



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

**Monday, November 22, 2021 @ 7:30 p.m.**  
**Broadcasted via YouTube**  
**<https://bit.ly/3czx8bA>**

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**A. COMMENCEMENT OF MEETING**

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

**A.1. Acknowledgement of Traditional 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 November 22, 2021 agenda be approved.

**A.3. Trustee Elections**

- a. Election of Chair
- b. Election of Vice-Chair
- c. Election of British Columbia Public School Employers' Association Representative
- d. Election of British Columbia School Trustees' Association Provincial Councilor
- e. Motion to Destroy Election Ballots/Text Messages

Recommended Motion:  
That the election ballots/text messages be destroyed.

#### **A.4. Approval of the Minutes**

- a. Approval of the October 25, 2021 Regular Board Minutes

Recommended Motion:

That the October 25, 2021 Regular Board minutes be approved.

#### **A.5. Business Arising from the Minutes**

#### **A.6. Student Achievement**

#### **A.7. District Presentations**

#### **A.8. Community Presentations (5 minutes per presentation)**

- a. David Fleming, CUPE BC, Childcare in Schools
- b. Soren Henrich, Land Disposal
- c. Andrea Gleichauf, Land Disposal

### **B. CORRESPONDENCE**

**B.1. October 13, 2021, SD69 to Minister of Education, Funding for Electric buses**

**B.2. October 18, 2021, SD5 to Minister of Education, Safe Routes to Schools**

**B.3. October 18, 2021, SD5 to Minister of Education, Teacher Regulation Branch**

**B.4. October 18, 2021, SD5 to BCSTA, School Life Cycle Funding**

**B.5. October 22, 2021, SD23 to Premier, MOE, MOH, PHO, Vaccination Mandates**

**B.6. October 26, 2021, BCSTA to CERBC Team, Climate Education Reform in BC**

**B.7. November 4, 2021, CRD to SD61 Board Chair, Bowker Creek**

**B.8. November 17, 2021, Jonathan Faerber to SD61 Trustees, Budget 2021-2022**

**B.9. November 17, 2021, Greater Victoria Teachers' Association to SD61 Trustees, Provincial Funding Formula / Model**

### **C. TRUSTEE REPORTS**

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

- a. Chair's Report
- b. Annual Workplan: December 2021

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

- a. Trustee Duncan
- b. Trustee Paynter

**D. BOARD COMMITTEE REPORTS**

**D.1. Education Policy and Directions Committee**

- a. Draft minutes from the November 1, 2021 meeting - Information only

**D.2. Operations Policy and Planning Committee**

- a. Draft minutes from the November 8, 2021 meeting - Information only
- b. Recommended motion from the November 8, 2021 meeting:

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to create a rotating schedule of Trustees to be invited to participate in Chair/Superintendent meetings for the duration of this Board's term.

**D.3. Audit Committee**

- a. Audit Committee Report – November 8, 2021 Meeting

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) accept the September 30, 2021 Quarterly Financial Report as presented to the Audit Committee.

**E. DISTRICT LEADERSHIP TEAM REPORTS**

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

- a. Monthly Report

Recommended Motion:

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

- b. Trustee Questions

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

a. Monthly Report

Recommended Motion:

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

b. Capital Plan Bylaw No. 2021/22-CPSD61-03

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve Capital Plan Bylaw No. 2021/22-CPSD61-03.

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 2021/22 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 October 22, 2021, is hereby adopted.

2. This Capital Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Bylaw No.2021/22-CPSD61-03.

Read a first time this 22 day of November, 2021.

Read a second time this 22 day of November, 2021.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of School District No. 61 (Greater Victoria) CAPITAL BYLAW NO. 2021/22-CPSD61- 03 at the November 22, 2021 Board Meeting. (must pass unanimously)

**Recommended Motion:**

Read a third time this day of November, 2021, and finally passed and adopted the day of November, 2021.

- c. Cedar Hill Middle School: Net Zero Business Case
- d. Budget Advisory Committee DRAFT November 15, 2021 Minutes
- e. Budget Advisory Committee Terms of Reference
- f. Bylaw 9130, Standing Committees

**Recommended Motion:**

That revised Bylaw 9130, Standing Committees be:  
Read a third time, passed and adopted, the 22<sup>nd</sup> day of November, 2021.

- g. Bylaw 9130.1, The Education Policy and Directions Committee

**Recommended Motion:**

That revised Bylaw 9130.1, The Education Policy and Directions Committee be:  
Read a third time, passed and adopted, the 22<sup>nd</sup> day of November, 2021.

- h. Bylaw 9130.2, The Operations Policy and Planning Committee

**Recommended Motion:**

That revised Bylaw 9130.2, The Operations Policy and Planning Committee be:  
Read a third time, passed and adopted, the 22<sup>nd</sup> day of November, 2021.

**F. QUESTION PERIOD (15 minutes total)**

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

- G.1.** Record of In-Camera Board of Education Meeting – October 25, 2021

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

**H.1. New Business**

a. Zoom Technology and Community Participation

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) continue using Zoom technology for all public meetings and committee and advisory meetings rather than reverting to in person meetings.

**H.2. Notice of Motions**

**I. ADJOURNMENT**

Recommended Motion:

That the meeting be adjourned.



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

**MINUTES**

**October 25, 2021, 7:30 p.m.**

Trustees Present: Ann Whiteaker, Board Chair, Nicole Duncan, Tom Ferris, Angie Hentze , Elaine Leonard, Ryan Painter, Jordan Watters

Trustee Regrets: Rob Paynter, Vice-Chair, Diane McNally

Administration: Deb Whitten, Interim Superintendent of Schools, Kim Morris, Secretary-Treasurer, Colin Roberts, Interim Deputy Superintendent, Harold Caldwell, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Andy Canty, Director, Information Technology for Learning, Lisa McPhail, Communications and Community Engagement Manager , Vicki Hanley, Recorder

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**A. COMMENCEMENT OF MEETING**

The meeting was called to order at 7:33 p.m.

**A.1. Acknowledgement of Traditional Territories**

Chair Whiteaker 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 Watters

**Seconded by** Trustee Leonard

That the October 25, 2021 agenda be approved with the following addition:

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

- f. Revised Bylaw 9130.1 *The Education Policy and Directions Committee* and Revised Bylaw 9130.2 *The Operations Policy and Planning Committee* – three readings

For: Trustees Ferris, Hentze, Leonard, Painter, Watters

Against: Trustees Duncan and Whiteaker

**Motion Carried (5 to 2)**

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

That the October 25, 2021 agenda be approved, as amended.

**Motion Carried Unanimously**

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

- a. Approval of the September 27, 2021 Regular Board Minutes

**Moved by** Trustee Ferris

**Seconded by** Trustee Painter

That the September 27, 2021 Regular Board minutes be approved.

**Motion Carried Unanimously**

- b. Approval of the October 5, 2021 Special Board Minutes

**Moved by** Trustee Painter

**Seconded by** Trustee Ferris

That the October 5, 2021 Special Board Minutes be approved.

**Motion Carried Unanimously**

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

Trustee Watters referred to H.1.a of the September 27, 2021 Board meeting minutes and thanked Trustee Hentze for reaching out to the governance consultants to clarify their suggestion for this motion and for verifying that this is what they had suggested.

Trustee Duncan referred to a community presenter from the September 27, 2021 Board meeting who spoke about the lunch hour learning pilot



project and requested an update. Interim Superintendent Whitten advised that report could be brought back to a future meeting.

Trustee Duncan sought clarification and an explanation relative to the August 9, 2021 Special Board meeting and the resignation of the Chair and Vice-Chair, Trustees Watters and Leonard. Chair Whiteaker stated that there was no plan to place this on an agenda but suggested that Trustee Watters could have the opportunity to speak at a future Board meeting.

**A.5. Student Achievement**

None

**A.6. District Presentations**

None

**A.7. Community Presentations**

None

**B. CORRESPONDENCE**

**B.1. September 15, 2021, SD72 to Minister of Education, Rural Subsidy Request**

**B.2. October 3, 2021, Mr. Harris to Board Chair, Cedar Hill School Replacement**

**B.3. October 5, 2021, Minister of Education to Board Chairs, 2021 Premier's Awards for Excellence in Education**

**C. TRUSTEE REPORTS**

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

- a. Chair Whiteaker provided a verbal report and advised that the Board has extended Interim Superintendent Whitten's contract to June 30, 2022 and that discussions for a recruitment process for this position would begin in the near future and reported out when available.

Chair Whiteaker further advised that discussions and research has begun, in conjunction with guidelines from the Ministry of Education, on a District vaccination mandate and that it is being considered an employer / employee issue.

Chair Whiteaker reported out that she attended the Ministry of Education Partner Liaison Meeting in Vancouver.

Chair Whiteaker recognized and acknowledged Trustees Ferris and Leonard on 25 years of service to the Greater Victoria School District as they were both elected to the Board of Education in October of 1996.

The following statement was read by Chair Whiteaker, *“On behalf of the Board, I am formally apologize for the circumstances which have led to Superintendent Shelley Green’s departure from the District. The Board deeply regrets that statements impugning Ms. Green’s competence and integrity have been made publically in social media posts, and in public and private meetings of the Board. These comments were unfair and were not reflective of the views of the Board. Ms. Green has performed her duties faithfully, and with integrity.”*

As an employer, our goal is to ensure that all Board employees are treated with dignity and respect. We regret that this has not been Ms. Green’s experience, and apologize for the impact this has had on her professionally and personally. I would like to thank Shelley Green for her significant contributions to the District, including its students, employees, and the school community as a whole.

Trustee Watters requested that Chair Whiteaker provide her report in writing so that it can be posted on the District website.

b. Annual Work Plan: November 2021

Chair Whiteaker presented the Board work plan for November 2021 and advised that elections for the Chair and Vice-Chair would be on the November 22, 2021 Board meeting agenda.

**C.2. Trustees' Reports**

None

**D. BOARD COMMITTEE REPORTS**

**D.1. Education Policy and Directions Committee**

- a. The draft minutes from the October 4, 2021 Education Policy and Directions Committee meeting were presented for information.

## **D.2. Operations Policy and Planning Committee**

- a. The draft minutes from the October 18, 2021 Operations Policy and Planning Committee meeting were presented for information.
- b. Recommended motion from the October 18, 2021 meeting:

- a. George Jay Elementary School: Renaming

That the Board of Education of School District No. 61 (Greater Victoria) rename George Jay Elementary School as per Policy and Regulation 1421 and any applicable legislation;

**AND FURTHER**

That the Board of Education of School District No. 61 (Greater Victoria) task the George Jay Naming Ad Hoc Committee to make a recommendation to the Board for the new name of the school.

**Motion Carried Unanimously**

- b. COVID-19 Vaccine Mandate Development

Trustees Ferris and Leonard recused themselves from the discussion and vote on the following matter as both stated that they were in a conflict of interest.

Chair Whiteaker stated that as this issue is an employer / employee matter and as such will be handled In-Camera with guidance from data collection, research and conversations with the appropriate individuals.

**Moved by** Trustee Painter

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) instruct the Interim Superintendent to begin the development and implementation of safety procedures on a COVID-19 vaccine mandate in the District, utilizing the proposed BCPSEA template*" be tabled indefinitely.

**Motion Carried Unanimously**

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

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

- a. Monthly Report

Interim Superintendent Whitten provided the report and highlighted an expression of gratitude to Kevin Blecic in Pathways and

Partnerships, the Indigenous Education Department and Communications and Community Engagement Manager, Lisa McPhail and Executive Assistant, Kelly Gorman.

**Moved by** Trustee Painter

**Seconded by** Trustee Ferris

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

**Motion Carried Unanimously**

b. Trustee Questions

Interim Superintendent Whitten responded to a question relative to school growth plans advising that school visits have begun and that she could report back at a future meeting.

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

a. Monthly Report

Secretary-Treasurer Morris provided the report and highlighted a few areas of interest. Trustees asked questions of clarification in relation to the Student Representative Council and the draft budget proposal process.

**Moved by** Trustee Painter

**Seconded by** Trustee Ferris

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

**Motion Carried Unanimously**

b. 2020-2021 Surplus Appropriation

Secretary-Treasurer Morris referred to a presentation she made at the September 27, 2021 Board meeting relative to the 2020-2021 surplus appropriation and reminded Trustees of the motion that was carried at the meeting. At the September 27, 2021 Board meeting trustees had questions about the increased enrolment and requested a more detailed understanding of this prior to passing the motion. Secretary-Treasurer Morris provided updated information on enrolment numbers since she last presented the information at the September Board meeting. Further, Secretary-Treasurer Morris

provided clarity with information from Director of Information Technology for Learning Canty, with respect to the District network infrastructure replacement plan and the cost of upgrading over the next five years. Secretary-Treasurer Morris responded to questions of clarification from Trustees.

c. SJ Burnside Alternative School Site Disposal Bylaw, 2021

Secretary-Treasurer Morris presented the Bylaw and Chair Whiteaker recused herself from the discussion and vote as she declared herself in a conflict of interest.

**Moved by** Trustee Painter  
**Seconded by** Trustee Watters

WHEREAS section 65 (5) of the *School Act* provides that a board of education may exercise a power with respect to the acquisition or disposal of property owned or administered by the board only by bylaw;

AND WHEREAS pursuant to Section 96 (1) of the *School Act*, "land" includes any interest in land, including any right, title or estate in it of any tenure;

AND WHEREAS section 96 (3) of the *School Act* provides that a board of education may dispose of land or improvements, or both, subject to the orders of the British Columbia Minister of Education (the "**Minister**");

AND WHEREAS section 3 of the Disposal of Land or Improvements Order *M193/08* (the "**Order**") provides that boards must not dispose of land or improvements by sale and transfer in fee simple or by way of lease of 10 years or more unless such disposal is to another board or an independent school for educational purposes or is approved by the Minister in accordance with section 5 of the Order;

AND WHEREAS section 5 of the Order provides that the Minister may approve, with any terms and conditions, a disposition of land or improvements;

AND WHEREAS:

- (a) The property described in this Bylaw (the "**Property**") is registered in the name of The Corporation of the City of Victoria (the "**City**") but is being used and administered by The Board of Education of School District No.61 (Greater Victoria) (the "**Board**") for school purposes;
- (b) The Board is operating SJ Burnside Alternative School on a portion of the Property and has determined that the remainder of the Property, shown outlined in bold on

Schedule A attached to this Bylaw (the “**Quit Claim Area**”), is no longer required for school purposes;

- (c) The Board has agreed to release to the City all of its interest in the Quit Claim Area by way of a Quit Claim Deed in favour of the City (the “**Quit Claim Deed**”) in exchange for consideration to be provided to the Board as described in an agreement (the “**Framework Agreement**”) among the City, the Board, Pacifica Housing Advisory Association and British Columbia Housing Management Association, which will be fully executed as a precondition to the disposition of the Quit Claim Area as contemplated by this Bylaw;
- (d) The Property is legally described as:  
PID: 030-095-859 - Lot 1, Section 4, Victoria District, Plan EPP70074;
- (e) The Board has confirmed that the Quit Claim Area will not be required for future educational purposes; and
- (f) The Board is satisfied that the consideration to be provided to the Board under the Framework Agreement represents the fair market value of the Quit Claim Area;

NOW THEREFORE be it enacted as a Bylaw, that:

1. Subject to the approval of the Minister, the Board hereby authorizes the execution and delivery of the Quit Claim Deed in favour of the City on the terms and subject to the conditions in the Framework Agreement; and
2. Subject to the approval of the Minister, the Board hereby approves, ratifies and confirms the terms, covenants and conditions of the Framework Agreement and authorizes the Secretary-Treasurer of the Board, for and on behalf of the Board, to execute and deliver the Quit Claim Deed in the form provided as an attachment to the Framework Agreement, and all other documents required to complete the transactions contemplated in the Framework Agreement, with such amendments as the Secretary-Treasurer may consider reasonable and in the best interests of the Board.

This bylaw may be cited as "School District No. 61 (Greater Victoria) SJ Burnside Alternative School Site Disposal Bylaw, 2021".

