minutes

Present: TRUSTEES

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

ADMINISTRATION

Piet Langstraat, Superintendent of Schools
Shelley Green, Deputy Superintendent
Deb Whitten, Associate Superintendent
Greg Kitchen, Associate Superintendent
Randi Falls, Victoria High Principal
Ilda Turcotte, GVTA Representative
Eilidh Morrison, Student Representative
Karen Walters-Edgar, Recording Secretary

GUEST:

Carrie Raye - Dietitian

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

Chair Nohr welcomed everyone to tonight's meeting.

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

1. APPROVAL OF THE AGENDA

It was moved and seconded:

That the October 3rd, 2016 regular agenda be approved with the following amendment: Under *New Business*, topic **5D - Food Awareness** be moved up on the agenda to follow immediately after the Superintendent's introduction of this month's Student Representative.

Motion Carried Unanimously

2. APPROVAL OF THE MINUTES

Chair Nohr stated she would like to address the issue of Point of Order on page 3 of the Minutes.

Discussion ensued amongst trustees.

It was moved and seconded:

That on Page 3 of the September 12th, 2016 Minutes, the last 5 paragraphs under **Technology Stewardship Committee** Report be stricken from the Minutes.

Motion Carried Unanimously

It was moved and seconded:

That the September 12th, 2016 Minutes of the Education Policy and Directions Committee meeting be approved as amended.

Motion Carried Unanimously

3. BUSINESS ARISING FROM THE MINUTES - none

4. PUBLIC PRESENTATIONS TO THE COMMITTEE - none

5. NEW BUSINESS

A. Introduction of Student Representative

Superintendent Piet Langstraat welcomed Student Representative, Eilidh Morrison, from Reynolds Secondary School. Eilidh will be attending scheduled Board meetings for October 2016.

B. Food Awareness

Deputy Superintendent Green asked trustees for direction on what the Board would like to see as the focus of food awareness so that the District can begin to work on those items.

Discussion ensued amongst trustees.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) request the Deputy Superintendent to bring forward to the March 6th, 2017 Education Policy and Directions meeting, an interim report to the Board of Education on the District's food awareness initiative.

Motion Carried Unanimously

C. Fast Track

Associate Superintendent Deb Whitten spoke to her report which outlined the past need for Fast Track. Associate Superintendent Whitten also explained what currently happens when students are in need of support.

A brief question and answer period followed.

The following motion was then put forward:

That the Board of Education of School District No. 61 (Greater Victoria) receive the Fast Track Update report.

Motion Carried Unanimously

D. Codes of Conduct / Dress Codes

Superintendent Langstraat presented his report on Codes of Conduct and Dress Codes.

Discussion ensued amongst trustees.

The following motion was put forward:

That the Board of Education of School District No. 61 (Greater Victoria) give direction to the Superintendent of Schools to develop a policy and regulation based on the Board's values, as expressed in the Strategic Plan, and as also included in the Ministerial Order 27/06/07 on Codes of Conduct.

Motion Carried Unanimously

E. Trustee Waters Motion

Trustee Watters presented her motion and rationale. Discussion ensued amongst trustees.

Superintendent Langstraat suggested that he write a memo that provides solid background as to how the District is currently funded and the pressures we are currently experiencing and added that then he could put this item on the next Ed Policy agenda detailing the funding and specifics.

Trustee Watters agreed to withdraw her motion.

That the Board of Education of School District No. 61 (Greater Victoria) instruct the Chair to write a letter to the Minister of Education expressing the challenges of providing learning resources to fully support the new curriculum, and requesting that additional funds be provided for this purpose.

Motion Withdrawn

F. MOTION

Trustee Whiteaker presented her motion and rationale.

It was moved and seconded:

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

Motion Carried Unanimously

6. GENERAL ANNOUNCEMENTS - none

7. ADJOURNMENT

It was moved and seconded:

That the meeting be adjourned.

Motion Carried Unanimously

The meeting adjourned at 9:30 pm.

