



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

Regular Board Meeting

AGENDA

Via Zoom

Monday, March 31, 2025, 6:30 p.m.

Broadcasted via YouTube

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

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 March 31, 2025 agenda be approved.

A.3. Approval of the Minutes

a. Approval of the February 25, 2025 Regular Board Minutes

Recommended Motion:
That the February 25, 2025 Regular Board minutes be approved.

A.4. Business Arising from the Minutes

A.5. District Presentations

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

B. CORRESPONDENCE

B.1. March 19, 2025, Corporation of the Township of Esquimalt to the Official Trustee, Trustee Electoral Area Election Model

C. OFFICIAL TRUSTEE REPORT

D. BOARD COMMITTEE REPORTS

D.1. Policy Sub-Committee

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) agrees to give all three readings of the suspension or revision of Board Bylaws specific to the change in the composition of the Board of Education at the March 31, 2025 Board meeting.

Recommended Motion:

That the following suspended Board Bylaws:

- 1) Bylaw 9130.0 Standing Committees
- 2) Bylaw 9130.1 The Education Policy and Directions Committee
- 3) Bylaw 9130.2 The Operations Policy and Planning Committee
- 4) Bylaw 9250.2 Notices of Motion
- 5) Bylaw 9360.2 Meetings of the Standing Committees

AND FURTHER,

the following revised Board Bylaws:

- 1) Bylaw 9010.0 Bylaws of the Board
- 2) Bylaw 9011.0 Poll Votes
- 3) Bylaw 9110.0 Organization
- 4) Bylaw 9130.3 Policy Sub-Committee
- 5) Bylaw 9130.4 Audit Sub-Committee
- 6) Bylaw 9140.0 Ad Hoc Committee of the Board
- 7) Bylaw 9210.0 The Development of Policy
- 8) Bylaw 9220.0 Administrative Regulations
- 9) Bylaw 9221.0 Board Administration Relationships
- 10) Bylaw 9222.0 Trustee Access to Information
- 11) Bylaw 9330.1 Appeal Process (and attachment)
- 12) Bylaw 9360.0 General Meeting of the Board
- 13) Bylaw 9360.01 Question Period During General Meetings of the Board of Education
- 14) Bylaw 9360.1 In-Camera Meetings: General Sessions
- 15) Bylaw 9368.0 Procedure

Be read a first time the 31st day of March, 2025;

Be read a second time the 31st day of March, 2025;

Be read a third time, passed and adopted the 31st day of March, 2025.

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1. Superintendent's Report

- a. Monthly Report
- b. March 31, 2025 Safety Plan

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approves the Safety Plan for submission to the Minister of Education and Child Care.

E.2. Secretary-Treasurer's Report

- a. 2025-2026 Capital Plan Bylaw

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) agrees to give all three readings of School District No. 61 (Greater Victoria) Capital Bylaw No. 2025/26-CPSD61-01 at the March 31, 2025 Board meeting.

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) Capital Bylaw No. 2025/26-CPSD61-01 for the 2025/26 Annual Five-Year Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 25, 2025, be:

Read a first time this 31st day of March, 2025;

Read a second time this 31st day of March, 2025;

Read a third time, passed and adopted this 31st day of March, 2025;

And that the Secretary-Treasurer and the Official Trustee be authorized to sign, seal and execute this Bylaw on behalf of the Board.

- b. Local Capital – District Contribution Cedar Hill Middle Seismic Capital Project

Recommended Motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approves the allocation of \$3,618,499 from the Local Capital Reserve for the District contribution to the Cedar Hill Middle School Seismic Capital Project as set out by the Ministry of Education and Child Care.

- c. Monthly Financial Report: February 2025
- d. Monthly Budget Change Report: February 2025
- e. 2025-2026 Budget Update
 - i. 2025-2026 Budget Development Process
- f. Quarterly Facilities Operations and Capital Projects Update: March 2025
- g. Annual Water Sampling Report

F. QUESTION PERIOD (15 minutes total)

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G.1. Record of In-Camera Board of Education Meeting – February 25, 2025

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1. New Business

H.2. Notice of Motions

I. ADJOURNMENT

Recommended Motion:
That the Official Trustee adjourn the meeting.



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

Regular Board Meeting

MINUTES

Via Zoom

Tuesday, February 25, 2025, 6:30 p.m.

Official Trustee: Sherri Bell

Administration: Deb Whitten, Superintendent, Katrina Stride, Secretary-Treasurer, Tom Aerts, Associate Superintendent, Sean Powell, Acting Associate Superintendent, Julie Lutner, Associate Secretary-Treasurer, Hervinder Parmar, Director of Finance, Budgets and Financial Reporting, Dr. Shelly Wilton, Director of Indigenous Education, Marni Vistisen-Harwood, Director of Facilities Services, Sarah Winkler, VPVPA

Songhees Nation: Anevay Quocksister, Student Success Manager

Partners: Shawna Abbott, CUPE 947, Carolyn Howe, GVTA, Carlene Nex, VCPAC

A. COMMENCEMENT OF MEETING

The meeting began at 6:30 p.m.

A.1. Acknowledgement of Traditional Territories

Official Trustee Bell recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

The Official Trustee provided opening remarks and introductions were made.

A.2. Approval of the Agenda

The Official Trustee passed the following motion:

That the February 25, 2025 agenda be approved.

A.3. Approval of the Minutes

Approval of the January 27, 2025 Regular Board Minutes

The Official Trustee passed the following motion:

That the January 27, 2025 Regular Board minutes be approved.

A.4. Business Arising from the Minutes

None.

A.5. Student Achievement

None.

A.6. District Presentations

None.

A.7. Community Presentations (5 minutes per presentation)

- a. Cliff Boldt presented on their recommendation of Student/Youth Councils in School District 61.

Official Trustee Bell thanked Mr. Boldt for the presentation.

B. CORRESPONDENCE

None.

C. OFFICIAL TRUSTEE REPORT

C.1. Official Trustee Report

Official Trustee Sherri Bell provided a verbal report. Official Trustee Bell shared that she has set up meetings with each of the Rightsholders/Partners and is working on setting up an in-person Rightsholders/Partner Table meeting that could potentially meet monthly to replace the Education Policy and Directions and Operations Policy and Planning Committee meetings.

Official Trustee Bell advised that the next Board of Education meeting will be held on March 31, 2025.

Official Trustee Bell also advised that the Safety Plan will continue to be developed with the direction of Dr. Kevin Godden.

D. BOARD COMMITTEE REPORTS

D.1. Audit Sub-Committee

The Official Trustee passed the following motion:

That the Official Trustee of School District No. 61 (Greater Victoria) accept the December 2024 Quarterly Financial Report.

E. DISTRICT LEADERSHIP TEAM REPORTS

E.1. Superintendent's Report

a. Monthly Report

Superintendent Whitten presented the report for information.

b. School Calendars Update

Associate Superintendent Aerts presented the school calendar update for information.

E.2. Secretary-Treasurer's Report

a. Monthly Report

Secretary-Treasurer Stride presented the report for information.

b. 2024-2025 Amended Annual Budget Bylaw

Secretary-Treasurer Stride provided thanks to Julie Lutner, Associate Secretary-Treasurer and Hervinder Parmer, Director of Finance, Budgets and Financial Reporting and the entire Financial Services team for all their work on the amended annual budget.

Secretary-Treasurer Stride presented the 2024-2025 Amended Annual Budget.

The Official Trustee passed the following motion:

That the Official Trustee of School District No. 61 (Greater Victoria) agree to give all three readings of the 2024-2025 Amended Annual Budget Bylaw at the Regular Board meeting on February 25, 2025.

The Official Trustee passed three readings of the following bylaw:

That the School District No. 61 (Greater Victoria) 2024-2025 Amended Annual Budget Bylaw in the amount of \$331,794,923 be:

Read a first time the 25th day of February, 2025;

Read a second time the 25th day of February, 2025;

Read a third time, passed and adopted the 25th day of February, 2025;

And that the Secretary-Treasurer and the Official Trustee be authorized to sign, seal and execute this Bylaw on behalf of the Board.

The Official Trustee passed the following motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approve \$1,623,613 of the projected unrestricted operating surplus at June 30, 2025 to be carried forward and applied towards the projected deficit for the 2025-2026 Annual Budget.

c. Monthly Financial Report: January 2025

Secretary-Treasurer Stride provided the report for information.

d. Facilities Operations and Capital Projects Update: February 2025

Director of Facilities Vistisen-Harwood provided the report for information.

Official Trustee Bell had questions of clarification.

e. 2025-2026 Budget Update

i. 2025-2026 Ministry-Funded Enrolment Projections

Secretary-Treasurer Stride provided the enrolment projections for information.

ii. 2025-2026 Budget Development Process - New

Secretary-Treasurer Stride provided the new 2025-2026 Budget Development Process for approval and provided an overview of the process to date.

Official Trustee Bell and Partners had questions of clarification.

The Official Trustee passed the following motion:

That the Official Trustee of School District No. 61 (Greater Victoria) approve the new 2025-2026 Budget Development Process including looking for an additional day and time to meet with stakeholders and partners between April 2, 2025 and April 8, 2025.

F. QUESTION PERIOD

Q: I am a parent of three children, in elementary, middle, and high schools in SD61. Our family was at every protest, to ensure that SD61 continued its excellent music programs, including elementary strings. They are a fundamental part of education. My worry, and my question is, are elementary strings, and middle school music, being considered for reductions in next year's budget?

A: Official Trustee Bell stated that it is too early to discuss specific budget items.

Q: Without an email address for our newly appointed trustee, I am wondering if you help our families understand how to best advocate for our district's music programs?

A: Official Trustee Bell stated that the email address for the appointed Trustee is officialtrustee@sd61.bc.ca.

Q: We have recently seen the deterioration of our elementary strings program, and a decrease in staffing for music programs resulting in increased class sizes. What will you do to keep our music programs thriving, accessible and well-funded, as this is a clearly a strong desire of our school community as well as the community at large?

A: Official Trustee Bell stated that it is too early to discuss specific budget items.

Q: Given the overwhelming response from District 61 families to this School District's proposed cuts to Elementary Strings and Middle School Music in the past, are you considering making cuts to these valuable programs?

A: Official Trustee Bell stated that it is too early to discuss specific budget items.

Q: How will parent input be sought for next year's budget process since the education partners meeting is being held during working hours and parents (through their official representative VCPAC) will likely not be able to attend?

A: Official Trustee Bell stated that if parents are not able to be at the table, she will talk to the President of VCPAC and they will figure out an alternative together, as input from parents is essential.

G. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS

G.1. Record of In-Camera Board of Education Meeting – January 27, 2025

H. NEW BUSINESS/NOTICE OF MOTIONS

H.1. New Business

None.

H.2. Notice of Motions

None.

I. ADJOURNMENT

Official Trustee Bell shared that Wednesday, February 26, 2025, is Pink Shirt Day and reflected on how the more we can bring true stories to our families about bullying and spread positivity and respect the better we will all be.

The Official Trustee adjourned the meeting at 8:16 p.m.

Official Trustee

Secretary-Treasurer

DRAFT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Victoria, B.C. V9A 3P1
Website: www.esquimalt.ca Email: info@esquimalt.ca

Telephone (250) 414-7100
Fax (250) 414-7111

File No. 0550-11

March 19, 2025

Sherri Bell, Official Trustee
Greater Victoria School District No. 61
556 Boleskine Road
Victoria, BC V8Z 1E8

Via email to: officialtrustee@sd61.bc.ca

Dear Ms. Bell:

Re: Trustee Electoral Area election model

The Township of Esquimalt wishes to congratulate you on your recent appointment as the Official Trustee for the Greater Victoria School District No. 61 (SD 61).

As part of your mandate to restore good governance, strong relationships and partnerships for the Greater Victoria School District 61 Board, I am pleased to advise you that these are values that the Township of Esquimalt shares as an important part of our own strategic priorities.

In supporting these priorities, the Township of Esquimalt Council passed the following motion at our March 4, 2025 Special Council meeting:

“WHEREAS: The vast majority of B.C. School Districts that serve multiple municipalities have implemented a Trustee Electoral Area election model whereby local communities each separately elect their own School Trustee representative(s) to help optimize fair and equitable school board representation among the various municipalities,

AND WHEREAS: Part 4 – Division 1 – Section 30 of the BC School Act grants authority to the Minister of Education to approve and implement a more fair and equitable Trustee Electoral Area election model for electing school board trustees,

AND WHEREAS: the previously elected Greater Victoria School District 61 Board of Education has now been terminated, and a new Board of Education will not be elected until October 2026

THEREFORE, BE IT RESOLVED that the Township of Esquimalt ask the Honourable Lisa Beare, Minister of Education and Child Care, to direct School District 61 to create an inclusive and collaborative task force to consider a Trustee Electoral Area election model for the Minister’s ultimate consideration of approval for implementation in time for the 2026 Local Government/Board of Education elections.



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Victoria, B.C. V9A 3P1
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Fax (250) 414-7111

AND THEREFORE BE IT FURTHER RESOLVED that the Township of Esquimalt author letters to School District 61 official trustee Sherri Bell, the City of Victoria, District of Saanich, District of Oak Bay, Town of View Royal, District of Highlands, the Songhees Nation and Kosapsum (Esquimalt) Nation, as well as area MLAs within School District 61 to inform them of the Township's request to the Minister of Education and Child Care."

Under Part 4 - Division 1 - Section 30 of the BC School Act, the Minister is granted the authority to allow for a Trustee Electoral Area election model for electing school board trustees. Many school districts across British Columbia that serve multiple municipalities have already adopted this model, allowing each community to elect its own School Trustee representative(s) to promote fair and equitable representation on the school board.

The Township of Esquimalt believes that an SD 61-led task force—designed to be inclusive and collaborative with the communities served by SD 61—would be the most effective way to explore, define, and propose designated Trustee Electoral Area boundaries. This proposal could then be submitted for the Minister's consideration and implemented in time for the 2026 Local Government elections.

We are eager for the chance to collaborate with you on the crucial issue of school board representation. Therefore, we kindly ask for your support in our appeal to the Minister. We understand that your decision will involve consultations with every municipality and Indigenous community within SD 61. By addressing this matter promptly, we ensure ample time to establish a Trustee Electoral Area model for the 2026 Local Government elections, should the Minister decide to implement this beneficial change for our school district.

Sincerely,

Mayor Barbara Desjardins

Attachments:

Appendix A - Election Systems for CRD School Districts

Appendix B - List of BC School Districts that Elect Trustees Proportionally
by Community/Trustee Electoral Areas

Appendix A: Election Systems for CRD School Districts.

There are four school districts within the CRD which elect school board trustees as follows:

Greater Victoria School District #61:

- 9 trustee positions elected 100% At-Large.
- No local community/geographic representation guaranteed.

Sooke School District #62:

- 7 trustee positions elected separately from two Trustee Electoral Areas:

Trustee Electoral Areas	Number of Trustees
Belmont Zone – Langford, Colwood, Metchosin and a portion of Highlands	Four
Milnes Landing Zone - Sooke, Port Renfrew	Three
TOTAL	Seven

Saanich School District #63:

- 7 trustee positions elected separately from four Trustee Electoral Areas:

Trustee Electoral Areas	Number of Trustees
District of North Saanich	Two
Town of Sidney	One
District of Central Saanich	Two
Partial District of Saanich	Two
TOTAL	Seven

Gulf Islands School District #64:

- 7 trustee positions elected separately from five Trustee Electoral Areas:

Trustee Electoral Areas	Number of Trustees
Salt Spring Island	Three
Galiano Island	One
Pender Islands	One
Saturna Island	One
Mayne Island	One
TOTAL	Seven

Appendix B: List of BC School Districts that Elect Trustees Equitably By Community/Trustee Electoral Areas:

In B.C., there are 60 public school districts of which 44 serve multiple municipalities with representation elected equitably by community with the Trustee Electoral Area model. The remaining 16 school districts predominately serve only one municipality and, therefore, appropriately elect school trustees at-large within their single municipality (e.g. Vancouver District 39, Burnaby District 41, Richmond District 38, etc.).

In contrast to School District 61, almost all other B.C. school districts that serve more than one municipality have implemented an equitable election by the Trustee Electoral Area system including as follows:

SCHOOL DISTRICT	Equitable Separated Trustee Electoral Areas for Electing School Trustees
District 5 - Southeast Kootenay	<u>Five Electoral Areas:</u> <ul style="list-style-type: none"> • City of Cranbrook • District of Sparwood • City of Fernie • District of Elkford • Regional District of East Kootenay Rural Area
District 6 - Rocky Mountain	<u>Five Electoral Areas:</u> <ul style="list-style-type: none"> • City of Kimberley • Town of Golden • District of Invermere • Village of Canal Flats • Village of Radium Hot Springs
District 8 - Kootenay Lake	<u>Six Electoral Areas:</u> <ul style="list-style-type: none"> • City of Nelson • Town of Creston • Salmo, Taghum & Blewett • Village of Kaslo & North Rural Zone • Slocan Valley / Bonnington • South Rural Zone
District 10 - Arrow Lakes	<u>Four Electoral Areas:</u> <ul style="list-style-type: none"> • Ward system with trustees elected by 4 separated geographic zones
District 20 – Kootenay Columbia	<u>Six Electoral Areas:</u> <ul style="list-style-type: none"> • Ward system with trustees elected by 6 separated geographic zones

District 22 - Vernon	<u>Three Electoral Areas:</u> <ul style="list-style-type: none"> • City of Vernon • District of Coldstream • Village of Lumby
District 23 - Central Okanagan	<u>Four Electoral Areas:</u> <ul style="list-style-type: none"> • City of Kelowna • City of West Kelowna • District of Lake Country • District of Peachland
District 27 – Cariboo Chilcotin	<u>Seven Electoral Areas:</u> <ul style="list-style-type: none"> • Ward system with trustees elected by 7 separated geographic zones
District 35 - Langley	<u>Two Electoral Areas:</u> <ul style="list-style-type: none"> • Township of Langley • City of Langley
District 36 - Surrey	<u>Two Electoral Areas:</u> <ul style="list-style-type: none"> • City of Surrey • City of White Rock
District 42 - Maple Ridge/Pitt Meadows	<u>Two Electoral Areas:</u> <ul style="list-style-type: none"> • City of Maple Ridge • City of Pitt Meadows
District 43 - Coquitlam	<u>Four Electoral Areas:</u> <ul style="list-style-type: none"> • City of Coquitlam • City of Port Coquitlam • City of Port Moody • Villages of Anmore and Belcarra
District 44 – North Vancouver	<u>Two Electoral Areas:</u> <ul style="list-style-type: none"> • District of North Vancouver • City of North Vancouver
District 46 - Sunshine Coast	<u>Three Electoral Areas:</u> <ul style="list-style-type: none"> • Upper Sunshine Coast • Central Sunshine Coast • Lower Sunshine Coast
District 48 - Sea to Sky	<u>Five Electoral Areas:</u> <ul style="list-style-type: none"> • District of Squamish • Resort Municipality of Whistler • Village of Pemberton • Regional District Area C • Regional District Area D

District 49 - Central Coast	<u>Two Electoral Areas:</u> <ul style="list-style-type: none"> • Ward system with trustees elected by 2 separated geographic zones
District 50 - Haida Gwaii	<u>Five Electoral Areas:</u> <ul style="list-style-type: none"> • Ward system with trustees elected by 5 separated geographic zones
District 51 - Boundary	<u>Five Electoral Areas:</u> <ul style="list-style-type: none"> • City of Grand Forks • Christina Lake • Kettle Valley East • Kettle Valley North • Kettle Valley West
District 52 - Prince Rupert	<u>Two Electoral Areas:</u> <ul style="list-style-type: none"> • City of Prince Rupert • Village of Port Edward / Rural
District 53 - Okanagan Similkameen	<u>Four Electoral Areas:</u> <ul style="list-style-type: none"> • Town of Osoyoos • Town of Oliver • Village of Keremeos • Okanagan Falls
District 54 - Bulkley Valley	<u>Four Electoral Areas:</u> <ul style="list-style-type: none"> • Town of Smithers • Town of Houston • Village of Telkwa • Lake Kathlyn/ Evelyn/ Moricetown
District 57 - Prince George	<u>Three Electoral Areas:</u> <ul style="list-style-type: none"> • City of Prince George • District of Mackenzie • Robson Valley
District 58 – Nicola Similkameen	<u>Two Electoral Areas:</u> <ul style="list-style-type: none"> • City of Merritt • Town of Princeton
District 59 - Peace River South	<u>Four Electoral Areas:</u> <ul style="list-style-type: none"> • City of Dawson Creek • District of Chetwynd • District of Tumbler Ridge • Pouce Coupe & Rural Areas

District 60 - Peace River North	<u>Five Electoral Areas:</u> <ul style="list-style-type: none"> • Ward system with trustees elected by 5 separated geographic zones
District 62 - Sooke	<u>Two Electoral Areas:</u> <ul style="list-style-type: none"> • Belmont Zone • Milnes Landing Zone
District 63 - Saanich	<u>Four Electoral Areas:</u> <ul style="list-style-type: none"> • Partial District of Saanich • Town of Sidney • District of Central Saanich • District of North Saanich
District 64 - Gulf Islands	<u>Five Electoral Areas:</u> <ul style="list-style-type: none"> • Salt Spring Island • Galiano Island • Pender Islands • Saturna Island • Mayne Island
District 67 - Okanagan Skaha	<u>Three Electoral Areas:</u> <ul style="list-style-type: none"> • City of Penticton • District of Summerland • Rural Zone Area
District 69 - Qualicum	<u>Four Electoral Areas:</u> <ul style="list-style-type: none"> • Ward system with trustees elected by 4 separated geographic zones
District 70 - Pacific Rim	<u>Two Electoral Areas:</u> <ul style="list-style-type: none"> • Alberni Valley • West Coast
District 71 - Comox Valley	<u>Five Electoral Areas:</u> <ul style="list-style-type: none"> • City of Courtenay • Town of Comox • Village of Cumberland • Area A • Area C
District 72 - Campbell River	<u>Three Electoral Areas:</u> <ul style="list-style-type: none"> • Greater Campbell River • Quadra • Sayward Valley

District 73 - Kamloops/Thompson	<u>Five Electoral Areas:</u> <ul style="list-style-type: none"> • City of Kamloops • District of Barriere • District of Logan Lake • District of Clear Water • Village of Chase/Sun Peaks
District 74 - Gold Trail	<u>Seven Electoral Areas:</u> <ul style="list-style-type: none"> • Ward system with trustees elected by 7 separated geographic zones
District 75 - Mission	<u>Two Electoral Areas:</u> <ul style="list-style-type: none"> • City of Mission • Fraser Valley Regional District
District 78 - Fraser/Cascade	<u>Three Electoral Areas:</u> <ul style="list-style-type: none"> • Ward system with trustees elected by 3 separated geographic zones
District 82 - Coast Mountains	<u>Five Electoral Areas:</u> <ul style="list-style-type: none"> • City of Terrace • City of Kitimat • District of Stewart • Village of Hazelton • Thornhill Community
District 83 - North Okanagan/Shuswap	<u>Four Electoral Areas:</u> <ul style="list-style-type: none"> • City of Salmon Arm • City of Armstrong/ District of Spallumchen • City of Enderby/ District of Sicamous • Rural Zone Area
District 84 - Vancouver Island West	<u>Four Electoral Areas:</u> <ul style="list-style-type: none"> • Village of Zeballos • Village of Gold River • Village of Tahsis • Kyuquot Community
District 85 - Vancouver Island North	<u>Three Electoral Areas:</u> <ul style="list-style-type: none"> • Ward system with trustees elected by 3 separated geographic zones

District 87 - Stikine	<u>Five Electoral Areas:</u> <ul style="list-style-type: none"> • Town of Atlin • Dease Lake • Iskut • Lower Post • Telegraph Creek
District 91 - Nechako Lakes	<u>Six Electoral Areas:</u> <ul style="list-style-type: none"> • District of Vanderhoof • District of Fort St. James • Village of Burns Lake • Village of Fraser Lake • Village of Granisle • Grassy Plains/Francois Lake
District 92 - Nisga'a	<u>Five Electoral Areas:</u> <ul style="list-style-type: none"> • Laxgaltsap • Gitlaxtaamiks • Gitwinksihlkw • Gingolx • Nass Camp

Office of the Secretary-Treasurer

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 475-4117 Fax (250) 475-4112

Katrina Stride – Secretary-Treasurer

TO: The Board of Education

FROM: Katrina Stride, Secretary-Treasurer on behalf of the Policy Sub-Committee

DATE: March 31, 2025

RE: **Policy Sub-Committee Report – March 26, 2025 Meeting**

Background:

The Policy Sub-Committee held a meeting on March 26, 2025. New business included reviewing Board Bylaws and Policies specific to the recent change in the composition of the Board of Education.

There is one recommendation to the Board from the Policy Sub-Committee.

Recommendation:

Board Bylaws

The Sub-Committee reviewed all Board Bylaws and identified some that need to be suspended and others that require minor wording amendments while the Official Trustee holds office.

The following motions are recommended:

That the Official Trustee of School District No. 61 (Greater Victoria) agrees to give all three readings of the suspension or revision of Board Bylaws specific to the change in the composition of the Board of Education at the March 31, 2025 Board meeting.