Read the first time this 25 day of October, 2021

For: Trustees Ferris, Hentze, Leonard, Painter, Watters  
Against: Trustee Duncan

**Moved by** Trustee Painter  
**Seconded by** Trustee Watters

WHEREAS section 65 (5) of the *School Act* provides that a board of education may exercise a power with respect to the acquisition or disposal of property owned or administered by the board only by bylaw;

AND WHEREAS pursuant to Section 96 (1) of the *School Act*, "land" includes any interest in land, including any right, title or estate in it of any tenure;

AND WHEREAS section 96 (3) of the *School Act* provides that a board of education may dispose of land or improvements, or both, subject to the orders of the British Columbia Minister of Education (the "**Minister**");

AND WHEREAS section 3 of the Disposal of Land or Improvements Order M193/08 (the "**Order**") provides that boards must not dispose of land or improvements by sale and transfer in fee simple or by way of lease of 10 years or more unless such disposal is to another board or an independent school for educational purposes or is approved by the Minister in accordance with section 5 of the Order;

AND WHEREAS section 5 of the Order provides that the Minister may approve, with any terms and conditions, a disposition of land or improvements;

AND WHEREAS:

- (a) The property described in this Bylaw (the "**Property**") is registered in the name of The Corporation of the City of Victoria (the "**City**") but is being used and administered by The Board of Education of School District No.61 (Greater Victoria) (the "**Board**") for school purposes;
- (b) The Board is operating SJ Burnside Alternative School on a portion of the Property and has determined that the remainder of the Property, shown outlined in bold on Schedule A attached to this Bylaw (the "**Quit Claim Area**"), is no longer required for school purposes;
- (c) The Board has agreed to release to the City all of its interest in the Quit Claim Area by way of a Quit Claim Deed in favour of the City (the "**Quit Claim Deed**") in exchange for consideration to be provided to the Board as described in an agreement (the "**Framework Agreement**") among the City, the Board, Pacifica Housing Advisory Association and British Columbia Housing Management Association, which will be

fully executed as a precondition to the disposition of the Quit Claim Area as contemplated by this Bylaw;

- (d) The Property is legally described as:  
PID: 030-095-859 - Lot 1, Section 4, Victoria District, Plan EPP70074;
- (e) The Board has confirmed that the Quit Claim Area will not be required for future educational purposes; and
- (f) The Board is satisfied that the consideration to be provided to the Board under the Framework Agreement represents the fair market value of the Quit Claim Area;

NOW THEREFORE be it enacted as a Bylaw, that:

1. Subject to the approval of the Minister, the Board hereby authorizes the execution and delivery of the Quit Claim Deed in favour of the City on the terms and subject to the conditions in the Framework Agreement; and
2. Subject to the approval of the Minister, the Board hereby approves, ratifies and confirms the terms, covenants and conditions of the Framework Agreement and authorizes the Secretary-Treasurer of the Board, for and on behalf of the Board, to execute and deliver the Quit Claim Deed in the form provided as an attachment to the Framework Agreement, and all other documents required to complete the transactions contemplated in the Framework Agreement, with such amendments as the Secretary-Treasurer may consider reasonable and in the best interests of the Board.

This bylaw may be cited as "School District No. 61 (Greater Victoria) SJ Burnside Alternative School Site Disposal Bylaw, 2021".

Read the second time this 25 day of October, 2021

For: Trustees Ferris, Hentze, Leonard, Painter, Watters  
Against: Trustee Duncan

**Motion Carried (5 to 1)**

d. Agendas and Minutes Software Replacement

Secretary-Treasurer Morris provided information to Trustees relative to the replacement of the eScribe software program that was used for committee and board meeting agendas and minutes,



highlighting that timelines will need to be firm to meet agenda publishing deadlines.

**Moved by** Trustee Watters  
**Seconded by** Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) take a recess at 8:34 p.m. and reconvene in five minutes.

**Motion Carried Unanimously**

Chair Whiteaker reconvened the meeting at 8:39 p.m.

e. Draft 2022-2023 Budget Process

Secretary-Treasurer Morris presented the draft 2022-02023 budget process highlighting the timeline and budget committee for consideration. Stakeholders and Trustees discussed the committee structure and process and provided feedback. Secretary-Treasurer Morris answered questions of clarification.

**Moved by** Trustee Painter  
**Seconded by** Trustee Watters

That the Board of Education of School District No. 61 (Greater Victoria) approve the proposed Budget Committee Structure#2, of the 2022-2023 Budget Process, as presented.

**Motion Carried Unanimously**

**Moved by** Trustee Painter  
**Seconded by** Trustee Ferris

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2022-2023 Budget Process, as presented.

**Motion Carried Unanimously**

f. Revised Bylaws 9130.1, 9130.2, 9130

Trustee Duncan quoted Bylaw 9010 *Bylaws of the Board* and suggested that these revised Bylaws should be referred to the November Operations Policy and Planning Committee meeting.

**Moved by** Trustee Duncan  
**Seconded by** Chair Whiteaker

That proposed revised Bylaw 9130.1, Bylaw 9130.2 and Bylaw 9130 be referred to the November 8, 2021 Operations Policy and Planning Committee meeting.

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

**Motion Defeated (5 to 2)**

Chair Whiteaker returned to the main discussion of revised Bylaws 9130.1, 9130.2 and 9130.

Trustee Watters requested that all three motions be moved at the same time.

**Moved by** Trustee Watters  
**Seconded by** Trustee Leonard

That the Board of Education of School District No. 61 (Greater Victoria) amend Board Bylaw 9130.1 *The Education Policy and Directions Committee* by striking the text in item #1 and replacing it with "All trustees may participate as voting members of the committee."  
AND FURTHER;

That the Board of Education of School District No. 61 (Greater Victoria) amend Board Bylaw 9130.2 *The Operations Policy and Planning Committee* by striking the text in item #1 and replacing it with "All trustees may participate as voting members of the committee."  
AND FURTHER;

That the Board of Education of School District No. 61 (Greater Victoria) amend Board Bylaw 9130 *Standing Committees* by striking point #3 and amend the bylaw by replacing the text in point #4 with "*A quorum is five Trustees.*"  
AND FURTHER;

That these amendments will be temporary until the end of the Board's term in November 2022.

Read a first time the 25 day of October, 2021.  
Read a second time the 25 day of October, 2021.

Trustee Duncan suggested that the formal Board meeting move into a Committee of the Whole, in order to have a more fulsome discussion which would include Stakeholders.

**Moved by** Trustee Duncan  
**Seconded by** Chair Whiteaker

That the Board of Education of School District No. 61 (Greater Victoria) enter into a Committee of the Whole meeting at 9:20 p.m.

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

**Motion Carried (4 to 3)**

Discussion ensued amongst the Trustees and Stakeholders until 9:31 p.m., at which time Chair Whiteaker moved the meeting out of Committee of the Whole and reconvened the Board of Education meeting.

Chair Whiteaker opened debate on the motion as moved by Trustee Watters and seconded by Trustee Leonard prior to going into Committee of the Whole. Discussion ensued amongst the Trustees.

Chair Whiteaker called for the vote on the main motion as presented.

**Moved by** Trustee Painter  
**Seconded by** Trustee Ferris

That the Board of Education of School District No. 61 (Greater Victoria) give unanimous consent to give the first reading of the revisions to all three Bylaws in one motion.

**Motion Carried Unanimously**

That the Board of Education of School District No. 61 (Greater Victoria) amend Board Bylaw 9130.1 *The Education Policy and Directions Committee* by striking the text in item #1 and replacing it with "All trustees may participate as voting members of the committee."  
AND FURTHER;

That the Board of Education of School District No. 61 (Greater Victoria) amend Board Bylaw 9130.2 *The Operations Policy and Planning Committee* by striking the text in item #1 and replacing it with "All trustees may participate as voting members of the committee."  
AND FURTHER;

That the Board of Education of School District No. 61 (Greater Victoria) amend Board Bylaw 9130 *Standing Committees* by striking point #3 and amend the bylaw by replacing the text in point #4 with "A quorum is five Trustees."

AND FURTHER;

That these amendments will be temporary until the end of the Board's term in November 2022.

Read a first time the 25 day of October, 2021.

For: Trustees Ferris, Hentze, Leonard, Painter, Watters

Against: Trustees Duncan, Whiteaker

**Motion Carried (5 to 2)**

**Moved by** Trustee Painter

**Seconded by** Trustee Ferris

That the Board of Education of School District No. 61 (Greater Victoria) give unanimous consent to give the second reading of the revisions to all three Bylaws in one motion.

**Motion Carried Unanimously**

**Moved by** Trustee Watters

**Seconded by** Trustee Leonard

That the Board of Education of School District No. 61 (Greater Victoria) amend Board Bylaw 9130.1 *The Education Policy and Directions Committee* by striking the text in item #1 and replacing it with "All trustees may participate as voting members of the committee."

AND FURTHER;

That the Board of Education of School District No. 61 (Greater Victoria) amend Board Bylaw 9130.2 *The Operations Policy and Planning Committee* by striking the text in item #1 and replacing it with "All trustees may participate as voting members of the committee."

AND FURTHER;

That the Board of Education of School District No. 61 (Greater Victoria) amend Board Bylaw 9130 *Standing Committees* by striking point #3 and amend the bylaw by replacing the text in point #4 with "A quorum is five Trustees."

AND FURTHER;

That these amendments will be temporary until the end of the Board's term in November 2022.

Read a second time the 25 day of October, 2021.

For: Trustees Ferris, Hentze, Leonard, Painter, Watters

Against: Trustees Duncan, Whiteaker

**Motion Carried**

**Moved by** Trustee Painter

**Seconded by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) take a recess break at 9:43 p.m.

**Motion Carried Unanimously**

Chair Whiteaker reconvened the meeting at 9:45 p.m.

**Moved by** Trustee Watters

**Seconded by** Trustee Leonard

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings to revised Bylaws 9130, *Standing Committees*, 9130.1, *The Education Policy and Directions Committee* and 9130.2, *The Operations Policy and Planning Committee* at the meeting of October 25, 2021.

Motion must be Carried Unanimously to proceed.

For: Trustees Ferris, Hentze, Leonard, Painter, Watters

Against: Trustees Duncan, Whiteaker

**Motion Defeated (5 to 2)**

**Moved by** Trustees Watters

**Seconded by** Trustee Painter

That the Board of Education of School District No. 61 (Greater Victoria) direct the Interim Superintendent to bring forward the September 27, 2021 motion regarding Standing Committees during the orientation of the board elected October 15, 2022.

For: Trustees Ferris, Hentze, Leonard, Painter, Watters, Whiteaker

Against: Trustee Duncan

**Motion Carried (6 to 1)**

## **F. QUESTION PERIOD**

- Q: Please explain why the SD61 Board of Education is explicitly violating universal principles of biomedical ethics, human dignity as related to informed consent and experimental medical procedures, and patient autonomy to make decisions over bodily integrity as opposed to top-down, technocratic models of health? Please explain why natural immunity is not considered a viable exemption to vaccination? Please clarify why rapid antigen tests for COVID-19 are not being considered as an option if health

and safety in the workplace is the main objective? Please explain why the SD61 Board of Education is mandating vaccinations without liability yet insists that employees take responsibility for assessing the benefits/risks of COVID-19 biological products?

A: Currently there is no vaccination mandate within the school district and at this time the District is entering into a data collection phase and at the same time allowing employees to voluntarily advise of their vaccination status. The public health office would be best suited to answer the questions relative to natural immunity.

Q: While recognizing the knowledge that both vaccinated and unvaccinated individuals can get and spread Covid 19, and that those unvaccinated recovered from Covid have acquired natural immunity comparable to those vaccinated (with similar length of efficacy), and that current Victoria vaccination rates are extremely high, what provisions will you be making for those choosing not to or who are unable to take the covid vaccine, so that they may continue to provide valuable service to our district?

A: At this time the District is not mandating vaccinations but instead are gathering information and data and will consider all viewpoints of employees and work with all partner groups to address concerns and questions, prior to making any decisions.

Q: I am confused by the rationale for the motions to vary committee bylaws under H1 in tonight's agenda. The rationale from Trustees Watters and Hentze tonight appears to state that "eroded working conditions of school district staff" and damaged "public confidence in public education" can be addressed by increasing trustee attendance at agenda setting meetings and committees. Did consultants Teresa Rezansoff and Mike McKay speak to teacher and parent representatives before making their recommendations to the board, and have teachers and the public had an opportunity to review and respond to whether these recommendations (as interpreted by the board) will in fact improve their working conditions as well as their trust in public education?

A: No, teachers and the public were not included in the conversation before the consultants made their recommendations to the board.

Q: I was puzzled by the apology that was issued from the board to Superintendent Green. Can you provide more details as to exactly what the board is apologizing for?

A: The Board and Ms. Green have mutually agreed that her employment as Superintendent and CEO of School District No. 61 will end effective October 12, 2021. The Board acknowledges Ms. Green has brought significant experience and expertise to the Superintendent's role and has devoted extensive efforts these past three years to improve the culture of the district. The focus she has placed on improving educational outcomes

for students, especially her leadership in the strategic plan, will continue to provide positive directions for the district. We thank Ms. Green for her tireless efforts and contributions to School District No. 61.

Q: In 2020, the Greater Victoria School District spent at least \$102 thousand dollars on special consultants in a year of low enrolment while eliminating \$80 thousand of funding from school music programs and \$112 thousand from support programs for gifted children. With enrolment exceeding the projections from the district, will the board direct the district to reinstate at least some music and gifted funding or otherwise amend the conservative budget passed this spring?

A: The Board will continue to look at the budget and music is definitely one of the topics that the Board considers. The budget has been set for this school year and will not be altered. As for the budget for 2022-2023 a budget committee is in the midst of being formed and all budget items will be discussed and debated at that committee level prior to being brought to the public and then the board debating and passing the 2022-2023 budget in April of next year.

Q: I noticed that there will be "Talking Tables with Rights and Stakeholders" as well as a "Student Symposium or Other Student Led Forum" in the 22/23 Budget Process/Timeline. Who determines who gets to participate in the "Talking Tables"? Concerning the Student Symposium, how are students chosen and who chooses the students participating in this event?

A: Yes, information will be sent to each of the Stakeholder representatives along with an invitation for participation and feedback for the table tables discussion. Each of the Stakeholders will have the opportunity to put forward names of individuals that wish to participate. For the Student Symposium/Forum, once it has been determined which grades will be chosen to participate, the principals at those schools will be contacted to provide names of six to ten student representatives with a diverse voice and who wish to participate.

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

**G.1. Record of In-Camera Board of Education Meeting – September 27, 2021**

**G.2. Record of Special In-Camera Board of Education Meeting – October 18, 2021**

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

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

a. Standing Committee Agenda Setting – Trustee's Hentze and Watters

Trustee Watters requested that the motion be referred to the November 8, 2021 Operations Policy and Planning Committee meeting agenda.

**Moved by:** Trustee Watters

**Seconded by:** Trustee Painter

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to create a rotating schedule of trustees to be invited to participate in Chair/Superintendent meetings for the duration of this Board's term*" be referred to the November 8, 2021 Operations Policy and Planning Committee meeting.

**Motion Carried Unanimously**

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

None

## **I. ADJOURNMENT**

The meeting adjourned at 10:02 p.m.

**Moved by** Trustee Painter

**Seconded by** Trustee Duncan

That the meeting be adjourned.

**Motion Carried Unanimously**

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Chair

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Secretary-Treasurer





## SCHOOL DISTRICT No.69 (QUALICUM)

October 13, 2021

Honourable Jennifer Whiteside  
Minister of Education  
PO Box 9045, Stn Prov Govt  
Victoria, BC V8W 9E2

via email: [educ.minister@gov.bc.ca](mailto:educ.minister@gov.bc.ca)

Dear Minister Whiteside:

At its Regular Board Meeting held Tuesday, September 28, 2021, the Board of Education of School District 69 (Qualicum) approved the following motion:

***THAT the Board of Education of School District 69 (Qualicum) write a letter to the Ministry of Education to request that, going forward, the level of funding for bus replacement be set at the cost of the purchase price for electric buses.***

The Board understands that the Ministry sets the schedule of bus replacement based on age and mileage of the vehicle and that the funding standard is applied against the cost of a diesel or gas-driven vehicle. However, the decision to source an alternate energy vehicle resides with the local board resulting in the local board having to identify the additional funding.

The Board appreciates the grants that have been made available in the past to offset the additional costs for electric vehicles; however, there is no guarantee that the supplemental funding will continue in future. Given the province's Carbon Neutral Program and the benefits of electric over gas and diesel vehicles, the Board respectfully requests that the Minister set the level of funding for bus replacement to be consistent with the purchase price for electric buses.

Sincerely,

Eve Flynn, Board Chair

c: Adam Walker, MLA, Parksville/Qualicum  
Josie Osborne, MLA, Mid-Island/Pacific Rim  
Board of Education of SD69 (Qualicum)  
Ron Amos, Secretary Treasurer  
Chris Dempster, General Manager of Operations/Transportation  
BCSTA Boards of Education

File: 0530-01



# SCHOOL DISTRICT 5

## S O U T H E A S T K O O T E N A Y

October 18, 2021

Jennifer Whiteside, Minister of Education  
Room 124 Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Whiteside,

RE: Safe Routes to Schools

The School District 5 (SD5), Southeast Kootenay Media/Communications Standing Committee was recently reviewing past motion/action items of the Board of Education and noticed that the following motion, requiring action from this Committee had not been sent.

