

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

**Regular Board Meeting**

**Monday, May 27, 2019 - 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, May 27, 2019 @ 7:30 p.m.  
Tolmie Boardroom, 556 Boleskine Road

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**AGENDA**

**Estimated  
Times**

**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.*

- |             |  |           |
|-------------|--|-----------|
| 7:35-7:40pm | <b>A1. Approval of the Agenda</b>  | (p 01-05) |
| 7:40-7:50pm | <b>A2. Approval of the Minutes</b>   |           |
|             | a) Approval of the April 17, 2019 Special Board Budget Minutes                 | (p 06-08) |
|             | b) Approval of the April 23, 2019 Regular Board Minutes                        | (p 09-14) |
|             | c) Approval of the April 30, 2019 Special Board Minutes                        | (p 15-17) |
|             | <b>A3. Business arising from the Minutes</b>                                   |           |
|             | <b>A4. Student Achievement</b>   |           |
|             | <b>A5. District Presentations</b>  |           |
|             | a) Recognition of Mark Walsh, Secretary-Treasurer                              |           |
| 7:50-8:50pm | <b>A6. Community Presentations (5 minutes per presentation)</b>                |           |
|             | a) Jenn Sutton, PAC Chair, South Park Family School, boundary review           |           |
|             | b) Kristil Hammer, South Park Family School, boundary review                   |           |
|             | c) Allison Bottomley, South Park Family School, boundary review                |           |
|             | d) Angela Carmichael, Co-PAC President, George Jay Elementary, boundary review |           |
|             | e) Kimberlie Drapeau, Co-PAC President, George Jay Elementary, boundary review |           |

- f) Skye Stegenga, George Jay Elementary, boundary review
- g) Kathryn Allan, Cloverdale Traditional School, boundary review
- h) Natalie Buchmann, Doncaster Elementary PAC, boundary review
- i) Audrey Smith, President, VCPAC, Annual Report
- j) Rebecca Mellett, President, Beausoleil Parents' Association, boundary review

**B. CORRESPONDENCE**

**B1. Letter of Support to Maritime Museum of B.C.** (p 18)

8:50-9:05pm

**C. TRUSTEE REPORTS**

**C1. Chair's Report**

- a) Chair Watters Report (p 19-20)
- b) Canadian School Board Association – Strategic Plan Survey (p 21)

**C2. Trustees' Reports** (2 minutes per verbal presentation)

- a) Trustee Hentze (p 22)
- b) Trustee Duncan Verbal
- c) BCSTA Representative Report – Trustee Duncan (p 23-25)

9:05-9:10pm

**D. BOARD COMMITTEE REPORTS**

**D1. Education Policy and Directions Committee**

- a) Minutes from the May 6, 2019 meeting – Information only (p 26-28)
- b) Recommended Motion:
  - i) 

That the Board of Education of School District No.61 (Greater Victoria) approve the 49 revised Grade 11 and Grade 12 Board/Authority Authorized courses.
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 (p 29-30)

9:10-9:30pm

**D2. Operations Policy and Planning Committee**

- a) Minutes from the May 13, 2019 meeting – Information only (p 31-34)
- b) Recommended Motions:

That the Board of Education of School District No. 61 (Greater
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***Note: This meeting is being audio and video recorded.  
The video can be viewed on the District website.***

Victoria) approve the recommended motions from the May 13, 2019 combined Education Policy and Directions Committee meeting.

- i) That the Board of Education of School District No.61 (Greater Victoria) video record the two standing committee monthly meetings (Education Policy and Directions, and Operations Policy and Planning), and post them to the District website after each meeting for public viewing. A recording notification will be included in all standing committee agendas.
- ii) That the Board of Education of School District No. (Greater Victoria) direct the Chair to write a letter to the Victoria Regional Transit Commission endorsing the Free Transit Campaign and encouraging them to implement a pilot program in the 2020 budget eliminating user fees for youth under 18 years of age.
- iii) That the Board of Education of School District No.61 (Greater Victoria) direct the Policy Sub-Committee to, as a matter of priority, bring forward a policy outlining the process, criteria and timelines for the Superintendent evaluation to the Board of Education for approval at the June, 2019 Board Meeting.
- iv) That the Board of Education of School District No.61 (Greater Victoria) direct the Policy Sub-Committee to review Policy 1330: Community Use of Operational Schools and Grounds, develop policy recommendations regarding the rental of facilities to parties espousing values inconsistent with those of the School District and provide these recommendations to the Operations Policy and Planning Committee for deliberation.

### D3. Audit Committee Report

(p 35-59)

Recommended Motions:

- i) That the Board of Education of School District No.61 (Greater Victoria) approve the Audit Planning Report for 2018-2019 as presented by KPMG to the Audit Committee.
- ii) That the Board of Education of School District No. (Greater Victoria) accept the March 2019 Quarterly Financial Report as presented to the Audit Committee.

## E. DISTRICT LEADERSHIP TEAM REPORTS

9:30-10:00pm

### E1. Superintendent's Report

- a) Monthly Report

(p 60)

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

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- b) 2019/2020 Board of Education and Standing Committee Meeting Dates (p 61)

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2019/2020 Board of Education and Standing Committee meeting dates.

- c) Specialty Academy Fees (p 62-66)

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) makes available to the public via the District website, the schedule of fees that have been approved by the parents' advisory council for the school where the board proposes to offer specialty academy.

- d) 2018 Carbon Neutral Action Report (p 67-74)

- e) Trustee Questions (p 75)

**E2. Secretary-Treasurer's Report**

- a) Monthly Report (p 76)

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

10:00-10:15pm **F. QUESTION PERIOD** (15 minutes total)

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

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

**H1. New Business**

**H2. Notice of Motions**

- a) Trustee Watters – June 10, 2019 Operations Policy and Planning Committee Meeting agenda

That the Board of Education of School District 61 (Greater Victoria) recognize the breakdown of the stable climate and sea level under which human life has developed constitutes an emergency, and that in declaring a climate emergency the Board:

- i) Direct the Superintendent to develop a Climate Action Plan that establishes targets and strategies commensurate with the Intergovernmental Panel on Climate Change call to limit warming to

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1.5 degrees;

ii) Direct the Superintendent to report back on specific actions and resources that could be included in future correspondence to the provincial or federal governments; and

iii) Demonstrate leadership by directing the Board Chair to write letters to other school Boards in our region (Gulf Islands, Saanich, Sooke and Cowichan) encouraging them to declare climate emergencies and develop targets and strategies to combat climate change.

## 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)  
April 17, 2019 Special Board Budget Meeting - Tolmie Boardroom, 556 Boleskine Road

**MINUTES**

**Present:**

Trustees Jordan Watters, Chair, Ann Whiteaker, Vice-Chair, Nicole Duncan, Tom Ferris, Angie Hentze, Elaine Leonard, Diane McNally, Ryan Painter and Rob Paynter

**Administration:**

Shelley Green, Superintendent, Mark Walsh, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Greg Kitchen, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Julie Lutner, Director, Finance, Budgets and Financial Reporting, Lisa McPhail, Communications Officer and Vicki Hanley, Recording Secretary

The meeting was called to order at 7:01 p.m.

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

**A. COMMENCEMENT OF MEETING**

**A1. Approval of the Agenda**

It was moved by Trustee Ferris and seconded:

That the April 17, 2019 Agenda be approved.

**Motion Carried Unanimously**

**B. PUBLIC PRESENTATIONS ON THE 2019/2020 BUDGET – None**

**C. 2019/2020 Annual Budget**

**C1. 2019/2020 Annual Budget Debate**

- a) Trustees asked questions of clarification of Secretary-Treasurer Walsh with regards to the following recommended motions.

It was moved by Trustee Leonard and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) approve the transfer of \$100,000 to Local Capital in 2019/2020 for the Childcare Capital Reserve.

**Motion Carried Unanimously**

It was moved by Trustee Paynter and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) approve the transfer of \$200,000 to Local Capital in 2019/2020 for the Technology Replacement Reserve.

**Motion Carried Unanimously**

It was moved by Trustee Ferris and seconded:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) approve the transfer of \$339,270 to Local Capital in 2019/2020 for the Student Device Replacement Reserve.  
**Motion Carried Unanimously**

It was moved by Trustee Leonard and seconded:

- iv) That the Board of Education of School District No. 61 (Greater Victoria) approve \$1,104,242 of the June 30, 2019 unrestricted operating surplus to be carried forward and applied towards the 2019/2020 projected deficit of \$3,443,958 (\$2,339,716 carry forward approved in September 2018).  
**Motion Carried Unanimously**

It was moved by Trustee Leonard and seconded:

- v) That the Board of Education of School District No. 61 (Greater Victoria) approve \$682,000 of the June 30, 2019 unrestricted operating surplus to be carried forward and applied towards the 2020/2021 projected deficit.  
**Motion Carried Unanimously**

**C2. 2019/2020 Annual Budget Bylaw**

It was moved by Trustee Leonard and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of the 2019/2020 Annual Budget Bylaw at the meeting of April 17, 2019.  
**Motion Carried Unanimously**

It was moved by Trustee Ferris and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) 2019/2020 Annual Budget Bylaw in the amount of \$250,754,515 be:  
  
 READ A FIRST TIME THE 17th day of April, 2019;  
 READ A SECOND TIME THE 17th day of April, 2019;  
 Read a third time, passed and adopted the 17th day of April, 2019;  
  
 And that the Secretary-Treasurer and the Board Chair be authorized to sign, seal and execute this bylaw on behalf of the Board.  
  
**Motion Carried Unanimously**

**D. NOTICE OF MOTIONS - None**

**E. ADJOURNMENT**

It was moved by Trustee Ferris and seconded:

- That the meeting be adjourned.  
**Motion Carried Unanimously**



The meeting adjourned at 7:30 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

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



The Board of Education of School District No. 61 (Greater Victoria)  
April 23, 2019 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road

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**MINUTES**

**Present:**

Trustees, Jordan Watters, Chair, Ann Whiteaker, Vice-Chair, Nicole Duncan, Tom Ferris, Angie Hentze, Elaine Leonard, Diane McNally, Ryan Painter and Rob Paynter

**Administration:**

Shelley Green, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Colin Roberts, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Lisa McPhail, Communications Officer and Vicki Hanley, Recording Secretary

The meeting was called to order at 7:36 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.

Introductions were made around the board table.

**A. COMMENCEMENT OF THE MEETING**

**A1. Approval of the Agenda**

It was moved by Trustee Painter and seconded:

That the April 23, 2019 Agenda be approved with the following addition:

**C2. Trustee Reports:**

c) Trustee McNally

**Motion Carried Unanimously**

**A2. Approval of the Minutes**

a) It was moved by Trustee Leonard and seconded:

That the March 11, 2019 Regular Board Minutes be approved.

**Motion Carried Unanimously**

b) It was moved by Trustee Leonard and seconded:

That the April 3, 2019 Special Board Budget Minutes be approved.

**Motion Carried Unanimously**

**A3. Business arising from the Minutes - None**

**A4. Student Achievement**

Scott Thomas, Principal and Jenn Fahr, Vice-Principal from Rogers Elementary School attended the board meeting and made a presentation for Trustees about their school and the celebration for their twenty fifth anniversary.

Chair Watters thanked Mr. Thomas and Ms. Fahr for attending the board meeting and presenting to Trustees.

**A5. District Presentations - None**

**A6. Community Presentations**

- a) Meena Sran, attended the Board meeting to speak to Trustees about the playground at Willows Elementary School and its location on the field in proximity to neighbouring houses.
- b) Maureen Archambault, attended the board meeting on behalf of the Cooper Smith Music Library to thank District staff members for their assistance in the recent move of the music library to Rockheights Middle School.

**B. CORRESPONDENCE**

**B1. Letter from Inclusion BC**

A letter from Inclusion BC was received for information purposes.

**B2. Letter from GVTA re International Student Tuition**

A letter from the Greater Victoria Teachers' Association was received for information purposes.

**B3. Letters from the District of Saanich re Spectrum Turf and Rink**

Two letters from the District of Saanich were received for information purposes.