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

That the following suspended Board Bylaws:

- 1) Bylaw 9130.0 Standing Committees
- 2) Bylaw 9130.1 The Education Policy and Directions Committee
- 3) Bylaw 9130.2 The Operations Policy and Planning Committee
- 4) Bylaw 9250.2 Notices of Motion
- 5) Bylaw 9360.2 Meetings of the Standing Committees

AND FURTHER,

the following revised Board Bylaws:

- 1) Bylaw 9010.0 Bylaws of the Board
- 2) Bylaw 9011.0 Poll Votes
- 3) Bylaw 9110.0 Organization
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- 14) Bylaw 9360.1 In-Camera Meetings: General Sessions
- 15) Bylaw 9368.0 Procedure

Be read a first time the 31st day of March, 2025;

Be read a second time the 31st day of March, 2025;

Be read a third time, passed and adopted the 31st day of March, 2025.

BYLAW 9130

STANDING COMMITTEES

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

Greater Victoria School District

Adopted: April 27, 1981
Revised: January 31, 1983
Revised: October 27, 1997
Adopted: February 25, 2002
Revised: March 30, 2009
Reviewed: March 2012
Revised: January 18, 2016
Revised: October 24, 2016

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

BYLAW 9130.1

THE EDUCATION POLICY AND DIRECTIONS COMMITTEE

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

Greater Victoria School District

Adopted: April 27, 1981

Revised: October 27, 1997

Adopted: February 25, 2002

Reviewed: March 2012
Revised: December 14, 2015
Revised: December 12, 2016

Suspended

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

BYLAW 9130.2

THE OPERATIONS POLICY AND PLANNING COMMITTEE

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

Greater Victoria School District

Adopted: April 27, 1981

Revised and Renamed: November 24, 1997

Adopted: February 25, 2002

Reviewed: March 2012

Revised: December 14, 2015

Revised: December 12, 2016

Revised: November 22, 2021

BYLAW 9250.2

NOTICES OF MOTION

It is the fundamental principle of parliamentary procedure that due notice should be given for every motion. In order to provide Board members with an opportunity to consider and prepare for discussion of a question at a Board meeting the following procedures shall apply to Notices of Motion:

1. Notices of Motion should be submitted to the appropriate Standing Committee of the Board except where the Trustee deems it desirable to present the motion directly to the Board.
2. Notices of Motion should be submitted in sufficient time for inclusion in the regular pack-up distribution.
3. A trustee who is not a member of the Standing Committee may place a Notice of Motion before the committee and may debate the motion. Where possible the motion(s) should be circulated three (3) working days prior to the meeting, as per Bylaw 9130 (*Standing Committees*).

Greater Victoria School District

Adopted: December 16, 1968

Various revisions

Revised: February 13, 1978

Revised: July 28, 1986

Adopted: February 25, 2002

Revised: March 30, 2009

Reviewed: March 2012

Revised: June 2014

Revised: November 2016

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

BYLAW 9360.2

MEETINGS OF THE STANDING COMMITTEES

A. Regular Meetings

1. There shall be a regularly-scheduled meeting of each standing committee of the Board to be held within the first three weeks of each month of the school year, the date to be determined by the committee, save and except for the first meeting of each committee in December, which meeting shall be fixed by the Chair of the Board. Standing committees may meet in the month of August each year at the call of the Committee Chair, upon the recommendation of the Superintendent or Secretary-Treasurer.
2. At the first meeting of each standing committee the members of the committee shall select a Chair.
3. The Chair of each committee shall have the right to call additional meetings of the committee, to deal with such matters as may not be concluded at the regularly-scheduled meeting of the committee, but, save by unanimous consent of the committee, such meetings shall not take place less than five days prior to the next regularly-scheduled meeting of the Board in general session.
4. Each regularly-scheduled meeting of the standing committee shall be on the same day and at the same time as is fixed annually by the committee at its first meeting, save upon unanimous agreement of the committee.

B. Agenda

1. There shall be an agenda circulated to committee members not less than forty-eight hours prior to the meeting of the committee, together with all supporting material then available.

2. The agenda shall be prepared by the Chair of the standing committee together with the assigned school district senior administrator.
3. The format of the agenda for the Operations Policy and Planning Committee shall be as follows:

BOARD OF EDUCATION
OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)

OPERATIONS POLICY AND PLANNING COMMITTEE

REGULAR AGENDA - (Date) (Time)

Board Room, Administration Offices - Tolmie Building

1. APPROVAL OF THE AGENDA
2. APPROVAL OF THE MINUTES - Meeting of (date)
3. BUSINESS ARISING FROM THE MINUTES
4. PRESENTATIONS TO THE COMMITTEE
5. SUPERINTENDENT'S REPORT
6. PERSONNEL ITEMS Presenter Attachment
7. FINANCE AND LEGAL AFFAIRS
8. FACILITIES PLANNING
9. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS
10. NEW BUSINESS
11. NOTICE OF MOTION
12. GENERAL ANNOUNCEMENTS
13. ADJOURNMENT

The order of the Agenda may be varied at the meeting by majority vote.

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4. The format of the agenda for the Education Policy and Directions Committee shall be as follows:

1. APPROVAL OF THE AGENDA
 2. APPROVAL OF THE MINUTES - Meeting of (date)
 3. BUSINESS ARISING FROM THE MINUTES
 4. PRESENTATIONS TO THE COMMITTEE
 5. NEW BUSINESS
 6. NOTICE OF MOTION
 7. GENERAL ANNOUNCEMENTS
 8. ADJOURNMENT

5. The agenda of each standing committee shall be circulated to each trustee of the Board.
6. The administrative representative to the committee shall provide to the press a copy of the agenda of each standing committee, but not supporting material, after circulation to the trustees. The agenda package will be available on the school district website.

D. Standing Committee Reports

1. The business of the committee shall be recorded, including recommended motions for consideration by the Board, and reported to the next regularly-scheduled meeting of the Board in general session, or in-camera, as may be appropriate.
2. The Committee Chair may reschedule any regularly scheduled meeting of the committee, whether general session or in camera, to a different time and date in order to meet the business requirements of the committee. The committee may, by ordinary resolution, cancel a regularly-scheduled meeting of the committee.

Greater Victoria School District

Approved: April 27, 1981
Revised: January 1997
Revised: March 28, 2011
Revised: December 14, 2015

Suspended

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

BYLAW 9010

BYLAWS OF THE BOARD

All bylaws of the Board shall be established, amended or deleted as follows:

1. By written presentation of an individual trustee, or group of trustees, or by the Superintendent of Schools as Chief Executive Officer, or the Secretary-Treasurer as Corporate Financial Officer, or as directed by the Board, to the appropriate Board Committee which shall:
 - a) discuss and seek legal or other guidance as to content of the presentation, or;
 - b) formulate a proposed bylaw, amended by-law or deletion and present it to the Board of School Trustees for consideration at its next regular meeting.
2. The Board of School Trustees shall consider the proposed bylaw, amended bylaw or deletion and, as necessary, reject the proposal, modify the proposal or accept the proposal.
3. Before it is passed, a bylaw of the board must be given 3 distinct readings.
4. At each of the readings of a bylaw, the bylaw must be read in full. A reading of a bylaw may, if a written or printed copy of a bylaw is in the possession of each trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by
 - (a) its title, and
 - (b) a summary of its contents.

5. The board shall not give a bylaw more than 2 readings at any one meeting unless the members of the board who are present at the meeting unanimously agree to give the bylaw all 3 readings at that meeting.
6. Final reading of the bylaw must have a simple majority to pass.

REFERENCES:

School Act, Passage of Bylaws

Greater Victoria School District

Adopted: March 14, 1977
Revised: September 11, 1978
Revised: October 24, 1994
Revised: April 26, 1999
Adopted: February 25, 2002
Reviewed: March 2012

BYLAW 9010

BYLAWS OF THE BOARD

All bylaws of the Board shall be established, amended or deleted as follows:

1. By written presentation of ~~an individual trustee, or group of trustees~~ the bylaw by the Official Trustee, or by the Superintendent of Schools as Chief Executive Officer, or the Secretary-Treasurer as Corporate Financial Officer, or by the Policy Sub-Committee as directed by the Board, at a Board of Education meeting. ~~to the appropriate Board Committee which shall:~~
 - ~~a) discuss and seek legal or other guidance as to content of the presentation, or;~~
 - ~~b) formulate a proposed bylaw, amended by law or deletion and present it to the Board of School Trustees for consideration at its next regular meeting.~~
2. The Board of Education shall seek legal or other guidance as to the content of the written presentation of the bylaw when necessary.
3. The Board of School Trustees Education shall consider the proposed bylaw, amended bylaw or deletion and, as necessary, reject the proposal, modify the proposal or accept the proposal.
3. Before it is passed, a bylaw of the ~~B~~board must be given 3 distinct readings.
4. At each of the readings of a bylaw, the bylaw must be read in full. A reading of a bylaw may, if a written or printed copy of a bylaw is in the possession of each trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by:

~~(a.)~~ its title, and

~~(b.)~~ a summary of its contents.

5. The Board shall not give a bylaw more than 2 readings at any one meeting unless ~~the members of the board who are present at the meeting there is~~ unanimously approval gree to give the bylaw all 3 readings at that meeting.

~~6. — Final reading of the bylaw must have a simple majority to pass.~~

REFERENCES:

School Act, Passage of Bylaws

Greater Victoria School District

Adopted: March 14, 1977
Revised: September 11, 1978
Revised: October 24, 1994
Revised: April 26, 1999
Adopted: February 25, 2002
Reviewed: March 2012
Revised: March 31, 2025

BYLAW 9010

BYLAWS OF THE BOARD

All bylaws of the Board shall be established, amended or deleted as follows:

1. By written presentation of the bylaw by the Official Trustee, or by the Superintendent of Schools as Chief Executive Officer, or the Secretary-Treasurer as Corporate Financial Officer, or by the Policy Sub-Committee as directed by the Board, at a Board of Education meeting.
2. The Board of Education shall seek legal or other guidance as to the content of the written presentation of the bylaw when necessary.
3. The Board of Education shall consider the proposed bylaw, amended bylaw or deletion and, as necessary, reject the proposal, modify the proposal or accept the proposal.
3. Before it is passed, a bylaw of the Board must be given 3 distinct readings.
4. At each of the readings of a bylaw, the bylaw must be read in full. A reading of a bylaw may, if a written or printed copy of a bylaw is in the possession of each trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by:
 - a. its title, and
 - b. a summary of its contents.
5. The Board shall not give a bylaw more than 2 readings at any one meeting unless there is approval to give the bylaw all 3 readings at that meeting.

REFERENCES:

School Act, Passage of Bylaws

Greater Victoria School District

Adopted: March 14, 1977
Revised: September 11, 1978
Revised: October 24, 1994
Revised: April 26, 1999
Adopted: February 25, 2002
Reviewed: March 2012
Revised: March 31, 2025

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BYLAW 9011

POLL VOTES

1. Purpose:
To provide a method of ensuring that District affairs are conducted as efficiently as possible by allowing matters not requiring a meeting of the Board to be acted on without convening a special meeting.
2. Poll Vote Defined:
A Poll Vote is a vote usually conducted by telephone, facsimile, or e-mail by the Secretary-Treasurer or delegate. Passage of a Poll Vote requires a simple majority vote of the Board.
3. Procedure for Calling Poll Votes:
Poll Votes will be called at the direction of the Board Chairperson, in consultation with the applicable Committee Chairperson where practicable.
4. Circumstances Under Which Poll Votes May Be Called:
Poll Votes shall only be called:
 - (a) to deal with emergencies;
 - (b) where delay would injure the interests of the Board;
 - (c) regarding matters which do not justify a special meeting.
5. Notice of Poll Vote:
When possible, notice should be given to permit consideration prior to conducting a Poll Vote. If possible, a written notice of a Poll Vote is to be sent to Trustees together with a detailed report outlining the circumstances requiring a Poll Vote.
6. Ratification:
The Secretary-Treasurer is to report the result and reason of any Poll Vote at the next Regular meeting of the Board.

Greater Victoria School District

Adopted: February 25, 1985

Adopted: February 25, 2002

Amended: October 27, 2003

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

BYLAW 9011

POLL VOTES

1. **Purpose:**
To provide a method of ensuring that School District affairs are conducted as efficiently as possible by allowing matters not requiring a meeting of the Board to be acted on without convening a special meeting.
2. **Poll Vote Defined:**
A Poll Vote is a vote usually conducted by telephone, ~~facsimile~~, or e-mail by the Secretary-Treasurer or delegate. ~~Passage of a Poll Vote requires a simple majority vote of the Board.~~
3. **Procedure for Calling Poll Votes:**
Poll Votes ~~shall will~~ be called at the direction of the ~~Board Chairperson~~ Official Trustee, ~~in consultation with the applicable Committee Chairperson where practicable.~~
4. **Circumstances Under Which Poll Votes May Be Called:**
Poll Votes shall only be called:
 - (a) to deal with emergencies;
 - (b) where delay would injure the interests of the Board;
 - (c) regarding matters which do not justify a special meeting.
5. **Notice of Poll Vote:**
When possible, notice ~~shall~~ ould be given to permit consideration prior to conducting a Poll Vote. If possible, there shall be a written notice of a Poll Vote ~~is to be sent to Trustees~~ together with a detailed report outlining the circumstances requiring a Poll Vote.
6. **Ratification:**
The Secretary-Treasurer ~~shall is to~~ report the result of and reason ~~for of~~ any Poll Vote at the next ~~Regular~~ meeting of the Board.

Greater Victoria School District

Adopted: February 25, 1985

Adopted: February 25, 2002

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

~~Amended~~Revised:
Revised: March 31, 2025

October 27, 2003

BYLAW 9011

POLL VOTES

1. **Purpose**
To provide a method of ensuring that School District affairs are conducted as efficiently as possible by allowing matters not requiring a meeting of the Board to be acted on without convening a special meeting.
2. **Poll Vote Defined**
A Poll Vote is a vote usually conducted by telephone or e-mail by the Secretary-Treasurer or delegate.
3. **Procedure for Calling Poll Votes**
Poll Votes shall be called at the direction of the Official Trustee.
4. **Circumstances Under Which Poll Votes May Be Called**
Poll Votes shall only be called:
 - (a) to deal with emergencies;
 - (b) where delay would injure the interests of the Board;
 - (c) regarding matters which do not justify a special meeting.
5. **Notice of Poll Vote**
When possible, notice shall be given to permit consideration prior to conducting a Poll Vote. If possible, there shall be a written notice of a Poll Vote together with a detailed report outlining the circumstances requiring a Poll Vote.
6. **Ratification**
The Secretary-Treasurer shall report the result of and reason for any Poll Vote at the next meeting of the Board.

Greater Victoria School District

Adopted: February 25, 1985
Adopted: February 25, 2002
Revised: October 27, 2003
Revised: March 31, 2025

BYLAW 9110

ORGANIZATION

Legal Authority

The Greater Victoria School District is administered under the legal authority of the School Act (Part 6), which states, in part, that the Board is a corporation. It may establish committees with specific functions and duties, establish district advisory councils, delegate specific and general administrative and management duties. However, committees of trustees or individual trustees may not exercise the rights, duties and powers of the board as all powers of the Board are exercised by Bylaw or by resolution.

Membership of the Board

The Board of School Trustees of School District No. 61 (Greater Victoria) has a membership of nine trustees at large under the provisions of the School Act (Part 4).

Vacancies shall be filled in accordance with the School Act.

Duties and Authority of the Chair

The Chair shall be expected to act, as far as possible, in the role of the "Speaker of the House" with objectivity and fairness to all sides of the debate.

The chair shall avoid using the position to (unduly) influence the outcome of a debate by withholding pertinent information or any other means. The authority of the chair does not exceed that of any individual trustee.

Greater Victoria School District

Revised: July 1970
Revised: October 30, 1978
Revised: November 1981
Revised: November 1982
Adopted: February 25, 2002

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BYLAW 9110

ORGANIZATION

Legal Authority

The Greater Victoria School District is administered under the legal authority of the School Act (Part 6), which states, in part, that the Board is a corporation. It may establish committees with specific functions and duties, establish district advisory councils, delegate specific and general administrative and management duties. ~~However, committees of trustees or individual trustees may not exercise the rights, duties and powers of the board as~~ All powers of the Board are exercised by Bylaw or by resolution.

Membership of the Board

The Board of ~~School Trustees~~ Education of School District No. 61 (Greater Victoria) has membership of ~~nine trustees~~ one Official Trustee-at-large appointed under the provisions of Section 172 (1) of the School Act (Part 94) as of January 30, 2025 until a new Board is elected in the Fall 2026.

~~Vacancies shall be filled in accordance with the School Act.~~

~~Duties and Authority of the Chair~~

~~The Chair shall be expected to act, as far as possible, in the role of the "Speaker of the House" with objectivity and fairness to all sides of the debate.~~

~~The chair shall avoid using the position to (unduly) influence the outcome of a debate by withholding pertinent information or any other means. The authority of the chair does not exceed that of any individual trustee.~~

Greater Victoria School District

Revised: July 1970

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Revised: October 30, 1978
Revised: November 1981
Revised: November 1982
Adopted: February 25, 2002
Revised: March 31, 2025

BYLAW 9110

ORGANIZATION

Legal Authority

The Greater Victoria School District is administered under the legal authority of the School Act (Part 6), which states, in part, that the Board is a corporation. It may establish committees with specific functions and duties, establish district advisory councils, delegate specific and general administrative and management duties. All powers of the Board are exercised by Bylaw or by resolution.

Membership of the Board

The Board of Education of School District No. 61 (Greater Victoria) has membership of one Official Trustee appointed under the provisions of Section 172 (1) of the School Act (Part 9) as of January 30, 2025 until a new Board is elected in the Fall 2026.

Greater Victoria School District

Revised: July 1970
Revised: October 30, 1978
Revised: November 1981
Revised: November 1982
Adopted: February 25, 2002
Revised: March 31, 2025

BYLAW 9130.3

POLICY SUB-COMMITTEE

1. Within thirty days from the date of the election of Trustees to the Board of Education of School District No. 61 (Greater Victoria) and thereafter following the November Board meeting of each year, the Chair of the Board shall appoint two Trustees to comprise the membership of the Policy Sub-Committee.
2. At the first meeting of the Policy Sub-Committee the members of the Sub-Committee shall select a Chair.
3. Associated with the Sub-Committee shall be the Superintendent of Schools or delegate and any other staff as may be required by the Sub-Committee.
4. The Policy Sub-Committee shall meet as required:
 - a) To consider questions of overall school district policy;
 - b) To ensure existing school district policies are updated in accordance with the provisions of the *School Act* and other provincial legislation;
 - c) To make recommendations to the Board on new policies following changes in current practice, enactment of new legislation or introduction of new regulations;
 - d) To consider such other matters as may be referred by the Board and make recommendations thereon as required.
5. The Policy Sub-Committee will consult with educational and community partners as deemed appropriate with reference to Policy 1163 *Consultation*.
6. The Policy Sub-Committee shall report to the Education Policy and Directions Committee or the Operations Policy and Planning Committee as is appropriate.

Greater Victoria School District

Adopted: December 14, 2015

Revised: December 12, 2016

BYLAW 9130.3

POLICY SUB-COMMITTEE

1. ~~Within thirty days from the date of the election of Trustees to the Board of Education of School District No. 61 (Greater Victoria) and thereafter following the November Board meeting of each year, the Chair of the Board shall appoint two Trustees to comprise the membership of the Policy Sub-Committee. The Official Trustee shall comprise the membership of the Policy Sub-Committee.~~
2. ~~At the first meeting of the Policy Sub-Committee the members of the Sub-Committee shall select a Chair. The Official Trustee shall act as Chair of the Sub-Committee.~~
3. Associated with the Sub-Committee shall be the Superintendent of Schools or delegate and any other staff as may be required by the Sub-Committee.
4. The Policy Sub-Committee shall meet as required to:
 - a) ~~To~~ Consider questions of overall school district policy;
 - b) ~~E~~ To ensure existing school district policies are updated in accordance with the provisions of the *School Act* and other provincial legislation;
 - c) ~~M~~ To make recommendations to the Board on new policies following changes in current practice, enactment of new legislation or introduction of new regulations;
 - d) ~~To~~ Consider such other matters as may be referred by the Board and make recommendations thereon as required.
5. ~~The Policy Sub-Committee will develop policy and make recommendations to the Board of Education in accordance with Bylaw 9210 The Development of Policy.~~
- 6.5. The Policy Sub-Committee will consult with educational and community partners as deemed appropriate with reference to Policy 1163 *Consultation*.
76. The Policy Sub-Committee shall report to the ~~Education Policy and Directions Committee or the Operations Policy and Planning Committee as is appropriate.~~ Board of Education.

Greater Victoria School District

Adopted: December 14, 2015

Revised: December 12, 2016

Revised: March 31, 2025

BYLAW 9130.3

POLICY SUB-COMMITTEE

1. The Official Trustee shall comprise the membership of the Policy Sub-Committee.
2. The Official Trustee shall act as Chair of the Sub-Committee.
3. Associated with the Sub-Committee shall be the Superintendent of Schools or delegate and any other staff as may be required by the Sub-Committee.
4. The Policy Sub-Committee shall meet as required to:
 - a) Consider questions of overall school district policy;
 - b) Ensure existing school district policies are updated in accordance with the provisions of the *School Act* and other provincial legislation;
 - c) Make recommendations to the Board on new policies following changes in current practice, enactment of new legislation or introduction of new regulations;
 - d) Consider such other matters as may be referred by the Board and make recommendations thereon as required.
5. The Policy Sub-Committee will develop policy and make recommendations to the Board of Education in accordance with Bylaw 9210 *The Development of Policy*.
- 6.. The Policy Sub-Committee will consult with educational and community partners as deemed appropriate with reference to Policy 1163 *Consultation*.
7. The Policy Sub-Committee shall report to the Board of Education.

Greater Victoria School District

Adopted: December 14, 2015

Revised: December 12, 2016

Revised: March 31, 2025

BYLAW 9130.4

AUDIT SUB-COMMITTEE

1. Within thirty days from the date of the election of Trustees to the Board of Education of School District No. 61 (Greater Victoria) and thereafter following the November Board meeting of each year, the Chair of the Board shall appoint two Trustees to comprise the membership of the Audit Sub-Committee.
2. At the first meeting of the Audit Sub-Committee the members of the Sub-Committee shall select a Chair.
3. Associated with the Sub-Committee shall be:
 - a) the Superintendent of Schools or delegate and any other staff as may be required by the Sub-Committee;
 - b) up to three (3) community members with financial or business backgrounds determined by the Chair of the Audit Committee
4. The Audit Sub-Committee shall meet as required:
 - a) 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.
 - b) Review and recommend approval of the School District's annual audited financial statements to the Board of Education
 - c) Review quarterly financial reports;
 - d) understand the scope of the external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses;
 - e) Assess risk matters and determine the adequacy of risk mitigation strategies implemented by Management.
 - f) Recommend the appointment and compensation of the external auditor to the Board of Education
 - g) Review the audit engagement letter
 - h) Review and confirm the independence of the external auditors
 - i) Ensure that direct and open communications exist among the audit committee, management and the external auditor
 - j) Meet with the external auditor to review and approve the annual audit plan, including scope, materiality levels, areas of audit risk and timelines
 - k) Receive and review the results of the annual financial statement audit including the post audit management letter together with management's responses
 - l) Receive and review operational audit results
 - m) Review the results of the internal audit of the elementary, middle and secondary schools' accounting records and processes

- n) Advise the Board of Education with respect to the plan, conduct and reporting of the annual external audit and the internal audit function
 - o) will ensure that Management has the proper review system in place to ensure that the District's financial statements, reports and other financial information disseminated to the public and government organizations satisfy legal requirements
 - p) Receive and review data to ensure that programming is meeting desired outcomes
 - q) Make recommendations on programming as it aligns with District goals
5. Prior to reporting to the Board of Education, the Audit Sub-Committee shall report to the Education Policy & Directions or Operations Policy & Planning Committees, as appropriate.