BYLAW 9368

PROCEDURE

- 100.00 In all meetings of the Board of Trustees, procedures shall be governed by Robert's Rules of Order, except where provisions of the bylaws of the Board or the Schools Act may conflict, in which case the latter shall prevail.
- 101.00 The Chairman of the Board may, at any time, entertain a motion to vary the agenda or procedure of the Board, notwithstanding the provisions of the Robert's Rules of Order, and upon majority approval of such motion, the procedures shall be, for the particular matter, amended save that no such motions shall result in a procedure in conflict with bylaws of the Board or the Schools Act.
- 102.00 All meetings of the Board shall be recorded and a written record by way of minutes shall be kept and approved at each subsequent meeting of the Board.
- 103.00 All debate at any meeting of the Board of Trustees or its standing committee shall be upon motion only, save and except for:
- (a) Upon motion to move the Board into committee of the whole;
 - (b) At a meeting of a standing committee of the Board upon the discretion of the Chairman thereof to permit questioning of an applicant before the committee;
 - (c) At a meeting of a standing committee of the Board, upon the discretion of the chairman to move the committee into a session as committee of the whole.

- 103.01 During the thirty minute public session of the public meeting of the Board in general session, no formal applications for funding may be received, but requests for action may be made by members of the public who speak to the Board during their allotted five minute period. No motion for action shall be made during the public session.
- 103.02 All motions before a standing committee of the Board shall be to propose a motion to the Board, which motion at committee shall not require a seconder.
- 103.03 A motion of the committee to propose a motion to the Board which is carried shall be included in writing in the report of the committee to be read at the next regular meeting of the Board in general session.
- 104.00 At a meeting of the Board in general session, all motions presented in writing, and endorsed by a seconder, placed on the agenda by the Chairman, pursuant to notice of motion for future action having been given at the preceding meeting of the Board in general session, shall be deemed to be before the Board whether or not the mover or seconder are present at the regular meeting, and shall not be removed from business of the meeting except on the express request of the mover.
- 104.01 All motions proposed to the Board by an in the report of a standing committee shall be deemed to be before the Board for consideration during the hearing of the said committee report, without the necessity of a formal motion and seconder to the motion, and shall be debated prior to the next standing committee report. Before entertaining the question and debate on a motion proposed to the Board in a report of a standing committees the Chairman shall determine whether or not any trustee wishes any of the motions proposed to be dealt with individually. In the event that any trustee shall so require, having been queried by the Chairman in that regard, such motion or motions shall be dealt with separately and voted on individually. The trustees shall be entitled to debate separately on each motion so severed from the report.

- 104.02 Trustees shall be permitted to debate only upon a motion, as herein provided, and each trustee shall be limited to the opportunity to speak once to any motion, unless the motion has been amended, for a majority vote of the Board. The proposer of a motion shall be given the opportunity to open and close debate of his motion. The mover of the principle motion shall have the right to speak for five minutes to the motion and shall be allowed five minutes to conclude the debate on the motion.
- 105.00 A trustee who has proposed a motion to a committee which motion has been rejected, may submit his motion to the Board in general session, in writing, for consideration immediately following the report of the committee scheduled for the next regular meeting of the Board in general session, provided the motion, in writing, is available to the Chairman for circulation prior to the agenda. Provided that, in the event a motion contained within the report of the standing committee which has been adopted shall be in contradiction to the motion proposed hereby, then the Chairman shall rule such motion out of order.
- 106.00 A motion to the Board shall be in the form of either a resolution to direct specific action or to designate a policy of the Board.
- 107.00 Any Trustee may appeal the ruling of the Chair, according to Robert's Rules of Order. The Trustee making the appeal (with a seconder) will be asked by the Chair to state the appeal. The Chair will call for debate on the merit of the appeal according to Robert's Rules of Order. A vote to sustain the Chair will follow.