**B4. Letter from District of Saanich re Council Liaison Position**

A letter from the District of Saanich with regards to a council liaison position was received for information purposes.

**C. TRUSTEE REPORTS**

**C1. Chair's Report**

Chair Watters referred Trustees to her written report and added that she attended an event with Trustee Hentze at Francis King Park.

**C2. Trustees' Reports**

- a) Trustee Hentze referred Trustees to her written report and then shared two photographs of the unveiling of two aboriginal carvings at Rogers Elementary School.

- b) Trustee Whiteaker referred Trustees to her written report of her activities and meetings over the past month.
- c) Trustee McNally provided a verbal report of her activities and meetings over the past month.

**D. BOARD COMMITTEE REPORTS**

**D1. Education Policy and Directions Committee**

- a) The minutes from the April 8, 2019 meeting were received for information.
- b) Chair Watters referred to the Education Policy and Direction meeting minutes and presented the following recommended motions.

It was moved by Trustee Duncan and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) approve the recommended motions from the April 8, 2019 Education Policy and Directions Committee meeting.

**Motion Carried Unanimously**

It was moved and seconded:

- i) That the Board of Education of School District No.61 (Greater Victoria) accept the Terms of Reference under the title of the Equity Ad Hoc Committee as amended.
- Motion Carried Unanimously**

It was moved and seconded:

- ii) That the Board of Education of School District No.61 (Greater Victoria) dissolve the One Learning Community Committee.
- Motion Carried Unanimously**

**D2. Operations Policy and Planning Committee**

- a) The minutes from the April 15, 2019 meeting were received for information.
- b) Chair Watters referred to the Operations Policy and Planning meeting minutes and presented the following recommended motions.

It was moved by Trustee Painter and seconded:

- i) That the Board of Education of School District No.61 (Greater Victoria) agree to give all three readings to Capital Bylaw No. 2019/20-CPSD61-01 Capital Plan 2019/20 at the meeting of April 23, 2019.
- Motion Carried Unanimously**

It was moved by Trustee Painter and seconded:

- ii) That Capital Bylaw No. 2019/20-CPSD61-01 Capital Plan 2019/20 be:  
 Read a first time the 23<sup>rd</sup> day of April, 2019;  
 Read a second time the 23<sup>rd</sup> day of April, 2019;  
 Read a third time, passed and adopted the 23<sup>rd</sup> day of April, 2019;  
 and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

**Motion Carried Unanimously**

Chair Watters referred to the Operations Policy and Planning Committee meeting minutes and presented the following recommended motion.

- iii) That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to solicit expressions of interest including quotes for the services of a governance specialist to create a streamlined policy manual and administrative procedures manual and report to the Policy Sub-Committee who will provide a recommendation to the Board.

Discussion ensued amongst the Trustees with a suggestion being made to refer this motion to the Strategic Plan Ad Hoc Committee.

It was moved by Trustee Whiteaker and seconded:

- iii) That the motion "*That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to solicit expressions of interest including quotes for the services of a governance specialist to create a streamlined policy manual and administrative procedures manual and report to the Policy Sub-Committee who will provide a recommendation to the Board*" be referred to the Strategic Plan Ad Hoc Committee.

**Motion Defeated**

For: Trustee Whiteaker

Against: Trustees Leonard, Ferris, Paynter, Painter, Watters, Duncan, Hentze and McNally

Further discussion ensued amongst the Trustees with a suggestion being made to table this motion.

It was moved by Trustee Leonard and seconded:

- iii) That the motion "*That the Board of Education of School District No.61 (Greater Victoria) direct the Superintendent to solicit expressions of interest including quotes for the services of a governance specialist to create a streamlined policy manual and administrative procedures manual and report to the Policy Sub-Committee who will provide a recommendation to the Board*" be tabled until after the work of the Strategic Plan Ad Hoc Committee process has been completed.

**Motion Carried**

For: Trustees Leonard, Duncan, Whiteaker, McNally, Ferris and Paynter

Against: Trustees Painter, Watters and Hentze

**E. DISTRICT LEADERSHIP TEAM REPORTS**

**E1. Superintendent's Report**

- a) Superintendent Green presented her monthly report and added that two Principals will be retiring in June.

It was moved by Trustee Whiteaker and seconded:

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

**Motion Carried Unanimously**

b) Trustee Questions

Superintendent Green responded to questions from Trustees with regards to graduation ceremony schedules for district high schools, Terms of Reference for the Strategic Plan Ad Hoc Committee, meetings with the Superintendent's from SD62 and SD63, Ministry of Education announcements regarding the measles outbreak and surveys.

**E2. Secretary-Treasurer's Report**

- a) Secretary-Treasurer Walsh presented his monthly report.

It was moved by Trustee Ferris and seconded:

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

**Motion Carried Unanimously**

- b) Secretary-Treasurer Walsh advised Trustees that in order to comply with the Ministry of Education requirements as it relates to the passing of the 2019/2020 School Calendar, a Poll Vote was conducted on April 4, 2019. The motion to pass the calendar carried unanimously.

**F. QUESTION PERIOD**

1. Describe how Minister Rob Fleming's April 12<sup>th</sup> announcement re: the Ministry guidelines for the development of long range facilities plans for school districts will impact SD61's current long term facilities plan and the catchment boundary review?

Secretary-Treasurer Walsh indicated that he would review the question. Upon further inspection it is clear that our Facilities Plan and boundary review meet the instructions of the Minister.

2. Does the Capital Plan 19/20 limit or affect the District's ability to implement feedback from the catchment boundary review consultation?

Secretary-Treasurer Walsh responded that it did not. He added, that the Board could seek and amendment to the 2019/2020 plan if there was a priority.

3. Trustee Whiteaker's report indicates an In-Camera meeting of the Board on March 14, 2019. Should this meeting and a Section 72 Report have been published on your website?

Secretary-Treasurer Walsh indicated that In-Camera Section 72 Reports are posted to the District website following the Board approving the minutes.

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

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

**H1. New Business**

**a) Trustee McNally – Canadian Maritime Museum**

Trustee McNally presented her motion and provided a rationale.

It was moved by Trustee McNally and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to appropriate contacts at the City of Victoria, the province, and the federal government, supporting the creation of the Canadian Maritime Museum located in Victoria's Old Town.

**Motion Carried Unanimously**

**H2. Notice of Motions – None**

**I. ADJOURNMENT**

It was moved by Trustee Paynter and seconded:

That the meeting be adjourned.

**Motion Carried**

The meeting adjourned at 8:58 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

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



The Board of Education of School District No. 61 (Greater Victoria)  
April 30, 2019 Special Board Meeting - Tolmie Boardroom, 556 Boleskine Road

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**MINUTES**

**Present:**

Trustees Jordan Watters, Chair, Ann Whiteaker, Vice-Chair, Nicole Duncan, Tom Ferris, Angie Hentze, Elaine Leonard, Ryan Painter and Rob Paynter

**Regrets:**

Trustee Diane McNally

**Administration:**

Shelley Green, Superintendent of Schools, Mark Walsh, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Greg Kitchen, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Simon Burgers, District Principal, Languages and Multiculturalism, Lisa McPhail, Communications Officer and Vicki Hanley, Recording Secretary

The meeting was called to order at 7:03 p.m.

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

Introductions were made around the board table.

**A. COMMENCEMENT OF MEETING**

**A1. Approval of the Agenda**

It was moved by Trustee Whiteaker and seconded:

That the April 30, 2019 Agenda be approved.

**Motion Carried Unanimously**

**B. COMMUNITY PRESENTATIONS**

Adrienne Maurakis, a parent of a student attending Cloverdale Traditional School, expressed concerns with regards to the catchment boundary review process and the recommendations as it relates to the school her student currently attends.

Juliet Coates, a parent of a student attending Cloverdale Traditional School, expressed concerns with regards to the catchment boundary review process and the proposed changes as it relates to her students school.

Kathryn Kwasnica, a parent of a student attending Cloverdale Traditional School, encouraged the Board to re-think the proposals and recommendations of the catchment boundary review.

Gypsy Fisher, a parent of a student attending South Park Family School, expressed to the Board that she feels the catchment boundary review process is moving too quickly and not all questions that parents and community members have been asking are being answered.

Kristil Hammer, a parent of a student attending South Park Family School, expressed to the Board her disappointment in the proposed changes to the catchment in the South Park Family School



area and encourage the Board to slow down the process and take longer to make the final decisions.

Sarah-Joy Kallos, a parent of students attending Margaret Jenkins Elementary School and Central Middle School, expressed her disappointment with the catchment boundary review and the proposed changes to the French Immersion program pathways in her area.

**C. CHAIR’S REPORT – None**

**D. SUPERINTENDENT’S REPORT - None**

**E. SECRETARY-TREASURER’S REPORT**

**E1. Catchment Boundary Review**

Secretary-Treasurer Walsh directed Trustees to the Phase Two Catchment Boundary Review Summary Report and provided an overview of the entire process to date including pointing out key information.

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

A suggestion was made to amend Recommendation #1 of the Summary Report.

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) amend Recommendation #1 from the Catchment Boundary Review Summary Report to read as follows: *“That the Board of Education of School District No. 61 (Greater Victoria) maintain the South Park catchment as a District wide catchment.”*

**Motion Defeated**

For: Trustees Whiteaker, Painter, Paynter and Duncan  
 Against: Trustees Ferris, Leonard, Watters and Hentze

A suggestion was made to amend Recommendation #18 of the Summary Report.

It was moved by Trustee Whiteaker and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) amend Recommendation #18 from the Catchment Boundary Review Summary Report by striking the words *“in the near term”* at the end of the motion. The motion will read *“That the Board of Education of School District No. 61 (Greater Victoria) open Richmond as the Grade 6 campus of Lansdowne Middle School and review the site in the event that SJ Willis becomes available.”*

**Motion Carried**

For: Trustees Whiteaker, Paynter, Hentze, Duncan, Watters and Leonard  
 Against: Trustees Painter and Ferris

A suggestion was made to amend Recommendation #5 of the Summary Report.

It was moved by Trustee Hentze and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) amend Recommendation #5 from the Catchment Boundary Review Summary Report by striking

the words *“to be called Bank Street School.”* The motion will read *“That the Board of Education of School District No. 61 (Greater Victoria) open the Bank Street School and Sundance and create a catchment as proposed incorporating areas of the Oaklands catchment in the Jubilee neighbourhood, George Jay catchment in eastern Fernwood and Willows catchment at Foul Bay junction.*

**Motion Carried Unanimously**

Chair Watters called for the vote on the main motion as amended.

It was moved by Trustee Leonard and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to engage in targeted consultation based on the 31 recommendations, as amended, presented in the report, to be delivered to the Board of Education on April 30, 2019 and return to the Board on May 23, 2019 for final deliberation on the recommendations.

**Motion Carried Unanimously**

**F. ADJOURNMENT**

It was moved by Trustee Ferris and seconded:

That the meeting be adjourned.

**Motion Carried Unanimously**

The meeting adjourned at 8:45 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

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

# Board of Education

School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4106 Fax (250) 475-4112

*Chair: Jordan Watters Vice-Chair: Ann Whiteaker  
Trustees: Nicole Duncan, Tom Ferris, Angie Hentze,  
Elaine Leonard, Diane McNally, Ryan Painter, Rob Paynter*

May 10, 2019

via email: [lrobin@mmbc.bc.ca](mailto:lrobin@mmbc.bc.ca)

Ms. Laura Robin  
School and Public Programs Manager  
Maritime Museum of British Columbia  
H-100, 634 Humboldt Street  
Victoria, B.C. V8W 1A4

Dear Ms. Robin,

On behalf of the Greater Victoria Board of Education (School District 61), I am writing to express our enthusiastic support for the Canadian Maritime Museum development proposal for moving to a refurbished and expanded location in Victoria's Old Town.

The Museum is a leader in promoting and preserving British Columbia's maritime culture and heritage and inspiring people young and old to care about and protect our marine environment. Our Board recognizes the incredible value this institution has brought to our community over the last 45 years, and the depth and breadth of educational opportunities a renewed Museum space could provide for the 20,000 students in our district.

