

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

**EDUCATION POLICY AND DIRECTIONS COMMITTEE  
and  
OPERATIONS POLICY AND PLANNING COMMITTEE**

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

**Regular Agenda for Monday, March 6, 2017 – 7:00 p.m.**

Board Room - Administration Offices, Tolmie Building

**Chairperson: Trustee Whiteaker and Trustee Watters**

*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.*

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A. Operations Policy and Planning Committee Meeting of Monday, February 14, 2017			Pgs. 3-7
<b>3. BUSINESS ARISING FROM MINUTES</b>			
<b>4. EDUCATION POLICY AND DIRECTIONS COMMITTEE – Trustee Whiteaker, Chair</b>			
<b>A. PRESENTATION TO THE COMMITTEE</b>			
<b>B. NEW BUSINESS</b>			
1. Introduction of Student Representative Rory O'Donnell, SJ Willis Education Centre	Piet Langstraat		
2. Annual Report – Aboriginal Education	Nella Nelson/Louise Sheffer		Verbal
3. Inclusive Learning Conversation	Deb Whitten		Verbal
4. District Programs	Deb Whitten	Information	Pg. 8
<b>C. NOTICE OF MOTION</b>			
<b>5. OPERATIONS POLICY AND PLANNING COMMITTEE – Trustee Watters, Chair</b>			
<b>A. PRESENTATIONS</b>			
1. Colette Baty, President, Vancouver Island School of Art			
<b>B. SUPERINTENDENT'S REPORT</b>			
<b>C. PERSONNEL ITEMS</b>			
<b>D. FINANCE AND LEGAL AFFAIRS</b>			
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1. District Facilities Plan Update	Mark Walsh	Information	Pg. 9

2. Deferred Maintenance Projects
3. School Space Utilization Review
4. Shop Funding

David Loveridge  
David Loveridge  
David Loveridge

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

**G. NEW BUSINESS**

**H. NOTICE OF MOTION**

**I. GENERAL ANNOUNCEMENTS**

**J. ADJOURNMENT**



**Operations Policy and Planning Committee Meeting  
February 14, 2017 – GVSD Board Office, Boardroom**

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**REGULAR MINUTES**

**Present:**

Jordan Watters, Chair, Diane McNally, Rob Paynter, Elaine Leonard, Ann Whiteaker

**Administration:**

Piet Langstraat, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Shelley Green, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Deb Whitten, Associate Superintendent, Katie Hamilton, Manager, Community Engagement and Communications

The meeting was called to order at 7:04 p.m.

Chair Watters 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 by Trustee Paynter:

That the February 14, 2017 regular agenda be approved with the addition of Item 10B British Columbia School Trustees Association Discussion.

**Motion Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

It was moved by Trustee Leonard: :

That the January 16, 2017 Operations Policy and Planning Meeting regular minutes be approved.

**Motion Carried Unanimously**

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

**4. PRESENTATIONS TO THE COMMITTEE**

David Futter, 2<sup>nd</sup> Vice-President, Greater Victoria Teachers' Association presented on Violence in the Workplace and Health and Safety Funding. Mr. Futter's presentation highlighted a number of areas of the WorkSafe legislation and provided violence in the workplace statistics to the Committee. He also provided an overview of Joint Occupational Health and Safety training requirements.

Trustee asked questions of clarification. Chair Watters thanked Mr. Futter for the presentation.

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

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

Superintendent Langstraat introduced Justin Lo, Student Representative from Mount Douglas Secondary School.

### **B. Enrolment and School Capacity Planning for 2017-2018**

Superintendent Langstraat reviewed the various pressures the District is facing with respect to space in our schools primarily due to increasing enrolment and the potential impacts of the restored collective agreement language.

He highlighted the work that senior management and principals have been doing in planning for 2017- 2018 in light of these challenges. He commented that he is optimistic that schools will be able to accommodate all regular English program Kindergarten registration students in their catchment that applied during registration week. He also noted that the District is exploring more French Immersion spaces for the 2017- 2018 school year. Finally, he reported that while there are spaces across the District to facilitate all students there are pockets of space pressures.

