

# **OPERATIONS POLICY AND PLANNING COMMITTEE**

**Monday, September 16, 2019 at 7:00 P.M.**

## **REGULAR MEETING**

**OPPs Agendas and Minutes available at:**

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

**NEXT OPPs MEETING IS SCHEDULED FOR:  
Monday, October 21, 2019 at 7:00 P.M.**



**The Board of Education of School District No. 61 (Greater Victoria)  
Operations Policy and Planning Committee  
Meeting of Monday, September 16, 2019 @ 7:00 p.m.  
Tolmie Boardroom, 556 Boleskine Road**

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**AGENDA**

**Estimated  
Times**

- |             |  |
|-------------|--|
| 7:00-7:05pm | <b>A. COMMENCEMENT OF MEETING</b>  |
|             | <b>A1. Acknowledgement of Traditional Territories</b>  |
|             | 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. |
|             | <b>A2. Approval of the Agenda</b> (p 01-02)  |
|             | <b>A3. Approval of the Minutes</b>   |
|             | a) Approval of the June 10, 2019 Operations Policy and Planning Committee Meeting Minutes (p 03-08)  |
|             | <b>A4. Business arising from the Minutes</b>   |
|             | a) Quadra Warehouse Name Change motion postponed from the June 10, 2019 meeting has been placed on the October 21, 2019 agenda.  |
| 7:05-7:40pm | <b>B. PRESENTATIONS TO THE COMMITTEE</b>   |
|             | <b>B1. Scott Fox, Victoria High School</b>   |
|             | <b>B2. Esther Callo, Victoria High School</b>  |
|             | <b>B3. Corey Kowal, Victoria High School</b>   |
|             | <b>B4. Skye Stegenga, George Jay Elementary</b>  |
|             | <b>B5. Angela Carmichael, PAC President, George Jay Elementary</b>   |
|             | <b>B6. Barbara Leij, George Jay Elementary</b>   |
|             | <b>B7. Brianna Day, George Jay Elementary</b>  |
|             | <b>C. SUPERINTENDENT'S REPORT</b>  |
| 7:40-7:45pm | <b>D. PERSONNEL ITEMS</b>  |
|             | <b>D1. Staffing Update</b> (p 09-10)   |
| 7:45-8:00pm | <b>E. FINANCE AND LEGAL AFFAIRS</b>  |
|             | <b>E1. eScribe Update</b> (p 11-12)  |

**E2. Regulation 3323 – Purchasing Services**

(p 13-20)

Recommended motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept revised Regulation 3323 *Purchasing Services* as presented.

8:00-8:05pm

**F. FACILITIES PLANNING**

**F1. Water Quality Update**

(p 21)

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

8:05-8:20pm

**H. NEW BUSINESS**

**H1. Trustee Questions**

(p 22)

**H2. George Jay – Trustee Painter**

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent, pursuant to Policy 1421, to establish a committee to explore changing the name of George Jay Elementary School, and that this be done following a fulsome George Jay Elementary School focused consultation process.

**I. NOTICE OF MOTION**

**J. GENERAL ANNOUNCEMENTS**

**K. ADJOURNMENT**

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



**Operations Policy and Planning Committee Meeting  
June 10, 2019 – Tolmie Boardroom**

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**REGULAR MINUTES**

**Committee Members Present:** Rob Paynter, Committee Chair, Angie Hentze, Elaine Leonard, Ann Whiteaker, Jordan Watters (Ex Officio)

**Other Trustees Present:** Diane McNally, Ryan Painter

**Administration:**

Shelley Green, Superintendent of Schools, Katrina Stride, Acting Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Colin Roberts, Associate Superintendent, Chuck Morris, Director of Facilities Services

The meeting was called to order at 7:03 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 June 10, 2019 regular agenda be approved with the following amendments:

4. Presentations to the Committee: Remove I. Kathryn Allan-Kwasnica and J. Starr Munro, unable to attend. Add I. Dr. Lindsay Herriot, Living Wage Employer.

