



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

**Regular Board Meeting**

**AGENDA**

**Broadcasted via YouTube**

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

**Monday, June 19, 2023, 7:30 p.m.**

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**A. COMMENCEMENT OF MEETING**

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

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

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

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

Recommended Motion:  
That the June 19, 2023 agenda be approved.

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

- a. Approval of the May 29, 2023 Regular Board Minutes

Recommended Motion:  
That the May 29, 2023 Regular Board minutes be approved.

**A.4. Trustee Election**

- a. Election of British Columbia Public School Employers' Association Representative
- b. Motion to Destroy Election Ballots/Text Messages

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

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

**A.6. Community Presentations** (5 minutes per presentation)

- a. Low Incident Program – Melody Burns

**B. CORRESPONDENCE**

**C. TRUSTEE REPORTS**

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

- a. Chair's Report
- b. Acknowledgement of Director of Human Resource Services

**C.2. Ad Hoc Committees Annual Review**

- a. Advocacy Ad Hoc Committee – Trustee Baillaut  
French Ad Hoc Committee – Trustee Baillaut
- b. Audit Ad Hoc Committee – Trustee Kwan  
Budget Advisory Ad Hoc Committee – Trustee Kwan
- c. Budget Advisory Ad Hoc Committee – Trustee Gagnon  
Climate Action Plan Ad Hoc Committee – Trustee Gagnon
- d. Climate Action Plan Ad Hoc Committee – Trustee Duncan  
School Police Liaison Officer Review Ad Hoc Committee – Trustee Duncan
- e. Equity Ad Hoc Committee – Trustee Mahbobi
- f. George Jay School Naming Ad Hoc Committee – Trustee Paynter

**C.3. Trustees' Reports** (2 minutes per verbal presentation)

**D. BOARD COMMITTEE REPORTS**

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

- a. Draft minutes from the June 5, 2023 meeting – information only

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

- a. Draft minutes from the June 12, 2023 meeting – information only
- b. Recommended motion from the June 12, 2023 meeting:

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) refer draft Policy XXXX Scent Sensitive Workplace to rights holders and stakeholders for feedback and return comments and recommendations not

later than the November 2023 Operations Policy and Planning Committee meeting.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1161 Freedom of Information and Protection of Privacy, as amended.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) refer new Policy 5150 Sanctuary Schools to the Policy Sub-Committee to consider the new feedback received and bring it back to the September 2023 Education Policy and Directions Committee Meeting.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) refer the draft Policy XXXX International Education Enrollment to the Policy Sub-Committee for further development and consultation and bring it back to the September 2023 Education Policy and Directions Committee Meeting.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education, the 2024-2025 Capital Plan, as it relates to Major Capital Projects.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education, the 2024-2025 Capital Plan, as it relates to Minor Capital Projects.

**c. Climate Change Accountability Report**

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) accept the Climate Change Accountability Report.

**E. DISTRICT LEADERSHIP TEAM REPORTS**

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

**a. Monthly Report**

**Recommended Motion:**

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

- c. 2023-2024 Board of Education and Standing Committee Meeting Dates

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) approve the revised 2022-2023 Board of Education and Standing Committee meeting dates.

- d. Trustee Questions

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

- a. Monthly Report

Recommended Motion:

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

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

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

### **G.1. Record of In-Camera Board of Education Meeting – May 29, 2023**

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

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

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

## **I. ADJOURNMENT**

Recommended Motion:

That the meeting be adjourned.



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

**Regular Board Meeting**

**MINUTES**

**Via Zoom**

**Monday, May 29, 2023, 7:30 p.m.**

Trustees Present: Nicole Duncan, Board Chair, Karin Kwan, Vice-Chair, Natalie Baillaut, Derek Gagnon, Rob Paynter, Emily Mahbobi, Mavis David

Trustee Regrets: Diane McNally, Angela Carmichael

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Julie Lutner, Associate Secretary-Treasurer, Jim Vair, Director of Human Resource Services, Andy Canty, Director of Information Technology

Partners: Sarah Winkler, VPVPA, Tracy Humphreys, VCPAC, Jane Massy, CUPE 947, Ilda Turcotte, GVTA, Jeanette Alexander, ASA, Paula Marchese, VCPAC

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**A. COMMENCEMENT OF MEETING**

This meeting began at 7:30 p.m.

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

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

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

**Moved by** Trustee Kwan

**Seconded by** Trustee David

That the May 29, 2023 agenda be approved.

**Motion Carried Unanimously**

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

a. Approval of the April 24, 2023 Regular Board Minutes

**Moved by** Trustee Baillaut

**Seconded by** Trustee Mahbobi

That the April 24, 2023 Regular Board minutes be approved.

**Amendment**

Trustee Kwan

E.1.c. Trustee Kwan abstained from the vote

G. Public Disclosure add Trustee to both Kwan and Gagnon.

**Motion Carried Unanimously**

**Amendment**

Trustee Paynter

F. Question Period - Include the responses to the questions in the minutes of the meeting. Chair Duncan asked to move this amendment to A.4. Business Arising from the Minutes as the Bylaw does not state that questions need to be answered in the minutes if there is not an answer to the question at that time. There is nothing to amend at this point.

Trustee Paynter withdrew the amendment.

**Moved by** Trustee Baillaut

**Seconded by** Trustee Mahbobi

That the April 24, 2023 Regular Board minutes be approved, as amended.

**Motion Carried Unanimously**

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

Trustee Paynter discussed F. Question Period and stated that if the question is posted publicly than the answer should be given publicly. Trustee Duncan responded, as per Bylaw 9360.01 that all answers given are recorded in the minutes when the answers are provided.

**A.5. Student Achievement**

None

**A.6. District Presentations**

None

**A.7. Community Presentations**

None

## **B. CORRESPONDENCE**

- B.1. April 21, 2023, Office of the Auditor General of British Columbia to the Board of Education of School District No. 61 (Greater Victoria)**
- B.2. April 24, 2023, West Shore RCMP, School Police Liaison Officers**
- B.3. April 28, 2023, Support Network for Indigenous Women and Women of Colour to the Board of Education of School District No. 61 (Greater Victoria)**
- B.4. May 2, 2023, Jodi Pavesic, Saanich Police to the Board of Education of School District No. 61 (Greater Victoria)**
- B.5. May 4, 2023, Jennifer Chambers to the Board of Education of School District No. 61 (Greater Victoria)**
- B.6. May 4, 2023, Oak Bay Police Board to the Board of Education of School District No. 61 (Greater Victoria)**
- B.7. May 10, 2023, Board of Education to Bays United Football Club (FC)**

## **C. TRUSTEE REPORTS**

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

- a. Chair's Report  
Chair Duncan presented the report for information.
- b. Ad-Hoc Committee Annual Review  
**Moved by** Trustee Duncan  
**Seconded by** Trustee Mahbobi  
That the Board of Education of School District No. 61 (Greater Victoria) dissolve the Indigenous Education Ad Hoc Committee.  
**Motion Carried Unanimously**
- c. June Board Work Plan  
The plan was provided.

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

None

## **D. BOARD COMMITTEE REPORTS**

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

- a. Draft minutes from the May 1, 2023 meeting – information only
- b. Recommended motions from the May 1, 2023 meeting:  
**Moved by** Trustee Kwan  
**Seconded by** Trustee Baillaut  
Trustees discussed the motion.

That the Board of Education of School District No. 61 (Greater Victoria) refer Draft Policy 5150 Sanctuary Schools with suggested amendments to the May 29, 2023 Board of Education meeting.

AND FURTHER

Provide a copy of the Draft Policy 5150 Sanctuary Schools to Rightsholders, stakeholders and relevant District staff inviting comment in advance of the May 29, 2023 Board of Education meeting.

**Moved by** Trustee Kwan  
**Seconded by** Trustee Gagnon

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) refer Draft Policy 5150 Sanctuary Schools with suggested amendments to the May 29, 2023 Board of Education meeting.*"

AND FURTHER

*Provide a copy of the Draft Policy 5150 Sanctuary Schools to Rightsholders, stakeholders and relevant District staff inviting comment in advance of the May 29, 2023 Board of Education meeting.*" be referred to the June 12, 2023 Operations Policy and Planning Committee Meeting.

**Motion Carried Unanimously**

**Moved by** Trustee Baillaut  
**Seconded by** Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) consider the School Police Liaison Officer Program Review Ad Hoc Committee report at a Special Board Meeting to be scheduled in May 2023.

**Motion Carried Unanimously**

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

- a. Draft minutes from the May 8, 2023 meeting – information only
- b. Recommended motion from the May 8, 2023 meeting:

**Moved by** Trustee Kwan  
**Seconded by** Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) refer revised Policy 1161 to the Policy Sub Committee and provide an update at the June 12, 2023 Operations Policy and Planning Committee meeting.

**Motion Carried Unanimously**

## **D.3. Audit Committee Report**

- a. 2022-2023 Audit Planning Report



**Moved by** Trustee Paynter  
**Seconded by** Trustee Baillaut

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2022-2023 Audit Planning Report as presented to the Audit Committee.

**Motion Carried Unanimously**

- b. March 2023 Quarterly Financial Report

**Moved by** Trustee Baillaut  
**Seconded by** Trustee Mahbobi

That the Board of Education of School District No. 61 (Greater Victoria) accept the March 2023 Quarterly Financial Report as presented to the Audit Committee.

**Motion Carried Unanimously**

#### **D.4. Budget Advisory Committee**

- a. May 4, 2023 Budget Advisory Committee Meeting Draft Minutes

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

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

- a. Monthly Report

Superintendent Whitten provided the report for information.

**Moved by** Trustee Kwan  
**Seconded by** Trustee Mahbobi

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

**Motion Carried Unanimously**

- b. 2023-2024 Board of Education and Standing Committee Meeting Dates

**Moved by** Trustee Baillaut  
**Seconded by** Trustee David

That the Board of Education of School District No. 61 (Greater Victoria) approve the 2023-2024 Board of Education and Standing Committee meeting dates.

**Motion Carried Unanimously**

- c. Trustee Questions

Trustee Gagnon asked if the public has been made aware of Trustee McNally being on leave? Trustee Duncan replied that Trustees McNally and Carmichael are on leave at this time.

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

- a. Monthly Report

Secretary-Treasurer Stride provided the report for information.

**Moved by** Trustee Kwan  
**Seconded by** Trustee Mahbobi

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

**Motion Carried Unanimously**

- b. Director of Human Resource Services Vair presented a memo on Elementary Strings as preparation time.

Trustees and partners discussed the motion.

**Moved by** Trustee Kwan  
**Seconded by** Trustee Mahbobi

That the Board of Education of School District No.61 (Greater Victoria) approve full funding of the Elementary Strings Program in the amount of \$258,485 without using any Teacher preparation time.

AND FURTHER

That the additional funding for any Elementary Strings that was planned in Teacher preparation time, in the amount of \$53,134, be funded from the Operating contingency.

AND FURTHER

Direct the Superintendent to form a committee that includes trustees, music teachers, GVTA and district staff to find a way to deliver Elementary Strings that is equitable and cost effective.

Trustee Kwan withdrew the motion after it was discussed.

**Moved by** Trustee Paynter  
**Seconded by** Trustee Gagnon

Trustees and partners discussed the motion.

That the Board of Education of School District No. 61 (Greater Victoria) amend the April 6, 2023 motion adopted by the Board which provided that the Board fund elementary strings with up to six schools having strings as prep at a cost of \$205,351 by removing the staff recommendation for elementary strings of \$91,675 and taking the shortfall from the Contingency.

**Motion Carried Unanimously**

## **F. QUESTION PERIOD**

None.

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

**G.1. Record of In-Camera Board of Education Meeting – April 24, 2023**

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

**H.1. New Business**

None.

**H.2. Notice of Motions**

None.

**I. ADJOURNMENT**

The meeting adjourned at 9:00 p.m.

**Moved by** Trustee Baillaut

**Seconded by** Trustee Kwan

That the meeting be adjourned.

