



**Operations Policy and Planning Committee Meeting**

**REGULAR MINUTES**

**January 11, 2021, 7:00 p.m.**

**Broadcasted via YouTube**

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

- Trustees Present:       **Operations Policy and Planning members:** Elaine Leonard, Rob Paynter, Angie Hentze, Ann Whiteaker, Jordan Watters (ex officio)  
Education Policy and Directions members: Ryan Painter, Nicole Duncan
- Administration:         Shelley Green, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Deb Whitten, Deputy Superintendent, Colin Roberts, Associate Superintendent, Harold Caldwell, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Chuck Morris, Director of Facilities Services, Andy Canty, Director – Information Technology for Learning, Marni Vistisen-Harwood, Manager, Capital Planning and Implementation, Facilities Services, Kelly Gorman, Recorder
- Stakeholders & Guests:       Kristil Hammer, VCPAC, Connor McCoy, GVPVPA President, Mark Morrison, Second VP & Health & Safety Officer GVTA, Abby Henry, SD 61 Student, Annika Clark, Victoria High School, Student Representative
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**A. COMMENCEMENT OF MEETING**

The meeting was called to order at 7:03pm

**A.1 Acknowledgement of Traditional Territories**

Chair Leonard recognized and acknowledged the Esquimalt and Songhees Nation, on whose traditional territories we learn and we do our work.

**A.2 Approval of the Agenda**

**Moved by** Trustee Paynter

That the January 11, 2021 agenda be approved with the following amendments:

Move F2 between D and E

Move E1 to follow H2

**Motion Carried Unanimously**

**A.3 Approval of the Minutes**

**Moved by** Trustee Whiteaker

That the December 7, 2020 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee meeting minutes as they pertain to Operations Policy and Planning Committee, be approved.

**Motion Carried Unanimously**

**A.4 Business arising from Minutes**

Questions were asked relative to Inter-Cultural Association in the Vic High Neighbourhood Learning Centre, Burnside Q and A and Advocacy Committee relative to dual credit French Immersion.

**B. PRESENTATIONS TO THE COMMITTEE**

**B.1 Climate Emergency Plan - Abby Henry, SD61 Student**

Student Abby Henry presented on Climate Emergency for the third time asking the Board what advocacy or action the Board has taken with its Climate Emergency motion,

**C. SUPERINTENDENT'S REPORT**

**C.1 Recognition of Student Representative**

Superintendent Green introduced and welcomed Student Representative Annika Clark from Victoria High School.

**D. Shops Audit Findings and Status Report**

Secretary-Treasurer Morris presented the report and provided the sequence of recommendations from Staff. Trustees thanked staff for their work on this report. VCPAC President Hammer asked if the shops are a safe environment for our children right now. Superintendent Green responded and stated that a baseline of safety has been established and is mandatory for all shops. Director of Facilities Services Morris will provide an implementation plan including budget to the February 8, 2021 Operations Policy and Planning Committee Meeting. Discussions ensued with staff indicating recommendation #1: Staff developed priority replacement plan is coming to the February 2021 Operations Policy and Planning Committee.

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to immediately allocate funds from the to be determined budget to address the following outstanding health and safety remediations in the 17 school shops which were identified by the independent audit report in 2016/17: equipment guards (5,000), equipment spacing tbd, delineation lines around equipment/safety lines (6,000) and non-skid areas tbd, eye wash stations (500), storage and isolation of hazardous materials (2,000+2,000), emergency response materials (\$1,000), eye protection (1,000), ear protection (1,000), protective clothing (5,000) and equipment instructions and conflation zone signage (1,500 + 500). (\$25,500 per shop + non-skid area cost= \$433,500)

Trustees discussed the motion and Trustee Whiteaker referred the motion to the February Operations Policy and Planning Committee meeting.