At the June 15<sup>th</sup> Public Board meeting, the Board carried the following motion:

*That the Board write a letter to Minister Whiteside in support of the February 3, 2021, BCSTA letter to Ministers Fleming and Whiteside regarding safe routes to Schools.*

Despite the tardiness of this letter, our Board feels it is still important to indicate our support for the BCSTA letter of February 3<sup>rd</sup>, 2021, "*Safe Routes to Schools as part of the Provincial Active Transportation Strategy*", in advocating for the safety of our students.

Our Board fully supports the BCSTA's advocacy re: the importance of prioritizing safe, active transportation to and from public schools and providing options for students.

However, our school district still struggles with the **basic, safe transportation of our students** to and from school each day.

Our District is made up of both urban and rural communities. Many rural students in our District will spend hundreds of hours traveling our highways in both dry and inclement weather during their school careers.

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• Chris Johns • Kathryn Kitt • Doug McPhee • Wendy Turner • Patricia Whalen

As such, our District **continues to advocate to the Ministry of Transportation and Infrastructure** (MoTI) for adequate signage, safe highway speed limits and meaningful penalties for drivers exceeding posted speed limits.

Our Board believes strongly that collaboration between the Ministry of Education (MoE) and Ministry of Transportation and Infrastructure (MoTI), as advocated by the BCSTA is important.

No less important is the need for collaboration between the MoTI and individual Boards of Education. This is paramount to ensuring the safety of rural students across the province.

Sincerely,



Frank Lento, Board Chair

Cc\*: John Horgan, Premier, BC New Democratic Party  
Shirley Bond, Interim Leader, BC Liberal Party  
Sonia Furstenau, Leader, BC Green Party  
Tom Shypitka, MLA Kootenay East BC  
Jackie Tegart, Education Critic BC Liberal Party  
Stephanie Higginson, President, BCSTA  
BCSTA for distribution to member Boards of Education  
Teri Mooring, President BC Teachers' Federation  
Andrea Sinclair, President, BCCPAC  
Shelley Balfour & Chris Kielpinski, CFTA Co-Chairs  
Patti Pocha, CUPE President  
Tara McKee, DPAC Chair  
Aaron Thorn, President, SD5 Administrators' Association  
107.5 Today FM Radio  
Drive 102.9/B104 Radio  
Cranbrook Daily Townsman  
Elk Valley Herald  
e-know Online News  
Fernie Free Press

\*This correspondence is public and transparent. Please feel free to share and/or respond with comment.

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• Chris Johns • Kathryn Kitt • Doug McPhee • Wendy Turner • Patricia Whalen



# SCHOOL DISTRICT 5

## S O U T H E A S T K O O T E N A Y

October 18, 2021

Jennifer Whiteside, Minister of Education  
Room 124 Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Whiteside,

RE: Timelier Response Needed from the Teacher Regulation Branch (TRB)

The School District 5 (SD5), Southeast Kootenay Media/Communications Standing Committee was recently reviewing past motion/action items of the Board of Education and noticed that the following motion, requiring action from this Committee had not been sent.

At the June 15<sup>th</sup> Public Board meeting, the Board carried the following motion:

*That the Board write a letter to Minister Whiteside in support of BCSTA's letter of February 10, 2021, asking for a timelier response from the Teacher Regulation Branch (TRB).*

Despite the tardiness of this letter, our Board feels it is still important to address the need for a timelier response from the TRB.

Our district is both urban and rural and is located close to the Alberta border. Our area employs many professionals from Alberta. However, due to TRB delays, our "geographic advantage" does not translate into the advantage it could be.

These delays not only affect out-of-province candidates; many recent BC university graduates and professionals (ie: psychologists, red-seal tradespersons etc.) also experience delays when applying for certification or Letters of Permission (LOPs). These

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delays not only affect the programs and services we offer our students, but also creates an unnecessary workload on our already overextended district.

We have a high need for qualified teaching staff, especially in our Elk Valley communities yet when we find a candidate willing to work in one of these communities, the TRB delays introduce challenges to an already challenging process.

Can you please provide us with a timely response outlining what the Ministry of Education (MoE) plans to do to address this issue?

Sincerely,



Frank Lento, Board Chair

Cc\*: John Horgan, Premier, BC New Democratic Party  
Shirley Bond, Interim Leader, BC Liberal Party  
Sonia Furstenau, Leader, BC Green Party  
Tom Shypitka, MLA Kootenay East BC  
Jackie Tegart, Education Critic BC Liberal Party  
Stephanie Higginson, President, BCSTA  
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Shelley Balfour & Chris Kielpinski, CFTA Co-Chairs  
Patti Pocha, CUPE President  
Tara McKee, DPAC Chair  
Aaron Thorn, President, SD5 Administrators' Association  
107.5 Today FM Radio  
Drive 102.9/B104 Radio  
Cranbrook Daily Townsman  
Elk Valley Herald  
e-know Online News  
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\*This correspondence is public and transparent. Please feel free to share and/or respond with comment.

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• Chris Johns • Kathryn Kitt • Doug McPhee • Wendy Turner • Patricia Whalen



# SCHOOL DISTRICT 5

## S O U T H E A S T K O O T E N A Y

October 18, 2021

Stephanie Higginson, President  
British Columbia School Trustees Association  
4th floor - 1580 West Broadway  
Vancouver BC V6J 5K9

Dear Ms. Higginson,

RE: Support for Increased School Life Cycle Funding

The School District 5 (SD5), Southeast Kootenay Media/Communications Standing Committee was recently reviewing past motion/action items of the Board of Education and noticed that the following motion, requiring action from this Committee had not been sent.

At the May 11th Public Board meeting, the Board carried the following motion:

*That the Board send a letter to BCSTA in support of their recommendations to the BC Government for increased school life cycle funding.*

Despite the tardiness of this letter, our Board feels it is still important to indicate our support for the BCSTA letter of March 31st, 2021, "School Life Funding".

Our Board supports the work of the BCSTA Capital Working Group report, "*The Case for Increased School Life Cycle Funding*" and appreciate the report's focus on the **province-wide** need to address the steadily increasing levels of deferred maintenance of school district capital assets.

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• Chris Johns • Kathryn Kitt • Doug McPhee • Wendy Turner • Patricia Whalen

Our Board heartily agrees that regular maintenance for facilities is critical to providing safe, efficient learning environments for our students and that this can be best achieved with **adequate** annual funding.

Sincerely,



Frank Lento, Board Chair

Cc\*: John Horgan, Premier, BC New Democratic Party  
Shirley Bond, Interim Leader, BC Liberal Party  
Sonia Furstenu, Leader, BC Green Party  
Tom Shypitka, MLA Kootenay East BC  
Jackie Tegart, Education Critic BC Liberal Party  
Stephanie Higginson, President, BCSTA  
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Shelley Balfour & Chris Kielpinski, CFTA Co-Chairs  
Patti Pocha, CUPE President  
Tara McKee, DPAC Chair  
Aaron Thorn, President, SD5 Administrators' Association  
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Cranbrook Daily Townsman  
Elk Valley Herald  
e-know Online News  
Fernie Free Press

\*This correspondence is public and transparent. Please feel free to share and/or respond with comment.

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• Chris Johns • Kathryn Kitt • Doug McPhee • Wendy Turner • Patricia Whalen



October 22, 2021

Via email: [Premier@gov.bc.ca](mailto:Premier@gov.bc.ca), [EDUC.Minister@gov.bc.ca](mailto:EDUC.Minister@gov.bc.ca), [HLTH.Minister@gov.bc.ca](mailto:HLTH.Minister@gov.bc.ca)

The Honourable John Horgan, MLA,  
Premier of British Columbia  
PO Box 9041 Stn Prov Govt.  
Victoria, BC V8W 9E1

The Honourable Jennifer Whiteside, MLA,  
Minister of Education  
PO Box 9045, Stn Prov Govt.  
Victoria, BC V8W 9E2

The Honourable Adrian Dix, MLA,  
Minister of Health  
PO Box 9050, Stn Prov Govt.  
Victoria, BC V8W 9E2

Dr. Bonnie Henry  
Provincial Health Officer  
PO Box 9648, Stn Prov Govt.  
1515 Blanshard St.  
Victoria, BC V8W 9P4

Dear Premier, Minister Whiteside, Minister Dix and Dr. Henry:

At the October 13, 2021 Public Board Meeting, the Central Okanagan Board of Education passed the following Motion:

*THAT: The Board write a letter to Premier Horgan, the Minister of Education, the Minister of Health, and the Provincial Health Officer regarding our expectation that any mandate for staff vaccines would have been a provincial decision in a provincial health order and that they would cover any costs.*

On behalf of the Central Okanagan Board of Education, I am writing to explain the Board's discussions around the issue of mandatory vaccinations for K-12 staff.

First of all, for the past 20 months our Board has been following all Provincial Health Orders regarding COVID 19. The Board was consistently told that we should not deviate from the Provincial Orders especially by implementing protocols which went beyond the orders. That is why we expected any vaccine mandates would come from the PHO, and not be left up to individual Boards of Education.

Since the Province's announcement regarding mandatory vaccines in the K – 12 sector, we have learned just how complicated this issue is, and understand that it is more than a health and safety issue and has now moved to a labour relations issue.

Considering all the issues before Boards of Education, we would respectfully state that if the Province was contemplating publically declaring that vaccine mandates are a Board decision, then the guidelines and



frameworks that are now beginning to come to Boards should have been ready for distribution and discussion before the public announcement.

As our Board discusses all the implications of moving forward, we are concerned that there may be costs involved. We believe that the Provincial Government should cover any extra costs incurred by Boards.

The past 20 months have been trying for everyone. We appreciate the work undertaken at the Provincial level, especially in the Ministries of Health and Education, and by the Provincial and local health authorities.

Yours sincerely,



Moyra Baxter, Chairperson  
Board of Education

pc: Central Okanagan Board of Education Trustees  
Kevin Kaardal, Superintendent of Schools/CEO  
Dr. Sue Pollock, Interim Chief Medical Health Officer – Interior Health Authority  
BCSTA for distribution to all Boards of Education

#### **Board of Education – Trustees**

Moyra Baxter  
Norah Bowman

Wayne Broughton  
Chantelle Desrosiers  
Julia Fraser

Amy Geistlinger  
Lee-Ann Tiede



British Columbia  
School Trustees  
Association

October 26, 2021

**Jasanveer & CERBC Team**  
Climate Education Reform BC  
info@cerbc.ca

Dear members of the Climate Education Reform BC team,

**RE: Climate Education Reform BC Needs Your Support**

Thank you for your email dated August 12, 2021, introducing yourselves and detailing the student-led advocacy you are undertaking. BCSTA's board of directors applauds your efforts and your Reform to Transform campaign.

At the October 22 board of directors meeting, the board discussed and reviewed your letter. The board agrees that this topic is of paramount importance. You have done an excellent job of articulating the six needs that you are advocating for with the Ministry of Education and the nature of the support you are seeking.

We are pleased to inform you that we will send your letter to all 60 school districts within B.C. for their consideration. Many of the initiatives indicated in your letter are at the district level and local boards of education are best able to support the requests that you have identified.

Again, congratulations on your work, advocacy and passion to address the current climate emergency.

Sincerely,

**Stephanie Higginson**  
*President*  
British Columbia School Trustees Association

CC: BCSTA member boards of education  
Suzanne Hoffman, chief executive officer, BCSTA



November 4, 2021

File: 5220-20  
Bowker Creek Initiative

Ms. Ann Whiteaker  
Board Chair  
Greater Victoria School District 61  
Via email: [awhiteaker@sd61.bc.ca](mailto:awhiteaker@sd61.bc.ca)

Dear Chair Whiteaker:

## **RE: BOWKER CREEK AND SCHOOL DISTRICT 61 PROPERTIES**

I am writing on behalf of the Bowker Creek Initiative (BCI) to share information about potential opportunities we have identified to collaborate at four Greater Victoria School District 61 (SD61) properties for the improvement of Bowker Creek and its watershed. This letter provides details about these opportunities and suggestions for next steps to move forward together.

The BCI is a collaboration of local governments, community groups, institutions and private citizens working together to improve the health of Bowker Creek and its watershed. The BCI is guided by the *Bowker Creek Blueprint* (the *Blueprint*), a 100-year action plan to restore the Bowker Creek watershed, published in 2011, and endorsed by SD61 in March 2018.

SD61 has been a valued contributor to several projects and studies carried out by the BCI, most notably the restoration of Bowker Creek adjacent to Oak Bay High (2015), and staff participation on the steering committee of the *Daylighting Feasibility Study* (2020), which details routing for stream daylighting and proposed stormwater management facilities within the Bowker Creek Watershed.

Four SD61 properties within the Bowker Creek watershed present important opportunities to collaborate for the improvement of Bowker Creek and its watershed:

### **1. Lansdowne Middle School South Campus (formerly Richmond Elementary)**

The sale of a portion of the Lansdowne South Campus to Victoria Hospice would provide an important opportunity to achieve some of the actions proposed in the *Blueprint*. This section of the creek has steep, eroded banks and has issues with invasive species. Currently, it is fenced off from the schoolyard due to safety concerns. Restoration of the creek, similar to what was achieved at Oak Bay High, could contribute to student learning and create an important community amenity, while improving the health of the creek. The *Blueprint* also recommends a creekside greenway through this property, which would provide an important neighbourhood linkage.

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Proudly supported by the CRD

Both the *Blueprint* and *Daylighting Feasibility Study* identified key opportunities at this site for stormwater management. As one of the largest undeveloped open areas in the Bowker Creek watershed, stormwater management at the site would help to alleviate downstream flooding, which will be increasingly important due to the impacts of climate change. The *Blueprint* and *Daylighting Feasibility Study* proposed shifting the creek channel along the southwest boundary of the property and developing the adjacent field as a dual-use dry pond. This dry pond would function as a normal playing field, except during infrequent storm events (25- and 100-year storms) when it would be flooded for less than 24 hours. While the proposed Victoria Hospice development would interfere with the original design, BCI hopes that creek restoration and some form of stormwater management could still be achieved at the site.

Please refer to the Appendix A for more details about opportunities at this location.

## **2. Lansdowne Middle School North Campus**

Although Bowker Creek does not run through the property, the *Daylighting Feasibility Study* identified the large fields at the Lansdowne Middle School North Campus site as very important for stormwater management in the Bowker Creek watershed. With the recent sale of a portion of this property to the Conseil scolaire francophone de la Colombie-Britannique (CSF), the BCI is hoping there are still opportunities for stormwater management at the site, on the remaining land at Lansdowne North, and potentially in partnership with the new property owner. An infrequently flooded dry pond, as proposed above for Lansdowne Middle School South Campus, would provide stormwater management with minimal impacts to playing field function.

Please refer to the Appendix B for more details about opportunities at this location.

## **3. Cedar Hill Middle School**

The *Daylighting Feasibility Study* assessed Cedar Hill Middle School as having “fair” potential for a stormwater management facility due to its moderate slope and close proximity to Bowker Creek. Cedar Hill Middle School’s upcoming redevelopment presents an opportunity to consider stormwater management opportunities, as well as to accommodate the proposed greenway along Cedar Hill Road that was identified within the *Blueprint*.

## **4. Campus View Elementary School**

The *Daylighting Feasibility Study* identified Campus View Elementary School as having “fair to good” potential for a stormwater management facility due to its large upstream sub-catchment and moderate slopes.

The benefits of collaboration at these four sites are substantial:

- On-site stormwater management at SD61 properties would reduce peak flows within the watershed, limit flooding and erosion, and help the region adapt to the impacts of climate change. Dry ponds manage stormwater, while having minimal impact on recreational use of the playing fields.
- Restoration of Bowker Creek at Lansdowne Middle School South Campus represents one of only a few opportunities to improve the quality of an open section of the creek, since more than half of the entire creek is currently culverted. Creek restoration enhances aquatic and riparian habitat, reduces erosion and flooding, and creates learning opportunities for the school and broader community.

- Support for the Bowker Creek greenway will help build neighbourhood connections and promote active transportation.

The BCI appreciates SD61's commitment to Bowker Creek through its endorsement of the *Blueprint* and past collaboration on projects and studies. We are very interested in continuing to work with you to improve the health of Bowker Creek at these four locations in the watershed.