Secretary-Treasurer Walsh reported that the District will require some increased space and that he is currently visiting schools and planning on how to address the matter. He stated that while the information is still tentative and does not yet address secondary schools, the schools needing additional classroom space are anticipated to be Campus View, Willows, Oaklands, and Lansdowne. He also noted that accessing or refurbishing portable space is anticipated at Macaulay and Margaret Jenkins.

Secretary-Treasurer Walsh noted that given the anticipated space challenges, a number of childcare providers and other users of our facilities have been put on notice that we may require use of our space for 2017- 2018. We have also committed to finding solutions that will ensure childcare is able to continue on sites.

Trustees and members of the community asked a number of questions of clarification and expressed concerns about access to schools.

### **C. Environmental Education Plan**

Deputy Superintendent Green reviewed the proposed process to develop the environmental education plan for the District. She stated that the goal is for the draft plan to come back to the Board in November 2017.

Trustees and members of the public asked questions of clarification.

## **6. PERSONNEL ITEMS – None**

## 7. FINANCE AND LEGAL AFFAIRS

### A. 2016-2017 Amended Annual Budget

Secretary-Treasurer Walsh provided an overview of the 2016-2017 amended annual budget and noted that the amended annual budget takes into account both the revenues and the expenses arising from the actual September 30, 2016 enrolment counts, all grant amounts confirmed subsequent to the approval of the annual budget and amounts carried forward from the previous fiscal year that will be spent in the current year. Trustees asked questions of clarification of Secretary-Treasurer Walsh.

The Committee supported that the following motions be brought forward to the February 27, 2017 Board of Education meeting.

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2016/2017 Amended Annual Budget Bylaw at the meeting of February 27, 2017.

**Motion to be Carried Unanimously**

That the School District No. 61 (Greater Victoria) Amended Annual Budget Bylaw for fiscal year 2016/2017 in the amount of \$223,083,534 be:

Read a first time the 27th day of February, 2017;

Read a second time the 27th day of February, 2017;

Read a third time, passed and adopted the 27th day of February, 2017;

And that the Chairperson and the Secretary Treasurer be authorized to sign, seal and execute this Bylaw on behalf of the Board.

### B. Policy 1240 – School Volunteers

Superintendent Langstraat reviewed the process that he followed in reviewing Policy and Regulation 1240 *School Volunteers* and provided the feedback that he has received. He indicated that the Policy continues to be relevant and does not require changes.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) accept Policy 1240 - *School Volunteers* as reviewed with no changes.

Discussion ensued amongst the Trustees.

It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) refer Policy 1240 - *School Volunteers* to the Policy Sub-Committee for further review.

**Motion Defeated**

For: Trustee McNally

Against: Trustees Leonard, Paynter and Watters

Discussion continued with questions from trustees, stakeholders and members of the community. Chair Watters called for the vote on the main motion.

It was moved by Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) accept Policy 1240 - *School Volunteers* as reviewed with no changes.

**Motion Carried**

For: Trustees Leonard, Watters and Paynter

Against: Trustee McNally

Superintendent Langstraat reviewed the changes to Regulation 1240. He indicated that currently the Regulation does not align with the Policy and limits volunteering in schools beyond the intent of the Policy.

Trustees and stakeholders commented that the Regulation should more specifically address the type of volunteering that could occur in schools.

It was moved by Trustee McNally:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to revise the regulation associated with Policy 1240 - *School Volunteers* to bring clarity to the regulation with respect to volunteers in schools.

**Motion Carried Unanimously**

### **C. District Code of Conduct Update**

Superintendent Langstraat and Associate Superintendent Whitten provided an overview of the draft District Code of Conduct and indicated that the document was being brought to the Committee as a first review for comments and suggestions.