10. New Business: Add D. Trustee Painter, STAR Business Plan

**Motion Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

*It was moved by Trustee Whiteaker:*

That the May 13, 2019 Operations Policy and Planning Meeting regular minutes be approved.

**Motion Carried Unanimously**

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

**4. PRESENTATIONS TO THE COMMITTEE**

**A. Bruce Bidney, Spectrum Community School, STAR Project**

Mr. Bidney provided a progress report and financial model with respect to the Spectrum Turf and Rink (STAR) project at Spectrum Community School and sought authorization to develop a formal business plan.

**B. Tara Todesco, Climate Emergency**

Ms. Todesco spoke in favour of the climate emergency motion.

**C. Brad Hartley, Climate Emergency**

Mr. Hartley spoke in favour of the climate emergency motion.

**D. Abby Henry, Climate Emergency**

Ms. Henry spoke in favour of the climate emergency motion.

**E. Carrie Smart, Climate Emergency**

Ms. Smart spoke in favour of the climate emergency motion.

**F. Skye Stegenga, George Jay, Boundary Review**

Ms. Stegenga spoke about the impact that the boundary review would have on George Jay Elementary School.

**G. Angela Carmichael, George Jay, Boundary Review**

Ms. Carmichael, PAC Chair at George Jay Elementary School, spoke about the current challenges at George Jay as it relates to the boundary review.

**H. Jessica Hadland, Tillicum, Boundary Review**

Ms. Hadland spoke about the impact the boundary changes would have on the walking routes to Tillicum Elementary.

**I. Jenn Sutton, PAC Chair, South Park Family School, Boundary Review**

Ms. Sutton presented a boundary review alternative, as it relates to South Park Family School.

**J. Dr. Lindsay Herriot, SD61 Teacher, Living Wage Employer**

Dr. Herriot spoke in favour of the living wage employer motion.

**5. SUPERINTENDENT'S REPORT – None**

**6. PERSONNEL ITEMS – None**

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

## 8. FACILITIES PLANNING

### A. Menstrual Hygiene Products Initiative

Facilities Services Director, Chuck Morris, provided Trustees with an update on the distribution and availability of menstrual products in District schools.

### B. Water Quality Update

Facilities Services Director, Chuck Morris, provided Trustees with an update on recent changes and expectations from the Ministry of Education and Vancouver Island Health Authority regarding water quality in the District. Mr. Morris explained that Facilities Services is currently implementing these changes and that completion is anticipated in September 2019. Results from recent water quality testing will be provided to Trustees when available.

### C. Crossing Guard Update

Superintendent Green provided Trustees with an update on the status of crossing guards in the District. Superintendent Green outlined the work being done by Audrey Smith through the Greater Victoria Crossing Guards Association.

### D. Quadra Warehouse Name Change

Deb Whitten, Deputy Superintendent, provided Trustees with information on the process to change the name of the site currently known as Quadra Warehouse.

*It was moved by Trustee Watters:*

That the Board of Education of School District No. 61 (Greater Victoria) support changing the name of Quadra Warehouse to 'The Hub on Quadra'.
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Discussion ensued amongst Trustees and stakeholders with a question being raised about compliance with District policies and regulations pertaining to the naming of sites.

*It was moved by Trustee Leonard:*

That the motion, "That the Board of Education of School District No. 61 (Greater Victoria) support changing the name of Quadra Warehouse to 'The Hub on Quadra'.", be postponed to the September 2019 Operations Policy and Planning Committee meeting following further investigation on site naming.
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**Motion Carried Unanimously**

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

## 10. NEW BUSINESS

### A. Trustee Questions – None

### B. Trustee Watters - Climate Leadership

Trustee Watters presented her motion and rationale.

*It was moved by Trustee Watters:*

That the Board of Education of School District No. 61 (Greater Victoria) recognize that 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:

- a) direct the Superintendent to develop a Climate Action Plan that establishes targets and strategies commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees;
- b) direct the Superintendent to report back on specific actions and resources that could be included in future correspondence to the provincial or federal government; and
- c) 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.

Discussion ensued amongst Trustees and an amendment was proposed.

