



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

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

Broadcasted via YouTube

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

Chairperson: Trustee Leonard

---

Pages

**A. COMMENCEMENT OF MEETING**

**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 February 8, 2021 Operations Policy and Planning Committee meeting agenda be approved.

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

6

Recommended Motion:  
That the January 11, 2021 Operations Policy and Planning Committee meeting minutes be approved.

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

**B. PRESENTATIONS TO THE COMMITTEE**

**B.1. Gym at SJ Willis - Amrit Lalli, Victoria High Parent**

16

**C. SUPERINTENDENT'S REPORT**

**C.1. Recognition of Student Representative**

a. Gillian Clark from Lambrick Park

- b. Brin Nyvall from Spectrum

## D. PERSONNEL ITEMS

## E. FINANCE AND LEGAL AFFAIRS

### E.1. Policy Sub-Committee Report

- a. Policy Development Workflow - Trustee Watters 32

Recommended Motion:

That the Board of Education (SD61) adopt the policy development workflow as presented by the Policy Sub-Committee.

- b. Abandonment of Policies 35

Recommendation:

That the motion *"That the Board of Education of School District No. 61 (Greater Victoria) abandon Policies 6142.03, 6151, 6161.2, and 6164.1; AND FURTHER THAT*

*The Board refer Policies 6145.01, 6145.02, 6161.1, 6162.5, and 6163.1 to the Superintendent for administration manual consideration."*

- c. Draft Bylaw 9360, General Meeting of the Board 45
- d. New Policy 4116.13, Whistleblower Protection 55
- e. Draft Bylaw 9140, Ad Hoc Committee of the Board 57
- f. Draft Policy 8251, Trustees' Code of Conduct 60

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2021/2022 school calendar on the School District's website for a period of one month:

**2021/2022 School Calendar\***

School Opening	September 7, 2021
First non-instructional day	September 27, 2021
Thanksgiving	October 11, 2021
Second non-instructional day (Province wide)	October 22, 2021
Remembrance Day	November 11, 2021
Third non-instructional day	November 12, 2021
Schools close for Winter vacation	December 17, 2021
Schools re-open after Winter vacation	January 4, 2022
Fourth non-instructional day	February 18, 2022
Family Day	February 21, 2022
Schools close for Spring vacation	March 18, 2022
Schools re-open after Spring vacation	April 4, 2022
Good Friday	April 15, 2022
Easter Monday	April 18, 2022
Fifth non-instructional day	May 20, 2022
Victoria Day	May 23, 2022
Administrative Day and School Closing	June 24, 2022

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

**F. FACILITIES PLANNING****F.1. Operations Update: February 2021**

<b>F.2.</b>	<b>Victoria High School: Video Surveillance Cameras - Secretary-Treasurer Morris</b>	<b>77</b>
-------------	--	-----------

Recommended Motion:  
That the Board of Education of School District No. 61 (Greater Victoria) approve the installation of 4 video cameras in 2 locations at the Victoria High School construction site as presented.

<b>F.3.</b>	<b>Shops Update:</b>	
	a. Recommendation #2 - Consultant Meetings with Staff - Director of Facilities Morris	
	b. Recommendation #1 - Priority Replacement Plan	113
<b>F.4.</b>	<b>Boundary Review Implementation Update - Associate Superintendent Roberts</b>	<b>119</b>

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

## **H. NEW BUSINESS**

<b>H.1.</b>	<b>Letter to Ministry Of Education Re: Net Zero Capital Funding</b>	<b>121</b>
-------------	---	------------

Recommended Motion:  
That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write to the Ministry of Education and the Ministry of Finance, urging them to fully fund net zero capital upgrade and replacement projects, effective immediately.

<b>H.2.</b>	<b>Section 72 Report - Trustee Whiteaker</b>	
-------------	--	--

Recommended Motion:  
That the Board of Education of School District No. 61 (Greater Victoria) when disclosing in camera decisions of the Board to the public that the written motion, as passed, be included in section 72 report, with the exception of items pertaining to individuals.



### H.3. Mask Mandate for Schools - Trustee McNally

124

#### Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Board Chair to write a letter to Dr. Henry expressing support for a broadened mask mandate for schools that includes mask wearing by students K-12, staff, and any adults in school buildings in all school spaces, with exceptions on a case by case basis to be made by principals, with a documented reason for an exemption.

### H.4. Website Search Function - Director - Information Technology for Learning Canty

126

#### Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Information Technology for Learning Department to seek a solution to public and Trustee requests to access Board and Committee Meeting reports and attachments, with ease, via the public District website.

### H.5. Advocacy Ad Hoc Committee Terms of Reference - Trustee Whiteaker

127

## I. NOTICE OF MOTION

## J. GENERAL ANNOUNCEMENTS

### J.1. GHG Emissions Q and A - Abby Henry

January 11, 2021 Operations Policy and Planning Committee Meeting  
Question and Answer follow up.

## K. ADJOURNMENT

#### Recommended Motion:

That the meeting adjourn.

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



## Operations Policy and Planning Committee Meeting

### REGULAR MINUTES

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

Broadcasted via YouTube

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

Trustees Present: **Operations Policy and Planning members:** Elaine Leonard, Rob Paynter, Angie Hentze, Ann Whiteaker, Jordan Watters (ex officio)  
Education Policy and Directions members: Ryan Painter, Nicole Duncan

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

Stakeholders & Guests: Kristil Hammer, VCPAC, Connor McCoy, GVPVPA President, Mark Morrison, Second VP & Health & Safety Officer GVTA, Abby Henry, SD 61 Student, Annika Clark, Victoria High School, Student Representative

---

#### A. COMMENCEMENT OF MEETING

The meeting was called to order at 7:03pm

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

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

### **A.2 Approval of the Agenda**

**Moved by** Trustee Paynter

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

Move F2 between D and E

Move E1 to follow H2

**Motion Carried Unanimously**

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

**Moved by** Trustee Whiteaker

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

**Motion Carried Unanimously**

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

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

## **B. PRESENTATIONS TO THE COMMITTEE**

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

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

## **C. SUPERINTENDENT'S REPORT**

### **C.1 Recognition of Student Representative**

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

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

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

**Moved by** Trustee Duncan

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

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

**Amendment:**

**Moved by** Trustee Whiteaker

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

referred to the Operations Policy and Planning Committee meeting February 8, 2021.

**Motion Carried Unanimously**

**Moved by** Trustee Paynter

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

**Motion Defeated**

**Moved by** Trustee Paynter

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

**Motion Defeated**

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

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

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

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

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

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

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

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

a. 2021-2022 Budget Presentation

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

b. Enrolment Estimate

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

**F. FACILITIES PLANNING**

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

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

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

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

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

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

**H. NEW BUSINESS**

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

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

**Moved by** Trustee Paynter

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

AND FURTHER

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

**Motion Defeated**

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

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

**Moved by**

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

**Motion Defeated**

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

**Moved by Trustee Leonard**

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

**Motion Carried**

b. Draft Policy 1330 - Community Use of Facilities

**Moved by** Trustee Watters

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

**Amendment:**

**Moved by** Trustee Whiteaker

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

**Motion Carried Unanimously**

**Amendment:**

**Moved by** Trustee Paynter

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

**Motion Carried**

c. Draft New Policy 1330.1 - Child Care Providers

**Moved by** Trustee Whiteaker



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

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

**Motion Carried Unanimously**

d. Draft Bylaw 9330.1 Appeal Process

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

**Moved by** Trustee Watters

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

**Amendment:**

**Moved by** Trustee Paynter

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

**Motion Defeated**

**Amendment:**

**Moved by** Trustee Whiteaker

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

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

**Motion Defeated**

**Amendment:**

**Moved by** Trustee Paynter

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

**Motion Defeated**

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

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

**I. NOTICE OF MOTION**

**Moved by** Trustee Whiteaker

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

**J. GENERAL ANNOUNCEMENTS**

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

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

**K. ADJOURNMENT**

The meeting adjourned at 10:39pm

**Moved by** Trustee Whiteaker

That the meeting adjourn.

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

**Motion Carried Unanimously**

---

Chair

---

Secretary-Treasurer

# Gymnasium at Vic High Topaz

Equality for Victoria High School

# South End of Current Gymnasium



# Functional system built over 40 years ago



Back view of North end main court

## South end basketball backboard (small court)





## South end basketball backboard (small court)





# South end basketball backboard



# South end basketball backboard



## Retractable Wall (storage cavity)



# Equity for all SD 61 Students



*We nurture each student's learning and well-being in a safe, responsive, and inclusive learning community.*

## POLICY 110

### EQUITY

Adopted: May 28, 2018

Revised:

Frequency of Review: Annual

#### 1.0 RATIONALE

1.1 The Board recognizes that the District contains equity seeking schools and equity seeking populations.

1.2 The Board recognizes that equal, where everyone is treated the same, is not always equitable and that more equitable communities can be created by fostering a barrier-free environment where individuals benefit equally. It recognizes that some people may require additional or unique approaches in order to achieve equal benefit.

# Equity for all SD 61 Students

## 3.0 POLICY

3.1 The Board shall strive to identify and eliminate barriers and give each student the opportunity to fulfill their potential by:

3.1.1 Recognizing and valuing diversity;

3.1.2 Implementing equity and diversity initiatives;

3.1.3 Using equity as the lens through which it makes decisions regarding the distribution of financial resources, human resources, and programming; and

3.1.4 Educating staff about the principles of equity and diversity.

## Facility Positive Attributes

- Large spacious facility
- Full length basketball court for school Athletics
- 3 volleyball courts for school Athletics
- Gym divider allows for 2 vball and 2 smaller bball courts (Night League Bball)
- High ceilings for multiple sports
- 10 basketball hoops (typically maximum 6) so has weekend/summer bball rental potential
- New sound system and lighting
- Sufficient parking
- Centralized location

## **Proposed Facility Changes**

- 6 Glass basketball backboards - full court and divided sides
- Functioning retractable wall - requires maintenance to be reliable (currently not in use)

# New Retrofit Basketball Backboards





## Benefits of Change

- **Safety**  
Increased traffic around the facility during non school times to deter vandalism and vagrants
- **Equity**  
Facilities for student use that are equal to that of others
- **Activity**  
Gymnasium is attractive to students and community  
More use equals greater function
- **Revenue**  
Highly desirable rentable space in the core near major traffic arteries  
Ex. Bball, volleyball, floor hockey, indoor soccer, conferences/meetings

# Local Vested Interest



Seeking to rent  
gyms on long term  
and regular basis  
during school year



Have potential to  
be make financial  
contributions



Seeking to rent  
gyms on  
weekends and  
summers

**Thank you for your consideration!**

School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4106 Fax (250) 475-4112

---

TO: Operations Planning and Policy Standing Committee  
FROM: Policy Sub-Committee  
RE: Policy Development Workflow  
DATE: February 8, 2021

---

**Background:**

The role of the Policy Sub-Committee as set out in Bylaw 91303.3 includes the following:

- a) To consider questions of overall school district policy;
- b) To ensure existing school district policies are updated in accordance with the provisions of the School Act and other provincial legislation;
- c) To make recommendations to the Board on new policies following changes in current practice, enactment of new legislation or introduction of new regulations;
- d) To consider such other matters as may be referred by the Board and make recommendations thereon as required.

**Issue:**

The Policy Sub-Committee would like to clarify with the Board how policy proposals and policy amendments flow to and from the Policy Sub-Committee. This memo, attached flowchart and recommended motion are intended to support the Board and Sub-Committee in establishing a transparent, accountable, and consistent policy development process.

**Proposal:**

The following is a summary of the workflow depicted in the attached work follow chart:

Policy workflows to the Policy Subcommittee through the regular review of policy, Board motions, and through the enactment of legislation or Ministerial Orders.

*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.*

The Policy Sub-Committee Develops or revises the policy or bylaw and provides it to Trustees for their written feedback. All written feedback is collated and considered by the Sub-Committee. Any revisions are incorporated, and a new version of the policy is produced.

The revised policy may then be submitted for broader consideration by the OPPS committee, education partners and the public, or where required may go out for specific consultation with stakeholders or specialists. In these instances, the version incorporating Trustee feedback will be used for the consultation and once complete a revised draft policy will then be advanced to OPPS for public scrutiny.

The OPPS committee will debate the policy. Trustees may propose and vote on amendments. The Public and our education partners can provide feedback. The OPPS committee may then approve the policy and advance it to the Board for consideration or send it back to the Policy committee with direction for further revisions or abandonment.

### **Rationale:**

The Policy sub-committee has outlined its intended workflow in order to create clear expectations around our work. The goal of the workflow is to ensure effective, transparent and accountable policy development.

When workflows from the policy committee directly to the Operations, Policy and Planning Committee (OPPS) sometimes the feedback is extensive and time consuming to work through. By providing the policy to Trustees for comment in advance, the Policy Sub-Committee can incorporate all minor edits and consider all significant shifts in order to bring forward the best possible version for consideration by the OPPS committee, district partners.

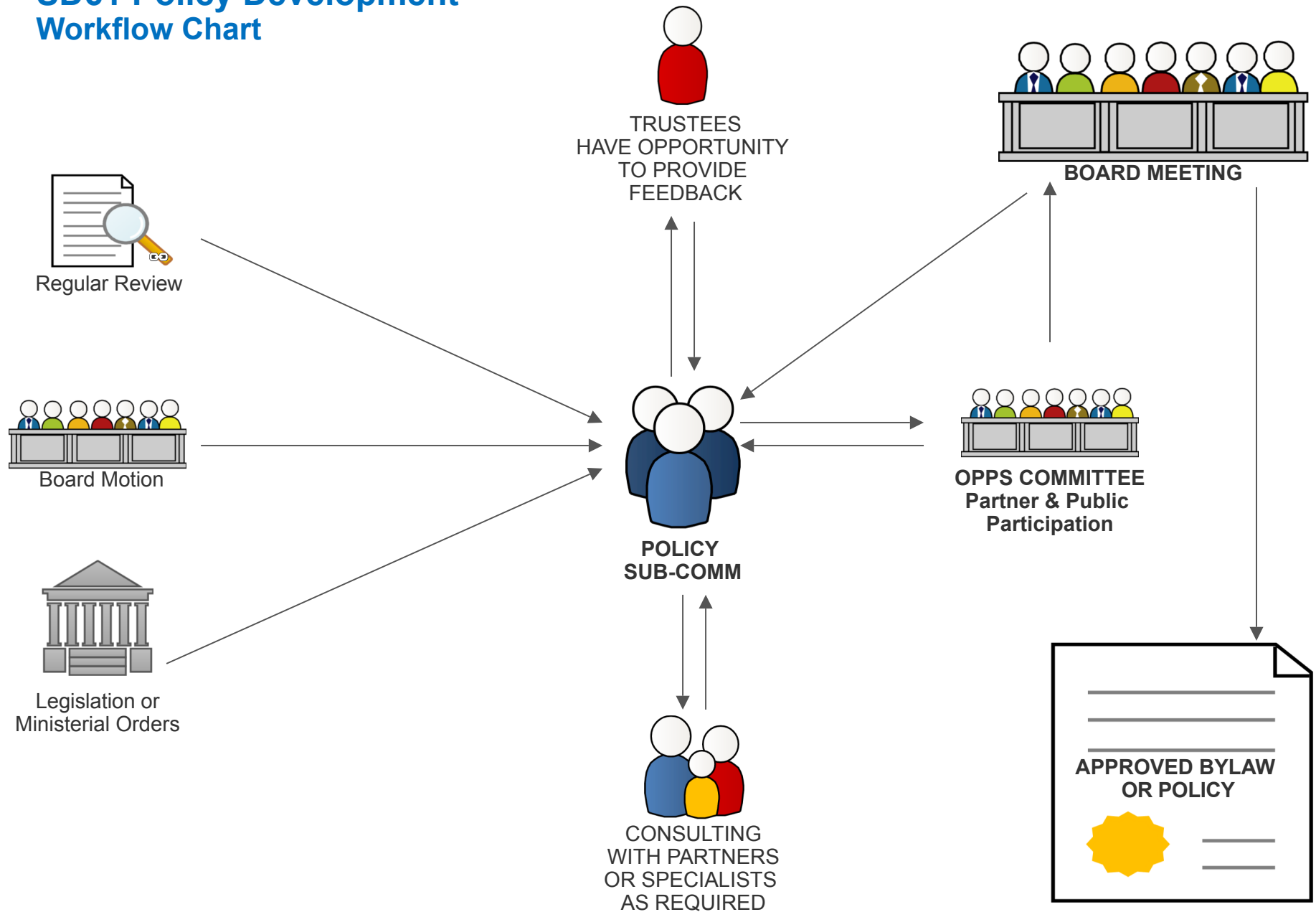
In cases where the Policy Sub-Committee needs to consult with specific stakeholders or specialists, collecting and incorporating Trustee feedback in advance allows the Sub-Committee to go forward with the best possible version.