Yours sincerely,



Jordan Watters  
Chair, Board of Education

Cc: Board of Education  
Shelley Green, Superintendent of Schools

*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.*

One *Learning* Community

# Board of Education

School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4106 Fax (250) 475-4112

*Chair: Jordan Watters Vice-Chair: Ann Whiteaker  
Trustees: Nicole Duncan, Tom Ferris, Angie Hentze,  
Elaine Leonard, Diane McNally, Ryan Painter, Rob Paynter*

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TO: Board of Education  
FROM: Jordan Watters, Board Chair  
RE: Chair's Report  
DATE: May 27, 2019

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As a Board, we have several major initiatives moving forward not least of which is the Boundary Review. This process of revising SD61 catchments began in earnest in November 2018 and is set to conclude by the end of June 2019.

We are in the early planning stages for a stakeholder engagement process around inclusive learning in Greater Victoria. The District will be hosting several forums throughout the 2019-2020 school year.

The Board is also working on strengthening district governance practices. We are beginning our Strategic Plan renewal process with Julie MacRae, and we are working with Dr. Lee Southern towards establishing exemplary governance practices.

## Events of Interest

I have had the pleasure of attending a variety of meetings the following of which may be of particular interest:

- April 29 – Participated in Good Governance session facilitated by Megan Dykeman
- May 7 – Attended the targeted Boundary Review consultation session at **South Park**
- May 9 – Met with Marie-Pierre Lavoie, Chair of SD 93 Conseil Scolaire Francophone
- May 10 – Met with Mitzi Dean, MLA for Esquimalt Metchosin and Parliamentary Secretary for Gender Equity
- May 14 – Met with Sharmarke Dubow, City of Victoria Councillor regarding the UN Decade of People of African Descent
- May 14 – Attended **Doncaster** Elementary Boundary Review Consultation
- May 15 – Met with Parents Against Climate Change
- May 16 – Met with Lee Southern, governance support

*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.*

One *Learning* Community

May 17 – Attended Love is Love Conference at **Lambrick Park** Secondary

May 17 – Visited **Northridge** Elementary – tour of field and school addition

May 17 – Visited **Frank Hobbs** Elementary – tour of learning studios for childcare

May 21 – Participated in the First Robotics \$250,000 grant announcement at **Reynolds** Secondary with Premier John Horgan and Minister of Education Rob Fleming



May 24 – Met with Julie MacRae – Strategic Plan renewal process

May 24 – Attended Cycle for Change at **Esquimalt High**

May 27 – Participated in the **SJ Burnside** Opening

### **Professional Development**

I continue to work through the online component of the Cultural Perspectives course through the *Indigenous Perspectives Society*. In particular I am striving to improve my CQ (Cultural Intelligence).

CQ is defined as a system of three interrelated components: cultural knowledge composed of content (what) and process (how) and knowledge of other cultures; cross-cultural skills (relational skills, tolerance of uncertainty adaptability, empathy and perceptual acuity); and cultural metacognition (the awareness of one's thought processes and implicit bias).

*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.*

One *Learning* Community



## Important: CSBA Strategic Plan Survey

*"The link to the English survey and to the French survey are included below. The Work Team is hoping to have as many trustees as possible complete the survey, while respecting the policies and protocols of each association. You will see that the first question asks respondents to identify on whose behalf they are responding. This will allow each association to determine whether the executive, board of directors, school boards or individual trustees will respond.*

*The question is:*

*On whose behalf are you responding?*

- Individually as a trustee*
- On behalf of my school board*
- On behalf of my provincial association executive*
- On behalf of my provincial association board of directors*
- Other*

***Please note that the survey will be open until noon May 31 ADT. It is essential that the Board of Directors of the CSBA receive input from trustees and associations across Canada as it reviews and revises its strategic plan. The input will be summarized and presented for additional feedback at the Annual CSBA Congress in July in Toronto."***

[English Survey](#)

[French Survey](#)

Trustee Report  
Angie Hentze  
May 16, 2019

April - May 2019

**Family of Schools:**

- Reynolds Graduating class showcase
- Quadra PAC meeting re: bike lane
- Cloverdale boundary review targeted consultation
- Quadra boundary review targeted consultation
- Doncaster boundary review targeted consultation

**Committee Meetings**

- Victoria Family Court and Youth Justice Committee
- GSA committee

**School Board Meetings**

- Governance workshop
- Secretary Treasurer hire brainstorming session

**BCSTA Annual General Meeting:**

The 2019 BCSTA AGM took place at the Sheraton Vancouver Airport Hotel in Richmond BC this year on April 25-28. In due course a summary of all business conducted and all resolutions passed during BCSTA's 2019 Annual General Meeting will be available as a Report on Proceedings which will be accessible on the BCSTA website under the *Members* tab. In the meantime you can access the entire agenda package including the list of motions considered via the following link: <http://bcsta.org/wp-content/uploads/2019/04/2019-AGM-Handbook-Online-Edition.pdf>

During the BCSTA AGM, our membership voted for 2019/2020 BCSTA Board of Directors. The following candidates were successfully elected to the Board of Directors.

- **President:** Stephanie Higginson – SD68 (Nanaimo-Ladysmith)
- **Vice-President:** Carolyn Broady – SD45 (West Vancouver)
- **Past-President:** Gordon Swan – SD58 (Nicola-Similkameen)
- **Directors:** Valerie Adrian – SD74 (Gold Trail)
  - Tim Bennett – SD57 (Prince George)
  - Mike Murray – SD42 (Maple Ridge-Pitt Meadows)
  - Donna Sargent – SD38 (Richmond)

For your information, our District's Extraordinary Motion for the AGM entitled "Removal of Minister of Education as Automatic Honorary President in Bylaw" did not pass.

I had the pleasure of attending a reception hosted for Trustees by the Canadian Union of Public Employees (CUPE) on Friday, April 26, 2019. It was a great opportunity to get to know our fellow Trustees and other stakeholders in attendance and of course to hear what is happening in other Districts.

**Provincial Council:**

The 2019/2020 BCSTA draft budget was approved with a few amendments to reflect BCSTA staffing costs and staffing cost projections for 2020/2021 that will impact the 2020/2021 Operating Budget. Appointment of Auditors was also approved by Council.

**Canadian School Board Association Report:**

BCSTA provides regular reports on its activities to the Canadian School Boards Association. You can access the latest CSCA Report for April 2019 via the following link:

[http://bcsta.org/wp-content/uploads/2019/04/Spring\\_2019\\_04\\_csba\\_report.pdf](http://bcsta.org/wp-content/uploads/2019/04/Spring_2019_04_csba_report.pdf)



**Funding Model Review (FMR):**

BCSTA updated members in March 2019. According to this update the Ministry of Education's working groups for the Funding Model Review began meeting on Tuesday, March 5 in Victoria BC. The working groups are scheduled to continue through to the mid July. During the initial meetings each working group established terms of reference for the group. Each working group includes educational stakeholders. At these initial meetings the current funding formula was reviewed to give all the stakeholders at each table an equal understanding of the current formula.

You will recall that in February 2019 Provincial Councillors were informed that the next steps of the FMR process will be focussed on gathering additional input to inform implementation approaches. The following areas were highlighted as requiring additional work before implementation: financial management, online learning, adult and continuing education, inclusive education.

You will also be aware that working groups were established to study implications and solutions of the FMR proposals. During Provincial Council in February 2019 we were told that the intention is to utilize input from working groups and other partners to finalize policy development and modelling. We were also informed that School Districts will be made aware of any changes in advance to support 2020/21 budgeting and planning processes.

**Reminders:**

- The Minister of Education issued a Ministerial Order to amend the Support Services for Schools Order to require school districts to provide free menstrual products to students in school washrooms in a manner that protects student privacy. The Ministerial Order requires boards to establish policies and procedures related to the provision of free menstrual products to students. More to come on this at our District's June 2019 Education Policy and Directions Standing Committee meeting.
- All of British Columbia's Boards of Education were recently copied on a letter dated 12 April 2019 from the Honourable Rob Fleming, Minister of Education, in which he outlined updates to Long-Range Facilities Plans. In the letter Minister Fleming outlined that the Ministry has "already removed the old government's 95% utilization requirement, and now I'm pleased to announce we are making even more changes to give school boards more flexibility and autonomy. Going forward, the Ministry will no longer need to approve a school district's LRFP. We will no longer expect LRFPs to be evidentiary documents that are needed to justify individual project funding requests." This has been an area of advocacy from BCSTA for some time. The full letter can be accessed via the following link: <http://bcsta.org/advocacy-mrf-to-boards-re-lrfp/>

**BCSTA Hub:**

Many useful resources are available to all Trustees via the BCSTA Hub including: motion guidance, BCSTA motion tracking and examples of policies from other District's across British Columbia. The BCSTA Hub may be accessed via the following website: <https://bcstahub.org/>

**Significant Dates:**

- *Nothing to report.*



**Education Policy and Directions Committee  
May 6<sup>th</sup>, 2019 – Tolmie Board Room**

**MINUTES**

**Committee Members Present:** Nicole Duncan - Chair, Tom Ferris, Diane McNally, Ryan Painter  
**Other Trustees Present:** Jordan Watters (Trustee Watters left the meeting at 8:15 p.m.)

**ADMINISTRATION:** Shelley Green - Superintendent, Deb Whitten - Deputy Superintendent, Greg Kitchen - Associate Superintendent, Colin Roberts - Associate Superintendent, Louise Sheffer, Director - Learning Team, Harold Caldwell, Director - Learning Support Team, Carey Nickerson, District Vice Principal - Learning Team, Pam Halverson - District Administrator, Learning Team, Carolyn Howe - GVTA Representative, Maryanne Trofimuk and Carrie Schlappner- VPVPA Representatives, Jeanette Alexander - ASA Representative, Jane Massy - CUPE 947 Representative, Audrey Smith - VCPAC President, Karen Walters-Edgar - Meeting Notetaker

The meeting was called to order at 7:00 p.m.

Chair Duncan welcomed everyone to tonight's meeting.

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

**A. COMMENCEMENT OF MEETING**

**A1. APPROVAL OF THE AGENDA**

*It was moved by Trustee Painter*

That the May 6<sup>th</sup>, 2019 Education Policy and Directions agenda be approved.

**Motion Carried Unanimously**

**A2. APPROVAL OF THE MINUTES**

*It was moved by Trustee Painter*

That the April 8<sup>th</sup>, 2019 Education Policy and Directions Committee Minutes be approved.

**Motion Carried Unanimously**

**A3. BUSINESS ARISING FROM THE MINUTES**

Superintendent Shelley Green spoke to the concept of feminine hygiene products being free of charge in all district schools. The Superintendent stated that the Student Representative group was to meet tonight to discuss this issue, but many of the students were too busy to attend the meeting. The Superintendent added that currently it is usually the school counsellors who make female students aware of hygiene products available in schools. The District is currently looking at piloting the provision of feminine packages in schools as well as non-coin dispensers. The Superintendent advised that she will report back to the Board with the findings of the pilot project in next month.

**B. PRESENTATIONS TO THE COMMITTEE**

Jenn Sutton, South Park Family School PAC Chair made a presentation to the Committee in regard to proposed catchment/boundary changes.

Kristil Hammer, from the South Park Family School PAC, also expressed her concern in regard to catchment changes.

Chair Duncan thanked Ms. Sutton and Ms. Hammer for their presentations.

## **C. NEW BUSINESS**

### **C1. Introduction of Student Representatives**

Superintendent Shelley Green advised that the student representative for today's meeting was unable to attend.

### **C2. Literacy Presentation - PowerPoint**

Learning Team Director, Louise Sheffer, introduced District Vice Principal, Learning Team, Carey Nickerson and District Administrator, Learning Team, Pam Halverson. Both Ms. Nickerson and Ms. Halverson spoke to their 3 goals for tonight's meeting:

- Briefly review the context of literacy teaching & learning in our district
- Provide some examples of the literacy supports offered for educators this year
- Share what worked well and what needs to be considered moving forward.