*It was moved by Trustee Leonard:*

That the motion, "That the Board of Education of School District No. 61 (Greater Victoria) recognize that 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:

- a) direct the Superintendent to develop a Climate Action Plan that establishes targets and strategies commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees;
- b) direct the Superintendent to report back on specific actions and resources that could be included in future correspondence to the provincial or federal government; and
- c) 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."

be amended to replace the words "in our region (Gulf Islands, Saanich, Sooke and Cowichan) with the words ", local MLAs, and Provincial government".

**Motion Carried Unanimously**

Chair Paynter called for a vote on the main motion as amended.

*It was moved by Trustee Watters:*

That the Board of Education of School District No. 61 (Greater Victoria) recognize that 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:

- a) direct the Superintendent to develop a Climate Action Plan that establishes targets and strategies commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees;
- b) direct the Superintendent to report back on specific actions and resources that could be included in future correspondence to the provincial or federal government; and
- c) demonstrate leadership by directing the Board Chair to write letters to other school boards, local MLAs, and Provincial government encouraging them to declare climate emergencies and develop targets and strategies to combat climate change.

**Motion Carried Unanimously**

### C. Trustee Painter – Living Wage Employer

Trustee Painter presented his motion and rationale.

*It was moved by Trustee Painter:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare a report, on or before the November Operations Policy and Planning Committee Meeting, that provides an analysis of the costs and benefits of the Greater Victoria Schools becoming a Living Wage Employer.

Discussion ensued amongst Trustees and an amendment was proposed.

*It was moved by Trustee Leonard:*

That the motion, “That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare a report, on or before the November Operations Policy and Planning Committee Meeting, that provides an analysis of the costs and benefits of the Greater Victoria Schools becoming a Living Wage Employer.”, be amended to strike the words “and benefits”.

**Motion Carried Unanimously**

Discussion ensued amongst Trustees and an amendment to the main motion as amended was proposed.

*It was moved by Trustee Painter:*

That the amended motion, “That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare a report, on or before the November Operations Policy and Planning Committee Meeting, that provides an analysis of the costs of the Greater Victoria Schools becoming a Living Wage Employer.”, be amended to add the words “and include within the report the cost of increasing Educational Assistant (EA) hours to 30 hours per week.” following the word “Employer”.

Further discussion ensued. Trustee Painter withdrew his amendment to the main motion as amended.

Chair Paynter called for a vote on the main motion as amended.

*It was moved by Trustee Painter:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to prepare a report, on or before the November Operations Policy and Planning Committee Meeting, that provides an analysis of the costs of the Greater Victoria Schools becoming a Living Wage Employer.

**Motion Carried Unanimously**

### D. Trustee Painter – Spectrum Turf and Rink (STAR) Business Plan

Trustee Painter presented his motion and rationale.



*It was moved by Trustee Painter:*

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to instruct staff to participate in the development of a formal business plan for the Spectrum Turf and Rink (STAR) Project. To be developed with the STAR Committee, SD61, and community partners.

**Motion Carried**

For: Trustees Hentze, Paynter, Watters, and Whiteaker

Against: Trustee Leonard

**11. NOTICE OF MOTION** – None

**12. GENERAL ANNOUNCEMENTS** – None

**13. ADJOURNMENT**

*It was moved by Trustee Watters:*

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 9:25 p.m.

**To:** Operations Policy and Planning Committee

**From:** Tammy Sherstobitoff, District Principal, Human Resource Services

**Date:** September 16, 2019

**Re:** **Staffing Update**

During the 2018/19 school year, the Human Resource Services Department continued to engage in hiring teaching staff to meet the requirements of the Letter of Understanding No. 17 associated with the restoration of the previous contract language. Even though many teachers were hired during the previous school year, there remained a need for more teachers in classrooms to support students. Most of the continuing and temporary postings were filled by internal candidates; vacancies not filled were posted externally on the “Make a Future” website (a site created by the BC Public School Employers’ Association, BC School Boards, First Nations Educational Steering Committee and Ministry of Education).

The following table shows the number of vacancies posted in the June and Summer rounds for the past four years.