### **Recommendation:**

*That the Board of Education (SD61) adopt the policy development workflow as presented by the Policy Sub-Committee.*

*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.*

## SD61 Policy Development Workflow Chart



Last					
Type	Number	Adopted	Title	Action	Reason
Policy	6142.03	1983	Co-Curricular and Extra-Curricular Fine Arts	Abandon	MOE Curriculum
Policy	6145.01	1982	Extra-Curricular Athletics	Re-Classify in Admin Manual	Not needed; established
			Supervision Requirements for Secondary School and Middle		
Policy	6145.02	2009	School Extra-Curricular Athletics	Re-Classify in Admin Manual	Not needed; established
Policy	6151	2007	Class Size	Abandon	Codified in Collective Agreement
Policy	6161.1	1980	Learning Resources for Classroom Use	Re-Classify in Admin Manual	Staff Responsibility
Policy	6161.2	1979	Canadian Content	Abandon	Staff Responsibility
Policy	6162.5	1979	Research	Re-Classify in Admin Manual	Staff Responsibility
Policy	6163.1	1995	Learning Resources	Re-Classify in Admin Manual	Staff Responsibility
Policy	6164.1	1975	Health Services	Abandon	Not needed



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

## **POLICY 6142.03**

---

### **CO-CURRICULAR AND EXTRA-CURRICULAR FINE ARTS**

The Board of School Trustees, School District No. 61 (Greater Victoria) is committed to the aesthetic development of students, and recognizes the artistic and social benefits of presentation of students' work within the community. In keeping with this commitment, the Board endorses the principle of structured co-curricular and extra-curricular programs in fine arts for District students as part of their intellectual, social, emotional, and aesthetic growth, acknowledging that significant learning experiences take place outside the classroom and outside the traditional time frames. The Board also recognizes the value of fine arts presentations within this community, and elsewhere, provided that said presentations are consistent with, and supportive of the approved curriculum.

The Board of School Trustees of School District No. 61 (Greater Victoria) is committed to the concept of equal opportunity for all District students to participate in co-curricular arts activities.

*Greater Victoria School District*

Adopted: April 25, 1983

---



## **POLICY 6145.01**

---

### **EXTRA-CURRICULAR ATHLETICS**

The Board of School Trustees, School District No. 61 (Greater Victoria) is committed to the enhancement of the physical health of the student population and recognizes the emotional and social benefits of healthy competition within a maximal level of participation by all students. In keeping with this commitment, the Board endorses the principle of structured extra-curricular programs in athletics for District students as part of their intellectual, social, emotional and athletic growth.

Within its endorsement, the Board recognizes the value of organized competition between schools, within the Province of British Columbia, by representative teams or individual students by participation in the British Columbia federation of school athletics associations and the Vancouver Island Junior Secondary Schools Athletic Association, provided that such participation does not detract from or preclude the opportunity of students to participate in extra-curricular athletic programs at levels other than school or District representation.

The Board of School Trustees of School District No. 61 (Greater Victoria) is committed to the concept of equal opportunity for all District students, if eligible, to participate in school athletic competition.

*Greater Victoria School District*

---

Adopted: September 27, 1982

## **POLICY 6145.02**

---

### **SUPERVISION REQUIREMENTS FOR SECONDARY SCHOOL AND MIDDLE SCHOOL EXTRA-CURRICULAR ATHLETICS**

1. B.C. School Sports (BCSS) Competitive Policies and Procedures Section 6.2.5, the Lower Vancouver Island Secondary School Athletic Association (LVISSA) Constitution and Regulations Section 5:IX-5.1, and the Lower Island Middle School Sports Association (LIMSSA) Constitution and Regulations Section 9:(9.1) state that school teams must be accompanied by a teacher-coach, teacher-sponsor, administrator or adult community coach approved by the principal in accordance with the applicable School District Policy.
2. The Board of Education recognizes the value of organized athletic competition between schools. The Board of Education will endeavour to provide all school teams with either a teacher-coach or teacher-sponsor. If it is not possible to have a school team(s) coached or sponsored by a teacher, the principal may approve an adult community coach who is not a teacher to coach a school team(s) in accordance with the attendant regulations.

*Greater Victoria School District*

---

Approved: January 25, 1999

Revised: March 30, 2009



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

## **POLICY 6151**

---

### **CLASS SIZE**

The Board of School Trustees of the Greater Victoria School District recognizes the educational value of class size limits and District class size averages.

*Greater Victoria School District*

---

Adopted: June 28, 1982

Revised: June 18, 2007

---

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



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

## **POLICY 6161.1**

---

### **LEARNING RESOURCES FOR CLASSROOM USE**

The Board of School Trustees acknowledges the authority of the Ministry to prescribe courses of study and textbooks and acknowledges that no Board-approved course nor textbook may replace Ministry prescriptions unless approval for the replacement has been granted by the Lieutenant-Governor-in-Council. Nevertheless, the Board recognizes its authority to develop, approve, and implement locally-developed courses and their supporting instructional materials, to develop units and instructional activities to implement and supplement Ministry prescribed courses, and to approve instructional materials to supplement Ministry prescribed texts.

Furthermore, the Board encourages and utilization of appropriate materials and resource personnel from community agencies.

*Greater Victoria School District*

---

Adopted: June 18, 1979

Revised: May 12, 1980



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

## **POLICY 6161.2**

---

### **CANADIAN CONTENT**

The Board believes that the curriculum for all grades in all subjects should contain as much Canadian content as possible and that Canadian texts and materials should be used where practicable. While acknowledging that certain texts are prescribed, it directs the administration and its teaching staff to carry out this policy to the fullest possible extent within the stated limitation.

*Greater Victoria School District*

---

Adopted: November 26, 1979



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

## **POLICY 6162.5**

---

### **RESEARCH**

The Board of School Trustees recognizes the importance of research and permits, subject to the approval of the Superintendent of Schools, carefully prepared and properly designed research projects and surveys to be undertaken in the schools of this District.

*Greater Victoria School District*

---

Adopted: February 19, 1973

Revised: July 1975

Revised: March 1, 1979



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

## **POLICY 6163.1**

---

### **LEARNING RESOURCES**

The Greater Victoria School Board believes that all resources, human and material, are learning resources and therefore must be equitably available and accessible across the district.

It further believes that the central purpose of all learning resources, services and supporting facilities, is to enable learners to construct knowledge and create meaning from diverse information sources.

Resources and resource services will be an integral part of instructional programs, be collaboratively designed and serve to assist students to develop the information acquisition and processing skills, and recreational reading habits which inspire a life-long love of learning.

*Greater Victoria School District*

---

Approved: March 1982

Suspended: March 1992

Renamed and Revised: February 27, 1995

---

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



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

## **POLICY 6164.1**

---

### **HEALTH SERVICES**

Health services for the School District shall be the responsibility of the Capital Regional Community Health Board.

*Greater Victoria School District*

Adopted: January 20, 1975

---



---

## BYLAW 9360

---

### GENERAL MEETING OF THE BOARD

1. The Board of Education of School District 61 will regularly meet on the fourth Monday of each month except where the fourth Monday is a statutory holiday, in which case the meeting will take place on the next working day, except for the months of July and August, when no meeting will be held and for the month of December, when the meeting will be on the second Monday of the month.
2. In addition to the regularly scheduled meetings of the Board, the newly elected Board, will meet for the first time within 30 days after the official results of the election of trustees will have been declared, for the purpose of receiving the results, the swearing in of Trustees, and the selection of the Chair and Vice-Chair of the Board. This inaugural meeting of the Board will be called and chaired by the Secretary-Treasurer of the School District until the Chair is elected, at which time the elected Chair will preside.
3. Each year thereafter during the term of office, the election of Chair, Vice-Chair, and Board representatives will take place at the November Board meeting. At the meeting following, the Chair will appoint, after first canvassing Trustees for interest, Trustees to external and internal committees, as well as family of schools, municipal and First Nation liaison roles.
4. The Chair, the Secretary-Treasurer or any three trustees, may call a special or extra-ordinary meeting of the Board, in addition to the regularly scheduled general meetings of the Board.
5. A special meeting will be called upon less than the normal forty-eight hours' 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 forty-eight hours' of written notice.
6. The following procedural matters will be implemented:
  - Meetings will be conducted in two major sections:

The first will encompass the agenda, minutes and acceptance of presentations from the public and employee groups;

The second will be for the consideration of Board Committee Reports and Special Reports to the Board.

- The meetings should be conducted in a timely manner and time guidelines and limits adhered to with respect to:
  - \* general meetings of the Board of Education commence at 7:30 p.m. and continue until no later than 10:30 p.m., save as may be extended by majority consent
  - \* Starting the meeting on time
  - \* The Community Presentations period is limited to a maximum of six speakers, each speaking a maximum of five minutes; there can only be three speakers per issue (numbers and time may be extended at the discretion of the Chair)
  - \* Individuals or delegations wishing to make a presentation will be advised of their placement on an upcoming agenda on the Wednesday before the Regular meeting. Presentations on behalf of groups will be presentation by the spokesperson(s) of that group, who will be identified on the agenda.
  - \* There will be no public debate with presenters; information only will be received
  - \* The Question Period is limited to 15 minutes

7. The public will be encouraged to attend the Education Policy and Directions, or the Operations Policy and Planning Standing Committee meetings in order to facilitate dialogue with the public before decisions are made.

In addition to the opportunities to participate at Standing Committees, the Board Chair will ask partner groups including the Greater Victoria Teachers' Association (GVTA), the Canadian Union of Public Employees (CUPE Locals 947 and 382), the Victoria Confederation of Parent Advisory Councils (VCPAC), Esquimalt and

Songhees Nations, Student Representatives, and the Victoria Principals and Vice-Principals Association (VPVPA), whether they would like to provide comment on motions prior to them being debated by the Board. Each stakeholder representative will have up to two minutes to provide comment through the Chair.

8. In the event that the Board may fail to conclude the business of the agenda by the time of adjournment the Chair may ask the board to prioritize the remaining agenda items. Agenda items not concluded at the meeting, will be placed on the next month's agenda.
9. All agendas will be prepared by the Chair of the Board, and circulated by the Chair or designate. Proposed agenda items will be provided to the Secretary-Treasurer no later than the Tuesday before the meeting.
10. The agenda will be approved by ordinary motion as the first item of business at each meeting.
11. The Agenda will contain the following:

Guidelines for the meeting format including outlining opportunities for public and stakeholder comments

- A. Acknowledgement of Traditional Territories; Approval of the Agenda; Approval of Previous Minutes and Business Arising from the Minutes and Presentations of which first priority will be given to schools, and then to the public and community.
- B. Opportunity for Comments from the Public (15 minutes)
- C. Correspondence
- D. Chair's Report; Trustee Reports
- E. Board Committee Reports:
  - (1) Education Policy and Directions Motions
  - (2) Operations Policy and Planning Motions

F. Staff Reports

G. Question Period

H. Public Disclosure of In-Camera Items

I. New Business/Notice of Motions

J. Adjournment

The order of the Agenda will be as above, unless varied at the meeting by majority vote.

12. An electronic copy of the General Meeting Agenda will be made available to the media, partner groups and the public (website) through the Secretary-Treasurer's office three days before the meeting.
13. The Board Chair may reschedule any regularly scheduled general meeting of the Board to a different time and date in order to meet the business requirements of the Board. The Board may, by ordinary resolution, cancel a regular general meeting of the Board.
14. In accordance with Section 67 of the *School Act*, the Chair may allow Trustees to participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other. Such attendance shall only be permitted where Trustee participation is prevented by extraordinary circumstances. Trustees wishing to attend electronically will provide a minimum of 24 hours' notice of such attendance.
15. With the exception of poll votes pursuant to Bylaw 9011, and electronic meetings called by the Chair, the Board will not conduct meetings electronically. For the purposes of this bylaw, electronic communications that would constitute a meeting include communications shared among all trustees that materially advance or debate a matter before the Board. This Bylaw does not prohibit the electronic provision of information pertaining to a matter before the Board.

---

*Greater Victoria School District*

---

Adopted: April 27, 1981

Various Revisions

Revised: November 25, 1991

Revised: June 23, 1997

Revised: January 16, 2006

Revised: January 19, 2009 (corrected)

Revised: November 17, 2014

Revised: December 14, 2015

Revised: June 20, 2016

Revised: April 24, 2017

Revised: April 23, 2018

Revised: January 2021

DRAFT

## **BYLAW 9360**

---

### **GENERAL MEETING OF THE BOARD**

1. The Board of Education of School District 61 shall meet in general session on the fourth Monday of each month except where the fourth Monday is a statutory holiday, in which case the meeting will take place on the next working day, except for the months of July and August, when no meeting will be held and for the month of December, when the meeting shall be on the second Monday of the month.
2. In addition to the regularly scheduled meetings of the Board in general session, the Board, as elected, shall meet for the first time within 30 days after the official results of the election of trustees shall have been declared, for the purpose of receiving the results, the swearing in of the new trustees, and the selection of the Chair and Vice-Chair of the Board. This inaugural meeting of the Board shall be called and chaired by the Secretary-Treasurer of the School District. Each year thereafter during the term of office, the election of Chair, Vice-Chair, and Board representatives to various agencies where the Trustees have regular representation and the appointment of Trustees to internal and external committees shall take place at the November Board meeting.
3. The Chair, the Secretary-Treasurer or any three trustees, may call a special general meeting of the Board, in addition to the regularly scheduled meetings of the Board, upon not less than forty-eight hours' notice in writing to all trustees.
4. A special general meeting of the Board may be called upon less than the normal forty-eight hours' 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 forty-eight hours' of written notice.