Greater Victoria School District

Approved: April 27, 1981
Reviewed: March 2012
Revised: December 10, 2012
Revised: March 23, 2015

MEMO**To:** Education Policy Development Committee**From:** Deb Whitten, Associate Superintendent**Date:** October 3, 2016**RE:** Fast Track Update

In the past Fast Track was widely used throughout our secondary schools to provide students with an opportunity to successfully complete one academic course in a semester. Over the past three years secondary schools have offered credit recovery options within their schools to support students who are in jeopardy of failing one or more academic courses. As a result enrollment in Fast Track courses declined to the point that the program has not run since June 2015.

The Learning Support team works closely with our School Based Teams at each of our secondary schools to support students at their school. There are a number of upstream support mechanisms and early intervention structures in place to identify and respond to students who are struggling before they are in jeopardy of failing multiple courses. Our District Counsellor attends the School Based Team meetings; our District Youth and Family Counsellor meets with students and families and provides support in the areas of anxiety and other mental health challenges and a number of professional learning opportunities are available to Teachers, Educational Assistants and parents to support our at risk students.

The Learning Support team works with secondary school counselors, administrators and outside agencies to ensure relevant student information is up to date and available in a timely manner. If an at risk student is transitioned to another school the Learning Support team remains connected to the student until such time as the student has made a positive connection with adults in the school.

We have also been working with Ian Humphries at Camosun College to create a pathway for students, who did not graduate, to pursue their BC Dogwood certificate without returning to their school.



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

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.

OFFICE OF THE SUPERINTENDENT

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

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



OFFICE OF THE SECRETARY-TREASURER

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

TO: Board of Education
FROM: The Policy Sub-Committee
DATE: October 24, 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 *Sale of Merchandise or Services: Vending Machines in Secondary Schools.*

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 <i>Grants (Fees for Service)</i> .
--

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 <i>Deputy Superintendent</i> .
--



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

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

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

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 program 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:

DRAFT

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 curriculum and instruction in the District.
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 one of the standing committees of the Board.
11. Assume other additional responsibilities as assigned by the Superintendent of Schools.

Greater Victoria School District

Approved:

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OFFICE OF THE
SECRETARY-TREASURER

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

TO: Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: October 24, 2016

RE: **BYLAW 9130 – STANDING COMMITTEES**

The Operations Policy and Planning Committee supported the motion to delete the words “with voting rights” from Item #4 and Item #5 of Bylaw 9130 *Standing Committees*. If the Board reaches agreement with respect to the proposed revisions to Bylaw 9130 *Standing Committees*, the following are the recommended motions for the Board’s consideration:

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) agrees to give all three readings to Bylaw 9130, <i>Standing Committees</i> at the meeting of October 24, 2016. Motion to be Carried Unanimously
--

That Bylaw 9130, <i>Standing Committees</i> be:

Read a first time this 24 th day of October, 2016; Read a second time this 24 th day of October, 2016; Read a third time, passed and adopted this 24 th day of October, 2016.
--



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

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.

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



*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
Revised: **October 24, 2016**

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

OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Piet Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: The Board of Education

FROM: Piet Langstraat, Superintendent of Schools

RE: Superintendent's Report

DATE: October 24, 2016

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

School Visits

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

- Glanford Middle School
- Margaret Jenkins Elementary School

Events and Meetings

The Superintendent has attended a number of events and met with a number of individuals since the last Board meeting. These have included:

- Dianne Turner – Chief Educator, Ministry of Education
- Meeting with Superintendents of Sooke and Saanich School Districts
- French Immersion Local Specialists Association
- Muffin Meeting with school and district administrators
- Shoreline Staff and Parent Advisory Council
- Minister Mike Bernier visit to Cloverdale School

OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Piet Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: Board of Education

FROM: Piet Langstraat, Superintendent of Schools

RE: Equity Ad Hoc Board Committee Terms of Reference

DATE: October 24, 2016

Attached for the reference of the Board is a draft Equity Ad Hoc Board Committee Terms of Reference.

Recommended Motion:

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

Equity Ad Hoc Board Committee Terms of Reference

Purpose:

The Equity Ad Hoc Board Committee is an ad hoc committee established by the Board for the purpose of examining the practices of the District to determine the extent to which equitable opportunities are being provided for students.