**Motion Carried Unanimously**

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Chair

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Secretary-Treasurer

# Board of Education

*Chair: Nicole Duncan Vice-Chair: Karin Kwan*

*Trustees: Natalie Baillaut, Angela Carmichael, Mavis David,  
Derek Gagnon, Emily Mahbobi,  
Diane McNally, Rob Paynter*

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TO: Board of Education  
FROM: Trustee Duncan  
RE: Chair's Report  
DATE: June 19, 2023

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## Activities on behalf of the Board:

1. Weekly Chair/Superintendent agenda planning meetings to set the agendas for our meetings. Bi-weekly check in/signing meeting with Superintendent and Secretary Treasurer and media requests.
2. Indigenous Graduation Ceremony- I had the great honour and privilege of attending the Indigenous Graduation Ceremony with my colleague Trustee David who offered congratulations and best wishes to Indigenous graduates from across our learning community on behalf of the Board of Education.
3. 12 June 2023- It was a pleasure to attend the Craigflower Elementary School Literacy Celebration. Craigflower Elementary School applied for and received a grant through the BCTF Teacher Inquiry Program to support their ongoing collaboration in the support of student literacy learning. It was a privilege to join the celebration and to hear about the good work being done to support students at Craigflower Elementary.
4. 21 June 2023- I will attend the SJ Burnside Graduation celebration on behalf of the Board. I look forward to congratulating the students on their success and wishing them well in their future endeavors.
5. BCSTA Capital Working Group- Scheduled to attend the first meeting of this working group on 22 June 2023.
6. 23 June 2023- I will attend the Reynolds Secondary School graduation celebration at UVic on behalf of the Board. I look forward to congratulating the students on their success and wishing them well in their future endeavors.

*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

**Acknowledgement:** Wednesday, 21 June 2023 is National Indigenous Peoples' Day which is an opportunity to recognize and to celebrate the cultures and contributions of the First Nations, Inuit, and Métis Indigenous peoples of Canada. I would like to acknowledge with respect and gratitude the Esquimalt and Songhees Nations on whose territories we have the privilege to live, to learn and to grow. I would also like to acknowledge with respect and gratitude the many and varied contributions of Indigenous people in Canada. A very special thank you to Indigenous peoples contributing to the education, health and wellness of children and youth in our learning community.

**Reminders:** The Draft 2023-24 Framework for Enhancing Student Learning (FESL) and associated data will be circulated to the Board of Education for review over the summer. The Draft FESL will then be formally reviewed by the Board of Education at the September 2023 Education Policy and Directions Standing Committee and the Board of Education Meeting.

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**TO: The Board of Education**

**FROM: Trustee Baillaut, Advocacy Ad Hoc Committee**

**RE: Annual Trustee Report**

**DATE: Monday, June 12, 2023**

The purpose of the memo is to provide an update regarding the Advocacy Ad Hoc Committee's work during the 2022-23 school year.

**Background**

The Advocacy Ad Hoc Committee did not meet during the 2022-23 school- year.

**TO: The Board of Education**

**FROM: Trustee Baillaut, French Advisory Committee**

**RE: Annual Trustee Report**

**DATE: Monday, June 12, 2023**

The purpose of the memo is to provide an update regarding the French Advisory Committee's work during the 2022-23 school year.

### **Background**

The French Advisory Committee met twice during the 2022-23 school- year:

December 6, 2022

April 17, 2023

The mandate for the French Advisory Committee (The Committee) is to provide advice on French Immersion Learning Resources, Core French Learning Resources, Teacher Professional Development, and Cultural Activities within the District.

The goals for French language in the district, as set out by the committee in previous years, are:

- To support the development of student's oral comprehension, production, and interaction skills.
- To support the development of a positive linguistic identity for French language learners and teachers.

### **Update**

In December of this year the Committee received reports on the professional development opportunities within the district for French Immersion and Core French teachers. There was a focus on the development of oral language and reading skills, land-based learning through an Indigenous lens, and collaboration time for educators. The Committee also discussed the funding model used for the French Immersion budget.

In April, the committee received an update on enrollment in French Immersion and Late-entry French Immersion. This year there were 22 additional students in late entry French Immersion when compared to last year. The committee did not make recommendations to the School Board of District 61 over the course of this school year.

The French Advisory Committee will meet again on the following dates:

November 6, 2023

January 15, 2024

April 29, 2024

# 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: Nicole Duncan, Vice-Chair: Karin Kwan*  
*Trustees: Natalie Baillaut, Angela Carmichael, Mavis David,*  
*Derek Gagnon, Emily Mahbobi,*  
*Diane McNally, Rob Paynter*

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TO: Board of Education  
FROM: Trustee Kwan  
RE: Audit Committee Report  
DATE: June 9, 2023

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## **Ad Hoc Committee Activities on behalf of the Board during the school year:**

The Audit Committee met on two occasions during the 2022-23 school year:

- February 6, 2023
- May 19, 2023

The purpose of the Audit Committee is to assist the Board of Education in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, risk assessment and mitigation strategies, internal and external audit functions and compliance matters.

The Audit committee received and reviewed quarterly financial reports for the quarters ending:

- December 31, 2022
- March 31, 2023

The Audit Committee also had the pleasure of meeting Lenora Lee from our Auditor, KPMG. Lenora presented the committee with the Audit Planning report for the year ending June 30, 2023. Lenora also presented a letter from the Office of the Auditor General of BC with regards to the Auditor General's Financial Statement Audit Coverage Plan. The Auditor General will be relying on the work of the Auditor (KPMG) as in prior years. However, the Auditor General's involvement will increase to an oversight level beginning with the oversight of the June 30, 2023 year-end financial statements. We anticipate this will continue for two years. The committee has been assured that this is a common occurrence and level of oversight established by the Auditor General.

Trustee representatives, Trustee Paynter and Trustee Kwan continue to work with the Secretary-Treasurer and the Associate Secretary-Treasurer to acquire a deeper understanding and level of insight into the district's financial statements.

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One *Learning* Community



# 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: Nicole Duncan Vice-Chair: Karin Kwan*  
*Trustees: Natalie Baillaut, Angela Carmichael, Mavis David,*  
*Derek Gagnon, Emily Mahbobi,*  
*Diane McNally, Rob Paynter*

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TO: Board of Education  
FROM: Trustee Kwan  
RE: Budget Advisory Report  
DATE: June 9, 2023

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## **Ad Hoc Committee Activities on behalf of the Board during the school year:**

The Budget Advisory met on eight occasions during the 2022-23 school year:

- November 10, 2022
- December 8, 2022
- January 19, 2023
- February 9, 2023
- February 23, 2023
- March 2, 2023
- March 9, 2023
- May 4, 2023

The purpose of the Budget Advisory Committee is to oversee the School District's budget process, make recommendations and deliver reports to the Board of Education with a focus on provision of service for every student to succeed, recognizing that all learners are unique and have differing needs.

The committee received up-to-date budgetary information from the Secretary Treasurer/Finance department as well as numerous presentations from various district teams. The packages provided from each district team were comprehensive including a summary of the department's work as well as budgetary information and staffing numbers. Trustees also had the chance to participate in 2 Town Hall meetings and a Student Symposium.

Ultimately, the committee was not able to reach consensus on any of the possible reductions proposed by district staff. However, through the use of a software application (Slido), and using poll questions, information was provided to the Board of Education regarding where the committee was at in relation to reaching consensus on a specific topics.

Finally, the committee had the opportunity to provide feedback on the budget process for the year and suggest changes for moving forward into next year's budget process.

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One *Learning* Community

*Trustee Derek Gagnon*  
*Chair, Budget Advisory Committee*

**TO:** The Board of Education  
**FROM:** Trustee Gagnon, Chair, Budget Advisory Committee  
**RE:** Budget Advisory Committee- Annual Trustee Report  
**DATE:** Wednesday, June 14, 2023

The purpose of the memo is to provide an update regarding the Budget Advisory Committee's work during the 2022-23 school year.

**Background**

The Budget Advisory Committee (the "Committee") met on eight occasions during the 2021-22 school- year:

- November 10, 2022
- December 8, 2022
- January 19, 2023
- February 9, 2023
- February 23, 2023
- March 2, 2023
- March 9, 2023
- May 4, 2023

The purpose of the Budget Advisory Committee is to oversee the School District's budget process, make recommendations and deliver reports to the Board of Education with a focus on the provision of service to support all students recognizing that all learners are unique and have differing needs.

According to the Committee's TOR, it is responsible to make recommendations that have clear linkages to:

*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.*

***Trustee Derek Gagnon***  
***Chair, Budget Advisory Committee***

*"1. the District's Strategic Plan goals and strategies and the District Framework for Enhancing Student Learning for inclusion in the Financial Statement Discussion & Analysis Report; and*

*2. the Board's Values and Guiding Principles set out in the fiscal year's budget process;*

*3. Sustainability:*

*- commit to administrative and operational efficiencies, and appropriate management of risk including the provision of safe and healthy learning environments and sustainable environmental practices*

*- move toward matching revenues to expenses so the organization does not rely on surplus to balance on-going costs from year to year*

*- spend surplus on one-time initiatives and priorities, and not on-going expenses*

*- recognize that the needs of students change from year to year and so will the budget allocations*

*- protect reserves and contingency even when there is pressure to spend in times of constraint*

*- consider long term financial planning and three year budget forecasts.*

*4. Oversee the annual budget process.*

*5. Receive budget input from education partners and the public.*

*6. Make recommendations for Board approval relative to improvements to annual budgeting process."*

## **Update**

The Committee received budgetary information from District finance staff and numerous presentations from District teams regarding their operations and budget requirements. In January 2023, the Committee also received input from staff partner representatives, rights holders and stakeholders at the Talking Tables event on January 5th, hosted a student symposium to get student feedback on January 13th and hosted a public budget session on March 7th to gather public input about how to balance the 2023-24 budget.

The Committee was not able to reach a consensus on recommendations to the Board related to the 2023-24 Annual Operating, Special Purpose and Capital Budgets by 14 March 2023, and as a result all findings and survey results of Committee members were presented to the Board.

It is expected that the Committee will resume in the fall of 2023 to begin work towards the budget for the 2024-2025 academic year.

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





## **Greater Victoria School District No. 61**

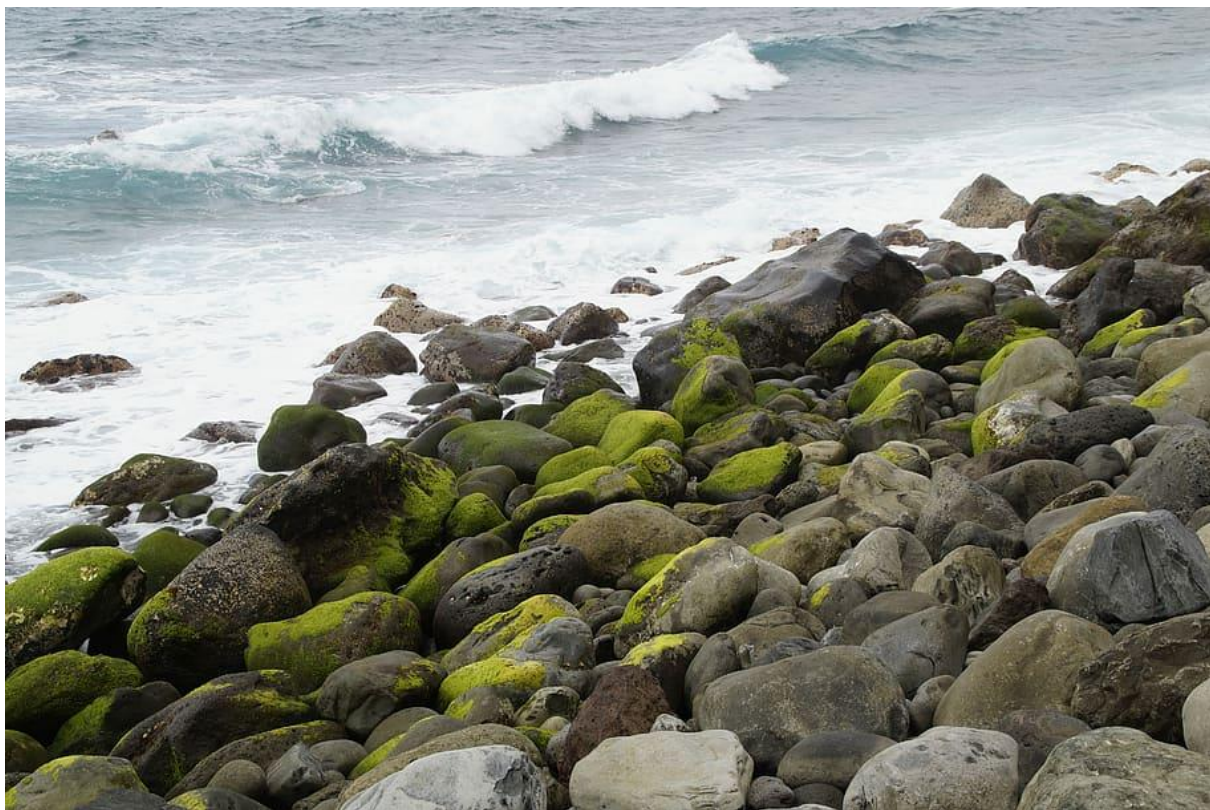
### **Climate Action Plan (CAP) 2022-2027**



# INTRODUCTION

The Greater Victoria School District lies within the territories of the Lekwungen peoples, known today as Esquimalt and Songhees Nations who have been here since time immemorial and their history in this area is long and rich.