Trustees requested that the District Code of Conduct provide more specifics and highlighted discipline and dress code as areas in which they would like to see more specifics. Members of the public indicated support for some continued autonomy at the school level to draft such codes of conduct.

Associate Superintendent Whitten indicated that she would review the document with the comments in mind and return to the Committee at a later time for further discussion and input.

## **8. FACILITIES PLANNING**

### **A. Facilities Update**

Secretary-Treasurer Walsh updated the Committee on various activities of the Facilities Services department including water quality testing, the Burnside Education Centre project, the Technology for Learning Strategy and the new work order system.

Trustees asked questions of clarification.

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

## 10. NEW BUSINESS

- A. Trustee Leonard presented her motion and provided a rationale. Discussion ensued amongst the Trustees.

It was moved Trustee Leonard:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to provide the Board an updated organization chart when changes are made.

**Motion Carried Unanimously**

### B. British Columbia School Trustees Association (BCSTA) - Discussion

Trustee Whiteaker reviewed correspondence from the BCSTA requesting input from the Board into the areas of priority for Boards with respect to the upcoming provincial election. Trustee Whiteaker indicated that she would take the feedback received to the upcoming Provincial Council meeting.

Discussion ensued and Trustees agreed that public education should be a priority in the provincial election. Trustees noted that advocacy should focus on ensuring that any request for increased funding should also highlight how those funds would be used to improve student learning. Trustees also noted the continued need for sustainable and predictable funding.

### 11. NOTICE OF MOTION – None

### 12. GENERAL ANNOUNCEMENTS - None

### 13. ADJOURNMENT

It was moved Trustee Leonard:

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 10:30 p.m.



SHELLEY GREEN, DEPUTY SUPERINTENDENT	250-475-4117
GREG KITCHEN, ASSOCIATE SUPERINTENDENT	250-475-4133
DEB WHITTEN, ASSOCIATE SUPERINTENDENT	250-475-4220

556 BOLESKINE ROAD, VICTORIA, BRITISH COLUMBIA V8Z 1E8 FAX: 250-475-4115

## MEMO

**From: Deb Whitten, Associate Superintendent**

**To: The Education Policy and Directions Committee**

**Date: March 6, 2017**

**RE: District Programs: Low Incidence and Behaviour Support**

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### Learning Support Strategic Priority

Our Learning Support strategic priority is to create an inclusive learning environment that equitably supports and appropriately challenges all students in the physical, social-emotional and academic learning community.

### District Low Incidence and Behaviour Support Program Update

For many years the District has had five District Low Incidence programs (Lansdowne, Arbutus, Shoreline, Esquimalt and Reynolds) and three District Behaviour Support programs (Braefoot, McKenzie and Cedar Hill).

As we continue to move toward a more inclusive education model, we plan to restructure the District Low Incidence programs and the District Behaviour Support Programs and create a more inclusive learning model. Students currently enrolled in a District program will be registered in classes with their age appropriate peers. This may mean that many students will be moving into regular education classes for large portions of the day. For other students, it will be for only a part of their day.

When bringing our students with diverse needs into the general school and class setting we will consider the physical, social-emotional and academic component of this type of transition.

We plan to provide students with time, conversations, and support in moving out of the setting to which they have become accustomed. This will not be a "one day out, next day in scenario." The school environment needs to be one that anticipates student movement from one environment to the next. The teachers and Educational Assistants who have been working in a district program will remain in the school with which they have been assigned and will continue to support the students with diverse needs. Classrooms previously used as district program classrooms will continue to exist to provide a separate learning environment for all students when it best suits their learning needs.

As we continue on our goal of providing meaningful and purposeful educational opportunities for students with diverse needs we will continue to ensure all students are welcomed at their neighbourhood school. All students will be supported to maximize learning, contributions and participation in all aspects of school life. Students will continue to receive in-class and specific small group supports throughout the day in a similar manner as they have experienced in their district program. Schools will endeavor to provide alternative learning spaces for all students when their particular needs are better suited in a separate learning environment.



