



The Board of Education of School District No. 61 (Greater Victoria)  
Operations Policy and Planning Committee Meeting

**REGULAR MINUTES**

Monday, October 17, 2022, 7:00 p.m.

- Trustees Present: Elaine Leonard (Chair), Tom Ferris, Angie Hentze, Ann Whiteaker, Ryan Painter, Nicole Duncan, Diane McNally, Rob Paynter
- Trustee Regrets: Jordan Watters
- Administration: Deb Whitten, Superintendent of Schools, Kim Morris, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Jim Vair, Director of Human Resources, Tammy Sherstobitoff, District Principal Human Resources, Andy Canty, Director, Information Technology for Learning, Mora Cunningham, Manager of Major Capital Projects, Sarah Winker, VPVPA, Kelly Gorman, Recorder
- Partners: Winona Waldron, GVTA, Jane Massy, CUPE 947, Tracy Humphreys, VCPAC
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**A. COMMENCEMENT OF MEETING**

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

Remove E.5 and E.6 from the agenda.

**Motion Carried Unanimously**

**Moved by** Trustee Ferris

That the October 17, 2022 agenda be approved with the following amendment:

Move F.1. and F.2. to E.1. and E.2. and renumber accordingly.

**Motion Carried Unanimously**

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

**Moved by** Trustee Painter

That the September 20, 2022 Operations Policy and Planning Committee meeting minutes, be approved.

For: Leonard, Ferris, Hentze, Whiteaker, Painter, Duncan  
Abstain: McNally and Paynter

**Motion Carried (6 to 2)**

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

Trustee Duncan

A.4. Requested an update on the aviation program. Deputy Superintendent Caldwell stated that the aviation program at Mount Douglas Secondary school began receiving students September 2022.

D.1.b. Student and Family Affordability Fund, when will the Board see a plan? Superintendent Whitten anticipates that within the next two weeks an update will be provided to the Board.

F.1. Would like the Monthly Financial Report for June 2022 added to a future meeting.

**B. PRESENTATIONS TO THE COMMITTEE**

**C. SUPERINTENDENT'S REPORT**

- C.1. Superintendent Whitten introduced Jules Dawkins from Esquimalt High School.

**D. PERSONNEL ITEMS**

- D.1. District Principal Human Resources Sherstobitoff provided the Human Resources Update.

Trustees had questions of clarification and provided thanks for the report.

- D.2. Director of Human Resources Vair provided the Occupational Health and Safety Annual Report.

Trustees had questions of clarification and provided thanks for the report.

**E. FINANCE AND LEGAL AFFAIRS**

**E.1. Operations Update: September 2022**

Director of Facilities Services Vistisen-Harwood provided an update.

Trustees had questions of clarification.

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

Director of Facilities Services Vistisen-Harwood provided an update.

**E.3. Monthly Financial Report: September 2022**

Secretary-Treasurer Morris provided the report for information.

Questions of clarification were asked. Trustee Paynter to send staff questions relative to the report.

**E.4. 2022-2023 Budget Change Report**

Secretary-Treasurer Morris provided the report for information.

Questions of clarification were asked.

**Moved by** Trustee Leonard

That the Board of Education of School District No. 61 (Greater Victoria) recess for five minutes.

**Motion Carried Unanimously**

*Meeting recessed at 9:00 p.m.*

*The meeting reconvened at 9:05 p.m.*

**E.5. 2022-2023 Enrolment, Capacity & Funding Update**

Secretary-Treasurer Morris provided the report for information.

### Enrolment

The District has increased 212 FTE students from last year.

1478 indigenous students are enrolled in the District.

### Functional Capacity

Elementary 90% capacity utilization

Middle 86% capacity utilization

Secondary 92% capacity utilization

District 88% capacity utilization

### Funding

\$3.3 million higher operating grant than previous year. Enrolment is up 19.116 FTE from the preliminary budget at which time the Board took a 164 FTE enrolment increase risk to balance the 22-23 preliminary budget.

Questions of clarification were asked.

#### **E.6. Crossing Guard Implementation Update**

Secretary-Treasurer Morris provided the report for information.

Staff recommend that the Board advocate for funding going forward.

### **F. FACILITIES PLANNING**

#### **F.1. [Cedar Hill Middle School Replacement Project Engagement Report March 3, 2022](#)**

Reports provided for information.

#### **F.2. [Cedar Hill Middle School Replacement Project Engagement Report June 27, 2022](#)**

Reports provided for information.

Trustees had questions of clarification and provided thanks for the report.

#### **F.3. Long Range Facilities Plan Process**

Secretary-Treasurer Morris presented the memo and proposed process timeline.

**Moved by** Trustee Ferris

That the Board of Education of School District No. 61 (Greater Victoria) approve the Long Range Facilities Plan Process 2024 to 2030 as presented.

**Moved by** Trustee Whiteaker

That the motion “*That the Board of Education of School District No. 61 (Greater Victoria) approve the Long Range Facilities Plan Process 2024 to 2030 as presented.*” be tabled to the November 21, 2022 Operations Policy and Planning Committee meeting.

For: Hentze, McNally, Duncan, Paynter, Whiteaker

Against: Leonard, Ferris, Painter

**Motion Carried (5 to 3)**

Trustee Duncan requested the District Facilities Plan Ad Hoc Committee reconvene to report on the recommendations in the existing Long Term Facilities Plan.

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

**H. NEW BUSINESS**

**H.1. Bylaw 9360 Item #5 - General Meeting of the Board, Trustee Leonard**

**Moved by** Trustee Leonard

Trustees discussed the motion.

That the Board of Education of School District No. 61 (Greater Victoria) A special meeting will be called upon less than the normal 48 hours (**two business days**) notice, in writing or by telephone, with such meeting being deemed to have been properly convened if a majority of trustees agree to waive the normal 48 hours (**two business days**) of written notice.

For: Leonard, Ferris, Painter, Hentze

Against: McNally, Duncan, Paynter, Whiteaker

**Motion Defeated(4 to 4)**

**I. NOTICE OF MOTION**

None.

**J. GENERAL ANNOUNCEMENTS**

**K. ADJOURNMENT**

**Moved by** Trustee Painter

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 10:27 p.m.

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Chair

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Secretary-Treasurer