**Amendment:**

**Moved by** Trustee Whiteaker

*"That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to immediately allocate funds from the to be determined budget to address the following outstanding health and safety remediation's in the 17 school shops which were identified by the independent audit report in 2016/17: equipment guards (5,000), equipment spacing tbd, delineation lines around equipment/safety lines (6,000) and non-skid areas tbd, eye wash stations (500), storage and isolation of hazardous materials (2,000+2,000), emergency response materials (\$1,000), eye protection (1,000), ear protection (1,000), protective clothing (5,000) and equipment instructions and conflation zone*

*signage (1,500 + 500). (\$25,500 per shop + non-skid area cost= \$433,500)" be referred to the Operations Policy and Planning Committee meeting February 8, 2021.*

**Motion Carried Unanimously**

**Moved by** Trustee Paynter

Move that the proposed 1.0 FTE CUPE staff position identified in recommendation 4 be amended to a qualified engineer capable of undertaking the necessary safety assessments, equipment spacing and engineering to complete shop upgrades.

**Motion Defeated**

**Moved by** Trustee Paynter

That a trades teacher representative be involved in all subsequent planning for this initiative.

**Motion Defeated**

## **E. FINANCE AND LEGAL AFFAIRS**

### **E.1 2020-2021 Budget Change Report - January 2021**

Secretary-Treasurer Morris provided Trustees the Monthly Budget Change Report for Jan 2021. Questions of clarification were asked.

### **E.2 Monthly Financial Report - December 2020**

Secretary-Treasurer Morris provided Trustees the Monthly Financial Report for December 2020. The yearly revenue and expenses were compared against those from the year prior. Questions of clarification were asked.

### **E.3 2020-2021 Ministry Operating Grant Re-Calculation**

Secretary-Treasurer Morris provided Trustees the 2020-2021 Ministry Operating Grant Re-Calculation, highlighting increases and decreases in various categories. The decrease in operation grant was expected to be \$2.5 million but the actual decrease is \$1.7 million.

### **E.4 2021-2022 Budget**

a. 2021-2022 Budget Presentation

Secretary-Treasurer Morris presented how the budget will align the Strategic Plan, Board Work Plan, District Operational Plan and School Growth Plans for optimal resource allocation and student success over the next four years. The plan is to move the budget from a rollover budget to more needs based. Trustees provided thanks to the team for all of their ongoing hard work.

b. Enrolment Estimate

Secretary-Treasurer Morris presented projected enrollment for 2021-2022 indicating a 36.4 FTE decrease. Three year projected enrollment is due to the Minister by February 15, 2021.

**F. FACILITIES PLANNING**

**F.1 SJ Burnside Upgrade Project Report**

- a. December 7, 2020 Combined Education Policy and Directions Committee and Operations Policy and Planning Committee Meeting Question and answer follow up.

Trustee Leonard advised the Question & Answers from the SJ Burnside Upgrade Project Report will be posted on the website January 12, 2021 under January 11, 2021 Operations Policy and Planning Committee Meeting on the meeting calendar online.

**F.2 Operations Update: January 2021**

Director of Facilities Services Morris provided an overview of recent work and progress on major and minor capital projects, and the hiring of an Energy Manager, who will report on Climate and Energy Management in the Operations report monthly. Questions of clarification were asked. Trustees gave praise for all of the work completed and in progress by the facilities team.

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

**H. NEW BUSINESS**

**H.1 Website Report Menu and Sub-Menu - Trustee McNally**

Trustee Paynter presented the motion to improve public access to the reports brought to Committee and Board Meetings.

**Moved by** Trustee Paynter

That the Board of Education SD61 Greater Victoria direct the Superintendent to direct the Information Technology Department to set up submenus under the “Board of Education” menu, between “Provincial School Act” and “Trustee Elections”,

AND FURTHER

That the Superintendent develop a protocol by the end of February 2021 with staff that will ensure all public reports are placed in the appropriate file, following approval / receipt by the Board, the day after the meeting that approves / receives the report.

**Motion Defeated**

## **H.2 Climate Accountability Working Group - Trustee Duncan**

Superintendent Green spoke to Trustees and Stakeholders about the newly hired Energy Manager and how they will be undertaking Climate and Energy Management for the District. We need to prioritize our staff to deal with current initiatives and trust that the newly hired Climate and Energy Manager will do their job well. Trustee Duncan presented a motion for a Climate Accountability Working Group. Trustees debated about the need for a working group.

**Moved by**

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to establish a Climate Accountability Working Group comprised of representatives from our stakeholder groups, including: staff, students, parents and representatives from First Nations along with Trustees in order to identify potential actions to minimize School District greenhouse gas emissions, plans to continue to minimize those emissions and to meet our obligations under the Climate Accountability Act and CleanBC.

