



The Board of Education of School District No. 61 (Greater Victoria)
Special Board Meeting
AGENDA

Thursday, February 25, 2021, 6:00 p.m.

Broadcasted via YouTube

<https://bit.ly/3czx8bA>

Pages

A. COMMENCEMENT OF MEETING

A.1. Acknowledgement of Territories

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.

A.2. Approval of the Agenda

Recommended Motion:

That the February 25, 2021 Special Board meeting agenda be approved.

B. DISTRICT LEADERSHIP TEAM REPORTS

B.1. Secretary-Treasurer's Report

Recommended Motion:

WHEREAS a board of education may dispose of land or improvements owned or administered by the board under the authority of Section 96(3) of the School Act, subject to the Orders of the Minister of Education (the "Minister");

AND WHEREAS the Minister issued Order M193/08 effective September 3, 2008 (the "Order") requiring fee simple sales and leases of land or improvements for a term of ten years or more to be specifically approved by the Minister, unless the transferee is an independent school or another school board, but the Order does not require the Minister's approval of a right-of-way or covenant;

AND WHEREAS Section 65(5) of the *School Act* requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw, and the granting of a statutory right-of-way or a covenant is a disposal of an interest in land;

AND WHEREAS:

1. The Board of Education of School District No. 61 (Greater Victoria) (the "**Board**") operates Victoria High School (the "**School**") in Victoria, British Columbia, on lands comprised of twenty-four separate legal parcels (the "**School Site**");
2. The Board is the registered owner of one of the parcels comprising the School Site (the "**Board Parcel**");
3. The Corporation of the City of Victoria (the "**City**") is or is in the process of becoming the registered owner of the parcels other than the Board Parcel that comprise the School Site, all of which are used and administered by the Board for educational purposes;
4. The City proposes to consolidate the parcels comprising the School Site other than the Board Parcel into a single parcel of land (the "**Consolidation**");
5. The Board requires from the City a Development Variance Permit and a Building Permit (collectively, the "**Permits**") to complete a seismic remediation of and

addition to the School, and as a condition of the Permits being granted the City requires that the Board construct certain road frontage improvements around the School Site (the “**Works**”);

6. The City has asked the Board to grant in favour of the City a Statutory Right-of-Way in respect of the Works that is 09 meters wide along the northern portion of the Board Parcel adjacent to Gladstone Street (the “**Board SRW**”), and that the Board agree to prepare for execution by the City and attend to the registration of a Statutory Right of Way or Statutory Rights of Way in respect of the Works fronting the remainder of the School Site (the “**City SRWs**”), all as shown generally in Schedule A attached hereto;
7. The address of the School Site is 1260 Grant Street, Victoria, B.C., V8T1C2 and the Facility Number of the School Site is 6161018;
8. The legal description of the Board Parcel is:

Parcel Identifier: 009-698-434

Parcel A (DD 58777I) of Section 54, Spring Ridge, Victoria City;

1. The Board proposes to enter into a written agreement with the City (the “**SRW Agreement**”) that upon issuance of the Permits, the Board will grant and register the Board SRW, and the Board will attend to the preparation and registration of the City SRWs concurrently with the completion of the Consolidation, provided that if the Consolidation has not been completed within one year after the Permits are issued, then the Board will attend to the preparation and registration of the City SRWs promptly upon request by the City and prior to completion of the Consolidation; and
2. The Board is satisfied that entering into and completing its obligations under the SRW Agreement, including the granting and registration of the Board SRW and the registration of the City SRWs, will not interfere with the use by the Board of the School Site for educational purposes;

NOW THEREFORE be it resolved as a Bylaw of the Board that the Board entering into and completing its obligations under the

SRW Agreement, including the granting and registration of the Board SRW and the registration of the City SRWs, be and are hereby authorized, ratified and approved.