5. The following procedural matters will be implemented:

- The meetings will be conducted in two major sections:

The first will encompass the agenda, minutes and acceptance of presentations from the public and employee groups;

The second will be for the consideration of Board Committee Reports and Special Reports to the Board.

- The meetings should be conducted in a timely manner and time guidelines and limits adhered to with respect to:

- \* general meetings of the Board of Education commence at 7:30 p.m. and continue until no later than 11:00 p.m., save as may be extended by majority consent

- \* Starting the meeting on time

- \* The Community Presentations period is limited to a maximum of six speakers, each speaking a maximum of five minutes; there can only be three speakers per issue (numbers and time may be extended at the discretion of the Chair)

- \* No public debate with presenters; information only will be received

- \* The Question Period is limited to 15 minutes

6. Wherever possible, the public will be encouraged to attend a Committee meeting rather than a Board meeting in order to facilitate dialogue with the public before decisions are made. Discussion and debate of issues takes place at two regularly scheduled Standing Committee meetings each month. During the Standing Committee meetings, members of the public make presentations and discussions often ensue with committee members, stakeholder groups, and staff.

In addition to the opportunities to present at Standing Committees, employee partner groups including the Greater Victoria Teachers' Association (GVTA), the Canadian Union of Public Employees (CUPE) Local 947 and Local 382), the

Victoria Parent Advisory Councils (VCPAC), Esquimalt and Songhees Nations, Youth Representatives Committee, and the Victoria Principals and Vice-Principals Association (VPVPA), are able to provide comment on specific motions prior to them being voted on by the Board. The Board Chair will ask stakeholder representatives whether they would like to provide comment on motions prior to the Board of Education considering the motion. Each stakeholder representative will have up to two minutes to provide comment through the Chair.

7. In the event that the Board shall fail to conclude the business of the agenda by the time of adjournment the Chair may designate not more than one additional meeting, to be held within one week on the day and date designated by the Chair.
8. The agenda shall be prepared and circulated by the Chair of the Board.
9. There shall be an agenda circulated to all trustees not less than three days prior to each regularly scheduled meeting of the Board in general session, and not less than forty-eight hours prior to a special meeting of the Board in general session.
10. The agenda shall be approved by ordinary motion as the first item of business at each meeting.
11. The Agenda shall contain the following:

Guidelines for the meeting format including outlining opportunities for public and stakeholder comments

- A. Acknowledgement of Traditional Territories; Approval of the Agenda;  
Approval of Previous Minutes and Business Arising from the Minutes

Student Achievement Presentations; District Presentations; Community  
Presentations

- B. Correspondence

- C. Chair's Report; Trustee Reports (including Reports from Trustee  
Representatives with Other Public Bodies)



D. Board Committee Reports:

- (1) Education Policy and Directions Motions
- (2) Operations Policy and Planning Motions

E. District Leadership Team Reports

F. Question Period

G. Public Disclosure of In-Camera Items

H. New Business/Notice of Motions

I. Adjournment

The order of the Agenda shall be as above, unless varied at the meeting by majority vote.

12. A copy of the Agenda shall be made available to the media, partner groups and the public (website) through the Secretary-Treasurer's office on the day after copies are delivered to trustees, and such Agenda shall have attached the Committee Reports.
13. The Board Chair may reschedule any regularly-scheduled general meeting of the Board to a different time and date in order to meet the business requirements of the Board. The Board may, by ordinary resolution, cancel a regular general meeting of the Board.
14. In accordance with Section 67 of the *School Act*, the Board may allow Trustees to participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other. Such attendance shall only be permitted where Trustee participation is prevented by extraordinary circumstances. Trustees wishing to attend electronically must provide a minimum of 48 hours' notice of such attendance.

15. With the exception of poll votes pursuant to Bylaw 9011, the Board shall not conduct meetings electronically. For the purposes of this bylaw, electronic communications that would constitute a meeting include communications shared among all trustees that materially advance a matter before the Board. This Bylaw does not prohibit the electronic provision of information pertaining to a matter before the Board.

*Greater Victoria School District*

---

Adopted: April 27, 1981

Various Revisions

Revised: November 25, 1991

Revised: June 23, 1997

Revised: January 16, 2006

Revised: January 19, 2009 (corrected)

Revised: November 17, 2014

Revised: December 14, 2015

Revised: June 20, 2016

Revised: April 24, 2017

Revised: April 23, 2018

## **POLICY 4116.13**

---

### **WHISTLEBLOWER PROTECTION**

#### RATIONALE

The Board of Education ("Board") is strongly committed to upholding ethical standards in the School District and will foster and maintain an environment where employees can work safely and appropriately without fear of retaliation.

#### DEFINITIONS

Wrongdoing:

- (a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- (b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- (c) a serious misuse of public funds or public assets;
- (d) gross or systemic mismanagement;
- (e) knowingly directing or counselling a person to commit a wrongdoing described in paragraphs (a) to (d).

#### POLICY

All employees, and others performing work on behalf of the School District, are expected to conduct themselves in a professional manner, adhere to applicable laws and Board Policies and Procedures that apply to their work activities in addition to demonstrating ethical behavior in all their decisions and interactions.

The Board expects employees, and other individuals who deal with the School District (including trustees, parents, volunteers and contracted service workers), who have serious concerns about any aspect of the School District's operations with respect to potential evidence of wrongdoing, to come forward and voice those concerns to a Supervisor, the Superintendent of Schools or the Secretary-Treasurer, or the Ombudsperson.

As they relate to employment, the provisions of this Policy are superseded by:

- a) the Employment Standards Act;
- b) the Human Rights Code
- c) the Labour Relations Code;
- d) the provisions of Collective Agreements as they relate to discipline.

### RESPONSIBILITY

The responsibility for the day to day administration and enforcement of this Policy rests with the Superintendent of Schools and the Secretary Treasurer.

### POLICY VIOLATIONS

It is a violation of the Policy for anyone to knowingly make a false complaint of wrongdoing or to provide false information about a complaint.

### REFERENCES

*Public Interest Disclosure Act (Dec 1, 2019), Ministry of Attorney General*

APPROVED: XXXXX

---

## BYLAW 9140

---

### AD HOC COMMITTEE OF THE BOARD

1. The Board may establish Ad Hoc Committees of the Board.
2. An Ad Hoc Committee shall be an advisory committee established for a temporary purpose to deal with a specific issue. The Ad Hoc Committee shall report to the appropriate Standing Committee of the Board, within the time prescribed and within its terms of reference, with recommendation for action, which may include a recommendation for policy change.
3. All committees established by the Board of Education including Standing Committees of the Board, are considered advisory committees to the Board.
- ~~9.~~ 4. The membership of the Committee shall select a Chair at the first meeting of the Committee and select a note taker at each meeting.
- ~~4.~~ 5. Chair of the Committee, or the Chair's delegate, will be responsible for preparing the agenda.
- ~~12.~~ 6. Two or more members attending ad hoc committees will form quorum regardless of type of member.
- ~~6.~~ Ad Hoc Committee minutes will be attached to and reported by a member Trustee at the appropriate standing committee.
- ~~5.~~ 7. A member Trustee will be responsible for providing the minutes and reporting to the Standing Committee.
- ~~7.~~ 8. Ad Hoc Committees of the Board require a Terms of Reference document (template attached), which will be drafted by school district senior administration and presented to the Board.
- ~~8.~~ 9. Trustee members of any Ad Hoc Committee shall be as selected by the Board.

---

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

10. The Chairperson of the Board shall be a member of all Ad Hoc Committees, without voting rights.
11. The Superintendent or designate may be a member of all Ad Hoc Committees.
- ~~13.~~ **12.** The Ad Hoc Committee shall be dissolved by motion of the Board.
13. Any changes to the TOR will be approved by the Board.

*Greater Victoria School District*

---

Approved:	April 27, 1981
Revised:	Sept. 22, 1986
Revised:	October 24, 1988
Minor revisions:	June 1998
Adopted:	February 25, 2002
Reviewed:	March 2012
Revised:	April 20, 2015
Revised:	November 16, 2015
Revised:	XXX

## **Ad Hoc Committee Terms of Reference Template**

**Purpose:**

**Deliverables:**

**Membership:**

**Timeline:**

**Voting:**

**Procedural Notes:**

**Date Adopted:**

# **POLICY 8251**

## **Trustees' Code of Conduct**

Drafted:  
Adopted: July 27, 1987  
Revised: January 16, 2012  
Reviewed: March 12, 2012  
December 7, 2020  
Frequency of Review: Annual

---

### **1.0 RATIONALE**

- 1.1 Trustees are elected to their position, which carries with it the understanding that the electorate determines its support for the effectiveness of a Trustee at election time. As elected members of the Board of Education, Trustees fully acknowledge the public trust that is invested in the Board and the responsibility.
- 1.2 This Trustees' Code of Conduct represents the commitment of the Board of Trustees to meeting the highest standards of conduct and is designed to provide trustees with principles and standards for expected behavior in accordance with the Board's mission, vision and values and priorities outlined in the multi-year strategic plan.

### **2.0 DEFINITIONS**

- 2.1 Nil

### **3.0 POLICY**

- 3.1 General

Board members actively debate the merits of every decision, but once a decision has been made, all members recognize the democratic majority when articulating their opinions on a decision.

A Board of Education's authority and responsibility rest solely within the corporate board. Trustees have no individual authority.

Creating understanding and building respectful relationships between board members is instrumental to fostering healthy debate and ensuring an effective decision-making process.



Trustees will constructively engage with community members in the establishment and interpretation of Board policies and directions to ensure the best possible outcomes for students.

Trustees will respect the authority vested in the role of Superintendent of Schools by definition in the School Act, and give the responsibility to manage and operationalize Board policies and directions to the Superintendent of Schools and their leadership team.

This Code operates as a supplement to the existing statutes governing the conduct of Trustees in all their roles. The following primary provincial and federal legislation govern the conduct of Trustees:

- School Act
- Trustee's Oath of Office
- Freedom of Information and Protection of Privacy Act
- Human Rights Code

If there is uncertainty about the scope of any of the clauses contained in the Code, Trustees may consult with the Chair, Superintendent or Secretary-Treasurer, or ask the Board for clarification.

Trustees shall ensure comments are issue-based and not personal, demeaning or disparaging with regard to any person, including Board staff or fellow Trustees.

Trustees must maintain confidentiality in regard to in camera issues.

No trustee shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by the Board. This is a continuous obligation that extends beyond the trustees' term of office.

Trustees should not access or attempt to gain access to confidential information in the custody or control of the Board unless it is necessary for the performance of their duties and the use and/or disclosure of the information is permitted in accordance with the provincial Freedom of Information and Protection of Privacy Act.

No trustee shall use confidential information for either personal gain or to the detriment of the Board.

If there is uncertainty about whether information is confidential, the trustee should consult with the Chair of the Board, Superintendent or Secretary-Treasurer, or ask the Board for clarification.

The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other trustee shall speak on behalf of the Board unless expressly authorized by the Chair or the Board to do so. When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

### 3.2 Gifts, Benefits & Hospitality

Trustees are required to adhere to all Board bylaws, policies, regulations, and procedures and Ministry directives regarding gifts, benefits and hospitality.

Trustees shall not accept a gift from any person or entity that has dealings with the Board, if a reasonable person might conclude that the gift could influence the Trustee in performance of their duties.

There are circumstances in which the acceptance of a gift, benefit or hospitality occurs as part of the social protocol or community events linked to official trustee business.

### 3.3 Conflict of Interest

Trustees shall avoid being placed in a position of conflict of interest. When a Trustee becomes aware that they are in a position that creates a conflict of interest, whether real or perceived, they must declare the nature and extent of the conflict at a public Board meeting and abstain from deliberating or voting on the issue giving rise to the conflict.

### 3.4 Use of Board Property, Services and Other Resources

No trustee may obtain personal financial gain from the use or sale of Board-developed intellectual property such as, but not limited to inventions, creative writings and drawings, computer programs, technical innovations, or other items capable of being patented, since all such property remains exclusively that of the Board.

### 3.5 Election Campaign Work

No trustee shall undertake individual campaign-related activities on Board property, unless organized by community organizations for all candidates' participation.

### 3.6 Improper Use of Influence

No trustee shall use the influence of their office for any purpose other than for the exercise of their official duties. This includes using the influence of the office to obtain employment for a family member, or otherwise using one's status as a trustee to improperly influence the decision of another person to the private advantage of oneself, or one's parents, children or spouse, staff members, friends, or associates, business or otherwise.

No trustee shall use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

### 3.7 Conduct Respecting Staff Members

Trustees shall be respectful of the role of staff members to provide advice based on political neutrality and objectivity and without undue influence from any individual Trustee.

Individual Trustees shall not provide direction to staff members. Trustees work with the Chair of the Board and the Superintendent. The Superintendent is responsible for communication directions and associated expectations to staff on behalf of the Board of Education.

## 4.0 RESPONSIBILITIES

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act*

## 5.0 REFERENCES

Nil

---

## POLICY 8251

---

### TRUSTEES' CODE OF ETHICS

Whereas the role of School Trustee is fundamental to the education system in that it embodies the trust of the community in the important enterprise of developing directions to shape the minds, bodies, emotions and spirits of its youthful citizens, a Code of Ethics for Trustees is deemed essential.

Therefore, as a School Trustee —

- A. I will regard the well-being of every student as my primary obligation.**
1. I will make decisions in terms of what is best for the educational welfare of children. I will strive to meet the individual needs of each child regardless of their ability, race, colour, gender, sexual orientation or any other bias or discrimination.
- B. I will bring about positive change for all students and for the educational system.**
1. I will bring about desired changes through procedures that are both legal and ethical.
  2. I will strongly advocate for public education.
  3. I will strive to ensure that the educational system will provide the best quality of education possible for its students.
- C. I will undertake my duties diligently and with integrity.**
1. I will do everything possible to maintain the integrity, confidence and dignity of the office of School Trustee.

2. I will avoid being placed in a position of conflict of interest and refrain from using my Board position for personal gain.
3. I will endeavour to attend all Board meetings and serve on Standing Committees as appointed by the Chairman in consultation with me.
4. I recognize that the primary function of the Board is to establish policies by which the schools are to be administered and that the administration of the educational program and the conduct of school business shall be left to the employed superintendent of schools and his/her professional and non-professional staff in line with Board Policy.

**D. I will respect the rights of fellow trustees, employees, students and parents.**

1. I will respect the intrinsic worth of fellow trustees, employees, students and parents and act to ensure through reasonable advocacy and other interventions that dignity, individuality and rights of such persons are safeguarded.
2. I will encourage the free expression of opinion by all Board members and seek systematic communications between the Board and students, staff and all elements of the community.
3. I will listen to what other Board members and other individuals or groups may have to say before making my final decisions which will be based upon all available facts in each situation.
4. I will endeavour to work with my fellow Board members in a spirit of harmony and cooperation to observe proper decorum and behaviour, to encourage full and open discussions in all matters with my fellow Board members, to treat them with respect and consideration and not to withhold or conceal from them any information which is necessary for Board members to make an informed decision.
5. I will refrain from unjustified personal attacks on the reputation of fellow Trustees or employees of the School District or their opinions, but I reserve the right to make honest and respectful criticism.
6. I will abide by majority decisions of the Board once they are made, but at the time I seek re-election to the Board I shall be free to repeat

---

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

and support the minority opinion that I upheld when the decision was made.