Deliverables:

To make recommendations regarding:

- the distribution of financial resources
- human resources allocations
- programming

Membership:

- two trustees
- superintendent or designate
- three school administrators, one each from elementary, middle, and high school
- one representative from the Greater Victoria Teachers' 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 from the Allied Specialists' Association Executive
- one representative from the Victoria Confederation of Parent Advisory Councils
- two representatives, one each from the Esquimalt and Songhees Nations
- student representatives

Timeline:

- A final report will be provided to the Operations Policy and Planning Committee by June, 2017. Regular updates will be provided to the Operations Policy and Planning Committee throughout the 2016 – 2017 school year.

Voting:

- It is expected that the committee will use a consensus model for decision making. When this is not possible, decisions will be made by majority vote.

Procedural notes:

- It is anticipated that the committee will liaise with the Long Term Facilities Planning Committee and the Allocations Working Group to inform the work of these committees.

Date Adopted:

OFFICE OF THE SUPERINTENDENT

556 Boleskine Road, Victoria, BC V8Z 1E8

Piet Langstraat, Superintendent

Phone (250) 475-4162

Fax (250) 475-4112

TO: Board of Education

FROM: Piet Langstraat, Superintendent of Schools

RE: Student Registration and Transfer Committee Terms of Reference

DATE: October 24, 2016

Attached for the reference of the Board is a draft Terms of Reference for the Student Registration and Transfer Ad Hoc Committee.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the Student Registration and Transfer Ad Hoc Committee Terms of Reference.

Student Registration and Transfer Committee Terms of Reference

Purpose:

The Student Registration and Transfer Committee is an ad hoc committee established by the Board of Education for the purpose of establishing student registration and transfer priorities for students attending school in SD 61.

Deliverables:

The Student Registration and Transfer Committee has 2 deliverables:

1. To recommend to the Board priorities for student registration and transfer requests, including district programs such as French Immersion and International Student Programs.
2. To recommend appropriate changes to policy and regulations.

Membership:

The committee may be comprised of the following voting members:

- Two Trustees appointed by the Board Chair
- The Superintendent or delegate
- District Principal of Modern Languages and Multiculturalism
- Director of International Student Program or designate
- One VCPAC representative
- Three PAC representatives (preference given to one from each schooling level- elementary, middle, and secondary) to be selected by lottery from a list of those schools interested in participating. The lottery will take place prior to the first meeting of the Committee.
- Three Principals (preference given to one from each schooling level - elementary, middle, and secondary with at least one from a dual track school)
- Two student representatives

Timeline:

The Committee will prepare a project charter outlining deliverables and timelines to be submitted to the Operations, Policy and Planning Committee (OPPS). The report will be completed for the May Operations, Policy and Planning Committee and regular updates will be provided.

Voting:

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

Procedural Notes:

Interim reports will be provided until the final report in May.

Date Adopted:



OFFICE OF THE SECRETARY-TREASURER

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

TO: The Board of Education
FROM: Mark Walsh, Secretary-Treasurer
DATE: October 24, 2016
RE: Monthly Report

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

In September the District welcomed the Minister of Education to Cloverdale to review the seismic work. The school did an amazing job in welcoming the Minister.

Also in September, I had the opportunity to be a guest lecturer in the Education Department at UVIC to teachers finishing their programs on the topics of teachers and the law.

In October, we have begun a seismic working group within the District utilizing principals who have gone through the seismic upgrade process as well as principals slated to be in the process to share ideas with the goal of creating a handbook for future upgrades.

I had the opportunity to visit a number of schools examining the progress of the tech packages, filter installation and to further understand the deferred maintenance needs of schools.

Finally, I have liaised with neighboring Districts on a number of matters including the manner in which Districts allocate funding to schools.

Internally, we have been focused on drafting administrative procedures for school and department carry forwards, ensuring that policy and regulation review is occurring regularly and examining software to support best governance practices and meeting organization.



