



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

Monday, April 27, 2020, 7:30 p.m.

Broadcasted via YouTube

<https://www.youtube.com/channel/UCRtyy8Uak0IVS-wxlwPeuXw/featured>

---

	Pages
<b>A. COMMENCEMENT OF MEETING</b> <span style="float: right;">7:30 PM</span>	
This meeting is being audio and video recorded. The video can be viewed on the District website.	
<b>A.1 Acknowledgement of Traditional Territories</b>	
<i>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.</i>	
<b>A.2 Approval of the Agenda</b> <span style="float: right;">7:35 PM</span>	
Recommended Motion: That the April 27, 2020 agenda be approved.	
<b>A.3 Approval of the Minutes</b>	6
Recommended Motion: That the March 9, 2020 Regular board minutes be approved.	
<b>A.4 Business Arising from the Minutes</b>	
<b>B. CORRESPONDENCE</b>	
<b>B.1 Letter to Saanich Parks and Recreation re STAR</b> <span style="float: right;">7:40 PM</span>	13
<b>C. TRUSTEE REPORTS</b>	
<b>C.1 Chair's Report</b> <span style="float: right;">7:45 PM</span>	

**D. DISTRICT LEADERSHIP TEAM REPORTS**

**D.1 Superintendent's Report**

7:50 PM

a. Monthly Report

14

Recommended Motion:

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

b. 2020-2021 School Calendar

Recommended Motion:

That the following dates be approved:

2020/2021 School Calendar\*

School Opening	September 8, 2020
First non-instructional day 2020	September 28,
Thanksgiving	October 12, 2020
Second non-instructional day (Province wide)	October 23, 2020
Remembrance Day 2020	November 11,
Third non-instructional day 2020	November 20,
Schools close for Winter vacation 2020	December 18,
Schools re-open after Winter vacation	January 4, 2021
Fourth non-instructional day	February 12, 2021
Family Day 2021	February 15,
Schools close for Spring vacation	March 12, 2021
Schools re-open after Spring vacation	March 29, 2021
Good Friday	April 2, 2021
Easter Monday	April 5, 2021
Fifth non-instructional day	May 21, 2021
Victoria Day	May 24, 2021
Administrative Day and School Closing	June 25, 2021

\*Sixth non-instructional day to be chosen by each school

c. Trustee Questions

## D.2 Secretary-Treasurer's Report

- a. Monthly Report 8:05 PM 16

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

- b. Capital Bylaw No. 2020/21-CPSD61-01 Capital Plan 2020-21 8:10 PM 17

Recommended Motion:  
That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to Capital Bylaw No. 2020/21-CPSD61-01 Capital Plan 2020/21 at the meeting of April 27, 2020.

Motion to be Carried Unanimously

Recommended Motion:  
That Capital Bylaw No. 2020/21-CPSD61-01 Capital Plan 2020/21 be:

Read a first time the 27th day of April, 2020;

Read a second time the 27th day of April, 2020;

Read a third time, passed and adopted the 27th day of April, 2020

and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

- c. 2020-2021 Budget Update 8:15 PM

- E. QUESTION PERIOD 8:45 PM

(15 minutes total)

- F. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

- G. NEW BUSINESS/NOTICE OF MOTIONS

G.1 New Business

G.2 Notice of Motions

## H. ADJOURNMENT

Recommended Motion:  
That the meeting be adjourned.



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

**MINUTES**

**March 9, 2020, 7:30 p.m.**

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

Administration: Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Greg Kitchen, Associate Superintendent, Colin Roberts, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Lisa McPhail, Communications and Community Engagement Manager, Vicki Hanley, Executive Assistant

---

**A. COMMENCEMENT OF MEETING**

The meeting was called to order at 7:35 p.m.

**A.1 Acknowledgement of Traditional Territories**

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

**A.2 Approval of the Agenda**

**Moved by** Trustee Painter

**Seconded by** Trustee Whiteaker

That the March 9, 2020 agenda be approved as amended with the following additions:

**C.2 Trustees' Reports**

a. Trustee Painter - BCSTA Trustee Representative Report

## **E.1 Superintendent's Report**

c. Vic High Amenities

## **H.2. Notice of Motions**

a. Trustee Painter - Vic High Seismic Project

**Motion Carried Unanimously**

## **A.3 Approval of the Minutes**

**Moved by** Trustee Painter

**Seconded by** Trustee Whiteaker

That the February 24, 2020 Regular Board Minutes be approved.