**Motion Defeated**

- a. Policy Sub-Committee Report
  - a. Draft Bylaw 9130.4, Audit Sub-Committee

**Moved by** Trustee Leonard

That the Board of Education of School District No. 61 (Greater Victoria) adopt Bylaw 9130.4, Audit Sub-Committee as presented.

**Motion Carried**

- b. Draft Policy 1330 - Community Use of Facilities

**Moved by** Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 1330 *Community Use of Facilities*.

**Amendment:**

**Moved by** Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) amend Policy 1330 to read "A secondary use, recognized and promoted by the Greater Victoria School District, is to meet community needs that are aligned with the Board's mission, vision and values, and **comply with relevant** policies and regulations. ~~and w~~ Whenever possible the District will attempt to accommodate and encourage community use of school facilities.

**Motion Carried Unanimously**

**Amendment:**

**Moved by** Trustee Paynter

"That the Board of Education of School District No. 61 (Greater Victoria) approve the revised *Policy 1330 Community Use of Facilities*." be postponed to a future date once legal review is complete.

**Motion Carried**

- c. Draft New Policy 1330.1 - Child Care Providers

**Moved by** Trustee Whiteaker

*"That the Board of Education of School District No. 61 (Greater Victoria) approve new Policy 1330.1 Child Care Providers; AND FURTHER*

*Direct the Superintendent to develop an Administrative Procedure." be referred back to the Policy Committee.*

**Motion Carried Unanimously**

d. Draft Bylaw 9330.1 Appeal Process

Superintendent Green reminded Trustees of the need to realign the Appeal Process with the Parent Complaint Process as per the ombudsperson recommendations. Superintendent Green suggested that this Bylaw come back to a future meeting so that Trustees can send input to Trustee Watters and Trustee Leonard.

**Moved by** Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised Policy 9330.1 *Appeal Process*.

**Amendment:**

**Moved by** Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) amend Policy 9330.1 to read "The Board of Education encourages **but does not require**, students, parents and guardians to pursue a resolution of any question or concern through the problem solving processes set up under Policy and Regulation 1155, *Complaint Process for a Resolution of Concerns*."

**Motion Defeated**

**Amendment:**

**Moved by** Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) amend Policy 9330.1 to read "The Board of Education encourages students, parents and guardians to



pursue a resolution of any ~~question~~ **complaint** or concern through the problem solving processes set up under Policy and Regulation 1155, *Complaint Process for a Resolution of Concerns.*"

**Motion Defeated**

**Amendment:**

**Moved by** Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) amend Policy 9330.1 to read "I f) any other decision that significantly impacts the present or future educational ~~program~~ **outcome** of the student. "

**Motion Defeated**

By consensus the committee referred E.1. e through i to the February 8, 2021 Operations Policy and Planning Committee Meeting.

- e. Draft Bylaw 9360, General Meeting of the Board
- f. Draft Bylaw 9140, Ad Hoc Committee of the Board
- g. New Policy 4116.13, Whistleblower Protection
- h. Draft Policy 8251, Trustees' Code of Conduct
- i. Abandonment of Policies

**I. NOTICE OF MOTION**

**Moved by** Trustee Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) hire an external auditor who will report directly to the Board and investigate the Burnside Education Center project to a) identify what occurred to allow this project to progress from a proposed \$2.6 million project to an overall cost of \$8.1 million; b) to identify when senior staff and Trustees should have been aware of the overspending and what occurred that they were not aware or did not act; and c) to make recommendations to the Board.

**J. GENERAL ANNOUNCEMENTS**

Associate Superintendent Roberts was directed by Trustee Leonard to read the questions submitted from the public. The first question will be brought forward to the February 8, 2021 Operations Policy and Planning Committee meeting. The second question will be posted on the website January 12, 2021 under January

11, 2021 Operations Policy and Planning Committee Meeting on the meeting calendar online.

**K. ADJOURNMENT**

The meeting adjourned at 10:39pm

**Moved by** Trustee Whiteaker

That the meeting adjourn.

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

**Motion Carried Unanimously**

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Chair

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Secretary-Treasurer