Potential next steps for working together include:

- The BCI would like to invite representatives from SD61 and the Victoria Hospice to attend a guided tour of Bowker Creek, starting at the Oak Bay High restoration project and walking to Lansdowne Middle School South Campus, to showcase what is possible in terms of creek restoration and explore common goals.
- The BCI would welcome an SD61 representative on the BCI steering committee and would be happy to arrange a meeting to discuss this opportunity.

If you have any questions, please contact me at 250.360.3299 or [lmccrank@crd.bc.ca](mailto:lmccrank@crd.bc.ca).

Sincerely,



Lindsey McCrank, Coordinator  
Bowker Creek Initiative

LM:slw

cc: Glenn Harris, Senior Manager, Environmental Protection (CRD) (via email)  
Adriane Pollard, Manager of Environmental Services (District of Saanich) (via email)

## Appendix A: Lansdowne Middle School South Campus

(Excerpted from *Daylighting Feasibility Study*, ISL Engineering and Land Services, 2020)

The site is currently divided by Bowker Creek (open channel), which runs northwest to southeast. The creek is fenced off from the school for safety reasons. The triangular parcel southwest of the existing creek was suggested as a SWMF in the MDP but was considered too small to be effective in mitigating downstream flood risks (area is a 100 m x 100 m triangle). At the south boundary of the property, the creek enters a storm sewer at Spirit Garden, a City of Victoria owned property that has a high potential for daylighting and active transportation connectivity.

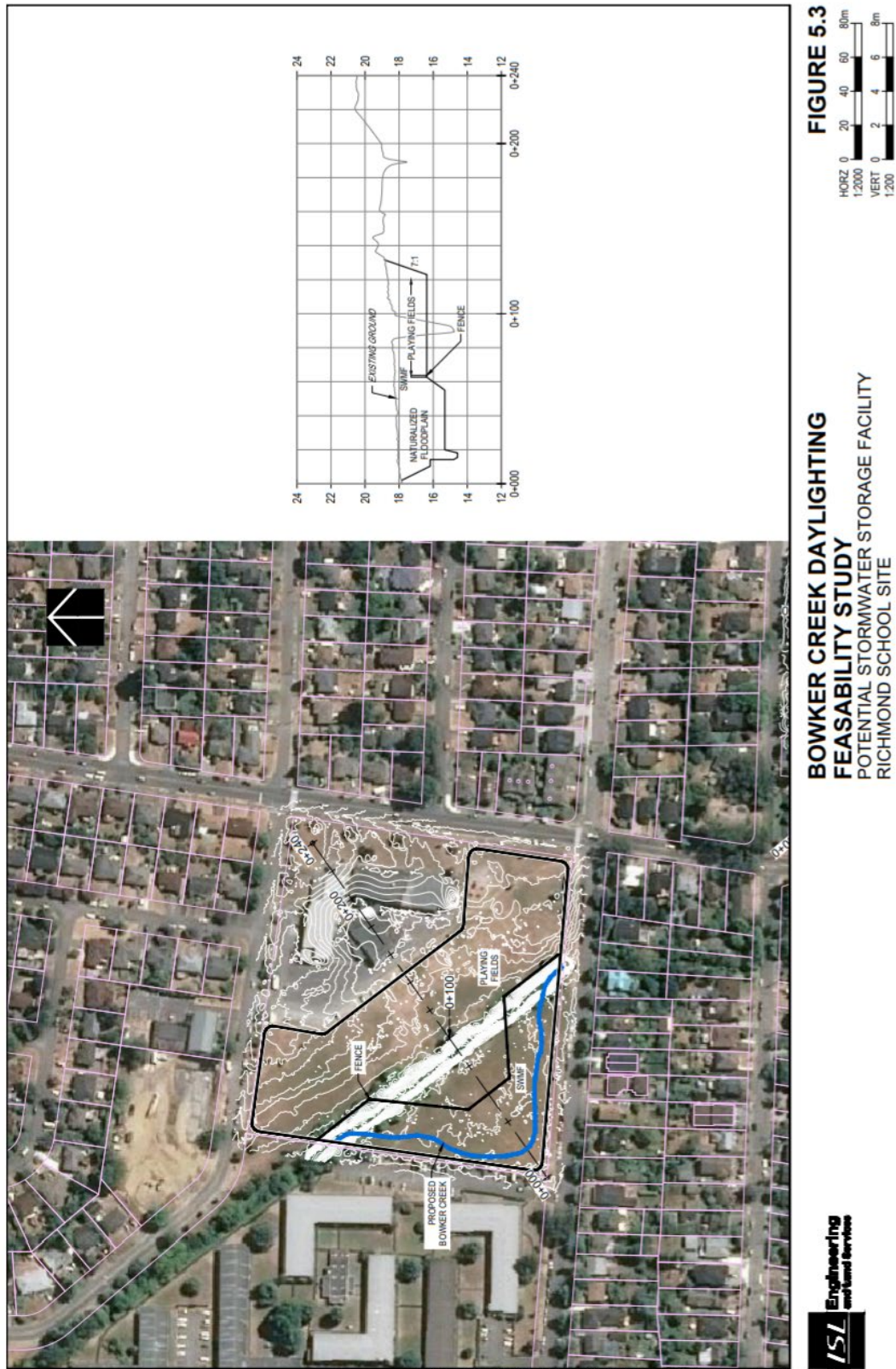
The southwest section of the site is generally flat, the northeast is approximately 1-2 m higher (includes school buildings) than the southwest part. Both the southwest and northeast sections each have a soccer field and baseball backstop. The two sections are connected by an existing pedestrian bridge.

A sanitary trunk sewer runs parallel to the creek (northwest to southeast direction) which will have to be considered in the design. The proposed concept for developing a SWMF within the existing school site is summarized below:

- The creek would be re-aligned to the southwest to increase the green space available for school playing fields.
- The creek would be naturalized with a slight meander, boulders, woody debris, and native plant species. Flow velocities would be reduced to limit erosion potential.
- The lower portion of the SWMF would be low lying along the creek and would be inundated during frequent storm events (~2 year). This area would be fenced from the school and naturalized with suitable riparian plants.
- The green space between the re-aligned creek and the school buildings would be developed as a dual-use dry pond; it would have a net increase in green space available for playing fields; the playing fields would flood during infrequent storm events (~25 year).
- The existing bridge crossing could be maintained via a new pedestrian bridge or open bottom culvert.
- A granular walking path and multi-use path (MUP) could be constructed alongside the creek; to maintain or improve active transportation connectivity between Townley Street and Newton Street.

The use of dual-use SWMF on school sites is new to greater Victoria and concerns were expressed during the project workshops about the impact of these facilities on the community's use of the playing fields. The depth and duration of flooding was simulated using the hydraulic model. The results of the analysis are shown in Figure 5.6. The playing fields are at an elevation of about 16.4 m, and thus would only be impacted during infrequent storm events (less than about once every two years). During infrequent storm events (25-year and 100-year), the field would be flooded for less than 24 hours.





Excerpted from the *Bowker Creek Daylighting Feasibility Study* (2020)



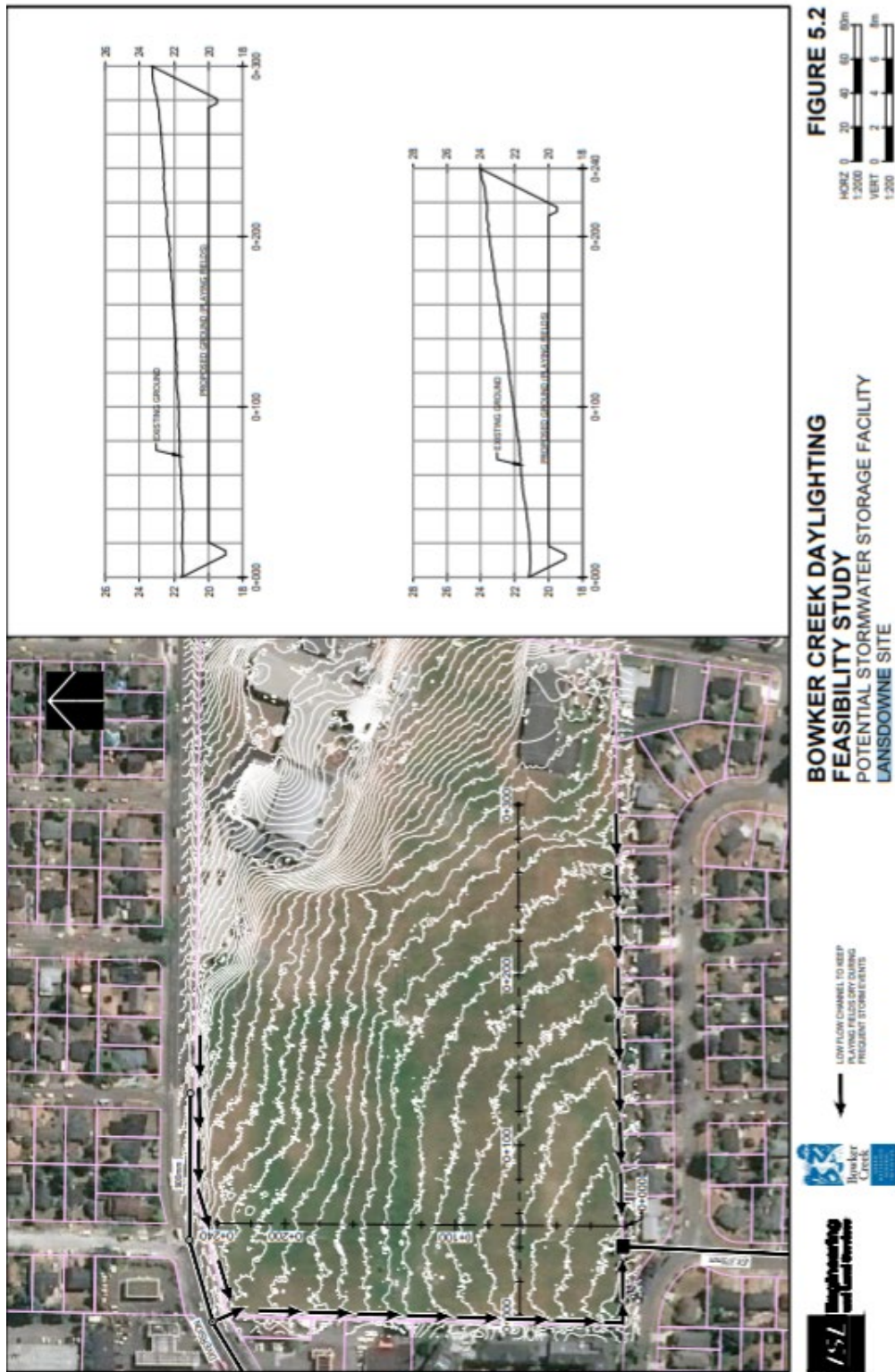
Excerpted from the report *Potential Stormwater Management Facilities on Bowker Creek* (ISL, 2020)



## Appendix B: Lansdowne Middle School North Campus

(Excerpted from the *Daylighting Feasibility Study*, ISL Engineering and Land Services, 2020)

The Lansdowne Middle School SWMF was modeled by diverting the 750 mm storm sewer on Lansdowne Road (about 100 m east of Shelbourne Street) to a SWMF constructed within the grass playing fields. The catchment area was split so that the lands east of Shelbourne Street and north of Lansdowne Road (about 2/3 of total catchment) was diverted to the storage, with the remainder of the catchment connecting to the Bowker Creek Trunk at Pearl Street and Scott Street. The total drainage area that can be diverted to this SWMF is estimated to be 66.6 ha. Existing Lansdowne Middle School Playing Fields stored stormwater would then discharge through the existing 375 mm storm sewer on Townley Street, connecting to Bowker Creek at Pearl Avenue. The SWMF was simulated as a dry pond with a pond bottom elevation of 20.0 m. The existing 250 m long, 375 mm diameter storm sewer on Townley Street provides hydraulic constraint and a separate control structure was not added.



Excerpted from the *Bowker Creek Daylighting Feasibility Study* (2020)

November 17, 2021

Board Chair Greater Victoria School District No. 61  
556 Boleskine Road  
Victoria, BC, V8Z 1E8

Dear Trustees,

I am writing this letter to remind the board of its obligation to carry forward and remedy the neglected work of the board's previous leadership; in particular, I am writing to inquire about the status of two requests from correspondence submitted by the Songhees and Esquimalt Nations on May 28<sup>th</sup>.

On May 28<sup>th</sup>, 2021, the Esquimalt and Songhees Nations addressed a letter former board chair Jordan Watters requesting that the school board schedule public meetings between June 1<sup>st</sup> to June 18<sup>th</sup> to allow for more meaningful budget discussions with the school community. Although the board did not honour this request at the time, I would like to know whether the previous leadership of the board made any progress on any of the other letter's requests before their resignation from their roles, including the two requests repeated below:

1. The SD 61 Board will issue a public apology to the communities at large for the Board's conduct exhibited at the March 1<sup>st</sup> and May 10<sup>th</sup> meetings, both of which permeated a pattern of colonial thinking – it is our [the Nations'] expectation that this apology will acknowledge indiscretions undertaken by specific individuals and be issued in the next week or two [as of May 28<sup>th</sup>, 2021]
2. Long term plans to build capacity and address issues of systemic racism within SD61 will continue to be discussed. Esquimalt and Songhees Nations would like to see a Special Advisor brought to perform a comprehensive assessment and steps towards meaningful, long-lasting change.

Since May 28<sup>th</sup>, the former board chair and vice chair have since resigned from their position without explanation or apology, and quite possibly without addressing fulfilling or even addressing these and other requests from the Nations. In the resulting chaos and confusion throughout the unplanned transition to new leadership in the time since, it also appears that the current board may not yet have had the opportunities afforded to the previous board to adequately or publicly address any of the additional requests set out by both Nations.

I therefore urge the board to fulfill the two requests as stated above. In particular, specific individuals such as the former chair of the board and chair of the May 10<sup>th</sup> Operations Policy and Planning Committee meeting continue to owe the public an apology for their conduct and indiscretions referred to in the first request. Additionally, after the expression of harmful and racist rhetoric under the former leadership of the board and its committees, the school community, the current board, and the Songhees and Esquimalt deserve nothing less than the

comprehensive assessment requested above as well as a report on the events leading up to and including the resignation of the former chair and vice chair from their positions on the board.

I also call on the former chair and vice chair of the board to begin this work by formally updating the public on any actions they have taken since May to address the many requests of both the Songhees and Esquimalt Nations outlined in their May 2021 letters. In particular, this update should make the events leading up to and justifying their decision to resign their positions as chair and vice chair clear to other members of the board as well as to members of the public. Finally, in the case that these decision were due to shortcomings in their leadership, I also request that former chair and vice chair provide recommendations in both written and verbal form for the current board leadership to consider for their upcoming budget process.

If the board is to move forward together, they must examine themselves and learn the hard lessons incurred by the previous leadership of the board. Without adequately and publicly naming and acknowledging the board's failures in the past, the board cannot and will not understand and address the harms they have already caused, and they risk repeating the failures of others before them.

With respect,

Jonathan Faerber



## Greater Victoria Teachers' Association

#5 – 515 Dupplin Road Victoria BC V8Z 1C2  
t. 250.595.0181 info@gvta.net gvta.net

Via email

November 17, 2021

Trustees  
Greater Victoria School District No. 61  
556 Boleskine Road  
Victoria BC V8Z 1E8

Dear Trustees,

### **RE: Provincial Funding Formula / Model**

We are writing to you today to ask for your support and advocacy with the Ministry to preserve the exceptional high school programs that are threatened by the Ministry's plan to switch from per-block funding back to per-pupil funding.

In the 1990s, the Ministry funded school districts in a very different way than today. At the high school level, students were funded “per-student” which meant that schools were given money to provide educational opportunities based on the number of students that were attending the school. In the early 2000s, to address concerns that the government was spending too much on education as it was funding schools for students who might be registered in less than a full 8 courses, the Ministry changed the funding formula / model to a “per-block” funding model where schools were funded for the individual blocks in which students were enrolled.

This decision had a devastating impact on students, especially those that received extra, non-enrolling classes that supported their learning during the school day. However, as any system does, the system adjusted and charted a new course. When the Ministry changed to per-block funding educators reacted by merging the supports that were taken away from students into enrolling courses like Learning Strategies. Learning Strategies courses generate funding because they are enrolling courses for which students receive credit. In those classes, students are now being supported as they were in the 1990s non-enrolling support classes. The supports that were stripped were largely replaced by these blocks and other creative ways to adapt to the new funding system.