TO: Operations Policy and Planning Committee

FROM: Mark Walsh, Secretary-Treasurer

DATE: March 6, 2017

**RE: District Facilities Plan Update**

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The terms of reference for the Facilities Plan Committee require regular updates to the Operations Policy and Planning Committee on the progress achieved to develop a long-term Facilities Plan. The Facilities Plan Committee last met on February 1, 2017.

At the meeting the Committee discussed the framework for the District Facilities Plan. The Committee had a preliminary review of the draft recommendations. The draft recommendations have been provided to the stakeholder groups for review with the intention of further discussion, debate, addition and/or deletion over the next few meetings.

In addition, administration has continued the work of determining school capacity. This work is in flux given the potential for lower class size numbers but general information is available. This work will be discussed at an upcoming Facilities Plan Committee meeting.

Administration has also continued to refine the data collection for enrollment projections. It should be noted, however, that the outcome of the Student Registration Committee work may impact expected long-term enrolment.

The District Facilities Plan is anticipated to be completed within the timelines set out in the Terms of Reference.



# FACILITIES SERVICES

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

TO: Operations Policy and Planning Committee  
FROM: David Loveridge, Director, Facilities Services  
DATE: March 6, 2017  
**RE: Deferred Maintenance Projects**

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## **Discussion**

In the Spring of 2016, the Board approved a one-time addition of \$441K to the 2016-2017 budget to address a number of deferred maintenance issues across the District.

Given the current maintenance backlog of \$155M, these funds were to be used to address some immediate maintenance needs and to start the process of being able to prepare us to address some longer term demands that are being faced by the District.

As part of this process, staff reached out to school administrators to ask for input on those areas in their schools that, in their opinion, required Facilities staff to take a look for the purposes of immediate maintenance needs. These inputs were placed in a comprehensive list and were prioritized using a five level scale. The total demand identified by the schools is approximately \$4.5M (see attached list).

To date, staff has committed the entire amount of deferred maintenance funding that was made available plus more, focusing in the following areas:

1. Increased interior painting of schools;
2. Roof repairs;
3. Field Restorations and capability to do additional fields;
4. Flooring replacements;
5. Boiler system upgrades
6. Office upgrades; and
7. New maintenance software.

## Committed Deferred Maintenance Projects

Project	School	Potential Cost
Ameresco Asset Planning Software	Facilities	\$60,000
Air circulation/ventilation system	Marigold	\$5,000
Retaining wall/wood chips for playground	Torquay	\$37,000
Repair roof/visibility safety strips on inside stairs	Craigflower	\$21,000
Boiler replacement / steam traps	SJ Willis	\$60,000
Boiler replacement	Braefoot	\$25,000
Theatre lights	Esquimalt High	\$10,000
Grass cutter - soccer field	Mt. Doug	\$15,000
Field restoration	Spectrum	\$25,000
Field restoration	Mt. Doug	\$25,000
Field restoration	Esquimalt High	\$25,000
Field restoration/replacement	George Jay	\$135,000
Interior painting	Marigold	\$12,500
Interior painting - gym	Spectrum	\$12,500
Interior painting	Shoreline	\$12,500
Interior painting - gym	Lambrick	\$12,500
Replace carpets In various rooms	Northridge	\$20,000
<b>Total Committed Deferred Maintenance Projects</b>		<b>\$513,000</b>

## Unfunded Deferred Maintenance Projects

Project	School	Potential Cost
PA and phone system	Hillcrest	\$60,000
Ventilation in metal shop	Spectrum	\$60,000
Replace tiled floors in three wings	Rockheights	\$45,000
Gym floor	Arbutus	\$150,000
Gym floor replacement / repair	Mt. Doug	\$150,000
Outdoor bike rack canopy	Spectrum	\$25,000
Outdoor gas enclosure	Spectrum	\$10,000
Stair lift replacement	Tillicum	\$60,000
PA system	Cloverdale	\$60,000
Replace hardy plank on the outside of the school by the main parking lot, and window replacement in same area	Macauley	\$15,000