Greater Victoria School District

Adopted: January 25, 2021

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

Bylaw 9130.4

Page 2 of 2

BYLAW 9130.4

AUDIT SUB-COMMITTEE

1. ~~Within thirty days from the date of the election of Trustees to the Board of Education of School District No. 61 (Greater Victoria) and thereafter following the November Board meeting of each year, the Chair of the Board shall appoint two Trustees to comprise the membership of the Audit Sub-Committee. The Official Trustee shall comprise the membership of the Audit Sub-Committee.~~
2. ~~At the first meeting of the Audit Sub-Committee the members of the Sub-Committee shall select a Chair. The Official Trustee shall act as Chair of the Sub-Committee.~~
3. Associated with the Sub-Committee shall be:
 - a) the Superintendent of Schools or delegate and any other staff as may be required by the Sub-Committee;
 - b) up to three (3) community members with financial or business backgrounds determined by the Chair of the Audit Committee
4. The Audit Sub-Committee shall meet as required to:
 - a) 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.
 - b) Review and recommend approval of the School District's annual audited financial statements to the Board of Education
 - c) Review quarterly financial reports;
 - d) Understand the scope of the external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses;
 - e) Assess risk matters and determine the adequacy of risk mitigation strategies implemented by Management;
 - f) Recommend the appointment and compensation of the external auditor to the Board of Education
 - g) Review the audit engagement letter
 - h) Review and confirm the independence of the external auditors
 - i) Ensure that direct and open communications exist among the audit committee, management and the external auditor
 - j) Meet with the external auditor to review and approve the annual audit plan, including scope, materiality levels, areas of audit risk and timelines
 - k) Receive and review the results of the annual financial statement audit

including the post audit management letter together with management's responses

- l) Receive and review operational audit results
 - m) Review the results of the internal audit of the elementary, middle and secondary schools' accounting records and processes
 - n) Advise the Board of Education with respect to the plan, conduct and reporting of the annual external audit and the internal audit function
 - o) ~~will~~ Ensure that Management has the proper review system in place to ensure that the District's financial statements, reports and other financial information disseminated to the public and government organizations satisfy legal requirements
 - p) Receive and review data to ensure that programming is meeting desired outcomes
 - q) Make recommendations on programming as it aligns with District goals
5. ~~Prior to reporting to the Board of Education, the Audit Sub-Committee shall report to the Education Policy & Directions or Operations Policy & Planning Committees, as appropriate. The Audit Sub-Committee shall report to the Board of Education.~~

Greater Victoria School District

Adopted: January 25, 2021

Revised: March 31, 2025

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

Bylaw 9130.4

Page 2 of 2

BYLAW 9130.4

AUDIT SUB-COMMITTEE

1. The Official Trustee shall comprise the membership of the Audit Sub-Committee.
2. The Official Trustee shall act as Chair of the Sub-Committee.
3. Associated with the Sub-Committee shall be:
 - a) the Superintendent of Schools or delegate and any other staff as may be required by the Sub-Committee
 - b) up to three (3) community members with financial or business backgrounds determined by the Chair of the Audit Committee
4. The Audit Sub-Committee shall meet as required to:
 - a) 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.
 - b) Review and recommend approval of the School District's annual audited financial statements to the Board of Education
 - c) Review quarterly financial reports
 - d) Understand the scope of the external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses
 - e) Assess risk matters and determine the adequacy of risk mitigation strategies implemented by Management
 - f) Recommend the appointment and compensation of the external auditor to the Board of Education
 - g) Review the audit engagement letter
 - h) Review and confirm the independence of the external auditors
 - i) Ensure that direct and open communications exist among the audit committee, management and the external auditor
 - j) Meet with the external auditor to review and approve the annual audit plan, including scope, materiality levels, areas of audit risk and timelines
 - k) Receive and review the results of the annual financial statement audit including the post audit management letter together with management's responses
 - l) Receive and review operational audit results
 - m) Review the results of the internal audit of the elementary, middle and secondary schools' accounting records and processes
 - n) Advise the Board of Education with respect to the plan, conduct and reporting of the annual external audit and the internal audit function
 - o) Ensure that Management has the proper review system in place to ensure that the District's financial statements, reports and other financial

information disseminated to the public and government organizations
satisfy legal requirements

- p) Receive and review data to ensure that programming is meeting desired outcomes
- q) Make recommendations on programming as it aligns with District goals

5. The Audit Sub-Committee shall report to the Board of Education.

Greater Victoria School District

Adopted: January 25, 2021

Revised: March 31, 2025

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

Bylaw 9130.4

Page 2 of 2

BYLAW 9140

AD HOC COMMITTEE OF THE BOARD

1. The Board may establish Ad Hoc Committees of the Board.
2. An Ad Hoc Committee shall be an advisory committee established for a temporary purpose to deal with a specific issue. The Ad Hoc Committee shall report to the appropriate Standing Committee of the Board, within the time prescribed and within its terms of reference, with recommendation for action, which may include a recommendation for policy change.
3. All committees established by the Board of Education including Standing Committees of the Board, are considered advisory committees to the Board.
4. The membership of the Committee shall select a Chair at the first meeting of the Committee and select a note taker at each meeting.
5. Chair of the Committee, or the Chair's delegate, will be responsible for preparing the agenda.
6. Two or more members attending ad hoc committees will form quorum regardless of type of member.
7. A member Trustee will be responsible for providing the minutes and reporting to the Standing Committee.
8. Ad Hoc Committees of the Board require a Terms of Reference document (template attached), which will be drafted by school district senior administration and presented to the Board.
9. Trustee members of any Ad Hoc Committee shall be as selected by the Board.
10. The Chair of the Board shall be a member of all Ad Hoc Committees, without voting rights.

11. The Superintendent or designate may be a member of all Ad Hoc Committees.
12. The Ad Hoc Committee shall be dissolved by motion of the Board.
13. Any changes to the TOR will be approved by the Board.
14. Ad Hoc Committee meeting materials including agendas, minutes, reports and up to date Terms of Reference for all Ad Hoc Committees will be posted to the District website.

Greater Victoria School District

Approved:	April 27, 1981
Revised:	Sept. 22, 1986
Revised:	October 24, 1988
Minor revisions:	June 1998
Adopted:	February 25, 2002
Reviewed:	March 2012
Revised:	April 20, 2015
Revised:	November 16, 2015
Revised:	September 27, 2021

Ad Hoc Committee Terms of Reference Template

Purpose:

Deliverables:

Membership:

Timeline:

Voting:

Procedural Notes:

Date Adopted:

BYLAW 9140

AD HOC COMMITTEE OF THE BOARD

1. The Board of Education may establish Ad Hoc Committees of the Board.
2. An Ad Hoc Committee shall be an advisory committee established for a temporary purpose to deal with a specific issue. The Ad Hoc Committee shall report to the ~~appropriate Standing Committee of the Board~~ Board of Education, within the time prescribed and within its terms of reference, with recommendation for action, which may include a recommendation for policy change.
3. All committees established by the Board of Education ~~including Standing Committees of the Board~~, are considered advisory committees to the Board.
4. The membership of ~~an the~~ Ad-Hoc Committee shall select a Chair at the first meeting of the Ad-Hoc Committee and select a note taker at each meeting.
5. The Chair of the Committee, or the Chair's delegate, will be responsible for preparing the agenda.
6. Two or more members attending ~~an Aad Hhoc C~~ ommittees meeting will form quorum regardless of type of member.
7. ~~A member Trustee School District Senior Administration~~ will be responsible for ~~preparing~~ providing the meeting minutes.
8. ~~The Official Trustee will and reporting on~~ Ad Hoc Committee recommendations and activities at to the Board of Education meetings as per the Ad Hoc Committee's Terms of Reference ~~Standing Committee~~.
98. Ad Hoc Committees of the Board require a Terms of Reference document (template attached), which will be drafted by ~~S~~ School D ~~istrict S~~ enior A ~~administration~~ and presented to the Board for approval.

10. Any changes to the Ad Hoc-Committee Terms of Reference shall be approved by the Board.

~~110. The Official Trustee shall be a member of all Ad Hoc Committees. The Chair of the Board shall be a member of all Ad Hoc Committees, without voting rights.~~

~~121.~~ The Superintendent or designate may be a member of all Ad Hoc Committees.

~~132. The~~ Ad Hoc Committees shall be dissolved by motion of the Board.

~~13. Any changes to the TOR will be approved by the Board.~~

14. Ad Hoc Committee meeting materials including agendas, minutes, reports and up to date Terms of Reference for all Ad Hoc Committees will be posted to the District website.

Greater Victoria School District

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Timeline:

Voting:

Procedural Notes:

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BYLAW 9140

AD HOC COMMITTEE OF THE BOARD

1. The Board of Education may establish Ad Hoc Committees of the Board.
2. An Ad Hoc Committee shall be an advisory committee established for a temporary purpose to deal with a specific issue. The Ad Hoc Committee shall report to the Board of Education, within the time prescribed and within its terms of reference, with recommendation for action, which may include a recommendation for policy change.
3. All committees established by the Board of Education are considered advisory committees to the Board.
4. The membership of an Ad-Hoc Committee shall select a Chair at the first meeting of the Ad-Hoc Committee and select a note taker at each meeting.
5. The Chair of the Committee, or the Chair's delegate, will be responsible for preparing the agenda.
6. Two or more members attending an Ad Hoc Committee meeting will form quorum regardless of type of member.
7. School District Senior Administration will be responsible for preparing the meeting minutes.
8. The Official Trustee will report on Ad Hoc Committee recommendations and activities at Board of Education meetings as per the Ad Hoc Committee's Terms of Reference.
9. Ad Hoc Committees of the Board require a Terms of Reference document (template attached), which will be drafted by School District Senior Administration and presented to the Board for approval.

10. Any changes to the Ad Hoc-Committee Terms of Reference shall be approved by the Board.
11. The Official Trustee shall be a member of all Ad Hoc Committees.
12. The Superintendent or designate may be a member of all Ad Hoc Committees.
13. Ad Hoc Committees shall be dissolved by motion of the Board.
14. Ad Hoc Committee meeting materials including agendas, minutes, reports and up to date Terms of Reference for all Ad Hoc Committees will be posted to the District website.

Greater Victoria School District

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Revised:	September 27, 2021
Revised:	March 31, 2025

Ad Hoc Committee Terms of Reference Template

Purpose:

Deliverables:

Membership:

Timeline:

Voting:

Procedural Notes:

Date Adopted:

BYLAW 9210

THE DEVELOPMENT OF POLICY

RATIONALE

1. The Board believes it is necessary to set out guidelines for policy development which are flexible but which at the same time will provide consistency and an orderly procedure.
2. The Board believes that to fulfill its democratic mandate in representing the public interest it must be involved in or give leadership in all stages of policy development and implementation.

A. ARTICLE ONE - INITIATING A POLICY

1. A proposal for a new policy may be in the form of a draft policy proposal, a statement of intent with respect to the policy proposed, or a direction that a policy be developed in a specified area.
2. All policy proposals shall be submitted to the appropriate Board Committee in accordance with this Article at least two working days prior to the next meeting date of that committee.
3. Policy proposals in the Greater Victoria School District may be submitted by:
 - a) Trustees;
 - b) employee or employee group;
 - c) student or parent;
 - d) a resident of the district.
4. The Board Committee shall decide by majority vote whether or not any further consideration should be given to the policy proposal.
5. If the Board Committee declines to give consideration to the policy proposal, a trustee may submit it in the form of a Notice of Motion to the next meeting of the Board for consideration under the appropriate Standing Committee report.
(Bylaw 9368 *Procedures at Board Meetings*).

6. If the Board Committee decides to give further consideration to a policy proposal, it shall
 - a. recommend the process by which the proposed policy will be further developed;
 - b. give preliminary directions as to the content and format of the proposed policy; and
 - c. recommend the composition or recommend the manner of composition of any Ad Hoc committee charged with the development of the policy.
7. The Board committee shall submit its decisions on a policy proposal to the next meeting of the Board for the Board's consideration. The Board may confirm, reject, or modify the policy proposal, the directions as to the content and format of the proposed policy, and the process for the further development of the policy. The Board may direct that further public input be obtained concerning the policy proposal.

B. ARTICLE TWO - DEVELOPMENT OF A POLICY PROPOSAL

1. A Working Committee shall prepare a draft policy proposal after consulting with and obtaining the input of persons or groups significantly affected by the policy proposal.
2. The Working Committee shall submit the policy proposal to the appropriate Board Committee, supported by a report which will summarize both the information gathered by the Working Committee and the input of consulted parties.
3. The Board committee shall review the draft policy and make such changes to it as it considers appropriate or refer it back to the Working Committee for revision or for further development.
4. If the Board Committee approves the draft policy in principle, it shall submit the draft policy and the report and recommendations of the Working Committee to the next meeting of the Board.
5. The Board may approve the policy as drafted by the Board Committee, reject the policy, make such revisions to the policy as it deems appropriate, require further public input or give such other directions or make such other referrals as it deems appropriate.

C. ARTICLE THREE - ADOPTION AND IMPLEMENTATION OF A POLICY

1. A policy presented for approval and adoption by the Board shall be in the following form:

RATIONALE FOR POLICY

- the rationale for the policy shall be set out in successively lettered paragraphs

DEFINITIONS

- an explanation of the meaning of terms used in the policy

POLICY STATEMENT

- the substance of the policy shall be set out in successively numbered paragraphs

RESPONSIBILITIES

- an explanation of the responsibilities related to the policy

REFERENCES

- a listing of the sources of information used to develop the policy

2. The Board may give such directions, if any, for the implementation of the policy as it deems appropriate and may require that regulations drafted by the administration be brought back to the Board for approval.
3. If the Board does not give specific directions for administrative regulations the Superintendent shall prepare such regulations in accordance with By-law 9220.
4. Administration shall prepare a report with respect to the implementation of a policy which report shall be presented to the Board on or before the earlier of the following dates:
 - a. that date one year after the adoption of the policy
 - b. that date fixed by the Board for presentation of such a report

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5. The Board may review the implementation of the policy or give such directions to Administration or a Board committee for reports on or directions for the implementation of the policy.

Minor Updating Process

From time to time minor updating of a policy is needed to reflect current nomenclature and other operational requirements. Types of minor updating are new position descriptions, gender language, number sequences and organization of manuals where required. Minor updating will be done without submission of each updated policy to the Board. The Board will be advised in writing of any such updates for their information. This process will not change the intent of any documents.

Greater Victoria School District

Adopted: February 26, 1990
Revised: January 1997
Adopted: February 25, 2002
Reviewed: March 2012
Revised: November 27, 2017

BYLAW 9210

THE DEVELOPMENT OF POLICY

RATIONALE

1. The Board believes it is necessary to set out guidelines for policy development which are flexible but which at the same time will provide consistency and an orderly procedure.
2. The Board believes that to fulfill its democratic mandate in representing the public interest it must be involved in or give leadership in all stages of policy development and implementation.

A. ARTICLE ONE - INITIATING A POLICY

1. A proposal for a new policy may be in the form of a draft policy proposal, a statement of intent with respect to ~~a~~the policy proposed, or a direction that a policy be developed in a specified area.
2. All policy proposals shall be submitted to the ~~appropriate Board Committee~~Board of Education in accordance with ~~this Article at least two working days prior to the next meeting date of that committee~~Bylaw 9360 General Meetings of the Board.
3. Policy proposals ~~in the Greater Victoria School District~~ may be submitted by:
 - a) Official Trustees;
 - b) employee or employee group;
 - c) student or parent;
 - d) a resident within ~~of~~ the school district boundaries.
4. The Official Trustee ~~Board Committee~~ shall decide ~~by majority vote~~ whether ~~or not~~ any further consideration should be given to a ~~the~~ policy proposal.
5. ~~If the Board Committee declines to give consideration to the policy proposal, a trustee may submit it in the form of a Notice of Motion to the next meeting of the Board for consideration under the appropriate Standing Committee report. (Bylaw 9368 Procedures at Board Meetings).~~

56. If the Official Trustee Board Committee decides to give further consideration to a policy proposal, they it shall:

- ~~—a).~~ recommend the process by which the proposed policy will
~~—be further developed;~~
- b) give preliminary directions as to the content and format of the ~~—~~proposed policy; and
- c)
- ~~e.~~ recommend the composition or recommend the manner of composition of any Ad Hoc Committee charged with the development of the policy.

~~7. The Board committee shall submit its decisions on a policy proposal to the next meeting of the Board for the Board's consideration. The Board may confirm, reject, or modify the policy proposal, the directions as to the content and format of the proposed policy, and the process for the further development of the policy. The Board may direct that further public input be obtained concerning the policy proposal.~~

B. ARTICLE TWO - DEVELOPMENT OF A POLICY PROPOSAL

1. The Policy Sub-Committee or AAd Hoc Working Committee charged with the development of policy shall prepare a draft policy proposal after consulting with and obtaining the input of persons or groups significantly affected by the policy proposal.

2. The Policy Sub-Committee or Ad Hoc Committee Working Committee shall submit the policy proposal to the ~~appropriate Board Committee~~ Board of Education, supported by a report which will summarize both the information gathered ~~by the Working Committee~~ and the input of consulted parties.

~~3. The Board committee shall review the draft policy and make such changes to it as it considers appropriate or refer it back to the Working Committee for revision or for further development.~~

~~4. If the Board Committee approves the draft policy in principle, it shall submit the draft policy and the report and recommendations of the Working Committee to the next meeting of the Board.~~

5. — The Board may approve the policy as drafted ~~by the Board Committee~~, reject the policy, make such revisions to the policy as it deems appropriate, require further public input or give such other directions or make such other referrals as it deems appropriate.

C. ARTICLE THREE - ADOPTION AND IMPLEMENTATION OF A POLICY

1. A policy presented for approval and adoption by the Board shall be in the following form:

RATIONALE FOR POLICY

- the rationale for the policy shall be set out in successively lettered paragraphs

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POLICY STATEMENT

- the substance of the policy shall be set out in successively numbered paragraphs

RESPONSIBILITIES

- an explanation of the responsibilities related to the policy

REFERENCES

- a listing of the sources of information used to develop the policy

2. The Board may give such directions, if any, for the implementation of the policy as it deems appropriate and may require that regulations drafted by the administration be brought back to the Board for approval.
3. If the Board does not give specific directions for administrative regulations, the Superintendent shall prepare such regulations in accordance with By-law 9220.

4. Administration shall prepare a report with respect to the implementation of a policy which report shall be presented to the Board on or before the earlier of the following dates:

- a) ~~a.~~—that date one year after the adoption of the policy
- b) ~~b.~~ that date fixed by the Board for presentation of such a report

5. The Board may review the implementation of the policy or give such directions to Administration ~~or a Board committee~~ for reports on or directions for the implementation of the policy.

Minor Updating Process

From time to time, minor updating of a policy is needed to reflect current nomenclature and other operational requirements. Types of minor updating are new position descriptions, gender language, number sequences and organization of manuals where required. Minor updating will be done without submission of each updated policy to the Board. The Board will be advised in writing of any such updates for ~~their~~ its information. This process will not change the intent of any documents.

Greater Victoria School District

Adopted: February 26, 1990
Revised: January 1997
Adopted: February 25, 2002
Reviewed: March 2012
Revised: November 27, 2017
Revised: March 31, 2025

BYLAW 9210

THE DEVELOPMENT OF POLICY

RATIONALE

1. The Board believes it is necessary to set out guidelines for policy development which are flexible but which at the same time will provide consistency and an orderly procedure.
2. The Board believes that to fulfill its democratic mandate in representing the public interest it must be involved in or give leadership in all stages of policy development and implementation.

A. ARTICLE ONE - INITIATING A POLICY

1. A proposal for a new policy may be in the form of a draft policy proposal, a statement of intent with respect to a policy proposed, or a direction that a policy be developed in a specified area.
2. All policy proposals shall be submitted to the Board of Education in accordance with Bylaw 9360 *General Meetings of the Board*.
3. Policy proposals may be submitted by:
 - a) Official Trustee;
 - b) employee or employee group;
 - c) student or parent;
 - d) a resident within the school district boundaries.
4. The Official Trustee shall decide whether any further consideration should be given to a policy proposal.
5. If the Official Trustee decides to give further consideration to a policy proposal, they shall:
 - a) recommend the process by which the proposed policy will be further developed;
 - b) give preliminary directions as to the content and format of the proposed policy; and

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- c) recommend the composition or recommend the manner of composition of any Ad Hoc Committee charged with the development of the policy.

B. ARTICLE TWO - DEVELOPMENT OF A POLICY PROPOSAL

1. The Policy Sub-Committee or Ad Hoc Committee charged with the development of policy shall prepare a draft policy proposal after consulting with and obtaining the input of persons or groups significantly affected by the policy proposal.
2. The Policy Sub-Committee or Ad Hoc Committee shall submit the policy proposal to the Board of Education, supported by a report which will summarize both the information gathered and the input of consulted parties.
3. The Board may approve the policy as drafted, reject the policy, make such revisions to the policy as it deems appropriate, require further public input or give such other directions or make such other referrals as it deems appropriate.

C. ARTICLE THREE - ADOPTION AND IMPLEMENTATION OF A POLICY

1. A policy presented for approval and adoption by the Board shall be in the following form:

RATIONALE FOR POLICY

- the rationale for the policy shall be set out in successively lettered paragraphs

DEFINITIONS

- an explanation of the meaning of terms used in the policy

POLICY STATEMENT

- the substance of the policy shall be set out in successively numbered paragraphs

RESPONSIBILITIES

- an explanation of the responsibilities related to the policy

REFERENCES

- a listing of the sources of information used to develop the policy
- 2. The Board may give such directions, if any, for the implementation of the policy as it deems appropriate and may require that regulations drafted by the administration be brought back to the Board for approval.
- 3. If the Board does not give specific directions for administrative regulations, the Superintendent shall prepare such regulations in accordance with Bylaw 9220.
- 4. Administration shall prepare a report with respect to the implementation of a policy which report shall be presented to the Board on or before the earlier of the following dates:
 - a) that date one year after the adoption of the policy
 - b) that date fixed by the Board for presentation of such a report
- 5. The Board may review the implementation of the policy or give such directions to Administration for reports on or directions for the implementation of the policy.

Minor Updating Process

From time to time, minor updating of a policy is needed to reflect current nomenclature and other operational requirements. Types of minor updating are new position descriptions, gender language, number sequences and organization of manuals where required. Minor updating will be done without submission of each updated policy to the Board. The Board will be advised in writing of any such updates for its information. This process will not change the intent of any documents.

Greater Victoria School District

Adopted:	February 26, 1990
Revised:	January 1997
Adopted:	February 25, 2002
Reviewed:	March 2012
Revised:	November 27, 2017
Revised:	March 31, 2025

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BYLAW 9220

ADMINISTRATIVE REGULATIONS

The Board of School Trustees recognizes the importance of having specific and detailed instructions in writing for the guidance and decision-making of its personnel. To ensure that the administration of day-to-day matters throughout the School District are in accordance with the School Act, the Board of Trustees requires that Administrative Regulations be formulated and compiled. All regulations will be based on policy statements adopted by resolution at official Board meetings. It shall be the responsibility of the Superintendent of Schools as the Chief Executive Officer to ensure that these resolutions are carried out.

1. Definition

An Administrative Regulation outlines specific and detailed instructions which:

- a) derive from a policy statement adopted by motion of the Board of School Trustees
- b) are consistent with such policy statement from which they derive
- c) make the policy statement operative
- d) enables personnel, to whom day-to-day administration of the School District has been delegated, to make decisions commensurate with the intent of the policy statement adopted by the Board of School Trustees.

2. Formulation and Compilation

Following adoption of new policy statements, or amendments or deletion of existing policy statements, by the Board of School Trustees, the Superintendent of Schools, in the capacity of Chief Executive Officer, shall be responsible for the formulation and compilation of such new or amended administrative regulations, or deletion of existing administrative regulations, as required which:

- (a) shall be fully consistent with such policy statements adopted by the Board of School Trustees in order to make them operative, and
- (b) shall conform to the School Act.

3. Presentation

The Administrative Regulations shall be presented in writing by the Superintendent of Schools or designate, to the Board Agenda setting meetings consisting of the Chair, Vice-Chair, Superintendent and Secretary-Treasurer:

- a) as information items only
unless
 - b) i) the administrative regulation content involves a direct monetary attachment requiring authorization by the Board of School Trustees, in which case a motion must accompany the administrative regulation for Board action,
or
 - ii) the advice of the Superintendent of Schools is that a particular administrative regulation should receive special consideration of the Board of School Trustees, in which case a motion must accompany the administrative regulation for Board action.

4. The Board Agenda setting meeting shall, following its review and determination of readiness for presentation to the Board, include the item on the Agenda for information or consideration of the Board of School Trustees at its next regular meeting at which the Board may:

- a) in the case of an information item, direct any changes it deems necessary and, in the absence of any directions, the item is deemed to be accepted
- b) in the case of an administrative regulation requiring adoption by motion, either:
 - i) Adopt the motion as submitted

- ii) Amend the motion and adopt the motion as amended
- iii) Refer the motion
- iv) Table the motion
- v) Defeat the motion thereby adopting, or amending and adopting as amended, or referring, or tabling, rejecting the proposed new Administrative Regulation or amendment to, or deletion of, the existing Administrative Regulation, as the case may be.

Minor Updating Process

From time-to-time minor updating of regulations is needed to reflect current nomenclature and other operational requirements. Types of minor updating are new position descriptions, gender language, number sequences and organization of manuals where required. Minor updating will be done without submission of each updated regulation to the Board. The Board will be advised in writing of any such updates for their information. This process will not change the intent of any documents.

Greater Victoria School District

Adopted: December 16, 1968
 Revised: July 1975
 Revised: September 11, 1978
 Revised: August 1981, November 1981
 Revised: January 1997
 Adopted: February 25, 2002
 Reviewed: March 2012
 Revised: December 14, 2022

BYLAW 9220

ADMINISTRATIVE REGULATIONS

The Board of ~~School Trustees~~Education recognizes the importance of having specific and detailed instructions in writing for the guidance and decision-making of its personnel. To ensure that the administration of day-to-day matters throughout the School District are in accordance with the School Act, the Board ~~of Trustees~~ requires that Administrative Regulations be formulated and compiled. All administrative regulations will be based on policy statements adopted by ~~resolution~~motion at official Board meetings. It shall be the responsibility of the Superintendent of Schools as the Chief Executive Officer to ensure that these ~~resolutions~~motions are carried out.

1. Definition

An Administrative Regulation outlines specific and detailed instructions which:

- a) derive from a policy statement adopted by motion ~~by~~of the Board ~~of School Trustees~~
- b) are consistent with such policy statement from which they derive
- c) make the policy statement operative
- d) enables personnel, to whom day-to-day administration of the School District has been delegated, to make decisions commensurate with the intent of the policy statement adopted by the Board ~~of School Trustees~~.

2. Formulation and Compilation

Following adoption of new policy statements, or amendments or deletion of existing policy statements, by the Board of ~~School Trustees~~Education, the Superintendent of Schools, in the capacity of Chief Executive Officer, shall be responsible for the formulation and compilation of such new or amended administrative regulations, or deletion of existing administrative regulations, as required which:

- a) shall be fully consistent with such policy statements adopted by the Board ~~of School Trustees~~ in order to make them operative, and
- b) shall conform to the School Act.