BE IT FURTHER resolved that the Secretary-Treasurer be and is hereby authorized on behalf of the Board to execute and deliver the SRW Agreement, the Board SRW, and all such amendments thereto and all related and ancillary documents as the Secretary-Treasurer may, in her discretion, consider advisable.

This Bylaw may be cited as "School District No. 61 (Greater Victoria) Victoria High School Right-of-Way Bylaw 2021-02".

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) agree to give the third reading of the Victoria High School Right-Of-Way Bylaw 2021-02 at the Special Board meeting on February 25, 2021.

Read a third time, passed and adopted the 25th day of February, 2021;

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

- b. Ministry of Education Funding Reserve Policy Development Feedback

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C. ADJOURNMENT

Recommended Motion:

That the meeting be adjourned.

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
VICTORIA HIGH SCHOOL RIGHT-OF-WAY BYLAW 2021-02**

WHEREAS a board of education may dispose of land or improvements owned or administered by the board under the authority of Section 96(3) of the School Act, subject to the Orders of the Minister of Education (the “**Minister**”);

AND WHEREAS the Minister issued Order M193/08 effective September 3, 2008 (the “**Order**”) requiring fee simple sales and leases of land or improvements for a term of ten years or more to be specifically approved by the Minister, unless the transferee is an independent school or another school board, but the Order does not require the Minister’s approval of a right-of-way or covenant;

AND WHEREAS Section 65(5) of the *School Act* requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw, and the granting of a statutory right-of-way or a covenant is a disposal of an interest in land;

AND WHEREAS:

- A. The Board of Education of School District No. 61 (Greater Victoria) (the “**Board**”) operates Victoria High School (the “**School**”) in Victoria, British Columbia, on lands comprised of twenty-four separate legal parcels bounded to the north by Gladstone Avenue, to the east by Fernwood Road, to the south by Grant Street and to the west by the lot line joining Gladstone Avenue to Grant Street through the easternmost ends of Vining Street and North Park Street, as shown in the drawing attached hereto as Schedule A (the “**School Site**”);
- B. The Board is the registered owner of one of the parcels comprising the School Site (the “**Board Parcel**”);
- C. The Corporation of the City of Victoria (the “**City**”) is or is in the process of becoming the registered owner of the parcels other than the Board Parcel that comprise the School Site, all of which are used and administered by the Board for educational purposes;
- D. The City proposes to consolidate the parcels comprising the School Site other than the Board Parcel into a single parcel of land (the “**Consolidation**”);
- E. The Board requires from the City a Development Variance Permit and a Building Permit (collectively, the “**Permits**”) to complete a seismic remediation of and addition to the School, and as a condition of the Permits being granted the City requires that the Board construct certain road frontage improvements around the School Site (the “**Works**”);
- F. The City has asked the Board to grant in favour of the City a Statutory Right-of-Way in respect of the Works that is 6.09 meters wide along the northern portion of the Board Parcel adjacent to Gladstone Street (the “**Board SRW**”), and that the Board agree to prepare for execution by the City and attend to the registration of a Statutory Right of Way or Statutory Rights of Way in respect of the Works fronting the remainder of the School Site (the “**City SRWs**”), all as shown generally in Schedule A attached hereto;
- G. The address of the School Site is 1260 Grant Street, Victoria, B.C., V8T 1C2 and the Facility Number of the School Site is 6161018;

H. The legal description of the Board Parcel is:

Parcel Identifier: 009-698-434

Parcel A (DD 58777I) of Section 54, Spring Ridge, Victoria City;

I. The Board proposes to enter into a written agreement with the City (the “**SRW Agreement**”) that the Board will grant and register the Board SRW, and the Board will attend to the preparation of the City SRWs and once the City has arranged for the City SRWs to be executed in registrable form, the Board will attend to the registration of the City SRWs; and

J. The Board is satisfied that entering into and completing its obligations under the SRW Agreement, including the granting and registration of the Board SRW and the registration of the City SRWs, will not interfere with the use by the Board of the School Site for educational purposes;

NOW THEREFORE be it resolved as a Bylaw of the Board that the Board entering into and completing its obligations under the SRW Agreement, including the granting and registration of the Board SRW and the registration of the City SRWs, be and are hereby authorized, ratified and approved.