	June Postings	Summer Postings	Total Number
2016	231	113	344
2017	407	246	654
2018	306	155	461
2019	288	153	441

Many teachers previously “on-call” or in partial assignments have moved into positions; we now want to ensure there are enough Teachers Teaching-on-Call (TTOCs).

Between January 1, 2019 and September 10, 2019, a total of 148 teachers were hired; this echoes the number hired the previous year. A significant number of these teachers are currently working in our schools filling continuing and temporary contracts. Teachers without continuing or temporary contracts are working as TTOCs.

In order to fill positions we have actively recruited locally, provincially, nationally. During the 2018-2019 school year, district representatives again attended Careers Fairs across the country in Ottawa, Edmonton, Toronto, Kingston as well as events at University of British Columbia (UBC), Vancouver Island University (VIU) and the University of Victoria (UVic). This year we hope to include the British Columbia Institute of Technology (BCIT) and Simon Fraser University (SFU). As well, we want to continue to build our relationship with the University of Victoria Education Program by presenting to the Education Students in their classes and connecting with them during their practicums.

The District also hosted two “Hiring Fairs”; the first fair was hosted by Lambrick Park Secondary in November 2018 and the second fair by Mount Doug Secondary in April of 2019. Fifty-eight (58) teachers were hired as a result of the event held in November and an additional fifty-four (54) teachers as a result of the April event.

The areas of teacher specialization where Human Resource Services is experiencing the greatest recruitment challenges remain in French Immersion, Library, Inclusive Learning, English Language Learners, Technology Education, and Counselling.

We will continue to monitor the number of available teachers in the coming months to ensure we are able to cover the day to day requirements for teacher illness, leaves, professional learning, and vacancies as a result of teachers using Remedy and D.3.5 (Low Incident) preparation time. Hiring will continue in order to meet district needs.

# Office of the Secretary-Treasurer

*Katrina Stride – Acting Secretary-Treasurer*

TO: Operations Policy and Planning Committee  
FROM: Katrina Stride, Acting Secretary-Treasurer  
DATE: September 16, 2019  
RE: **eSCRIBE Update**

## Board Approval

At the September 24, 2018 Board meeting, the following motion was approved:

That the Board of Education of School District No. 61 (Greater Victoria) adopt electronic meeting software effective November 2018 and direct the Superintendent to create an appropriate transition strategy for implementation.

## Meeting Management Software

Following an evaluation of several vendors and solutions, the District proceeded to sign an agreement with eSCRIBE, a paperless meeting and agenda management software solution designed for public sector boards and committees. Highlights of the benefits of the eSCRIBE software program include:

- Robust end to end meeting management (agenda, reports, minutes, tasks, etc.)
- Full meeting support (roll call, voting, quorum management, motions, amendments, etc.)
- Flexible video streaming and archival options
- Seamless and accessible publishing of meetings documents
- Tracking and reporting of post meeting actions
- ☐ • Reporting of statistics and past meeting information

## November 2018 Training

In late November, eSCRIBE provided 8 hours of group webinar training. The training provided was targeted primarily at municipalities and provided limited participant interaction. Feedback was provided to eSCRIBE's implementation coordinator who offered one-on-one assistance in setting up the agenda templates as per the agreement. It was anticipated that the District would continue to work with the software and create the templates for the other meeting types. Due to time constraints, the implementation process stalled.

*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.*

## June 2019 Reset

The Director of Information Technology for Learning reached out to eSCRIBE to discuss the stalled implementation plan. Within one week, one of the cofounders of eSCRIBE was on site to demonstrate the software and respond directly to any concerns. eSCRIBE offered to provide one-on-one training specific to our school district and to provide ongoing training and support in a phased implementation plan.

## August 2019 Training

In late August and early September 2019, eSCRIBE provided 8 hours of dedicated webinar training using District agendas and minutes. After only one session, there was a significant shift in District confidence in successful implementation of the eSCRIBE software.

## Phased Implementation

The implementation plan is based on the methodology of crawl, walk, run. The intention is to immediately start using the software, but implement the various features and modules gradually while building on skills and confidence. The Information Technology for Learning team will be sourcing the required technology to support successful implementation.