Exterior siding replacement, painting, and window replacement	Frank Hobbs	\$375,000
Repair roof	Monterey	\$15,000
Eaves trough cleaning	Sir James Douglas	\$2,000
Boiler replacement	Willows	\$750,000
Air handling units for room 9, 10, 11, and library	Doncaster	\$800,000
Repair pathway	Craigflower	\$5,000
Repair/replace front steps	South Park	\$50,000
Parking lot repair	South Park	\$50,000
Parking lot repair	McKenzie Elementary	\$30,000
Grounds maintenance	Monterey	\$30,000
Moss	Craigflower	\$2,000
Asphalt repair work	George Jay	\$50,000
Asphalt repair work	Glanford	\$50,000
Front entrance	Macauley	\$50,000
Move kiln from furnace room to art room	Monterey	\$40,000
Flooring in rooms 1-8	Doncaster	\$40,000
Primary wing flooring replacement	Vic West	\$60,000
Replace flooring in 1912 building	Oaklands	\$75,000
Exterior doors - painting	Arbutus	\$3,000
Upgrade electrical outlets	Frank Hobbs	\$200,000
Replace railing and ramp to portable	Rockheights	\$5,000
Flooding in boiler room	Frank Hobbs	\$10,000
Replace bathroom taps	Rockheights	\$5,000
Mud hill made into stairs	Shoreline	\$75,000
Field restoration	Craigflower	\$25,000
Field drainage	Macauley	\$5,000
Outfit area near one of the exits with a metal or plastic roof system	Hillcrest	\$10,000
Complete bleachers	Mt. Doug	\$40,000
Black out skylights in gym	Sir James Douglas	\$20,000
Lockers	Arbutus	\$80,000
New doors where needed	Monterey	\$2,000
Remodel washrooms adjacent the gym	Mt. Doug	\$20,000
Shelving	Craigflower	\$40,000
Install white boards	Northridge	\$7,000
Permanent wall in boys change room	Oaklands	\$2,500
Interior painting - gym	South Park	\$20,000
Interior painting	Macauley	\$45,000
Interior painting	Monterey	\$45,000
Interior painting	Oaklands	\$45,000
Interior painting	Glanford	\$45,000
Baseboards in hallways and office area	Marigold	\$5,000
Cafeteria - install wand wash	Victoria High	\$5,000
Gender neutral washroom	Victoria High	\$100,000
<b>Total Unfunded Deferred Maintenance Projects</b>		<b>\$3,968,500</b>
<b>Total Deferred Maintenance Projects</b>		<b>\$4,481,500</b>



# FACILITIES SERVICES

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

TO: Operations Policy and Planning Committee

FROM: David Loveridge, Director, Facilities Services

DATE: March 6, 2017

RE: **School Space Utilization Review and District Ministry of Education Space Funding Request**

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## Background

As a result of the potential for the return of the pre-2002 class size language and increasing enrollment we are facing both short and long-term space needs in our District. The District has reviewed all of its available space to ensure it can meet the demands.

This memo focuses on elementary and middle schools. Secondary schools are slightly more complicated and the numbers are still being determined. As a result of the increased demands for space across the District, staff will be making a formal submission to the Ministry to request capital funding.

## Previous Class Size Language Implications

We have determined that the District will need approximately 27 new classrooms in elementary, 7 in middle and we are estimating a total of 17 at the secondary level as a result of the previous class size language. These needs are generally spread throughout the District. Nevertheless, as some schools were already facing space issues, we are able to anticipate where there is not adequate space available.