3. Presentation

~~The~~ Administrative Regulations shall be presented in writing by the Superintendent of Schools or designate, ~~at~~to the Board ~~a~~Agenda setting meetings consisting of the Official Trustee, Chair, Vice-Chair, Superintendent and Secretary-Treasurer.:

~~— a) —~~ as information items only, unless:

~~— ab) —~~ i) the administrative regulation content involves a direct monetary attachment requiring authorization by the Board ~~of School Trustees~~, in which case a motion must accompany the administrative regulation for Board action; ~~or~~

~~— ii) —~~ the advice of the Superintendent of Schools is that a particular administrative regulation should receive special consideration of the Board ~~of School Trustees~~, in which case a motion must accompany the administrative regulation for Board action.

4. ~~—~~ The Board ~~a~~Agenda setting meeting shall, following its review and determination ~~-of~~ readiness for presentation to the Board, include the item on the ~~a~~Agenda for information or consideration of the Board ~~of School Trustees~~ at its next regular meeting at which the Board may:

- a) in the case of an information item, direct any changes it deems necessary, and, in the absence of any directions, the item is deemed to be accepted.
- b) in the case of an administrative regulation requiring adoption by motion, either:

- i) Adopt the motion as submitted
- ii) Amend the motion and adopt the motion as amended
- iii) Refer the motion
- iv) Table the motion; or
- v) Defeat the motion thereby adopting, or amending and adopting as amended, or referring, or tabling, rejecting the proposed new aAdministrative rRegulation or amendment to, or deletion of, the existing aAdministrative rRegulation, as the case may be.

Minor Updating Process

From time-to-time, minor updating of regulations is needed to reflect current nomenclature and other operational requirements. Types of minor updating are new position descriptions, gender language, number sequences and organization of manuals where required. Minor updating will be done without submission of each updated administrative regulation to the Board. The Board will be advised in writing of any such updates for their information. This process will not change the intent of any documents.

Greater Victoria School District

Adopted: December 16, 1968
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BYLAW 9220

ADMINISTRATIVE REGULATIONS

The Board of Education recognizes the importance of having specific and detailed instructions in writing for the guidance and decision-making of its personnel. To ensure that the administration of day-to-day matters throughout the School District are in accordance with the School Act, the Board requires that Administrative Regulations be formulated and compiled. All administrative regulations will be based on policy statements adopted by motion at official Board meetings. It shall be the responsibility of the Superintendent of Schools as the Chief Executive Officer to ensure that these motions are carried out.

1. Definition

An Administrative Regulation outlines specific and detailed instructions which:

- a) derive from a policy statement adopted by motion by the Board
- b) are consistent with such policy statement from which they derive
- c) make the policy statement operative
- d) enables personnel, to whom day-to-day administration of the School District has been delegated, to make decisions commensurate with the intent of the policy statement adopted by the Board.

2. Formulation and Compilation

Following adoption of new policy statements, or amendments or deletion of existing policy statements, by the Board of Education, the Superintendent of Schools, in the capacity of Chief Executive Officer, shall be responsible for the formulation and compilation of such new or amended administrative regulations, or deletion of existing administrative regulations, as required which:

- a) shall be fully consistent with such policy statements adopted by the Board in order to make them operative, and

- b) shall conform to the School Act.

3. Presentation

Administrative Regulations shall be presented in writing by the Superintendent of Schools or designate at the Board agenda setting meetings consisting of the Official Trustee, Superintendent and Secretary-Treasurer as information items only, unless:

- a) the administrative regulation content involves a direct monetary attachment requiring authorization by the Board, in which case a motion must accompany the administrative regulation for Board action; or
- b) the advice of the Superintendent of Schools is that a particular administrative regulation should receive special consideration of the Board, in which case a motion must accompany the administrative regulation for Board action.

The Board agenda setting meeting shall, following its review and determination of readiness for presentation to the Board, include the item on the agenda for information or consideration of the Board at its next regular meeting at which the Board may:

- a) in the case of an information item, direct any changes it deems necessary, and, in the absence of any directions, the item is deemed to be accepted.
- b) in the case of an administrative regulation requiring adoption by motion, either:
 - i) Adopt the motion as submitted
 - ii) Amend the motion and adopt the motion as amended
 - iii) Refer the motion
 - iv) Table the motion; or
 - v) Defeat the motion thereby adopting, or amending and adopting as amended, or referring, or tabling, rejecting the proposed new administrative regulation or amendment to, or deletion of, the existing administrative regulation, as the case may be.

Minor Updating Process

From time-to-time, minor updating of regulations is needed to reflect current nomenclature and other operational requirements. Types of minor updating are new position descriptions, gender language, number sequences and organization of manuals where required. Minor updating will be done without submission of each updated administrative regulation to the Board. The Board will be advised

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in writing of any such updates for their information. This process will not change the intent of any documents.

Greater Victoria School District

Adopted: December 16, 1968
Revised: July 1975
Revised: September 11, 1978
Revised: August 1981, November 1981
Revised: January 1997
Adopted: February 25, 2002
Reviewed: March 2012
Revised: December 14, 2022
Revised: March 31, 2025

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BYLAW 9221

BOARD ADMINISTRATION RELATIONSHIPS

The School Board is responsible to the electorate and is required to provide a quality educational program as economically, effectively and efficiently as possible. The School Board shall:

1. Assist the Superintendent with counsel and advice, giving them the benefit of its judgement, business experience and familiarity with the local communities; and shall also consult with the Superintendent on all matters concerning the school system which the Board is considering or about which it proposes to take action.
2. Delegate to the Superintendent responsibility for all executive functions, refrain from handling directly any administrative details, and give the Superintendent authority commensurate with their responsibilities.
3. Refer all complaints to the appropriate administrator.
4. Make all employees of the school system responsible to the Superintendent through refraining from direct dealings with individuals to influence their decisions, except where through the Board's Committee system specific responsibilities have been delegated by the Superintendent to other senior personnel, and excepting also those matters clearly designated by the *School Act* to be the responsibility of the Secretary-Treasurer.
5. Provide adequate safeguards for the Superintendent and other personnel so that they may perform their proper functions on a professional basis. This involves, particularly, supporting the Superintendent in their efforts to protect the personnel from individuals and organizations seeking to exploit the school system for self-interested reasons.

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6. Accept full responsibility for administrative acts authorized by or resulting from the policies of the Board.
7. Hold the Superintendent strictly responsible for the administration of schools, requiring them to keep the Board fully informed at all times through both written and oral reports; and shall review and appraise the results of their work, informing them when any methods or procedures do not meet with approval of the Board.
8. Notwithstanding the above, Trustees shall be encouraged to feel welcome in the schools for the purpose of acquainting themselves with the aspirations, achievements, and problems of the schools' staffs, but they should ensure at all times that school personnel are aware of the purpose of the visit. Personnel expressing concerns or requesting action should be referred to formal channels of communication.
9. Encourage members of the Administration to take the initiative to participate in Board meetings and to provide information and opinions which would assist the Board in clarifying an issue.

The argument used by Trustees to support their point of view during debates should be based on information and opinion related to the issues. During debates, Trustees should solicit information and advice from Administrators and seek clarification of administrative action on an issue, yet refrain from public criticism of Administrators.

If a disagreement arises between a Trustee and an Administrator, a private meeting between the two should be arranged to resolve the disagreement.

The Superintendent shall ensure that routine information gathered for administrative purposes shall be made readily available to Trustees on a routine basis or upon request, without the necessity of special reports.

The Secretary-Treasurer shall comply with all requirements of that office as established under the *School Act* and shall make recommendations to the Board regarding any financial or other appropriate matters requiring action. They shall ensure that the Board is kept promptly advised of all relevant financial and other matters that he considers pertinent to his function under the Act.

Greater Victoria School District

Adopted: October 22, 1984

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Revised: May 22, 2012
Revised: December 14, 2022

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BYLAW 9221

BOARD ADMINISTRATION RELATIONSHIPS

The ~~School~~ Board of Education is responsible to the electorate and is required to provide a quality educational program as economically, effectively and efficiently as possible. The ~~School~~ Board shall:

1. Assist the Superintendent with counsel and advice, giving them the benefit of its judgement, business experience and familiarity with the local communities; and shall also consult with the Superintendent on all matters concerning the school system which the Board is considering or about which it proposes to take action.
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8. Notwithstanding the above, the Official Trustee~~Trustees~~ shall be encouraged to feel welcome in the schools for the purpose of acquainting themselves with the aspirations, achievements, and problems of the schools' staffs, but they should ensure at all times that school personnel are aware of the purpose of the visit. Personnel expressing concerns or requesting action should be referred to formal channels of communication.
9. Encourage members of the Administration to take the initiative to participate in Board meetings and to provide information and opinions which would assist the Board in clarifying an issue.

The argument used by the Official ~~Trustees~~ to support their point of view ~~during debates~~ should be based on information and opinion related to the issues. ~~During debates,~~ The Official ~~Trustees~~ should solicit information and advice from Administrators and seek clarification of administrative action on an issue, yet refrain from public criticism of Administrators.

If a disagreement arises between the a-Official ~~Trustee~~ and an Administrator, a private meeting between the two should be arranged to resolve the disagreement.

The Superintendent shall ensure that routine information gathered for administrative purposes shall be made readily available to the Official ~~Trustees~~ on a routine basis or upon request, without the necessity of special reports.

The Secretary-Treasurer shall comply with all requirements of that office as established under the *School Act* and shall make recommendations to the Board regarding any financial or other appropriate matters requiring action. They shall ensure that the Board is kept promptly advised of all relevant financial and other matters that they~~he~~ considers pertinent to their ~~his~~ function under the Act.

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9. Encourage members of the Administration to take the initiative to participate in Board meetings and to provide information and opinions which would assist the Board in clarifying an issue.

The argument used by the Official Trustee to support their point of view should be based on information and opinion related to the issues. The Official Trustee should solicit information and advice from Administrators and seek clarification of administrative action on an issue, yet refrain from public criticism of Administrators.

If a disagreement arises between the Official Trustee and an Administrator, a private meeting between the two should be arranged to resolve the disagreement.

The Superintendent shall ensure that routine information gathered for administrative purposes shall be made readily available to the Official Trustee on a routine basis or upon request, without the necessity of special reports.

The Secretary-Treasurer shall comply with all requirements of that office as established under the *School Act* and shall make recommendations to the Board regarding any financial or other appropriate matters requiring action. They shall ensure that the Board is kept promptly advised of all relevant financial and other matters that they consider pertinent to their function under the Act.

Greater Victoria School District

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Revised: May 22, 2012
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Revised: March 31, 2025

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BYLAW 9222

TRUSTEE ACCESS TO INFORMATION

Trustees shall have access to information in order to facilitate trustees' carrying out their duties under the *School Act*. However, in respect of the right of employees, students, and parents to a measure of privacy, any information which is deemed to be personal and confidential shall be accessed through the Superintendent, in writing, explaining the rationale of the trustee for the request. If the rationale is thought to be less than satisfactory, the matter shall be referred to the Board for a decision. All information deemed to be confidential and provided to any trustee shall be marked "Strictly Confidential" and shared only with other trustees.

Definitions and Limitations

1. For the purposes of this bylaw, personal and confidential information is that information inclusive of but not limited to the information contained in personnel files, in students' files, and on student permanent record cards, as well as information related to awarding contracts.
2. Teacher and principal evaluation reports referred to in the *School Act* shall be available for trustees to view and to make notes, but may not be photocopied or removed.
3. In the event that this bylaw conflicts with Board policies, regulations, or with the law, the provisions in the law will apply.

Process for Requesting Personal and/or Confidential Information:

1. Trustees requesting personal or confidential information should make their request and rationale directly to the Superintendent of Schools.
2. The request and rationale will be considered and a decision made by the Superintendent.

- a) If the information is provided, the document(s) will be stamped "Strictly Confidential", which means that the document(s) may be discussed only with the trustees.
 - b) All other trustees will be advised of the information which has been provided to the trustee.
 - c) If the information is not provided, the Superintendent will give the trustee reasons for not providing it.
3. The trustee may then make a request, accompanied with a rationale, to the Board for a decision.

Process for Requesting Other Information:

1. Trustees requesting any information, other than personal or confidential, should make their request directly to the:
 - a) Superintendent of Schools when dealing with educational matters;
 - b) Secretary-Treasurer when dealing with financial matters.
2. Should, in the opinion of either the Superintendent of Schools or the Secretary-Treasurer, the request for information require more than two (2) hours of preparatory work, the request will not be actioned and, instead, be referred to the Board for a decision.
3. Trustees shall make no direct request to schools (school principals, teachers, or others) for written information. Verbal information may be sought from a principal, but if that verbal information would take longer than thirty (30) minutes to impart, then the principal has the right to advise the trustee that the Superintendent of Schools will have to seek Board approval, prior to the principal providing the information to the trustee.
4. It should be noted that information provided to trustees may not be in a form acceptable for public scrutiny.
5. Assistance in interpreting the information provided to trustees shall be provided by administration.
6. In certain instances, the Board may wish to inform the individual that their confidential file may be accessed along with the rationale for so doing.

Greater Victoria School District

Adopted: October 26, 1987
Revised: February 22, 1998
Revised: February 24, 1997
Revised: April 26, 1999
Adopted: February 25, 2002

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Reviewed: March 2012
Revised: December 14, 2022

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BYLAW 9222

OFFICIAL TRUSTEE ACCESS TO INFORMATION

The Official Trustees shall have access to information in order to facilitate ~~trustees'~~ carrying out their duties under the *School Act*. However, in respect of the right of employees, students, and parents to a measure of privacy, any information which is deemed to be personal and confidential shall be accessed through the Superintendent of Schools, in writing, explaining the rationale ~~of the trustee~~ for the request. ~~If the rationale is thought to be less than satisfactory, the matter shall be referred to the Board for a decision.~~ All information deemed to be confidential and provided to the Official any Trustee shall be marked "Strictly Confidential" ~~and shared only with other trustees.~~

Definitions and Limitations

1. For the purposes of this bylaw, personal and confidential information is that information inclusive of but not limited to the information contained in personnel files, in students' files, and on student permanent record cards, as well as information related to awarding contracts.
2. Teacher and principal evaluation reports referred to in the *School Act* shall be available ~~for trustees~~ to view and to make notes but may not be photocopied or removed.
3. In the event that this bylaw conflicts with Board policies, regulations, or with the law, the provisions in the law will apply.

Process for Requesting Personal and/or Confidential Information:

1. ~~If the Official Trustee is Trustees~~-requesting personal or confidential information, they should make their request and rationale directly to the Superintendent of Schools.
2. The request and rationale will be considered and a decision made by the Superintendent of Schools.

- a) If the information is provided, the document(s) will be ~~stamped marked as "Strictly Confidential"~~, ~~which means that the document(s) may be discussed only with the trustees.~~
- b) ~~— All other trustees will be advised of the information which has been provided to the trustee.~~
- e)b) If the information is not provided, the Superintendent of Schools will give the Official Trustee reasons for not providing it.
- 3. The Official Trustee may ~~then refer their make a~~ request for personal and/or confidential information, accompanied with ~~a~~ rationale, to the next Board meeting and provide direction to the Superintendent of Schools by Board motion. ~~to the Board for a decision.~~

Process for Requesting Other Information:

- 1. ~~If the Official Trustee Trustees is~~ requesting any information, other than personal or confidential information, they should make their request directly to the:
 - a) Superintendent of Schools when dealing with educational matters;
 - b) Secretary-Treasurer when dealing with financial matters.
- 2. Should, in the opinion of either the Superintendent of Schools or the Secretary-Treasurer, the request for information require more than two (2) hours of preparatory work, the request will not be actioned and, instead, be referred to the next Board meeting for direction to the Superintendent of Schools by Board motion~~for a decision.~~
- 3. The Official Trustees shall make no direct requests to schools (school principals, teachers, or others) for written information. Verbal information may be sought from a principal, but if that verbal information would take longer than thirty (30) minutes to impart, then the principal has the right to advise the Official Trustee that the Superintendent of Schools will ~~need have~~ to be directed by Board motion~~seek Board approval~~, prior to the principal providing the information to the Official Trustee.
- 4. It should be noted that information provided to the Official Trustees may not be in a form acceptable for public scrutiny.
- 5. Assistance in interpreting the information provided to the Official Trustees shall be provided by administration.
- 6. In certain instances, the Official Trustee~~Board~~ may wish to inform an~~the~~ individual that their confidential file may be accessed along with the rationale for so doing.

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BYLAW 9222

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Definitions and Limitations

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3. In the event that this bylaw conflicts with Board policies, regulations, or with the law, the provisions in the law will apply.

Process for Requesting Personal and/or Confidential Information

1. If the Official Trustee is requesting personal or confidential information, they should make their request and rationale directly to the Superintendent of Schools.
2. The request and rationale will be considered and a decision made by the Superintendent of Schools.
 - a) If the information is provided, the document(s) will be marked as "Strictly Confidential".

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- b) If the information is not provided, the Superintendent of Schools will give the Official Trustee reasons for not providing it.
3. The Official Trustee may refer their request for personal and/or confidential information, accompanied with rationale, to the next Board meeting and provide direction to the Superintendent of Schools by Board motion.

Process for Requesting Other Information

1. If the Official Trustee is requesting any information, other than personal or confidential information, they should make their request directly to the:
 - a) Superintendent of Schools when dealing with educational matters
 - b) Secretary-Treasurer when dealing with financial matters.
2. Should, in the opinion of either the Superintendent of Schools or the Secretary-Treasurer, the request for information require more than two (2) hours of preparatory work, the request will not be actioned and, instead, be referred to the next Board meeting for direction to the Superintendent of Schools by Board motion.
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Revised: December 14, 2022
Revised: March 31, 2025

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BYLAW 9330.1

APPEAL PROCESS

Preamble

In the spirit of administrative fairness, the Greater Victoria School Board welcomes members of its educational community to express their questions, complaints or concerns to the appropriate authority.

As described in Section 11 of the *School Act*, the Greater Victoria School Board supports and recognizes the right of the student, parent or guardian to appeal a decision of an employee(s) of the Board which significantly affects the education, health, or safety of the student. The failure of an employee(s) to make a decision shall be deemed a decision for the purpose of initiating an appeal.

The Greater Victoria School Board encourages students, parents and guardians to pursue a resolution of any questions or concerns through the problem-solving process set up under Policy and Regulation 1155 *Complaint Process for a Resolution of Concerns*.

- I. The following decisions shall be considered to significantly affect the education, health or safety of a student:**
- a) Disciplinary suspension from school;
 - b) Placement in an educational program (this does not refer to classroom or teacher preference);
 - c) Grade promotion or graduation;
 - d) Refusal to offer an educational program to a non-graduated student sixteen (16) years of age or older; and,
 - e) Any other decision which significantly affects the education, health or safety of the student will be considered on a case-by-case basis.

II. Written Notice of Appeal

Every appeal to the Greater Victoria School Board must be commenced by a written Notice of Appeal form (see [Bylaw 9330.1 attachment 1](#)). This form may be obtained from the school or district administration office. It must be completed in full and submitted to the Superintendent of Schools in care of Community@sd61.bc.ca. Assistance required in filling out this form is available upon request from the Greater Victoria School Board Office at 250-475-3212.

III. The Appeal Process

Upon receipt of the Notice of Appeal, the Superintendent will notify the Board of Education who will meet as soon as practicable to:

- a) Determine whether the appeal meets the threshold set out in Section 11(2) of the *School Act* of a decision by an employee that significantly affects the education, health or safety of a student;
- b) In the event that the appeal does not meet the Section 11(2) threshold refer the appellant to the appropriate complaint resolution process; or
- c) In the event the appeal does meet Section 11(2) threshold;
 - i. Refer the appeal to the Appeal Sub-Committee for investigation;
 - ii. Require the appellant to meet with the Superintendent or designate prior to further consideration; or
 - iii. Convene a meeting of the Board of Education to hear the appeal.

The Board of Education will promptly report its decision and the reasons for the decision to the appellant.

IV. Appeal Sub-Committee

The Appeal Sub-Committee is established under Section 11(5) of the School Act and its members will be appointed by the Board of Education, and its membership will include:

- a) Deputy/Associate Superintendent or Director of Instruction;
- b) Trustees;
- c) Principal or Vice Principal.

The Sub-Committee may invite oral or written submissions.

The Sub-Committee will conduct an investigation and provide a recommendation on the appeal to the Board of Education within 21 days of receipt of the Notice of Appeal.

The Board of Education shall promptly notify the appellant in writing of the Sub-Committee's recommendation and the reasons for the recommendations. If the issue is not resolved by the Sub-Committee, **the Board of Education must hear the appeal within 45 days of the date the Notice of Appeal was received.**

V. Meeting with Designated Employee(s)

If the appellant is required by the Board to meet with an employee, the Superintendent of Schools or designated employee(s) will gather all information relevant to the appeal and will meet with the appellant and attempt to resolve the appeal. If there is no resolution, the Superintendent of Schools will notify the Board of Education within 21 days of receipt of the Notice of Appeal that the appellant request to take the Appeal to the Board of Education. The appellant may be accompanied by a support person of their choice.

VI. Board of Education Appeal Hearing

- a) If an appeal hearing is granted the Board of Education will notify in writing the appellant and the employee(s) whose decision is being appealed of the time and date that the appeal hearing will occur. **The appeal hearing will be scheduled at a time that provides for the Board of Education to make a decision within 45 days of the date the Notice of Appeal was received.** In the case of a hearing, reasonable time limits must be given to both the appellant and the employee(s) whose decision is being appealed. Opportunity must be given to the appellant to have their story heard and to ensure that all relevant information has been considered.
- b) The appellant may be accompanied by a support person of their choice.
- c) The Board of Education must confine its deliberations to the decision being appealed.
- d) The Board of Education shall make a decision and that decision shall be deemed the final decision. The Board of Education shall notify in writing the appellant of the decision. At the same time, the decision and reasons for the decision shall be communicated in writing to the appellant and the employee(s) whose decision led to the appeal.

VII. Protection from Reprisals

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

The Board of Education will not tolerate any direct or indirect form of reprisal as a result of the initiation or outcome of an appeal. Where there is evidence of reprisal, the Board of Education will take immediate steps to remedy the situation.

VIII. Review Process

Each appellant and each employee(s) whose decision has been appealed will be given the opportunity to provide feedback on their experience on the Appeal Process (see [Bylaw 9330.1, attachment 2](#)). This feedback will be reported to the Board of Education annually and utilized when reviewing this bylaw and when developing new procedures to ensure mechanisms for ongoing annual reporting feedback from Bylaw 9330.1, and that the Appeal Process remains balanced and fair.

IX. Avenues Beyond This Appeal Process

If the appellant believes that the process has been unfair, the appellant may file a complaint with the Office of the Ombudsperson British Columbia and/or appeal to the superintendent of appeals under Section 11.1 of the *School Act*. This appeal avenue will be included in the notification of the Board's decision.

Greater Victoria School District

Adopted: April 26, 1993

Revised: December 13, 2021

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BYLAW 9330.1

APPEAL PROCESS

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As described in Section 11 of the *School Act*, the ~~Greater Victoria School~~ Board of Education supports and recognizes the right of the student, parent or guardian to appeal a decision of an employee(s) of the Board which significantly affects the education, health, or safety of the student. The failure of an employee(s) to make a decision shall be deemed a decision for the purpose of initiating an appeal.

The ~~Greater Victoria School~~ Board of Education encourages students, parents and guardians to pursue a resolution of any questions or concerns through the problem-solving process set up under Policy and Regulation 1155 *Complaint Process for a Resolution of Concerns*.

I. The following decisions shall be considered to significantly affect the education, health or safety of a student:

- a) Disciplinary suspension from school;
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- b) In the event that the appeal does not meet the Section 11(2) threshold, refer the appellant to the appropriate complaint resolution process; or
- c) In the event the appeal does meet Section 11(2) threshold;
 - i. Refer the appeal to the Appeal Sub-Committee for investigation;
 - ii. Require the appellant to meet with the Superintendent of Schools or designate prior to further consideration; or
 - iii. Convene a meeting of the Board of Education to hear the appeal.

The Board of Education will promptly report its decision and the reasons for the decision to the appellant.

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The Appeal Sub-Committee is established under Section 11(5) of the School Act and its members will be appointed by the Board of Education, and its membership will include:

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- b) Official Trustees;
- c) Principal or Vice Principal.

The Appeal Sub-Committee may invite oral or written submissions.

The Appeal Sub-Committee will conduct an investigation and provide a recommendation on the appeal to the Board of Education within 21 days of receipt of the Notice of Appeal.

The Board of Education shall promptly notify the appellant in writing of the Appeal Sub-Committee's recommendation and the reasons for the recommendations. If the issue is not resolved by the Appeal Sub-Committee, **the Board of Education must hear the appeal within 45 days of the date the Notice of Appeal was received.**

V. Meeting with Designated Employee(s)

If the appellant is required by the Board of Education to meet with an employee, the Superintendent of Schools or designated employee(s) will gather all information relevant to the appeal and will meet with the appellant and attempt to resolve the appeal. If there is no resolution, the Superintendent of Schools will notify the Board of Education within 21 days of receipt of the Notice of Appeal that the appellant request to take the Appeal to the Board of Education. The appellant may be accompanied by a support person of their choice.