OFFICE OF THE
SECRETARY-TREASURER

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

TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
DATE: October 24, 2016
RE: **CAPITAL BYLAW NO. 15/16-CP-SD61-01 CAPITAL PLAN 2015/16**

The Ministry of Education has revised the procedures related to Bylaws and has eliminated the requirement for Boards of Education to pass Bylaws for each individual capital project. Boards will now prepare one bylaw for the annual capital plan. A Bylaw is required for the 2015-2016 annual capital plan.

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) **agrees to** give all three readings to Capital Bylaw No. 15/16-CP-SD61-01 Capital Plan 2015/16 at the meeting of October 24, 2016.

Motion to be Carried Unanimously

That Capital Bylaw No. 15/16-CP-SD61-01 Capital Plan 2015/16 be:

Read a first time this 24th day of October, 2016;

Read a second time this 24th day of October, 2016:

Read a third time, **passed and adopted** this 24th day of October, 2016.

CAPITAL BYLAW NO. 15/16-CP-SD61-01
CAPITAL PLAN 2015/16

A BYLAW by the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

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

NOW THEREFORE the Board agrees to the following:

- (a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of 05/24/2016 from the 2015/16 Capital Plan is hereby adopted.
- 2. This Bylaw may be cited as School District No.61 (Greater Victoria) Capital Bylaw No.15/16-CP-SD61-01 Capital Plan 2015/16.

READ A FIRST TIME THE 24th DAY OF OCTOBER, 2016;
READ A SECOND TIME THE 24th DAY OF OCTOBER, 2016;
READ A THIRD TIME, PASSED AND ADOPTED THE 24th DAY OF OCTOBER, 2016.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria) Capital Bylaw No. 15/16-CP-SD61-01 Capital Plan 2015/16 adopted by the Board the 24th day of October, 2016.

Secretary-Treasurer



May 24, 2016

Ref: 186886

To: Secretary-Treasurer and Superintendent
School District No. 61 (Greater Victoria)

Re: Ministry Response to Annual Capital Plan Submission

This letter is in response to the Board's Annual Capital Plan submission and provides direction as to the next steps for advancing capital projects that align with provincial capital priorities.

The Ministry reviewed all the 5-year Capital Plan submissions across the participating 60 school districts to determine priorities for available capital funding in the programs of:

- Seismic Mitigation & Safety,
- Expansion,
- Building Envelope,
- Carbon Neutral Capital,
- School Enhancement, and
- Buses

I am pleased to advise Ministry support for advancing project development or delivery of the following projects:

SUPPORTED SCHOOL PROJECT(S)		
School Name	Project Type	Next Steps & Timing
Reynolds Secondary	Seismic Mitigation	Deliver final Project Definition Report by January 31, 2017, for future funding decision
Victoria West Elementary School	School Enhancement	Proceed to design, tender & construction and complete by March 2017

Follow-up meetings will be scheduled by your assigned Regional Director to confirm scope, schedule, budget and the terms of project approval for the projects listed above. **No works or expenditures can proceed without a signed project agreement or other signed authorization from the Ministry.**

.../2

Ministry of
Education

Capital Delivery
Planning and Major Projects
Division

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

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

I also look forward to the completion of your Long Range Facilities Plan that will highlight the District's top priority facilities to support the delivery of providing educational programs to the students of Greater Victoria.

As a brief follow-up from a recent correspondence, the Ministry has recently revised the procedures on the Bylaws and the Annual Capital Plan submission which are briefly summarized below;

1. The Ministry eliminated the requirement for the Boards of Education to pass Bylaws for each individual capital project. For additional information, please visit our website at:

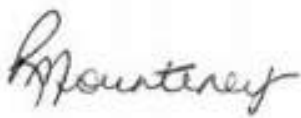
<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/capital-bylaws>

2. The Annual Capital Plan submission deadline was initially revised to August 31, 2016, and based on recent feedback, the submission deadline will now be extended to September 9, 2016, to better align school district capital planning with government's fiscal cycle. The Capital Plan Instructions will be issued to you shortly with further details.