BE IT FURTHER resolved that the Secretary-Treasurer be and is hereby authorized on behalf of the Board to execute and deliver the SRW Agreement, the Board SRW, and all such amendments thereto and all related and ancillary documents as the Secretary-Treasurer may, in her discretion, consider advisable.

This Bylaw may be cited as “School District No. 61 (Greater Victoria) Victoria High School Right-of-Way Bylaw 2021-02”.

Read a first time this ____ day of _____, 2021.

Read a second time this ____ day of _____, 2021.

Upon unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third time on _____ 2021 and finally passed and adopted this ____ day of _____ 2021.]

Corporate Seal

Chairperson of the Board

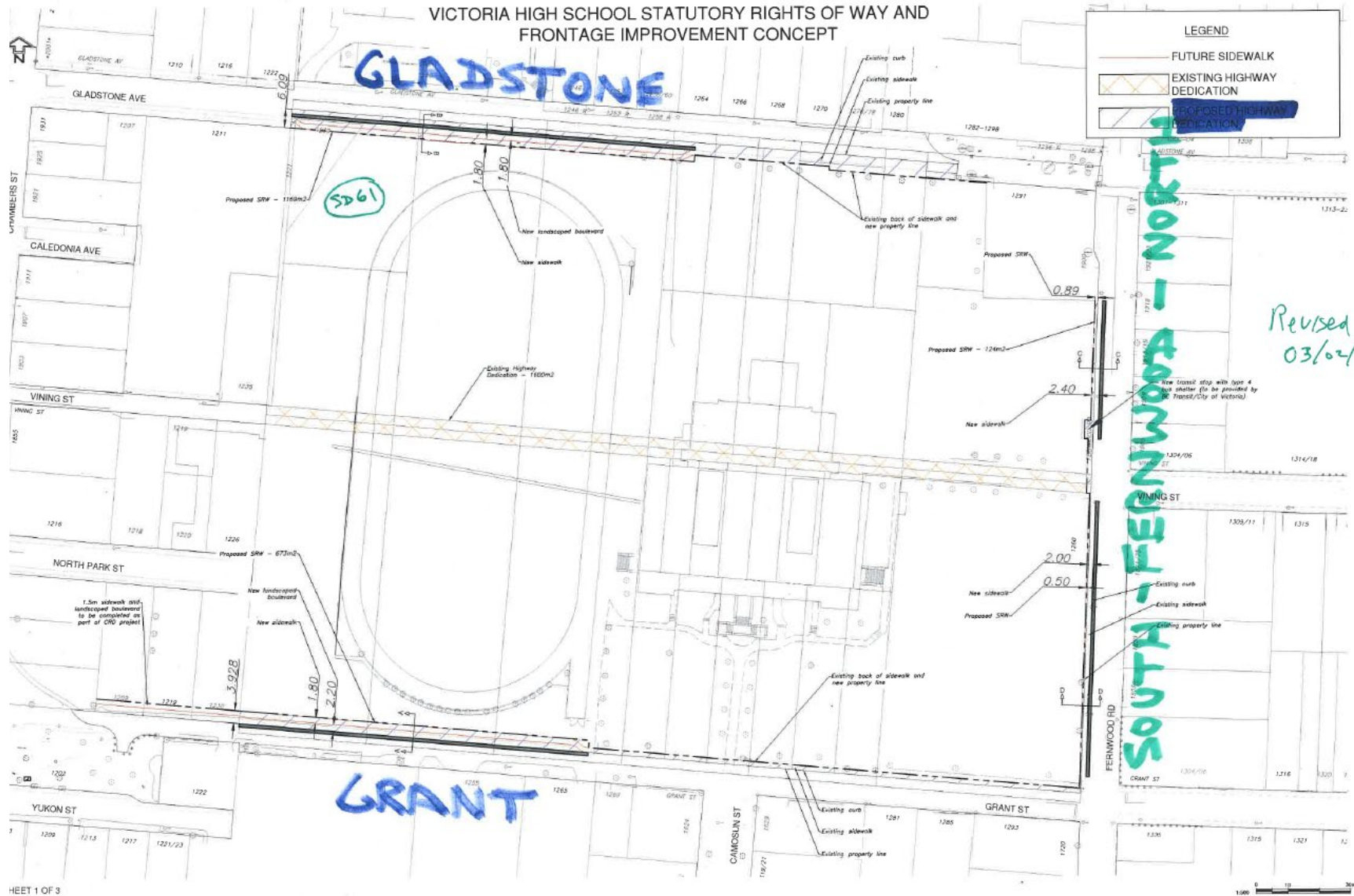
Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 61 (Greater Victoria) Victoria High School Right-of-Way Bylaw 2021-02, adopted by the Board the ____ day of _____ 2021.