7. I will hold confidential all matters pertaining to schools that, if disclosed may needlessly injure individuals or the schools. However, I may disclose information to persons who have a legitimate need to know.

**E. I will endeavour to be competent and efficient in the performance of my office.**

1. I will endeavour to keep informed on all local, provincial and national education developments of significance.
2. I will earnestly try to interpret the needs and attitudes of the people of the community and do my best to translate them into the educational program of the schools.
3. I will encourage active cooperation by citizens, organizations and the media of communications, to help all the people of the communities to have the facts about the current school operation and proposed future development.
4. I will support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.

*Greater Victoria School District*

Adopted: July 27, 1987

Revised: January 16, 2012

Reviewed: March 2012

# Office of the Associate Superintendent

*Colin Roberts – Associate Superintendent*

**To: Operations Policy and Planning Committee**

**From: Colin Roberts**

**Date: February 8, 2021**

**RE: School Calendar 2021-2022**

After consultation with the following partner groups: ASA, CUPE 947, CUPE 382, GVTA, VCPAC and VPVPA (as well as School Districts No. 62 and No. 63) a draft calendar has been developed for the 2021/2022 School Year.

In accordance with the School Act, Boards must make their proposed calendar public by February 28, 2021 and submit their calendars to the Ministry by March 31, 2021. The Board must provide an opportunity to parents and representatives of employees to provide comments to the Board with respect to the proposed school calendar.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) approve the posting of the following 2021/2022 school calendar on the School District's website for a period of one month:

2021/2022 School Calendar\*

School Opening	September 7, 2021
First non-instructional day	September 27, 2021
Thanksgiving	October 11, 2021
Second non-instructional day	October 22, 2021 (Province wide)
Remembrance Day	November 11, 2021
Third non-instructional day	November 12, 2021
Schools close for Winter vacation	December 17, 2021
Schools re-open after Winter vacation	January 4, 2022
Fourth non-instructional day	February 18, 2022
Family Day	February 21, 2022
Schools close for Spring vacation	March 18, 2022
Schools re-open after Spring vacation	April 4, 2022
Good Friday	April 15, 2022
Easter Monday	April 18, 2022
Fifth non-instructional day	May 20, 2022
Victoria Day	May 23, 2022
Administrative Day and School Closing	June 24, 2022

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

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



# FACILITIES SERVICES

491 CECELIA AVENUE, VICTORIA, BRITISH COLUMBIA V8T 4T4  
PHONE (250) 920-3400 FAX (250) 920-3461

## **Update for February 8th, 2021**

Building Maintenance Services | Minor Capital | Major Capital  
Operations | Transportation | Health & Safety | Climate & Energy Management

### **BUILDING MAINTENANCE SERVICES**

We are performing a physical audit of all eye wash stations in school shops throughout the District. We will then review and determine stations that meet or need to be upgraded to meet safety requirements. We are also developing the maintenance plan for all stations moving forward. It has been suggested that a weekly check be done by the instructor and then a monthly be done by Facilities forces.

Development of a tree maintenance program is in the works. This will create a full inventory of all trees and a schedule for removal and replant before trees break the cost threshold outside of budgeted costs. We are also developing a tree planting standard that will define acceptable species and locations that schools will be able to use as reference before they begin any greening project. This document will eventually live in the Facilities Manual alongside other similar guides.

We have done a full departmental review of our key system and security process. It has been determined that large scale restructuring of our key system is required to meet acceptable school service levels and reduce turnaround time for when keys are needed. We also need to increase accountability for keys as we have poor records for staff that have keys and which keys they have. A process is being created for assigning and recovering of keys at the school level. We have had 267 key requests in the past 6 months, or 44 per month and most requests created are for multiple copies of keys. Typically 2-4 keys per request which equals the creation of an average of 100 new keys per month.



## **MINOR CAPITAL**

Below is a small summary of the work in process or newly approved.

### **Oaklands – Outdoor Classroom**

- Building is underway and truss install nearing completion



### **Artimus Outdoor Classroom**

- Area is stacked out
- Working on scheduling to start site prep

### **Lansdowne South**

- Playground is complete
- Dance floor and mirror installation complete



### **Inclusive Learning Spaces**

- Following locations complete:
  - Glanford – Storage room converted to inclusive learning space
  - Macaulay- New office and inclusive learning space created
  - Lansdowne South – Storage room converted to inclusive learning space with new window

#### **Before and After**



- Quadra – Art storage converted to new inclusive learning space
- Before and After**



Note: All materials are used in our builds; If there are cut-offs they sometimes can be used when building walls or for backing, etc. We are incorporating re-use and re-cycle where we can to minimize extra costs where we can, and only dispose of what we absolutely cannot use on a site.

- South Park - Storage room converted to new inclusive space and storage materials relocated

Before and After



### **Torquay Solar**

- Solar Panels have been installed
  - Waiting on BC Hydro and Technical Safety BC for final sign offs
  - Working on information board for school community

### **Shoreline Stairs**

- Permit has been approved and BC1(company name) call complete
- Waiting on drier weather to start the site prep

### **Federal COVID Funding**

- The following schools are in the process of having sinks installed in various classrooms:
  - Margaret Jenkins – 4 sinks
  - Willows – 2 sinks
  - Doncaster -1 sink
- Facilities is working with the following schools to determine the best outdoor teaching space within the municipal guidelines and their budget. The Engineer has completed structural drawings and community consultation for Doncaster complete. Submission for building permit will occur within the week.
  - Mt. Doug – 2 structures (one 10 x 14' and one 18 x 14')
  - Doncaster – 2 smaller structures 10 x 14'
- Facilities is working on adding Heat Recovery Ventilation(HRVs) and door grilles/fans to various rooms and portables throughout the SD to increase the ventilation within these spaces.

## Child Care Studio Progress

- Tillicum
  - Fence installation occurring shortly
  - Contractor to install external lift within two week duration
- Macaulay
  - BC Hydro waiting on SD for right of way documentation to schedule electrical connection
  - Fence installation underway
  - Child care provider is working with VIHA to license unit.
- Campus View
  - Construction well underway
  - Roof installed, insulation installed
  - Framing inspection complete
  - Electrical and plumbing underway
- Vic West
  - Final Inspections completed and waiting on City of Victoria for final documents.
  - Child care provider is working with VIHA to license the units.
- Oaklands
  - Walls up, windows being installed and building almost water tight
- George Jay
  - Site prep complete
  - Walls up stage in progress
- Braefoot
  - Waiting on building permit approval from Saanich
- Following sites are in the design stage
  - Marigold
  - Eagle View
  - View Royal
- Following locations approved by MCFD and final consultation process with community complete
  - McKenzie
  - Lake Hill
  - Hillcrest
  - Sundance



## **MAJOR CAPITAL**

### **Vic High Seismic Upgrade and Addition**

#### **SCOPE**

Seismic upgrading of the original 1913 Heritage Building and the 1955 gymnasium addition, and the construction of a new addition, supporting an increase in school capacity from 800 to 1000 students. The addition of a Neighborhood Learning Center to provide additional Community space is also included. SJ Willis School was renovated to accommodate Victoria High School for two years while seismic upgrading and the addition are completed.

#### **STATUS**

Construction work is complete at SJ Willis School and Victoria High School – Topaz is now open. Design and Permitting is underway for Vic High, and interior demolition and abatement is continuing. Interior excavation for footings has started; underpinning, rock anchors and concrete will start in early February.



#### **BUDGET**

The anticipated budget is about \$80 Million, inclusive of all Supplementary and Reserve Items and an NLC, and including the renovation and upgrade costs to SJ Willis School.

#### **ANTICIPATED SCHEDULE**

Construction at Vic High will complete in July 2022, following by school re-opening in the upgraded building in September 2022.



## **OPERATIONS**

January re-start has gone well – over the winter break we managed to do some much needed floor maintenance in a number of schools. Staff are busy using our electrostatic sprayers to disinfectant all hard surfaces daily.

We are prepared for inclement weather we have had the schools stocked up with ice melt. Thanks to the cartage department for delivering our supply.

The weather has been a bit of challenge with wind and rain storms a few power outages to deal with. Thanks to all the staff that have stepped up to help with flooding and power outages to keep the schools safe and clean.

## **TRANSPORTATION**

We are continuing to provide before and after school bus service to View Royal and Colquitz with extracurricular busing for the Lambrick Baseball Academy.

Busing due to the seismic work at Vic High is on hold until next semester.

Our snow removal equipment is ready to go! Three plow trucks with sanders and brine trucks will be dispatched as required.

We are slowly starting to bring vehicle service and repair in-house. Our mechanics have performed over half the services required this month as opposed to sending them out to a shop. This is on top of getting the snow fleet ready and our regular repair duties.



## **OCCUPATIONAL HEALTH & SAFETY**

### **Items:**

- Coordinating/Tracking Preliminary two hour WorkSafeBC Joint Occupational Health and Safety (JOHS) Training
- Planning execution of facilities safety management system with managers
- Attending to air quality concerns and developing action plans
- Purchase and follow up with ergonomic furniture
- Personal Protective Equipment (PPE) Inventory
- Incident Investigations
- Safety Hub Demo (Task specific safety training videos for facilities staff/shops)
- Review confined space program

### **Priority (February)**

- Review cost associated to JOHS training and release time for 2021/2022
- Collect Inventory of WHMIS controlled products from all shops/labs
- Annual hearing testing

## **NETWORKS, COMMUNICATION and SECURITY SYSTEMS**

The team has completed the installation of the voice amplification equipment throughout Braefoot and Arbutus and completed the additional spaces in Craigflower and Marigold for a total of 50 units.

The initial feedback from the teachers continues to be extremely positive and the interface with the existing Tec Packages has gone quite smoothly.

The Tec team is also back on track upgrading Tec and replacing worn out equipment as problems arise.

The next phase of the Managed Print Services project is underway at Central, Shoreline, Glanford and South Park and we will be working with the IT Department in preparation for the next group.

The large space Tec team has completed the upgrade of the sound system at Eagle View and will begin focusing on Willows.

The team has also been busy on the Out of School Care Studios. We have completed the network and communications requirements and brought the security systems on line at Tillicum, Vic West and Macaulay and should have all three wrapped up shortly.

Looking ahead to February we will be replacing some Smart Board projectors that are starting to breakdown and pixelate the projected image.

We are watching the activity around Beacon Hill Park and if worsens close to the school we may re-activate the video surveillance (dawn to dusk) for a month. All the same criteria fits with original submission.

### **Energy Management**

- Downloaded and reviewed Energy Consumption by month for all 50+ buildings
  - Directly compared 2019 data with 2020
  - Verified energy savings of LED lighting and controls upgrades so far
  - Identified issues with power factor at several schools, costing us \$5000/year
  - Identified potential billing issues at Oak Bay regarding the transformer:
    - Savings of \$3500 per year. Potentially retroactive from 2014
    - Corrected issue by phone. Expecting a very large credit on next bill.
  - Identified inactive meter at Facilities Direct Current (DC), costing \$135/year. Will be disconnected.
- Generated accurate report of all buildings Energy per m<sup>2</sup> (GJ/m<sup>2</sup>)
  - Can now identify buildings with issues when compared to typical values
  - Can now prioritize where to look for largest potential savings for 2021 Energy Audits
- Completed Energy Management Assessment with BC Hydro
- Completed BC Hydro Quarterly Report
- Completed LED lighting and controls upgrades:
  - Doncaster 100%
  - Eagle View 100%
  - Mount Douglas 95% (outside lights from bucket truck)
- Reynolds and Lansdowne LED lighting and control upgrades underway:
  - Lansdowne @ 80% complete
  - Reynolds @ 10% complete
- Requested an extension for James Bay Community, South Park and Sir James Douglas, due to decreased manpower and limited budget.
- Applied for Clean BC Electric Vehicle (EV) Rebate through BC Hydro for Artemis (Dean Heights)
  - Rebate approved Jan 17<sup>th</sup> (4 months to complete work)
  - Project funded by Artemis place
  - 1 x Class 2, EV charger Station
  - 4 months to complete for rebate
- Applied for Clean BC EV Rebate the BC Hydro for Oak Bay EV Chargers

- Rebate approved Jan 17<sup>th</sup>
- Existing Chargers discontinued (Over \$10,000 per year savings)
- To be replaced with “Pay per use” Units
- New units can recover costs via \$1.00/hour rate.
- Identified Compressor leak at Mount Douglas: \$500/year
- Completed transition to paperless billing with BC Hydro
- Started transition to “dark campus” during unoccupied hours 12:30am to 5:00am
- Started Lighting Surveys / 2021 Energy Audits for next BC Hydro Fiscal Year. F21
  - Tolmie office
  - Facilities
  - Strawberry Vale Elementary
  - Sir James Douglas Elementary (survey completed in 2020)
  - James Bay Community (survey completed in 2020)
  - South park Elementary (survey completed in 2020)
  - Uplands Elementary

(F21 Estimated Budget of \$120,000 after rebate. Creating savings of \$42,000 per year.)



# *Vic High Construction Project Video Surveillance*

## **Deployment Plan**

**Policy 3517.3 Security Video Surveillance at School Sites (and  
corresponding Regulation 3517.3)**

February 8, 2021

### **1. DEPLOYMENT PROPOSAL FOR VICTORIA HIGH SCHOOL**

The Contractor (Durwest Construction Management) for the Vic High Seismic Upgrade and Expansion project has erected extensive rental fencing around portions of the school. People nearly every night are damaging the fencing and climbing over it to get inside the unsafe work area. Durwest and the District are faced with liability issues from intruders getting hurt on the construction site to theft of expensive equipment.

### **2. CONSULTATION PACKUP TO STAKEHOLDER GROUPS**

- Appendix A
- A description of the problem that video surveillance deployment is proposed to control.
- A copy of the District Video Surveillance Policy.
- Details of alternatives tried or considered and why they were, or are, considered to be ineffective.
- The location(s) being proposed for the surveillance cameras.
- The length of time to be deployed, the reasons for the time frame selected and the date that the deployment will come up for review.

### **3. SUPPORT FROM STAKEHOLDER GROUPS**

- Appendix B: Public Feedback
- There was good support from all stakeholders.

## **4. EVIDENCE OF ALTERNATIVES TRIED & RESULTS**

### **a) Fencing:**

Fencing has been placed around the project. Vandals take it down and at times damage the fencing. People climb over it to get inside. Fencing is an expected project cost and included in the construction project budget.

### **b) Security:**

The District has been paying for a security guard overnight. Depending on the activity of the vandals, the company providing the static guard has advised it will require two static guards on site from time to time, when it deems one is placed in an unsafe situation. The cost of security guards is \$6,500 (1) to \$13,000 (2) per month. The monthly cost is a construction project cost. Video surveillance will cost \$1,700-\$2,000 per month.

### **c) Police Patrol:**

The Guard calls VIC PD nearly every night. Once police clear the area, people filter back to continue with intrusion and damage.

## **5. EVIDENCE OF ALTERNATIVES CONSIDERED BUT NOT ACTIONED & WHY OR N/A**



There are no alternatives that have not been actioned.