An unintended consequence of the “per-block” funding was that it created many opportunities for students. Opportunities that had only been offered on an ad hoc basis as courses or as extra-curriculars in more affluent schools and communities. Many of the classes that we take pride in offering as schools and districts were developed in a reaction to the change in funding. These are the

classes that we as a community of educators, administrators, and trustees point towards when talking about an excellent Public Education system. Furthermore, many of these courses go to the heart of the more individually focused and personalized classes that are now being brought to the fore of the new curriculum. The ability to offer such a diverse number of courses is a consequence of per-block funding. In this district, leadership classes, musical theatre classes, music and choir classes, marching band classes, strength and conditioning classes, learning strategies classes, and a whole host of others all give all students the chance to explore many excellent learning opportunities that help create active, engaged, and well-rounded citizens.

The proposed funding model change by the Ministry would take away most, if not all, of the funding that allows for these courses to be offered. Switching back to the funding from the 1990s would cancel almost all the courses that are being offered ‘outside the timetable’. Schools rely on the flexibility of the ‘outside the timetable’ courses to be able to schedule full classes. A switch back to per-student funding will cause schools and districts to shrink their offerings to students when they should be increasing the breadth of courses that students can pursue to be in line with the revised curriculum.

So why is the Ministry making this switch now? A cynic might believe that the Ministry is doing it to be able to cut spending on Public Education without having it seen as directly doing so. But perhaps, this is what the Ministry thinks is best for the system moving forward. Regardless of which is correct, the negative impact on students and programs are clear. On average students in Greater Victoria High Schools (grades 10 to 12) are taking just over 9 classes. If the Ministry switches to per student funding based on the 8 class system, we will lose over 10% of the funding for high school programs. The result will be less opportunities, less variety in course offerings, and less support for students.

Our system, students, and staff are just beginning to emerge from one of the most difficult time periods due to the pandemic. This is not the time for the Ministry to create another, self-inflicted, large-scale change. “Per-Block” funding, while not perfect, has worked over the last 20 years to develop the program options and courses that we are currently offering. A change now will just flip the system into more turmoil at a time where more turmoil is the last thing we need.

We are calling on the Board to join the Greater Victoria Teachers’ Association in advocating to stop the new funding model from being implemented. The Board is already under enough financial pressure to balance the budget: a switch to ‘per-student’ funding at the high school level will only increase those pressures on the Board.

United advocacy from the GVTA, the Board, the BCTF, and the BCSTA would go a long way to convincing the Ministry that it should halt its plans for the proposed changes to the funding model. We encourage the Board to begin to get involved in this work both publicly and through its governance institutions.

If you require additional information from the GVTA, please reach out.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Winona Waldron', with a long, sweeping horizontal line extending to the right.

Mrs. Winona Waldron

President  
Greater Victoria Teachers' Association

cc: VCPAC  
GVTA Executive Committee

## **Board report November 22, 2021**

**Submitted by Ann Whiteaker**

### **Diversity and inclusion Fundamentals – November 1**

The Board was invited to participate alongside our leadership students in a dynamic presentation by Devika Pandey of the Canadian Centre for Diversity and Inclusion. The session was focused on: what is diversity and inclusion? Why is this important? What is the business, people and social imperative? This session will cover the building blocks of your D&I comprehension. If you get a chance to hear a presentation by Devika, I highly recommend it. Very powerful, informative and strong teachings in a safe and good way.

### **Public Information sessions**

November 3 - Lansdowne South/ Victoria Hospice Public information session

November 9 – Cedar Hill Public information session was held and currently a survey is under way

### **Rogers School Indigenous Community Education Series November 15**

I want to thank Jen Fahr (VP) and Kolette Cristante (kindergarten teacher) of Rogers Elementary school and Staff, Sgt. Darrell Underwood for inviting me to participate and witness the first of a series of four events (one for each season) created to encourage the community to learn more about indigenous culture together. I would also like to thank John Harris, District Elders & Indigenous Knowledge Facilitator for leading and sharing his teachings with us all.

It was an honor and a pleasure to share the morning with students, elders, and community as they learned about each other, worked together to cut out hides for the drums they will be making and using to learn songs gifted to the district and to share a meal of bannock and salmon prepared by the Songhees Wellness Center chefs.

### **Budget Committee Meeting November 16**

I am please to report that the Budget Committee has held its first meeting and will be chaired by Trustee Duncan. The meeting allowed committee members to become more acquainted with each other, discussed the values and guiding principles of how the group will work together and the terms of reference. Good discuss occurred and a shared common ground to work in the best interest of students was evident in all committee members.

### **Budget Talking Tables November 18**

The Board also participated in Budget talking tables with students where engaging discussion were had on a variety of funding topics. Information received through these discussion will support the work of the committee and the Board.



## **December**

December 2-4: BCSTA Trustee Academy

December 19, 2021 to January 3, 2022 – Winter Break

### **Strategic Direction and Context**

- Trustee Committee Assignments
- 2022-2023 Budget Update

### **System Planning and Performance Monitoring**

- FESL
- ISP – Update
- Monthly Financial Summary

### **Engagement with Stakeholders and Public Recognition Events**

- Attend December Social Events as Invited

### **Trustee Professional Development In-Service**

- Attend BCSTA Trustee Academy and BCPSEA Symposium



**The Board of Education of School District No. 61 (Greater Victoria)  
Education Policy and Directions Committee  
REGULAR MINUTES**

**Monday, November 1, 2021, 7:00 p.m.**

**Broadcasted via YouTube <https://bit.ly/3czx8bA>**

**Trustees Present:**                   **Education Policy and Directions Committee members:**  
Tom Ferris, Chair, Ryan Painter, Jordan Watters

**Operations Policy and Planning Committee members:**  
Angie Hentze, Rob Paynter

**Administration:**                   Deb Whitten, Interim Superintendent of Schools, Kim Morris,  
Secretary-Treasurer, Colin Roberts, Interim Deputy  
Superintendent, Harold Caldwell, Associate Superintendent, Andy  
Canty, Director, Information Technology for Learning, Kelly  
Gorman, Recorder

**Stakeholders:**                   Angela Carmichael, President, VCPAC, Connor McCoy,  
President, GVPVPA, Jane Massy, President, CUPE 947, Lena  
Palmero, Pro D Committee Chair, GVTA

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**A. COMMENCEMENT OF MEETING**

The meeting was called to order at 7:02 p.m.

**A.1. Acknowledgement of Traditional Territories**

Chair Ferris 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

That the November 1, 2021 agenda be approved.

**Motion Carried Unanimously**

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

**Moved by** Trustee Painter

That the October 4, 2021 Education Policy and Directions Committee meeting minutes be approved.

**Motion Carried Unanimously**

**A.4. Business arising from Minutes**

None

**B. PRESENTATIONS TO THE COMMITTEE**

None

**C. NEW BUSINESS**

**C.1. Introduction of Student Representatives**

- a. Tanesha Bhangu - Spectrum Community School welcomed by Colin Roberts.

**C.2. District Team Update /**

**C.3. Inclusion for Learning Strategy Update**

Pam Halverson, District Principal, Inclusive Learning, provided an overview of the new Referral App that school based teachers in the District are using as a way to streamline the referral process. District Principal, Halverson gave thanks to the Information Technology for learning team for their brilliant support during the process. Sean McCartney, District Principal, Inclusive Learning provided an update on the Inclusion for Learning strategy and thanked colleagues in Finance and Facilities. Examples given showcased the collaborative work currently taking place. Oaklands Elementary, Willows Elementary, Monterey Middle, and Lansdowne Middle schools are involved in a pilot program using competency-based Individual Education Plans. The District Team will come back and share updates throughout the year. Questions of clarification were asked. Trustees provided thanks for the presentation.

**D. NOTICE OF MOTION**

None

**E. GENERAL ANNOUNCEMENTS**

None

**F. ADJOURNMENT**

The meeting adjourned at 7:49 p.m.

**Moved by** Trustee Painter

That the meeting adjourn.

**Motion Carried Unanimously**

DRAFT



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

**Operations Policy and Planning Committee**

**REGULAR MINUTES**

Monday, November 8, 2021, 7:00 p.m.

Broadcasted via YouTube <https://bit.ly/3czx8bA>

Trustees Present: **Operations Policy and Planning Committee members:** Elaine Leonard (Chair), Angie Hentze, Nicole Duncan, Rob Paynter

Administration: Deb Whitten, Interim Superintendent of Schools, Kim Morris, Secretary-Treasurer, Colin Roberts, Interim Deputy Superintendent, Harold Caldwell, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Chuck Morris, Director of Facilities Services, Marni Vistisen-Harwood, Associate Director Facilities Services, Andy Canty, Director, Information Technology for Learning, Kelly Gorman, Recorder

Stakeholders: Angela Carmichael, President, VCPAC, Connor McCoy, President, GVPVPA, Chris Clarke, GVTA

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**A. COMMENCEMENT OF MEETING**

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

**A.1. Acknowledgement of Traditional Territories**

Chair Leonard 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 Duncan

That the November 8, 2021 agenda be approved.

**Motion Carried Unanimously**

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

**Moved By** Trustee Duncan

That the October 18, 2021 Operations Policy and Planning Committee meeting minutes be approved.

For (3): Trustee Leonard, Trustee Hentze, and Trustee Duncan  
Abstain (1): Trustee Paynter

**Motion Carried (3 to 0)**

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

None

**B. PRESENTATIONS TO THE COMMITTEE**

None

**C. SUPERINTENDENT'S REPORT**

**C.1.** Recognition of Student Representative - None

**D. PERSONNEL ITEMS**

None

**E. FINANCE AND LEGAL AFFAIRS**

**E.1. New Policy 4116.13, *Whistleblower Protection***

Secretary-Treasurer Morris presented draft new Policy 4116.13 *Whistleblower Protection*. Questions of clarification were asked.

Discussion ensued amongst Trustees with a recommendation being made to refer the motion to the December 6, 2021 Operations Policy and Planning meeting and that Trustees Duncan and Paynter draft the next version for consideration.

**Moved By** Trustee Leonard

That the motion *“That the Board of Education of School District No. 61 (Greater Victoria) approve Policy 4116.13 Whistleblower Protection, as presented.”* Be referred to the December 6, 2021 Operations Policy and Planning Committee Meeting.

**Motion Carried Unanimously**

**E.2. Shops Report**

Secretary-Treasurer Morris presented the report. Questions of clarification were asked.

**E.3. 2022-2023 Budget: Budget Advisory Committee Draft Terms of Reference**

Trustee Leonard presented the Terms of Reference and requested feedback from Stakeholders. The first 2022-2023 Budget Advisory Committee meeting will be Monday November 15, 2021.

**F. FACILITIES PLANNING**

**F.1. Operations Update: November 2021**

Director of Facilities Services Morris presented the report. Questions of clarification were asked.

**F.2. Victoria High School Seismic Project Update**

Associate Director of Facilities Vistisen-Harwood presented the update. Questions of clarification were asked.

**F.3. Information Technology for Learning Update**

Director, Information Technology for Learning Canty provided Trustees a presentation on Information Technology for Learning Update. Trustees thanked Mr.Canty and his team for the work.

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

None

**H. NEW BUSINESS**

**H.1. Standing Committee Agenda Setting – Trustee Hentze and Trustee Watters**

Trustee Hentze provided rationale for the motion. Questions of clarification were asked.

**Moved By** Trustee Hentze

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to create a rotating schedule of Trustees to be invited to participate in Chair/Superintendent meetings for the duration of this Board's term.

**Amendment:**

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to create a rotating schedule of Trustees to be invited to participate in Chair/Superintendent meetings for the duration of this Board's term **and that the Chair/Superintendent will ensure that a meeting agenda and minutes are made available for all Trustees.**

For (2): Trustee Paynter and Trustee Duncan

Against (2): Trustee Hentze and Trustee Leonard

**Motion Defeated**

**Moved By** Trustee Hentze

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to create a rotating schedule of Trustees to be invited to participate in Chair/Superintendent meetings for the duration of this Board's term.

**Motion Carried Unanimously**

**H.2. Shops Update - Trustee Duncan**

Trustee Duncan provided rationale for the motion. Questions of clarification were asked. Trustees debated the motion and a recommendation was made to withdraw the motion. Trustee Duncan withdrew the motion.

**I. NOTICE OF MOTION**

None.

**J. GENERAL ANNOUNCEMENTS**

None.

**K. ADJOURNMENT**



**Moved by** Trustee Hentze

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 9:17p.m.

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Chair

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Secretary-Treasurer

TO: Board of Education  
FROM: Angie Hentze and Jordan Watters  
RE: Standing Committees  
DATE: September 10, 2021

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### Background

In the Spring of 2021, independent consultants Mike McKay and Teresa Rezansoff were engaged to work with the Board and senior staff in an effort to improve Board dynamics, build governance capacity and create organizational alignment to support Greater Victoria School District's key work – to enhance student success and life chances. Consultants engaged with Trustees and staff, as well as observed many committee and Board meetings and drew upon their considerable experience in BC education to make recommendations to the Board.

### Rationale

The Board Chair, Vice Chair, Superintendent, Secretary Treasurer and the related Standing Committee Chairs meet before each Board meeting and Standing Committee meeting to set the board agenda. These agenda setting meetings are generally referred to as “Chair/Super Meetings.”

A key recommendation made to the Board by Ms. Rezansoff and Mr. McKay was for the chair to create a rotating schedule for trustees to attend these agenda setting meetings. This will increase transparency which will hopefully support increased trust between trustees.

Given the longstanding issues evident for this Board which have functioned to damage public confidence in public education and erode the working conditions of our staff, it behooves the Board to make every effort to improve our governance processes and work together in service of student success. By implementing this recommendation, the Board creates an opportunity to do things differently – and as we know, if we keep doing what we have done, we will keep getting what we are getting.

### Motion

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to create a rotating schedule of trustees to be invited to participate in Chair/Superintendent meetings for the duration of this Board's term.

*The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.*

One *Learning* Community

# Office of the Secretary-Treasurer

*Kim Morris – Secretary-Treasurer*

TO: Board of Education

FROM: Kim Morris, Secretary-Treasurer

DATE: November 22, 2021

RE: **Audit Committee Report – November 8, 2021 Meeting**

## **Background:**

The Audit Committee held a meeting on November 8, 2021. New business included discussions on the September 2021 Quarterly Financial Report and the 2020-2021 Labour Settlement Funding.

## **Recommendations:**

### **September 2021 Quarterly Financial Report**

Secretary-Treasurer Morris provided highlights of the quarterly financial report for the period ending September 30, 2021. Secretary-Treasurer Morris advised that the year-to-date results are slightly higher than the prior year and are in line with expectations for the first quarter given that the District is beginning to recover from the impact of the COVID-19 pandemic.

Trustees recommended that the Board accept the September 2021 Quarterly Financial Report through the Audit Committee Report.

That the Board of Education of School District No. 61 (Greater Victoria) accept the September 2021 Quarterly Financial Report as presented to the Audit Committee.
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### **2020-2021 Labour Settlement Funding**

Trustees discussed the statement made in May 2021 by Independent Advisor, Joan Axford, that the Labour Settlement Grant received from the Ministry of Education in 2020-2021 was short-funded. The following motion was carried.

That the Audit Committee request staff prepare an update to the May 2021 Independent Review of the Budget of School District No. 61 relative to whether or not the Ministry operating grant fully funded wage increases in the 2020-2021 fiscal year; and that the update be brought to a future Budget Advisory Committee meeting.
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*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: Audit Committee

FROM: Kim Morris, Secretary-Treasurer

DATE: November 8, 2021

RE: **September 30, 2021 Quarterly Financial Report**

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## Background

In addition to the financial reports being provided to the Board as part of the annual budget process, the audited financial statements, the monthly financial reports and monthly budget change reports, the quarterly financial reports are being prepared in order to assist the Board in the area of financial oversight. The format of the quarterly report is consistent with Schedule 2A “*Schedule of Operating Revenue By Source*” and Schedule 2B “*Schedule of Operating Expense by Object*” of the financial statements.

The quarterly financial report shows the annual operating budget and year-to-date actual revenue and expenditures as a percentage of the annual operating budget. The annual operating budget used in the quarterly financial report is the preliminary budget and does not include budget related to approved surplus carry-forwards from prior years, whereas actual expenditures may include expenditures related to prior year surpluses. It should be noted that the budget used in the monthly financial report and monthly budget change report includes budget related to approved surplus carry-forwards from prior years, as well as amendments to the current year budget.

The prior year information has been included for comparative purposes.

## Revenue

Ministry of Education Operating Grant as a percentage of the related budget is 11.35%, which is the same percentage as the prior year. Operating grant revenue is recognized as it is received.

Other Ministry of Education Grants as a percentage of the related budget is 3.48%. The amount of revenue recognized in each quarter is affected by the receipt of new grants, as well as the timing of grant payments. The budget and actual revenue in the prior year included the Teacher Labour Settlement that has been rolled into the operating grant in the current year.