### Phase 1 – September to December

Between the months of September and December, implementation of Meeting Manager will begin. District administrators will progressively move from using eSCRIBE to create the agenda for the regular Board meeting to using eSCRIBE to create all of the agendas for Board and Standing Committee meetings. District administrators will also gradually move to recording votes and taking notes in eSCRIBE during meetings, as well as populating and creating minutes in eSCRIBE following meetings. During this phase, the agenda packages and minutes will continue to be distributed and published as usual.

### Future Phases

Future phases of implementation will include additional training sessions for District administrators' who will be training meeting participants, as well as the introduction of new features and modules.

- Meeting Participants (Trustee access to meeting documents and using voting manager)
- Internet Publishing (meeting documents)
- Report Manager (task assignment and workflow for report writers)
- Integrated video

Detailed timelines on the implementation of new features and modules will be communicated at future Operations Policy and Planning Committee meetings.

# 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

*Katrina Stride – Acting Secretary-Treasurer*

TO: Operations Policy and Planning Committee  
FROM: Katrina Stride, Acting Secretary-Treasurer  
DATE: September 16, 2019  
RE: **Regulation 3323 *Purchasing Services***

## **Background:**

Since the last significant review of Regulation 3323 *Purchasing Services* in November 2016, the Purchasing Services Department has found that the per unit maximum for the purchase of equipment on standing purchase orders is no longer meeting the needs of schools and departments. As a result, the per unit maximum needs to be increased.

## **Revision:**

There is only one revision to Regulation 3323 *Purchasing Services* under section E. Standing Purchase Orders. The revision is to increase the maximum value of equipment purchased on standing purchase orders from \$500 to \$1,000 per unit.

## **Recommended motion:**

That the Board of Education of School District No. 61 (Greater Victoria) accept revised Regulation 3323 *Purchasing Services* as presented.

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# REGULATION 3323

## PURCHASING SERVICES

Adopted: April 1970

Revised: 1. March 1982, 2. July 1984, 3. January 2000, 4. November 2016, 5. March 2019

Frequency of Review: Annual

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### A. General

1. Purchasing Services shall be responsible for the procurement of goods and services for the School District. While Purchasing Services is the only group who may legally enter into a contract with suppliers for goods or services, they may on a discretionary basis delegate this authority under specific circumstances.
2. Purchasing Services may delegate authority to purchase certain goods or services to other departments and/or schools. Nonetheless, purchasing must be conducted following established procurement procedures. Failure to follow procedures may negate the School District's responsibility to pay for the goods or services.
3. Purchasing shall be centralized to establish controls over public funds and to effect the procurement of goods and services at the best possible value. Control shall be attained through standardization of procedures with regard to ordering, recordkeeping, receipt of goods, quality control, prompt payment of invoices, and supplier relations. Optimizing dollar investment shall be attained through systems contracting, competitive bids, aggregation of demand, participation in cooperative purchasing groups, utilizing Corporate Supply Agreements (CSAs), and discretionary delegation of purchasing authority.
4. To carry out their responsibility in a cost-effective and timely manner, Purchasing Services shall use several different procurement methods to minimize the total cost of goods and services. Purchasing Services will use the Provincial Shared Services BC procurement contracts where applicable. All employees must follow the Board's purchasing procedures to ensure expedient handling of purchase requests.

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

5. Purchasing Services has full authority to question the quality and kind of material, goods and services requested, in order to serve the best interest of the School District.

#### **B. Supplier Relations**

1. Requests for prices or for services, and all purchases, except in those cases where authority to purchase goods or services has been delegated, must be made through Purchasing Services.
2. Only Purchasing Services or its designate shall make commitments to suppliers, disclose product preference or price, or conduct negotiations.
3. All communication with suppliers shall be conducted through Purchasing Services, except in those cases where Purchasing has delegated this authority because of the technical nature of the correspondence. In these instances, Purchasing Services shall be copied on the communication.