## **6. ACTIONS BEING CONTEMPLATED**

Video surveillance

## **7. PHYSICAL DEPLOYMENT PLAN**

Cameras would be installed along the fence line at the edge of the field by the track running in a north/south configuration and would extend beyond the fence line by 3 or 4 metres (see attachment

denoting  for camera location with 2 cameras installed at each .

Keeping the site secure is very important for safety, liability and risk reduction.

## **8. LENGTH of TIME FOR DEPLOYMENT and REVIEW DATE**

The Vic High construction project is identified as a two (2) year project with completion in August 2022. The cameras are proposed to be in place for the duration.

A review of the effectiveness will occur every six (6) months by Durwest and SD61 Capital Staff.

Cameras will be active from Dusk to Dawn and will not be accessed UNLESS there has been an incident.

Any footage will be restricted to SD61's Director of Facilities Services and Capital Project Manager.

## **9. PRIVACY IMPACT ASSESSMENT**

Appendix C

# *Vic High Construction Project Video Surveillance*

## **Deployment Plan**

### **Policy 3517.3 Security Video Surveillance at School Sites (and corresponding Regulation 3517.3)**

October 28, 2020

#### **1. DEPLOYMENT PROPOSAL FOR VICTORIA HIGH SCHOOL**

The Contractor (Durwest Construction Management) for the Vic High Seismic Upgrade and Expansion project has erected extensive rental fencing around portions of the school. People nearly every night are damaging the fencing and climbing over it to get inside the unsafe work area. Durwest and the District are faced with liability issues from intruders getting hurt on the construction site to theft of expensive equipment.

#### **2. CONSULTATION PACKUP TO STAKEHOLDER GROUPS**

- A description of the problem that video surveillance deployment is proposed to control.
- A copy of the District Video Surveillance Policy.
- Details of alternatives tried or considered and why they were, or are, considered to be ineffective.
- The location(s) being proposed for the surveillance cameras.
- The length of time to be deployed, the reasons for the time frame selected and the date that the deployment will come up for review.

#### **3. SUPPORT FROM STAKEHOLDER GROUPS**

TBD based on consultation period October 28, 2020 to November 11, 2020.

## **4. EVIDENCE OF ALTERNATIVES TRIED & RESULTS**

### **1. Fencing:**

Fencing has been placed around the project. Vandals take it down and at times damage the fencing. People climb over it to get inside. Fencing is an expected project cost and included in the construction project budget.

### **2. Security:**

The District has been paying for a security guard overnight. Because the security guard is continually harassed by the people on site, the company providing the static guard has advised it will now require two static guards on site as they deem one to be placed in an unsafe situation. The cost of \$6500 per month will increase to \$13,000 per month for the duration of the project or cessation of damage and break-in. The monthly cost is an unexpected, unbudgeted construction project cost.

### **3. Police Patrol:**

The Guard calls VIC PD nearly every night. Once police clear the area, people filter back to continue with intrusion and damage.

## **5. EVIDENCE OF ALTERNATIVES CONSIDERED BUT NOT ACTIONED & WHY OR N/A**



There are no alternatives that have not been actioned.

## **6. ACTIONS BEING CONTEMPLATED**

Video surveillance

## **7. PHYSICAL DEPLOYMENT PLAN**

Cameras would be installed along the fence line at the edge of the field by the track running in a north/south configuration and would extend beyond the fence line by 3 or 4 metres (see attachment

denoting  for camera location with 2 cameras installed at each .

Keeping the site secure is very important for safety, liability and risk reduction.

## **8. LENGTH of TIME FOR DEPLOYMENT and REVIEW DATE**

The Vic High construction project is identified as a two (2) year project with completion in August 2022. The cameras are proposed to be in place for the duration.

A review of the effectiveness will occur every six (6) months by Durwest and SD61 Capital Staff.

Cameras will be active from Dusk to Dawn and will not be accessed UNLESS there has been an incident.

Any footage will be restricted to SD61's Director of Facilities Services and Capital Project Manager.





Memorial Park

Gladstone Ave

1284

1295

1291

1260

1280

1276

1277

126

120

1264

12

12

12

1211

1207

1226

1219

1220

1209

## **POLICY 3517.3**

---

### **SECURITY - VIDEO SURVEILLANCE AT SCHOOL SITES**

#### **Preamble**

Video Surveillance is a complex issue in that it attempts to balance the rights to physical security and protection of property against the privacy rights of individuals. The intent of this policy is to ensure that the need to deploy video surveillance is compelling and that any resulting effects on privacy rights are minimized.

The Freedom of Information and Protection of Privacy Act for BC governs the use of video surveillance. It is intended that this policy will meet both the requirements and the spirit of this legislation as well as any interpretations and recommendations made by the BC Privacy Commissioner from time to time.

This policy is not intended for emergency deployments such as a short term covert action relating to a specific criminal investigation. This policy does not apply to non-school buildings owned or operated by the School District.

Video surveillance cameras are being deployed in increasing numbers to improve safety and reduce vandalism. There are concerns by some about video surveillance including the impact on one's sense of privacy; the effect on the atmosphere of the school; the educational messages with respect to trust, security and privacy; desensitization towards privacy issues due to indefinite use; the use for supervision instead of more appropriate methods and being used solely as a cost savings measure. There are others that claim it could be a cost saving measure and may reduce aberrant behavior when used appropriately. It is felt that people may have a higher expectation of privacy inside a school and during school hours. There is also concern that video surveillance does not address the underlying causes of the behaviors which it seeks to control. Finally, it is felt that all parties whose privacy may be impacted by video surveillance have the right

to have input on its deployment as well as the right to be aware that they are under video surveillance.

**Guiding Principles for Regulations:**

1. Ensure that consultation processes used are thorough, adequate and appropriate in the circumstances.
2. Ensure that there is a compelling reason for each deployment.
3. Ensure that video surveillance is only used after all other reasonable and less invasive alternatives have been considered.
4. Ensure that deployment is for a time frame realistically tied to the problem that led to the deployment.
5. Ensure that video surveillance records are secure and that access is severely restricted.
6. Ensure that reporting procedures are designed to build empirical evidence to assist in assessing the efficacy of future deployment requests.

*Greater Victoria School District*

---

Approved: October 2005



---

## **REGULATION 3517.3**

---

### **SECURITY - VIDEO SURVEILLANCE AT SCHOOL SITES**

#### **1. Deployment**

- a) Consultation with parents shall precede any video surveillance approval and shall be conducted at the school level. District partner groups shall be informed. The process for school level consultation shall include an information package to be sent to parents, staff and students (where appropriate) and any other parties requesting information. The immediate surrounding community shall be informed prior to deployment, by whatever means deemed appropriate by the principal. This information package should normally include:
  - i) A description of the problem that video surveillance deployment is proposed to control.
  - ii) A schedule of the consultation process including the place for a meeting where interested parties can provide their input, the format for input/dialogue/feedback, and when the final decision will be made.
  - iii) A copy of the District Video Surveillance Policy.
  - iv) Details of alternatives tried or considered and why they were, or are, considered to be ineffective.
  - v) The location(s) being proposed for the surveillance cameras.
  - vi) The length of time to be deployed, the reasons for the time frame selected and the date that the deployment will come up for review.
- b) The completed proposal for deployment shall be forwarded to the Superintendent and shall include:
  - i) A clear and concise statement on the reasons for deployment.
  - ii) A copy of the consultation package that was circulated to stakeholder groups.
  - iii) Information that reflects a sufficient level of support from the various stakeholder groups.

- iv) Evidence of alternatives tried and the results of such efforts.
- v) Evidence of alternatives considered but not tried and the reasons why they cannot be tried or are not applicable.
- vi) Intended outcomes from the deployment.
- vii) The actions, if any, that are being contemplated to deal with the underlying problems or issues.
- viii) A physical deployment plan.
- ix) The length of time to be deployed, including reasons for the time frame as well as a review date.
- c) The Superintendent, in reviewing a proposal for deployment, shall ensure that its contents, and the process that developed it, conform to the rules and spirit of this policy. The Superintendent may delegate this procedure.

## **2. Authorized and Prohibited Use**

- a) Video surveillance cameras may be used pursuant to an approved deployment plan where:
  - i) There has been prior property damage and the proposed surveillance is anticipated to be a viable deterrent to future damage.
  - ii) There is a threat to the safety or security of students, staff or public resulting from extraordinary circumstances that would not be routinely monitored by normal supervision.
  - iii) There have been reported occurrences of criminal activity.
- b) Video surveillance cameras are prohibited and shall not:
  - i) Be used for any form of supervision that would or could be routinely carried out by supervisory personnel.
  - ii) Be used for active monitoring.
  - iii) Be deployed inside a school with the exception of hallways, stairwells and other common areas and only then in extraordinary circumstances.
  - iv) Be operational in the facility during normal school hours except in extraordinary circumstances.
- c) Primary use shall not be for disciplinary purposes.
- d) Any change in camera locations must be approved by the principal and must be consistent with the approved deployment plan.
- e) Cameras shall be directed only at school property and shall not be aimed in any direction that provides a view through windows to areas inside the school buildings or at non-school properties.

---

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

### **3. Notification**

- a) Public notification signs, clearly written and prominently displayed, will be placed in areas that are subject to video surveillance. The notices will include:
  - i) Contact information to allow persons to ask questions regarding the surveillance system.
  - ii) Times during which the surveillance system is operational.

### **4. Security**

- a) Designated employees or agents of the school district shall be the only authorized personnel to install video cameras.
- b) Only the principal or a person authorized by the principal shall have access to the key that opens the camera boxes.
- c) Only the principal or designate shall have access to the computer or media on which video surveillance records are stored.
- d) The computer and/or recording media shall be stored in a secure area to which only the principal or designate has access.
- e) Recordings may never be sold, publicly viewed or distributed in any way except as provided for by this policy and appropriate legislation.

### **5. Viewing and Documenting of Recordings**

- a) Recordings may be viewed only when there has been apparent damage to school property or a reported incident of criminal activity.
- b) Each occurrence of access to video surveillance records shall be documented including:
  - i) The date and time that the records were accessed.
  - ii) The persons who viewed the records.
  - iii) The reason that the records were accessed.
  - iv) Subsequent actions resulting from the viewing.
- c) Access records shall be forwarded to the Superintendent at the end of each deployment period and extension thereof.
- d) Recordings may be viewed only by the Principal, the Superintendent, a person designated by the Superintendent, or by parents and students pursuant to paragraph 5(e) or others under 5(f).
- e) Pursuant to the rules and restrictions of the Freedom of Information and Protection of Privacy Act, parents or guardians may request to view a segment of a recording that includes their child(ren).

---

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

Students may view segments of a recording relating to themselves, if they are capable of exercising their own access to information rights under the Freedom of Information and Protection of Privacy Act.

Viewing by a student, parent, or guardian must be in the presence of the Principal. Prior to viewing a recording, a student, parent or guardian shall be informed of their right to request that an advocate be present and shall be provided reasonable time to consider this right and arrange for an advocate, if so desired.

Viewing may be refused or limited where it would be an unreasonable invasion of a third party's personal privacy, where it would give rise to a concern for a third party's safety, or where there is any other ground recognized under the Freedom of Information and Protection of Privacy Act.

- f) Incoming requests for recordings or viewings from other public bodies or law enforcement agencies must be justified and must contain the following information:
  - i) The name of the individual whose information is requested.
  - ii) The precise nature of the information requested.
  - iii) The authority for the investigation.
  - iv) The purpose for which the requesting public body will use the information.
  - v) The name, title and address of the person authorized to make the request.
  - vi) If pursuant to a court order, a copy of the order.

## **6. Retention of Recorded Information**

- a) All recordings shall be erased within two months except:
  - i) Where an incident raises the prospect of a legal claim by or against the School District, the recording, or a copy of it, shall be sent to the Secretary-Treasurer's Office upon request.
  - ii) Where the Principal, Superintendent, student, parent, guardian, or staff member has requested that the recording be held relating to a specific incident that has not yet been resolved.
  - iii) Where the recording has been used in the making of a decision about an individual, in which case the recording must be kept for a minimum of one year as required by the

Freedom of Information and Protection of Privacy Act, unless earlier erasure is authorized by or on behalf of the individual.

**7. Extension of Deployment Period**

- a) At least 30 days prior to the expiration date of any deployment period or extension thereof, a proposal for deployment extension may be made to the Superintendent and shall include:
  - i) A clear and concise statement on the reasons for continued deployment.
  - ii) Information on the impact of deployment on the problem that deployment sought to control as well as on privacy rights.
  - iii) Evidence that the various stakeholder groups continue to support the deployment.
  - iv) Update on other actions used or being contemplated to deal with the underlying problems or issues.
  - v) Length of time extension is requested.

*Greater Victoria School District*

---

Approved: October 2005

---

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

## Vic High Surveillance Consultation Notes and Summary

Public engagements consisted of:

- Email with proposal out to all parents at Vic High and community reps from GVTA, CUPE, FCA, Fernwood NRG, Vic High S.A.E.E, City Mayor (neighbour), Victoria Beacon MLA elect. (neighbour). October 28, 2020
- Paper version of proposal delivered direct neighbors of Vic High grounds. October 30, 2020
- Public zoom consultation held on Nov 5, 2020
- Student forum held at Vic High Topaz campus, app 25 students attended. Nov. 6, 2020

### Summary of Feedback

Proposal should include having cameras at Topaz campus. *Email suggestion*

Fencing has improved the ongoing late night concerns at Vic High. *Public consultation*

General support for cameras. *Student engagement*

Questions about funding and impact on cost or cost savings. *Public consultation and email*

Questions about details of the surveillance were responded to directly in terms of area captured by video etc.

### Public Consultation Summary

November 5, Vic High Surveillance Camera Public Meeting

In attendance:

SD Staff - Aaron Parker, principal, Jim Soles, project manager, Lisa McPhail, communications and community engagement manager, Stu Wheeler, teacher, Kim Morris, secretary treasurer

Public participants – 2 zoom participants

Review of Proposal – Aaron Parker and Jim Soles presented proposal

**Question / Feedback from participant 1**– Any damage or activity from the Fernwood Street?

Response – Less activity on that side but camera's will capture grant street entrance of school.

Any lighting considered around the school?

Response – SD experience is that lighting tends to encourage the vandalism.

**Question / Feedback from participant 2**— Bleachers – significant difference of noise when the first set of bleachers were taken down. Any plans to remove other set of bleachers. Still lots of activity and fireworks. Noise throughout the night about 3 – 5 times a week.

Response - No intention to remove the remaining bleachers. They are a memorial for fallen soldiers. Originally the construction team fenced off the whole bleacher area but have since left some open due to persistent access to the seating– left some bleachers open due to ongoing damage.

Not opposed to the camera.

Very bright light from back of Vic High. Going into West Side. Construction light in the evening?

Response – likely a construction light. Will look into need for light through the evening.

### Email Responses

.....

**From:** [REDACTED]  
**Sent:** Friday, October 30, 2020 10:17 AM  
**To:** [REDACTED]  
**Subject:** Re: Message from Victoria High School

CAUTION: External email. DO NOT click links or open attachments unless you are confident about the source.