Trustees and stakeholders provided feedback and asked questions of clarification.

### **C3. Inclusive Education - Strategic Engagement Update**

Superintendent Shelly Green stated that she met with VCPAC President, Audrey Smith to discuss inclusive education and stakeholder engagement. Discussion highlights included such topics as: how do we open up engagement at all levels; brainstorming about what are the needs for staff and students; look at an Ad Hoc committee and the different stakeholders that could be a part of that; every stakeholder group expressed interest in further discussions.

The Superintendent also stated that Deputy Superintendent Deb Whitten will put out a survey in regard to staff seeking feedback in regard to Goal 1 of the Learning Support Plan. Next fall we will also organize forums and provide the opportunity for district and community stakeholders, to bring questions to these forums. We will also look at what space might be available to host these forums. The compiled information can then be brought back to an Ed Policy or other committee meeting. We are still looking at what people want and also what they might want to get out of these discussions.

Trustees asked the Superintendent questions of clarification.

### **C4. Revised Grade 11/12 BAA Courses**

Associate Superintendent Colin Roberts introduced District Vice Principal, Jon Hamlin, who provided background information in regard to this motion.

*It was moved by Trustee Ferris:*

That the Board of Education of School District No. 61 (Greater Victoria) approve the 49 revised Grade 11 and Grade 12 Board/Authority Authorized courses.

**Motion Carried**

---

*For: Trustees Duncan, Ferris, Painter*  
*Against: Trustee McNally*

**C5. Revised Grade 11/12 BAA Courses**

Superintendent Shelley Green asked Associate Superintendent Colin Roberts to speak to this motion.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish and document a process for undertaking a review of Late French Immersion programming that takes into account the current Ministry of Education policy on French Immersion programs and that includes a consultation process which involves relevant stakeholders prior to implementing a change to the program, in line with Policy 1163 – Consultation, be referred to the May 6, 2019 Education Policy and Directions Committee meeting.

Discussion ensued amongst Trustees and stakeholders with the recommendation that an update be provided at a future Ed Policy meeting.

*It was moved by Trustee Ferris:*

**That the motion** “That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish and document a process for undertaking a review of Late French Immersion programming that takes into account the current Ministry of Education policy on French Immersion programs and that includes a consultation process which involves relevant stakeholders prior to implementing a change to the program, in line with Policy 1163 – Consultation, be referred to the May 6, 2019 Education Policy and Directions Committee meeting.” **be tabled until the Education Policy and Directions Committee meeting of October 6<sup>th</sup>, 2019.**

**Motion Tabled**

**D. NOTICE OF MOTION - NONE**

**E. GENERAL ANNOUNCEMENTS - None**

**F. ADJOURNMENT**

*It was moved by Trustee Ferris:*

That the meeting be adjourned.

**Motion Carried Unanimously**

The meeting adjourned at 8:55 p.m.



DEB WHITTEN, DEPUTY SUPERINTENDENT	250-475-4117
GREG KITCHEN, ASSOCIATE SUPERINTENDENT	250-475-4220
COLIN ROBERTS, ASSOCIATE SUPERINTENDENT	250-475-4220

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

**To: Board of Education**  
**From: Colin Roberts, Associate Superintendent**  
**Date: May 27, 2019**  
**RE: Board/Authority Authorized Courses – Revised Courses**

---

The following page contains the list of revised Grade 11 and Grade 12 Board/Authority Approved courses that require Board approval.

Course descriptions can be accessed through the following link:  
<https://www.sd61.bc.ca/programs/board-authorized-courses/>

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) approve the 49 revised Grade 11 and Grade 12 Board/Authority Authorized courses.
---

## List of Revised Grade 11 & 12 BAA Courses – May 2019

Course descriptions can be accessed through the following link:

<https://www.sd61.bc.ca/programs/board-authorized-courses/>

### Grade 11

[Astronomy 11](#)  
[Athletic Leadership 11](#)  
[Athletic Leadership: Baseball/Softball 11](#)  
[Community Leadership 11](#)  
[Computer Graphics & Animation 11](#)  
[Digital Photography 11 \(formerly Digital Imaging 11\)](#)  
[Electrical Apprenticeship 11](#)  
[ELL Academic Literacy 11 \(formerly ESL Composition 11\)](#)  
[Environment & Sustainability 11](#)  
[Flex Studies 11](#)  
[Human Performance 11 \(formerly Performance Training 11\)](#)  
[Indigenous Leadership 1 \(formerly Indigenous Cultural Connections 11\)](#)  
  
[Integrated Studies 11](#)  
  
[Intercultural Studies 11](#)  
[Intermediate ELL 11 \(formerly English Language Development 11\)](#)  
[Journalism 11](#)  
[Learning Strategies 11](#)  
[Library Sciences 11](#)  
[Outdoor Leadership 11](#)  
[Pastry and Baked Products 11](#)  
[Peer Tutoring 11](#)  
  
[Performance Training 11 \(formerly Cross-Training 11\)](#)  
  
[Principles of Sport 11 \(formerly Principles of Rugby / Soccer 11\)](#)  
[Psychology 11](#)  
[Symphony Orchestra 11](#)  
[Teacher Assistant 11](#)  
  
[Textiles Arts and Crafts 11](#)  
  
[Travel Languages 11](#)  
[Ukulele 11 \(formerly Strings & Fretted Instruments - Ukulele 11\)](#)  
[Yearbook 11](#)

### Grade 12

[Athletic Leadership 12](#)  
[Athletic Leadership: Baseball/Softball 12](#)  
[Community Leadership 12](#)  
[Computer Graphics & Animation 12](#)  
[Co-Operative Education 12 A/B/C](#)  
[Criminology 12](#)  
[Digital Photography 12 \(formerly Digital Imaging 12\)](#)  
[Electrical Apprenticeship 12A](#)  
[Electrical Apprenticeship 12B](#)  
[Environment & Sustainability 12](#)  
  
[Film Studies 12](#)  
  
[Flex Studies 12](#)  
  
[Global & Intercultural Skills Program 12 \(formerly Global & Intercultural Studies 12\)](#)  
[History of Rock and Roll 12](#)  
[Human Performance 12 \(formerly Performance Training 12\)](#)  
[Journalism 12](#)  
[Learning Strategies 12](#)  
[Marine Biology 12](#)  
[Outdoor Leadership 12](#)  
[Peer Tutoring 12](#)  
[Performance Training 12](#)  
[Principles of Sport 12 \(formerly Principles of Rugby / Soccer 12\)](#)  
  
[Psychology 12](#)  
  
[Scholarship Prep 12](#)  
[Symphony Orchestra 12](#)  
[Teacher Assistant 12](#)  
[Ukulele 12 \(formerly Strings & Fretted Instruments - Ukulele 12\)](#)  
[Women's Studies 12](#)  
  
[Yearbook 12](#)



**Operations Policy and Planning Committee Meeting  
May 13, 2019 – GVSD Board Office, Boardroom**

---

**REGULAR MINUTES**

**Present:**

Rob Paynter, Chair, Angie Hentze, Ryan Painter, Ann Whiteaker, Jordan Watters

**Non-Committee members:**

Nicole Duncan, Diane McNally

**Regrets:**

Elaine Leonard

**Administration:**

Shelley Green, Superintendent, Mark Walsh, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Colin Roberts, Associate Superintendent

The meeting was called to order at 7:01 p.m.

Chair Paynter 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 Whiteaker:

That the May 13, 2019 regular agenda be approved with additional speakers.

**Motion  
Carried**

**2. APPROVAL OF THE MINUTES**

It was moved by Trustee Hentze:

That the April 15, 2019 Operations Policy and Planning Committee Meeting regular minutes be approved.

**Motion Carried**

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

**4. PRESENTATIONS TO THE COMMITTEE**

**A. Jenn Sutton, South Park Family School PAC Chair**

Ms. Sutton spoke in favour of retaining South Park's current District wide catchment.

**B. Amanda Panthaki, South Park Family School PAC VCPAC Representative**



Ms. Panthaki spoke in favour of retaining South Park's current District wide catchment.

**C. Jacob Dewey, South Park Family School Parent**

Mr. Dewey spoke in favour of retaining South Park's current District wide catchment.

**D. Janine Wolf, South Park Family School Parent**

Ms. Wolf spoke in favour of retaining South Park's current District wide catchment.

**E. Kathryn Allan, Cloverdale Traditional School**

Ms. Allen spoke expressing concerns about the process and timing of the Catchment Boundary Review

**F. Starr Munroe, Cloverdale Traditional School**

Ms. Munroe spoke expressing support for the Traditional school model.

**G. Patrick Schreck - GVTA**

Mr. Schreck spoke in support of the Free Transit Campaign.

**5. SUPERINTENDENT'S REPORT**

**A. Introduction of Student Representative**

Superintendent Green introduced Juhi Bhathella, Student Representative from Esquimalt High School.

**6. PERSONNEL ITEMS - None**

**7. FINANCE AND LEGAL AFFAIRS - None**

**8. FACILITIES PLANNING – None**

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

**10. NEW BUSINESS**

**A. Trustee Questions**

Trustees asked questions regarding the Catchment Boundary Review of Superintendent Green and Associate Superintendent Roberts.

Trustees also asked questions about parent accessibility to support children with diverse learning needs to be part of our ongoing inclusion consultation.

## B. Trustee Hentze - Video Standing Committee Monthly Meetings

Trustee Hentze presented the motion. Discussion ensued.

It was moved:

That the Board of Education of School District No. 61 (Greater Victoria) video record the two standing committee monthly meetings (Education Policy and Directions, and Operations Policy and Planning), and post them to the District website after each meeting for public viewing.

An amended was proposed.

It was moved by Trustee Duncan:

That the Board of Education of School District No. 61 (Greater Victoria) video record the two standing committee monthly meetings (Education Policy and Directions, and Operations Policy and Planning), and post them to the District website after each meeting for public viewing. *A recording notification will be included in all standing committee agendas.*

**Motion Carried Unanimously**

The Chair called the vote on the main motion as amended:

That the Board of Education of School District No. 61 (Greater Victoria) video record the two standing committee monthly meetings (Education Policy and Directions, and Operations Policy and Planning), and post them to the District website after each meeting for public viewing. *A recording notification will be included in all standing committee agendas.*

**Motion Carried Unanimously**

## C. Trustee Watters – Free Transit Campaign

Trustee Watters presented the motion. Discussion ensued.

It was moved by Trustee Watters:

That the Board direct the Chair to write a letter to the Victoria Regional Transit Commission endorsing the Free Transit Campaign and encouraging them to implement a pilot program in the 2020 budget eliminating user fees for youth under 18 years of age.

**Motion Carried Unanimously**

## D. Trustee Duncan – Superintendent Evaluation

Trustee Duncan presented the motion. Discussion ensued.

It was moved by Trustee Duncan:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Policy Sub-Committee to, as a matter of priority, bring forward a policy outlining the process,

criteria and timelines for the Superintendent evaluation to the Board of Education for approval at the June, 2019 Board Meeting.

**Motion Carried Unanimously**

**E. Trustee Paynter – Policy 1330 Community Use of Operational School and Grounds**

Trustee Paynter presented the motion. Discussion ensued.

It was moved by Trustee Paynter:

That the Board of Education of School District 61 (Greater Victoria) direct the Policy Sub-Committee to review Policy 1330: Community Use of Operational Schools and Grounds, develop policy recommendations regarding the rental of facilities to parties espousing values inconsistent with those of the School District and provide these recommendations to the Operations Policy and Planning Committee for deliberation.

**Motion Carried Unanimously**

**11. NOTICE OF MOTION - None**

**12. GENERAL ANNOUNCEMENTS - None**

**13. ADJOURNMENT**

It was moved by Trustee Whitaker:

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 8:35 p.m.



# Office of the Secretary-Treasurer

School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4106 Fax (250) 475-4112

*Mark Walsh - Secretary-Treasurer*

---

**TO:** The Board of Education  
**FROM:** Mark Walsh, Secretary-Treasurer  
**DATE:** May 27, 2019  
**RE:** **Audit Committee Report – May 2, 2019 Meeting**

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## **Background:**

The Audit Committee held a meeting on May 2, 2019. KPMG presented the Audit Planning Report for 2018-2019. New business included discussions on the provision of audit services for 2019-2020 and the March 2019 Quarterly Financial Report.