The District recognizes the Lekwungen peoples as the traditional custodians of the land in which we are located. We will look for opportunities to collaborate on actions and issues of mutual interest, including actions related to climate change. The District respectfully acknowledges the First Nations' long history of land stewardship and knowledge of the land and will look for opportunities to learn from and collaborate with the Esquimalt and Songhees Nations to help us improve our District's resilience to a changing climate.



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## Connection to the Greater Victoria Strategic Plan

In the writing of this Climate Action Plan, we have been reminded of the importance of a collaborative community and the necessity of a focus. To ground our work we have identified five, core pillars that will carry this work. The pillars are as follows: 1) Education, Engagement and Leadership; 2) Lands and Water Stewardship; 3) Waste Reduction; 4) Energy Management; and 5) Sustainable Transportation. The work that is initiated by this plan will be limitless and will certainly overlap between pillars. All action work that occurs as part of the plan will be respectful of the three, main goal areas of the Greater Victoria School District's Strategic Plan.

### **Goal 1**

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

### **Goal 2**

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

### **Goal 3**

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

# About the Greater Victoria School District

The Greater Victoria School District No. 61 is located in the capital city of British Columbia and covers the municipalities of Esquimalt, Oak Bay, Victoria, View Royal and a portion of Saanich and Highlands.

The Greater Victoria School District is proud to provide quality education for 20,000 students in 28 elementary schools (Kindergarten to Grade Five), 10 middle schools (grades six to eight), and seven secondary schools (grades nine to 12). More than 1,000 International Students from across the globe attend schools in our District, and each year, over 650 adult learners register in the Continuing Education Program. Our District also offers a variety of Programs of Choice, including French Immersion.



## Mission

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

## Vision

Each student within our world-class learning community has the opportunity to fulfill their potential and pursue their aspirations.

## Values

- **Engagement** – Students are actively engaged in their education and connected to our learning community.
- **Equity** – We give each student the opportunity to fulfill their potential.
- **Innovation/Positive Change** – We are innovative. We constantly seek ways to make positive change.
- **Integrity** – We are ethical and fair.
- **Openness and Transparency** – We are open about the decisions we make and how we make them.
- **Partnerships** – We create open and respectful partnerships with each member of our learning community.
- **Respect** – We respect ourselves, others, and our environment.
- **Social Responsibility and Justice** – It is our shared responsibility to work with and inspire students to create a better world.



## ENERGY, ENVIRONMENT AND CLIMATE CHANGE

The Greater Victoria School District has a long-standing commitment to the environment. In 2008, the Board of Education adopted Policy 4216.22 ENERGY, ENVIRONMENT, AND CLIMATE CHANGE. The Board of Education takes it as its responsibility to ensure that every effort is made to conserve energy and resources in order to reduce the District's carbon footprint. This requires an ongoing, integrated, and systematic approach to energy management, including assessing performance, setting goals, creating an action plan, and tracking and communicating results. The Greater Victoria School Districts Board of Education made its climate emergency declaration on June 24, 2019. The following Board motion carried unanimously:

“That the Board of Education of School District No. 61 (Greater Victoria) recognize that the breakdown of the stable climate and sea level under which human life has developed constitutes an emergency, and that in declaring a climate emergency the Board:

- a) direct the Superintendent to develop a Climate Action Plan that establishes targets and strategies commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees;
- b) direct the Superintendent to report back on specific actions and resources that could be included in future correspondence to the provincial or federal government; and
- c) demonstrate leadership by directing the Board Chair to write letters to other school boards, local MLAs, and Provincial governments encouraging them to declare climate emergencies and develop targets and strategies to combat climate change.”

Public education is tasked with preparing children for their future, and in doing so we must consider what future awaits them. We recognize that the breakdown of the stable climate and sea level under which human life has developed constitutes an emergency, and we developed a Climate Action Plan that establishes targets and strategies in alignment with the United Nation's Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees.

## OUR PILLARS AND STRATEGIES

The following Greater Victoria School District Sustainability Pillars provide a foundational structure that supports sustainability initiatives focused on fostering student, educator, and staff engagement through environmental stewardship at the school and district levels. Each of the Plan's pillars outline goals, objectives, targets, and actions to focus on for the next 5 years to provide a roadmap for implementation. The Board of Education is committed to establishing and supporting a Climate Action Committee who will regularly report to the Board and community about the implementation of the Climate Action Plan.



### LEARNING, ENGAGEMENT, LEADERSHIP



### LANDS AND WATER STEWARDSHIP



### WASTE REDUCTION



### SUSTAINABLE TRANSPORTATION



### ENERGY MANAGEMENT

## PILLAR 1: LEARNING AND ENGAGEMENT

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***Support culturally responsive and locally relevant educational practices in the curricular areas of sustainability while incorporating and promoting holistic Indigenous ways of knowing and being.***



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The Learning and Engagement pillar supports the implementation of the other Climate Action goals by building awareness and education on environmental topics and everyday actions we can take to reduce our impact. Providing support for students, educators and parents who are passionate about sustainability education is a key part of the Greater Victoria School District's Climate Action Plan (CAP). We will provide extracurricular activities and leadership development opportunities to engage our schools to work together to achieve the goals outlined in the CAP. We aspire to have a learning community where sustainability is the basis for all decisions, and our school community members are engaged on climate action issues.

# Learning and Engagement Key Objectives and Actions

	Objective	Actions
	<b>Expand and support culturally responsive and locally relevant professional learning opportunities and nurture leadership around learning on the land and sustainability.</b>	<ul style="list-style-type: none"> <li>• Create and expand communities of practice through opportunities such as local land-based community partnerships.</li> <li>• Develop a professional learning series for students and staff that promote an understanding of Lekwungen history, territory and contemporary matters and the important relationship to the land.</li> </ul>
	<b>Create learning environments that recognize the unique identity, heritage, and traditional practices of the Songhees and Esquimalt Nations.</b>	<ul style="list-style-type: none"> <li>• Develop a list of recommended open-ended resources to support the BC curriculum, to integrate First Peoples Principles of Learning, authentic Indigenous resources, and diverse learning experiences including land-based education and traditional ecological knowledge with a focus on Lekwungen and Coast Salish culture from Kindergarten through Grade 12.</li> </ul>
	<b>Identify innovative means and additional opportunities to enhance and inspire student engagement with locally relevant sustainability.</b>	<ul style="list-style-type: none"> <li>• Honour diverse student voices with particular attention to Indigenous Ways of Being to directly inform further action.</li> <li>• Engage school-based sustainability teams to lead sustainability initiatives, including climate resiliency in their school learning community.</li> <li>• Identify additional opportunities to inspire student engagement with sustainability learning, experiences, and practices.</li> <li>• Support the development of programs, including Board Authority Authorized (BAA) courses, that have a curricular focus on land-based education, traditional ecological knowledge and sustainability.</li> </ul>
	<b>Identify and advocate for fully funded sustainable development of School District Facilities and school grounds resilient to climate change.</b>	<ul style="list-style-type: none"> <li>• Send letters to the Ministry of Education and Child Care requesting funding to support additional GHG reducing projects.</li> <li>• Send letters to the Ministry of Education and Child Care requesting funding to purchase new high efficiency condensing boilers.</li> <li>• Send letters to the Ministry of Education and Child Care requesting funding to support additional window and roofing upgrades/repairs.</li> <li>• Send letters to the Ministry of Education and Child Care requesting funding to support additional photovoltaic generation systems.</li> </ul>

	<ul style="list-style-type: none"><li>• Send letters to the Ministry of Education and Child Care requesting funding to support NetZero Ready buildings.</li><li>• Continue to develop and advocate programs that create behavioural change, awareness, and accountability to promote a positive culture shift towards eco-friendly habits across the district and to help plan for a climate ready future.</li></ul>
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## PILLAR 2: LANDS AND WATER STEWARDSHIP

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*To approach all decisions which affect water or land, in a culturally responsible manner, with the goal of sustainability.*



With less than 1% of all water on the planet considered safe to drink, water conservation is important to preserve our potable water supply. The Greater Victoria School District currently consumes over 200,000,000 litres of water per year, which is equivalent to the same amount of water as 80 Olympic- sized swimming pools. Across all district-owned facilities, each year we use over 11,000 litres of water per student on average.

As a school district, our water management priorities include ensuring that our buildings have safe and efficient water fixtures and infrastructure and developing a water conservation strategy to achieve further water reductions. Conserving water will also result in cost savings for both potable water and wastewater disposal costs.

SD61 will develop a Water Conservation Strategy, applying a similar approach that was adopted during the development of the Zero Waste Strategy. This will include reviewing water consumption data, conducting a water audit of target buildings, engaging stakeholders for feedback, and drafting a strategy to reduce water consumption. We will explore opportunities for water conservation more fully during years 4 and 5 of the CAP, following the strategy development process described in the Plan Implementation section.

Before any water conservation initiatives can be implemented, the District should first address the issue of lead contamination in potable water that exists in many of our schools and buildings. In accordance with Island Health (IH) regulations, weekly flushing of potable water systems is required to limit lead levels in our drinking water supply. Weekly system flushing requires a significant amount of water and represents a significant opportunity for water conservation for the District.



	Objective	Actions
	<b>Develop a Water Conservation Strategy.</b>	<ul style="list-style-type: none"> <li>• Moving towards real-time monitoring of water usage.</li> <li>• Identify water conservation opportunities and actions via consultation with key stakeholders and advisory committees.</li> <li>• Consider alternative water supply options such as rainwater capture and greywater use.</li> </ul>
	<b>Ensure that schools have safe and efficient water fixtures and infrastructure.</b>	<ul style="list-style-type: none"> <li>• Replace end-of-life plumbing and water fixtures with low flow versions in all buildings and schools.</li> </ul>
	<b>Reduce our impact on the land and implement restorative efforts.</b>	<ul style="list-style-type: none"> <li>• Update land use guidelines that honours Indigenous knowledge, prioritizes the use of native plants, and promotes the inclusion of trees on school grounds to increase our urban forest. Trees will reduce our carbon footprint by sequestering carbon, filter air and water, protect our watersheds, create shade, provide habitat, and slow wind and stormwater.</li> <li>• Support school based initiatives that implement culturally responsive, restorative efforts.</li> <li>• Engage in a consultation process with students, facilities staff, and educators to co-develop a Grounds Greening Plan.</li> <li>• Identify opportunities to green grounds at both schools and other district facilities.</li> <li>• Investigate larger pilot projects that support behavior change in our communities.</li> <li>• Explore a district- wide inquiry project that explores what it means to give back to the land.</li> <li>• Support learning opportunities that educate about and strengthen food security.</li> </ul>



## PILLAR 3: WASTE REDUCTION



*Reduce our overall waste and increase waste diverted from the landfill.*

Reducing the overall waste that enters and exits our schools and buildings is the responsibility of all members of our school district. The achievement of this goal begins with a shift in human behavior. This shift begins with the products we purchase and the packaging that enters our schools. As part of our Zero Waste strategy, all students, staff and parents will be asked to pack in and pack out.