---

This meeting needs to be revised to include surveillance cameras at the SJ Willis Campus as well as it is within the Burnside Gorge neighborhood and located adjacent most closely to the Comfort Inn and then the 3100 block of Douglas. Our family lives on Washington Avenue next to Cecelia Ravine Park and I am involved with the Burnside Gorge Community Association as well as being in contact with our Community Resource Officer Cts Mark Jenkins.

Thank you,

[REDACTED]

.....

**From:** [REDACTED]  
**Sent:** Friday, October 30, 2020 2:31 PM  
**To:** Vichigh <[vichigh@sd61.bc.ca](mailto:vichigh@sd61.bc.ca)>  
**Subject:** Video Surveillance at Vic High

CAUTION: External email. DO NOT click links or open attachments unless you are confident about the source.

---

Hello,

I live at [REDACTED] Gladstone and received your notice about potentially installing cameras near the bleachers.

Did we receive this notice because our property may potentially be captured by the North facing camera's field of view? I hope this is not the case.

The camera's field of view should be restricted to school property and, ideally, to the areas of concern (e.g. areas with expensive construction equipment or areas likely to be subject to criminal activity like the bleachers).

I note that your plan thus far has mostly relied on security measures to protect the area from the people who congregate in the area, but it seems you may not have considered measures which would discourage people from congregating there in the first place.

People go there because it is dark and has seats. Before the school constructed a cage around the entrance, there was also a problem with people partying in the alcove near the entrance close to there too. Now, thanks to your action, it is rarely an issue because anyone who hangs out there is out in the open.

Has the school considered similar measures for the bleachers? Constructing a cage around the bleachers to restrict access, removing the benches or installing flood lights may work as deterrents which would lead to less issues with folks partying there entering the construction site without the need to instal surveillance.

Have you already completed your Privacy Impact Assessment? If so, would you be willing to share it?



1000



From: [REDACTED]

Sent: Friday, October 30, 2020 10:11 PM

To: Vichigh <[vichigh@sd61.bc.ca](mailto:vichigh@sd61.bc.ca)>

Subject: Memo on video surveillance

---

addressed.

from where your security was parked shining their headlights into my living room.

identified liability concerns?

project planning might have anticipated ongoing concerns?

Thanks!

114

.....

Hello Aaron

Thank you for the invitation. I am unable to attend this meeting due to an AGM for [REDACTED] fiddle group this evening.

I note that the cost of additional security has been calculated: "The cost of \$6500 per month will increase to \$13,000 per month for the duration of the project or cessation of damage and break-in. The monthly cost is an unexpected, unbudgeted construction project cost."

Apparently, the "District has been paying for a security guard overnight." Is the District using the contingency fund for Vic High's seismic upgrade to pay for security? If the Board votes in favour of this proposal will the District use the contingency fund to pay for the surveillance cameras? If so, what amount is the balance of the contingency fund after these projected costs (security and cameras) are applied?

Also, I am unclear about the following:

- the cost analysis of the surveillance cameras—it seems to be missing from this plan
- whether the suggested surveillance is in addition to the costs of security guard(s) noted above, or the cameras are intended to replace the security guard(s)
- the apparent assumption that surveillance cameras "installed along the fence line" would be safe even though "fencing has been placed around the project. Vandals take it down and at times damage the fencing. People climb over it to get inside."

I will leave privacy issues to others to discuss.

Best regards,

[REDACTED]

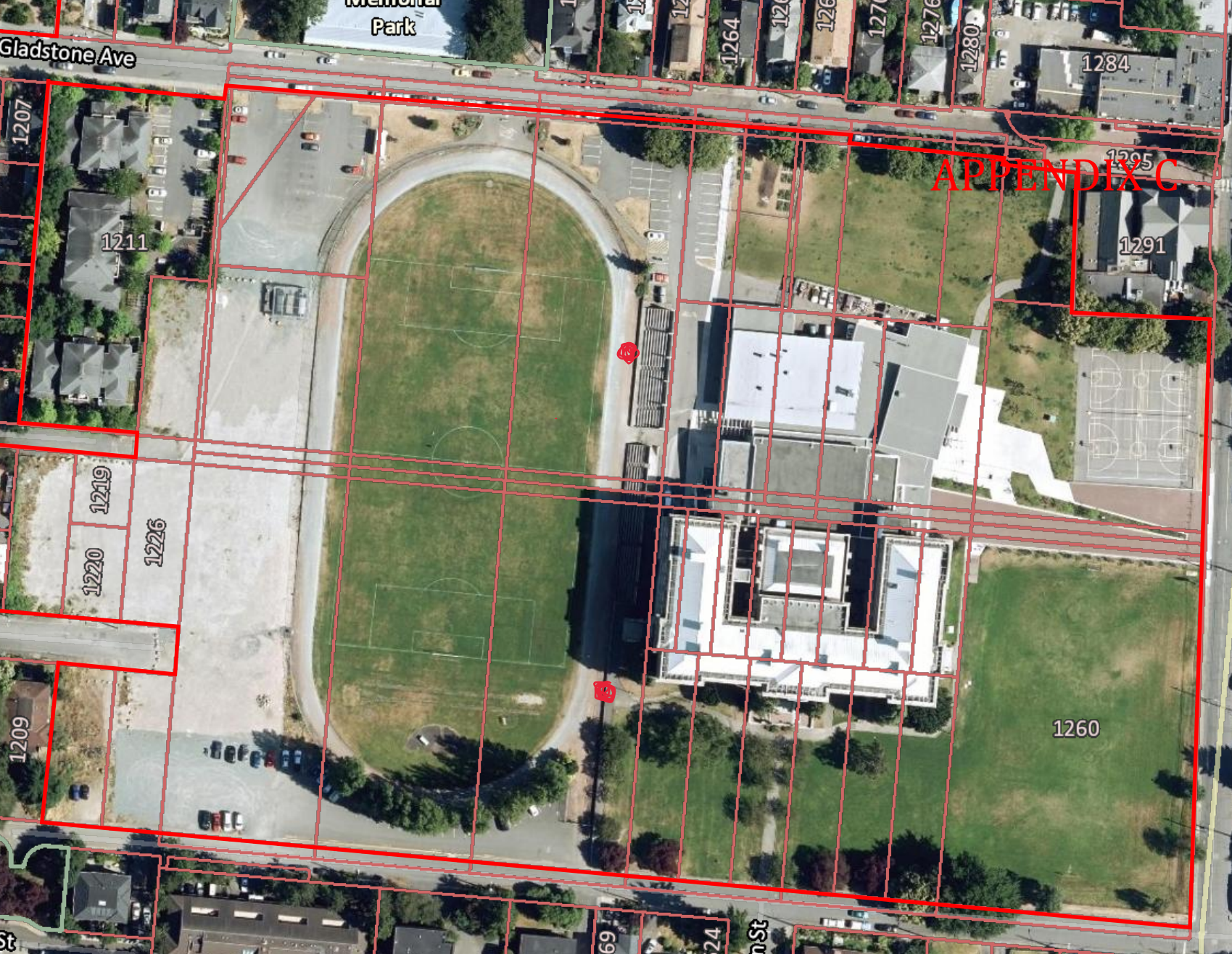
.....

Summary of Student Engagement

Hi Aaron,

At the leadership meeting on Friday, the students were unanimously in favour of security cameras. They stated that the security of the building and potential cost to our community due to damage caused outweighs privacy concerns of the local community – in their opinions. They had some questions:

1. Would the cameras capture footage 24/7 or just when a sensor was triggered when someone was near the building?
2. Who is responsible for monitoring the footage and who does that go to?
3. What is the distance that the cameras reach – beyond the school property?



Gladstone Ave

Memorial  
Park

1207

1211

1219

1220

1226

1209

1264

1265

1266

127

1276

1280

1284

1295

1291

APPENDIX C

1260

69

24

nSt





# Privacy Impact Assessment

[CCTV Video Surveillance S.D. 61]

## Why do I need to do a PIA?

Section 69(5.3) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) requires the head of a public body to conduct a privacy impact assessment (PIA) in accordance with the directions of the minister responsible for FOIPPA. Public bodies should contact the privacy office(r) for their public body to determine internal policies for review and sign-off of the PIA. Public bodies may submit PIAs to the Office of the Information and Privacy Commissioner for BC (OIPC) for review and comment.

If you have any questions about this PIA template or FOIPPA generally, you may contact the Office of the Chief Information Officer (OCIO) at the Privacy and Access Helpline (250 356-1851). Please see our [PIA Guidelines](#) for question-specific guidance on completing a PIA.

## What if my initiative does not include personal information?

Public bodies still need to complete Part 1 of the PIA and submit it along with the signatures pages to their privacy office(r) even if it is thought that no personal information is involved. This ensures that the initiative has been accurately assessed.

## Part 1 – General

Name of Department/Branch:	K-12 Education, School District 61 (Greater Victoria)		
PIA Drafter:	Chuck Morris-Director of Facilities Services		
Email:	cmorris@sd61.bc.ca	Phone:	522
Program Manager:	Chuck Morris		
Email:	cmorris@sd61.bc.ca	Phone:	522

***In the following questions, delete the descriptive text and replace it with your own.***

### 1. Description of the Initiative

*This initiative is to develop a Privacy Impact Statement reflecting the potential requirement for video surveillance from time to time in the school district.*

### 2. Scope of this PIA

*This PIA covers the background and rationale for the request to use video surveillance from time to time. Working alongside this PIA is another Document called 'Deployment Proposal' that will cover all other less intrusive alternatives already tried and identify consultation with the staff at the facility in question and immediate neighborhood. Included will be camera locations, hours of operation and area under surveillance. In addition signage shall be posted, location where it shall be posted and include district contact information.*



# Privacy Impact Assessment

[CCTV Video Surveillance S.D. 61]

## 3. Related Privacy Impact Assessments

*This PIA along with our Deployment Proposal will work in tandem. This PIA is solely related to the use of video surveillance as and when deemed appropriate*

## 4. Elements of Information or Data

*Potential placement of video equipment has all been external, running from dusk to dawn and field of view strictly along building facades without leaving the property; without impinging on any neighboring residences or business. The only elements of data would be those who may be caught vandalizing the section of the building that was under surveillance. If legible, the information would be passed on to police. There is no monitoring. Access strictly prompted by an incident. Two people are the only ones having access; the Director of Facilities Services and our Manager of Communications and Security.*

If personal information is involved in your initiative, please continue to the next page to complete your PIA.

If no personal information is involved, please submit Parts 1, 6, and 7 to your privacy office(r). They will guide you through the completion of your PIA.



# Privacy Impact Assessment

[CCTV Video Surveillance S.D. 61]

## Part 2 – Protection of Personal Information

*In the following questions, delete the descriptive text and replace it with your own.*

### 5. Storage or Access outside Canada

*Recorded Information is kept within the school district on a secure server or secure device at a school. Any existing systems (at a school or elsewhere will be brought into compliance with this document, if some may be non-compliant). None of the recorded information resides anywhere else. If anything goes wrong our own Technician (designated) is responsible to effect repairs. The Technician is an employee of SD 61.*

### 6. Data-linking Initiative\*

In FOIPPA, "data linking" and "data-linking initiative" are strictly defined. Answer the following questions to determine whether your initiative qualifies as a "data-linking initiative" under the Act. If you answer "yes" to all 3 questions, your initiative may be a data linking initiative and you must comply with specific requirements under the Act related to data-linking initiatives.

- |   |    |
|---|----|
| 1. Personal information from one database is linked or combined with personal information from another database;                                | NO |
| 2. The purpose for the linkage is different from those for which the personal information in each database was originally obtained or compiled; | NO |
| 3. The data linking is occurring between either (1) two or more public bodies or (2) one or more public bodies and one or more agencies.        | NO |

If you have answered "yes" to all three questions, please contact your privacy office(r) to discuss the requirements of a data-linking initiative.

# Privacy Impact Assessment

[CCTV Video Surveillance S.D. 61]

## 7. Common or Integrated Program or Activity\*

In FOIPPA, "common or integrated program or activity" is strictly defined. Answer the following questions to determine whether your initiative qualifies as "a common or integrated program or activity" under the Act. If you answer "yes" to all 3 of these questions, you must comply with requirements under the Act for common or integrated programs and activities.

1. This initiative involves a program or activity that provides a service (or services);	NO
2. Those services are provided through: (a) a public body and at least one other public body or agency working collaboratively to provide that service; or (b) one public body working on behalf of one or more other public bodies or agencies;	NO
3. The common or integrated program/activity is confirmed by written documentation that meets the requirements set out in the FOIPP regulation.	NO
Please check this box if this program involves a common or integrated program or activity based on your answers to the three questions above.	

## 8. Personal Information Flow Diagram and/or Personal Information Flow Table

*Both a flow diagram and a table must be included if the PIA is related to a common or integrated program or activity or a data-linking initiative. (See Appendix A)*

Personal Information Flow Table			
	Description/Purpose	Type	FOIPPA Authority
1.	Email received from staff, parent, public or police	Collection	26(c), 27(2)
2.	Email client back requesting more information	Disclosure	33.1(7)
3.	Viewing review authorized under FOIPPA. Review logged and filed.	Disclosure & Use	33.2(c) and 32(a)
4.	School Act Authorization	Collection	74.01





# Privacy Impact Assessment

[CCTV Video Surveillance S.D. 61]

5	School District	Collection	26(a)
6	School District	Regulation	3517.3

## 9. Risk Mitigation Table

Risk Mitigation Table				
	Risk	Mitigation Strategy	Likelihood	Impact
1.	Employees will not have access.	Systems tightly controlled and managed. Password protected. Specific personal oversee and control security of systems.	Low	High
2.	Request from Parent / Public / Staff / Police requests for viewing	Implementation of identification verification procedures through voice and in person methods	Low	High
3.	Personal information is compromised when transferred to the requestor	Information will not be sent electronically. Will be in person or to the police, on disc if required	Low	High
4.	Personal information from video surveillance sent electronically	Regulations developed to inform requestor nothing will be sent electronically. Must be in person in controlled setting.	Medium	Medium

## Part 3 – Security of Personal Information

*If this PIA involves an information system, or if it is otherwise deemed necessary to do so, please consult with your public body's privacy office(r) and/or security personnel when filling out this section. They will also be able to tell you whether you will need to complete a separate security assessment for this initiative.*

### 10. Please describe the physical security measures related to the initiative (if applicable).

*Buildings key card or PIN access, room – lockset, Device password protected, access by one or two staff only and log records as well knowledge of location of device very limited*

### 11. Please describe the technical security measures related to the initiative (if applicable).



# Privacy Impact Assessment

[CCTV Video Surveillance S.D. 61]

*Firewalls if device allows for it, encryption where possible,*

## 12. Does your branch/department rely on any security policies?

*We are in the middle of developing new Policy, Regulations and an audit review of any pre-existing Video systems (Jan.2021) that may fall outside of these initiatives.*

*Further information may be gained from :*

*Mr. Chuck Morris, CTech*

*Director of Facilities Services*

*School district No. 61 (Greater Victoria)*

*S.22*

## 13. Please describe any access controls and/or ways in which you will limit or restrict unauthorized changes (such as additions or deletions) to personal information.