**Motion Carried Unanimously**

## **A.4 Business Arising from the Minutes**

None

## **A.5 Student Achievement**

None

## **A.6 District Presentations**

None

## **A.7 Community Presentations**

a. Winona Waldron, GVTA President - Jackson Award

Ms. Waldron spoke to Trustees with respect to the Jackson Award and the implications of the restoration of contract language for teachers in the District.

## **B. CORRESPONDENCE**

None

## **C. TRUSTEE REPORTS**

### **C.1 Chair's Report**

None

## **C.2 Trustees' Reports**

- a. Trustee Painter - BCSTA Trustee Representative Report  
Trustee Painter's BCSTA Trustee Representative Report was received for information.

## **D. BOARD COMMITTEE REPORTS**

### **D.1 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee**

- a. Minutes from the March 2, 2020 meeting  
The draft minutes from the March 2, 2020 combined Education Policy and Directions and Operations Policy and Planning committee meeting were received for information.
- b. Recommended motion from the March 2, 2020 meeting.  
Trustee Leonard referred to the meeting minutes and presented the following recommended motion. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Green.  
  
That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 4117, 4122, 4210.1, 4302, 5118.3, 5118.4, 5119.5, 5125, 5125.1;  
AND FURTHER  
That the Board refer Policy 5118.3 to the Superintendent for administration manual consideration.

For (7): Trustee Watters, Trustee Whiteaker, Trustee Ferris, Trustee Hentze, Trustee Leonard, Trustee McNally, and Trustee Painter

Against (1): Trustee Paynter

Abstain (1): Trustee Duncan

**Motion Carried (7 to 1)**

### **D.2 Ad Hoc Committees of the Board**

- a. Advocacy Committee  
Associate Superintendent Roberts presented a letter drafted by the Advocacy Ad Hoc Committee with respect to requests for further



funding from the Ministry of Education. Discussion ensued amongst the Trustees and stakeholder groups with questions of clarification being asked. The letter will be amended to include the suggestions that were made and will be sent to the Minister of Education on behalf of the Board.

**Moved by** Trustee Duncan  
**Seconded by** Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) approve the letter as amended for distribution to the Minister of Education on behalf of the Board.

**Motion Carried Unanimously**

## **E. DISTRICT LEADERSHIP TEAM REPORTS**

### **E.1 Superintendent's Report**

#### a. Monthly Report

Superintendent Green presented the report and highlighted two additional items: school field trips, spring break and the impact of COVID-19. Superintendent Green responded to questions from Trustees.

**Moved by** Trustee Duncan  
**Seconded by** Trustee Painter

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

Secretary-Treasurer Morris responded to questions from Trustees asked with respect to low interest loans, water testing, and CUPE labour forces providing childcare in SD61. Secretary-Treasurer Morris will respond at a future meeting.

#### c. Vic High Amenities

Secretary-Treasurer Morris presented results from the Vic High seismic visioning group's on-line public engagement survey with respect to the enhancements and amenities for the planned upgrade. Discussion ensued amongst the Trustees with questions being asked of Secretary-Treasurer Morris.

**Moved by** Trustee Leonard  
**Seconded by** Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) direct staff to move forward with recommendations #1 through #5 of the Victoria High Enhancements and Amenities.

For (7): Trustee Watters, Trustee Whiteaker, Trustee Ferris, Trustee Hentze, Trustee Leonard, Trustee McNally, and Trustee Painter

Against (2): Trustee Duncan, and Trustee Paynter

**Motion Carried (7 to 2)**

## **E.2 Secretary-Treasurer's Report**

### a. Monthly Report

Secretary-Treasurer Morris presented the monthly report and responded to questions from Trustees.

**Moved by** Trustee Leonard  
**Seconded by** Trustee McNally

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

**Motion Carried Unanimously**

### b. Staffing Timelines & Processes 2020-2021

Secretary-Treasurer Morris presented a report on staffing timelines and processes for 2020-2021 and answered questions of clarification from Trustees.