Should you have any questions regarding the Ministry's Capital Plan process, we would be more than happy to set-up a meeting with you to go over any questions you may have. At any time, please do not hesitate to contact your Regional Director, Rachelle Ray at Rachelle.Ray@gov.bc.ca to schedule a time to meet to discuss your inquiries.

Thank you for your dedication to the students of the Greater Victoria School District.

Sincerely,



Renée Mouteney, MBA
Executive Director, Capital Delivery Branch
Planning and Major Projects Division

Cc: Rachelle Ray, Regional Director, Capital Delivery Branch
Damien Crowell, Planning Officer, Capital Delivery Branch



FACILITIES SERVICES

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

TO: Board of Education

FROM: David Loveridge, Director of Facilities Services

DATE: 24 October 2016

RE: McKenzie Interchange Update

Background

The intersection of McKenzie Avenue and the Trans-Canada Highway (TCH) has been identified by the Ministry of Transportation and Infrastructure (MOTI) as a priority for the Province of B.C. and was included in the government's BC on the Move transportation infrastructure program.

In the late Spring 2016, the Board was asked to approve an agreement with MOTI regarding the sale of District lands adjoining Marigold and Spectrum Schools that were identified as being required for the construction of the new McKenzie Interchange. The agreement also identified additional funds for the restoration of District lands post-construction along the back of both of these schools

This report is provided to update the Board of Education on the McKenzie Interchange Project as it pertains to its effect on School District #61.

Update

Since June 2016, staff submitted a request to the Ministry of Education requesting that the sale of the lands required for the McKenzie Interchange be approved by the Minister. This was subsequently approved by the Ministry and the final sale documents were executed by the District and MOTI. In early September 2016, funds were transferred and the sale was completed.

In early October 2016, the Ministry advised the District of the planned start of construction. The construction of the McKenzie Interchange is happening in a number of different phases, many which will affect our District in differing ways.

Phase One includes the clearing the trees and brush along the Galloping Goose Trail between Grange Road and the rock outcropping by the corner of Spectrum Secondary School. This work started the week of 3 October 2016, and is expected to last for two to three weeks. This work has been defined as "preparatory work" for moving the Galloping Goose north of its current location. During this clearing process, the removal of trees disturbed the natural habitat of local rodents and fauna and there have been a couple of confirmed rat sightings due to the disturbance to their homes. This issue appears to have been transitory in nature and there have been no

additional sightings since initial clearing. Ministry and District staff are aware of these types of issues and measures have been taken to monitor and prevent access to our buildings.

The next phase of the project will entail moving the Galloping Goose and removing the pedestrian walkway across the highway. They will also be installing a new temporary pedestrian access for access by the public and students who cross the Trans-Canada Highway to access our schools. The Ministry has indicated that they anticipate this work will commence in early November and will extend over the coming months and possibly into Spring 2017.

It is our understanding that major road construction will not commence until the summer 2017 and the Ministry of Transportation and Infrastructure is currently developing a traffic management plan for the duration of the project and the District expects to be consulted as part of the planning process, as both of our school communities will be affected during the construction period. Inevitably there will be some disruption during the active construction period, however we hope it will be mitigated as best possible through proactive traffic planning in the surrounding area and may require District staff to be engaged in local traffic control issues.

At the June 2016 Board meeting, the Board of Education committed to an ongoing process of determining what beautification, access and amenities would be considered at both schools as part of this process to replace the natural barrier lost as part of the infrastructure project. District staff will work with the school communities to develop recommendations to the Board on these elements. MOTI Funding has been allocated for this purpose as part of the land sale arrangements and staff will return in 2017 with a plan and recommendations for Board of Education consideration.

Staff remain committed to keeping students, parents and faculty informed as we are, and the Ministry of Transportation is aware of the heightened interest in this project and is committed to regular community updates with School District #61 staff and the community-at-large. Staff will ensure that effective and timely communications to our school communities follows.