*All Video recordings have limited access. All systems are password protected, allowing only the school designate, or district designate access. Once inside a record of who accessed the device is logged. Our new Policy, Regulations and hierarchical structure will be the guiding principles everyone must follow. Each system is set to over write over a short period of time (7 days maximum). Each access must be logged with time in and out, why the access occurred and must contain a readable signature.*

## 14. Please describe how you track who has access to the personal information.

*These are Video clips of events that take place. For exterior video there is very likely no staff or students recorded as most of these recordings would tape from dusk to dawn.*

*Inside systems are currently undergoing an audit to ensure compliance with new policy and regulations (January-April-2021). Strict enforcement of guidelines and reviews will identify deviations. Access shall not happen unless there is an incident on a given time and day only. As mentioned previously, very limited number of people have access. Password protected access into device. Log maintenance reviews take place. These can be upgraded at any time we discover better methods for protection.*

*With these being video as described earlier, there should be very little personal information recorded. As always we shall treat these as if there is any number of private information taped and treat it as such*

## Part 4 – Accuracy/Correction/Retention of Personal Information

## 15. How is an individual's information updated or corrected? If information is not updated or corrected (for physical, procedural or other reasons) please explain how it will be annotated? If



# Privacy Impact Assessment

[CCTV Video Surveillance S.D. 61]

personal information will be disclosed to others, how will the public body notify them of the update, correction or annotation?

*With the video surveillance, nothing will be updated or corrected. Personal information shall not be disclosed to others unless it is a police matter. Then it will be signed for by the officer of that police force. If viewing is asked for by a parent as an example, if, after review by the District a Third party was recorded as well, we cannot authorize viewing.*

**16. Does your initiative use personal information to make decisions that directly affect an individual(s)? If yes, please explain.**

*The video recordings would only identify an individual committing an offence against school district property. That individual could be identified to police or to the school if a student. In that respect (if a student-and not a criminal offence committed) the School Administration would meet privately with the individual and likely his/her parents. If no one other than the student is in the footage, the parents may wish to see the clip.*

**17. If you answered "yes" to question 17, please explain the efforts that will be made to ensure that the personal information is accurate and complete.**

*Our only source would be collected video footage from our owned devices. If you answered "yes" to question 17, do you have a records retention and/or disposition schedule that will ensure that personal information is kept for at least one year after it is used in making a decision directly affecting an individual?*

*Recordings shall be over-written usually every 7 days. Records are not kept unless footage is required as evidence for police. If we are required to retain footage from a specific incident it shall be kept locked away in a safe on site.*

## **Part 5 – Further Information**

**18. Does the initiative involve systematic disclosures of personal information? If yes, please explain.**

*For example: your department has a regular exchange of personal information (both collection and disclosure) with the federal government in order to provide services to your clients.*

***Please check this box if the related Information Sharing Agreement (ISA) is attached. If you require assistance completing an ISA, please contact your privacy office(r).***

**NO**



# Privacy Impact Assessment

[CCTV Video Surveillance S.D. 61]

19. Does the program involve access to personally identifiable information for research or statistical purposes? If yes, please explain.

*For example: your public body will be disclosing information to PhD students so that they can conduct research.*

***Please check this box if the related Research Agreement (RA) is attached. If you require assistance completing an RA please contact your privacy office(r).***

NO

20. Will a personal information bank (PIB) result from this initiative? If yes, please list the legislatively required descriptors listed in section 69 (6) of FOIPPA. Under this same section, this information is required to be published in a public directory.

*A Personal Information Bank will NOT be kept from this initiative.*

Please ensure Parts 6 and 7 are attached to your submitted PIA.



# Privacy Impact Assessment

[CCTV Video Surveillance S.D. 61]

---



# Privacy Impact Assessment for Non-Ministry Public Bodies

*[CCTV Video Surveillance S.D. 61]*

PIA#[assigned by your privacy office(r)]

## Part 7 – Program Area Signatures

Chuck Morris (Director Facilities)  
Program/Department Manager

Signature

21.01.13  
Date

Arch Fraser

**Contact Responsible for Systems Maintenance and/or Security (Signature not required unless they have been involved in this PIA.)**

**Signature**

21.01.13  
Date

Kim MORRIS

**Head of Public Body, or designate**

  
Signature

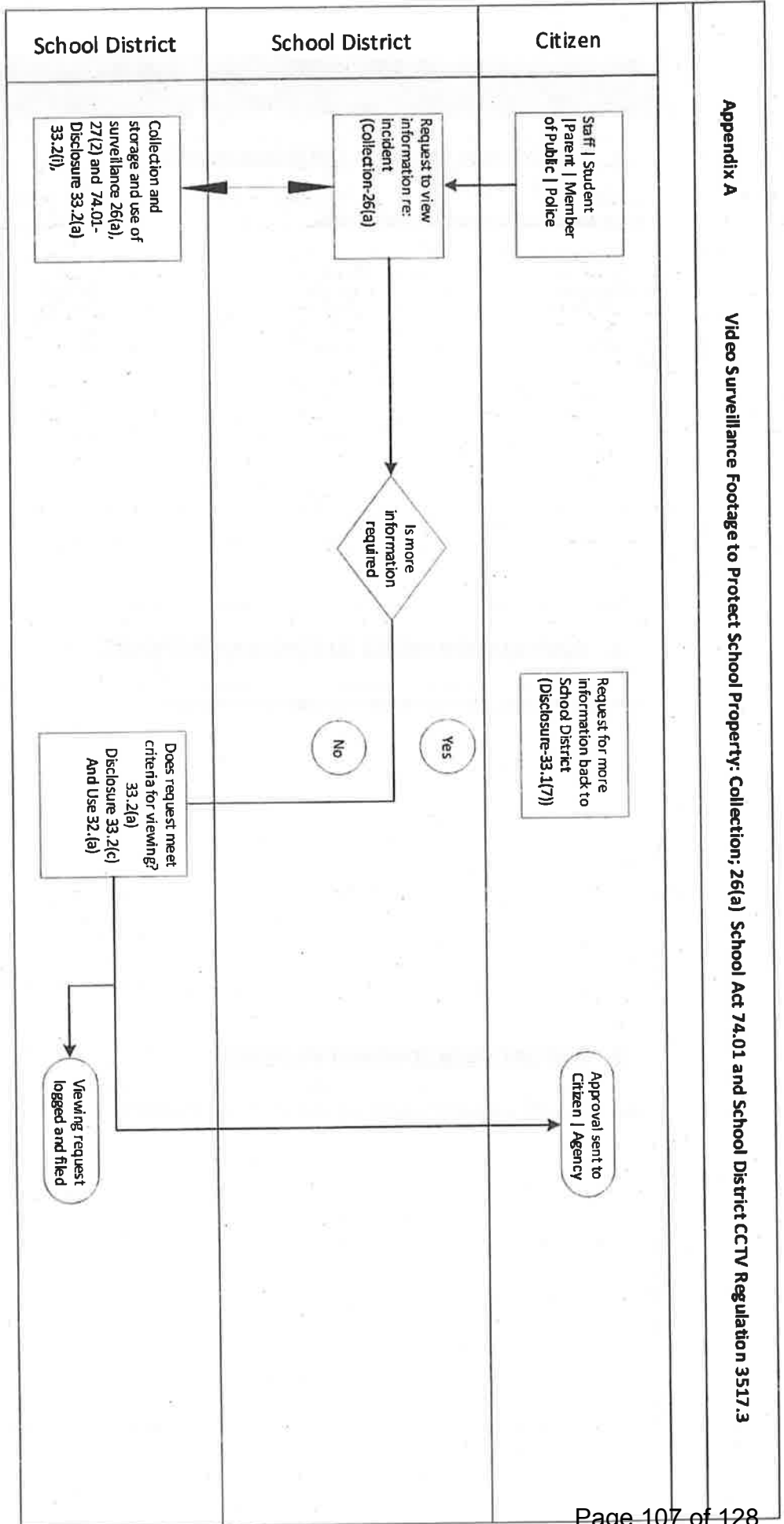
21.01.13.  
Date

**A final copy of this PIA (with all signatures) must be kept on record.**

***If you have any questions, please contact your public body's privacy office(r) or call the OCIO's Privacy and Access Helpline at 250 356-1851.***

Appendix A

Video Surveillance Footage to Protect School Property: Collection, 26(a) School Act 74.01 and School District CCTV Regulation 3517.3



**1. DEPLOYMENT PROPOSAL FOR (School Name):**

(Clear and concise Reasons for Deployment)

**2. CONSULTATION PACKUP TO STAKEHOLDER GROUPS**

(What did the Pack up Consist of and is Documentation attached)

**3. SUPPORT FROM STAKEHOLDER GROUPS**

(Was there sufficient level of support and what was it and from whom)



**4. EVIDENCE OF ALTERNATIVES TRIED & RESULTS**

(List ALL options tried and Results of Efforts)

**5. EVIDENCE OF ALTERNATIVES CONSIDERED BUT NOT ACTIONED & WHY OR N/A**

(Evidence of Alternatives Considered but not Tried and Why or N/A)

**6. ACTIONS BEING CONTEMPLATED**

(Actions, if Any That are being Contemplated to Deal with the Problems or Issues)

**7. PHYSICAL DEPLOYMENT PLAN**

(Please layout Below, the Physical Deployment Plan)

**8. LENGTH of TIME FOR DEPLOYMENT and REVIEW DATE**

(Indicate Length of Time for Deployment and Reasons for the Time Frame. Include Review Date)

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. The second step is to analyze the problem and identify the root causes. This involves breaking down the problem into smaller, more manageable parts.

3. The third step is to develop a plan of action. This involves identifying the steps that need to be taken to address the problem and the resources that will be required.

**TO:** Operations Policy & Planning Committee

**FROM:** Kim Morris  
Secretary-Treasurer

**RE:** February 8, 2021

**DATE:** **Shops Update: Recommendation #1: Priority Replacement Plan**

## Woodshops

### Current Equipment Installation / Non-encroachment Zones / Safety

Newly purchased equipment is being installed and current equipment being relocated to ensure safety zone compliance. Each school will take one month to complete. The following items are completed concurrently during the month, and are dependent on funding.

- Electrical Upgrades to Electrical Code, including addition of magnetic switches
- Shop Signage - Equipment Instructions
- Dust Collector Interlock
- Emergency Stop (3 min)
- Conflagration Zone Signage
- Equipment Guard Installations
- Eye Wash Station Upgrades to moderate risk standards

The budget required to complete the Wood and Metal Shops current equipment installation, non-encroachment zones and safety items is \$750,000. \$350,000 in each of the current fiscal year, the 2021-2022 fiscal year and \$50,000 in 2022-2023 fiscal year.

#### Schedule

School	Scheduled Month	Notes
Esquimalt	December 2020	75% completed, waiting for magnetic switches to arrive
Cedar Hill	January 2021	In Progress
Monterey	February 2021	Dust Collector replaced
Gordon Head	March 2021	Safety Zones completed
Reynolds	April 2021	Some equipment relocated
Shoreline	May 2021	Some equipment has been removed
Central	June 2021	
Vic High	July 2021	

*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.*

Oak Bay	August 2021	
Arbutus	September 2021	
Glanford	October 2021	
Lambrick Park	November 2021	
Lansdowne	December 2021	
Colquitz	January 2022	
Rockheights	February 2022	
Mt. Doug	March 2022	
Spectrum	April 2022	

### Priority Replacement - Dust Collection Systems \*dependent on funding\*

During all dust collector upgrades, units are balanced and blast gates secured. All ducting is inspection and /or replaced to ensure all screws are removed and all flexible duct connections are appropriate length. When reviewing electrical connections in shop, facilities is ensuring dust collector is interlocked with equipment.

#### Year 1 -2021-2022

Glanford	\$422,030
Esquimalt	\$756,620
<b>Total</b>	<b>\$1,178,650</b>

#### Year 2 -2022-2023

Shoreline	\$588,600
Central	\$589,750
<b>Total</b>	<b>\$1,178,350</b>

#### Year 3 -2023-2024

Reynolds	\$723,650
Colquitz	\$438,120
<b>Total</b>	<b>\$1,161,770</b>

#### Year 4 -2024-2025

Lansdowne	\$665,660
Cedar Hill	\$510,600
<b>Total</b>	<b>\$1,176,260</b>

#### Year 5 – 2025-2026

Arbutus	\$592,275
Rockheights	\$600,925
<b>Total</b>	<b>\$1,193,200</b>

*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.*

#### Year 6 – 2026-2027

Vic High	\$637,050
Oak Bay	\$471,019
<b>Total</b>	<b>\$1,108,069</b>

#### Year 7 -2027-2028

Mt. Doug	\$691,248
Central - Metal	\$384,500
<b>Total</b>	<b>\$1,075,748</b>

#### Year 8 -2028-2029

Lambrick Park	\$736,220
Spectrum, Gordon Head, Monterey	\$311,900 *dust collectors have been upgraded
<b>Total</b>	<b>\$1,048,120</b>

## Metal Shops

### Current Equipment Installation / Non-encroachment Zones/Safety

The newly purchased equipment is being installed and current equipment being relocated to ensure safety zone compliance. Each school will take one month to complete. All the following items are completed concurrently during the month, and are dependent on funding.

- Electrical Upgrades to Electrical Code
- Shop Signage - Equipment Instructions
- Emergency Stop (3 min)
- Equipment Guard Installations
- Eye Wash Station Upgrades to moderate risk standards

Please note when feasible the metal shop is completed during the same month as the woodshop.

The budget required to complete the Wood and Metal Shops current equipment installation, non-encroachment zones and safety items is \$750,000. \$350,000 in each of the current fiscal year, the 2021-2022 fiscal year and \$50,000 in 2022-2023 fiscal year.

#### Schedule

School	Scheduled Month
Esquimalt Metal and Auto	May 2022
Cedar Hill	June 2022
Reynolds	July 2022
Shoreline	August 2022
Central	September 2022
Vic High-Metal and Auto	October 2022

*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.*

Oak Bay	November 2022
Arbutus	December 2022
Lambrick Park - Metal	January 2023
Mt. Doug-Metal Auto and Aviation	February 2023
Spectrum –Metal and Auto	March 2023

### Priority Replacement - Metal Shop Ventilation Upgrades \*dependent on funding\*

#### Year 9 – 2029-2030

Arbutus – Metal	\$394,500
Cedar Hill – Metal	\$394,500
Esquimalt – Metal	\$392,500
<b>Total</b>	<b>\$1,181,500</b>

#### Year 10 -2030-2031

Lambrick Park - Metal	\$394,500
Esquimalt – Auto	\$49,000
Oak Bay – Metal	\$352,500
<b>Total</b>	<b>\$796,000</b>

#### Year 11 -2031-2032

Mt. Doug – Metal	\$392,500
Mt. Doug – Auto	\$34,500
Mt. Doug - Air Hanger	\$13,500
Reynolds – Metal	\$392,500
Reynolds – Auto	\$41,000
<b>Total</b>	<b>\$874,000</b>

#### Year 12 -2032-2033

Shoreline – Metal	\$392,500
Spectrum – Metal	\$55,500
Spectrum – Auto	\$41,000
Vic High – Metal	\$404,500
Vic High – Auto	\$33,000
<b>Totals</b>	<b>\$926,500</b>

### Eye Wash Stations

Teachers are responsible weekly, to check and ensure the eye wash stations and emergency showers are functioning correctly. Facilities will complete monthly checks and maintain all units. Facilities has just finished working our way through all shops to ensure everything is compliant. Out of 30 woodshops, auto and metal shop locations, we have found 3 locations that have eyewash facilities and need to be brought up to a higher risk level and 3 locations that are missing any eye wash facilities. 6 Temporary

*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.*



eyewash stations have been ordered and will be installed before the end of February 2021. New signage and eyewash inspection sheets will be installed before the end of February 2021.