VI. Board of Education Appeal Hearing

- a) If an appeal hearing is granted, the Board of Education will notify in writing the appellant and the employee(s) whose decision is being appealed of the time and date that the appeal hearing will occur. **The appeal hearing will be scheduled at a time that provides for the Board of Education to make a decision within 45 days of the date the Notice of Appeal was received.** In the case of a hearing, reasonable time limits must be given to both the appellant and the employee(s) whose decision is being appealed. Opportunity must be given to the appellant to have their story heard and to ensure that all relevant information has been considered.
- b) The appellant may be accompanied by a support person of their choice.
- c) The Board of Education must confine its deliberations to the decision being appealed.
- d) The Board of Education shall make a decision and that decision shall be deemed the final decision. The Board of Education shall notify in writing the appellant of the decision. At the same time, the decision and reasons for the decision shall be communicated in writing to the appellant and the employee(s) whose decision led to the appeal.

VII. Protection from Reprisals

The Board of Education will not tolerate any direct or indirect form of reprisal as a result of the initiation or outcome of an appeal. Where there is evidence of reprisal, the Board of Education will take immediate steps to remedy the situation.

VIII. Review Process

Each appellant and each employee(s) whose decision has been appealed will be given the opportunity to provide feedback on their experience on the Appeal Process (see [Bylaw 9330.1, attachment 2](#)). This feedback will be reported to the Board of Education annually and utilized when reviewing this bylaw and when developing new procedures to ensure mechanisms for ongoing annual reporting feedback from Bylaw 9330.1, and that the Appeal Process remains balanced and fair.

IX. Avenues Beyond This Appeal Process

If the appellant believes that the process has been unfair, the appellant may file a complaint with the Office of the Ombudsperson British Columbia and/or appeal to the superintendent of appeals under Section 11.1 of the *School Act*. This appeal avenue will be included in the notification of the Board of Education's decision.

Greater Victoria School District

Adopted: April 26, 1993

Revised: December 13, 2021

Revised: March 31, 2025

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

BYLAW 9330.1

APPEAL PROCESS

Preamble

In the spirit of administrative fairness, the Board of Education welcomes members of its educational community to express their questions, complaints or concerns to the appropriate authority.

As described in Section 11 of the *School Act*, the Board of Education supports and recognizes the right of the student, parent or guardian to appeal a decision of an employee(s) of the Board which significantly affects the education, health, or safety of the student. The failure of an employee(s) to make a decision shall be deemed a decision for the purpose of initiating an appeal.

The Board of Education encourages students, parents and guardians to pursue a resolution of any questions or concerns through the problem-solving process set up under Policy and Regulation 1155 *Complaint Process for a Resolution of Concerns*.

- I. The following decisions shall be considered to significantly affect the education, health or safety of a student:**
- a) Disciplinary suspension from school;
 - b) Placement in an educational program (this does not refer to classroom or teacher preference);
 - c) Grade promotion or graduation;
 - d) Refusal to offer an educational program to a non-graduated student sixteen (16) years of age or older; and,
 - e) Any other decision which significantly affects the education, health or safety of the student will be considered on a case-by-case basis.

II. Written Notice of Appeal

Every appeal to the Board of Education must be commenced by a written Notice of Appeal form (see [Bylaw 9330.1 attachment 1](#)). This form may be obtained from the school or district administration office. It must be completed in full and submitted to the Superintendent of Schools in care of Community@sd61.bc.ca. Assistance required in filling out this form is available upon request from the Board Office at 250-475-3212.

III. The Appeal Process

Upon receipt of the Notice of Appeal, the Superintendent of Schools will notify the Board of Education who will meet as soon as practicable to:

- a) Determine whether the appeal meets the threshold set out in Section 11(2) of the *School Act* of a decision by an employee that significantly affects the education, health or safety of a student;
- b) In the event that the appeal does not meet the Section 11(2) threshold, refer the appellant to the appropriate complaint resolution process; or
- c) In the event the appeal does meet Section 11(2) threshold;
 - i. Refer the appeal to the Appeal Sub-Committee for investigation;
 - ii. Require the appellant to meet with the Superintendent of Schools or designate prior to further consideration; or
 - iii. Convene a meeting of the Board of Education to hear the appeal.

The Board of Education will promptly report its decision and the reasons for the decision to the appellant.

IV. Appeal Sub-Committee

The Appeal Sub-Committee is established under Section 11(5) of the School Act and its members will be appointed by the Board of Education, and its membership will include:

- a) Deputy/Associate Superintendent or Director of Instruction;
- b) Official Trustee;
- c) Principal or Vice Principal.

The Appeal Sub-Committee may invite oral or written submissions.

The Appeal Sub-Committee will conduct an investigation and provide a recommendation on the appeal to the Board of Education within 21 days of receipt of the Notice of Appeal.

The Board of Education shall promptly notify the appellant in writing of the Appeal Sub-Committee's recommendation and the reasons for the recommendations. If the issue is not resolved by the Appeal Sub-Committee, **the Board of Education must hear the appeal within 45 days of the date the Notice of Appeal was received.**

V. Meeting with Designated Employee(s)

If the appellant is required by the Board of Education to meet with an employee, the Superintendent of Schools or designated employee(s) will gather all information relevant to the appeal and will meet with the appellant and attempt to resolve the appeal. If there is no resolution, the Superintendent of Schools will notify the Board of Education within 21 days of receipt of the Notice of Appeal that the appellant request to take the Appeal to the Board of Education. The appellant may be accompanied by a support person of their choice.

VI. Board of Education Appeal Hearing

- a) If an appeal hearing is granted, the Board of Education will notify in writing the appellant and the employee(s) whose decision is being appealed of the time and date that the appeal hearing will occur. **The appeal hearing will be scheduled at a time that provides for the Board of Education to make a decision within 45 days of the date the Notice of Appeal was received.** In the case of a hearing, reasonable time limits must be given to both the appellant and the employee(s) whose decision is being appealed. Opportunity must be given to the appellant to have their story heard and to ensure that all relevant information has been considered.
- b) The appellant may be accompanied by a support person of their choice.
- c) The Board of Education must confine its deliberations to the decision being appealed.
- d) The Board of Education shall make a decision and that decision shall be deemed the final decision. The Board of Education shall notify in writing the appellant of the decision. At the same time, the decision and reasons for the decision shall be communicated in writing to the appellant and the employee(s) whose decision led to the appeal.

VII. Protection from Reprisals

The Board of Education will not tolerate any direct or indirect form of reprisal as a result of the initiation or outcome of an appeal. Where there is evidence of reprisal, the Board of Education will take immediate steps to remedy the situation.

VIII. Review Process

Each appellant and each employee(s) whose decision has been appealed will be given the opportunity to provide feedback on their experience on the Appeal Process (see [Bylaw 9330.1, attachment 2](#)). This feedback will be reported to the Board of Education annually and utilized when reviewing this bylaw and when developing new procedures to ensure mechanisms for ongoing annual reporting feedback from Bylaw 9330.1, and that the Appeal Process remains balanced and fair.

IX. Avenues Beyond This Appeal Process

If the appellant believes that the process has been unfair, the appellant may file a complaint with the Office of the Ombudsperson British Columbia and/or appeal to the superintendent of appeals under Section 11.1 of the *School Act*. This appeal avenue will be included in the notification of the Board of Education's decision.

Greater Victoria School District

Adopted: April 26, 1993
Revised: December 13, 2021
Revised: March 31, 2025

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

BYLAW 9330.1 (attachment 1) Appeal Process

Please email to: **Superintendent of Schools**
Greater Victoria School District #61
Community@sd61.bc.ca

NOTICE OF APPEAL

This form constitutes a written notice of appeal and must be completed in full and submitted to the Superintendent (see above). Appellants should read Bylaw 9330.1 – Appeal Process Bylaw prior to completing this form. Upon receipt of the Notice of Appeal form, the appellant will be informed of the steps in the appeal process.

Assistance in filling out this form is available upon request from the Greater Victoria School Board Office by calling 250-475-3212.

1. Information about the person(s) filing the appeal:

Name: Parent/Guardian

(First) _____ (Last) _____

Name: Student

(First) _____ (Last) _____

Address:

(Street) _____

(Postal Code) _____ (Phone) _____

Student birth date: (Year) _____ (Month) _____ (Day) _____

School: _____ Student Grade: _____

2. List the employee(s) whose decision is being appealed:

Employee Name

Employee Position/Job

_____	_____
_____	_____
_____	_____

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List the employee(s) with whom you have consulted about the decision:

Employee Name

Employee Position/Job

3. Information about the decision being appealed:

Dates you were informed of the decision: _____

Describe the decision: _____

4. Give reasons for appealing the decision:

Suggest a solution, which would satisfy you:

Signature of the Parent/Guardian

Date Appeal Submitted

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

BYLAW 9330.1 (attachment 2) Appeal Process

Please mail to: **Board Chair, Greater Victoria School District 61**
556 Boleskine Road, Victoria, BC V8Z 1E8

FEEDBACK ON THE PROCESS OF APPEAL

This feedback may be given anonymously, or the appellant/employee whose decision was appealed, may provide their identifying data. Information so shared will be utilized in the review process for Bylaw 9330.1

1. **Name: *optional***

(First) _____ (Last) _____

2. **Please check one:**

☐ Parent ☐ Guardian ☐ Student ☐ Employee

3. **Were your concerns welcome?** _____

Were they taken seriously by the School District? _____

4. **Were you made to feel as comfortable as possible under the circumstances?**

5. **Were you assisted in clearly addressing your concern(s)?** _____

6. **Did you have all the information relative to the decision being made as soon as was possible?**

Did you have to ask for the information? _____

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

7. Did you feel your views were sought before decisions were made?

8. Did you feel your views were taken into account in the final decision?

9. Were the decisions made adequately explained to you? _____

10. Did you feel that the Appeals Process was clear in its steps and requirements? _____

If not, how would you suggest clarifying them? _____

11. Do you have any comments that would help the Educational Community ensure a fair and user-friendly process for appeals? _____

Thank you.

cc. Board of Education, School District No. 61



BYLAW 9330.1 (Attachment 1) Appeal Process

Please email to: **Superintendent of Schools**
Greater Victoria School District ~~No.~~ #61
Community@sd61.bc.ca

NOTICE OF APPEAL

This form constitutes a written notice of appeal and must be completed in full and submitted to the Superintendent of Schools (see above). Appellants should read Bylaw 9330.1 – Appeal Process ~~Bylaw~~ prior to completing this form. Upon receipt of the Notice of Appeal form, the appellant will be informed of the steps in the appeal process.

Assistance in filling out this form is available upon request from the ~~Greater Victoria School~~ Board Office by calling 250-475-3212.

1. Information about the person(s) filing the appeal:

Name: Parent/Guardian

(First) _____ (Last) _____

Name: Student

(First) _____ (Last) _____

Address:

(Street) _____

(Postal Code) _____ (Phone) _____

Student birth date: (Year) _____ (Month) _____ (Day) _____

School: _____ Student Grade: _____

2. List the employee(s) whose decision is being appealed:

Employee Name

Employee Position/Job

_____	_____
_____	_____
_____	_____

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



List the employee(s) with whom you have consulted about the decision:

Employee Name

Employee Position/Job

3. Information about the decision being appealed:

Dates you were informed of the decision: _____

Describe the decision: _____

4. Give reasons for appealing the decision:

Suggest a solution, which would satisfy you:

Signature of the Parent/Guardian

Date Appeal Submitted

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



BYLAW 9330.1 (attachment 2) Appeal Process

Please mail to: **Official Trustee~~Board Chair~~**, Greater Victoria School District
No. 61
556 Boleskine Road, Victoria, BC V8Z 1E8

FEEDBACK ON THE PROCESS OF APPEAL

This feedback may be given anonymously, or the appellant/employee whose decision was appealed may provide their identifying data. Information so shared will be utilized in the review process for Bylaw 9330.1

1. Name: *optional*

(First) _____ (Last) _____

2. Please check one:

☐ Parent ☐ Guardian ☐ Student ☐ Employee

3. Were your concerns welcome? _____

Were they taken seriously by the School District? _____

4. Were you made to feel as comfortable as possible under the circumstances?

5. Were you assisted in clearly addressing your concern(s)? _____

6. Did you have all the information relative to the decision being made as soon as was possible?

Did you have to ask for the information? _____

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

7. Did you feel your views were sought before decisions were made?

8. Did you feel your views were taken into account in the final decision?

9. Were the decisions made adequately explained to you? _____

10. Did you feel that the Appeals Process was clear in its steps and requirements? _____

If not, how would you suggest clarifying them? _____

11. Do you have any comments that would help the Educational Community ensure a fair and user-friendly process for appeals? _____

Thank you.

cc. Board of Education, [Greater Victoria](#) School District No. 61

BYLAW 9330.1 (Attachment 1) Appeal Process

Please email to: **Superintendent of Schools**
Greater Victoria School District No. 61
Community@sd61.bc.ca

NOTICE OF APPEAL

This form constitutes a written notice of appeal and must be completed in full and submitted to the Superintendent of Schools (see above). Appellants should read Bylaw 9330.1 – Appeal Process prior to completing this form. Upon receipt of the Notice of Appeal form, the appellant will be informed of the steps in the appeal process.

Assistance in filling out this form is available upon request from the Board Office by calling 250-475-3212.

1. Information about the person(s) filing the appeal:

Name: Parent/Guardian

(First) _____ (Last) _____

Name: Student

(First) _____ (Last) _____

Address:

(Street) _____

(Postal Code) _____ (Phone) _____

Student birth date: (Year) _____ (Month) _____ (Day) _____

School: _____ Student Grade: _____

2. List the employee(s) whose decision is being appealed:

Employee Name

Employee Position/Job

_____	_____
_____	_____
_____	_____

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

List the employee(s) with whom you have consulted about the decision:

Employee Name

Employee Position/Job

3. Information about the decision being appealed:

Dates you were informed of the decision: _____

Describe the decision: _____

4. Give reasons for appealing the decision:

Suggest a solution, which would satisfy you:

Signature of the Parent/Guardian

Date Appeal Submitted

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

BYLAW 9330.1 (attachment 2) Appeal Process

Please mail to: **Official Trustee, Greater Victoria School District No. 61**
556 Boleskine Road, Victoria, BC V8Z 1E8

FEEDBACK ON THE PROCESS OF APPEAL

This feedback may be given anonymously, or the appellant/employee whose decision was appealed may provide their identifying data. Information so shared will be utilized in the review process for Bylaw 9330.1

1. **Name: *optional***

(First) _____ (Last) _____

2. **Please check one:**

☐ Parent ☐ Guardian ☐ Student ☐ Employee

3. **Were your concerns welcome?** _____

Were they taken seriously by the School District? _____

4. **Were you made to feel as comfortable as possible under the circumstances?**

5. **Were you assisted in clearly addressing your concern(s)?** _____

6. **Did you have all the information relative to the decision being made as soon as was possible?**

Did you have to ask for the information? _____

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

7. Did you feel your views were sought before decisions were made?

8. Did you feel your views were taken into account in the final decision?

9. Were the decisions made adequately explained to you? _____

10. Did you feel that the Appeals Process was clear in its steps and requirements? _____

If not, how would you suggest clarifying them? _____

11. Do you have any comments that would help the Educational Community ensure a fair and user-friendly process for appeals? _____

Thank you.

cc. Board of Education, Greater Victoria School District No. 61

BYLAW 9360

GENERAL MEETING OF THE BOARD

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

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

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

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

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

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

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

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

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

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

F. Staff Reports

G. Question Period

H. Public Disclosure of In-Camera Items

I. New Business/Notice of Motions

J. Adjournment

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

12. All votes will be recorded in the Regular board meeting minutes with the Trustee's name and yes, no or abstain. Absent Trustees' names will be recorded as absent for the vote.
13. An electronic copy of the General Meeting Agenda will be made available to the media, partner groups and the public (website) through the Secretary-Treasurer's three days before the meeting.
14. The Board Chair may reschedule any regularly scheduled general meeting of the Board to a different time and date in order to meet the business requirements of the Board. The Board may, by ordinary resolution, cancel a regular general meeting of the Board.
15. In accordance with Section 67 of the *School Act*, Trustees may participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other. Such attendance shall only be permitted where Trustee participation is prevented by extraordinary circumstances and can be accommodated by staff.
16. With the exception of poll votes pursuant to Bylaw 9011, and electronic meetings called by the Chair, the Board will not conduct meetings electronically. For the purposes of this bylaw, electronic communications that would constitute a meeting include communications shared among all trustees that materially advance or

debate a matter before the Board. This Bylaw does not prohibit the electronic provision of information pertaining to a matter before the Board.

Greater Victoria School District

Adopted: April 27, 1981

Various Revisions

Revised: November 25, 1991

Revised: June 23, 1997

Revised: January 16, 2006

Revised: January 19, 2009 (corrected)

Revised: November 17, 2014

Revised: December 14, 2015

Revised: June 20, 2016

Revised: April 24, 2017

Revised: April 23, 2018

Revised: April 26, 2021

BYLAW 9360

GENERAL MEETING OF THE BOARD

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

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

_____ The first section will encompass the agenda, minutes, correspondence, and acceptance of presentations _____ from the public and employee groups.

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

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

○ Commencing general meetings of the Board of Education ~~commence~~ at 6:30 p.m. and adjourning ~~continue until~~ no later than 10:30 p.m., save as may be extended by the Official Trustee. ~~majority consent~~

○ ~~Starting the meeting on time.~~

○ _____

○ Limiting Community Presentations to a maximum of 6 speakers, each speaking a maximum of 5 minutes, and to a maximum of 3 speakers per issue (numbers and time may be extended at the discretion of the Official Trustee).

○ _____

Advising individuals or delegations wishing to make a presentation of their placement on an upcoming agenda on the Wednesday before the Regular meeting, and identifying on the agenda the spokesperson(s) pre—*

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

○ ~~Individuals or delegations wishing to make a presentation will be advised of their placement on an upcoming agenda on the Wednesday before the Regular meeting. Presentations on behalf of groups will be presentation by the spokesperson(s) of that group, who will be identified on the agenda.~~

○ ~~here will be no~~ Refraining from debate ~~public debate~~ with community presenters; only information ~~only~~ will be received.

○ Limiting ~~he~~ Question Period ~~is limited~~ to 15 minutes.

~~7. The public will be encouraged to attend the Education Policy and Directions, or the Operations Policy and Planning Standing Committee meetings, rather than a Board meeting, to facilitate dialogue with the public before decisions are made.~~

~~In addition to the opportunities to participate at Standing Committees, 5. The~~
~~Official Trustee~~~~Board Chair~~ will ask partner groups including the Greater Victoria Teachers' Association (GVTA), the Canadian Union of Public Employees (CUPE Locals 947 and 382), the Victoria Confederation of Parent Advisory Councils (VCPAC), Esquimalt and Songhees Nations, Student Representatives, and the Victoria Principals and Vice-Principals Association (VPVPA), whether they would like to provide comment on motions prior to them being ~~debated~~ considered by the Board. Each stakeholder representative will have up to two minutes to provide comment through the ~~Chair~~ Official Trustee.

~~68.~~ In the event that the Board may fail to conclude the business of the agenda by the time of adjournment, the ~~Official Trustee~~ Chair may ask ~~the board~~ administration to prioritize the remaining agenda items. Agenda items not concluded at the meeting, will be placed on the next month's agenda, and given priority ~~to~~ before any new business, if a Special meeting is not called to address unfinished business.

~~79.~~ All agendas will be prepared by the Secretary-Treasurer on behalf of the Official Trustee ~~Chair of the Board, and circulated by the Chair or designate.~~ Proposed agenda items will be provided to the Secretary-Treasurer no later than the Tuesday before the meeting.

~~810.~~ The agenda will be adopted by ordinary motion as the first item of business at each meeting.

~~911.~~ The Agenda will contain the following:

~~A. Commencement of Meeting—Guidelines for the meeting format including outlining opportunities for public and stakeholder comments~~

~~A.~~

A.1. Acknowledgement of Traditional Territories

A.2. ~~Approval~~ option of the Agenda

A.3. ~~Approval~~ of the Previous Minutes

A.4. ~~and~~ Business Arising from the Minutes

A.5. District Celebrations

~~B. A.6. and Community Presentations of which first priority will be given
to schools, and then to the public and community.~~

~~C. Opportunity for Comments from the Public (15 minutes)~~

~~BC. Correspondence~~

~~CD. Official Trustee Chair's Report; Trustee Reports~~

~~DE. Board Committee Reports:~~

~~(1) Education Policy and Directions Motions~~

~~(2) Operations Policy and Planning Motions~~

~~EF. District Leadership Team Staff Reports~~

~~FG. Question Period~~

~~GH. Public Disclosure of In-Camera Items~~

~~HI. New Business/Notice of Motions~~

~~IJ. Adjournment~~

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

~~102. All motions and outcomes votes will be recorded in the Regular board meeting
minutes, with the Trustee's name and yes, no or abstain. Absent Trustees' names
will be recorded as absent for the vote.~~

~~113. An electronic copy of the General Meeting Agenda will be made available to the
media, partner groups and the public (website) through the Secretary-Treasurer's
Office three days before the meeting.~~

~~124. The Official Trustee Board Chair may reschedule any regularly scheduled general
meeting of the Board to a different time and date in order to meet the business~~

requirements of the Board. The Board may, by ordinary resolution, cancel a regular general meeting of the Board.

153. In accordance with Section 67 of the *School Act*, the Official Trustee ~~Trustees~~ may participate in or attend a meeting of the Board by telephone or other means of communication if all ~~Trustees and~~ other persons participating in or attending the meeting are able to communicate with each other. ~~Such attendance shall only be permitted where~~ Official Trustee participation is prevented by extraordinary circumstances and can be accommodated by staff.
164. With the exception of poll votes pursuant to Bylaw 9011, and electronic meetings called by the Official Trustee ~~Chair~~, the Board will not conduct meetings electronically. ~~For the purposes of this bylaw, electronic communications that would constitute a meeting include communications shared among all trustees that materially advance or debate a matter before the Board.~~ This Bylaw does not prohibit the electronic provision of information pertaining to a matter before the Board.

Greater Victoria School District

Adopted: April 27, 1981

Various Revisions

Revised: November 25, 1991

Revised: June 23, 1997

Revised: January 16, 2006

Revised: January 19, 2009 (corrected)

Revised: November 17, 2014

Revised: December 14, 2015

Revised: June 20, 2016

Revised: April 24, 2017

Revised: April 23, 2018

Revised: April 26, 2021

Revised: March 31, 2025

BYLAW 9360

GENERAL MEETING OF THE BOARD

1. The Board of Education will regularly meet on the fourth Monday of each month except where the fourth Monday is a statutory holiday, in which case the meeting will take place on the next working day, except for the months of July and August, when no meeting will be held and for the month of December, when the meeting will be on the second Monday of the month.
2. The Official Trustee or the Secretary-Treasurer may call a special meeting of the Board, in addition to the regularly scheduled general meetings of the Board.
3. A special meeting will be called upon less than the normal forty-eight hours' notice, in writing or by telephone, with such meeting being deemed to have been properly convened if the Official Trustee agrees to waive the normal forty-eight hours of written notice.
4. The following procedural matters will be implemented:
 - Meetings will be conducted in two major sections:

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

The second section will be for the consideration of Board Committee Reports and Special Reports to the Board.
 - The meetings should be conducted in a timely manner and time guidelines and limits adhered to with respect to:
 - Commencing general meetings of the Board of Education at 6:30 p.m. and adjourning no later than 10:30 p.m., save as may be extended by the Official Trustee.
 - Starting the meeting on time.

- Limiting Community Presentations to a maximum of 6 speakers, each speaking a maximum of 5 minutes, and to a maximum of 3 speakers per issue (numbers and time may be extended at the discretion of the Official Trustee).
 - Advising individuals or delegations wishing to make a presentation of their placement on an upcoming agenda on the Wednesday before the Regular meeting, and identifying on the agenda the spokesperson(s) presenting on behalf of groups.
 - Refraining from debate with community presenters; only information will be received.
 - Limiting Question Period to 15 minutes.
5. The Official Trustee will ask partner groups including the Greater Victoria Teachers' Association (GVTA), the Canadian Union of Public Employees (CUPE Locals 947 and 382), the Victoria Confederation of Parent Advisory Councils (VCPAC), Esquimalt and Songhees Nations, Student Representatives, and the Victoria Principals and Vice-Principals Association (VPVPA), whether they would like to provide comment on motions prior to them being considered by the Board. Each stakeholder representative will have up to two minutes to provide comment through the Official Trustee.
6. In the event that the Board may fail to conclude the business of the agenda by the time of adjournment, the Official Trustee may ask administration to prioritize the remaining agenda items. Agenda items not concluded at the meeting, will be placed on the next month's agenda, and given priority before any new business, if a Special meeting is not called to address unfinished business.
7. All agendas will be prepared by the Secretary-Treasurer on behalf of the Official Trustee. Proposed agenda items will be provided to the Secretary-Treasurer no later than the Tuesday before the meeting.
8. The agenda will be adopted by ordinary motion as the first item of business at each meeting.
9. The Agenda will contain the following:
- A. Commencement of Meeting
 - A.1. Acknowledgement of Traditional Territories

- A.2. Approval of the Agenda
- A.3. Approval of the Minutes
- A.4. Business Arising from the Minutes
- A.5. District Celebrations
- A.6. Community Presentations

B. Correspondence

C. Official Trustee Report

D. Board Committee Reports

E. District Leadership Team Reports

F. Question Period

G. Public Disclosure of In-Camera Items

H. New Business/Notice of Motions

I. Adjournment

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

- 10. All motions and outcomes will be recorded in the Regular board meeting minutes.
- 11. An electronic copy of the General Meeting Agenda will be made available to the media, partner groups and the public (website) through the Secretary-Treasurer's Office three days before the meeting.
- 12. The Official Trustee may reschedule any regularly scheduled general meeting of the Board to a different time and date in order to meet the business requirements of the Board. The Board may, by ordinary resolution, cancel a regular general meeting of the Board.
- 13. In accordance with Section 67 of the *School Act*, the Official Trustee may participate in or attend a meeting of the Board by telephone or other means of communication

if all other persons participating in or attending the meeting are able to communicate with each other. Such attendance shall only be permitted where Official Trustee participation is prevented by extraordinary circumstances and can be accommodated by staff.