## **F. QUESTION PERIOD**

The following question was received:

In the past it was left to the discretion of the Chair to add speakers after the agenda is published. That has not been the recent experience. Has it changed officially? If we don't know what is on the agenda until it is published we cannot anticipate the need to speak. What is the course of action for parents?

Chair Watters answered by stating that Board meeting procedures are outlined in Bylaw 9360, *General Meetings of the Board* and at this time this bylaw is being reviewed by the Policy Sub-Committee in order to properly clarify speaking requests for meetings.

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

### **G.1 March 2, 2020 Meeting - Trustee Sanction and Censure**

Chair Watters advised that on March 2, 2020 the Board of Education voted to formally censure Trustee Diane McNally for her unauthorized disclosure of a confidential report. In addition, Trustee McNally has been suspended from attending In-Camera meetings for a period of one year and that the Board will review this after the one year period and prior to the reinstatement of this privilege.

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

### **H.1 New Business**

#### **a. Spectrum Turf and Rink - Trustee Whiteaker**

Trustee Whiteaker presented rationale for the proposed motion. Discussion ensued amongst the Trustees.

**Moved by** Trustee Whiteaker

**Seconded by** Trustee Painter

That the Board of Education write a letter to Saanich Parks and Recreation:

1. supporting the STAR Working Committee's task of consulting neighbours and partners in its business case research for the proposed project at Spectrum Community School;

AND FURTHER;

1. requesting Saanich Parks and Rec consider the proposed project in its feasibility study, recognizing the Board's commitment to the project is not decided.

For (6): Trustee Watters, Trustee Whiteaker, Trustee Hentze, Trustee McNally, Trustee Painter, and Trustee Paynter

Against (3): Trustee Duncan, Trustee Ferris, and Trustee Leonard

**Motion Carried (6 to 3)**

## **H.2 Notice of Motions**

- a. Trustee Painter - Vic High Seismic Upgrade

Trustee Painter provided a Notice of Motion for the April 20, 2020 Operations Policy and Planning Committee meeting agenda.

## **I. ADJOURNMENT**

The meeting adjourned at 9:14 p.m.

**Moved by** Trustee Ferris

**Seconded by** Trustee Painter

That the meeting be adjourned.

**Motion Carried Unanimously**

---

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*

April 22, 2020

District of Saanich  
770 Vernon Avenue  
Victoria BC V8X 2W7

**BY EMAIL: [council@saanich.ca](mailto:council@saanich.ca)**

**ATTENTION:** Mayor and Council

Dear Mayor Haynes:

RE: **Spectrum Turf and Rink (STAR) Project**

At its March 9, 2020 Regular Open Board meeting, the Board carried the following resolution with respect to Spectrum Community School's working group's request to develop turf and rink amenities on the Spectrum Secondary School grounds:

*That the Board of Education write a letter to Saanich Parks and Recreation:  
supporting the STAR Working Committee's task of consulting neighbours and  
partners in its business case research for the proposed project at Spectrum  
Community School;  
AND FURTHER;  
requesting Saanich Parks and Rec consider the proposed project feasibility study,  
recognizing the Board's commitment to the project is not decided.*

Sincerely,



Jordan Watters, Chair

JW/km

cc: Board of Education, School District No. 61  
Shelley Green, Superintendent of Schools/CEO  
Audrey Smith, Spectrum Community School PAC  
Bruce Bidney, Principal, Spectrum Community School

*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.*

# Office of the Superintendent

*Shelley Green - Superintendent*

TO: The Board of Education  
FROM: Shelley Green, Superintendent of Schools  
RE: Superintendent's Report  
DATE: April 27, 2020

---

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:

- Meetings and Events
  - Associate Superintendent Interviews
  - Macaulay Elementary
  - Professional Conversations Meetings
  - Professional Relations Committee (GVTA)
  - Sir James Douglas Elementary
  - VPVPA
  - Victoria West Elementary
  
- Meetings via Zoom
  - All Partner Groups (ASA, CUPE 382, CUPE 947, GVTA, VCPAC, VPVPA)
  - Board of Education
  - Ministry of Education
  - Pandemic Review Team
  - Principals and Vice-Principals

*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.*

# Office of the Superintendent

*Shelley Green - Superintendent*

TO: The Board of Education

FROM: Shelley Green, Superintendent of Schools

RE: Superintendent's Report

DATE: April 27, 2020

---

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.*

**TO: Board of Education**  
**FROM: Kim Morris**  
**RE: Monthly Report**  
**DATE: April 16, 2020**

---

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.