#### **C. Procurement Methods**

1. Purchasing Services may use a variety of procurement methods to ensure the best value to the District. These may include: requests for quotation, requests for tender, requests for proposal, requests for qualifications, requests for information, and requests for expressions of interest.
2. Procurement opportunities may be advertised through an electronic notice board, such as the provincial government's BC BID website.
3. Sealed solicitations received by Purchasing Services up to the deadline specified in the request shall be opened by an opening committee, comprised of two members of the Purchasing Services department. Where applicable, the opening will be conducted in public.
4. Sealed solicitations received by Purchasing Services after the specific deadline shall be rejected and returned unopened to the bidder/proponent.



#### **D. Procurement Thresholds**

Purchasing Services shall solicit prices from suppliers for goods or services in the following manner:

1. An item or group of items estimated to cost under \$10,000 - at the discretion of Purchasing Services - by obtaining two written quotations.
2. An item or group of items estimated to cost between \$10,000 and \$50,000 - by obtaining three written quotations.
3. An item or group of items estimated to cost more than \$50,000 - by sealed tender or Request for Proposal.

Exceptions to quotations and sealed bid requirements:

- Only one bidder is capable of providing the goods or services
- The goods or services require compatibility with existing goods or services, or may void any warranties or guarantees
- Pricing has been established by another public agency or cooperative purchasing group
- Staff, student, or public safety is in question
- There is an urgent need for the purchase to prevent damage to School District facilities
- Essential services or essential physical plant services will be restored

In these circumstances, with the approval of the Secretary-Treasurer, direct quotations may be obtained and contracts awarded.

#### **E. Standing Purchase Orders**

When materials or services are purchased on a repetitive basis, but the need for the goods or services cannot be predicted, Purchasing Services may issue a Standing Purchase Order to a supplier after consulting with the departments and/or schools concerned.

1. Standing Purchase Order requests shall be submitted to Purchasing Services.

2. After selecting a supplier, a Standing Purchase Order will be issued stating an estimated dollar value, the specific goods or services covered, and the expiration of the term.
3. Standing Purchase Orders cannot be used to purchase equipment that exceeds the value of ~~\$500~~\$1,000 per unit cost.

#### **F. Emergency or Rush Orders**

Occasionally, there is an urgent need for goods or services that cannot be handled by other order processes. When a purchase order must be issued immediately, the end user department/school may call Purchasing Services and make arrangements to have the purchase requisition faxed or hand delivered in a manner that will expedite the purchasing process.

#### **G. Corporate Purchasing Cards**

1. The Corporate Purchasing Card is used for the procurement and payment of goods and services within delegated purchasing authorization limits, where it is efficient, economical and operationally feasible to do so. The Purchasing Card is strictly for School District No. 61 (Greater Victoria) business purposes.
2. With the written approval from an employee's Principal or Supervisor, an employee may make application to the District Purchasing Card Administrator for a Purchasing Card.
3. Specific instructions for the use of purchasing cards are distributed to each new cardholder and cardholders must sign a cardholder agreement binding them to follow appropriate procedures.
4. Principals/Supervisors review and approve cardholders' monthly transactions and ensure that receipts for each transaction reconcile to the purchases made on the Purchasing Card.
5. The District Purchasing Card Administrator reviews daily transactions for appropriate usage.
6. Purchasing Cards are surrendered to the District Purchasing Card Administrator upon retirement or termination of employment.

## **H. Purchase Requisitions**

Requests for goods or services not covered by a Standing Purchase Order or the discretionary delegated purchasing authority are to be submitted to Purchasing Services, either as an electronic purchase requisition through the Purchase Order Management (POM) module of the District's financial system or as a hard copy purchase requisition. Appropriate signing authorization and a valid school/department account number must accompany all purchase requests.

## **I. Service Levels**

Purchasing Services shall issue a Purchase Order to a supplier within four (4) working days from the date of receipt of a properly completed Purchase Requisition, where the cost of the goods or service do not require Purchasing to initiate a tender or other solicitation method and the goods or services are clearly defined.

When the procurement of goods or services requires written competitive responses, Purchasing Services shall establish a time schedule with the requisitioner, consistent with the complexity of the request.