Revenue from Other Provincial Ministries in the current year is related to the After School Sport and Arts Initiative (ASSAI) grants from the Ministry of Tourism, Arts, Culture and Sport (\$107K) and from the sale of surplus assets through public auction by the Province of BC Asset Investment Recovery Service (\$6K). The actual revenue related to the ASSAI grant was received in October in the prior year.

*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.*

Offshore Tuition Fees are fees received for the International Education (IE) Program. All Offshore Tuition Fees related to the current school year that were collected and deferred in the previous school year have been brought into revenue as of July 1, 2021. Offshore Tuition Fees as a percentage of the related budget are 103.93% compared to 107.07% in the prior year. This translates into tuition fees that have exceeded the current year budget by \$480K. The budget in the current year was increased by 43% over the prior year in anticipation of a partial recovery of international student registration.

Local Education Agreement (LEA) Tuition is revenue received from the Federal Government to support the LEA with the Songhees Nation. This revenue is based on actual enrolment and the equivalent amount is deducted from the Ministry of Education Operating Grant.

The Summer School program was not offered in 2021. Instead, individual courses were offered by Distributed Learning in The Link Summer Session. In the prior year, almost all of the Summer School Fees were recognized in June 2019 for the first session and the second session that was expected to start in July 2019 was cancelled.

Continuing Education Fees consist of registration and course fees for Continuing Education and The Link (Distributed Learning). Continuing Education Fees as a percentage of the related budget are 2.90% compared to 34.31% in the prior year. Continuing Education Fees are lower in the current year due to the 'near normal' return to the classroom in September 2021.

Rentals and Leases revenue as a percentage of the related budget is 29.85% compared to 14.73% in the prior year. Rentals and Leases revenue has increased \$264K from the prior year as a result of opening up school facilities to external rental clients.

Investment Income as a percentage of the related budget is 14.05% as compared to 13.75% in the prior year. Actual investment income is lower in the current year as a result of lower interest rates during the COVID-19 pandemic. Interest rates started at 1.45% in July 2020 and dropped to .95% as of July 2021. Interest rates had not changed from .95% by the end of September 2021.

Miscellaneous Revenue includes other grants, fees, commissions and rebates, and general donations. The amount and timing of this revenue varies each year. The budget in the current year was increased in anticipation of higher administrative fees in International Education and to include budgets for Industry Training Authority (ITA) grants and vendor rebates.

Total Operating Revenue is 16.71% of the related budget as compared to 14.78% in the prior year.

### **Expenditure by Object**

Teacher, Educational Assistants and Substitute Salaries to date are 9.47% of the combined related budgets as compared to 8.72% in the prior year. As the school year starts in September, it is expected that 1/10<sup>th</sup> (10%) of the salaries would be incurred to date as these positions are paid over 10 months. Prior year salaries were lower due to a delay in the allocation of Inclusive Learning funding that is used to hire Educational Assistants due to enrolment uncertainty that year.

Principals and Vice Principals, Support Staff and Other Professionals salaries are 22.75% of the combined related budgets as compared to 21.63% in the prior year. These positions are generally paid over 12 months; therefore, it is expected that salaries to date would approximate 25% of the Operating Budget.

Salary budgets and expenses for all employee groups would have also seen an increase in the current year due to bargained or approved wage increases and step increments.

Employee Benefits are at 13.53% of the related budget compared to 13.28% in the prior year. Employee benefits are slightly higher in the current year as they are tied to the higher salaries expenditure.

Total Salaries and Benefits are 12.86% of the related budget as compared to 12.11% in the prior year. Services are at 32.69% of the related budget as compared to 34.61% in the prior year. The budget and actual expenses in Services are higher in the current year as a result of increased marketing and recruitment activity in International Education. The budget is also higher due to the Next Generation Network (NGN) being moved from Utilities to Services and for other anticipated service-based expenses, such as software maintenance, legal fees, and service contracts.

Student Transportation as a percentage of the related budget is at 1.32% as compared to .27% in the prior year. Student Transportation expenses are \$11K higher in the current year due to the resumption of short-term summer camps in International Education.

Professional Development and Travel is at 11.49% of the related budget as compared to 24.75% in the prior year. Professional Development and Travel expenses remain low due to limited professional development opportunities and higher travel risks due to the COVID-19 pandemic. Prior year expenses were higher due to a \$100K payment to the GVTA from the Equity of Opportunity Supplement.

Rentals and Leases expenditures are at 25.00% of the related budget as compared to 31.60% in the prior year. The budget for Rentals and Leases was reduced slightly in the current year to reflect the expected cost of the operating leases on fleet vehicles for Facilities Services.

Dues and Fees are at 87.75% of the related budget as compared to 96.15% in the prior year. Actual expenses in the current year are the same as the expenses in the prior year.

Insurance is at 9.98% of the related budget as compared to 13.58% in the prior year. Insurance expense is \$9K lower in the current year due to a reduction in insurance rates for fleet vehicles in Facilities Services.

Supplies are at 19.08% of the related budget as compared to 18.30% in the prior year. Supplies expense in the current year is comparable to the prior year.

Utilities are at 9.90% of the related budget as compared to 7.91% in the prior year. The reduction in the current year budget is a result of moving the Next Generation Network (NGN) budget and related expenses out of Utilities and into Digital Services Recovery reported under Services. Both the current and prior year expense amounts reflect operations under COVID-19 which include increased air circulation in all schools. Utility costs in the first quarter of the year tend not to vary significantly due fair weather and low building occupancy during the summer months.

Capital Asset Purchases are expenditures from the operating fund that will be transferred to the capital fund. There are no capital asset purchases budgeted in the operating fund in the current year. However, there are capital asset purchases in the operating fund that will be funded by prior year appropriated surplus or transferred to Local Capital. Capital asset purchases in the current year include furniture, school signs, specialized equipment for schools, computer technology and multi-function devices for schools; network infrastructure; and equipment for Facilities Services.

Total Services and Supplies are 21.83% of the related budget as compared to 19.57% in the prior year.

Total Operating Expenditures are 13.67% of the related budget as compared to 12.78% in the prior year. The higher percentage expended in the current year as compared to the prior year may be a result of better understanding of underspent budgets from year to year resulting in improved spending patterns moving forward.

Overall, the year-to-date results are higher when compared to the prior year and reflect school district operations that are beginning to recover from the COVID-19 pandemic.

**SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)**  
**QUARTERLY FINANCIAL REPORT**  
**SEPTEMBER 30, 2021**  
**ACTUAL AS A PERCENTAGE OF THE OPERATING BUDGET**

	<b>2021/2022 Annual Operating Budget</b>	<b>Actual September 30, 2021</b>	<b>Percentage of Operating Budget</b>	<b>2020/2021 Annual Operating Budget</b>	<b>Actual September 30, 2020</b>	<b>Percentage of Operating Budget</b>
<b>REVENUE</b>						
Ministry of Education Operating Grant	187,786,620	21,306,372	11.35%	182,851,875	20,750,036	11.35%
Other Ministry of Education Grants	3,194,956	111,337	3.48%	8,738,816	812,149	9.29%
Other Provincial Ministries	112,750	112,828	100.07%	50,000	-	0.00%
Offshore Tuition Fees	12,217,537	12,697,644	103.93%	8,273,723	8,858,955	107.07%
Local Education Agreement Tuition	966,444	257,931	26.69%	1,030,941	265,779	25.78%
Summer School Fees	-	-	0.00%	28,581	1,720	6.02%
Continuing Education Fees	25,000	725	2.90%	31,300	10,740	34.31%
Rentals and Leases	1,779,874	531,292	29.85%	1,815,064	267,281	14.73%
Investment Income	352,652	49,542	14.05%	1,030,000	141,673	13.75%
Miscellaneous Revenue	1,062,708	545,243	51.31%	658,400	168,282	25.56%
Budgeted Prior Year Operating Surplus Appropriation	5,658,406			7,046,806		
<b>Total Operating Revenue</b>	<b>213,156,947</b>	<b>35,612,913</b>	<b>16.71%</b>	<b>211,555,506</b>	<b>31,276,615</b>	<b>14.78%</b>
<b>EXPENDITURE BY OBJECT</b>						
Teachers Salaries	92,198,153	9,111,141	9.88%	91,528,262	8,680,791	9.48%
Principals and Vice Principals Salaries	14,385,816	3,515,147	24.43%	14,147,870	3,362,731	23.77%
Educational Assistants Salaries	18,641,764	1,439,095	7.72%	18,886,902	1,094,119	5.79%
Support Staff Salaries	19,273,071	3,962,967	20.56%	18,802,445	3,612,025	19.21%
Other Professionals Salaries	4,957,013	1,306,697	26.36%	4,798,558	1,188,871	24.78%
Substitutes Salaries	8,570,336	755,435	8.81%	8,139,995	559,542	6.87%
Employee Benefits	36,054,086	4,877,452	13.53%	36,182,266	4,806,231	13.28%
<b>Total Salaries and Benefits</b>	<b>194,080,239</b>	<b>24,967,934</b>	<b>12.86%</b>	<b>192,486,298</b>	<b>23,304,310</b>	<b>12.11%</b>
Services	6,314,984	2,064,294	32.69%	4,092,856	1,416,686	34.61%
Student Transportation	1,076,545	14,250	1.32%	1,019,460	2,800	0.27%
Professional Development and Travel	727,897	83,645	11.49%	674,017	166,786	24.75%
Rentals and Leases	109,851	27,463	25.00%	115,235	36,420	31.60%
Dues and Fees	105,199	92,314	87.75%	96,315	92,611	96.15%
Insurance	420,003	41,915	9.98%	372,000	50,529	13.58%
Supplies	6,493,917	1,239,128	19.08%	6,847,371	1,253,095	18.30%
Utilities	3,828,312	379,043	9.90%	4,512,684	357,076	7.91%
Capital Asset Purchases	-	221,993	0.00%	1,339,270	355,787	26.57%
Local Capital Transfer	-	-	0.00%	-	-	0.00%
<b>Total Services and Supplies</b>	<b>19,076,708</b>	<b>4,164,045</b>	<b>21.83%</b>	<b>19,069,208</b>	<b>3,731,790</b>	<b>19.57%</b>
<b>Total Operating Expenditure</b>	<b>213,156,947</b>	<b>29,131,979</b>	<b>13.67%</b>	<b>211,555,506</b>	<b>27,036,100</b>	<b>12.78%</b>



# Office of the Superintendent

*Deb Whitten – Interim Superintendent*

TO: The Board of Education

FROM: Deb Whitten, Interim Superintendent of Schools

RE: Superintendent's Report

DATE: November 22, 2021

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Please see below the opportunities the Interim Superintendent has been involved with during the month of November aligned to the Strategic Plan:

Goal 1: Create an inclusive and culturally responsive learning environment that will support and improve all learners' personal and academic success.

- Administrators' Meeting: meet monthly with Principals, Vice Principals and District Leadership Team – November 4, 2021.
- District Leadership Team: meet bi-weekly – opportunity to connect with departments and share information – November 9 & 23, 2021.
- Representative Advisory Committee of Students' Meeting – November 1, 2021 – Diversity and Inclusion Fundamentals Session with the Canadian Centre for Diversity and Inclusion.
- School Visits to discuss School Growth Plan and student achievement.

Goal 2: Create a culturally responsive learning environment that will support Indigenous learners' personal and academic success.

- Meet bi-weekly with the District Administrator of Indigenous Education.
- Met with Debra Fisher, Regional Director – Kootenay, Minister of Children and Families, and Minister of Education (Early Years & K-12) of Métis Nation British Columbia; and Shelly Niemi, Director of Indigenous Education.
- Met with representatives from the Four Houses.

Goal 3: Create an inclusive and culturally responsive learning environment that will support learners' physical and mental well-being.

- Zoom meetings with the Ministry of Education.

*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.*



Gratitude: The Interim Superintendent would like to thank the following:

- Grace Lore, MLA Victoria-Beacon Hill: thanked "...those in our education system. As they, too, continue to navigate the fourth wave, providing care and education in our communities, they somehow found extra compassion and energy for my kids. I want to thank Ms. Roberts, Heather, Katie, Ms. McEwan, Ms. Clifford and the leadership and supports at George Jay". MLA Lore's son was diagnosed with a brain tumour in February.
- Cedar Hill, Central, Glanford and Rockheights Middle Schools: 1,000 students placed poppies on veterans' headstones in No Stone Left Alone ceremonies. Students read stories and poems and sung songs that they wrote, all inspired by soldiers' correspondence with their loved ones.
- Lambrick Park Secondary: Youth category winners of the Saanich Environment Awards for the work of students and teachers in restoration efforts at Feltham and Bow parks. The school has supported Pulling Together programs through invasive species removal, mulching and native planting.
- Facilities: for their work in supporting the District through the recent wind and rain storms.
- Marne Jensen: we wish her well in her new role as Director of Labour Relations at BCPSEA.
- Tammy Sherstobitoff and Jillian Den Otter-Minter for being an incredible resource to PVP and SLT; and Educational Assistants' retention, recruitment work.

***Recommended Motion:*** *That the Board of Education of School District No. 61 (Greater Victoria) accept the Superintendent's Report, as presented.*

*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

*Deb Whitten – Interim Superintendent*

TO: The Board of Education

FROM: Deb Whitten, Interim Superintendent of Schools

RE: Superintendent Report

DATE: November 22, 2021

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

*The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.*

**TO: Board of Education**  
**FROM: Kim Morris**  
**RE: Monthly Report**  
**DATE: November 22, 2021**

The purpose of this memo is to update the Board on some of the activities of the Secretary-Treasurer's office since October's report.

➤ **Budget 2022-2023:**

The Budget Advisory Committee met November 15, 2021 by zoom. The Committee spent time introducing themselves, reviewing the Values and Guiding Principles, the Terms of Reference and future topics the Committee would like to put on the agenda. Thank you to the 27 members who attended – a great turnout for our first meeting. Agendas, minutes and supporting documentation relative to the meeting can be found here: <https://www.sd61.bc.ca/our-district/financial/> . The Committee next meets December 7, 2021.

Also related to Budget 2022-2023, the second annual Talking Tables event took place by zoom on November 18, 2021. At the time of report writing, 50+ participants from the Board, Staff including Principals and Vice-Principals, GVTA, CUPE 947, CUPE 382, VCPAC and the Four Houses are expected. Talking Tables included a short presentation and then breakout room discussion on four topics with Trustees moving around breakout rooms to meet and hear from as many people as possible.

With schools moving to more in-person meetings starting December and the limitations of zoom for meaningful interactive activities, the Student Symposium is proposed to be re-scheduled for January 2022. This will allow students to gather, interact and take part in important and collaborative discussions about their learning in time. January 2022 fits well within the Budget Advisory Committee's work, and the Board's budget decision deadline of April 2022.

➤ **Cedar Hill Middle School Seismic Replacement Project:**

The design phase has begun and a public information meeting hosted by KMBR Architects (<https://www.kmbr.com/portfolio/>) was held on November 9, 2021. The feedback period ends November 23, 2021 (find the survey here <https://www.sd61.bc.ca/news-events/news/title/planning-begins-for-new-seismically-safe-cedar-hill-middle-school/> ). The Steering Committee has been meeting weekly and

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held a workshop to brainstorm various site layouts taking into account neighbours, views from inside the school for students and staff, car and foot traffic patterns, southern exposure for solar panels, safety for students and much more. The architect will take this work, along with feedback from the survey, to set to work on the site layout for the new school.

- Proposed Land Disposal Lansdowne South (formerly Richmond Elementary): A public information session was held on November 2, 2021 to present the proposed land sale of property to Victoria Hospice Society. The feedback period for comment to the Board on the proposed land sale closes November 24, 2021. More information can be found here: <https://www.sd61.bc.ca/news-events/news/title/victoria-hospice-society-to-purchase-property-from-greater-victoria-school-district/>
- Art Inventory: The art inventory has been compiled and audits are underway with the first audit completed November 12<sup>th</sup> at Cedar Hill Middle School. The intent is verify the art inventory for the district and value the inventory for insurance purposes.
- Business Re-engineering: Financial Services, Human Resources and Facilities are busy re-engineering processes in the areas of digital receipt and routing of p-card transactions, eDocs for digital personnel files, HR workflows for staff notifications and staffing requests and eBase, the District's new asset management software. Paperless accounts payable implementation is complete with invoices now being routed and approved electronically, with some exceptions due to software general ledger coding constraints.
- Inclement Weather: Facilities and Grounds staff worked hard during the week of November 15<sup>th</sup> after huge wind and rainfall challenges beset the District. Schools remained open and safe thanks to the efforts of Cecilia leaders and workforce.