Secretary-Treasurer

SCHEDULE A

VICTORIA HIGH SCHOOL STATUTORY RIGHTS OF WAY AND FRONTAGE IMPROVEMENT CONCEPT



HEET 1 OF 3

MOE Funding Reserve Policy Feedback

Survey

The Ministry of Education is consulting with local school district representatives (via BCSTA, BCASBO and BCSSA) on the development of a number of new financial planning and financial management policies. The new policies support transparency, sound financial planning and will help end the age-old debate regarding the necessity and appropriateness of districts to hold funds in reserves. These policies are being drafted in response to the recommendations provided by the Funding Model Review Panel (Recommendations: 14,16,18,19 20, 22). With this in mind, BCSTA, BCSSA and BCASBO are requesting your district engage in this short survey in order to help us represent local board of education needs when providing feedback regarding the provincial level policies. We ask that you complete this survey in conjunction with your secretary-treasurer and superintendent, no later than 4 pm, Friday, **February 26**.

OK

SUGGESTED RESPONSE

1. Does your district have a financial planning (e.g. budget planning, financial management) policy?

☒ Yes

☐ No

2. Does your school district have a surplus policy?

☒ Yes

☐ No

☒ If yes, please provide a link to your policy

3170 (attached)

3. Does your school district have a contingency reserve policy?

☒ Yes

☐ No

4. Does your school district have a set range (% or \$) for contingency reserves?

☒ Yes

☐ No

5. If yes, what is the set range (% or \$) for contingency reserves?

4.5% of total operating budget

6. If no, what is an appropriate level of contingency reserve that your school district should maintain (% or \$)?

7. Does your school district prepare a spending plan for local capital?

✓ Yes

No

8. Does your school district prepare a multi-year financial plan?

Yes

✓ No

9. Describe your district's financial planning process (establishing strategic priorities, budget planning, monitoring of financial performance, financial reports, comprehensive annual reports)

Strategic Plan/Board Work Plan/Operational Plan/School Growth Plan Alignment
 Approved annual budget process including input from students, public + stakeholder
 Prelim + Amended Budgets
 Monthly Financial Reports to Board
 Annual Financial Statements

10. What does your school district need from government to be able to prepare a reliable multi-year financial plan?

Directive

Stable, predictable funding

Structural unit increases for inflation, collective agreement increases + all other staff increases + other foreseeable cost pressures

11. What should be included/decided in a provincial level surplus policy and what should be included/decided in a local

level surplus policy?

Provincial

Local

Context

Upcoming pressures

Strategic alignment

Capital planning + contributions to major capital projects,
including net zero

12. What should be included/decided in a provincial level financial planning policy and what should be included/decided in a local level financial planning policy?