Items of a financial nature were presented to the committee resulting in three recommendations to the Board. One recommendation has been presented in-camera as it pertained to pricing from a competitive bidding process and two recommendations are being presented in public.

## **Recommendations:**

### **Audit Planning Report 2018-2019**

Lenora Lee, Engagement Partner, accompanied by Matt Meakes, Audit Manager, of KPMG presented the Audit Planning Report for 2018-2019. Trustees recommended the report be approved by the Board.

That the Board of Education of School District No. 61 (Greater Victoria) approve the Audit Planning Report for 2018-2019 as presented by KPMG to the Audit Committee.
---

### **March 2019 Quarterly Financial Report**

Secretary-Treasurer Walsh presented the quarterly financial report for the period ending March 31, 2019. The report showed the annual operating budget and the year-to-date actual revenue and expenditures as a percentage of the operating budget. Secretary-Treasurer Walsh advised that the year-to-date results are comparable to the prior year and in line with expectations for the third quarter.

*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.*

One *Learning* Community



Trustees recommended that the Board accept the March 2019 Quarterly Financial Report through the Audit Committee Report.

That the Board of Education of School District No. 61 (Greater Victoria) accept the March 2019 Quarterly Financial Report as presented to the Audit Committee.

# School District No. 61 (Greater Victoria)

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Audit Planning Report for the year ended  
June 30, 2019

*KPMG LLP*

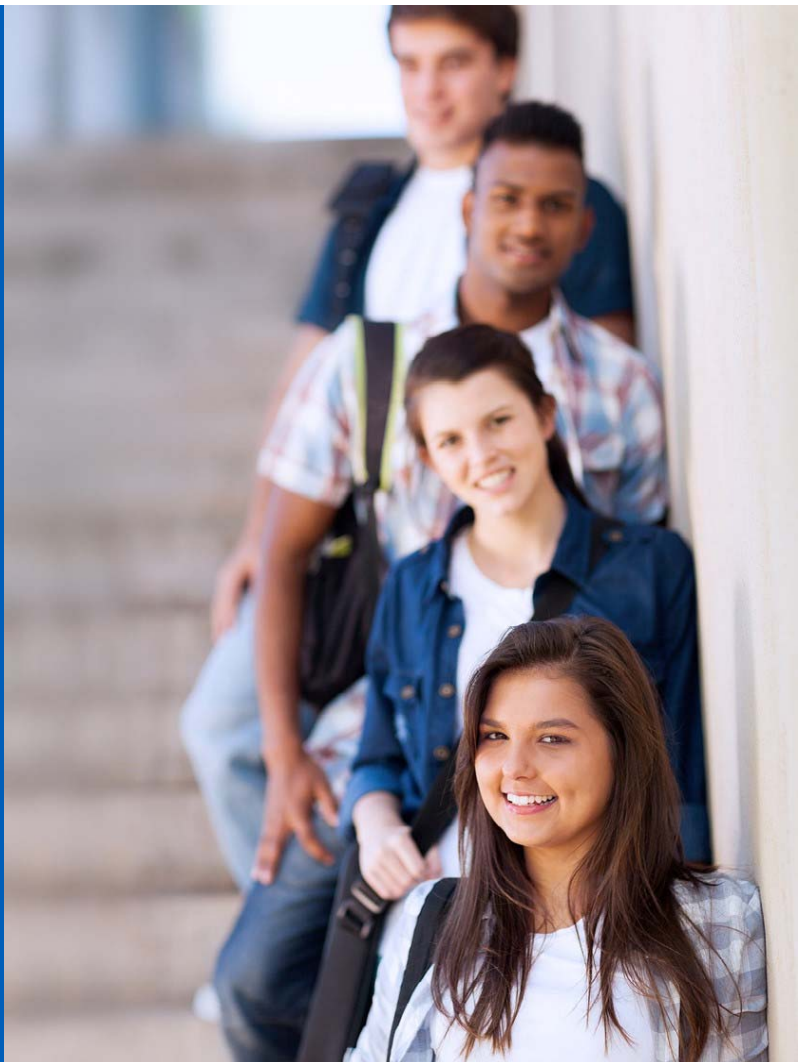
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For the meeting on May 2, 2019

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[kpmg.ca/audit](http://kpmg.ca/audit)

**KPMG**



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At KPMG, we are **passionate** about earning your **trust**. We take deep **personal accountability**, individually and as a team, to deliver **exceptional service and value** in all our dealings with you.

At the end of the day, we measure our success from the **only perspective that matters – yours**.



The contacts at KPMG in connection with this report are:

Lenora Lee  
Audit Engagement Partner  
Tel: (250) 480-3588  
[lenoramlee@kpmg.ca](mailto:lenoramlee@kpmg.ca)

Matthew Meekes  
Audit Manager  
Tel: (250) 480-3570  
[mmeekes@kpmg.ca](mailto:mmeekes@kpmg.ca)

# Executive summary



## Purpose of this report\*

This report is for the Audit Committee of the Board of Education's ("Audit Committee") information with respect to the planning of the annual audit of School District No. 61 (Greater Victoria) (the "District").

We are pleased to provide, as a requirement of our audit planning and reporting, the enclosed information relating to the planned scope and timing of the audit of the financial statements of the District for the year ended June 30, 2019.



## Areas of audit focus

Our audit is risk-focused. In planning our audit we have taken into account key areas of focus for financial reporting.

*See pages 4-6*



## Audit materiality

Materiality has been determined based on industry specific benchmarks. We determine materiality in order to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements.

*See page 3*

\*This Audit Planning Report should not be used for any other purpose or by anyone other than those charged with governance. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Planning Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.





# Executive summary



## Independence and Quality Control

We are independent and have extensive quality control and conflict checking processes in place. We provide complete transparency on all services and follow the Audit Committee approved protocols.



## Required inquiries

Professional standards require that during the planning of our audit we obtain your views on risk of fraud and other matters. We make similar inquiries to management as part of our planning process; responses to these will assist us in planning our overall audit strategy and audit approach. Accordingly, we would like you to consider the following questions:

- Are you aware of any significant fraud risks facing the District?
- How do you exercise effective oversight of management's process for identifying and responding to the risk of fraud and the internal controls that management has established to mitigate these fraud risks?
- Are you aware of or have you identified any instances of actual, suspected or alleged non-compliance with laws and regulations or fraud, including misconduct or unethical behaviour related to financial reporting or misappropriation of assets? If so, have the instances been appropriately addressed and how have they been addressed?
- Are you aware of the District entering into any significant unusual activities?

If you have any matters that you would like to bring to our attention on the above questions, please contact us.



## Current developments

Please refer to Appendix 4 for relevant accounting changes relevant to the District.





# Materiality

Materiality determination	Comments	Amount
<b>Benchmark</b>	Based on prior year's audited financial statements. This benchmark is consistent with other public sector entities and with the prior year.	Total revenues \$230,819,737
<b>Materiality</b>	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements.	\$4,000,000 (2018 - \$3,700,000)
<b>% of Benchmark</b>	The industry standard percentage for the audit is 0.5 to 3.0%.	1.7% (2018 - 1.7%)
<b>Audit Misstatement Posting Threshold ("AMPT")</b>	Threshold used to accumulate misstatements identified during the audit.	\$200,000 (2018 - \$200,000)

Materiality represents the level at which we think misstatements will reasonably influence users of the financial statements. It considers both quantitative and qualitative factors.

To respond to aggregation risk, we design our procedures to detect misstatements at a lower level of materiality.

**We will report to the Audit Committee:**

-  Corrected audit misstatements
-  Uncorrected audit misstatements



# Audit risks

## Professional requirements

Fraud risk from management override of controls.

Fraud risk from revenue recognition.

## Why is it significant?

This is a presumed fraud risk.

We have not identified any specific additional risks of management override relating to this audit.

There are generally pressures or incentives on management to commit fraudulent financial reporting through inappropriate revenue recognition when there is an expectation to maintain a balanced budget from year to year.

## Our audit approach

As the risk from management override of controls is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include the testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluating the business rationale of significant unusual transactions.

The risk of fraud from revenue recognition has been rebutted as there were no significant pressures or incentives identified related to revenue recognition.





## Areas of audit focus

Area of focus	Why are we focusing here?	Our audit approach
Auditors' Opinion - Compliance Framework	Financial statements are prepared in accordance with appropriate financial statement framework.	<ul style="list-style-type: none"> <li>– The financial statements are prepared under Canadian Public Sector Accounting ("PSA") standards, supplemented by the requirements of Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.</li> <li>– These regulations direct the District to apply PSA, except in regard to accounting for restricted contributions. Under the regulations, capital contributions are to be deferred and amortized on the same basis as the amortization of the related tangible capital assets, not in accordance with the underlying stipulations on the funding, as required under PSAB.</li> <li>– As a result, the District's revenue recognized in the statement of operations and certain related deferred capital revenue would have been recorded differently under Canadian Public Sector Accounting Standards.</li> <li>– The Office of the Auditor General ("OAG") has requested additional reporting, under the Group Auditor requirements, in order to perform the consolidation of the Provincial Accounts under the PSA standards.</li> </ul>
Employee future benefits and salaries	<p>Employee future benefits obligation estimates are accurately recorded and presented.</p> <p>Salaries and related payroll liabilities are appropriately recognized and accurately recorded.</p>	<ul style="list-style-type: none"> <li>– Control testing and process review of payroll procedures.</li> <li>– Detailed testing and recalculation of salaries and benefits expense in accordance with collective agreements and related accruals.</li> <li>– Review of collective agreements for obligations by the District to provide benefits in the future.</li> <li>– Review of assumptions and method used in estimating the liability for future employee benefits.</li> <li>– Confirmation of reliance on actuarial valuation with Mercer.</li> <li>– Testing of source documentation provided to actuary against source documentation verifying employee data.</li> <li>– Retrospective review of management's previous estimates.</li> <li>– Review financial statement presentation to ensure it is consistent with applicable financial reporting framework.</li> </ul>



## Areas of audit focus (continued)

Area of focus	Why are we focusing here?	Our audit approach
Procurement	Completeness, existence and accuracy of procurement transactions and related expense, payable and prepaid accounts. Appropriate use of special purpose funding for intended programs.	<ul style="list-style-type: none"> <li>– Perform analytical procedures over services and supplies expense, by fund and function, with expectation that actual expenses will not exceed or be less than budget within acceptable threshold.</li> <li>– Review and test the segregation controls to ensure the internal review procedures are working effectively to identify and correct errors, to avoid inappropriate purchases, and to ensure that payments are made only for goods received.</li> <li>– Substantive tests of details over appropriate existence, accuracy, classification and allocation of expenses based on source documentation maintained.</li> <li>– Substantive testing of expense reimbursements for compliance with policy and appropriate use of public funds.</li> </ul>
Revenue and receivables	Accuracy, existence and completeness of funding from Ministry of Education and other sources, and fees, international student and tuition programs.	<ul style="list-style-type: none"> <li>– Obtain confirmation from Ministry of Education of funding received for the year and assess if it is reported accurately between operating, special purpose and capital funds, including Classroom Enhancement Funding.</li> <li>– Perform analytical review over fee revenues from other sources, including international student and summer school programs.</li> <li>– Understand and test one-time, non-recurring adjustments, including existence, accuracy and presentation in the appropriate fund.</li> <li>– Test receipt and use of Classroom Enhancement Funds (CEF) to determine if revenue collected is accurate and has been used for its intended purpose based on funding restrictions.</li> <li>– Substantive testing of CEF expenditures to determine if they are consistent with the terms of the funding.</li> <li>– Substantive testing of unspent funding to assess appropriateness of deferral (if applicable) in accordance with related restrictions.</li> </ul>