## Fire Extinguishers

Facilities is mandated to annually inspect the fire extinguishers. This is ongoing and all district fire extinguishers are inspected in the summer months.

## Shop Safety Equipment

Schools are responsible for providing the following safety items in all shops. Facilities will work with the shop teachers to obtain a list of items needed and have this purchased in a timely manner.

- Hearing Protection
- Fire Blankets
- Protective Clothing
- Eye Protection
- First Aid Supplies
- Intercom/Office Contact

*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.*

**Shops Update: Recommendation #1: Priority Replacement Plan (February 8, 2021)**

Woodshops	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Total
Current Installation/Non-Encroachment/Safety	Esquimault	Cedar Hill	Monterey	Gordon Head	Reynolds	Shoreline	Central	Vic High	Oak Bay	Abutuss	Glanford	Lansdowne	Colquitz	Rockheights	MT Doug	Spectrum		Esquimault - Metal & Auto	Cedar Hill	Reynolds	Shoreline	Central	Vic High - Metal & Auto		Abutuss	Lambriek - Metal	MT Doug - Metal, Auto, Aviation	Spectrum - Metal & Auto	\$ 750,000
Budget Request						\$ 350,000												\$ 350,000										\$ 50,000	\$ 750,000

[illegible]

# Office of the Associate Superintendent

*Colin Roberts – Associate Superintendent*

**To: Operations Policy and Planning Committee**

**From: Colin Roberts**

**Date: February 8, 2021**

**RE: Boundary Review Implementation Update**

The table on the following page provides information that may be useful in assessing the initial impact of catchment boundary changes adopted for the beginning of the 2020-21 school-year.

When reviewing the information please note the following:

- There are various versions of “capacity” according to whether purpose for which capacity has been calculated. As a result the functional capacities in this table may vary from other capacities seen in other documents which may be based on operational or nominal capacities.
- The asterisk indicates which schools are dual track.
- The in-catchment counts do not reflect the exact September 2021 enrolments anticipated. Factors such as student migration between now and the beginning of the 2021-22 school-year and further student transfers that might occur will result in some changes to these numbers for several schools.
- The figures in the column “2020 K In-Catchment Count” represents the first year of registration following the catchment boundary changes.
- Comparing the “2021 K In-Catchment Count” against the “Outgoing Grade 5’s 2021” provides insight into whether an increase or decrease in overall school population can be anticipated.
- It is anticipated that the impact of the Boundary Review on in-catchment populations should be more clearly evident after a period of another two to three years.

*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.*

### Enrollment In-Catchment Counts Summary

ELEMENTARY SCHOOL	FUNCTIONAL CAPACITY	2019 K IN-CATCHMENT COUNT	2020 K IN-CATCHMENT COUNT	2021 K IN-CATCHMENT COUNT	OUTGOING GRADE 5's 2021
Braefoot Elementary	309	30	28	31	40
Campus View Elementary *	464	67	70	68	70
Cloverdale Elementary	332		66	45	41
Craigflower	219	37	41	25	12
Doncaster Elementary *	438	61	72	67	66
Eagle View Elementary	283	26	66	39	41
Frank Hobbs Elementary	351	38	34	31	50
George Jay *	531	111	92	63	68
Hillcrest Elementary	373	37	48	50	50
James Bay	196	35	18	29	34
Lakehill Elementary	324	48	30	33	31
Macaulay *	483	86	94	84	65
Margaret Jenkins *	487	54	76	74	87
Marigold Elementary *	283	39	36	52	50
McKenzie Elementary	309	38	42	46	38
Northridge Elementary	286	41	44	29	42
Oaklands	487	107	62	67	100
Quadra *	505	91	93	74	72
Rogers Elementary	332	53	46	37	55
Sir James Douglas *	460	61	72	86	60
South Park	196		18	17	20
Strawberry Vale Elementary	309	32	46	30	39
Sundance-Bank Elementary			32	35	
Tillicum Elementary	396	82	87	66	66
Torquay Elementary	283	51	47	41	42
Victoria West Elementary	332	54	68	62	33
View Royal Elementary	399	46	39	38	59
Willows *	569	85	81	69	108

# Board of Education

School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4106 Fax (250) 475-4112

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

---

TO: Operations Policy & Planning Committee  
FROM: Angie Hentze, Trustee  
RE: Motion to Write to Ministry Re: Net Zero Schools  
DATE: February 8, 2021

---

## RATIONALE:

On January 25<sup>th</sup>, 2021, the Board of Education passed the following motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the following motion for submission to the 2021 BCSTA AGM:

*"That the BCSTA urge the Ministry of Education and the Minister of Finance to fully fund net zero capital upgrade and replacement projects effective immediately."*

In light of the current climate emergency, it is important that we act on behalf of our own district, and not rely on BCSTA to speak for us. We should write our own letters to the relevant ministries immediately, with the same request. I have included a draft letter for your consideration.

## MOTION:

That the Board of Education of School District No. 6 (Greater Victoria) direct the Chair to write to the Ministry of Education and the Ministry of Finance, urging them to fully fund net zero capital upgrade and replacement projects, effective immediately.

## DRAFT LETTER:

On February 22nd, 2021, the Board of Education of School District No. 6 (Greater Victoria) passed the following motion:

*That the Board of Education of School District No. 6 (Greater Victoria) direct the Chair to write to the Ministry of Education and the Ministry of Finance, urging them to fully fund net zero capital upgrade and replacement projects, effective immediately.*

*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.*

The BC government recognizes the vital importance of clean energy, and the CleanBC initiative outlines their plan for fighting climate change by changing “how we get around, heat our homes, and fuel our industry”. As part of this initiative, *“By 2032, all new buildings constructed in B.C. will be “net-zero energy ready.” Net-zero energy ready buildings are designed to be so efficient that they could meet all or most of their own energy consumption requirements with onsite renewable energy technologies.”* From their website:

## Cleaner public-sector buildings

New schools, hospitals and other facilities continue to be built in B.C. to achieve high levels of environmental performance, meeting Leadership in Energy and Environmental Design (LEED) Gold certification or equivalent. On average, these facilities have been designed to perform 40 per cent better than LEED’s reference energy standard.

With this strategy we’re also taking steps to make our existing stock of buildings cleaner, smarter and more energy efficient by taking advantage of the latest proven technologies. Early analysis of net-zero construction shows that savings more than make up for any added costs. As we retrofit older public buildings in communities throughout B.C. we’ll create opportunities for local businesses, Indigenous peoples, professions and trades to develop the new energy step code skills and expertise to retrofit other buildings in their communities. For every one per cent improvement in its energy efficiency, including buildings and vehicles, B.C.’s public sector reduces its energy costs by an estimated \$4 million a year.

The Ministry of Education funds major capital projects through districts’ annual 5-year capital plans. Major capital upgrade or replacement projects are funded by government.

Given the current climate emergency, and SD61’s June 2019 climate emergency resolution, it is incumbent on Boards of Education to build major capital projects to a “net zero” standard. Currently “net zero” is at each Board’s cost. For example: In the case of upcoming replacement project in SD61, the cost to bridge the Ministry’s funding to net zero is \$2.5 million. This cost is untenable for school districts, and may require diverting funds from classrooms to capital, or further delaying other vital capital projects/repairs.

Throughout the province, districts struggle to finance climate change action. All upgrade and replacement school projects should be net zero ready, regardless of the ability of the district to fund them. It is incumbent upon the province to prioritize schools, as important public sector buildings, to receive these important upgrades.

If we want our students to grow up ready and able to fight the climate battle that they are inheriting, we need to provide them with educational institutions that they are proud to learn in, and prove to them that our generation is willing to put our money where our mouth is.

Let’s do something right, and start funding these projects across the province, starting immediately.

*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



Yours truly...

*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





School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4106 Fax (250) 475-4112

## Office of Trustee Diane McNally

To: Education Policy & Directions Standing Cttee  
Date: February 1, 2021  
Re: Motion: Masks Letter

### **Background**

A motion directing wearing of masks by students and all adults in school in SD61 was narrowly defeated at the January 25th Board meeting. There was some interest in the second part of the motion which directed the Board Chair to write to Provincial Health Officer Dr Henry on behalf of the Board, asking for a broadened mask mandate in schools, with exceptions on an individual basis.

Recent COVID exposures have occurred at a public school in Duncan, Royal Bay in SD62, two schools in Parksville, two private schools on the South Island, and Macaulay and View Royal here in SD61.

Provincial Health Officer Dr Bonnie Henry stated "The mask mandate that we put in place very recently talks about those public indoor places. And yes, children are required to wear masks in public indoor spaces as well as in their schools." Unless they're in a classroom.

During the first coronavirus (COVID-19) briefing of 2021 on Monday, Jan. 4, Dr Henry told reporters that health officials are re evaluating safety measures and plans after the Surrey School District reported 50 COVID cases at Earl Marriott Secondary School. Surrey Teachers' Association letter to Dr Bonnie Henry in December 2020 asserts that masks should be mandated for everyone in schools--not only teachers and adults – and in every school space.

Dr Amy Tan, a Victoria physician would like to see masks mandated for students in kindergarten to Grade 12, with exemptions on an individual basis for students who can't wear masks for various reasons.



---

Ontario requires all students age 10 and up to wear masks everywhere in school, including classrooms.

The Toronto District School board issued a directive mandating the wearing of appropriate masks in TDSB schools or buildings, with exemptions on an individual basis.

Edmonton Public Schools have directed mask wearing as mandatory as an additional means of protection for staff and students, with exemptions on an individual basis.

Saskatchewan's Chief Medical Health Officer Dr. Saqib Shahab's order is that masks are required for all students age 3 and older (who are able to wear a mask) , and all employee and visitors in schools, with the exception of while they are consuming food or beverages.

The US Centers for Disease Control site states that “In general, children 2 years and older should wear a mask ...” with exceptions for “children with certain disabilities...”.

Clearly, other jurisdictions have taken more extensive precautionary measures than BC has to protect students, front line educators, and other staff.

**Alignment With Strategic Plan:**

- Mission: “We nurture each student’s learning and well-being in a **safe**, responsive and inclusive learning community.”
- Goal 3, Strategy 4: "...maximize physical health and mental well-being.”

**Recommended Motion:**

That the Board direct the Board Chair to write a letter to Dr. Henry expressing support for a broadened mask mandate for schools that includes mask wearing by students K-12, staff, and any adults in school buildings in all school spaces, with exceptions on a case by case basis.to be made by principals, with a documented reason for an exemption.

**TO: Board of Education**  
**FROM: Andy Canty**  
**RE: Accessing Board and Committee Meeting Reports and Attachments**  
**DATE: February 4, 2021**

---

**Background:**

At the January 25th Board meeting Trustee McNally brought forward the following Recommended Motion:

*That the Board of Education SD61 (Greater Victoria) direct the Superintendent to direct the Information Technology Department to set up submenus under the "Our District" menu, between "Provincial School Act" and "Trustee Elections",*

*And Further;*

*That the Superintendent develop a protocol by the end of November 2020 with staff that will ensure all public reports are placed in the appropriate file, following approval / receipt by the Board, the day after the meeting that approves / receives the report.*

At the January 25th Board meeting, Trustee McNally's motion was referred to the Feb 8th OPPS meeting but that the Director, IT for Learning, would bring a recommended motion forward that is better suited to what the Board is looking for.

**Action:**

Recommended Motion:

That the Information Technology for Learning Department seek a solution to public and Trustee requests to access Board and Committee Meeting reports and attachments, with ease, via the public District website. Options will be proposed at the March 8, 2021, Operations Policy and Standards Committee meeting.

*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.*

## Advocacy Ad Hoc Committee Terms of Reference

### Purpose:

The Advocacy Ad Hoc Committee (the “Committee”) is an ad hoc committee established by the Board of Education (Bylaw 9140 Ad Hoc Committee of the Board) to develop advocacy action plans in partnership with input from our stakeholders to support public education initiatives.

### Deliverables:

~~The Committee will create and monitor action plans to advocate for a variety of issues in public education.~~ The Committee will **may** address a variety of issues including appropriate funding, service provision, curriculum, governance, and public engagement. ~~This Committee may also address~~ **and** other matters as directed by the Board of Education.

### Membership:

The committee will be comprised of the following members assigned annually:

- Two Trustees appointed by the Board Chair
- The Superintendent and/or designate and another member of senior administration, Secretary-Treasurer, or designate
- District Communications Staff
- **Other** District staff **appropriate to serve the discussion** from ~~Early Learning, Indigenous Education and Student Supports~~

### Background:

The Advocacy Ad Hoc Committee (“the Committee”) was established by the Board for the purpose of developing advocacy action plans to support the Board’s effective advocacy on issues facing public education. ~~The Committee’s work has focused on identifying what is effective advocacy and determining priorities for advocacy.~~ **as directed by the Board from time to time.**

- ~~1. Children in Care~~
- ~~2. Child Care and Early Learning~~
- ~~3. Mental Health Literacy and Mental Wellness~~
- ~~4. Current motions that come forward from the Board of Education~~

### ~~Children in Care:~~

- ~~• Review the recommendations from the BC Representative for Children and Youth including but not limited to those in the recent report Room for Improvement: Toward Better Education Outcomes for Children in Care~~
- ~~• Develop a communication strategy to respond to the current communication challenges with the Ministry of Children and Family Development that are creating barriers to supporting District children in care.~~

**Child Care and Early Learning:**

- Create early childcare spaces that are accessible for every school community
- Through the information gathered from EDI data, create early learning response opportunities for every school community

**Mental Health Literacy and Mental Wellness:**

- Continue to provide information to the School District community on the initiatives being undertaken in the District to support and raise awareness about student mental health and wellness
- Promote leading practice to the Ministry of Education as appropriate
- Provide ongoing professional development throughout the District to raise awareness and improve skills and practice in regard to mental health and wellness
- Create a shared coordinated table with Songhees and Esquimalt Nations and our partner groups to identify and discuss mental health concerns
- Invite stakeholders to participate in an ongoing discussion to identify and address mental wellness of children and youth in the District.

**Procedure:**

The Superintendent shall call the Committee to convene following a motion (referral) of the Board.

**Reporting:**

A final report will be provided to the Education Policy and Directions Committee by May of each school year. **Once established the Committee shall provide** regular updates and recommendations **will be** made to the Board of Education through the Education Policy and Directions Committee **throughout the school year. and a final report will be prepared once the committee has completed its assigned task.**

**Voting:**

Decisions will be made by consensus **if whenever** possible. If no consensus is reached, a majority vote will take place.

**Procedural Notes:**

- All trustees may attend and contribute to the discussions.
- The Chair of the Committee shall be decided at the inaugural meeting of the Committee and yearly thereafter.
- Guests and or members of the public shall be invited to meetings at the discretion of the Chair of the Committee.

Date Adopted: October 26, 2020

**Revised: XXXXXXXX 2020**