## **J. Surplus Disposal**

All assets are owned by the School District and are under the care, custody and control of a particular school or department. Purchasing Services is responsible for the disposal of surplus assets. Any proceeds realized by the sale of items through public auction will be transferred to the school or department.

Where equipment or materials are considered surplus to the needs of the School District and are expected to have resale value, Purchasing Services may direct these items to be dealt with in any one of the following ways:

- Following an assessment of condition by Facilities Services, the items may be kept and stored for possible use or transfer within the School District. Schools and departments may contact Facilities Services for a list of available items held in storage.
- Used as a trade-in to reduce the purchase cost of new replacement items
- Offered for sale through a public auction, such as the Province of BC Asset Investment Recovery Service

Where equipment or materials are considered surplus to the needs of the School District and do not have resale value, Purchasing Services may direct these items to be dealt with in any one of the following ways:

- Donated to a suitable organization, such as the ReStore or the Compassionate Resource Warehouse
- Salvaged for parts
- Scrapped/recycled in the most environmentally sensitive manner

Furniture, equipment, vehicles or materials will not be sold to School District employees unless they are the successful bidder in a public auction process.

#### **K. Freedom of Information and Protection of Privacy Act**

Purchasing Services will release tender/proposal information in accordance with the Freedom of Information and Protection of Privacy Act.

#### **L. Standardization**

Equipment and supplies will be standardized to ensure maximum value is attained where practical and beneficial.

Consideration will be given to potential savings, ease of maintenance, continuity of supply, training costs, environmental impact, and overall life cycle value.

#### **M. Conflict of Interest**

No employee of the School District shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with their duties and responsibilities.

It shall be a conflict of interest when an employee knowingly participates directly or indirectly in the procurement of goods or services when:

1. An employee or member of the employee's immediate family, business associate, or close friend has a financial interest in the purchase;
2. An employee uses the influence of position or demands or accepts favours or services from any individual, organization or corporation that would result in a financial benefit to the employee or member of the employee's immediate family, business associate, or close friend.

Employees must make full disclosure to the Secretary-Treasurer of any situations that place them in a position where a conflict of interest may exist between their duties to the District and their personal interests.

Employees shall not provide product endorsements without the approval of the Secretary-Treasurer.

Reasonable hospitality is an acceptable courtesy of a business relationship where the frequency and nature of gifts or hospitality accepted is not deemed to have an influence on business decisions. Gifts (other than items of small intrinsic value), gratuities and entertainment accepted from an individual, organization or corporation seeking to do business with the District shall be deemed a conflict of interest.



# FACILITIES SERVICES

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

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TO: Operations Policy and Planning Committee

FROM: Chuck Morris, Director of Facilities Services

DATE: September 16, 2019

RE: **Water Quality Update**

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## **Background:**

Based on the latest science and in collaboration with the provinces, territories and other federal departments, Health Canada recently updated the Drinking Water Guideline to reduce the maximum acceptable concentration of lead from 0.01 mg/L set in 1992, to 0.005 mg/L.

## **Discussion:**

Because of the reduction in the maximum acceptable concentration of lead in drinking water, Facilities Services re-tooled its process to better address the much more stringent guidelines; effectively starting over. This was done to ensure sampling and filter installations and changes were consistent. It was a long process, as there were close to 700 stations tested.

Facilities Services has discovered a few sites where the standing water sample exceeds the new lower limit. In these cases, there has been signage posted to run the water for 90 seconds to clear the standing water prior to drinking. We have also identified 60-70 faucets that were okay under the old limit but not the new limit and need to be changed. Replacing these faucets with new lead-free faucets will allow the District to be in compliance. There may be some sites where double-lead filters are installed to help us achieve desired outcomes.

A dedicated plumber is sampling, changing and installing filters, as required. It is a long dedicated process and the end result will be full compliance.

Vancouver Island Health Authority (VIHA) and the Ministry of Education is being kept informed and are satisfied with our progress.

# Office of the Superintendent

*Shelley Green - Superintendent*

TO: Operations Policy and Planning Committee

FROM: Shelley Green, Superintendent of Schools

RE: **Trustees' Questions**

DATE: September 16, 2019

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During this portion of the Committee 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.*