A Zero Waste strategy is one that requires education, leadership and collaboration. Schools require necessary recycling infrastructure for the waste that does still enter a school and an understanding of how best to recycle.



Collaboration will be important with both the existing waste hauler to align operations and improve consistency of messaging on what types of waste are accepted in each waste stream. Waste audits will help identify metrics to assess current waste rates and opportunities for improvement. The audits will also be used to track progress and compare contamination and diversion rates from before and after school-based campaigns.

### Waste Reduction Key Objectives and Actions

	Objective	Actions
	<b>Implement sustainable purchasing practices.</b>	<ul style="list-style-type: none"> <li>Highlight the importance of sustainable purchasing practice in Regulation 3323.</li> <li>Encourage all schools and departments to purchase from sustainable companies.</li> </ul>
	<b>Implement a Zero Waste Strategy.</b>	<ul style="list-style-type: none"> <li>Develop an implementation plan and report on progress annually.</li> <li>Highlight a district-wide focus on litter less lunches K-12.</li> <li>Celebrate initiatives that are focused on a Zero Waste goal.</li> <li>Ensure each school has adequate, consistent, and</li> </ul>



		<p>effective waste infrastructure.</p> <ul style="list-style-type: none"> <li>• Improve waste signage and communications to educate users on what types of waste go in each waste stream to reduce contamination.</li> <li>• Work with the existing waste hauler and key stakeholders to identify and implement options to increase waste diversion and reduce contamination.</li> <li>• Apply for applicable grants to support initiatives and advocate with the provincial government for sustainable funding.</li> </ul>
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## PILLAR 4: ENERGY MANAGEMENT

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***Increase energy efficiency and conservation through projects and engagement.***



The Greater Victoria School District is focused on achieving an overall reduction in energy use through energy efficiency projects, technology and equipment upgrades, and behaviour change campaigns. Our energy conservation strategies and priorities are outlined in SD61's **Strategic Energy Management Plan (SEMP)**, which is reviewed and updated annually as part of our energy incentive funding provided by utilities.

The District currently uses natural gas for 64% of our energy needs, primarily for heating buildings. However, natural gas use accounts for 85% of our GHG emissions. To reduce our emissions and achieve our GHG reduction targets, we must reduce our natural gas as well as factor in the additional cost of electricity as we transition. We are committed to moving toward full electrification. The SEMP must include a triple bottom line approach and business case development to achieve low-carbon electrification in both an environmentally and fiscally responsible manner.

We will identify further opportunities for natural gas and electricity reduction by conducting feasibility studies and establishing a roster of projects that will be implemented over the next five years. Our key strategies include continuous optimization of buildings to achieve energy savings, reduce emissions, and save costs. As we transition building energy systems from natural gas to electricity, implementing renewable energy sources, such as solar panels, will help offset additional electricity use and energy costs.

SD61 is also an active participant of the BC Hydro Energy Wise Network Program, an energy conservation program funded by BC Hydro and FortisBC that supports BC organizations in leading student and staff engagement campaigns. Given the level of alignment between the goals of the Energy Wise Network and the Eco-Wise Program, both initiatives are run in tandem.



## Energy Conservation Key Objectives and Actions

	Objective	Actions
	<b>Reduce overall energy consumption.</b>	<ul style="list-style-type: none"> <li>• Implement Strategic Energy Management Plan (SEMP).</li> <li>• Continue the optimization and recommissioning of HVAC systems.</li> <li>• Replace end of life heating plants and mechanical equipment with high efficiency options.</li> <li>• Change all lighting systems to LED lighting.</li> <li>• Explore options for recovery of heat energy.</li> <li>• Improve measurement and verification of energy use and savings projects.</li> </ul>
	<b>Reduce GHG emissions in our buildings by 50% before 2030.</b>	<ul style="list-style-type: none"> <li>• Integrate low carbon electrification during heating plant replacement when feasible.</li> <li>• Ensure optimization and recommissioning, specifically targeting natural gas consumption.</li> <li>• Add heat recovery ventilation in natural gas heated buildings.</li> <li>• Complete building envelope upgrades including replacement of older, inefficient windows and doors.</li> <li>• Employ renewable energy solutions.</li> <li>• Ensure prioritization of projects that reduce emissions.</li> </ul>
	<b>Improve communications and engagement.</b>	<ul style="list-style-type: none"> <li>• Develop and launch engagement and behaviour change programs in connection with school based environmental teams.</li> <li>• Create an interactive environment that reports key performance indicators to staff and students through dashboards and monthly reports.</li> </ul>

## PILLAR 5: SUSTAINABLE TRANSPORTATION

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*Promote low-carbon transportation options for district operations and commuting to and from school and work.*

Our goal is to encourage energy efficient and low-carbon ways of getting around for our district fleet and for staff, students, and educators commuting to our schools. At a district level, our aim is to use vehicles wisely to reduce our carbon emissions and impact on the environment.



Low-cost behaviour change opportunities will be pursued first, such as promoting fuel efficient driving and route planning practices for the District fleet, while funding opportunities for fleet upgrades are identified and secured. Engaging key stakeholder groups, such as the Grounds Crew, will be an important part of the strategy to identify opportunities to reduce the environmental impact of moving goods and people around the district.

SD61 aims to optimize the district fleet by replacing vehicles with more fuel-efficient and electric vehicle (EV) models, focusing first on light passenger vehicles and as vehicles are retired and replaced. For larger fleet vehicles where electric alternatives do not yet exist, additional research will be needed to identify fuel efficient and alternative fuel options. It will also be necessary to invest in EV charging infrastructure and research into suitable locations to support the transition to electric vehicles.



We also aim to promote educational and engagement programs to encourage sustainable modes of transportation, such as walking, biking, carpooling, or taking transit to school and work. The District will review opportunities to participate in programs such as Bike to Work/School Week and sustainable commuting to school programs as well as improving data on current commuting methods, barriers, and opportunities to choose sustainable modes of transport.

## Sustainable Transportation Key Objectives and Actions

	Objective	Actions
	<b>Operate an efficient and low carbon district fleet.</b>	<ul style="list-style-type: none"> <li>• Continue to add charging stations for all fleet vehicles/buses. Replacement of internal combustion engine (ICE) with zero-emmission vehicles (ZEV).</li> <li>• Optimize trip routes to maximize fuel economy (e.g. for school buses and district fleet).</li> <li>• Engage key stakeholder groups, such as the Grounds Crew and Learning Services, to identify opportunities to improve fleet and travel efficiencies.</li> <li>• Identify opportunities to improve data collection for the district fleet.</li> <li>• Identify funding opportunities for fleet and infrastructure, e.g. via Clean BC program, Carbon Neutral Capital Fund, and other funding sources.</li> </ul>
	<b>Promote active and low-carbon commuting options.</b>	<ul style="list-style-type: none"> <li>• Promote carpooling to reduce vehicle trips and district incentives for purchasing bus passes.</li> <li>• Ensure that all sustainable transportation signage is visible and up to date at all schools.</li> <li>• Celebrate programs to encourage active transportation to schools, e.g. 'Bike to Work Week' and 'Walk and Roll to School' campaigns.</li> <li>• Providing safe and convenient bicycle and walking infrastructure, along with end-of-trip facilities, at schools and district offices ensures a secure and practical means of transportation for students and staff, promoting physical activity and reducing traffic congestion.</li> <li>• Investigate location options to install Level-2 EV charging stations at school sites, collaborating with the various municipalities/ City, when appropriate.</li> </ul>

# 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: Nicole Duncan Vice-Chair: Karin Kwan*  
*Trustees: Natalie Baillaut, Angela Carmichael, Mavis David,*  
*Derek Gagnon, Emily Mahbobi,*  
*Diane McNally, Rob Paynter*

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TO: Board of Education  
FROM: Trustee Duncan  
RE: Trustee Annual Ad Hoc Committee Report  
DATE: 19 June 2023

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## **Ad Hoc Committee Activities on behalf of the Board during the school year:**

1. Climate Action Plan Ad Hoc Committee- During the school year, the Committee met on the following dates: 6 October 2022, 12 January 2023, 25 January 2023, 15 February 2023, 2 March 2023, 16 March 2023, 19 April 2023 and 10 May 2023. The Committee was established by the Board to prepare a Climate Action Plan which includes measurable targets and strategies to reduce Green House Gasses (GHGs) by 2030 commensurate with the Intergovernmental Panel on Climate Change's call to limit warming to 1.5 degrees and the CleanBC Roadmap to 2030. Included in the plan will be funding options to support targets and strategies such as available rebates and government funding to meet sectoral targets set by the provincial government. The Committees deliverables include the following:

1. Complete a Climate Action Plan;
2. Complete a Compost and Waste Diversion Plan.

The Committee is currently finalizing a draft Climate Action Plan to submit to the Board of Education for consideration.

2. SPLO Program Review Ad Hoc Committee- During the school year, the Committee met on the following dates: 11 January 2023, 16 March 2023 and 20 April 2023. The Committee was established by the Board of Education to undertake discussions with members of the school community, including, but not limited to racialized, Indigenous and LGBTQ+ staff, parents and students to:
  1. Determine what, if any, concerns there may be regarding the District's School Police Liaison Officer program; and

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2. Develop recommendations, as required, on what changes should be made to the program to improve its value to the school community including consideration of cessation of the program.

The Committee had 21 members, including four student representatives, one representative from the Esquimalt Nation, two representatives from GVTA, two representatives from CUPE, two representatives from VCPAC, one representative from Victoria Police Department (although there have not been SPLOs in Victoria schools for many years) and one representative from Saanich Police Department (with an alternate), two members of the Senior Leadership Team, two School Administrators, one School District Communications staff member, and two Trustees.

The Committee discussed the importance of student and parent voice, the importance of considering the program through the lens of racism and discrimination and possible recommendations pertaining to changes required or related to the cessation of the program. By January 2023, with all stakeholders back at the table the Committee resumed its consideration of possible recommendations. In May 2023, the Committee submitted a report to the Board for consideration which included all the information that was received by the Committee. Included in these materials was a letter from the BC Human Rights Commissioner dated 24 November 2022 to all school districts across British Columbia in which the BC Human Rights Commissioner says, “Out of respect for the rights of students, I strongly recommend that all school districts end the use of SLOs until the impact of these programs can be established empirically.” Further adding that, “For school boards who choose not to take this step, it is incumbent on you to produce independent evidence of a need for SLOs that cannot be met through civilian alternatives and to explain the actions you are taking to address the concerns raised by Indigenous, Black and other marginalized communities.”

The Committee was not able to reach consensus regarding the option(s) to recommend to the Board of Education. As per the Committee’s Terms of Reference (which were approved by the Board of Education in 2020) if consensus cannot be reached, multiple options will be reported. Therefore, all recommendations arising from the Committee were included for the Board of Education’s consideration in May 2023. The work of the Committee has now concluded.

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# Board of Education

*Chair: Nicole Duncan Vice-Chair: Karin Kwan*

*Trustees: Natalie Baillaut, Angela Carmichael, Mavis David,*

*Derek Gagnon, Emily Mahbobi,*

*Diane McNally, Rob Paynter*

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

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TO: Board of Education  
FROM: Trustee Mahbobi  
RE: Trustee Report  
DATE: Wed June 14 2023

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**Ad Hoc Committee Activities on behalf of the Board during the school year:** Equity Ad Hoc Committee

There was no work assigned to the Equity Ad Hoc Committee this year, therefore the committee did not meet during the 2022/2023 school year.