14. With the exception of poll votes pursuant to Bylaw 9011, and electronic meetings called by the Official Trustee, the Board will not conduct meetings electronically. This Bylaw does not prohibit the electronic provision of information pertaining to a matter before the Board.

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Revised: March 31, 2025

BYLAW 9360.01

QUESTION PERIOD DURING GENERAL MEETINGS OF THE BOARD OF EDUCATION

The purpose of the Question Period is:

- Additional public opportunities to ask questions
- To have a question on the record
- It is in the public interest
- Public accountability

Framework

1. There are two ways to submit a question to the Board of Education:
 - i) As an alternative to attending a board meeting, individuals wishing to ask the Board of Education a question are encouraged to submit their question to the “Question” link on the District website.
 - ii) During board meetings all questions shall be submitted in written form and signed by the person posing the question, who shall be in attendance.
2. All questions will be directed to the Board Chair.
3. Questions will be submitted to the Deputy Superintendent prior to the start of the Question Period. Questions will be asked in order of submission. Priority will be given to those who have not presented during the Community Presentation portion of the agenda. If time permits, questions may be submitted in writing from the floor.

4. The Question Period will be limited to 15 minutes.
5. The Board Chair, with assistance from the Superintendent of Schools, may direct the question to the appropriate person. If the question is not answered at the meeting, the individual asking the question will be contacted in a timely manner.
6. There will be a limit of one question per person.
7. All questions will be included in the board minutes unless ruled out of order. All answers given at the board meeting will be recorded in the minutes.
8. The Board Chair has discretion to call questions out of order. The writer of any question ruled out of order will be contacted and the question ruled out of order will be brought to the next in-camera board meeting.
9. Answers to questions must not result in staff workload exceeding thirty (30) minutes.

Greater Victoria School District

Adopted: November 17, 2014

BYLAW 9360.01

QUESTION PERIOD DURING GENERAL MEETINGS OF THE BOARD OF EDUCATION

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8. The ~~Board Chair~~Official Trustee has discretion to call questions out of order. The writer of any question ruled out of order will be contacted and the question ruled out of order will be brought to the next in-camera board meeting.
9. Answers to questions must not result in staff workload exceeding thirty (30) minutes.

Greater Victoria School District

Adopted: November 17, 2014

Revised: March 31, 2025

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BYLAW 9360.01

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9. Answers to questions must not result in staff workload exceeding thirty (30) minutes.

Greater Victoria School District

Adopted: November 17, 2014

Revised: March 31, 2025

BYLAW 9360.1

IN CAMERA MEETINGS: GENERAL SESSIONS

1. In-camera items that may be discussed confidentially include legal, property, personnel and privacy matters as defined by provincial legislation.
2. The Chair of the Board or Standing Committee may call an in-camera meeting to occur prior to a regularly scheduled Board or Standing Committee meeting.
3. The Chair of the Board, the Secretary Treasurer or any three Trustees may call a special in-camera meeting of the Board, in addition to the regularly scheduled in-camera meetings.
4. In the event that the Chair of the Board or Standing Committee determines that no in-camera meeting is required, Trustees will be advised.
5. When an in-camera meeting is called, the Chair of the Board or Standing Committee shall prepare an agenda which shall follow the format as that for the meetings of the Board in general session.
6. Agendas will be circulated in advance of a called meeting.
7. Any matter to be brought to the public from an in-camera meeting will be done upon an approved motion of the Board.

Greater Victoria School District

Approved: April 27, 1981

Revised: November 25, 1991

Revised: March 28, 2011 (rewritten and subsumes 9255.2)

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Reviewed: March 2012

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BYLAW 9360.1

IN-CAMERA MEETINGS: GENERAL SESSIONS

1. In-camera items that may be discussed confidentially include legal, property, personnel and privacy matters as defined by provincial legislation.
2. The ~~Official Trustee Chair of the Board or Standing Committee~~ may call an in-camera meeting to occur prior to a regularly scheduled Board ~~or Standing Committee~~ meeting.
3. The ~~Official Trustee Chair of the Board or~~ the Secretary Treasurer ~~or any three Trustees~~ may call a special in-camera meeting of the Board, in addition to the regularly scheduled in-camera meetings.
4. ~~In the event that the Chair of the Board or Standing Committee determines that no in-camera meeting is required, Trustees will be advised.~~
- 5.4. When an in-camera meeting is called, the ~~Secretary-Treasurer on behalf of the Official Trustee Chair of the Board or Standing Committee~~ shall prepare an agenda which shall follow the format as that for the meetings of the Board in general session.
- 6.5. Agendas will be circulated in advance of a called meeting.
- 7.6. Any matter to be brought to the public from an in-camera meeting will be done upon an approved motion of the Board.

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IN-CAMERA MEETINGS: GENERAL SESSIONS

1. In-camera items that may be discussed confidentially include legal, property, personnel and privacy matters as defined by provincial legislation.
2. The Official Trustee may call an in-camera meeting to occur prior to a regularly scheduled Board meeting.
3. The Official Trustee or the Secretary Treasurer may call a special in-camera meeting of the Board, in addition to the regularly scheduled in-camera meetings.
4. When an in-camera meeting is called, the Secretary-Treasurer on behalf of the Official Trustee shall prepare an agenda which shall follow the format as that for the meetings of the Board in general session.
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Approved: April 27, 1981

Revised: November 25, 1991

Revised: March 28, 2011 (rewritten and subsumes 9255.2)

Reviewed: March 2012

Revised: March 31, 2025

BYLAW 9368

PROCEDURE

- 100.00 In all meetings of the Board of Trustees, procedures shall be governed by Robert's Rules of Order, except where provisions of the bylaws of the Board or the *School Act* may conflict, in which case the latter shall prevail.
- 101.00 The Chair of the Board may, at any time, entertain a motion to vary the agenda or procedure of the Board, notwithstanding the provisions of the Robert's Rules of Order, and upon majority approval of such motion, the procedures shall be, for the particular matter, amended save that no such motions shall result in a procedure in conflict with bylaws of the Board or the *School Act*.
- 102.00 All meetings of the Board shall be recorded and a written record by way of minutes shall be kept and approved at each subsequent meeting of the Board.
- 103.00 All debate at any meeting of the Board of Trustees or its standing committee shall be upon motion only, save and except for:
- (a) Upon motion to move the Board into committee of the whole;
 - (b) At a meeting of a standing committee of the Board upon the discretion of the Chair thereof to permit questioning of an applicant before the committee;
 - (c) At a meeting of a standing committee of the Board, upon the discretion of the Chair to move the committee into a session as committee of the whole.

- 103.01 During the thirty minute public session of the public meeting of the Board in general session, no formal applications for funding may be received, but requests for action may be made by members of the public who speak to the Board during their allotted five minute period. No motion for action shall be made during the public session.
- 103.02 All motions before a standing committee of the Board shall be to propose a motion to the Board, which motion at committee shall not require a seconder.
- 103.03 A motion of the committee to propose a motion to the Board which is carried shall be included in writing in the report of the committee to be read at the next regular meeting of the Board in general session.
- 104.00 At a meeting of the Board in general session, all motions presented in writing, and endorsed by a seconder, placed on the agenda by the Chair, pursuant to notice of motion for future action having been given at the preceding meeting of the Board in general session, shall be deemed to be before the Board whether or not the mover or seconder are present at the regular meeting, and shall not be removed from business of the meeting except on the express request of the mover.
- 104.01 All motions proposed to the Board in the report of a standing committee shall be deemed to be before the Board for consideration during the hearing of the said committee report, without the necessity of a formal motion and seconder to the motion, and shall be debated prior to the next standing committee report. Before entertaining the question and debate on a motion proposed to the Board in a report of a standing committees the Chair shall determine whether or not any trustee wishes any of the motions proposed to be dealt with individually. In the event that any trustee shall so require, having been queried by the Chair in that regard, such motion or motions shall be dealt with separately and voted on individually. The trustees shall be entitled to debate separately on each motion so severed from the report.

- 104.02 Trustees shall be permitted to debate only upon a motion, as herein provided, and each trustee shall be limited to the opportunity to speak once to any motion, unless the motion has been amended, for a majority vote of the Board. The proposer of a motion shall be given the opportunity to open and close debate of their motion. The mover of the principle motion shall have the right to speak for five minutes to the motion and shall be allowed five minutes to conclude the debate on the motion.
- 105.00 A trustee who has proposed a motion to a committee which motion has been rejected, may submit their motion to the Board in general session, in writing, for consideration immediately following the report of the committee scheduled for the next regular meeting of the Board in general session, provided the motion, in writing, is available to the Chair for circulation prior to the agenda. Provided that, in the event a motion contained within the report of the standing committee which has been adopted shall be in contradiction to the motion proposed hereby, then the Chair shall rule such motion out of order.
- 106.00 A motion to the Board shall be in the form of either a resolution to direct specific action or to designate a policy of the Board.
- 107.00 Any Trustee may appeal the ruling of the Chair, according to Robert's Rules of Order. The Trustee making the appeal (with a seconder) will be asked by the Chair to state the appeal. The Chair will call for debate on the merit of the appeal according to Robert's Rules of Order. A vote to sustain the Chair will follow.

Greater Victoria School District

Approved: April 27, 1981
Reviewed: March 2012
Revised: December 10, 2012
Revised: March 23, 2015
Revised: December 14, 2022

BYLAW 9368

PROCEDURE

- 100.00 In all meetings of the Board of ~~Education Trustees~~, procedures shall be governed by Robert's Rules of Order, except where provisions of the bylaws of the Board or the *School Act* may conflict, in which case the latter shall prevail.
- 101.00 The ~~Official Trustee Chair of the Board~~ may, at any time, entertain a motion to vary the agenda or procedure of the Board, ~~notwithstanding the provisions of the Robert's Rules of Order, and upon majority approval of such motion,~~ the procedures shall be, for the particular matter, amended save that no such motions shall result in a procedure in conflict with bylaws of the Board or the *School Act*.
- 102.00 All meetings of the Board shall be recorded and a written record by way of minutes shall be kept and approved at each subsequent meeting of the Board.
- ~~103.00 All debate at any meeting of the Board of Trustees or its standing committee shall be upon motion only, save and except for:~~
- ~~(a) Upon motion to move the Board into committee of the whole;~~
 - ~~(b) At a meeting of a standing committee of the Board upon the discretion of the Chair thereof to permit questioning of an applicant before the committee;~~
 - ~~(c) At a meeting of a standing committee of the Board, upon the discretion of the Chair to move the committee into a session as committee of the whole.~~

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103.001 During the ~~thirty minute~~ Community Presentation public portion ~~session of the public~~ meeting of the Board in general session, no formal applications for funding may be received, but requests for action may be made ~~by members of the public who speak to the Board during their allotted five minute period.~~ No motions for action shall be made during the general public session.

~~103.02 All motions before a standing committee of the Board shall be to propose a motion to the Board, which motion at committee shall not require a seconder.~~

1043.003 ~~A A motion~~ Sub-Committee of the Board of the comay mittee to propose a motion to the Board which ~~is carried~~ shall be included in writing in the report of the committee to be read at the next regular meeting of the Board in general session.

~~104.00 At a meeting of the Board in general session, all motions presented in writing, and endorsed by a seconder, placed on the agenda by the Chair, pursuant to notice of motion for future action having been given at the preceding meeting of the Board in general session, shall be deemed to be before the Board whether or not the mover or seconder are present at the regular meeting, and shall not be removed from business of the meeting except on the express request of the mover.~~

~~104.01 All motions proposed to the Board in the report of a standing committee shall be deemed to be before the Board for consideration during the hearing of the said committee report, without the necessity of a formal motion and seconder to the motion, and shall be debated prior to the next standing committee report. Before entertaining the question and debate on a motion proposed to the Board in a report of a standing committees the Chair shall determine whether or not any trustee wishes any of the motions proposed to be dealt with individually. In the event that any trustee shall so require, having been queried by the Chair in that regard, such motion or motions shall be dealt with separately and voted on individually. The trustees shall be entitled to debate separately on each motion so severed from the report.~~

~~104.02 — Trustees shall be permitted to debate only upon a motion, as herein provided, and each trustee shall be limited to the opportunity to speak once to any motion, unless the motion has been amended, for a majority vote of the Board. The proposer of a motion shall be given the opportunity to open and close debate of their motion. The mover of the principle motion shall have the right to speak for five minutes to the motion and shall be allowed five minutes to conclude the debate on the motion.~~

~~105.00 — A trustee who has proposed a motion to a committee which motion has been rejected, may submit their motion to the Board in general session, in writing, for consideration immediately following the report of the committee scheduled for the next regular meeting of the Board in general session, provided the motion, in writing, is available to the Chair for circulation prior to the agenda. Provided that, in the event a motion contained within the report of the standing committee which has been adopted shall be in contradiction to the motion proposed hereby, then the Chair shall rule such motion out of order.~~

1056.00 A motion to the Board shall be in the form of either a resolution to direct specific action or to designate a policy of the Board.

~~107.00 — Any Trustee may appeal the ruling of the Chair, according to Robert's Rules of Order. The Trustee making the appeal (with a seconder) will be asked by the Chair to state the appeal. The Chair will call for debate on the merit of the appeal according to Robert's Rules of Order. A vote to sustain the Chair will follow.~~

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PROCEDURE

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- 101.00 The Official Trustee may, at any time, entertain a motion to vary the agenda or procedure of the Board, and the procedures shall be, for the particular matter, amended save that no such motions shall result in a procedure in conflict with bylaws of the Board or the *School Act*.
- 102.00 All meetings of the Board shall be recorded and a written record by way of minutes shall be kept and approved at each subsequent meeting of the Board.
- 103.00 During the Community Presentation portion of the meeting of the Board in general session, no formal applications for funding may be received, but requests for action may be made. No motions for action shall be made during the general session.
- 104.00 A Sub-Committee of the Board may propose a motion to the Board which shall be included in writing in the report of the committee to be read at the next regular meeting of the Board in general session.
- 105.00 A motion to the Board shall be in the form of either a resolution to direct specific action or to designate a policy of the Board.

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News from School District No. 61



Feb 24 - Cedar Hill Middle School Video Update

- [Times Colonist](#)
- [Black Press](#)
- [CHEK News](#)



Feb 26 - Pink Shirt Day

- [CHEK News](#)



Mar 9 - Reynolds Reybots Earn Spot at World Championships

- [Black Press](#)



Mar 10 - Spectrum Celebrates Basketball Provincial Champions

- [Times Colonist](#)
- [Black Press](#)
- [CHEK News](#)



Mar 10 - View Royal Elementary PAC Funds New Drums Made Thanks to Indigenous Education Department



Mar 11 - Oak Bay Ski and Snowboard Team Achieve Multiple Podium Finishes

- [Black Press](#)

SD61 in the News Continued



Mar 11 - Tillicum Elementary Open House

- [Times Colonist](#)
- [Black Press](#)
- [Victoria Buzz](#)



Mar 12 - Hockey 4 Youth Introduces Newcomer Students to National Sport

- [Black Press](#)
- [CHEK News](#)



Mar 19 - Central Middle School Students Sail Boat From Ucluelet to Japan

- [Black Press](#)

Congratulations / Gratitude

Congratulations:

Oak Bay High Ski and Snowboard team's achievements, including the provincial banner for girls and boys ski

Reynolds' Reybots robotics team earn their third consecutive spot at the FIRST world championships

Spectrum Thunder basketball team win their second consecutive provincial title

Gratitude:

Financial Services Team for all their work on the 2025-2026 Budget preparation

Upcoming

Apr 10 - Student-led EDI Forum

Apr 11 - Futures in Justice Career exploration event

Apr 16 - Student-led Wellness Resource Fair

Apr 24 - SD61 Career Fair

Apr 26 - End of an Era event at Cedar Hill Middle School



GREATER VICTORIA SCHOOL DISTRICT NO. 61 **SAFETY PLAN**

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Introduction

The Greater Victoria School District No. 61 (the District) believes every student and school learning community member in our District should feel safe, accepted, and respected, regardless of race, colour, ancestry, place of origin, religion, family status, diverse abilities, sex, sexual orientation, gender identity, or gender expression.

The District recognizes the importance of collaborating with local emergency services and is committed to working with the local police to support school safety through a holistic and intentional focus on proactive and preventative strategies and approaches. The Safety Plan sets out the actions, supports, and services the District provides, in collaboration with local emergency services, to help prevent and appropriately address incidents in our District and learning community to ensure the safety and well-being of all students, staff, and visitors in schools.

The District's Board of Education (the Board), District, and school staff, in collaboration with police services and the Four Houses, will have opportunities to participate in trauma-informed professional development, cultural safety training, restorative practice, and other learning opportunities that promote a greater understanding among staff and students of the local Nations' history, territories, and contemporary matters.

The Safety Plan acknowledges the concerns of some members of our learning community that the presence of police may make them feel less safe and less comfortable at school. These concerns and perspectives have been carefully considered in the development of the Safety Plan. Police members working in schools will use a trauma-informed approach that considers the ethnic, cultural, and/or gender identity of students. Both the District and local police services commit to centering the perspectives of Indigenous, racialized, and equity-deserving students as the Safety Plan is implemented, as well as making revisions and adjustments to the plan moving forward.

Key Safety Plan Objectives

- Promote a culturally responsive, safe, equitable, and inclusive learning environment.
- Coordinate safety protocols with local police and fire departments.
- Foster positive, respectful relationships with students, staff, parents, and police.
- Prevent and respond to student safety-related incidents through education, training, and awareness.
- Outline the roles and responsibilities of the Board, District staff, and police.

- Prepare students and staff to respond effectively to emergencies.

Safety Plan Roles and Responsibilities

The Board of Education (Official Trustee)

- Ensuring Board governance facilitates for police to attend schools to help address proactive safety, crime prevention, and crisis response.
- Ensuring the Safety Plan is in alignment with the Esquimalt Nation Local Education Agreement (LEA), the Songhees Nation LEA, the Métis Education Agreement, and the Urban Peoples' House Indigenous Advisory (UPHIA) Terms of Reference.
- Ensuring the Safety Plan is in alignment with the School Act, WorkSafeBC policy and regulation, and all District Bylaws, Policies, and Regulations.
- Ensuring privacy rights of students and staff, and adherence to the Freedom of Information and Privacy Protection Act (FOIPPA).
- Providing oversight in the annual Safety Plan review process.
- Supporting and participating in cultural safety and trauma-informed training.

The Superintendent (or Designate)

- Meeting three times per year with Police Chiefs (or designate) and the RCMP Superintendent (or designate) to discuss the implementation of the Safety Plan.
- Communicating the Safety Plan and any changes to the plan with Principals and Vice-Principals, Rightsholders, and partner groups.
- Providing the Board with a report at the conclusion of the annual review.
- Ensuring that the police can attend schools to help address proactive safety, crime prevention, and crisis response.
- Co-planning with the Indigenous Education Department and District staff to provide and participate in cultural safety, restorative practice, and trauma-informed training.

The Principal and Vice-Principal

- Working collaboratively and fostering relationships with police and ensure that police can attend schools to help address proactive safety, gang-associated behaviour including but

not limited to substance use, vandalism, sextortion, bullying, racism, consent, gang activity, violence prevention, and crisis response.

- Ensuring students are aware of their rights as per Youth Criminal Justice Act (YCJA) and Board policies.
- Ensuring that parents/caregivers are contacted immediately upon the Principal (or designate) receiving notice of the police request to interview a student.
- Ensuring that students who may not feel comfortable interacting with police officers are aware of their options and are supported by school staff regarding their rights.
- Responsible for aligning student conduct and school discipline with the school Student Code of Conduct.
- Working collaboratively with Esquimalt and Songhees Nations' staff as per their respective LEAs.
- Working collaboratively with the Métis Nation of Greater Victoria (MNGV) and UPHIA as per their respective Education Agreement and Terms of Reference.
- Ensuring the privacy rights of students and staff and adherence to FOIPPA and Sec. 128 Youth Criminal Justice Act (YCJA) and the Professional Standards for BC Educators, which allows police and schools to share information in certain circumstances.
- Contacting the appropriate Senior Leadership Team member in relation to questions or clarifications related to police in schools.
- Co-planning with staff committees to provide and participate in cultural safety, restorative practice, and trauma-informed training while recognizing all collective agreements in schools and the professional autonomy of each partner group.
- Providing their contact information to the police member assigned to their school.
- Meeting at least quarterly with the police member assigned to their school.
- Reviewing the District's Safety Plan with their staff a minimum of once per year.

The Police Services

- Meeting three times per year with the Superintendent (or designate) to discuss the implementation of the Safety Plan.
- Working collaboratively with District and school staff to help assess and address proactive safety, crime prevention, and crisis response.
- Providing the Board with existing oversight mechanisms including a police complaint process.

- Selecting appropriate police officers to work with a trauma-informed lens with all students including vulnerable and/or high-risk youth populations in schools.
- Providing contact information for the assigned officer to each school to the Safe Schools Coordinator and the respective school Principal.
- Supporting and participating in cultural safety, restorative practice, and trauma-informed training.

The Police Officer in School(s)

- Building relationships between the learning community and respective police department by having a regular presence in the school.
- Meeting at least quarterly with the school Principal.
- Informing the school Principal (or designate) when on site.
- Engaging with youth in positive, authentic, non-confrontational ways.
- Working collaboratively with District and school staff to deliver proactive safety, crime prevention, and crisis response.
- Providing advice and guidance to students, parents/caregivers, and staff who request support.
- Working collaboratively with District and school staff to review and revise safety and security at schools with a strong focus on lockdown procedures and facilitation of drills.
- Serving as a mentor and positive role model to students.
- Supporting and participating in cultural safety, and restorative and trauma-informed training.

Proactive Safety Measures

School-based proactive safety measures include, but are not limited to:

- Collaborating with police services to support traffic safety around school sites and enforcement of school zone speed limits.
- Maintaining building access controls and provide access to current floor plans.
- Providing teams, clubs, and culturally relevant experiences which offer mentorship through art, physical literacy, peer interactions, and music to enhance protective factors for vulnerable and/or high-risk youth.
- Teachers and School-Based Counsellors continuing to support and educate about Sexual Health and Consent.

- Encouraging staff to participate in Nonviolent Crisis Intervention training offerings.
- Piloting Junior Youth Empowerment Program in middle and secondary schools.
- Offering Social Emotional Learning at elementary, middle, and secondary schools.
- Creating a holistic student support plan to support vulnerable youth utilizing multi-disciplinary teams, which may include: school administration, school counsellors, case managers, District counsellors, CUPE 382, CUPE 947, Senior Leadership team members, Safe School Coordinator, Ministry of Children and Family Development (MCFD), Mobile Youth Services Team (MYST), the District's Indigenous Education Department (IED), Esquimalt Nation staff, Songhees Nation staff, Métis Nation of Greater Victoria staff, Urban Peoples' House Indigenous Advisory representatives, Island Health, Integrated Mobile Crisis Response Team (IMCRT), and local police services.

District-based proactive safety measures include, but are not limited to:

- Ensuring safe access to school sites through District partnerships with municipalities in support of crossing guard services.
- Collaborating with police to help address proactive safety, crime prevention, and crisis response. Examples include cyber/social media online safety, mental health and substance use, vandalism, sextortion, bullying, racism, consent, gang activity, and violence prevention.
- Coordinating between police and school Principal (or designate) to identify the safe location in each classroom/room where students and staff shall assemble should there be a lockdown.
- Coordinating between Fire Departments and the school Principal to ensure that all preventative fire safety measures are respected.
- Supporting connections between community agencies and schools to support teams, clubs, and culturally relevant experiences which offer positive opportunities through art, physical literacy, peer interactions, and music to enhance protective factors for vulnerable and/or high-risk youth.
- The Safe Schools Coordinator attending the monthly Regional Safety Meeting as part of existing, changing, or emerging safety concerns that may impact student safety.
- The Safe Schools Coordinator sharing information gathered or exchanged at Regional Safety Meetings with middle and secondary school Principals.
- The Safe Schools Coordinator will share information gathered or exchanged at Regional Safety Meetings with the Indigenous Education Council.

- District and school staff using the application of the Behaviour and Digital Threat Assessment (BDTA) to assess the impact of a student's behaviour.
- Working with Safer Schools Together to request time sensitive Worrisome Online Behaviour (WOB) Reports from Safer Schools Together to enhance the safety and well-being of staff, students, and surrounding communities by identifying potential risks or threats, allowing for proactive intervention.
- Bi-annual review in August and January by the Associate/Deputy Superintendent with all school Principals and Vice-Principals of the Student Codes of Conduct and school expectations. Any change in policies, practices, codes of conducts, and other measures that may impact Nation Member student safety, the Board will consult with the Nation during the amendment process.
- Bi-annual meeting in August and January with Senior Leadership Team and all Principals and Vice-Principals to discuss District Policies and Regulations relevant to student safety, including online reporting tools like Expect Respect & a Safe Education (ERASE) and Community Threat Assessment protocols (such as BDTA).
- The District Counsellor working with community organizations such as Island Sexual Health, MYST, and Shift Education to support Sexual Exploitation and Sexual Consent education provided in our schools for both staff and students.
- The District Counsellor providing resources each month in a Counsellor Newsletter. Newsletter content examples include a 'Consent Culture' module designed to cultivate a culture of consent in schools and community, a 'Power Up Sexual Health Middle/Secondary' module, and 'Power Up Sexual Health Elementary/Middle' consent education resources. The newsletter is available to the entire learning community and published on the District's Support for Learning website (supportforlearning.sd61.bc.ca).
- Coordinating District Team meetings with school staff, District staff, the student, and student's family to discuss attendance, achievement, or behaviour related concerns and to establish a collaborative plan moving forward to help address the concerns.
- Ensuring the District Healthy Schools website is publicly available and contains resources for students, staff, and the community, supporting topics such as Mental Health, Nutrition, Healthy Practices, Gender and Sexuality, Sexual Health, Active Living, Social Emotional Learning, and Where to Call for Help for Students (healthyschools.sd61.bc.ca/resources-links/sexual-health).
- Sending an annual reminder in April for Principals and Vice-Principals to consult with staff, parents, and students regarding the Student Code of Conduct as per the Provincial Standards for Codes of Conduct Ministerial Order 89/2024.