OFFICE OF THE SECRETARY-TREASURER

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

TO: Board of Education

FROM: Mark Walsh, Secretary-Treasurer

DATE: October 24, 2016

RE: **LANDSLOWNE MIDDLE SCHOOL
STATUTORY RIGHT-OF-WAY FOR BIKE LANE PROJECT**

The Corporation of the District of Saanich has installed a concrete sidewalk and asphalt bike lane on Lansdowne Road in front of Lansdowne Middle School. The majority of the work on Lansdowne Road is complete. The Corporation of the District of Saanich proposes to establish a 2.0m to 5.0m wide Right-of-Way within Lansdowne Middle School's property to accommodate the newly installed concrete sidewalk and asphalt bike lane.

A Statutory Right-of-Way is required for a portion of land legally described as Lot A, Plan VIP6679, Section 27, Victoria Land District, PID: 005-852-862.

Regulation 7110 *Disposal of Real Property* has been considered. The regulation states that easements are not subject to this Regulation.

The Corporation of the District of Saanich has agreed to pay all costs associated with this Statutory Right-of-Way.

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) approve granting a Statutory Right-of-Way to the Corporation of the District of Saanich for the purpose of installing and maintaining a concrete sidewalk and asphalt bike lane on the property that straddles Lansdowne Middle School and the Corporation of the District of Saanich legally described as Lot A, Plan VIP6679, Section 27, Victoria Land District, PID: 005-852-862.

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the Disposal (Right-of-Way) of Real Property Bylaw 16-04 at the October 24, 2016 Board meeting.

That the Board of Education of School District No. 61 (Greater Victoria) approve the Disposal (Right-of-Way) of Real Property Bylaw 16-04, being a bylaw to grant a Statutory Right-of-Way to the Corporation of the District of Saanich on the property legally described as Lot A, Plan VIP6679, Section 27, Victoria Land District: PID: 005-852-862, for the purpose of installing and maintaining a concrete sidewalk and asphalt bike lane.

**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)**

DISPOSAL (RIGHT-OF-WAY) OF REAL PROPERTY BYLAW NO. 16-04

WHEREAS Section 65(5) of the *School Act* requires that a board may exercise a power with respect to the acquisition or disposal of property owned or administered by the board only by bylaw;

AND WHEREAS pursuant to Section 96(1) of the *School Act*, "land" includes any interest in land, including any right, title or estate in it of any tenure;

AND WHEREAS pursuant to Section 96(3) of the *School Act*, a board may dispose of land or improvements or both;

NOW THEREFORE be it resolved that the Board of Education of School District No. 61 (Greater Victoria) hereby advises their intention, pursuant to Section 96(3) of the *School Act*, to grant a statutory right-of-way to the Corporation of the District of Saanich on the property legally described as Lot A, Plan VIP6679, Section 27, Victoria Land District, PID: 005-852-862, to accommodate a newly installed concrete sidewalk and asphalt bike lane at Lansdowne Middle School.

The granting of this statutory right-of-way at Lansdowne Middle School will not adversely affect the educational services or programs provided in School District No. 61 (Greater Victoria).

This bylaw may be cited as School District No. 61 (Greater Victoria) Disposal (Right-of-Way) of Real Property Bylaw No. 16-04.

Read a first time this 24th day of October 2016

Read a second time this 24th day of October 2016

Read a third time, passed and adopted this 24th day of October, 2016

Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria) Disposal (Right-of-Way) of Real Property Bylaw No. 16-04 adopted by the Board of Education this 24th day of October, 2016.

Secretary-Treasurer

File: Lansdowne Road

September 29, 2016

Greater Victoria School District
Facilities Services Department
491 Cecelia Road
Victoria, BC V8T 4T4

Attention: David Loveridge, P.Eng., Director of Facilities

Dear Sir:

Re: Lansdowne Road Bike Lane Project – Proposed Right of Way Agreement

Purpose

The purpose of this correspondence is to begin the first steps in finalizing the Right-of-Way (ROW) Agreement in front of Lansdowne Middle School, along Lansdowne Road.