Provincial

Provision of stable funding + simple allocations for maximum flexibility

Local

Equity, multi-year, use of surplus

DONE

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

POLICY 3501

ANNUAL OPERATING BUDGET

The Board of Education recognizes its responsibility for the effective use of public funds in providing the best possible education to the students in the community. The Board of Education has a duty to govern the district in a fiscally responsible manner, while carrying out the strategies required to achieve its goals.

The annual operating budget is a financial plan reflecting the implementation and maintenance of the District's educational and operational objectives. The objectives, reflected in the budget should be consistent with the Board of Education's Strategic Plan.

Greater Victoria School District

Adopted: July 27, 1987

Revised: January 2011

Revised: December 2016

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

POLICY 3170

BOARD RESERVES

Adopted: November 27, 2017
Frequency of Review: Annual

1.0 RATIONALE

- 1.1 The Board of Education is responsible for managing its financial resources to provide educational services to its students while maintaining a sound financial position.

2.0 DEFINITIONS

- 2.1 Operating reserves represent resources that can be used to provide future services and are created when expenditures are less than the revenue earned.
- 2.2 Restricted Surplus represents operating reserve funds upon which the Board of Education has approved restrictions on spending.

3.0 POLICY

The Board of Education determines the amount of operating reserves that are maintained by schools and departments. The Board of Education has identified its operating reserve categories as follows:

- 3.1 Instructional - operating reserves accumulated by schools and other instructional areas including the International Student Program, Continuing Education, Distributed Learning, English Language Learning, Aboriginal Nations Education, and Student Services (Inclusive Learning, Learning Support and the Learning Team).
- 3.2 Board Departments and System Administration - operating reserves accumulated by Facilities Services, Human Resource Services, Financial Services, Information Technology and by the Board's administrative functions.

- 3.3 Restricted Surplus - operating reserves retained by the Board of Education to address any anticipated future years' operating budget deficit (not beyond the next three fiscal years) or for emergent matters.

4.0 RESPONSIBILITIES

- 4.1 The Board of Education must comply with the Ministry of Education's expectations regarding financial governance and accountability.
- 4.2 The Board of Education is required by legislation to prepare an annual balanced budget which may include the use of restricted surplus funds.
- 4.3 The Board of Education must follow Public Sector Accounting Standards.

5.0 REFERENCES

- 5.1 *Statement of Education Policy Order (Mandate for the School System, OIC 1280/89)*

REGULATION 3170

BOARD RESERVES

1. The Board of Education has determined that its total operating reserves, excluding amounts budgeted for future years' operations (not beyond the next three fiscal years) and outstanding purchase order commitments should be maintained up to 4.5% of the total operating budget. These reserves will serve the following purposes:
 - Provide a source of funds for the Board to meet its ongoing financial obligations.
 - Provide resources for new initiatives.
 - Provide a source of funds that can be used for extraordinary or emergent expenditures.
2. Individual schools are expected to utilize their funding allocations in the current year and can maintain operating reserves as follows:
 - Elementary and Middle Schools - \$40,000
 - Secondary Schools - \$80,000

The limits above do not include purchase orders placed with the Purchasing Department by June 30th.

Where a school anticipates a school project in excess of \$10,000, a written request can be made to the Superintendent of Schools or designate for approval to maintain a higher reserve balance.

3. The International Student Program, Continuing Education, Distributed Learning, English Language Learning, Aboriginal Nations Education, Student Services (Inclusive Learning, Learning Support and the Learning Team), Facilities Services, Human Resource Services, Financial Services, Information Technology and the Board's administrative functions may, subject to the approval of the Superintendent of Schools or designate, cumulatively maintain a total operating reserve of between 1.0% and 2.5% of the total operating budget.
4. Any amounts in excess of the operating reserve limits will be included in general operating revenue.
5. A report about the Board Reserves shall be provided to the Board of Education as part of the annual presentation of the audited financial statements in September.

Greater Victoria School District

Approved: 2017

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