- School Visit: Shoreline Middle School
- School Visit: Craigflower Elementary School
- School Visit: Mount Douglas Secondary School
- School Visit: George Jay Elementary School
- Bays United Joint Use Agreement Meeting
- School Visit: Macaulay Elementary School
- CRD, City of Victoria & SD61 Vic High/Caledonia Progress Meeting
- School Visit: Rockheights Middle School
- School Visit: Lake Hill Elementary School
- 2020-2021 MOE Operating Grant Announcement Conference Call
- Introductory Meeting with VCPAC President
- Vic High Alumni Meeting
- COVID Meetings
- COVID Essential Service Worker Care for 5-12 Year Olds Implementation

*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.*



# 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

*Kim Morris - Secretary-Treasurer*

**TO:** Board of Education  
**FROM:** Kim Morris, Secretary-Treasurer  
**DATE:** April 27, 2020  
**RE:** **CAPITAL BYLAW NO. 2020/21-CPSD61-01**

In the March 5, 2020 letter to the Secretary-Treasurer, the Ministry of Education has provided a response to the District's Annual Five-Year Capital Plan submission for 2020/2021. In order to advance project development or delivery of the capital projects supported by the Ministry, the Board of Education is required to adopt a single Capital Bylaw for the approved 2020/2021 Five-Year Capital Plan, in accordance with s. 143 of the *School Act*.

Recommended Motions:

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to Capital Bylaw No. 2020/21-CPSD61-01 Capital Plan 2020/21 at the meeting of April 27, 2020.

Motion to be Carried Unanimously

That Capital Bylaw No. 2020/21-CPSD61-01 Capital Plan 2020/21 be:

Read a first time the 27<sup>th</sup> day of April, 2020;  
Read a second time the 27<sup>th</sup> day of April, 2020;  
Read a third time, passed and adopted the 27<sup>th</sup> day of April, 2020;

and that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

*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.*

CAPITAL BYLAW NO. 2020/21-CPSD61-01  
CAPITAL PLAN 2020/21

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2020/21 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 5, 2020, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 61 (Greater Victoria) ’s Capital Bylaw No.2020/21-CPSD61-01.

READ A FIRST TIME THE 27th DAY OF April 2020;  
READ A SECOND TIME THE 27th DAY OF April 2020;  
READ A THIRD TIME, PASSED THE 27th DAY OF April 2020.

C/S

\_\_\_\_\_  
Board Chair

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

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria) ’s Capital Bylaw No. 2020/21-CPSD61-01 adopted by the Board the 27th day of April 2020.

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

## **ANNUAL PROGRAMS FUNDING AGREEMENT**

This Annual Programs Funding Agreement dated for reference the 1st day of March 2020, is in effect for the 2020/21 fiscal year period of April 1, 2020 to March 31, 2021.

**BETWEEN: Her Majesty the Queen in Right of the Province of British Columbia,**  
represented by the Minister of Education (the "Ministry")

OF THE FIRST PART

**AND: the Board of Education of School District No. 61 (Greater Victoria)** (the  
"Board")

OF THE SECOND PART.

The parties agree as follows:

### **1. DEFINITIONS**

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education, and includes the Deputy Minister of Education and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education of the Province of British Columbia;

**2020/21 Annual Programs Funding Agreement for School District No. 61 (Greater Victoria)**

"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

**2. SCHEDULES**

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Capital Projects between the Ministry of Education and School Districts

**3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS**

3.01 The Ministry will provide to the Board capital funding to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Tillicum Elementary	CNCP - DDC Upgrade - HVAC control system upgrades	\$65,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Mount Douglas Secondary	SEP - Building Enclosure Upgrades - Window upgrades	\$450,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Victoria High	SEP - Mechanical Upgrades - HVAC upgrades	\$750,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

*2020/21 Annual Programs Funding Agreement for School District No. 61 (Greater Victoria)*

Doncaster Elementary	PEP - New - Universally Accessible Playground Equipment	\$125,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
----------------------	---	-----------	---

- 3.02 The Ministry will, in no event, provide more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
- a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
  - b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
  - c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- 3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:
- a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;
  - b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