In addition to the initiatives above:

- Continue to serve as BCASBO representative on provincial Ministry Funding Equity Committee and K-12 SOGI Collaborative Committees
- Bi-weekly Vic High construction project meetings with Facilities staff and the Principal
- Bi-weekly Vic High construction budget meetings with Capital Staff
- Bi-weekly Facilities and Superintendent meetings
- Weekly Finance Team budget meetings
- Weekly Senior Leadership Team meetings
- Monthly Student Representative Council meetings
- Ministry meetings as requested
- Weekly Chair Superintendent meetings for agenda setting
- BCPSEA Symposium
- BCASBO Island Zone Meeting
- Policy Sub-Committee Meeting
- Audit Committee Meeting

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**CAPITAL BYLAW NO. 2021/22-CPSD61-03**  
**CAPITAL PLAN 2021/22**

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 2021/22 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 October 22, 2021, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Bylaw No.2021/22-CPSD61-03.

READ A FIRST TIME THE 22nd DAY OF November 2021;  
READ A SECOND TIME THE 22nd DAY OF November 2021;  
READ A THIRD TIME, PASSED THE \_\_\_\_ DAY OF \_\_\_\_\_ 2021.

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

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

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria) Capital Bylaw No. 2021/22-CPSD61-03 adopted by the Board the \_\_\_\_ day of \_\_\_\_ 2021.

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



October 22, 2021

Ref: 251096

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

**Capital Plan Bylaw No. 2021/22-CPSD61-02**

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2021/22

This is an amendment to the letter sent on May 11, 2021 (Ref: 246842) in response to your School District's 2021/22 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to July 31, 2020, and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

**This amendment provides additional funding as reflected in the MINOR CAPITAL PROJECTS table below (BUS and CNCP) to supplement your school districts electric bus(es) purchase and charging infrastructure/charging station installation in 2021/22.**

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)
- 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)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and that are able to proceed to procurement.

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

Ministry of  
Education

Capital Management Branch  
Resource Management Division

Mailing Address:  
PO Box 9151 Stn Prov Govt  
Victoria BC V8W 9H1

Location:  
5<sup>th</sup> Floor, 620 Superior St  
Victoria BC V8V 1V2

### **Projects in Development from Previous Years**

Project #	Project Name	Project Type	Comments
127221	Cedar Hill Middle	Seismic	Final PDR has been received by Ministry. Currently under review.
127222	Shoreline Community Middle	Seismic	Project has been supported. Your Regional Director will contact you shortly regarding next steps.

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after PDRs and all other required supporting documentation is received, reviewed and approved for funding by the Ministry.

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

Below are tables for the minor capital projects that are approved. The first table identifies School Enhancement Program and Carbon Neutral Capital Program that school districts were already made aware of in the initial Capital Plan Response Letter issued in March 2021.

The second and third tables identify additional minor capital projects approved in School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

### **Projects for SEP, CNCP (from initial Capital Plan Response Letter issued in March 2021)**

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Victoria High School	SEP - Exterior Wall Systems	\$800,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Mount Douglas Secondary	SEP - Exterior Wall Systems	\$450,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Spectrum Community	CNCP - HVAC Upgrades	\$650,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.

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

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Mount Douglas Sr. Secondary	BEP - Building Envelope Upgrades	TBD	BC Housing will contact you regarding next steps in project development.
Northridge Elementary	PEP - Universally Accessible Playground	\$165,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
Lake Hill Elementary	PEP - Universally Accessible Playground	\$165,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2022.
<b>TBD</b>	<b>CNCP – Energy Upgrades (Charging Infrastructure / Charging Station)</b>	<b>\$50,000</b>	<b>Proceed to design, tender and construction. Project is to be completed by March 31, 2022.</b>

#### **New projects for BUS**

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
New	D (80+RE) with 0 wheelchair spaces	\$178,448	Proceed to ordering the school bus(es) between May 10, 2021 and June 15, 2021 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcs.org">http://www.astsbcs.org</a>
New	D (80+RE) with 0 wheelchair spaces	\$178,448	Proceed to ordering the school bus(es) between May 10, 2021 and June 15, 2021 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcs.org">http://www.astsbcs.org</a>
New	D (80+RE) with 0 wheelchair spaces	\$178,448	Proceed to ordering the school bus(es) between May 10, 2021 and June 15, 2021 from the list of approved vendors available through the Bus Standing Offer portal on



			the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
New	D (80+RE) with 0 wheelchair spaces	\$178,448	Proceed to ordering the school bus(es) between May 10, 2021 and June 15, 2021 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
<b>ADDED</b>	<b>Supplementary school bus funding for 4 (four) electric buses.</b>	<b>\$120,000</b>	<b>Funding applicable to electric bus(es) recently ordered through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a></b>

**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 2021/22 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 Number provided at the beginning of this document) for its approved 2021/22 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 2021/22 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2022/23 Annual Five-Year Capital Plan submission process (using the Ministry's new Capital Asset Planning System (CAPS) online platform) are available at the Ministry's [Capital Planning](#) webpage.

**NOTE: School districts' Capital Plan submission deadlines for the 2022/23 fiscal year, using the new CAPS online platform, will be as follows:**

- Major Capital Programs (SMP, EXP, REP, RDP, BEP) – July 31, 2021
- Minor Capital Programs (SEP, CNCP, PEP, BUS) – September 30, 2021

Additionally, the Annual Facility Grant (AFG) project requests for the 2021/22 fiscal year are to be submitted using the new CAPS online platform, on or before June 30, 2021.

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,

A handwritten signature in dark ink, appearing to read "François Bertrand", is written over a light blue horizontal line.

François Bertrand, Executive Director  
Capital Management Branch

pc: Michael Nyikes, Director, Capital Management Branch  
Ravnit Aujla, Planning Officer, Capital Management Branch

**TO: Board of Education**  
**FROM: Kim Morris**  
**RE: Net Zero Cedar Hill Middle School Replacement Options**  
**DATE: November 22, 2021**

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## Background

At its September 27, 2021 Regular Open Board meeting, the Board made the following motion:

*Be it resolved that the Board of Education of School District No. 61 (Greater Victoria) direct the superintendent to direct staff to determine the cost of incorporating net zero into the design of new Cedar Hill Middle School;*

*AND FURTHER*

*That staff report the cost, including business case, back to the Board by November 2021 for Board approval to consider the funds for the net zero design.*

A net zero building is an energy efficiency building which only uses as much energy as it can produce from on-site renewable energy on an annual basis. The design strategy is first-and-foremost to reduce the energy consumption of the building through building design.

This includes orientation of the building, efficient building form, enhanced envelope design (insulation, reduced thermal bridging, air/vapour barrier system design, glazing, and sunshades), the use of energy efficient mechanical and electrical systems, and energy saving fixtures and appliances.

The second major strategy for the building is to produce any of its remaining energy needs through on-site renewable energy and/or efficient sources. For example;

- Exhaust Air Heat Recovery
- Geothermal ground-source heat exchange
- Air-to-air heat exchange
- Solar including photo-voltaic (PV) systems

In support of developing the Project Definition Report for Cedar Hill a workshop was conducted to identify measures that would pay for themselves over a life time while optimizing the design of the build both in terms of capital costs and energy reductions. The primary goal was to design a school that could generate as much renewable energy on site as it consumed over a

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typical year – that is a net zero energy (NZE) building. In order to meet the goal of a net zero design in the most cost effective manner, potential energy saving measures were analyzed both in terms of site energy savings and relative value.

The new middle school energy base design for Cedar Hill met or exceeded the requirements of the BC Building code. From this initial base design, three bundle options of energy efficient measures were explored.

### **Bundle 1: Positive Net Present Value (simply referred to as NPV bundle)**

**Positive NPV** - the projected earnings generated by a project or investment—in present dollars—exceeds the anticipated costs, also in present dollars. It is assumed that an investment with a positive NPV will be profitable. The bundle was configured such that each measure's NPV was better (i.e. higher) than that of a roof-mounted PV system, when normalized for the relative amount of energy the measures saved, or for the PV, that it produced.

Bundle 1 most notably does NOT include a PV solar array and focuses on reduced capital costs and utility bills primarily by:

- replacing the base 65T air source heat pump (ASHP) with a 30T ground source heat pump (GSHP)
- Reducing floor insulation from 3 inches (R-15) to 2 inches (R-10) as a cost saving measure.

A horizontal geothermal system was assumed due to bedrock noted in the preliminary geotechnical report. A preliminary site plan and further geotechnical investigation are required to confirm that adding more ground source heat pumps is viable.

The building's main energy source would be ground source heat pump with backup gas boiler.

### **Bundle 2: Net Zero Ready (NZER)**

The Net Zero Ready (NZER) building is ready and able to achieve net zero some time in the future. This bundle allows for other options to be installed or used in the future (i.e. solar panels) when regulatory issues have been resolved and renewable energies become more affordable.

The bundle was configured such that each measure's NPV was better (i.e., lower) than that of a roof-mounted PV system. It included:

- Replacing the 65T ASHP with both a 30T GSHP and a 30T ASHP
- Displacement ventilation in the classrooms
- Lowering the leaving water temperature to 110°F for both heat pump systems
- Variable volume shop dust collector.

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IMPORTANT: Bundle 2 can accommodate the addition of a 100kW PV solar array. The 100kW PV solar array falls short of the generation required to meet a net zero energy (NZE) building but falls within BC Hydro's regulatory parameters.

The building's main energy sources would be air source heat pump and ground source heat pump with a backup gas boiler.

### **Bundle 3: NZER with 272kW PV Solar Array**

While NZER Bundle 2 allows for further PV panels to be added at a later date and is achievable within the design and build of the new school with further funding from the Greater Victoria School District, a net zero school would include the full PV system to be added in the present construction phase. Adding enough rooftop PV to offset the buildings equivalent annual energy requirements is achievable with a further 272kW photovoltaic system at an estimated cost of nearly \$1M. Currently BC Hydro's net metering program only allows for 100kW systems. Until BC Hydro lifts this cap, the new Cedar Hill Middle School will not be truly net zero using PV systems. NZER with 272kW PV Solar Array would require alternate types of on site energy production under current BC Hydro constraints.

The building's main energy sources would be air source heat pump and ground source heat pump with a backup gas boiler.

Table 1 outlines the bundle information identified to achieve optimal energy performance.

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**Table 1 – Information and Costs Associated with Net Zero Ready and Net Zero Builds**

Bundle #	Cost Explanation	Annual Energy Costs	CO <sub>2</sub> Emissions (tonnes)	Net Annual Energy Use (ekWh/m2)	Capital Costs (1x)	Notes
Bundle 1  Positive Net Present Value	<p>(\$386,240) NPV Bundle Cost</p> <p><b>Total = (\$386,240)</b></p>	\$37,910	26.1	66.3	(\$386,240)	<p>-Less utility costs than base</p> <p>-Less Capital Costs as replacing the base 65T ASHP to a 30T GSHP</p> <p>-No PV in this option</p>
Bundle 2  Net Zero Energy Ready – NZER building with 100kW Solar Array	<p>\$118,375 Cost of energy design</p> <p>\$300,000 100kW PV Cost</p> <p>\$100,000 – PV Structural Costs</p> <p><b>Total = \$538,375</b></p>	\$36,360	10.4	33	\$538,375	<p>-Higher Capital Costs</p> <p>-Less Energy consumption</p> <p>-Longer payback</p> <p>-Smaller footprint – less GHG Emission</p>
Bundle 3  NZER with 372kW PV Solar Array Building	<p>\$118,375 Cost of Energy design</p> <p>\$272,000 Structural Costs for PV</p> <p>\$300,000 – 100kW PV Solar Array</p> <p>\$816,000 – 272kW PV Solar Array</p> <p><b>Total = \$1,506,375</b></p>	\$36,360	8.3	0	\$1,506,375	<p>Annual Net Power Consumption = Annual Net Power Generation</p> <p>*BC Hydro has regulatory cap on PV arrays over 100kW*</p>

Note – All costs are from 2020. Prices may increase.

At the estimated energy use requirements, an appropriately sized rooftop PV system should be able to produce enough energy to provide for a net zero building. However BC Hydro currently has a 100kW restriction on their net metering program. Furthermore, the school district could allocate the money for the Photovoltaic system (\$1.4M) to decrease greenhouse gas emissions in other schools throughout the school district. Table 2 suggests heating plant upgrades that would not only help the school district move forward on their commitment to climate change but

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would assist with replacement of aging infrastructure, while having an equitable positive impact for more students to improve indoor environmental quality and decrease the school district's maintenance costs, utility costs, GHG emissions and carbon offset costs.

**Table 2 – Suggested Heating Plant Upgrades**

Building	Type of Upgrade	Natural Gas Savings (GJ / year)	Electricity Savings (kWh / year)	Capital Cost	Net Energy Cost Savings	Available Rebate	NPV (25,5%)				GHG Savings per year	NPV (Cost) per tCO <sub>2</sub> e saved	Current Boiler end of life
							Net Capital Costs	Utilities Savings	Carbon Offsets	Max Total			
Lambrick	Condensing Boiler	686	10,867	\$ (575,000)	\$ 8,559	TBD	\$ (575,000)	\$ 120,631	\$50,000 min \$90,000 max	\$ (364,369)	35.3	\$ (10,322)	5-10 yrs
	ASHP + Boiler	1856	(159,133)	\$ (1,325,000)	\$ 2,018	\$ 150,000	\$ (1,175,000)	\$ 28,439	\$128,000 min \$231,000 max	\$ (915,561)	90.8	\$ (10,083)	
Colquitz	Condensing Boiler	299	6,500	\$ (550,000)	\$ 3,879	TBD	\$ (550,000)	\$ 54,675	\$21,000 min \$38,000 max	\$ (474,325)	14.6	\$ (32,488)	5 yrs
	ASHP + Boiler	813	(75,500)	\$ (1,225,000)	\$ 243	90,000	\$ (1,135,000)	\$ 3,426	\$54,000 min \$100,000 max	\$ (1,031,574)	38.5	\$ (26,794)	
Eagleview	Condensing Boiler	132	5,667	\$ (375,000)	\$ 2,022	TBD	\$ (375,000)	\$ 28,498	\$9,500 min \$17,000 max	\$ (329,502)	6.6	\$ (49,925)	5 -10 yrs no backup
	ASHP + Boiler	365	(34,333)	\$ (875,000)	\$ 61	30,000	\$ (845,000)	\$ 857	\$25,000 min \$46,000 max	\$ (798,143)	17.8	\$ (44,839)	
Strawberry Vale	Condensing Boiler	351	(5,000)	\$ (375,000)	\$ 3,157	TBD	\$ (375,000)	\$ 44,494	\$24,500 min \$44,000 max	\$ (286,504)	17	\$ (16,853)	10 - 15 yrs
	ASHP + Boiler	726	(50,000)	\$ (875,000)	\$ 2,144	30,000	\$ (845,000)	\$ 30,218	\$49,000 min \$91,000 max	\$ (723,783)	35.1	\$ (20,621)	
Uplands (estimate)	Condensing Boiler	300	-	\$ (350,000)	\$ 3,171	TBD	\$ (350,000)	\$ 44,692	\$20,500 min \$37,000 max	\$ (268,308)	14.5	\$ (18,504)	5 yrs
	ASHP + Boiler	750	(35,000)	\$ (850,000)	\$ 4,056	30,000	\$ (820,000)	\$ 57,165	\$47,000 min \$85,000 max	\$ (647,835)	33.4	\$ (19,396)	
Sundance	Condensing Boiler	132	5,667	\$ (375,000)	\$ 2,022	TBD	\$ (375,000)	\$ 28,498	\$9,500 min \$17,000 max	\$ (329,502)	6.6	\$ (49,925)	5 -10 yrs
	ASHP + Boiler	365	(34,333)	\$ (875,000)	\$ 61	30,000	\$ (845,000)	\$ 857	\$25,000 min \$46,000 max	\$ (798,143)	17.8	\$ (44,839)	
Southpark	Condensing Boiler	250	-	\$ (450,000)	\$ 2,643	TBD	\$ (450,000)	\$ 37,243	\$17,500 min \$32,000 max	\$ (380,757)	12.5	\$ (30,461)	5 yrs
	ASHP + Boiler	650	(50,000)	\$ (-175,000)	\$ 1,340	0	\$ (175,000)	\$ 18,886	\$50,000 min \$90,000 max	\$ (66,114)	32.4	\$ (2,041)	10-15 yrs no backup

## Conclusion:

The Board's ability to construct Cedar Hill Middle School to a "net zero now" building is constrained by BC Hydro at this time. Therefore while the Board could invest in the infrastructure to make the building net zero at a future date, the recognition of footprint reduction may not be in the foreseeable future. The school will not be occupied until 2025, so the Board should consider the risk of overbuilding the infrastructure in hopes that BC Hydro's limits will change.