Background

As per our past discussions regarding the Lansdowne Bike Lanes project, it was agreed to allow the Saanich District Public Works Construction Crews access to the school property in advance of finalizing the Right of Way documentation. This was established in our June 28, 2016 letter to the School District with the intent and benefit to complete a substantial amount of work on Lansdowne Road prior to the start of school.

The majority of this work on Lansdowne Road is now complete. As a result, the District would like to begin working with the School District in establishing the proposed ROW.

Description of Proposed ROW

The proposal is to establish a 2.0 m to 5.0 m wide ROW within Lansdowne Middle School's property to accommodate the newly installed concrete sidewalk and asphalt bike lane. The ROW extents is at its most minimal to avoid significant, unnecessary encroachment within the property. As a result, the existing trees in front of the school along Lansdowne Road will still reside on school property.

A DRAFT *Right of Way Concept Plan* has been attached for additional information.

Next Steps

To assist in the process we ask that you please review the following attached documents and comment accordingly:

1. Draft Public Access – Maintenance document
2. DRAFT Right of Way Concept Plan

Once complete, the District would begin the next steps, including:

- Legal survey;
- Finalization of the ROW documents;
- Registration of the ROW at the Land Titles Office; and
- Appraisal, if needed

The District will pay for all costs for the above noted items. However, the District will not pay for costs associated with any legal advice that the School District seeks to review these documents.

We appreciate your continued cooperation during the construction of this project. Please feel free to contact me if you have any questions or comments regarding our next steps.

Sincerely,

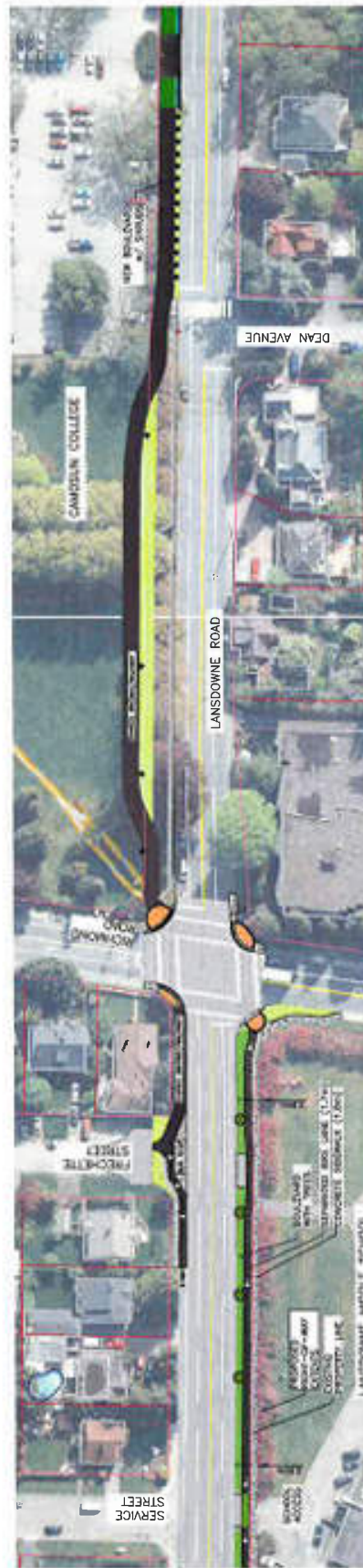


Ivan Leung, P.Eng
Project Manager

IL/cn

cc: Catherine Mohoruk, Manager of Transportation and Development Services (A), Saanich Engineering
Steve Holroyd, Engineering Planner / Designer, Saanich Engineering
Richard Butler, Property Officer, Legislative Services, Municipality of Saanich

G:\Protect_Admin\RCSR\STREET FILES 6600-20\MISC L\2016\School District ROW documents ltr Sep 29 16.docx



CONCEPT
FOR INFORMATION
ONLY
September 29, 2016

Date: SEPTEMBER 2016
Scale: 1:1000
Sheet: 1 of 1

LANSOWNE BIKE LANES PROJECT PROPOSED RIGHT-OF-WAY