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# Board of Education

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556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4106 Fax (250) 475-4112

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TO: Board of Education  
FROM: Trustee Rob Paynter  
RE: George Jay Naming Ad Hoc Committee Report  
DATE: June 19, 2023

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## **Ad Hoc Committee Activities on behalf of the Board during the school year:**

The George Jay Naming Committee met April 26, 2023.

This was the first committee meeting since the public announcement in March 2023 that École George Jay Elementary will receive a new name in the Lekwungen language. Both Songhees and Esquimalt Nations participated in the development of the press release and reported that the news was received positively.

Staff are currently engaging with representatives of the Songhees and Esquimalt Nations to explore possible names as well as any protocols that may be appropriate to the renaming. It was recognized that both the retirement of the George Jay name and the celebration of a Lekwungen name offer opportunities for valuable conversations with students and the community and will need to be addressed with sensitivity and consideration.

Staff are reaching out to staff at University of Victoria where ceremonies to give Lekwungen names to two student buildings in April 2023, in order to learn from the experiences those processes offered.

It was acknowledged that the process of renaming a school in this manner is both administratively complex and culturally sensitive for all parties involved. At the present time, it is hoped that the new name will be in place by the end of the 2023/24 school year.

The next meeting of the Committee is to be confirmed but expected in early fall 2023.

*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.*

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**The Board of Education of School District No. 61 (Greater Victoria)**  
**Education Policy and Directions Committee Meeting**  
**REGULAR MINUTES**  
**Monday, June 5, 2023, 7:00 p.m.**

Trustees Present: **Education Policy and Directions members:** Emily Mahbobi (Chair), Nicole Duncan, Natalie Baillaut, Mavis David

**Operations Policy and Planning members:** Nicole Duncan, Rob Paynter, Karin Kwan

Trustee Regrets: Diane McNally, Angela Carmichael

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Andy Canty, Director, Information Technology for Learning

Partners: Tracy Humphreys, VCPAC, Brenna O'Connor, VPVPA, Lena Palermo, GVTA

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**A. COMMENCEMENT OF MEETING**

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

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

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

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

**Moved by** Trustee Duncan

That the June 5, 2023 agenda be approved.

**Motion Carried Unanimously**

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

**Moved by** Trustee David

That the May 1, 2023 Education Policy and Directions Committee meeting minutes be approved.

**Motion Carried Unanimously**

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

Trustee Duncan requested graduation data for alternative education. Superintendent Whitten replied that graduation data will be provided at a future in-camera meeting.

**B. PRESENTATIONS TO THE COMMITTEE**

None.

**C. NEW BUSINESS**

- C.1.** Deputy Superintendent Caldwell presented a summary of the Framework for Enhancing Student Learning (FESL) presentations to the 2022-2023 Education Policy and Directions Committee.

Trustees provided thanks for the presentation and questions of clarification were asked.

**D. NOTICE OF MOTION**

None.

**E. GENERAL ANNOUNCEMENTS**

None.

**F. ADJOURNMENT**

**Moved by** Trustee Duncan

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 7:40 p.m.

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Chair

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Secretary-Treasurer

DRAFT



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

Operations Policy and Planning Committee

## REGULAR MINUTES

Monday, June 12, 2023, 7:00 p.m.

Trustees Present: **Operations Policy and Planning members:** Rob Paynter (Chair), Karin Kwan, Derek Gagnon, Nicole Duncan

**Education Policy and Directions members:** Nicole Duncan, Board Chair (ex officio)

Trustee Regrets: Natalie Baillaut

Administration: Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Harold Caldwell, Deputy Superintendent, Tom Aerts, Associate Superintendent, Marni Vistisen-Harwood, Director of Facilities Services, Andy Canty, Director of Information Technology for Learning, Dr. Shelly Niemi, Director of Indigenous Education, Julie Lutner, Associate Secretary-Treasurer

Partners: Cindy Romphf, GVTA, Brenna O'Connor, VPVPA, Tracy Humphreys, VCPAC, Jane Massy, CUPE 947

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### A. COMMENCEMENT OF MEETING

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

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

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

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

**Moved by** Trustee Kwan

That the June 12, 2023 agenda be approved.

**Motion Carried Unanimously**

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

**Moved by** Trustee Gagnon

#### **Amendment**

Refer to Trustee Duncan as Board Chair (ex officio) when listed as an Education Policy and Directions member.

That the May 8, 2023 Operations Policy and Planning Committee meeting minutes be approved, as amended.

**Motion Carried Unanimously**

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

Trustee Duncan requested the final version of the Climate Action Accountability Report.

Superintendent Whitten stated that it will be provided at the June 19, 2023 Board of Education meeting.

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

- B.1.** Cindy Romphf, Co-Chair of the District Occupational Health and Safety committee, presented on a New Scent Aware Policy for the Greater Victoria School District.

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

- C.1.** Director of Human Resource Services Vair presented revisions to Regulation 4300 District Operational Health and Safety Committee for information.

Questions of clarification were asked.

- C.2.** Director of Human Resource Services Vair presented draft Policy XXXX Scent Sensitive Workplace.

Questions of clarification were asked.

**Moved by** Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) review draft Policy XXXX Scent Sensitive Workplace and provide direction to the

Policy Sub-Committee on consultation and further development in compliance with Bylaw 9210 The Development of Policy.

### **Amendment**

**Moved by** Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) ~~review~~ **refer** draft Policy XXXX Scent Sensitive Workplace **to rights holders and stakeholders for feedback and return comments and recommendations not later than the November 2023 Operations Policy and Planning Committee meeting.** ~~and provide direction to the Policy Sub-Committee for consultation and further development in compliance with Bylaw 9210 The Development of Policy.~~

**Motion Carried Unanimously**

### **C.3. Policy Sub Committee Report**

- a. Revised Policy 1161 Freedom of Information and Protection of Privacy  
Director of Information Technology for Learning Canty and Secretary-Treasurer Stride provided the Policy for approval.

Trustees discussed Policy 1161 Freedom of Information and Protection of Privacy.

#### **Amendment**

**Moved by** Trustee Duncan

2.0 Definitions

Add:

2.2 " Personal Identity Information" means any personal information of a type that is commonly used, alone or in combination with other information, to identify or purport to identify an individual.

**Motion Carried Unanimously**

#### **Amendment**

**Moved by** Trustee Duncan

2.4 "Staff" refers to all employees of the school district who are required to comply with FIPPA and all relevant school district policies and regulations. ~~Under FIPPA, staff also refers to contractors and volunteers who are expected to adhere to all relevant School District policies and regulations~~

**2.5 Contractors working on behalf of the school district are required to comply with FIPPA and all relevant school district policies and regulations.**

2.6 Volunteers carrying out volunteer activities on behalf of the school district are required to comply with FIPPA and all relevant school district policies and regulations.

**Motion Carried Unanimously**

Other amendments made without motion include:

3.1 Change the word procedures to regulations

4.2.3 Change FOIPPA to FIPPA

5.0 Remove reference to Part 3 of FIPPA

**Moved by** Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) approve revised Policy 1161 Freedom of Information and Protection of Privacy, as amended.

**Motion Carried Unanimously**

Director of Information Technology for Learning Canty received support from the Committee to proceed with the public-facing webpage for the Privacy Management Program, including posting the approved Policy and the draft Administrative Regulations with a notation that they are still under review. Director Canty also advised that the Administrative Regulations would be updated to be consistent with the changes made to the Policy.

b. New Policy 5150 Sanctuary Schools

Superintendent Whitten presented the policy.

Trustees, partners, and staff discussed the motion.

**Moved by** Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) refer new Policy 5150 Sanctuary Schools to the Policy Sub-Committee to consider the new feedback received and bring it back to the September 2023 Education Policy and Directions Committee Meeting.

**Motion Carried Unanimously**

c. New Policy XXXX International Student Enrollment

Trustee Duncan presented the policy.

Trustees, partners, and staff discussed the motion.

**Moved by** Trustee Duncan

That the Board of Education of School District No. 61 (Greater Victoria) refer draft Policy XXXX International Education Enrollment to the Policy Sub-Committee for further development and consultation and bring it back to the September 2023 Education Policy and Directions Committee Meeting.



**D. PERSONNEL ITEMS**

- D.1.** Director of Human Resource Services Vair presented the staffing report for information.

Trustees, partners and staff discussed the report.

**E. FINANCE AND LEGAL AFFAIRS**

**E.1. Monthly Financial Report: May 2023**

Secretary-Treasurer Stride provided the report for information.

Trustees had questions of clarification.

**E.2. Budget Change Report: May 2023**

Secretary-Treasurer Stride provided the May 2023 Budget Change Report.

Trustees had questions of clarification.

**E.3. 2024-2025 Annual Five Year Capital Plan**

- a. Major Capital Programs

**Moved by** Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education and Child Care the 2024-2025 Capital Plan, as it relates to Major Capital Programs.

**Motion Carried Unanimously**

- b. Minor Capital Programs

**Moved by** Trustee Paynter

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education and Child Care the 2024-2025 Capital Plan, as it relates to Minor Capital Programs.

**Motion Carried Unanimously**

**F. FACILITIES PLANNING**

**F.1. Operations Update: June 2023**

Director of Facilities Services Vistisen-Harwood provided the Operations Update for June 2023.

## **F.2. Victoria High School Seismic Project Updates**

Director of Facilities Services Vistisen-Harwood provided the Victoria High School Seismic Project Update for June 2023.

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

None.

### **H. NEW BUSINESS**

None.

### **I. NOTICE OF MOTION**

None.

### **J. GENERAL ANNOUNCEMENTS**

None.

### **K. ADJOURNMENT**

**Moved by** Trustee Gagnon

That the meeting adjourn.

**Motion Carried Unanimously**

The meeting adjourned at 10:35 p.m.

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Chair

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Secretary-Treasurer

School District No. 61 (Greater Victoria)  
556 Boleskine Road, Victoria, BC V8Z 1E8  
Phone (250) 475-4162 Fax (250) 475-4112

*Jim Vair – Director, Human Resource Services  
and Legal Counsel*

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**To:** Operations Policy and Planning Committee

**From:** Jim Vair, Director, Human Resource Services and Legal Counsel

**Date:** June 12, 2023

**RE:** Scent Sensitive Workplace Policy

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**Background:**

It is the policy of Greater Victoria School District (GVSD) to provide a safe and healthy work environment for all employees, students, volunteers, contractors, and others who regularly carry out activities within GVSD worksites. This includes all buildings and schools, owned, or leased by GVSD. This will be accomplished by eliminating or minimizing as much as possible, the use of products and fragrances whose scent or other properties, are known to trigger allergic or other hazardous reactions.

**Context:**

The GVSD is respectful of health concerns arising from exposure to scents on District sites. GVSD, as an employer, has a duty to support employees who may be affected and suffer a medical reaction when exposed to a fragrance or scented product. Exposure to fragrances/scents can cause significant health problems in susceptible individuals.

Principals/Managers/Supervisors have a responsibility to ensure that all reasonable steps are taken to make the working environment safe for those with chemical sensitivities in the same manner that any other health issue or safety hazard is addressed.

Currently it is left up to individual schools as to whether the school has a “scent-free” or a “scent-aware” policy/procedure. The need for this policy was initiated by the District Occupational Health and Safety (DOHS) Committee. The Committee has reviewed the draft of this policy and strongly supports this policy.

Information regarding this policy shall be posted on the District Website for staff and provided in written materials for students and parents prior to the start of the school year and periodically throughout the school year as reminders. The policy will also be identified on all GVSD job postings and made a part of all new hire orientations. All GVSD staff are responsible to administer this policy, and are expected to communicate it in a respectful, positive and polite manner to individuals who are not in compliance.

**Strategies/initiatives re a Scent Sensitive Workplace:**

In the interest of creating and maintaining a consistent safe and healthy working environment across all of the GVSD schools and sites, this policy will assist all Principals/Managers/Supervisors with implementing a scent sensitive workplace.