## Specific Space Needs

### *Elementary Schools*

Willows: Willows requires two additional spaces. We are able to refurbish one space and need to add one portable. We anticipate this is sufficient to support the current cohort for the next six years. A new portable along with the minor classroom refurbishment will cost approximately \$250K. An addition, added to the second floor of one of the school's wings, would cost approximately \$750K. We know that neighboring schools do not have space to accommodate the additional demand at Willows. Given the ability of the school to support its cohort with the additional space, and the fact that there are no portables on site, we will request Ministry support for the space renovation and the addition of one portable.

Quadra: Quadra requires one additional space. At this time, a portable is the only viable option. Depending on numbers, Quadra may require an additional classroom within the next six years. A new portable will cost approximately \$200K installed. We have not considered an addition to the school at this time. Neighboring schools (George Jay and Braefoot) do have space. Given the fact that there is not currently a portable on site and that neighboring schools have excess space, we will request Ministry support for the addition of a new portable at Quadra.

Oaklands: Oaklands will require two additional spaces. It currently has space for one classroom in the school and one portable. We anticipate continued demographic growth will mean another portable will be required as early as 2018-19. A new portable will cost \$200K installed. A new addition to the school that would add four new classrooms would cost approximately \$1.4 million. George Jay does have excess space at this time. There are no portables currently on site. Given the fact that the area is seeing increased demographic growth and Willows cannot accept out of catchment regular program students, we will request Ministry support for a new addition to the school, with the secondary option being the addition of new portable spaces.

Campus View: Campus view will require two more spaces. We anticipate current growth will support the current population for the six year cohort. A new addition to the school has not been costed, but it is anticipated that it would be roughly the same cost as Oaklands at approximately \$1.4 million dollars. Neighboring schools do not have space. The school already uses 3.5 portables and has no additional space available. We can access an additional 1.5 portables but this would require the current long term childcare spaces to vacate. We will be seeking the addition of new space to the school as our main priority, followed by support for the addition of two new portables (\$400K installed).

Macaulay: Macaulay will require the refurbishment of one on-site portable and the potential addition of another to support community partners. We anticipate the refurbishment to cost \$50K. We will seek Ministry support for this amount.

### ***Middle Schools***

Lansdowne: Lansdowne requires the creation of one additional space and the refurbishment of one space both of which can be accommodated within the current school at an estimated cost of \$50K. We anticipate this to be sufficient to support the school's current cohort for the next six years. Given the ability of the school to support its cohort with the additional space, we will request Ministry support for the space renovation and refurbishment.

### ***Secondary Schools***

The requirements for new classroom spaces at the secondary schools are still being determined and will be brought back to the Board for review at a later date.

### ***Classroom Set Up***

All new classroom spaces will need additional funds for furniture, supplies, storage and technology to bring them to the same standard which has been established across the District for teaching classrooms. We anticipate the cost of the furniture, supplies, etc to be approximately \$12K per classroom and we will be seeking Ministry support for this request.

### ***Summary***

Overall the District's new space requirement request to the Ministry will be in the \$3.3M range and will include the addition of nine new classroom spaces and the internal refurbishment of an additional three spaces. This excludes the Secondary school requirements that are still being determined.



# FACILITIES SERVICES

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

TO: Operations Policy and Planning Committee  
FROM: David Loveridge, Director, Facilities Services  
DATE: March 6, 2017  
RE: **Shop Funding**

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## **Background**

For the 2016-17 school year, the Board allocated \$77,353 in one-time funding to support shop rejuvenation.

Once Staff began the planning process to expend those funds, it became apparent that there were a number of potential health and safety issues with many of our shops, in addition to the already identified need for overdue general shop repairs.

Given this reality, Staff made the decision to expend a portion of the approved funds to complete a full external review/audit of the condition of the shops across the District, to report back on their status from a Health and Safety perspective, and to make specific recommendations on the immediate actions required to address the concerns identified in the audit.

## **Discussion**

This work has now been completed and a draft report has been provided to the District for review. The report has confirmed that there are significant health and safety gaps in our shops. The report highlights concerns related to ventilation systems, cleanliness, equipment safeguards and other general equipment and safety related issues. A plan is being created to address many of these issues moving forward. A general summary of the audit report is attached for the Board's information.