## Areas of audit focus (continued)

Area of focus	Why are we focusing here?	Our audit approach
School generated funds	<p>Completeness and accuracy of school generated funds.</p> <p>Expenditures were incurred for the purposes intended.</p>	<ul style="list-style-type: none"> <li>– Review processes and controls, including results of school audits performed, if any, and impact to the accounting of school generated funds to understand potential risk areas.</li> <li>– Perform walkthrough of process and controls over enrollment fee collection, refunds, and reconciliations.</li> <li>– Review and assess the appropriateness of the District’s monitoring and authorization controls over school generated fund collections and expenditures to ensure the risk of misappropriation of such funds, whether due to fraud or error, is mitigated.</li> </ul>
Tangible capital assets	<p>Capital projects in process are accurately recorded and disclosed.</p> <p>Other significant capital projects and expenses are approved and accurately recorded (along with related funding).</p> <p>Ongoing evaluation of liability for contaminated sites for assets not in productive use.</p>	<ul style="list-style-type: none"> <li>– Understand the approval and related review process for capital expenditures for consistency with approved budgets and Ministry approval.</li> <li>– Review processes in place to ensure that only capital purchases that are approved via the budget process can be processed.</li> <li>– Detailed testing of asset purchases and disposals and recalculation of the allocation of proceeds between Ministry restricted funds and internally restricted District funds.</li> <li>– Review agreements for contractual commitments and related disclosure requirements.</li> </ul>
Executive expenses	<p>Completeness, existence and accuracy of executive expenses.</p>	<ul style="list-style-type: none"> <li>– Substantive testing of expense reimbursements for compliance with policy and appropriate use of public funds.</li> <li>– Review the District’s executive expense reimbursement policy to ensure best practices have been implemented.</li> </ul>



## Other Matters – Ministry Funding Model Review

In February 2018, an Independent Funding Model Review Panel was enlisted to review and provide recommendation to the way funding is allocated in the K-12 public education sector in British Columbia. The Panel issued 22 recommendations for the Minister of Education that are intended to improve the K-12 public education system for students. The recommendations were provided in the following themes: Theme 1: Equity of Education Opportunity; Theme 2: Accountability; Theme 3: Financial Management.

Four working groups have been established with subject matters representatives; the engagement and input from the working groups will help inform the transformation of a new funding model, with an overarching focus on equity of education opportunity for all students in the province.

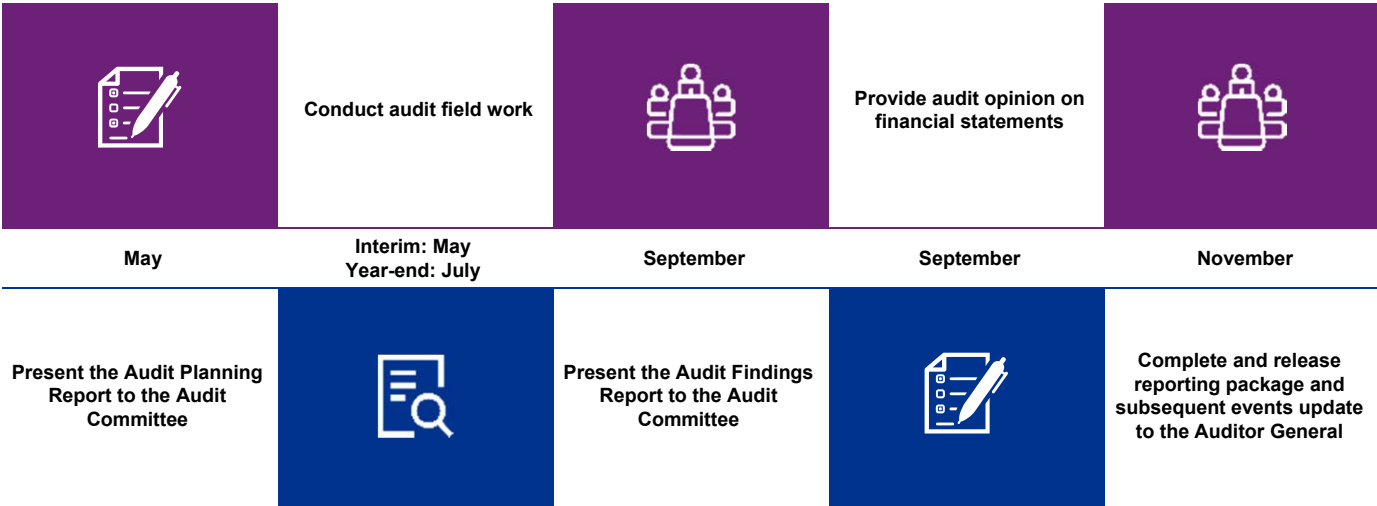
Working groups are responsible for fostering shared awareness of how the current model affects their workstream, identifying implications (operational, educational, other) related to the assigned recommendations, developing strategies to mitigate those implications, and identifying key indicators through which success can be measured.

The following is a summary of the recommendations from Theme 3: Financial Management:

- Recommendation 18: The Ministry should identify net cost pressures and new program expenditures and, as part of the annual provincial budgeting process, bring them forward to Treasury Board for consideration when the total quantum of public education funding is being set.
- Recommendation 19: To support multi-year financial planning: Government should issue three-year operating funding to Boards of Education, based on available funding and projected student enrolment; and school districts should be required to develop three-year financial plans.
- Recommendation 20: The Ministry should establish clear provincial policies on reserves to ensure consistent and transparent reporting, while maintaining school districts' ability to establish reserves. Specifically, the Ministry should: set clear provincial policies on what school districts may save for, directly related to their strategic plans; establish an acceptable provincial range for unrestricted reserves, encompassing accumulated operating surpluses and local capital, which should be monitored and reported on (if required); ensure that school districts have specific plans attached to each item or initiative when setting reserves, and provide clear reporting on how the funds were spent; and work with school districts to transfer any overages beyond the approved threshold into a fund at the school district level, to be accessed only with Ministry approval.
- Recommendation 21: There should be no change in the way that locally-generated revenues are treated by the Ministry when calculating operating funding for school districts.
- Recommendation 22: In the current absence of dedicated funding for some capital expenditures, the Ministry should either: provide capital funding for expenditures that are currently not reflected in the capital program; or clarify which items are ineligible for capital program funding and ensure that school districts are permitted to establish appropriate reserves that allow them to save for these purchases on their own (i.e. accumulated operating surplus, local capital).



# Key deliverables and milestones





# The 2019 Auditors' Report



In response to stakeholders demanding more than a binary pass/fail opinion from the auditors' report, the new and revised auditor reporting standards have introduced significant changes to the traditional auditors' report we provide.

In April 2017, the Auditing and Assurance Standards Board ("AASB") in Canada approved the new and revised auditor reporting standards as Canadian Auditing Standards (CASs).

## Highlights of changes to your 2019 auditors' report

- Re-ordering of the auditors' report including moving opinion to the first section.

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- Separate section on "Material Uncertainty Related to Going Concern" if a material uncertainty is identified.

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- Separate section on "Other Information" (e.g. MD&A).

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- Expanded descriptions of management's responsibility, including those related to assessing the Entity's ability to continue as a going concern.

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- New description of responsibilities of those charged with governance.

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- Expanded descriptions of management's, those charged with governance and auditors' responsibilities.

## Key audit matter reporting

Communicating the key audit matters (KAMs) applies for audits performed in accordance with the Canadian Audit Standards. KAMs are those matters communicated to those charged with governance that required significant auditor attention in performing the audit, and in the auditor's professional judgment, were of most significance in the audit of the financial statements of the current period. Currently, the reporting of KAMs in the auditors' report is only applicable when required by law or regulation or when the auditor is engaged to do so.

## Impact to the 2019 auditors' report

Accordingly, your 2019 auditors' report will not include the communication of any KAMs as we have not yet been engaged to communicate them and there is no law or regulation that requires such communication.

# Appendices



**Appendix 1: Audit quality and risk management**

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**Appendix 2: Required communications**

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**Appendix 3: Lean in Audit**

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**Appendix 4: Current developments**

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**Appendix 5: Draft Auditors' report**

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# Appendix 1: Audit quality and risk management



KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarizes the six key elements of our quality control system.

Visit our [Audit Quality Resources page](#) for more information including access to our most recent [Audit Quality Report](#).

Other controls include:

- Before the firm issues its audit report, the Engagement Quality Reviewer reviews the appropriateness of key elements.
- Technical department and specialist resources provide real-time support to audit teams in the field.

We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.

We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.

We do not offer services that would impair our independence.



All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.

The processes we employ to help retain and develop people include:

- Assignment based on skills and experience;
- Performance evaluation;
- Development and training; and
- Appropriate supervision and coaching

We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.

Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.



# Appendix 2: Required communications



In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:

## Engagement letter

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter and any subsequent amendment letters as provided to management.

## Management representation letter

We will obtain from management certain representations at the completion of the annual audit. In accordance with professional standards, copies of the representation letter will be provided to the Audit Committee.

## Audit planning report

As attached.

## Audit findings report

At the completion of our audit, we will provide our audit findings to the Audit Committee.

# Appendix 3: Lean in Audit™



## An innovative approach leading to enhanced value and quality

Our innovative audit approach, Lean in Audit, further improves audit value and productivity to help deliver real insight to you. Lean in Audit is process oriented, directly engaging organizational stakeholders and employing hands-on tools, such as walkthroughs and flowcharts of actual financial processes.

By embedding Lean techniques into our core audit delivery process, our teams are able to enhance their understanding of the business processes and control environment within your organization – allowing us to provide actionable quality and productivity improvement observations.

Any insights gathered through the course of the audit will be available to both engagement teams and management. For example, we may identify control gaps and potential process improvement areas, while management has the opportunity to apply such insights to streamline processes, inform business decisions, improve compliance, lower costs, increase productivity, strengthen customer service and satisfaction and drive overall performance.

## How it works

Lean in Audit employs three key Lean techniques:

### 1. Lean training

Provide basic Lean training and equip our teams with a new Lean mindset to improve quality, value and productivity.

### 2. Interactive workshops

Perform interactive workshops to conduct walkthroughs of selected financial processes providing end-to-end transparency and understanding of process and control quality and effectiveness.

### 3. Insight reporting

Quick and pragmatic insight report including immediate quick win actions and prioritized opportunities to realize benefit.

# Appendix 4: Current developments



## Public Sector Accounting Standards

The below two standards will have an impact on the financial statements of the District for the year ending June 30, 2022 and June 30, 2023, respectively.