**Recommended Motion:**

That the Board of Education of School District No. 61 (Greater Victoria) review the draft Policy XXXX Scent Sensitive Workplace to rights holders and stakeholders for feedback and return comments and recommendations not later than the November 2023 Operations Policy and Planning Committee meeting.

# POLICY **XXXX**

## SCENT SENSITIVE WORKPLACE

Drafted: June 5, 2023

Adopted: \_\_\_\_\_

Revised: Pending

Frequency of Review: Annual

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### 1.0 RATIONALE

- 1.1 To ensure that everyone has a safe place to work and that the Greater Victoria School District (GVSD) is in accordance with the Workers Compensation Act and its requirements under the law.
- 1.2 It is the policy of Greater Victoria School District (GVSD) to provide a safe and healthy work environment for all employees, students, volunteers, contractors, and others who regularly carry out activities within GVSD worksites. This includes all buildings and schools, owned, or leased by GVSD. This will be accomplished by eliminating or minimizing as much as possible, the use of products and fragrances whose scent or other properties, are known to trigger allergic or other hazardous reactions.

### 2.0 DEFINITIONS

- 2.1 "Scents" often mean the smells or odours from ingredients and chemicals in cosmetics (including, but not limited to, perfume, make-up, shampoo, deodorant, etc.) or from other products such as air fresheners, cleaners, etc.
- 2.2 There is no exact definition for "scent-free", "fragrance-free" or "unscented". Products labelled as "unscented" may contain ingredients that are used to mask or hide the smell of other ingredients.

### 3.0 POLICY

- 3.1 GVSD is respectful of health concerns arising from exposure to scents on District sites. GVSD, as an employer, has a duty to support employees who may be affected and suffer a medical reaction when exposed to a fragrance or scented product. Exposure to fragrances/scents can cause significant health problems in susceptible individuals.
- 3.2 GVSD expects that all staff, students, parents and visitors refrain from using personal products containing fragrances which are known to trigger adverse physical reactions such as respiratory distress and/or headaches. This includes, but is not limited to, cosmetics, hair styling products, antiperspirants, deodorants, cologne, hair spray, perfume, after shave, and body washes. Other environmental products in the workplace that may

- trigger reactions include, but are not limited to, diffusers and essential oils, deodorizers, and soaps with fragrance. All staff, students, parents, and visitors are asked to refrain from using these and similar products in the workplace. In addition, certain types of flowers are not permitted within the workplace. They include freesia, lilacs, lavenders, lilies, hyacinth, narcissus, chrysanthemum, helianthus, and peonies.
- 3.3 Information regarding this Policy shall be posted on the District Website for staff and provided in written materials for students and parents prior to the start of the school year and periodically throughout the school year as reminders. The policy will also be identified on all GVSD job postings and made a part of all new hire orientations. All GVSD staff are responsible to administer this policy, and are expected to communicate it in a respectful, positive and polite manner to individuals who are not in compliance.
- 3.4 Where specific products are necessary for proper cleaning/disinfecting, and for the proper maintenance and upkeep of the facility, the District will make every effort possible to select unscented products where available. Where that is not possible, the District will endeavour to select products that use the lowest possible levels of scent and/or that contain scents that are least likely to have irritant properties. In all cases, choices will be made in a manner that continues to achieve the intended purpose.
- 3.5 Maintenance or Custodial Services staff who plan to utilize a known scented product due to the unavailability of an alternate scent free/reduced product (e.g., painting, stripping, burnishing, or polishing floors, etc.) shall provide advance notice to school administration of affected areas in order to inform staff, in advance, of the potential for exposure to scented products. Those who are susceptible to an adverse reaction related to such products are expected to take appropriate precautions not to place themselves in jeopardy, with assistance from her/his administrative team, as needed.
- 3.6 This Policy does not apply to scents, smells or odours resulting from or associated with culturally responsive activities/ceremonies.

#### **4.0 RESPONSIBILITIES**

- 4.1 Principals/Managers/Supervisors have a responsibility to ensure that all reasonable steps are taken to make the working environment safe for those with chemical sensitivities in the same manner that any other health issue or safety hazard is addressed. In the interest of creating and maintaining a safe and healthy working environment, this policy will assist Principals/Managers/Supervisors with implementing a scent sensitive workplace.
- 4.2 Section 21(1)(a) of the Workers Compensation Act requires that every employer must ensure the health and safety of all workers working for that

employer. Section 22(1)(a) of the Workers Compensation Act requires that every employer must remedy any workplace conditions that are hazardous to the health or safety of the employer's workers.

- 4.3 The BC Human Rights Code creates a duty or an obligation to accommodate, including under the ground of disability. The District is legally obliged to accommodate employees with a disability to the point of undue hardship.

## 5.0 REFERENCES

- i. Canadian Centre for Occupational Health and Safety [CCOHS]:  
[https://www.ccohs.ca/oshanswers/hsprograms/scent\\_free.pdf](https://www.ccohs.ca/oshanswers/hsprograms/scent_free.pdf)

DRAFT

## **POLICY 1161**

### **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

Drafted: \_\_\_\_\_

Adopted: \_\_\_\_\_

Revised: Pending

Frequency of Review: Annual

#### **1.0 RATIONALE**

- 1.1 The School District is committed to ensuring the privacy, confidentiality and security of all personal information that it collects, uses, discloses and maintains in connection with its programs and activities. The School District must comply with the School Act and the Freedom of Information and Protection of Privacy Act in relation to the protection of privacy. This Policy sets out the School District's commitment, standards and expectations regarding the appropriate practices for the collection, use and protection of personal information.
- 1.2 Transparency and Accountability: The School District strives to be open and transparent with the community about its programs and activities, and has processes in place to support the timely response to access requests submitted under FIPPA and the proactive release of information of interest to the community.
- 1.3 Privacy Related Complaints: The School District will respond to and, where appropriate, investigate, all complaints that it receives under this Policy concerning its personal information management practices.

#### **2.0 DEFINITIONS**

- 2.1 "Personal Information" means recorded information about an identifiable individual, but does not include an individual's business contact information (business address, email address, telephone number);
- 2.2 "Personal Identity Information" means any personal information of a type that is commonly used, alone or in combination with other information, to identify or purport to identify an individual;
- 2.3 "FIPPA" means the BC Freedom of Information and Protection of Privacy Act;
- 2.4 "Regulations" means the Administrative Regulations to this Policy;
- 2.5 "Staff" refers to all employees of the School District who are required to comply with FIPPA and all relevant School District policies and regulations;



- 2.6 “Contractors” working on behalf of the School District are required to comply with FIPPA and all relevant School District policies and regulations;
- 2.7 “Volunteers” carrying out volunteer activities on behalf of the School District are required to comply with FIPPA and all relevant School District policies and regulations.

### 3.0 POLICY STATEMENT

- 3.1 The School District and all Staff shall uphold the privacy, confidentiality and appropriate use of personal information in compliance with the School Act, FIPPA and the Regulations, including by:
- 3.2 being open and transparent about the purposes for which personal information may be collected and used by the School District;
- 3.3 collecting and using personal information only as necessary to carry out the School District’s authorized programs and activities;
- 3.4 sharing personal information internally with Staff only on a need-to-know basis;
- 3.5 sharing personal information with third parties with the knowledge and consent of affected individuals, unless otherwise authorized or required under FIPPA, the School Act or other applicable laws;
- 3.6 ensuring personal information is protected against unauthorized access, use, disclosure, loss or destruction; and
- 3.7 complying with FIPPA and all Regulations for the accuracy, protection, use, disclosure, storage, retrieval, correction and appropriate use of personal information.

### 4.0 RESPONSIBILITIES

- 4.1 The **Superintendent** has been designated by the Board of Education as the “head” of the School District for the purposes of FIPPA, and has overarching responsibility for ensuring compliance with this Policy, FIPPA and the requirements of the School Act pertaining to student records.
- 4.2 The **Secretary Treasurer** and the **Director of IT for Learning** have been designated as the **Privacy Officers** responsible for:
  - 4.2.1 being points of contact for privacy-related matters such as privacy questions or concerns;
  - 4.2.2 supporting the development, implementation, and maintenance of privacy policies and/or regulations; and
  - 4.2.3 supporting Greater Victoria School District’s compliance with FIPPA.

### 5.0 REFERENCES

- i. Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996

- ii. Freedom of Information and Protection of Privacy Regulation
- iii. School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3)
- iv. Student Records Disclosure Order (M14/91)

DRAFT

# POLICY 5150 (New)

## SANCTUARY SCHOOLS

Adopted:

Revised:

Frequency of Review:

### 1.0 RATIONALE

- 1.1 The Greater Victoria School District is committed to providing a safe, caring, and welcoming learning environment for all students and families.

### 2.0 DEFINITIONS

- 2.1 **Ordinarily Resident:** on the basis of objective evidence, a person has established a regular, habitual mode of life in the community with a sufficient degree of continuity which has persisted despite temporary absences. In accordance with the *British Columbia School Act*, a student is considered "ordinarily resident" if the student is resident in British Columbia and the parent/guardian(s) of the student are ordinarily resident in British Columbia.

### 3.0 POLICY

- 3.1 All school age children who are ordinarily resident in the school district, including those with precarious immigration status or no immigration status in Canada, are entitled to register for school in the Greater Victoria School District.
- 3.2 All relevant enrolment procedures will align with Board Policy, the School Act, School Regulation, Ministerial Order and relevant Ministry policies.
- 3.3 The personal information of enrolled students or their families shall not be shared with federal immigration authorities unless required by law.
- 3.4 The Board of Education shall not permit Canada Border Services Agency (CBSA) officials or immigration authorities to enter schools or Board facilities unless required by law.
- 3.5 All School District employees and volunteers shall be informed of this policy annually, and it will be communicated to Rightsholders and stakeholders.

### 4.0 RESPONSIBILITIES

- 4.1 The **Board of Education** will provide orientation and training for all staff regarding this policy in order to promote culturally responsive knowledge and a safe learning environment that meets the needs of students with precarious, or no immigration status in Canada.
- 4.2 The **Board of Education** is responsible to ensure compliance with the *School Act*, *School Regulation* and Ministry policies.

## 5.0 REFERENCES

*School Act S.75 Provision of education program, S.82 Fees and deposits*

*School Regulation S.16 Deemed residence*

DRAFT

## POLICY xxxx (New)

# INTERNATIONAL STUDENT ENROLLMENT

Adopted:

Revised:

Frequency of Review:

### 1.0 RATIONALE

- 1.1 The Greater Victoria School District is committed to providing equitable...a safe, caring, and welcoming learning environment for all students and families.

### 2.0 DEFINITIONS

- 2.1 **"Catchment area child"** means a person
- (a) of school age, and
  - (b) resident in the catchment area of the school;
- 2.2 **"Non-catchment area child"** means a person
- (a) of school age,
  - (b) resident in the school district, and
  - (c) not resident in the catchment area of the school;
- 2.3 **"Non-school district child"** means a person
- (a) of school age,
  - (b) resident in British Columbia, and
  - (c) not resident in the school district;
- 2.4 **"Previous school year"** means the school year previous to the school year for which the person is applying to enroll in an educational program;
- 2.5 **"School district child"** means a catchment area child or a non-catchment area child.
- 2.6 **Ordinarily Resident:** on the basis of objective evidence, a person has established a regular, habitual mode of life in the community with a sufficient degree of continuity which has persisted despite temporary absences. In accordance with the *British Columbia School Act*, a student is considered "ordinarily resident" if the student is resident in British Columbia and the parent/guardian(s) of the student are ordinarily resident in British Columbia.

### 3.0 POLICY

- 3.1 The Greater Victoria Board of Education believes that international students add to the rich educational environment in school district.
- 3.2 The Board of Education believes the school district should levy fees, charges, as well as administer any type of refund, in a manner that ensures the financial

resources needed to operate a cost effective and efficient program for the International Student Program are secured for the benefit of all students in the school district.