In addition, the District is in the process of reviewing shop programming to determine what requirements we have for our shops at each grade level (middle and secondary) to determine whether they will be exploratory in nature or a more intensive trades training related program along with a determination of where these programs will be offered (location). All secondary and middle schools will have some level of shop programming. This process will ultimately determine what shops will be required and where, and will help to determine the shop equipment required by program and location.

While and once this work has been completed, we will:

1. continue the process of bringing our shops up to an acceptable standard from a health and safety perspective;
2. rationalize our shops to ensure that the right equipment is available in the right shop and that it fits and can operate safely in the space;
3. know what equipment needs to be procured for our programs on a long term basis;
4. actively plan for the disposal of excess equipment as required for safety or programming purposes; and

5. standardize equipment across the District to ensure a more economical process of maintenance and repair.

Until the shop programming report is complete, we will be unable to fully estimate the cost of the repairs and purchases that are required to support our shops going forward.

It is important to note that while the above study and work is being undertaken, Facilities Staff have expended the remaining \$47,000 in one-time shop funding to begin to repair and to implement a number of safety upgrades on equipment we know will be required on a long-term basis.

It should also be noted that the District has applied to the Ministry of Education for capital funding to support the shop upgrades and await confirmation with respect to the request.



Secondary Schools	Finishing Room	Welding Area	Dust Collection & Welding Ventilation	Eye Wash	Shop Condition-Description	Overall Rating
Equipment High	N/A	High-Review draws, review equipment condition and ventilation	High	Moderate-testing	Plasma in use	Moderate
Metal Shop	High-Review isolation, ventilation & storage	N/A	Moderate	Moderate- testing flow	LAYOUT appears to be tight	Moderate
Wood Shop	N/A	N/A	N/A	Moderate- Cover- testing	High-Review storage, Flammable liquids, electrical, housekeeping, inventory, review & Remove unnecessary equipment. Review Monthly inspections on hoists, lack of guard concerns	High
Automotive	N/A	N/A	N/A	Moderate- testing flow	LAYOUT appears to be good. Review flammable storage	Low
Tech Shop	N/A	N/A	N/A	N/A		
Emmich Park Secondary	N/A	High-Review draws, equipment condition and ventilation	High	Moderate-testing	High-Review plasma, in open, guards, electrical, spray booth is non-standard, review cutting & welding booths	High
Metal Shop	High- congestion, housekeeping, draws, review storage	N/A	High	Moderate-testing, flow	Moderate- Review storage, electrical, some storage concerns and congestion concerns noted as well	Moderate
MT, Douglas Secondary	N/A	N/A	N/A	N/A		
Auto Shop	N/A	N/A	N/A	Moderate- testing flow	High - Proximity to welding area, potential ignition source. Review storage, flammable liquids, electrical, housekeeping, inventory, review & Remove unnecessary equipment. Review Monthly inspections on hoists, lack of guards.	High
Metal Shop	N/A	High-Review draws, equipment condition and ventilation	High	Moderate- testing flow	High - Proximity to auto area, potential fuel source. Review storage, housekeeping, inventory, review & Remove unnecessary equipment. Review use and condition of existing equipment. Plasma in use.	High
Wood Shop	High-Review isolation, ventilation, storage	N/A	Moderate	Moderate- testing flow	Moderate-General housekeeping and storage issues, storage near exits, inventory, Review & Remove unnecessary materials	Moderate
Airplane Hangar	N/A	N/A	N/A	High- None	Unlabeled for storage only at this time. Aviation course to be offered. Basically small model airplanes, etc.	Low
Small Engine Shop	N/A	N/A	N/A	Moderate- Testing	High - Storage in front of exit doors, storage in air compressor enclosure, isolation of flammables, location of parts washer by exit, guards, etc.	High