**4. BOARD OBLIGATIONS**

- 4.01 The Board will:
- a) carry out the Project in a manner that ensures:
    - i) delivery within budget;
    - ii) completion by March 31, 2020;
    - iii) scope details are fully met upon completion;

*2020/21 Annual Programs Funding Agreement for School District No. 61 (Greater Victoria)*

- iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
  - b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
  - c) procure the Project in accordance with the Capital Asset Management Framework;
  - d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
  - e) all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Capital Projects between the Ministry of Education and School Districts" (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.
- 4.02 Provide written notice to the Ministry of Education immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).
- 4.03 At the request of the Ministry, prepare additional reports relating to the Project.
- 4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.
- 4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.
- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

**5. EVENT OF FORCE MAJEURE**

- 5.01 In the Event of Force Majeure:

*2020/21 Annual Programs Funding Agreement for School District No. 61 (Greater Victoria)*

- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
- b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
- c) the course of action must be agreed to by the Ministry and the Board.
- d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
- e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

**6. PUBLIC ANNOUNCEMENTS**

6.01 Any public announcement relating to the Project will be in accordance with the “Communications Protocol Agreement on Capital Projects between the Ministry of Education and School Districts” (provided as Schedule A).

**7. NOTICE**

7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

a) if to the Board:

School District No. 61 (Greater Victoria)  
556 Boleskine Rd, Victoria, BC V8Z 1E8  
Attention: Kim Morris, Secretary-Treasurer  
Email: kmorris@sd61.bc.ca

b) if to the Ministry:

Ministry of Education  
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1  
Attention: Ravnit Aujla  
Email: Ravnit.Aujla@gov.bc.ca

7.02 Any such notice or communication will be considered to have been received:

- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a

*2020/21 Annual Programs Funding Agreement for School District No. 61 (Greater Victoria)*

responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;

- b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
  - i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
  - ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

7.03 Delivery by mail will not be considered timely notice under this Agreement.

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.



**2020/21 Annual Programs Funding Agreement for School District No. 61 (Greater Victoria)**

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of Her Majesty the Queen )  
in Right of the Province of British Columbia )  
by a duly authorized designate of the )  
Minister of Education )

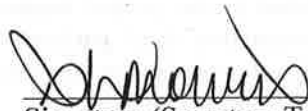
\_\_\_\_\_  
Authorized Signatory (For the Minister of Education)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed (Month/Day/Year)

SIGNED on behalf of the Board )  
of Education of School District )  
No. 61 (Greater Victoria) by its duly )  
authorized signatories )

  
\_\_\_\_\_  
Signatory (Secretary Treasurer)

**KIM MORRIS**  
\_\_\_\_\_  
Name (Print)

**APR. 15 / 2020.**  
\_\_\_\_\_  
Date Signed (Month/Day/Year)

**SCHEDULE A**

**COMMUNICATIONS PROTOCOL AGREEMENT ON CAPITAL PROJECTS BETWEEN THE  
MINISTRY OF EDUCATION AND SCHOOL DISTRICTS**

**PROJECT AGREEMENT STAGE**

**News Release**

After the Minister or designate signs a funding agreement with the school district for a capital project the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

**Signage**

All construction projects approved in the Ministry of Education's Capital Plan must be identified by a construction sign prominently displayed at the site. Signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. They are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the construction contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved construction budget. School districts are responsible for installing the signs. Sign design and installation steps are included in the Ministry of Education's School Construction Project Sign Protocol.

**GROUNDBREAKING STAGE**

**Public Announcements, Official Events or Ceremonies**

An official ceremony may be held to commemorate the ground-breaking for a project. No public announcement of a project under this protocol shall be made by either party without the prior consent of the other party.

The Ministry of Education shall receive **at least four (4) weeks' notice** of any proposed public announcement or official ceremony related to the ground-breaking for a capital project. The Provincial Minister or designated representative shall participate in such announcements or ceremonies, to take place at a mutually agreed upon date and location.

The parties shall co-operate in the organization of announcements or ceremonies. Messages and public statements for such events should be mutually agreed upon.