- 3.3 The Board of Education believes it is appropriate to conduct active marketing and recruiting activities to attract fee-paying international students to the school district as described in the supporting regulation.
- 3.4 The Board of Education directs that any provision within schools for international students will not be at the expense of children resident in the school district with respect to space or additional instructional support.
- 3.5 International Students will be placed in accordance to the Board of Education's Student Enrollment Priorities. In addition, the enrolment of international students will not normally exceed x percent (x%) of the school's population without prior approval of the Board of Education.
- 3.6 The School Act requires each Board of Education to establish rules for determining student enrollment priority. The Student Enrollment Priorities were established by the Board and are the rules that govern enrollment priority in our school district. These rules must be made available to the public.
- 3.7 A persons residency is determined as of the date the application to enroll the person is submitted to the Board of Education.
- 3.8 International Student Program operations will be reviewed annually by the Superintendent who will also ensure that an annual report is submitted to the Board of Education.

#### 4 RESPONSIBILITIES

- 4.1 The **Superintendent** is responsible to ensure compliance with the School Act, School Regulation and Board of Education policy and regulations.
- 4.2 The **Superintendent** will provide orientation and training for all staff regarding this policy to ensure that any provision within schools for international students is not at the expense of children resident in the school district with respect to space or additional instructional support.
- 4.3 The **Board of Education** is responsible to ensure compliance with the *School Act*, *School Regulation* and relevant Ministerial Orders.

#### 5 REFERENCES

*School Act S.74.1 Enrollment in an educational program*  
*School Act S.75 Provision of education program*  
*School Regulation S.16 Deemed residence*

# Office of the Secretary-Treasurer

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

*Katrina Stride – Secretary-Treasurer*

TO: Operations Policy and Planning Committee  
FROM: Katrina Stride, Secretary-Treasurer  
DATE: June 12, 2023  
RE: **2024-2025 Annual Five Year Capital Plan**

## Annual Five Year Capital Plan

The District is required to annually prepare and submit to the Ministry a five-year capital plan. The Ministry expects that the capital plan will reflect a strategy for balancing the supply of existing facilities against both current and projected enrolment demands. There is also an expectation that the capital plan will reflect the replacement or rejuvenation of existing facilities, including seismic upgrades and building envelope remediation.

The five-year capital plan includes both major and minor capital programs. The deadline for submission of the capital plan is as follows:

- Major Capital Programs – June 30, 2023
- Minor Capital Programs – September 30, 2023

The staggered deadlines allow for additional flexibility and time to plan over the summer; however, the District will be submitting both major and minor capital programs by June 30, 2023.

## Major Capital Programs

Planning for major capital programs is over a five-year period. Major capital programs in the final submission include:

- Addition – increase capacity of existing schools
- Replacement/Renovation – renew space via replacement with new or renovation
- Seismic – seismically upgrade or replace existing school to mitigate seismic risk

The **Major Capital Plan Submission** includes the following requests totalling **\$201,772,364**:

### Additions:

Reynolds Secondary	\$41,859,679
Cedar Hill Middle	13,228,988
	<b>\$55,088,667</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.*



**Renovations:**

Oaklands Elementary	\$2,000,000
SJ Burnside	2,000,000
	<b>\$4,000,000</b>

**Seismic:**

Shoreline Middle	\$64,583,850
Craigflower Elementary	12,070,275
Reynolds Secondary	28,064,315
James Bay Elementary	2,354,136
Mckenzie Elementary	5,051,157
Northridge Elementary	18,873,476
Victoria West Elementary	11,686,488
	<b>\$142,683,697</b>

Details for each of these projects can be located in the attached Final 2024-2025 Major Capital Plan Submission Summary.

There were no changes from the Draft 2024-2025 Major Capital Plan Submission Summary presented at the May 8, 2023 Operations Policy and Planning Committee meeting.

**Minor Capital Programs**

Planning for minor capital programs is over a one-year period. Minor capital programs in the final submission include:

- Carbon Neutral Capital Program (CNCP) – energy-efficiency projects that lower carbon emissions
- Playground Equipment Program (PEP) – new or replacement universally accessible playgrounds
- School Enhancement Program (SEP) – renovate or upgrade buildings to help extend the life
- School Food Infrastructure Program (FIP) – one-time capital costs for Feeding Futures Food Program\*

*\*The Food Infrastructure Program (FIP) is for the 2023-2024 school year and has been included under School Enhancement Program (SEP) table below.*

The **Minor Capital Plan Submission** includes the following requests totalling **\$4,600,000**:

**Carbon Neutral Capital Program (CNCP):**

Colquitz Middle	HVAC	\$600,000
Oaklands Elementary	HVAC	600,000
Eagle View Elementary	HVAC	450,000
Uplands Elementary	HVAC	550,000
Lambrick Park Secondary	HVAC	700,000
		<b>\$2,900,000</b>

**Playground Equipment Program (PEP):**

Hillcrest Elementary	Replacement	\$165,000
Frank Hobbs Elementary	Replacement	165,000
Victoria West Elementary	Replacement	165,000
		<b>\$495,000</b>

**School Enhancement Program (SEP):**

South Park Elementary	Roofing	\$500,000
Central Middle	Interior Construction	400,000
Various	Food Infrastructure	305,000
		<b>\$1,205,000</b>

Details for each of these projects can be located in the attached Final 2024-2025 Minor Capital Plan Submission Summary.

The changes from the Draft 2024-2025 Minor Capital Plan Submission Summary presented at the May 8, 2023 Operations Policy and Planning Committee meeting include:

- School Enhancement Program (SEP):
  - South Park Elementary – Roofing: Decreased from \$1,000,000 to \$500,000 as the project will be phased over multiple years
  - Various – Food Infrastructure: Increased from \$12,000 to \$305,000 to include commercial toasters and upgrades to school kitchen space where needed

**Recommended Motions:**

## Major Capital Programs

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education and Child Care the 2024-2025 Capital Plan as it relates to Major Capital Programs.

## Minor Capital Programs

That the Board of Education of School District No. 61 (Greater Victoria) approve for submission to the Ministry of Education and Child Care the 2024-2025 Capital Plan as it relates to Minor Capital Programs.

**Supporting Documents**

Final 2024-2025 Major Capital Plan Submission Summary  
 Final 2024-2025 Minor Capital Plan Submission Summary

## Submission Summary

<b>Submission Summary:</b>	Major 2024/2025   2023-06-30
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Greater Victoria (SD61)
<b>Open Date:</b>	2023-04-14
<b>Close Date:</b>	2023-06-30
<b>Submission Status:</b>	Draft

Submission Category	Sum Total Project Cost
Addition	\$55,088,667
Seismic	\$142,683,697
Replacement/Renovation	\$4,000,000
<b>Total</b>	<b>\$201,772,364</b>

ADDITION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	156365	Reynolds Secondary	Addition	500 seat addition to meet secondary enrolment pressure.	\$41,859,679
2	160410	Cedar Hill Middle	Addition	4 classroom addition to meet middle school enrolment pressure.	\$13,228,988
				Submission Category Total:	<b>\$55,088,667</b>
REPLACEMENT/RENOVATION					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	160593	Oaklands Elementary	Renovation	Structural renovation required.	\$2,000,000
2	160594	Burnside Community	Renovation	Structural renovation required	\$2,000,000
				Submission Category Total:	<b>\$4,000,000</b>
SEISMIC					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Project Cost
1	160418	Shoreline Community Middle School	Full Replacement (Seismic)	Replace Shoreline Middle with a new facility.	\$64,583,850
2	160475	Craigflower Elementary	Upgrade	Upgrade 5 H-1 Blocks.	\$12,070,275
3	150443	Reynolds Secondary	Partial Replacement (Seismic)	Seismic Upgrade of 7 H1 Blocks	\$28,064,315
4	150380	James Bay Community	Upgrade	Seismic upgrade of 1 H1 Block	\$2,354,136
5	150409	Mckenzie Elementary	Upgrade	Seismic Upgrade of 1 H1 Block, 1 H2 Block and 1 H3 Block	\$5,051,157
6	150419	Northridge Elementary	Upgrade	Seismic Upgrade of 4 H1 Blocks	\$18,873,476
7	150473	Victoria West Elementary	Upgrade	Seismic Upgrade of 3 H1 Blocks	\$11,686,488
				Submission Category Total:	<b>\$142,683,697</b>

## Submission Summary

<b>Submission Summary:</b>	Minor 2024/2025   2023-09-30
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Greater Victoria (SD61)
<b>Open Date:</b>	2023-04-14
<b>Close Date:</b>	2023-09-30
<b>Submission Status:</b>	Draft

Submission Category	Sum Total Funding Requested
CNCP	\$2,900,000
SEP	\$1,205,000
PEP	\$495,000
<b>Total</b>	<b>\$4,600,000</b>

CNCP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	160411	Colquitz Middle School	HVAC (CNCP)	Currently two burnham cast iron boilers with one currently leaking. Funding to replace with condensing units that are energy efficient and in shoulder season can run heat plant at lower temps to improve efficiency by up to 97%.	\$600,000
2	160509	Oaklands Elementary	HVAC (CNCP)	Currently Oaklands has 2 burnham cast iron sectional boilers with one unit that is leaking. Funding to replace boilers with energy efficient condensing units	\$600,000
3	160508	Eagle View Elementary	HVAC (CNCP)	Replacement of 1 cast iron atmospheric boiler. Replace with two high efficiency units for redundancy.	\$450,000
4	160412	Uplands Elementary	HVAC (CNCP)	Boiler Replacement with energy efficient condensing boilers	\$550,000
5	151404	Lambrick Park Secondary	HVAC (CNCP)	Phase 1 - Install heat pumps for phase 1 and Replace existing boilers with new energy efficient units. New units will decrease GHG and save on energy.	\$700,000
Submission Category Total:					<b>\$2,900,000</b>
PEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	153613	Hillcrest Elementary	Replacement (PEP)	Hillcrest has a small older playground that is not accessible and was purchased by the childcare provider on site. Like to replace this with an accessible playground for students of all abilities. The school has many students who will benefit from an accessible playground.	\$165,000
2	156216	Frank Hobbs Elementary	Replacement (PEP)	School has no accessible playground and currently has a playground that was installed in a forested area and playground must be closed good portion of year due to winds. New PEP playground will be installed in location where students of all abilities can access playground year round.	\$165,000

## Submission Summary

3	152033	Victoria West Elementary	Replacement (PEP)	Vic West has a diverse community of needs. The school has one play space that is not accessible and is down a long non-accessible pathway to the field below. The school and community have older playgrounds closer to the school that could potentially be accessible using the PEP grant for replacement of these non compliant structures .	\$165,000
				Submission Category Total:	<b>\$495,000</b>
	SEP				
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	151682	South Park Family School	Roofing (SEP)	Phase 2 -Roof Replacement of an historically significant slate roof. Roof is starting to leak in many places and slate has fallen off in the past causing safety issues. Roof Replacement will provide a long term safer roof and virtually eliminate the maintenance issues over time.	\$500,000
2	151685	Central Middle School	Interior Construction (SEP)	Gym Floor Replacement. The current floor is in need of replacement which will be safer for the occupants while improving occupant comfort and reduce overall maintenance.	\$400,000
3	160822	Various	Food Infrastructure (SEP)	There are schools that currently do not have fridges, sinks, toasters or storage areas for food in order to offer the Feeding Futures Food Program. In order to follow nutritious meal guidelines, the schools need to be able to offer perishable food items, such as dairy, and must have a refrigerator in order to safely store those items and cupboards, counter space and sink to prepare the food.	\$305,000
				Submission Category Total:	<b>\$1,205,000</b>

D.2.c. Click on title for access to the report.