Oak Bay High	N/A	High-Review draws, equipment condition and ventilation	High	Moderate- testing flow	High - Proximity to auto area, potential fuel source. Review storage, housekeeping, inventory, review & Remove unnecessary equipment. Review use and condition of existing equipment. Plasma in open. Blocked exits, non-standard storage near exits. Cylinder storage non-standard.	High
Metal Shop	N/A	High-Review draws, equipment condition and ventilation	High	Moderate- testing, flow	High - Proximity to metal area, potential heat source. Review monthly hoist inspections. Blocked exits. Use of combustible absorbent.	High
Auto Shop	High-Review isolation, eye wash station, storage and draws of hood system	N/A	high	Moderate- Testing caps	Moderate, layout appears to be good, locks non-dia, delaminated areas. Some missing guards, etc.	Moderate
Wood Shop	N/A	N/A	N/A	N/A		
Barnhill Secondary	N/A	High-Review draws, equipment condition and ventilation	high	Moderate- Testing	High - Congestion, blocking of exits or access to exits, general housekeeping. Full inventory, Review and remove procedures need to be put into place for all shops onsite. Plasma, review cutting & welding area, non-standard cylinder storage	High
Metal Shop	N/A	N/A	high	Moderate - Testing & Flow	High - Congestion, blocking of exits or access to exits, general housekeeping. Full inventory, Review and remove procedures need to be put into place for all shops onsite. Blocked exits and other areas. Lack of guards.	High
Wood Shop	High-Review isolation, storage and, flammable liquids, electrical and ventilation system	N/A	High	Moderate - Testing & Flow	High - Congestion, blocking of exits or access to exits, general housekeeping. Full inventory, Review and remove procedures need to be put into place for all shops onsite. Blocked exits, review monthly inspections on auto lifts	High
Automotive	N/A	N/A	High	Moderate - Testing & Flow		High
Spectrum Community	Finishing Room	Welding Area	Dust Collection & Welding Ventilation	Eye Wash	Shop Condition-Description	Overall Rating
Metal Shop	N/A	High-Review draws, equipment condition and ventilation	High	Moderate - Testing & Flow	High - Proximity of equipment, lack of ventilation, forge area concerns, general storage concerns. Full inventory, review and remove as required. Plasma in open.	High
Wood Shop	High-Review isolation, storage and, flammable liquids, electrical and ventilation system	N/A	High	Moderate - Testing & Flow	High- Review storage, flammable liquids, lack of guards, congestion, area should not be used for general storage, blocking of exit routes out of classroom, remove all materials located in back area.	High
Auto Shop	N/A	N/A	High	Moderate - Testing & Flow	Moderate - Inventory, review, remove. Remove all materials in storage in rear area that are not being used. Review flammables storage, various cabinets as well as combustible oil and lubricant storage. Review monthly inspections of auto lifts.	Moderate
Power Tech Shop	N/A	N/A	High	High- None	Area is in process of being changed over to Electrician training.	Moderate
Vancouver High	N/A	N/A	High	Moderate - Testing & Flow	High - Concerns with location of plasma table, location and proximity of spray booth to cutting and welding area (ignition & fuel sources), concerns with interior storage of propane, cylinder storage concerns. MAJOR - Lack of egress, open areas to get out of area, many areas blocked with equipment or partially blocked.	High
Metal Shop	High-Review isolation, storage and, flammable liquids, electrical and ventilation system	N/A	High	Moderate - Testing & Location (Height)	High - Concerns with storage, congestion, lack of guards, blocked exits, piling on of equipment, students working in unsupervised environments, housekeeping, appears to be too much going on in one location	High
Wood Shop	High-Review isolation, storage and, flammable liquids, electrical and, ventilation system	N/A	High	Moderate - Testing & Location (Access)	High - Major concerns in paint mixing area, lack of isolation, non-standard housekeeping, improper use of flammables cabinets. Full education and review should be provided. Congestion, storage, blocked exits	High
Autobody Shop	N/A	N/A	High	N/A		High