- Offering Mental Health and Well-being student grants to all elementary, middle, and secondary schools.
- Supporting student-led events including the Wellness Resource Fair and the Equity, Diversity, and Inclusion (EDI) Forum.
- Bi-monthly meetings with the Director of IED, Superintendent, and staff members of Esquimalt Nation and Songhees Nation regarding the implementation of LEAs.
- Monthly meetings with Principals and Vice-Principals to help address proactive safety, crime prevention, and crisis response in schools.
- Sending to families and posting on District websites any safety information and resources such as extreme heat and heat warnings, cooling center locations, the BC Wildfire App, mental health supports such as ERASE, and general and home emergency preparedness.

Relational Work

Rightsholders

Indigenous peoples have the right to establish and control their educational systems and institutions, as affirmed in the United Nations (UN) Declaration on the Rights of Indigenous Peoples (UN Declaration), and as an aspect of their inherent right of self-government as recognized and affirmed under section 35 of the Constitution Act, 1982.

The Province enacted the Declaration on the Rights of Indigenous Peoples Act (Declaration Act) on November 28, 2019, the purposes of which include to affirm the application of the UN Declaration to the laws of British Columbia, and which requires the provincial government to, in consultation and cooperation with Indigenous peoples, take all measures necessary to ensure the laws of British Columbia are consistent with the UN Declaration and to develop an action plan to meet the objectives of the UN Declaration.

Distinctions-based Approach:

The Province is committed to a distinctions-based approach. This requires that the Province's dealings with First Nations, Métis, and Inuit Peoples be conducted in a manner that acknowledges the specific rights, interests, priorities, and concerns of each, while respecting and acknowledging these distinct Peoples with unique cultures, histories, rights, laws, and governments. Section 35 of the Constitution Act, 1982, recognizes and affirms the rights of Aboriginal Peoples of Canada, while all Indigenous Peoples have human rights that are expressed

in the UN Declaration. However, not all rights are uniform or the same among or between all Indigenous Peoples. In many cases, a distinctions-based approach may require that the Province's relationship and engagement with First Nations, Métis, and Inuit Peoples include different approaches or actions and result in different outcomes.

Article 14 of the Declaration Act affirms:

1. Indigenous Peoples have the right to establish and control their educational systems and institutions providing education in their own languages, in a manner appropriate to their cultural methods of teaching and learning.
2. Indigenous individuals, particularly children, have the right to all levels and forms of education of the State without discrimination.
3. States shall, in conjunction with Indigenous Peoples, take effective measures, in order for Indigenous individuals, particularly children, including those living outside their communities, to have access, when possible, to an education in their own culture and provided in their own language.

Article 15 of the Declaration Act affirms:

1. Indigenous Peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education and public information.
2. States shall take effective measures, in consultation and cooperation with the Indigenous Peoples concerned, to combat prejudice and eliminate discrimination and to promote tolerance, understanding and good relations among Indigenous Peoples and all other segments of society.

The District will work with the representatives of the Four Houses and their respective Education Agreements and/or Terms of References to ensure that the District is incorporating the relevant sections of their agreements in relation to student safety.

The Four Houses - Esquimalt Nation, Songhees Nation, Métis Nation of Greater Victoria (MNGV) and Urban Peoples' House Indigenous Advisory (UPHIA), consult with our Board through the IED. Monthly meetings are held with the each of the Four Houses to discuss matters relating to LEAs, the Métis Education Agreement and the UPHIA Terms of Reference.

Esquimalt Nation and Songhees Nation - As part of the LEAs, schools take a team approach with the Nation's Education representatives when dealing with general disciplinary issues involving Nation students (with written consent of the Nation, and the student's parents). Communication regarding general safety related items may include school staff, the Nation's Education representatives and IED staff.

The LEAs with Esquimalt Nation and Songhees Nation, the MNGV Education Agreement, and the UPHIA Terms of Reference are available on the District website (www.sd61.bc.ca/our-district/local-education-agreements).

The District will collaborate with the Indigenous Education Council (IEC) on matters involving safety that impact Indigenous student education and support services. The IEC membership has representatives of the Four Houses (Songhees Nation, Esquimalt Nation, MNGV, and UPHIA).

Indigenous Education Council (IEC) - Section 87.005 of the School Act authorizes an IEC to make rules governing terms of reference in relation to the IEC that are consistent with the School Act, the regulations, or the orders of the Ministry, including MO 217/2024, the Indigenous Education Council Order (the IEC Order). As set out in the IEC Order, an IEC must comply with the following rules in the conduct of its business:

- (a) The protocols, laws, customs, and traditions of local First Nations must be respected;
- (b) The IEC must:
 - (i) Be guided by the need to support strong and effective relationships between the Board and Local First Nations.
 - (ii) Acknowledge its work is undertaken in the Local First Nations' territory and have deference to the views and perspectives of members representing Local First Nations, and
 - (iii) Consider the distinctions and diversity of the Indigenous student population in advising the Board.

The District will collaborate with the IEC on matters involving safety that impact Indigenous student education and support services.

Police Services

- Police officers will work in schools in collaboration with school and District staff to build and maintain relationships between school communities and police.
- Police officers will work in schools in accordance with all District policies and regulations.

- Police officers will work in schools in collaboration with school and District staff to establish:
 - Positive connections with students at risk as determined by school staff based on risk enhancing indicators such as attendance concerns, changes in behaviour, and changes in academic achievement.
 - Early intervention programs and services for students at risk of harm, exploitation, victimization, or criminal behaviour.
 - Education and awareness programs for schools, grade levels, or specific groups of students.
 - Role modelling opportunities to help foster positive programming related to decision-making, conflict resolution, and restorative justice.
 - Anti-bullying, gang prevention, and digital safety resources and supports.
 - Parent education workshops.
 - Opportunities for students, staff, and parents who may feel fear, unsafe, or mistrust in the presence of police officers to work together to share truths about racism and rebuild that trust with the community and staff.
- West Shore RCMP, Victoria Police Department, Saanich Police Department, and Oak Bay Police Department working collaboratively in schools to facilitate an opportunity for all Nations' students to feel safe at school, including safety from racism, indifference, bias, marginalization, bullying, and stereotyping.

Educational Partners and Principals and Vice-Principals

Educational Partners include Canadian Union of Public Employees (CUPE) 382, CUPE 947, Greater Victoria Teachers' Association (GVTA), and Victoria Confederation of Parent Advisory Councils (VCPAC).

Principals and Vice-Principals are both school-based and District-based.

Communication regarding general safety related items may include school staff, District staff, and the Executive of each of the Educational Partner groups. Depending on the safety related item, this may occur through phone correspondence, email, and/or at a meeting.

Educational Partners and Principals and Vice-Principals play a key role in helping to identify high risk and vulnerable youth by monitoring behavioural signs such as changes in student baseline behavioural trends (e.g. attendance, anxiety, depression, theft/vandalism, substance use, and aggressive behaviours) in school and community.

Interventions, which can enhance protective factors, can be co-created with educational partners and police to address specific community needs. Some examples of these interventions are positive role models, pro-social activities, positive cultural identity, social emotional skills, and school clubs and teams.

Responses to Safety Events

Emergency Response

When an imminent risk is identified, school staff call 9-1-1 immediately to ensure a school safety plan and/or protocols are activated as required.

When safe to do so, the Principal (or designate) will contact the Senior Leadership Team member associated with the school as soon as possible.

When applicable, communication is sent to all Principals and Vice-Principals in the event of a 'critical period' when there is a potential for increased threat-making or threat-related behaviour.

Non-Emergency Response

In the event of a non-emergency event where police are required, the Principal (or designate) will call the non-emergency number and connect with the police officer assigned to the school (or designate), if available.

Communication – School Safety Response (Police Involvement)

In the case of a safety-related event involving police in the school, such as a lockdown or hold and secure, the Principal of the impacted school(s), in collaboration with the Communications Specialist and the Safe Schools Coordinator, will send a note home to all parents/caregivers. This note will likely be sent electronically. In addition, the District website may be updated to reflect information pertaining to the lockdown or hold and secure. The Communications Specialist, in collaboration with the Superintendent or designate, will work with the local police department to confirm factual and timely messaging as per the Communication Protocol. Every effort will be made to provide the information to parents/caregivers and staff prior to the end of the school day.

Communication – School Safety Response (No Police Involvement)

In the case of a safety-related event involving a student or classroom, but not involving police, and when appropriate, the classroom teacher, in collaboration with the Principal or Vice-Principal, will send a note home to parents/caregivers of the impacted students advising them of the event that occurred. This note will likely be sent electronically. When deemed appropriate by the classroom teacher and Principal, every effort will be made to send the note home on the day of the event.

Recovery and Support Services

The District Crisis Incident Response Team (CIRT), consisting of School-Based Administrators, Counsellors and a member of the Senior Leadership Team and, when appropriate, support from the Indigenous Education Department, is in place. In addition, each school has a CIRT team comprised of School Administration, Teacher Counsellor(s), Office Staff, Teacher(s), and Educational Assistant(s). CIRT provides support to schools and families in dealing with critical incidents through the provision of expertise, resources, and additional counselling support. The school-based CIRT will develop an action plan in response to a critical incident and may invite the CIRT to provide further support.

Community youth support teams such as Youth Outreach, Integrated Mental Health Team, and IMCRT are accessed by schools for mental health clinicians, psychiatric nurses, child and youth counsellors and plain-clothes police officers for crisis response, mental health and substance use assessment and support, consultation for planning and support, and referral and connection to services.

Complaints

District Complaint Process

The District's Complaint Process (Policy 1155 *Complaint Process for a Resolution of Concerns*) ensures that any individual's concern will be given respectful attention while upholding the integrity of the educational system. It provides clear procedures for the communication and resolution of any concern held by members of our Educational Community. The Educational Community includes parents, students, all District employees, and members of the public.

1. Any District employee contacted by a member of the Educational Community with a concern will advise the person of the complaint process and encourage the person to express the concern to the individual involved.
2. Every effort should be made to resolve the concern at Step 1 of the process.
3. The process will be carried out within a reasonable time frame.
4. The person with the concern must be informed of the progress in each step of the process.
5. The process does not deny access to the Board's *Bylaw 9330.1 Appeal Process Decisions Regarding Students* to resolve a concern held by a member of the Educational Community.

Complaints About Police Conduct

In the event a complaint about a police officer or agency is identified in relation to an investigation or interaction involving police, District staff can report their complaint to the Civilian Review and Complaints Commission (CRCC) for the Royal Canadian Mounted Police (RCMP), or the Office of the Police Complaint Commissioner (OPCC) for Municipal Police agencies. Both are independent agencies created to ensure that complaints made against police are examined fairly and impartially. School staff can also raise a concern directly with their police agency by contacting the RCMP Detachment or Municipal Police Department in their jurisdiction.

Contact Details

Civilian Review and Complaints Commission for RCMP

PO BOX 1722 Station B
Ottawa, ON K1P 0B3
Toll Free: 1-800-665-6878
Website: www.crcc-ccetp.gc.ca

Officer of the Police Complaint Commissioner for Municipal Police Agency

947 Fort Street
PO BOX 9895 Stn Prov Govt
Victoria, BC V8W 9T8
Telephone: 250-356-7458
Toll Free: 1-877-999-8707
Email: Info@opcc.ca
Website: www.opcc.bc.ca

Review Process

Each year, this Safety Plan will be reviewed with a focus on continuous improvement. This reflective practice will include a culturally-responsive review process that includes listening to the voices of the recipients and providers of the service.

During the annual review process, a review team comprised of District staff, the Four Houses, police services, Principals and Vice-Principals, and Educational Partners will focus on the following five areas:

1. Alignment.
2. Continuous Improvement.
3. Cultural Responsiveness (listening to the voices of the recipients of the service).
4. Data and Evidence (qualitative and quantitative).
5. Trauma-Informed Lens.

Metrics

Our District engages in ongoing monitoring of relevant reporting indicators and key initiatives including the McCreary Adolescent Health Survey, Early Development Instrument, How Are We Doing Report (HAWD), the Student Learning Survey, anecdotal feedback from Regional Safety Committee meetings, meetings between the Chiefs of Police and the Superintendent, LEA Meetings, and IEC meetings.

At the conclusion of the annual review, a report will be provided to the Four Houses, Police Services, Principals and Vice-Principals, Educational Partners, and the Board.

Changes to the Safety Plan

This Safety Plan may be amended by the Greater Victoria School Board of Education following consultation with the Four Houses, Police Services, Principals and Vice-Principals, and Educational Partners.

Definitions

- **BDTA** – the Behavioral and Digital Threat Assessment management model is designed to empower Safety/Threat Assessment Teams in the early assessment to determine individuals on the pathway to violence.
- **Community Threat Assessment Protocol Process** – is designed to reflect the shared understanding and agreement between Boards of Education and community partners about how to collaboratively respond to threat-making and worrisome behaviour.
- **Cultural Safety in Education** – learning environments where individuals feel safe, seen, heard, respected, and their cultural needs are met, and that this is achieved through self-reflection, addressing power imbalances, and the promotion of systemic change that works towards the elimination of bias and racism across the education system.
- **District Safe Schools Coordinator** – is responsible for District-wide safety initiatives, including monitoring the online reporting tool, liaising with school administrators regarding student reports, building the capacity of school personnel to prevent and respond to safety concerns, and liaising with the Ministry of Education and Child Care.
- **Police Services (Police)** – refers to all police in the Greater Victoria School District region including Oak Bay Police Department, Saanich Police Department, Victoria Police Department, and West Shore RCMP (including the Indigenous Policing Unit Officer).
- **Regional Safety Committee** – a lower Vancouver Island committee comprised of representatives from SD61, SD62, SD63, Saanich Police, Victoria Police, Oak Bay Police, Central Saanich Police, RCMP, Youth Probation, and Safer Schools Together.
- **Restorative Practice** – a teaching and learning approach that focuses on repairing harm and building relationships. The goal is to create a supportive learning environment that reduces social barriers to learning.
- **Student Safety Plan** – an individual plan developed in collaboration with school staff and parents, and at times supported by District staff, in situations where a student's behaviour could escalate and present an immediate risk of injury to staff or students. Each Student Safety Plan is specific to the needs of the individual student.
- **Trauma-Informed Practice** – is a strengths-based framework grounded in an understanding of, and responsiveness to, the impact of trauma. It emphasizes physical, psychological, and emotional safety for everyone, and creates opportunities for survivors to rebuild a sense of control and empowerment.

(www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/child-teen-mental-health/trauma-informed-practice-resources)

- **United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)** – United Nations Declaration on the Rights of Indigenous Peoples. It's a document that outlines human rights standards for Indigenous peoples.
- **United Nations Declaration in the Rights of Indigenous Peoples Act Action Plan** – on November 26, 2019, with the unanimous passage of the Declaration on the Rights of Indigenous Peoples Act in the BC legislature. The Province committed to upholding the human rights of Indigenous Peoples under this legislation, and begun this work with a five-year action plan in consultation and cooperation with Indigenous Peoples to advance this vital work.
- **Worrisome Online Behaviour Reports** – complements the evolving needs of School Safety/Threat Assessment teams by identifying potential risks or threats, allowing for proactive intervention and enhancing school safety.

Relevant District Policies

The Board Policies relevant to this Safety Plan are as follows:

- Bylaw 9330.1 Appeal Process
- 1155 Complaint Process for a Resolution of Concerns
- 1300 Acceptable Use of Digital Technology
- 1305 Social Media Use
- 4116 Sexual Harassment
- 4302 Multiculturalism
- 4303 Discrimination
- 4304 Bullying and Harassment
- 4305 Gender Identity & Gender Expression
- 5131.0 Personal Safety & Security
- 5131.1 Discipline
- 5131.2 Threats to Students, Employees, or Volunteer Sponsors
- 5131.3 Prohibition of Weapons in Schools
- 5131.4 Substance Abuse ***currently under review**
- 5131.5 Smoking
- 5131.6 Student Attendance
- 5131.7 Student Suspensions
- 5132 Student Dress Code
- 5134 Student Input
- 5140.1 Child Abuse
- 5145 Police Questioning of Students in Schools ***currently under review**
- 6114 Maintenance of Order
- 6164.03 Physical Restraint
- 8400 Whistleblower Protection

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: The Board of Education
FROM: Katrina Stride, Secretary-Treasurer
DATE: March 31, 2025
RE: **2025-2026 Capital Plan Bylaw**

Capital Plan 2025/26 Ministry Response Letter

On March 25, 2025, the School District received a letter in response to its 2025/26 Annual Five-Year Capital Plan submission for both Minor and Major Capital Programs. The response letter is attached.

Major Capital Programs

There were no new major capital projects supported for 2025/26.

Under Projects in Development from Previous Years, Project #150466 Sundance-Bank Elementary – Seismic Mitigation continues to be supported with a request that the District submit a final business case as soon as possible.

Project #	Project Name	Project Type	Comments
150466	Sundance Elementary	Seismic Mitigation	Please submit final business case to Ministry as soon as possible.

Minor Capital Programs

Under the School Enhancement Program (SEP), South Park Elementary has been approved to proceed to design, tender and construction of roofing upgrades to be completed by March 31, 2026, and Marigold Elementary has been approved to proceed to design, tender and construction of electrical upgrades to be completed by March 31, 2026.

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.

Facility Name	Program Project Description	Amount Funded by Ministry
South Park Family School	SEP - Roofing Upgrades	\$750,000
Ecole Marigold	SEP - Electrical Upgrades	\$250,000

Under the Carbon Neutral Capital Program (CNCP), Oaklands Elementary and Mount Douglas Secondary have been approved to proceed to design, tender and construction of HVAC upgrades to be completed by March 31, 2026.

Facility Name	Program Project Description	Amount Funded by Ministry
Oaklands Elementary	CNCP - HVAC Upgrades	\$650,000
Mount Douglas Secondary	CNCP - HVAC Upgrades	\$250,000

Under the Food Infrastructure Program (FIP), the response letter references Lansdowne Middle – South Campus, but the funding is for various sites, e.g. Craigflower Elementary, Willows Elementary, Torquay Elementary, Lansdowne South Middle, and Tolmie Building. Approval has been received to proceed to design, tender and construction of kitchen upgrades, including the installation of kitchen appliances (fridges, dishwashers, and stoves) and cabinetry (cupboards and storage units), to be completed by March 31, 2026.

Facility Name	Program Project Description	Amount Funded by Ministry
Lansdowne Middle South Campus	FIP - Kitchen Equipment and Upgrade	\$109,000

Under the Playground Enhancement Program (PEP), Hillcrest Elementary has been approved to proceed to design, tender and construction of a universally accessible playground to be completed by March 31, 2026

Facility Name	Program Project Description	Amount Funded by Ministry
Hillcrest Elementary	PEP - Universally Accessible Playground Equipment	\$200,000

Annual Facility Grant (AFG) 2025/26 Submission

The draft submission for the 2025/26 Annual Facility Grant will be presented for information at the Board of Education meeting on April 28, 2025. The final submission will be submitted to the Ministry by the May 16, 2025 deadline.

Capital Plan 2026/27 Draft Submission

The draft submission for the 2026/27 Annual Five-Year Capital Plan will be presented for information at the Board of Education meeting on April 28, 2025. The final submission will be presented for approval at the Board of Education meeting on May 26, 2025 and submitted to the Ministry by the June 30, 2025 deadline.

Recommended Motions

In order for the Capital Bylaw to be passed in one meeting, the Official Trustee must agree to complete all three readings of the Capital Bylaw.

That the Official Trustee of School District No. 61 (Greater Victoria) agrees to give all three readings of School District No. 61 (Greater Victoria) Capital Bylaw No. 2025/26-CPSD61-01 at the March 31, 2025 Board meeting.

The motion below reflects a summary of the wording in the Capital Bylaw No. 2025/26-CPSD61-01 Capital Plan 2025/26. The Capital Bylaw No. 2025/26-CPSD61-01 Capital Plan 2025/26 in its entirety is attached.

That the Board of Education of School District No. 61 (Greater Victoria) Capital Bylaw No. 2025/26-CPSD61-01 for the 2025/26 Annual Five-Year Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 25, 2025, be:

Read a first time this 31st day of March, 2025;

Read a second time this 31st day of March, 2025;

Read a third time, passed and adopted this 31st day of March, 2025;

And that the Secretary-Treasurer and the Official Trustee be authorized to sign, seal and execute this Bylaw on behalf of the Board.

Supporting Documents

Capital Plan 2025/26 Ministry Response Letter dated March 25, 2025

Capital Plan Bylaw No. 2025/26-CPSD61-01 Capital Plan 2025/26



March 25, 2025

Ref: 23223

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

Capital Plan Bylaw No. 2025/26-CPSD61-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2025/26

This letter is in response to your School District's 2025/26 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs. This letter also contains important information regarding your upcoming 2026/27 Annual Five-Year Capital Planning submission. The following tables identify major capital projects that are supported to proceed to the next stage of development and minor capital projects that are approved for funding and can proceed to procurement.

On March 13, 2025, the Province introduced legislation that identifies country of origin requirements for all procurements. What this means is U.S. bidders must be excluded, except in certain circumstances, for all future procurements. The Ministry will have further conversations with school districts as the tariff situation evolves and commit to working closely with you to navigate this challenging situation.

MAJOR CAPITAL PROJECTS

Major capital consists of the following program areas:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)

A variety of emergent issues including a significant number of school fires, unprecedented enrolment growth and a challenging fiscal environment have resulted in a limited ability to advance major capital projects. As a result, there are no new major capital projects in your School District that were supported to move forward at this time.

Status of Projects in Development from Previous Years

Project #	Project Name	Project Type	Comments
150466	Sundance Elementary	Seismic Mitigation	Please submit final business case to Ministry as soon as possible.

As a reminder, Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

The Ministry continues to require school districts to use simplified designs for new schools and/or expansion to existing schools. As projects proceed to Business Case, stakeholder engagement and design phases, please ensure the *Simplified Design Guidelines* are used. The guidelines are attached for reference.

Please contact your [Regional Director or Planning Officer](#) with any questions regarding Major Capital projects.

MINOR CAPITAL PROJECTS

The table below reflects approved minor capital projects for your School District in the following program areas:

- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)

New projects for SEP, FIP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry
South Park Family School	SEP - Roofing Upgrades	\$750,000
Ecole Marigold	SEP - Electrical Upgrades	\$250,000
Oaklands Elementary	CNCP - HVAC Upgrades	\$650,000
Mount Douglas Secondary	CNCP - HVAC Upgrades	\$250,000
Lansdowne Middle South Campus	FIP - Kitchen Equipment and Upgrade	\$109,000
Hillcrest Elementary	PEP - Universally Accessible Playground Equipment	\$200,000

All projects are now to proceed to design, tender and construction, and to be completed by March 31, 2026.

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board-related obligations associated with the approved Minor Capital projects for the 2025/26 fiscal year. Please email a signed/dated copy of the Annual Programs Funding Agreement to the Ministry at CMB@gov.bc.ca

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (template can be found on the Ministry [website](#)) using the Capital Bylaw

Number provided at the beginning of this document, for the supported and/or approved 2025/26 Five-Year Capital Plan projects as identified in this letter. The Capital Bylaw must be adopted by your Board and uploaded onto your School District's online MyCAPS portal in order for the Ministry to issue Certificates of Approval. A step-by-step guide of this process is attached for your reference.

Please contact Branch Director [Michael Nyikes](#) with any questions regarding Minor Capital projects.

2026/27 ANNUAL FIVE-YEAR CAPITAL PLAN SUBMISSIONS

Capital Plan Instructions for the 2026/27 Annual Five-Year Capital Plan submission process will be available on the Ministry's capital planning [website](#) in early April.

School districts' capital plan submission deadlines for the 2026/27 fiscal year are:


- **June 30, 2025**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **September 30, 2025**
 - Minor Capital Programs (SEP, CNCP, PEP, BEP, BUS)
- **October 1, 2025**
 - Minor Capital Programs (FIP)

Additionally, the Annual Facility Grant (AFG) project requests for the 2025/26 fiscal year are to be submitted using the MyCAPS portal, on or before **May 16, 2025**. The 2025/26 AFG Allocation Table will be available on the Ministry's capital planning [website](#) in early April.

The Ministry recommends school districts discuss draft versions of their intended capital projects and Annual Facility Grant project requests with minor capital staff in advance of submission deadlines.