**News Release**

On the day of a ground-breaking ceremony the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

**OFFICIAL OPENING STAGE**

**Public Announcements, Official Events or Ceremonies**

## ***2020/21 Annual Programs Funding Agreement for School District No. 61 (Greater Victoria)***

A ceremony may be held to commemorate the official opening of a project. No public announcement of a project under this protocol shall be made by either party without the prior consent of the other party.

The Ministry of Education shall receive **at least six (6) weeks' notice** of any proposed public announcement or official ceremony related to the opening of a capital project. The Provincial Minister or designated representative shall participate in such announcements or ceremonies, to take place at a mutually agreed date and location.

The parties shall co-operate in the organization of announcements or ceremonies. Messages and public statements for such events should be mutually agreed upon.

### **News Release**

**On the day of an official opening ceremony**, the Ministry of Education may issue a news release. In all such news releases, the school district may have a quote from a designated representative.

### **Plaques**

The Ministry of Education may request the district provide and install, upon completion of major capital projects, a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by the Ministry of Education. Cost of the plaque is to be funded from the approved construction budget.

## **SCHOOL CONSTRUCTION PROJECT SIGN PROTOCOL**

All construction projects approved in the Ministry of Education's Capital Plan must be identified by a construction sign prominently displayed at the site. Signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Sign production must only be handled by Queens Printer.

Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the construction contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable.

A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved construction budget. These are the standard small sign size: 1951 mm x 1220 mm (C035\_u\_1951x1220). The school districts are responsible for installing the signs.

The steps from design to installation are as follows:

1. Project is announced;

*2020/21 Annual Programs Funding Agreement for School District No. 61 (Greater Victoria)*

2. Government Communications and Public Engagement (GCPE) will have their graphics department create a construction sign;
3. The GCPE graphics department will create and send the approved file to Queens Printer for print production;
4. Queens Printer will notify GCPE when the sign is ready;
5. GCPE will notify the district when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx> ;
6. The school district orders, pays and arranges for the sign to be installed. (signs are to be post mounted in a visible location);
7. District will notify GCPE when the sign is installed and send photo as confirmation.



March 5, 2020

Ref: 218161

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

**Capital Plan Bylaw No. 2020/21-CPSD61-01**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2020/21

This letter is in response to your School District's 2020/21 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2019, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Below you will see the major capital projects supported to proceed with Concept Plans\* as well as minor capital projects from the Ministry's 2020/21 annual capital programs that are approved for funding and are able to proceed to procurement.

\*Concept Plan approval is a new step required before a Project Definition Report (PDR) will be supported. Your respective Regional Director or Planning Officer will provide you with more information if you have major capital projects supported to proceed to a Concept Plan.

**MAJOR CAPITAL PROJECTS (SMP, EXP)**

There are no new major capital projects supported to proceed to concept plan or business case.

**Projects in Development from Previous Years**

Project #	Project Name	Project Type
127221	Cedar Hill Middle	Seismic
127222	Shoreline Middle	Seismic

Note: If you do not see your major capital project(s) listed in the table(s) above the Ministry does not support the development of a concept plan or business case.

**MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)**

**New projects for SEP, CNCP, BEP, PEP**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Tillicum Elementary	CNCP - DDC Upgrade - HVAC control system upgrades	\$65,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Mount Douglas Secondary	SEP - Building Enclosure Upgrades - Window upgrades	\$450,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Victoria High	SEP - Mechanical Upgrades - HVAC upgrades	\$750,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Doncaster Elementary	PEP - New - Universally Accessible Playground Equipment	\$125,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

Note: An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2020/21 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw No. provided at the beginning of this

document) for its approved 2020/21 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Ravnit Aujla at [Ravnit.Aujla@gov.bc.ca](mailto:Ravnit.Aujla@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2020/21 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2021/22 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2020.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Joel Palmer, Executive Director  
Capital Management Branch

pc: Rachelle Ray, Director, Capital Projects Unit, Capital Management Branch  
Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch  
Ravnit Aujla, Planning Officer, Capital Management Branch  
Damien Crowell, Regional Director, Capital Management Branch  
Alexander Angus, Planning Officer, Capital Management Branch  
Geoff Croshaw, Planning Officer, Capital Management Branch

Faint, illegible text, possibly bleed-through from the reverse side of the page.

*[Handwritten signature]*

Faint text below the signature, possibly a name or title.

Additional faint, illegible text at the bottom of the page.