Alternatively, the Board could consider taking the intended net zero now investment and spreading it across various projects in the district to have the same effect while under current BC Hydro constraints.

The Board has the opportunity to invest in carbon neutral capital projects at Cedar Hill Middle School as a stand alone project, or across multiple projects.

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## Recommendations:

1. The Greater Victoria School District promote Bundle 2 - Net Zero Energy Ready with a 100kW PV array model at a cost of \$538,375 for the following reasons:
  - Bundle 3 – NZER with 272kW PV Solar Array is not possible with BC Hydro's current net metering regulatory constraint of 100kW.
  - Less capital costs than Bundle 3 – NZER with a 272kW PV Solar Array
  - Achievable now without relying on changes from BC Hydro which are not guaranteed.
2. The Greater Victoria School District Board advocate for BC Hydro to lift the 100kW net metering cap by advocating directly with BC Hydro and through BCSTA to BC Hydro, Minister of Education, Minister of Finance and Clean BC.
3. Prioritize targeted funds, in excess of the required Bundle 2 NZER with 100kW PV Solar Array \$538,375 capital outlay, on carbon reducing heating plant retrofits that will reduce district carbon immediately, while simultaneously replacing equipment that is nearing end of life. Please refer to Table 2 above. Upgrading Lambrick Park's aging infrastructure would cost \$1.3M with an annual carbon savings of 90.8 tonnes. Suggested spending plans could include:

	<b>\$2.5M – Estimate Communicated in Public Consultation</b>	<b>\$1.5M – Estimate for Bundle 3</b>
NZER Cedar Hill with 100kW PV Solar Array	\$538,375	\$538,375
ASHP + Boiler Lambrick Park	\$1,325,000	\$1,325,000
Condensing Boiler Colquitz	\$550,000	\$0
<b>Total</b>	<b>\$2,363,375</b>	<b>\$1,862,375</b>

OR

Spend residual Bundle 2 NZER with 100kW PV Solar Array funds on smaller carbon reducing projects throughout the district.

- DDC Upgrades
- Provincially incentivized recommissioning of buildings
- Behavior change initiatives that offer funding of sustainable projects to schools that successfully meet behavior change goals.
- Upgrading roofs throughout the district
- Upgrading portables to air source heat pumps (ASHP). This offers a small reduction in carbon, while also proving a substantial return on investment.

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OR

The Greater Victoria School District consider promoting photovoltaic solar energy now, at different sites throughout the school district that would be more suitable and cost effective to a PV solar installation, and would stay within current BC Hydro constraints.

Under current BC Hydro Net Metering Rate structure, PV systems appear to be much more economical in smaller schools that fall under the Small General Service rate structure. Choosing the smaller sites would avoid slipping into minimum charges based on peak winter demand during the summer while generating the most electricity and provide an educational opportunity for more students. Smaller sites to consider are Eagle View Elementary or Northridge Elementary as examples.

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**Budget Advisory Committee  
MINUTES  
Monday, November 15, 2021**

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**In Attendance:**

Board of Education:

Trustees Duncan (Committee Chair), Whiteaker, Paynter, Ferris, Hentze, Leonard, McNally, Painter, Watters

Staff:

Deb Whitten, Interim Superintendent

Kim Morris, Secretary-Treasurer

Colin Roberts, Interim Deputy Superintendent

Harold Caldwell, Associate Superintendent

Katrina Stride, Associate Secretary-Treasurer

Julie Lutner, Director of Finance – Budgets and Financial Reporting

Shelly Niemi, Director of Indigenous Education

Connor McCoy, President, Greater Victoria Principals Vice-Principals Association

Brenna O'Connor, Vice-President, Greater Victoria Principals Vice-Principals Association

Songhees Nation:

Kristely Kelly, Director of Education

Stakeholders:

Karin Kwan, VCPAC

Paula Marchese, VCPAC

Winona Waldron, GVTA

Ilda Turcotte, GVTA

Taily Wills, CUPE 947

Darren Reed, CUPE 382

Katrina Legge, CUPE 382

Jeanette Alexander, ASA

Regrets:

Jane Massy, President, CUPE 947

Chuck Morris, Director, Facilities

The meeting was called to order at 5:03 pm

**Acknowledgement**

Secretary-Treasurer Morris recognized and acknowledged the Esquimalt and Songhees Nations on whose traditional territories we live, we learn, and we do our work.

## **Election of Chair**

Nominations were received for Trustees Whiteaker, Paynter, Duncan, Leonard, Painter and Watters. Trustees Whiteaker, Paynter, Leonard, Painter and Watters declined the nomination.

Trustee Duncan accepted the nomination.

Trustee Duncan was acclaimed at Chair of the Budget Advisory Committee.

## **Introductions**

Committee Chair Duncan called on all members of the committee to introduce themselves including their name, organization, position in the organization, school or site, where they're from, why they volunteered to serve on the Committee and what they're hoping to offer and to gain from the process/Committee.

## **Values/Guiding Principles**

The Committee broke into three groups to discuss the following questions:

1. How will the values/guiding principles help the budget process?
2. How do you see the Committee's work helping to uphold these statements?
3. Are there other considerations or questions?

Groups reported back highlighting the following:

- Timelines are extremely important and there are consequences to not meeting them
- Sustainability, protecting reserves for rainy day and long term planning were discussed
- Provide a grounding – where all start from
- Students at centre
- Conflict will arise
- Articulate which are values and which are guiding principles
- Each committee member will weigh each value/guiding principle differently based on personal importance (example: maintain reserves but also keep as many dollars as close to the student as possible)
- Very happy with the values/guiding principles
- Will ground our work together
- Allows us to refocus during the process
- Provide intent to the work
- Interdependency of the values and guiding principles
- Collective accountability

## **Terms of Reference Review**

The Committee broke into three groups to discuss the following questions:

1. Do we have the right people at the table? Are we missing anyone?
2. Share your thoughts about how the Committee can function effectively under the Terms of Reference?
3. If the duties and responsibilities are achieved, will you have fulfilled your personal reasons for participating on the Committee? If not, why not?
4. Are there others considerations or questions?

Groups reported back highlighting the following:

- Students not included, but there are other opportunities to receive input from students in the process
- May be awkward for students to report to the Committee and especially report out – do they have a mechanism?

- Representatives from the 4 Houses: staff, elders, Chief and Council incredibly busy so may not be able to attend meetings but does not mean not important to them
- Remove “proper use of authority”
- Add cultural safety
- Neurodiversity may not be represented in terms of budget items for capital retrofits and now to navigate through our spaces
- Some of the values/guiding principles should be reflected
- Consensus will be difficult, will require patience and understanding
- The ToFR will keep us organized, accountable through minutes and track our progress
- Allows Committee to report differences to the Board (if consensus not reached)
- Appreciate diverse membership representing different voices
- Incorporate overarching statement tying in the Values/Guiding Principles with clear linkage to Strategic Plan and Framework for Student Learning
- Use of surplus or preserving surplus in the Values/Guiding Principles is a departure from the District’s practice of using surplus to balance the next year’s budget

**ACTION:**

- Secretary-Treasurer will share a google doc for committee members to suggest their amendments to the Terms of Reference
- Amendments will be reviewed by the Board on November 22
- Committee will review amendments on December 7 at next Committee meeting

**April 2022 Deadline**

The agenda item attachment was reviewed.

**Budget Orientation**

Due to time, Budget Orientation was briefly reviewed.

**ACTION:**

- Secretary-Treasurer will email PowerPoint to Committee members

**Work Plan**

The Committee discussed how it would organize its work for the 2022-2023 budget and what topics of interest would help in gaining knowledge, understanding and assist indecision-making, sequencing of topics and resource people or experts that would be appropriate to invite to Committee meetings.

**ACTION**

- Secretary-Treasurer will share a google doc for committee members to suggest topics and resource people/experts

**Take Away**

Committee members were asked to provide one thing they would take away from the meeting.

Responses were:

- Collaboration
- That we are all coming with a strong desire to do good work and see our work support all students
- The diversity of our group and meaningful thoughts coming from others

- Time to think about and discuss profound issues
- Take away - lots of big hearts and sharp minds at this table
- Great to hear the diverse and yet collective voices
- Appreciate the Budget Cycle slide to gain a better understanding.
- I felt positive that we all seem to be coming at this task/process with a sense of positivity and an openness to hearing from others
- That we are committed to create space to hear and consider all views and focus our efforts on the needs of all students
- Student centred budget . . . everyone seems very committed to the process. Really liked the introductions and a chance to hear from everyone. The small group breakouts were great -- just too short!
- That we are focusing on the provision of service for every student
- What does it look like for your community to feel seen and heard in this budget process and for us to not determine what that looks like but the recipient of the service
- What will I be taking to my organization? Topics to add to our google doc!
- A variety of voices
- For me this meeting helped me to understand this process as opposed to in years past. Much improved over a couple of decades ago. Thank you.
- Great to hear perspectives of others. Perhaps having some of the material/questions before hand would be helpful
- I think we did well to get through everything in a timely fashion

**Next Meeting: December 7, 2021 5 pm**

**ACTION**

- Secretary-Treasurer will share a google form for committee members to determine whether future meetings will be by zoom or in-person.

**Adjournment**

The meeting adjourned at 7:10 pm.

## BYLAW 9130

### STANDING COMMITTEES

1. School District No. 61, Greater Victoria, shall be operated on the basis of two standing committees reporting to the Board of Education. These two committees shall be:
  - a) the Education Policy and Directions Committee; and
  - b) the Operations Policy and Planning Committee
2. The purpose of each standing committee shall be firstly to clarify issues that need to be referred to the Board for review and decision making and, secondly, to present policy recommendations for Board consideration.
3. ~~The Chair of the Board shall be an ex officio member of both Committees, with voting rights.~~
4. A quorum is a majority of **five** trustees. ~~members on the committee.~~
5. Motions may be referred to a Standing Committee by any trustee member of the Board. Where possible the motion(s) should be circulated three (3) working days prior to the meeting.

#### *Greater Victoria School District*

Adopted: April 27, 1981  
Revised: January 31, 1983  
Revised: October 27, 1997  
Adopted: February 25, 2002  
Revised: March 30, 2009  
Reviewed: March 2012  
Revised: January 18, 2016  
Revised: October 24, 2016  
**Revised: Reading 1 and 2 given on October 25, 2021**

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## BYLAW 9130.1

### THE EDUCATION POLICY AND DIRECTIONS COMMITTEE

1. ~~Within thirty days from the date of the election of Trustees to the Board of Education of School District No. 61 (Greater Victoria) and thereafter following the November Board Meeting of each year, the Chair of the Board shall appoint four Trustees to comprise the membership of the Education Policy and Directions Committee.~~ All trustees may participate as voting members of the committee.
2. At the call of the Secretary-Treasurer, or delegate, the Committee shall meet for the purpose of electing its Chair within twenty-one days of the date of its membership having been named, and thereafter in accordance with the provisions of Bylaw 9360.2 *Meetings of the Standing Committees*. Tie votes will be referred to the regular Board Meeting for resolution.
3. Associated with the Committee, by way of auxiliary staff, shall be the Superintendent of Schools or delegate, a Director or Deputy/Associate Superintendent named by the Superintendent, and other administrative officers as may be required by the Committee.
4. The Education Policy and Directions Committee shall meet in accordance with the provisions of Bylaw 9360.2 *Meetings of the Standing Committees* for the purpose of:
  - a) Providing direction to administration on the development of new educational policies and to review Board motions which require translation to educational policy.
  - b) Considering matters affecting the educational programs of the school district and making recommendations where appropriate.
  - c) Receiving and considering reports and recommendations from district staff, partner groups and community groups on educational matters referred by the Board.
  - d) Considering such other matters as may be referred by the Board and making recommendations thereon as required.
5. The Committee shall report to the regular meetings of the Board in general session, or in-camera, as may be appropriate, as provided for in Bylaw 9360.2 *Meetings of the Standing*

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*Committees* and as otherwise may be required by the Chair of the Board or may be considered relevant by the Committee.

*Greater Victoria School District*

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Adopted: April 27, 1981  
Revised: October 27, 1997  
Adopted: February 25, 2002  
Reviewed: March 2012  
Revised: December 14, 2015  
Revised: December 12, 2016  
Revised: Reading 1 and 2 given on October 25, 2021

DRAFT

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## BYLAW 9130.2

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### THE OPERATIONS POLICY AND PLANNING COMMITTEE

1. ~~Within thirty days from the date of the election of Trustees to the Board of Education of School District No. 61 (Greater Victoria) and thereafter following the November Board meeting of each year, the Chair of the Board shall appoint four Trustees to comprise the membership of the Operations Policy and Planning Committee.~~ All trustees may participate as voting members of the committee.
2. At the call of the Secretary-Treasurer, or delegate, the Committee shall meet for the purpose of electing its Chair within twenty-one days of the date of its membership having been named and thereafter in accordance with the provisions of Bylaw 9360.2 *Meetings of the Standing Committees*. Tie votes will be referred to the regular Board Meeting for resolution.
3. Associated with the Committee, by way of auxiliary staff, shall be the Superintendent of Schools or delegate, the Secretary-Treasurer or delegate, the Director of Human Resource Services, the Director of Facilities Services, the Associate Secretary-Treasurer, the Director of Information Technology and any other administrative officers as may be required by the Committee.
4. The Operations Policy and Planning Committee shall meet in accordance with the provisions of Bylaw 9360.2 *Meetings of the Standing Committees* for the purpose of developing for Board consideration major impact areas related to:
  - a) all personnel matters;
  - b) all financial and legal matters;
  - c) all matters related to the facilities required to provide educational programs;
  - d) information technology and planning matters.
5. The Committee shall report to the regular meetings of the Board in general session, or in-camera as may be appropriate, as provided for in Bylaw 9360.2 *Meetings of the Standing Committees* and as otherwise may be required by the Chair of the Board or may be considered relevant by the Committee.

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#### *Greater Victoria School District*

Adopted: April 27, 1981

Revised and Renamed: November 24, 1997

Adopted: February 25, 2002

Reviewed: March 2012

Revised: December 14, 2015

Revised: December 12, 2016

Revised: Reading 1 and 2 given on October 25, 2021

## SECTION 72 REPORT

**Present:**

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

**Regrets:**

Trustees Rob Paynter, Vice-Chair, Diane McNally

**Administration:**

Deb Whitten, Interim Superintendent of Schools, Kim Morris, Secretary-Treasurer, Colin Roberts, Interim Deputy Superintendent, Harold Caldwell, Associate Superintendent, Katrina Stride, Associate Secretary-Treasurer, Lisa McPhail, Communications and Community Engagement Manager and Vicki Hanley, Recorder

The Board of Education discussed the following matters:

- Property
- Legal
- Personnel

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

TO: Board of Education, SD61 Greater Victoria  
FROM: Diane McNally, Trustee

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RE: Zoom Technology and Community Participation

DATE: November 16, 2021

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Motion for November 22, 2021 Board Meeting;

McNally: That the Board of Education SD61 Greater Victoria continue using Zoom technology for all public meetings and committee and advisory meetings rather than reverting to in person meetings.

Rationale:

1. Any statement from the Ministry of Health that allows in person meetings does not compel them.
2. Zoom meetings obviously remove the obligation for staff, trustees, stakeholder rights holders and partner groups to drive to the Tolmie Building in order to participate in a democratic process with individuals they have elected.
3. Requiring in person attendance discriminates against people who have no vehicle, or who cannot drive for medical reasons, or who have significant mobility challenges. Depending on public transit significantly extends the time frame necessary to get to the building and creates notable inconvenience for potential participants.
4. Policy 4216.22 Energy, Environment and Climate Change states “Greenhouse emission reduction is the joint responsibility of the trustees, administrators, staff, and students. Every employee is expected to be cognizant of their energy use and contribute to energy efficiencies.” Recognizing that online technologies have their own energy costs, cut back on fossil fuel use and resulting emissions from driving is desirable.

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5. Community members who watch livestreamed meetings have reported that it is almost impossible to hear what trustees and staff are saying. That is a block to participation.

6. Parents may have difficulty finding child care, which prevents attendance at in person meetings.

7. Holding public meetings using Zoom has increased community participation significantly.

8. Using Zoom technology aligns especially well with two of the Districts Core Values articulated in the Strategic Plan document: Innovation and Transparency.

Resources:

Policy 4216.22 Energy, Environment and Climate Change

School District 61 Greater Victoria Strategic Plan 2020-2025

Community // stakeholders / rights holders electorate personal communications

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