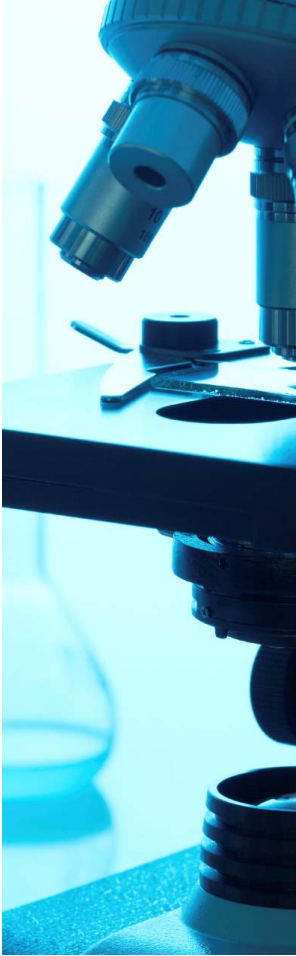
Standard	Summary and implications
Asset Retirement Obligations	<ul style="list-style-type: none"> <li>- A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2021.</li> <li>- The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs would be recognized as an integral cost of owning and operating tangible capital assets. PSAB currently contains no specific guidance in this area.</li> <li>- The ARO standard would require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets ("TCA"). The amount of the initial liability would be added to the historical cost of the asset and amortized over its useful life.</li> <li>- As a result of the new standard, the public sector entity would have to:               <ul style="list-style-type: none"> <li>• consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset;</li> <li>• carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements;</li> <li>• begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.</li> </ul> </li> </ul>
Revenue	<ul style="list-style-type: none"> <li>- A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2022.</li> <li>- The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.</li> <li>- The standard notes that in the case of revenues arising from an exchange, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.</li> <li>- The standard notes that unilateral revenues arise when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.</li> </ul>



## Current Developments (continued)

Standard	Summary and implications
Employee Future Benefit Obligations	<ul style="list-style-type: none"> <li>– PSAB has initiated a review of sections PS3250 <i>Retirement Benefits</i> and PS3255 <i>Post-Employment Benefits, Compensated Absences and Termination Benefits</i>. Given the complexity of issues involved and potential implications of any changes that may arise from this review, the project will be undertaken in phases. Phase I will address specific issues related to measurement of employment benefits. Phase II will address accounting for plans with risk sharing features, multi-employer defined benefit plans and sick leave benefits.</li> <li>– Three Invitations to Comment were issued and have closed. The first Invitation to Comment sought guidance on whether the deferral provisions in existing public sector standards remain appropriate and justified and the appropriateness of accounting for various components of changes in the value of the accrued benefit obligation and plan assets. The second Invitation to Comment sought guidance on the present value measurement of accrued benefit obligations. A third Invitation to Comment sought guidance on non-traditional pension plans.</li> <li>– The ultimate objective of this project is to issue a new employment benefits section to replace existing guidance.</li> </ul>
Public Private Partnerships (“P3”)	<ul style="list-style-type: none"> <li>– A taskforce was established in 2016 as a result of increasing use of public private partnerships for the delivery of services and provision of assets.</li> <li>– A Statement of Principles (“SOP”) was issued in August 2017 which proposes new requirements for recognizing, measuring and classifying infrastructure procured through a public private partnership. An Exposure Draft of the new standard is expected to be issued as next steps.</li> <li>– The SOP proposes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends.</li> <li>– The SOP proposes the public sector entity recognize a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure.</li> <li>– The infrastructure would be valued at cost, with a liability of the same amount if one exists. Cost would be measured by discounting the expected cash flows by a discount rate that reflects the time value of money and risks specific to the project.</li> </ul>





## Current Developments (continued)

Standard	Summary and implications
Concepts Underlying Financial Performance	<ul style="list-style-type: none"> <li>– PSAB is in the process of reviewing the conceptual framework that provides the core concepts and objectives underlying Canadian public sector accounting standards.</li> <li>– A Statement of Concepts (“SOC”) and Statement of Principles (“SOP”) were issued for comment in May 2018 and has closed.</li> <li>– The SOC proposes a revised, ten chapter conceptual framework intended to replace PS 1000 <i>Financial Statement Concepts</i> and PS 1100 <i>Financial Statement Objectives</i>. The revised conceptual framework would be defined and elaborate on the characteristics of public sector entities and their financial reporting objectives. Additional information would be provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts would be introduced.</li> <li>– The SOP includes principles intended to replace PS 1201 <i>Financial Statement Presentation</i>. The SOP proposes:               <ul style="list-style-type: none"> <li>• Removal of the net debt indicator, except for on the statement of net debt where it would be calculated exclusive of financial assets and liabilities that are externally restricted and/or not available to settle the liabilities or financial assets.</li> <li>• Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).</li> <li>• Restructuring the statement of financial position to present non-financial assets before liabilities.</li> <li>• Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities).</li> <li>• A new provision whereby an entity can use an amended budget in certain circumstances.</li> <li>• Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position.</li> </ul> </li> </ul>
International Strategy	<ul style="list-style-type: none"> <li>– PSAB is in the process of reviewing its current approach towards International Public Sector Accounting Standards. This project may result in changes to the role PSAB plays in setting standards in Canada.</li> <li>– A consultation paper was released for comment in May 2018 and has closed. The consultation paper described the decision-making criteria PSAB expects to consider in evaluating the international strategy that best serves the public sector. It also introduced four proposed international strategies that PSAB considers to be viable.</li> </ul>



# Appendix 5: Draft Independent Auditors' Report

To the Board of Education of School District No. 61 (Greater Victoria), and

To the Minister of Education, Province of British Columbia

## Opinion

We have audited the financial statements of School District No. 61 (Greater Victoria) (the Entity), which comprise:

- the statement of financial position as at June 30, 2019
- the statement of operations for the year then ended
- the statement of changes in net financial assets (debt) for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

## Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

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

## Emphasis of Matter – Financial Reporting Framework

We draw attention to note 2 to the financial statements which describes the applicable financial reporting framework and the significant differences between the financial reporting framework and Canadian public sector accounting standards.

Our opinion is not modified in respect of this matter.



## Other Information

Management is responsible for the other information. Other information comprises:

- Information, other than the financial statements and the auditors' report thereon, included in the Financial Statement Discussion and Analysis document.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the Information, other than the financial statements and the auditors' report thereon, included in the Financial Statement Discussion and Analysis document as at the date of this auditors' report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditors' report.

We have nothing to report in this regard.

## Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

## Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.





[kpmg.ca/audit](https://kpmg.ca/audit)



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# Office of the Superintendent

*Shelley Green - Superintendent*

TO: The Board of Education  
FROM: Shelley Green, Superintendent of Schools  
RE: Superintendent's Report  
DATE: May 27, 2019

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

## 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:

- District Committees
  - Policy Sub Committee
- Additional Meetings and Events
  - All Superintendents' Meeting
  - BC Education Conference
  - BCSTA AGM
  - Boundary Review Meetings
  - Craigflower Elementary
  - Esquimalt High
  - Generative Dialogue/Coaching
  - Good Governance Workshop
  - GVTA – Joint Committee
  - Macaulay Elementary
  - MLA Mitzi Dean
  - Reynolds Secondary
  - Rockheights Middle
  - Rogers Elementary
  - Songhees Nation
  - Strategic Plan Renewal
  - VCPAC/Crossing Guard
  - VPVPA

*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.*

TO: The Board of Education

FROM: Shelley Green, Superintendent of Schools

RE: 2019/2020 Board of Education & Standing Committee Meeting Dates

DATE: May 27, 2019

<b>Education Policy and Directions</b>	<b>Operations Policy and Planning Committee</b>	<b>Board of Education</b>
Monday, Sept. 9/19	Monday, Sept. 16/19	Monday, Sept. 23/19
Monday, Oct. 7/19	Monday, Oct. 21/19	Monday, Oct. 28/19
Monday, Nov. 4/19	Monday, Nov. 18/19	Monday, Nov. 25/19
Monday, Dec. 2/19	Monday, Dec. 9/19	Monday, Dec. 16/19
Monday, Jan. 6/20	Monday, Jan. 13/20	Monday, Jan. 27/20
Monday, Feb. 3/20	Monday, Feb. 10/20	Monday, Feb. 24/20
Monday, Mar. 2/20 (combined with OPPS)	Monday, Mar. 2/20 (combined with Ed Policy)	Monday, Mar. 9/20
Monday, Apr. 6/20	Monday, Apr. 20/20	Tuesday, Apr. 27/20
Monday, May 4/20	Monday, May 11/20	Monday, May 25/20
Monday, June 1/20	Monday, June 8/20	Monday, June 22/20

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2019/2020 Board of Education Proposed Dates and the Standing Committee meeting dates.

*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.*



DEB WHITTEN, DEPUTY SUPERINTENDENT	250-475-4117
GREG KITCHEN, ASSOCIATE SUPERINTENDENT	250-475-4220
COLIN ROBERTS, ASSOCIATE SUPERINTENDENT	250-475-4220

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

## MEMO

**To:** The Board of Education  
**From:** Greg Kitchen, Associate Superintendent  
**RE:** Specialty Academy Fees  
**Date:** May 27, 2019

---

In accordance with Section 82.1 of the School Act, a Board may charge a student enrolled in a specialty academy fees relating to the direct costs incurred by the Board in providing the specialty academy that are in addition to the costs of providing a standard educational program. The Parent Advisory Council where the specialty academy is offered must be consulted and approval of the schedule of fees must be obtained by the Parent's Advisory Council, after which a Board that offers specialty academy must establish a schedule of fees to be charged and make the schedule of fees available to the public. This must be completed by July 1<sup>st</sup>.

In accordance with Policy 6159, the Greater Victoria Board of Education is committed to ensuring that no student will be denied educational opportunities due to financial hardship.

Attached to this memorandum is the Academy Schedule of Fees, approved and signed by their Parent Advisory Councils, for:

- Esquimalt High School Rugby Academy
- Lambrick Park Diamond for Excellence Baseball and Softball Academy
- Reynolds Secondary Centre for Soccer Excellence Academy
- Spectrum Hockey Skills Academy

### Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) makes available to the public via the District website, the schedules of fees that have been approved by the parents' advisory council for the school where the board proposes to offer specialty academy.
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# ESQUIMALT HIGH SCHOOL

847 Colville Road, Victoria, B.C. V9A 4N9 phone 382-9226 fax 361-1263 esquimall@sd61.bc.ca

FOUNDED 1915  
"ESSE QUAM VIDERI"

## The Esquimalt High School Rugby Academy

Section 82.1 (2) of the School Act states: "A board may offer a specialty academy if..."

- (a) The board has consulted with the parents' advisory council for the school where the board proposes to offer the specialty academy, and

Section 82.1 (6) Before establishing a schedule of fees... a board must:

- (a) Consult with the parents' advisory council for the school where the specialty academy is offered, and
- (b) Obtain the approval of the parents' advisory council for the schedule of fees.

The following is the 2019-20 fee structure for the **Esquimalt High School Rugby Academy** as approved by our Parent Advisory Council:

The cost to students for participating in the Rugby Academy is  
 \$\$100.00 per month for a yearly fee (10 months) of  
 \$\$1000.00. Consistent with district policy, no student  
 will be excluded due to financial hardship.

Signatures:

Percia Knight  
PAC Member Name

[Signature] May 15, 2019  
PAC Member Signature DATE

Barb van Saaken  
PAC Member Name

[Signature] May 15, 2019  
PAC Member Signature DATE

Paula Sitzer  
PAC Member Name

[Signature] May 15, 2019  
PAC Member Signature DATE





# Lambrick Park Secondary School

4139 Torquay Drive, Victoria, B.C. V8N 3L1  
Phone: 250-477-0181 Fax #: 250-477-0143

Website: [www.lambrickpark.sd61.bc.ca](http://www.lambrickpark.sd61.bc.ca)

Email: [lambrickpark@sd61.bc.ca](mailto:lambrickpark@sd61.bc.ca)

*Tina Pierik, Principal*

*Nancy McAleer, Vice Principal*

*Barry Janzen, Vice Principal*

April 25, 2019

The Diamond for Excellence Baseball/Softball Academy

Section 82.1 (2) of the School Act states: "A board may offer a specialty academy if..."

- (a) The board has consulted with the parents' advisory council for the school where the board proposes to offer the specialty academy, and

Section 82.1 (6) Before establishing a schedule of fees... a board must:

- (a) Consult with the parents' advisory council for the school where the specialty academy is offered, and
- (b) Obtain the approval of the parents' advisory council for the schedule of fees.

The following is the 2019-20 fee structure for the Diamond for Excellence Baseball/Softball Academy as approved by our Parent Advisory Council:

The cost to students for participating in the Diamond for Excellence Baseball/Softball Academy is \$150.00 per month for a yearly fee (10 months) of \$1500.00. Consistent with district policy, no student will be excluded due to financial hardship.

Signatures:

Lisa Woo  
PAC Member Name

*Lisa Woo*  
PAC Member Signature

May 8 / 19  
DATE

Lesley Davenport  
PAC Member Name

*Lesley Davenport*  
PAC Member Signature

May 8 / 19  
DATE

Derek Cochrane  
PAC Member Name

*Derek Cochrane*  
PAC Member Signature

May 8 / 19  
DATE



The Reynolds Centre for Soccer Excellence Academy

Section 82.1 (2) of the School Act states: "A board may offer a specialty academy if..."

- (a) The board has consulted with the parents' advisory council for the school where the board proposes to offer the specialty academy, and

Section 82.1 (6) Before establishing a schedule of fees... a board must:

- (a) Consult with the parents' advisory council for the school where the specialty academy is offered, and
- (b) Obtain the approval of the parents' advisory council for the schedule of fees.