# 2022 Climate Change Accountability Report





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TO: The Board of Education  
FROM: Deb Whitten, Superintendent of Schools  
RE: Superintendent's Report  
DATE: June 19, 2023

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

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

- Administrators' Meeting – June 1, 2023
- School Goals Visits – Central Middle – June 2, 2023
- Battle of the Books – Arbutus Middle – June 8, 2023
- 30<sup>th</sup> Annual Craigflower Feast – Craigflower Elementary – June 8, 2023
- Representative Advisory council of Students – June 12, 2023
- Monthly Meeting with VPVPA President and Vice-President – June 22, 2023

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

- Regular individual meetings with Esquimalt Nation; Songhees Nation; Urban Indigenous Peoples' House Advisory (UPHIA); and the Métis Nation of Greater Victoria.
- Regular meetings with the Four Houses.
- Meet bi-weekly with the Director of Indigenous Education
- Indigenous Graduation Ceremony – June 1, 2023
- Equity Scan Meeting with Indigenous Education Department, Senior Leadership Team, and Community, and the Ministry of Education and Child Care's Joe Heslip – June 6, 2023
- Esquimalt Nation Graduation Ceremony – June 15, 2023
- Songhees Nation Graduation Ceremony – June 17, 2023
- Songhees Nation Blossom Event – June 23, 2023

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

- Zoom meetings with the Ministry of Education and Child Care.
- Monthly meetings with VPVPA President and Vice President.



Gratitude: The Superintendent would like to thank the following:

- Organizers of the Indigenous Graduation ceremonies. It was an honour to have been invited to attend the graduation celebrations.
- Jim Vair, Director of Human Resource Services, thank you for all your work over the past year. You have been a tremendous asset to our organization. It has been a pleasure working with you and we wish you all the best as you embark upon a new chapter, retirement! Congratulations, we will all miss you.

Congratulations: The Superintendent would like to congratulate the following:

- Congratulations to the Pathways & Partnerships Team, who collaborated with the UK non-profit Education & Employers to develop the Guess My Job Program, which exposes students to the wide range of career possibilities and educational pathways available to them. Community partners have been a key part of Guess My Job's success, with resources and support provided by the Greater Victoria Chamber of Commerce, Maximus Canada, and Wilson's Group of Companies. Pathways & Partnerships is working on developing more workshops for the 2023/2024 school year.
- Congratulations to all the 2023 Greater Victoria School District Graduates! Whatever path you choose, go with an open heart and mind.
- Congratulations to all the 2023 Greater Victoria School District Retirees! Thank you for keeping students at the center of your work. Best wishes to all.

Wishing all students, staff, parent/caregivers and community members a safe and relaxing summer break.

### Update

- We continue to work daily with families on the transfer waitlists. Since the Board's motion, we have accepted 37 students from our waitlists at Esquimalt, Lambrick, Mt. Doug, Oak Bay, Reynolds, Spectrum, and Victoria High schools. We have had very little movement since the May 18, 2023 transition day (when students visit their accepted secondary school). The largest waitlists at secondary continue to be at Oak Bay High, Reynolds, and Victoria High School, where capacity issues continue to be the barrier for additional acceptance. Principals have been accommodating and have committed to re-examining their transfer requests and school capacities as we approach the 2023-2024 school year. We often have ins and outs over the summer months, which may open-up further seats on each of our waitlists.

The middle waitlists are shorter and more distributed with waitlists at Cedar Hill, Glanford, Lansdowne, and Monterey. Since the Board's motion, we have accepted 28 students from our waitlists at Arbutus, Cedar Hill, Colquitz, Glanford, Gordon Head, Lansdowne, Monterey, and Shoreline. Again, there may be seats that open-up as we approach the first week of school.

Since the Board's motion, we have accepted 32 students from our waitlists at the following elementary schools: Braefoot, Cloverdale, Craigflower, Doncaster, Eagle View, George Jay, Lake Hill, Marigold, Oaklands, Quadra, Sir James Douglas, Strawberry Vale, Sundance Bank, Torquay, and Willows.

### Year-End Summary

- As we wrap-up the 2022-2023 school year, and look ahead to 2023-2024, our departments have each shared with us three highlights, as well as ongoing area(s) of focus. Please see the following pages for a snapshot of this past school year.

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

## Early Learning & Child Care

Highlights

Relationships with Care Providers on school grounds

Highlights

School & Community Partnerships

Highlights

Strategic Early Learning & Child Care Planning & Actions

### Ongoing



Nurturing inclusive, joyful childcare and early learning spaces



## Elementary & Multi-Lingual Learners

Highlights

Welcome & Learning Centre

Highlights

Supporting Literacy in Priority Schools

Highlights

Strengthening Community Partnerships to Support SD61  
Students & Families (CAB, VIRCS, ICA, VICCIR, Help Ukraine)

### Ongoing



Trauma-Informed Practice



Early Literacy



Priority Learners



## Financial Services

Highlights

Benefit GL change implementation

Highlights

Ongoing process improvements

Highlights

Successful filling of roles within department

## Ongoing



Elimination of subledgers



Creation of payroll and finance dashboards



Revamping district reports



## French Language

Highlights

Linguistic identity (for staff and students)

Highlights

Focusing on Oral Language in French Immersion (FRIM)

Highlights

Supporting new career teachers in FRIM

## Ongoing



French as a Second Language (FSL)



Recruitment & retention of staff



Linguistic identity



Oral language



## Facilities Services

Highlights

Commitment of all CUPE employees

Highlights

Management's continued growth through integration of maintenance and capital duties to provide primary and secondary abilities

Highlights

Succession planning for projects, tasks and assignments

### Ongoing



Continuing to decrease GHG emissions, lessen cyber security attacks, and make our schools accessible and secure



Continue replacing outdated communication and security equipment, upgrade WiFi and projection packages for all classrooms



Ensure our buildings and grounds are maintained to the highest standards



## Human Resource Services

Highlights

Negotiations completed with provincial & local collective agreements with the Greater Victoria Teachers' Association (GVTA) and the Canadian Union of Public Employees (CUPE) – both CUPE Local 947 and CUPE Local 382, plus a contract with the Allied Specialists' Association (ASA)

Highlights

Continuing to improve the relationship between the District and the unions resulting in enhanced discussions at union-management meetings, plus a reduction in the number of grievances, especially matters being referred to arbitration

Highlights

Employment Equity: the District and the GVTA recognized that teachers who self-identify as Black, First Nations, Inuit, Métis, and/or Person of Colour are under-represented in the District. The District, with support of the GVTA, made an application to the BC Human Rights Tribunal for Special Programs to address these matters

### Ongoing



Staffing shortages are an ongoing challenge especially in specialty teacher (i.e. French Immersion) and Educational Assistant (EA) positions, with shortages of spareboard EA's resulting in a number of unfilled daily absences despite efforts

Being undertaken to reduce EA fail-to-fills





## Inclusive Learning

Highlights

System-wide focus on reframing behaviour as communication

Highlights

Increased student and family voice in IEPs

Highlights

Increased collaboration through structured partnerships with community agencies & partners (e.g. Sexual health clinics in 3 high schools - pilot project with Island Health)

## Ongoing



Competency-Based IEP implementation



Wraparound Response Model = on-the-ground support for school teams who are programming for students with the most complex needs

## Indigenous Education

Highlights

Indigenous Storytelling and Film Festival – 1,400+ Participants

Highlights

Tri-District Indigenous Youth Conference: Freedom to Gather

Highlights

Equity Scan Re-Start Conversation with representatives of the 4 Houses and the District Equity Scan Re-Start Team

## Ongoing



Indigenous Education Departments work towards upholding and working together to weave Indigenous Education across all departments, schools, leadership teams, the Board of Education, the goals of the strategic plan, the framework for enhancing student learning, the 4 Houses agreements and the guiding documents for Indigenous Education (UNDRIP, DRIPA, the BCTEA and the TRC Calls to Action).

June 19, 2023 Board of Education Meeting



## Information Technology for Learning

Highlights

Creating consistent digital processes for communicating student learning K-12

Highlights

Strengthening our network against cyberattacks

Highlights

Enhancing school Wi-Fi in collaboration with our Facilities Department

### Ongoing



Safeguard the information of students, caregivers, and staff



Strategy and budget to ensure fit-for-purpose technology



Leverage new technology to foster engagement and simplicity



## Victoria International Student Program (ISP)

Highlights

2023 Return of Spring School Groups from Argentina, Brazil, Japan, Mexico, and Thailand

Highlights

2022-2023 Return of visiting parents and study abroad agencies to Victoria due to changes around travel restrictions

Highlights

Observing more International Education Alumni remaining in Victoria and BC after Secondary Graduation for work and study pathways

### Ongoing



Meeting enrolment-tuition revenue commitments for the 2023-2024 District budget

## Pathways & Partnerships

Highlights

Leadership in the creation of the Ministry of Education Dual Credit Clarification Q&A Document

Highlights

56 Youth Apprenticeship \$1000 Awards given to SD61 students

Highlights

Guess My Job Program (Video: <https://www.youtube.com/watch?v=bchcyO3KU00>) and development of Teacher Guidebook

### Ongoing



Create equity of opportunities through experiences and exposure to career pathways for all students to explore their future orientations and broaden their aspirations



## Senior Leadership Team

Highlights

Student Forum & Student Leadership Group

Highlights

Community of Practice

Highlights

Tolmie Staff Meetings

### Ongoing



Diversity



Equity



Inclusion and Accessibility





TO: The Board of Education  
FROM: Deb Whitten, Superintendent of Schools  
RE: Revised 2023-2024 Board of Education & Standing Committee Meeting Dates  
DATE: June 19, 2023

Education Policy and Directions	Operations Policy and Planning Committee	Board of Education
Monday, Sept. 11, 2023	Monday, Sept. 18, 2023	Monday, Sept. 25, 2023
Monday, Oct. 16, 2023	Monday, Oct. 23, 2023	Monday, Oct. 30, 2023
Monday, Nov. 6, 2023	Monday, Nov. 20, 2023	Monday, Nov. 27, 2023
Monday, Dec. 4, 2023 (combined with OPPS)	Monday, Dec. 4, 2023 (combined with Ed)	Monday, Dec. 11, 2023
Monday, Jan. 15, 2024	Monday, Jan. 22, 2024	Monday, Jan. 29, 2024
Monday, Feb. 5, 2024	Monday, Feb. 12, 2024	Monday, Feb. 26, 2024
Monday, Mar. 4, 2024 (combined with OPPS)	Monday, Mar. 4, 2024 (combined with Ed)	Monday, Mar. 11, 2024
Monday, Apr. 15, 2024	Monday, Apr. 22, 2024	Monday, Apr. 29, 2024
Monday, May 6, 2024	Monday, May 13, 2024	Monday, May 27, 2024
Monday, June 3, 2024	Monday, June 10, 2024	Monday, June 17, 2024

**Recommended Motion:**

*That the Board of Education of School District No. 61 (Greater Victoria) approve the revised 2023-2024 Board of Education and Standing Committee meeting dates.*

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

# Office of the Secretary-Treasurer

*Katrina Stride – Secretary-Treasurer*

**TO:** Board of Education

**FROM:** Katrina Stride, Secretary-Treasurer

**DATE:** June 19, 2023

**RE:** **Monthly Report**

The purpose of this memo is to update the Board on some of the activities of the Secretary-Treasurer since May 29, 2023.

- Indigenous Graduation Ceremony at Songhees Wellness Centre
- Equity Scan meeting at Esquimalt Nation Big House
- Meeting with Mayor of District of Saanich with Board Chair
- BCPSEA Regional Meeting
- Meeting with Ministry of Tourism, Arts, Culture and Sport (ASSAI Program)
- Policy Sub-Committee meeting
- Meetings with community partners
- Meeting with legal counsel
- Weekly Senior Leadership Team meetings
- Weekly Chair Superintendent agenda setting meetings
- Weekly Superintendent meetings
- Weekly Budget meetings
- Weekly Facilities meetings
- Bi-weekly Vic High construction project meeting with Facilities and School Principal
- Bi-weekly Facilities and Superintendent meeting
- Bi-weekly Information Technology for Learning meeting
- Monthly Standing Committee and Board meetings
- Monthly Administrators meeting
- Professional Development:
  - BCPSEA Coordinated Legal and Arbitration Support Services (CLASS) Town Hall
  - Exploring Project Delivery Methods, Part 1: Design-Bid-Build and Construction Management Webinar

*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.*

## **SECTION 72 REPORT**

The Board of Education discussed the following matter:

- Legal
- Property
- Personnel