The following is the 2019-20 fee structure for the Reynolds Centre for Soccer Excellence Academy as approved by our Parent Advisory Council:

The cost to students for participating in the Reynolds Centre for Soccer Excellence is \$100 per month for a yearly fee (10 months) of \$1000. Consistent with district policy, no student will be excluded due to financial hardship.

Signatures:

Roe Campbell  
PAC Member Name

RCampbell  
PAC Member Signature

May 13, 2019  
DATE

Brian Corfield  
PAC Member Name

[Signature]  
PAC Member Signature

May 15, 2019  
DATE

Adrienna van Hoek  
PAC Member Name

[Signature]  
PAC Member Signature

May 16, 2019  
DATE

**SPECTRUM  
COMMUNITY  
SCHOOL**



957 BURNSIDE ROAD WEST  
VICTORIA, B.C. V8Z 6E9  
www.spectrum.sd61.bc.ca

TELEPHONE: 250-479-8271  
FAX: 250-479-8204  
EMAIL: spectrum@sd61.bc.ca

**The Spectrum Hockey Academy.**

Section 82.1 (2) of the School Act states: "A board may offer a specialty academy if..."

- (a) The board has consulted with the parents' advisory council for the school where the board proposes to offer the specialty academy, and

Section 82.1 (6) Before establishing a schedule of fees... a board must:

- (a) Consult with the parents' advisory council for the school where the specialty academy is offered, and
- (b) Obtain the approval of the parents' advisory council for the schedule of fees.

The following is the 2019-20 fee structure for the Spectrum Hockey Academy as approved by our Parent Advisory Council:

The cost to students for participating in the Spectrum Hockey Academy is \$150.00 per month for a yearly fee (10 months) of \$1500. Consistent with district policy, no student will be excluded due to financial hardship.

**Signatures:**

Audrey Smith  
PAC Member Name

Audrey Smith  
PAC Member Signature

April 23, 2019  
DATE

Christine Surridge  
PAC Member Name

CSurridge  
PAC Member Signature

Apr. 23, 2019  
DATE

Nude Nuala  
PAC Member Name

[Signature]  
PAC Member Signature

April 23, 2019  
DATE



# 2018 Carbon Neutral *Action Report*



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# Executive Summary

On behalf of the Board of Education No. 61 (Greater Victoria) I am pleased to submit our Carbon Neutral Action Plan for 2018. Our 2018 report clearly demonstrates our District's ongoing commitment to the reduction of our greenhouse gas emissions. Our Board, as in previous years, continues to work diligently, to improve the learning environment for students and staff through its demonstrated support and leadership in the reduction of our carbon footprint.

The integration of environmentally sustainable considerations continues to influence all of our business decisions supported by our Board approved Environmental Change Policy.

Recognizing the importance of reducing our carbon footprint, a focus on energy savings and greenhouse gas emission reductions continue to be a priority in our ongoing commitment towards carbon neutrality. Projects that include the installation of high efficiency condensing boilers, heating control upgrades, and installation of energy efficient windows. We continue to demonstrate to students, staff and community the importance of environmental sustainability fully supported by our Board of Trustees' ongoing commitment towards carbon neutrality.

As part of our 2018 energy savings program we have replaced more of our older inefficient heating systems, installed new heating controls, and replaced windows to ensure energy efficiency.

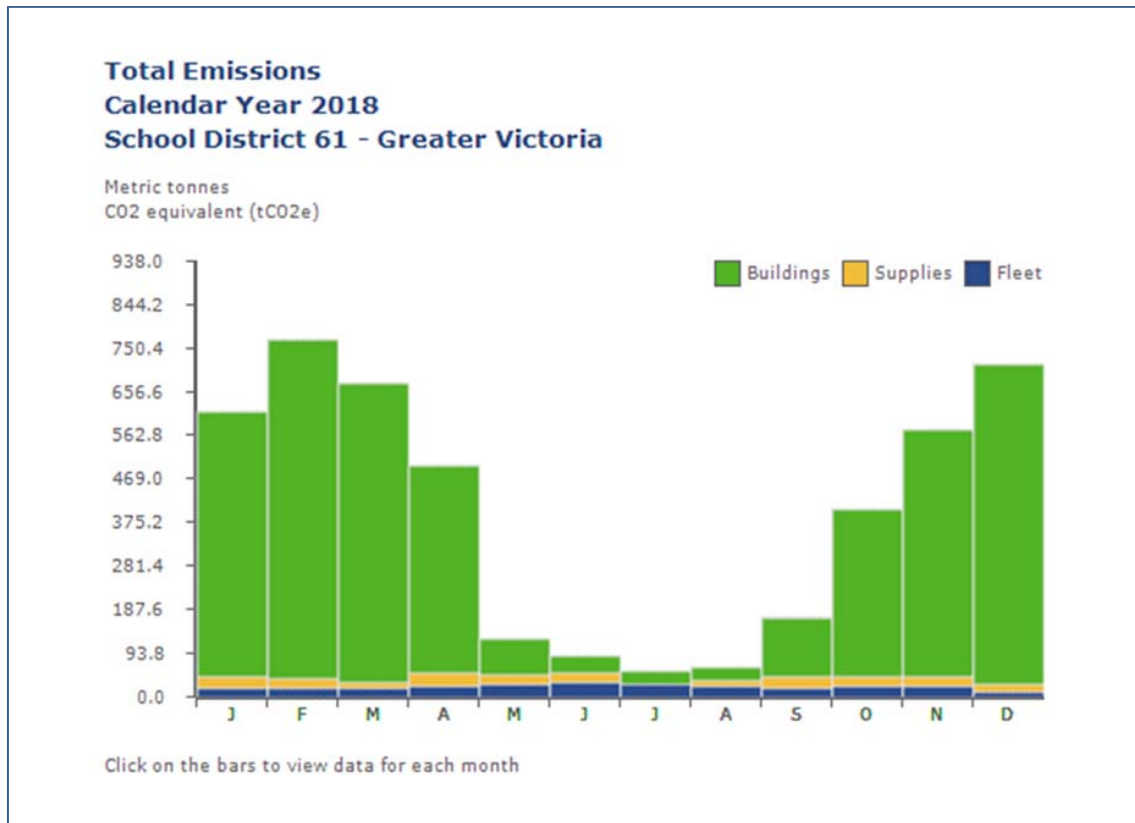
In the coming year, we plan to continue these very successful energy savings initiatives and have started the implementation of a district wide energy awareness strategy. These initiatives will allow us to move forward in our efforts to further reduce our carbon footprint while providing opportunities to modernize our schools and fleet.

As reported previously, our District continues to receive tremendous support from students, staff and parents for initiatives that embrace and model sustainability, social responsibility and reductions to our carbon footprint. The students' passion for change and enthusiasm in reducing our impact on the environment is an inspiration to us all. We are extremely proud of our achievements to date and look forward to continued success in this area.

For the 2018 reporting period the total offsets are 4,849 tons. With an adjustment of 19 tons, for a net offset of 4868. There was an adjustment to the GHG emissions for previous year totaling -258 tons. The total investment for these offsets is \$120,566.25. This is down from the previous year.

The Board of Education No. 61 (Greater Victoria) clearly recognizes its role as a leader in environmental stewardship and will continue to support initiatives that will reduce energy consumption and reduce our impact on the environment.

## Greater Victoria School District 61 Greenhouse Gas Emissions by Source for the 2018 Calendar Year (tCO<sub>2</sub>e\*)



**Total Emissions: 4,868**

### Offsets Applied to Become Carbon Neutral in 2018

Total offsets required: **4,868**. Total offset investment: **\$120,566.25**. Emissions which do not require offsets: **19** \*\*

*\*Tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.*

*\*\* Under the Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.*

***Declaration statement:***

This Carbon Neutral Action Report for the period January 1<sup>st</sup>, 2018 to December 31<sup>st</sup>, 2018 summarizes our emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2018 to reduce our greenhouse gas emissions and our plans to continue reducing emissions in 2019 and beyond.

By June 30, 2019 the Greater Victoria's School District's final *Carbon Neutral Action Report* will be posted to our website at <https://healthyschools.sd61.bc.ca>



## Offsets Applied to Become Carbon Neutral in 2018

### Greater Victoria School District #61 offsets applied to become Carbon Neutral in 2018

Total Emissions: 4,868 tonnes

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Total Offsets: 19 tons

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Total Adjustments: 256

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Total emissions that require an offset investment: **\$120,566.25 for 2018**

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*\*\*Under the Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.*

## Changes to Greenhouse Gas Emissions and Offsets Reporting from Previous Years

Year	Totals	Emissions	Offsets Purchased
2010	6082	6096	\$152,050
2011	6950	6974	\$173,750
2012	6362 + 22	6387	\$159,050
2013	5545 - 172	5373	\$134,325
2014	5041-20	5021	\$125,525
2015	4823-19	4804	\$120,100
2016	4,449+228	4,677	\$116,925
2017	5290+16	5,306	\$132,250
2018	4849 + 19	4,868	\$120,566

## Emissions Reduction Activities

### *Actions Taken to Reduce Greenhouse Gas Emissions in 2018*

- Boiler replacement at Mt Douglas Secondary. Replacement of the 2 original 1960 boilers to 2 new energy-efficient condensing boilers.
- Boiler replacement at Willows Elementary. Replacement of 2 1967 boilers to 4 energy-efficient condensing boilers
- DDC Building Control system installations. The HVAC control systems at Colquitz, Glanford, Northridge, Oaklands, Torquay and View Royal schools were upgraded to new Reliable DDC systems.
- Window replacements. All the existing single-pane windows at Frank Hobbs were replaced with new energy-efficient windows. Phase 1 of the window replacement program at Mt Doug was completed. Approximately 15% of the existing single-pane windows were replaced with new energy-efficient windows.

## Plans to Continue Reducing Greenhouse Gas Emissions

In 2018 we will work towards reducing our energy consumption and greenhouse gas emissions by focusing on upgrading and replacing the aging heating systems and controls, replacing aging windows, upgrading more of our aging fleet and implementing an energy awareness strategy across the school district.

As a public sector organization our ability to continue to reduce greenhouse gas emissions is dependent on government funding. Our Board remains committed to support energy saving initiatives through Ministry of Education funding received for major capital improvements and the Ministry of Education's Annual Facilities Grant (AFG) and the newly introduced Carbon Neutral Capital Plan (CNCP).

- The Greater Victoria School District No. 61 has a link for Green Initiatives on the School District Website: <https://healthyschools.sd61.bc.ca>

**Retirement of Offsets:**

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, the Greater Victoria School District is responsible for arranging for the retirement of the offsets obligation reported above for the 2018 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment ensuring that these offsets are retired on the Organization’s behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

**Executive sign-off:**

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Signature	Date
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Name (please print), CEO, COO or Superintendent	Title
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School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4163 Fax (250) 475-4112

# Office of the Superintendent

*Shelley Green - Superintendent*

TO: The Board of Education  
FROM: Shelley Green, Superintendent of Schools  
RE: **Trustees' Questions**  
DATE: May 27, 2019

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During this portion of the Board Meeting, Trustees will have the opportunity to raise questions. Where possible, an immediate response will be provided. In the event that research is necessary before a response is provided, the matter will be postponed until a researched response can be provided.

*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.*

One *Learning* Community



# Office of the Secretary Treasurer

*Mark Walsh - Secretary Treasurer*

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**TO:** The Board of Education  
**FROM:** Mark Walsh, Secretary-Treasurer  
**DATE:** May 27, 2019  
**RE:** **Monthly Report**

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The purpose of this memo is to update the Board on some of the activities of the Secretary-Treasurer's office over the last month.

- Boundary Review Consultation Meetings
- Community Consultation Meetings re Boundary Review
- Media Interviews re Boundary Review
- Policy Sub-Committee Meeting
- BCSTA AGM
- Ministry Meeting
- Audit Committee Meeting
- Meetings with Municipal Partners
- School Visits
- Vic High Visioning Group Meeting
- Project Transition Meetings
- BCASBO Conference

*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.*