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Sincerely,



Damien Crowell, Executive Director
Education and Child Care Capital Branch
Ministry of Infrastructure

pc: Geoff Croshaw, Director, Major Capital Projects, Education and Child Care Capital Branch
Michael Nyikes, Director, Minor Capital Projects, Education and Child Care Capital Branch

CAPITAL BYLAW NO. 2025/26-CPSD61-01
CAPITAL PLAN 2025/26

WHEREAS in accordance with section 142 of the School Act, the Board of Education of School District No. 61 (Greater Victoria) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the School Act, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2025/26 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 25, 2025 is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 61 (Greater Victoria) Capital Bylaw No. 2025/26-CPSD61-01.

READ A FIRST TIME THE 31st DAY OF March, 2025;

READ A SECOND TIME THE 31st DAY OF March, 2025;

READ A THIRD TIME, PASSED THE 31st DAY OF March, 2025.

Official Trustee

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 61 (Greater Victoria) Capital Bylaw No. 2025/26-CPSD61-01 adopted by the Board the 31st day of March, 2025.

Secretary-Treasurer

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: The Board of Education

FROM: Katrina Stride, Secretary-Treasurer

DATE: March 31, 2025

RE: **Local Capital – District Contribution Cedar Hill Middle Seismic Capital Project**

Background

In July 2021, the Ministry of Education and Child Care announced its approval of \$42.9 million of funding for the seismic replacement of Cedar Hill Middle School. At that time, the Ministry confirmed that the District would be required to contribute \$3.6 million towards the project.

District Contribution

The Cedar Hill Middle School seismic project is currently on track with the new building anticipated to be ready for students in September 2025. As the project nears completion, the source of funding for the \$3.6 million district contribution has been identified. There is sufficient balance in the Local Capital Reserve due to the proceeds received from the sale of land at the Lansdowne Middle North Campus to Conseil scolaire francophone de la Colombie-Britannique (CSF).

Recommended Motion

The following motion is recommended:

That the Official Trustee of School District No. 61 (Greater Victoria) approves the allocation of \$3,618,499 from the Local Capital Reserve for the District contribution to the Cedar Hill Middle School Seismic Capital Project as set out by the Ministry of Education and Child Care.

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.

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - February 2025

(February 2024 ran as at February 29, 2024, before month end; February 2025 ran after month end)

2024-2025							2023-2024				
	Budget	Feb 2025	YTD	Available	%	!!	Budget	Feb 2024	YTD	Available	%
602 CE/HL OTHER FEES	200	40	265	(65)	-33%	!!	50	0	30	20	40%
605 CE/HL REGISTRATION FEES	10,100	1,300	9,610	490	5%	!!	7,300	0	6,160	1,140	16%
621 MINISTRY BLOCK FUNDING	235,201,215	24,877,852	140,922,443	94,278,772	40%	!!	221,802,056	21,981,260	132,791,607	89,010,449	40%
629 OTHER MIN OF ED GRANTS	4,692,977	341,035	1,987,718	2,705,259	58%	!!	5,813,308	658,216	2,680,269	3,133,039	54%
641 REVENUE -OTHER PROV MINISTRIES	286,649	0	166,689	119,960	42%	!!	289,983	0	157,897	132,086	46%
642 REVENUE -OTHER SCHOOL DISTRICTS	1,740	0	1,740	-	0%	!!	2,700	0	0	2,700	100%
644 CE/HL COURSE FEES	3,500	0	800	2,700	77%	!!	8,500	0	1,430	7,070	83%
645 REVENUE-CAFETERIA	186,377	31,617	193,121	(6,744)	-4%	!!	151,419	19,664	151,908	(489)	0%
647 OFFSHORE STUDENTS TUITION FEES	15,928,547	208,043	15,952,077	(23,530)	0%	!!	16,378,362	39,444	16,118,641	259,721	2%
648 LOCAL EDUCATION AGREEMENTS	795,694	168,086	596,771	198,923	25%	!!	925,099	356,198	705,179	219,920	24%
649 MISC FEES & REVENUE	2,156,505	55,435	1,285,068	871,437	40%	!!	1,929,315	45,363	1,274,696	654,619	34%
651 COMMUNITY USE OF FACILITIES	2,324,742	283,689	1,648,088	676,655	29%	!!	1,932,549	937	1,044,838	887,711	46%
652 COMMUNITY USE OF FIELDS	120,000	7,526	86,588	33,412	28%	!!	82,857	0	32,631	50,226	61%
653 COMMUNITY USE OF THEATRE	118,543	15,052	80,270	38,273	32%	!!	72,208	0	55,961	16,247	23%
654 PARKING FEES	31,970	1,005	24,205	7,765	24%	!!	35,878	5	13,837	22,041	61%
655 RENTALS LIAB INS REVENUE	8,872	944	8,881	(9)	0%	!!	6,361	0	5,784	577	9%
659 OTHER RENTALS & LEASES	899,180	15,618	233,561	665,619	74%	!!	796,900	124,920	640,972	155,928	20%
661 INTEREST	15,720	3,482	12,703	3,017	19%	!!	74,447	4,645	41,868	32,579	44%
669 INVESTMENT REVENUE	1,665,410	119,020	1,212,673	452,737	27%	!!	2,067,004	61,727	1,232,490	834,514	40%
671 SURPLUS FROM PRIOR YEAR	6,317,792	0	9,060,318	(2,742,526)	-43%	!!	6,224,545	0	6,841,658	(617,113)	-10%
						!!					
GRAND TOTAL	270,765,733	26,129,742	173,483,587	97,282,146	36%		258,600,841	23,292,379	163,797,856	94,802,985	37%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - February 2025
(February 2024 ran as at February 29, 2024, before month end; February 2025 ran after month end)

	2024-2025				2023-2024										
	Budget	Feb 2025	YTD	Encumbrances	Total Exp	Available	%	!!	Budget	Feb 2024	YTD	Encumbrances	Total Exp	Available	%
SALARIES															
111 CERTIFICATED TEACHERS	112,451,899	11,255,915	66,811,844		66,811,844	45,640,055	41%	!!	107,847,018	10,918,450	64,511,052		64,511,052	43,335,967	40%
112 P&VP SALARIES	14,734,188	1,241,398	9,745,068		9,745,068	4,989,120	34%	!!	14,454,646	1,204,979	9,658,366		9,658,366	4,796,280	33%
114 ALLIED SPECIALISTS	2,174,555	216,258	1,301,393		1,301,393	873,162	40%	!!	2,113,172	195,937	1,171,854		1,171,854	941,318	45%
115 DEPARTMENT HEAD ALLOWANCES	302,830	30,281	181,610		181,610	121,220	40%	!!	292,727	29,056	175,640		175,640	117,087	40%
120 EXEMPT STAFF (CERT)	1,207,852	85,204	817,885		817,885	389,967	32%	!!	1,100,838	81,976	715,641		715,641	385,197	35%
121 EXEMPT STAFF (NON-CERT)	4,145,574	308,038	2,737,373		2,737,373	1,408,201	34%	!!	3,992,795	335,305	2,606,627		2,606,627	1,386,168	35%
122 CUSTODIANS	2,142,852	172,578	1,441,910		1,441,910	700,942	33%	!!	2,081,997	158,912	1,217,132		1,217,132	864,865	42%
123 JANITORS	4,493,622	326,744	2,883,123		2,883,123	1,610,499	36%	!!	4,315,060	314,043	2,631,028		2,631,028	1,684,032	39%
125 FOREPERSONS	603,994	45,428	376,912		376,912	227,082	38%	!!	619,901	43,146	407,763		407,763	212,138	34%
126 TRADES/LABOURERS	4,570,832	288,670	2,645,000		2,645,000	1,925,832	42%	!!	4,284,999	302,379	2,539,707		2,539,707	1,745,292	41%
131 SCHOOL ASSISTANT SALARIES	23,276,205	2,131,043	12,730,884		12,730,884	10,545,321	45%	!!	21,323,738	1,963,561	11,464,248		11,464,248	9,859,490	46%
142 CLERICAL SALARIES	10,364,447	857,488	6,190,174		6,190,174	4,174,273	40%	!!	9,938,137	810,060	5,957,814		5,957,814	3,980,323	40%
161 TTOC SALARIES	12,000,118	1,317,850	8,322,786		8,322,786	3,677,332	31%	!!	11,450,119	1,247,711	6,653,221		6,653,221	4,796,898	42%
165 RELIEF LABOUR	355,724	55,149	393,732		393,732	(38,008)	-11%	!!	343,391	48,258	295,242		295,242	48,149	14%
166 382 EXTRA STAFF SALARIES	374,992	32,441	353,326		353,326	21,666	6%	!!	336,199	24,760	233,390		233,390	102,809	31%
167 SCHOOL ASSIST RELIEF	920,036	87,120	590,719		590,719	329,317	36%	!!	917,465	82,034	556,594		556,594	360,871	39%
168 CASUAL CLERICAL SALARIES	80,271	2,327	39,125		39,125	41,146	51%	!!	110,089	9,607	44,126		44,126	65,963	60%
170 FRENCH LANGUAGE ASSISTANT	0	0	0		0	0	0%	!!	28,700	2,769	17,459		17,459	11,241	39%
191 TRUSTEES INDEMNITY	244,145	20,625	169,145		169,145	75,000	31%	!!	249,260	21,143	164,688		164,688	84,572	34%
199 RECOVERIES	(111,155)	(11,116)	(70,425)		(70,425)	(40,730)	37%	!!	(138,111)	0	(85,746)		(85,746)	(52,365)	38%
TOTAL – SALARIES	194,332,981	18,463,444	117,661,586	0	117,661,586	76,671,395	39%	!!	185,662,140	17,794,085	110,935,844	0	110,935,844	74,726,296	40%
BENEFITS															
211 TEACHER BENEFITS	28,091,070	2,891,827	16,033,299		16,033,299	12,057,771	43%	!!	26,658,981	2,795,773	15,070,155		15,070,155	11,588,826	43%
212 P&VP BENEFITS	3,027,088	303,934	1,841,137		1,841,137	1,185,951	39%	!!	3,024,482	297,869	1,811,680		1,811,680	1,212,802	40%
214 ALLIED SPECIALISTS BENEFITS	544,850	55,772	319,720		319,720	225,130	41%	!!	458,559	50,437	255,219		255,219	203,340	44%
215 DEPT HEAD ALLOWANCE BENEFITS	75,663	7,725	42,493		42,493	33,170	44%	!!	71,718	7,339	39,428		39,428	32,290	45%
218 EMPLOYEE FUTURE BENEFITS EXPENSE	436,067	5,364	58,375		58,375	377,692	87%	!!	448,142	1,670	290,206		290,206	157,936	35%
220 EXEMPT (CERT) - BENEFITS	228,438	21,189	140,615		140,615	87,823	38%	!!	209,160	20,458	129,071		129,071	80,089	38%
221 EXEMPT (N-CERT) BENEFITS	778,958	67,080	467,784		467,784	311,174	40%	!!	778,592	74,601	456,706		456,706	321,886	41%
222 CUSTODIAN BENEFITS	492,659	42,749	370,317		370,317	122,342	25%	!!	463,817	37,237	298,451		298,451	165,366	36%
223 JANITOR BENEFITS	1,033,119	83,739	749,573		749,573	283,546	27%	!!	961,371	77,769	658,416		658,416	302,955	32%
225 FOREPERSONS BENEFITS	138,863	11,001	86,885		86,885	51,978	37%	!!	135,946	9,324	79,726		79,726	56,220	41%
226 TRADES/LABOURER BENEFITS	1,050,239	70,888	641,474		641,474	408,765	39%	!!	950,151	68,923	551,449		551,449	398,702	42%
231 SCHOOL ASSISTANT BENEFITS	5,921,620	527,325	3,372,145		3,372,145	2,549,475	43%	!!	5,360,524	494,409	3,026,560		3,026,560	2,333,964	44%
242 CLERICAL BENEFITS	2,651,986	224,225	1,670,308		1,670,308	981,678	37%	!!	2,488,102	209,513	1,578,418		1,578,418	909,684	37%
261 TTOC BENEFITS	2,526,758	293,906	1,823,273		1,823,273	703,485	28%	!!	2,257,061	279,010	1,430,867		1,430,867	826,194	37%
265 RELIEF LABOUR BENEFITS	40,553	7,436	51,238		51,238	(10,685)	-26%	!!	36,056	6,485	35,161		35,161	895	2%
266 382 EXTRA STAFF BENEFITS	42,712	4,559	44,263		44,263	(1,551)	-4%	!!	35,300	2,435	24,157		24,157	11,143	32%
267 RELIEF ASSISTANT BENEFITS	105,344	9,919	70,357		70,357	34,987	33%	!!	100,996	9,964	65,479		65,479	35,517	35%
268 CASUAL CLERICAL BENEFITS	8,946	475	5,317		5,317	3,629	41%	!!	12,307	1,064	6,008		6,008	6,299	51%
270 FLA BENEFITS	0	0	0		0	0	0%	!!	3,186	310	1,764		1,764	1,422	45%
291 TRUSTEE BENEFITS	19,775	1,913	13,992		13,992	5,783	29%	!!	18,445	1,722	13,052		13,052	5,393	29%
TOTAL – BENEFITS	47,214,708	4,631,025	27,802,566	0	27,802,566	19,412,142	41%	!!	44,472,896	4,446,312	25,821,972	0	25,821,972	18,650,924	42%
SERVICES & SUPPLIES															
311 AUDIT	33,630	0	0		0	33,630	100%	!!	28,448	8,128	4,572		4,572	23,876	84%
312 LEGAL	675,000	44,738	397,720		397,720	277,280	41%	!!	425,000	119,799	239,120		239,120	185,880	44%
323 SOFTWARE MAINTENANCE	1,383,016	2,173	1,314,908	10,973	1,325,880	57,136	4%	!!	1,133,993	1,395	1,073,873	32,918	1,106,792	27,201	2%
324 HARDWARE MAINTENANCE	120,070	0	45,963	4,286	50,248	69,822	58%	!!	118,130	0	100,058		100,058	18,072	15%
331 CONTRACTED TRANSPORTATION	1,182,189	117,079	550,717	597,735	1,148,452	33,737	3%	!!	948,374	88,331	478,660	564,660	1,043,320	(94,946)	-10%
332 TRANSPORTATION ASSISTANCE	40,333	2,165	21,175		21,175	19,159	48%	!!	41,537	3,965	21,677		21,677	19,860	48%
334 SCHOOL JOURNEYS	105,586	1,763	49,101		49,101	56,485	53%	!!	93,726	10,115	100,700		100,700	(6,974)	-7%

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(February 2024 ran as at February 29, 2024, before month end; February 2025 ran after month end)

2024-2025										2023-2024						
	Budget	Feb 2025	YTD	Encumbrances	Total Exp	Available	%	!!		Budget	Feb 2024	YTD	Encumbrances	Total Exp	Available	%
341 PRO-D & TRAVEL	1,144,731	58,951	601,648	10,109	611,757	532,974	47%	!!		994,084	66,752	470,814	2,372	473,186	520,898	52%
342 TRAVEL MILEAGE	3,879	1,111	4,830		4,830	(951)	-25%	!!		5,700	2,772	7,027		7,027	(1,327)	-23%
343 LOCAL MILEAGE	73,764	5,136	33,594		33,594	40,170	54%	!!		65,179	5,173	35,101		35,101	30,078	46%
364 LEASES	62,851	8,877	32,227		32,227	30,624	49%	!!		21,851	2,905	16,180		16,180	5,671	26%
371 MEMBERSHIP FEES	143,747	1,894	120,436		120,436	23,311	16%	!!		117,401	6,067	107,217		107,217	10,184	9%
391 PREMIUMS	629,435	0	634,389		634,389	(4,954)	-1%	!!		535,970	0	534,702		534,702	1,268	0%
399 SERVICES RECOVERY	(960)	(960)	(16,263)		(16,263)	15,303	-1594%	!!		0	0	(10,793)		(10,793)	10,793	0%
421 POINT OF SALE FEES	23,900	3,254	18,659		18,659	5,241	22%	!!		17,630	0	17,164		17,164	466	3%
422 BANK SERVICE CHARGES	73,902	6,336	44,339		44,339	29,563	40%	!!		204,555	10,756	127,755		127,755	76,800	38%
431 LAND TELEPHONE	173,500	13,914	113,196		113,196	60,304	35%	!!		167,400	14,117	109,661		109,661	57,739	34%
438 CELL PHONES	197,861	15,896	132,922		132,922	64,939	33%	!!		198,866	15,450	134,125		134,125	64,741	33%
439 DIGITAL SERVICES RECOVERY	845,987	0	0		0	845,987	100%	!!		743,027	0	0		0	743,027	100%
441 POSTAGE	31,400	965	13,206		13,206	18,194	58%	!!		38,558	2,111	17,407		17,407	21,151	55%
444 COURIER SERVICE	19,921	416	13,918		13,918	6,003	30%	!!		16,902	1,929	15,835		15,835	1,067	6%
445 ADVERTISING	118,690	2,220	101,524		101,524	17,166	14%	!!		115,187	3,702	82,355		82,355	32,832	29%
446 PHOTOCOPYING	234,107	27,903	175,986		175,986	58,121	25%	!!		252,746	22,524	166,100		166,100	86,646	34%
447 PRINTING SERVICES	22,708	269	22,517		22,517	191	1%	!!		10,038	0	3,944		3,944	6,094	61%
448 AGENT FEE	1,531,620	35,227	1,359,450		1,359,450	172,170	11%	!!		1,414,010	15,205	1,436,971		1,436,971	(22,961)	-2%
450 GRANTS	114,148	0	46,312		46,312	67,836	59%	!!		69,890	0	46,219		46,219	23,671	34%
451 CULTURAL ENRICHMENT	7,800	0	0		0	7,800	100%	!!		0	0	0		0	0	0%
452 HONORARIA	13,150	3,375	11,600		11,600	1,550	12%	!!		13,237	2,125	9,800		9,800	3,437	26%
453 SCHOLARSHIPS	17,610	2,000	5,500		5,500	12,110	69%	!!		21,209	0	10,000		10,000	11,209	53%
457 GIFT / GIFT CERTIFICATES	1,534	156	768		768	766	50%	!!		1,770	0	1,348		1,348	422	24%
460 LICENCES	24,710	0	0	20,682	20,682	4,028	16%	!!		22,500	11,730	24,709		24,709	(2,209)	-10%
462 SECURITY	95,000	966	56,336	14,935	71,272	23,728	25%	!!		84,000	4,837	61,014	5,156	66,170	17,830	21%
467 FLEET TELEMATICS	24,500	7,293	22,366		22,366	2,134	9%	!!		24,500	626	10,096		10,096	14,404	59%
469 MISCELLANEOUS SERVICES	3,707,205	344,459	2,016,005	584,610	2,600,616	1,106,589	30%	!!		3,350,763	315,756	1,998,940	595,834	2,594,774	755,989	23%
481 PORTABLE MOVES	60,000	0	5,861		5,861	54,139	90%	!!		(5,000)	0	(5,000)		(5,000)	0	0%
499 COST RECOVERIES	0	0	0		0	0	0%	!!		0	(3,343)	(3,343)		(3,343)	3,343	0%
501 CAFETERIA FOOD	311,609	29,342	188,459		188,459	123,150	40%	!!		253,421	26,635	202,732		202,732	50,689	20%
503 WOOD	6,692	565	9,477		9,477	(2,785)	-42%	!!		8,995	2,472	12,771		12,771	(3,776)	-42%
504 METAL	1,283	0	830		830	453	35%	!!		2,206	1,271	3,083		3,083	(877)	-40%
505 APPLIED TECHNOLOGY SUPPLIES	0	0	452		452	(452)	0%	!!		0	0	0		0	0	0%
508 AUTOMOTIVE	0	172	191		191	(191)	0%	!!		0	0	0		0	0	0%
511 ADMINISTRATIVE SUPPLIES	296,807	31,276	260,973	549	261,523	35,284	12%	!!		365,248	23,196	187,968		187,968	177,280	49%
512 COPY/PRINTER SUPPLIES	195,216	37,393	151,286		151,286	43,930	23%	!!		198,623	29,395	146,548		146,548	52,075	26%
514 JANITORIAL SUPPLIES	562,000	78,211	459,563		459,563	102,437	18%	!!		562,000	39,808	383,130	57,452	440,582	121,418	22%
515 VEHICLE SUPPLIES	80,000	15,586	126,141		126,141	(46,141)	-58%	!!		59,650	8,311	87,838		87,838	(28,188)	-47%
516 MEDICAL SUPPLIES	3,687	0	2,210		2,210	1,477	40%	!!		2,938	169	2,731		2,731	207	7%
517 TIRE PURCHASES	25,000	363	16,754		16,754	8,246	33%	!!		25,000	2,762	18,304		18,304	6,696	27%
518 VEHICLE FUEL PURCHASES	180,534	19,494	139,865		139,865	40,669	23%	!!		180,534	434	129,377		129,377	51,157	28%
519 INSTRUCTIONAL SUPPLIES	7,520,161	270,458	1,814,892	232,594	2,047,486	5,472,675	73%	!!		7,422,875	236,859	1,962,446	51,375	2,013,821	5,409,054	73%
520 BOOKS & GUIDES	434,150	23,589	166,432		166,432	267,718	62%	!!		581,015	40,337	196,815	148	196,964	384,051	66%
525 MAGAZINES & PERIODICALS	2,441	57	3,071		3,071	(630)	-26%	!!		3,449	(358)	2,458		2,458	991	29%
530 AUDIO VISUAL MATERIALS	343	0	277		277	66	19%	!!		77	(99)	99		99	(22)	-29%
534 SOFTWARE	7,522	383	16,476		16,476	(8,954)	-119%	!!		18,566	1,404	8,582		8,582	9,984	54%
541 LIGHT & POWER	1,528,000	164,483	808,906		808,906	719,094	47%	!!		1,579,000	160,101	850,260		850,260	728,740	46%
551 GAS	1,342,000	253,542	769,297		769,297	572,703	43%	!!		1,760,000	9,948	494,455		494,455	1,265,545	72%
552 OIL	39,250	8,252	31,759		31,759	7,491	19%	!!		59,200	0	46,037		46,037	13,163	22%
561 WATER	533,000	18,129	387,004		387,004	145,996	27%	!!		592,700	(33,094)	446,611		446,611	146,089	25%
562 SEWER USER CHARGE	310,000	10,895	209,014		209,014	100,986	33%	!!		314,000	5,708	186,387		186,387	127,613	41%
563 STORMWATER	116,170	0	116,170		116,170	0	0%	!!		105,000	0	91,312		91,312	13,688	13%
572 GARBAGE DISPOSAL	200,000	25,558	135,194		135,194	64,806	32%	!!		183,500	17,879	99,113		99,113	84,387	46%
581 FURNITURE & EQUIP PURCH	553,384	30,651	361,215	96,088	457,303	96,081	17%	!!		702,065	23,979	522,355	93,466	615,821	86,244	12%

MONTHLY FINANCIAL REPORT - OPERATING EXPENDITURES - February 2025

(February 2024 ran as at February 29, 2024, before month end; February 2025 ran after month end)

	2024-2025									2023-2024						
	Budget	Feb 2025	YTD	Encumbrances	Total Exp	Available	%			Budget	Feb 2024	YTD	Encumbrances	Total Exp	Available	%
582 VEHICLE PURCHASES	65,000	2,734	27,954		27,954	37,046	57%	!!		65,000	0	1,635		1,635	63,365	97%
590 COMPUTER PURCHASES	2,204,522	347,181	1,018,999	195,154	1,214,153	990,369	45%	!!		2,182,534	142,123	1,563,917	208,717	1,772,634	409,900	19%
594 RECONCILIATION ADJUSTMENTS	0	(2,236)	(7,741)		(7,741)	7,741	0%	!!		0	589	8,517		8,517	(8,517)	0%
595 INTERFUND TRANSFER	40,875	0	0		0	40,875	100%	!!		0	0	0		0	0	0%
599 SUPPLIES RECOVERIES	(278,126)	(24,488)	(292,144)		(292,144)	14,018	-5%	!!		(52,972)	(692)	(73,793)		(73,793)	20,821	-39%
TOTAL -- SERVICES & SUPPLIES	29,218,044	2,049,166	14,873,884	1,767,715	16,641,599	12,576,445	43%	!!		28,465,805	1,472,065	15,025,700	1,612,099	16,637,799	11,828,006	42%
GRAND TOTAL	270,765,733	25,143,635	160,338,036	1,767,715	162,105,751	108,659,982	40%	!!		258,600,841	23,712,463	151,783,516	1,612,099	153,395,615	105,205,226	41%

2024-2025 Budget Change Report: February 2025 - Operating

	Revenue	Expenses
2024-2025 Amended Annual Budget - Operating (Board Approved Feb 25-25)	\$ 264,486,750	\$ 266,400,066
Amended Surplus Appropriation (Board Approved February 26-24)		
Budgeted Prior Year Surplus Appropriation	1,913,316	-
	1,913,316	-
	266,400,066	266,400,066
Changes - subsequent to Amended Budget		
Misc Donations and Revenues to February 28	28,149	28,149
Total Changes:	28,149	28,149
2024-2025 Amended Budget - Operating to February 28, 2025	\$ 266,428,215	\$ 266,428,215
Unrestricted Operating Surplus (Contingency)		
District (Board Approved Sep 23-24)	\$ 1,000,000	
0.40% of previous year's operating expense	\$ 1,000,000	

2024-2025 Budget Change Report: February 2025 - Special Purpose

Revenue	Expenses
---------	----------

No new revenues since 2024-2025 Amended Annual Budget

2024-2025 Budget Change Report: February 2025 - Capital

Local Capital

Interest Income to February 28

Revenue	Expenses
15,486	-
15,486	-

Ministry of Education and Child Care Restricted

Interest Income to February 28

137,451	-
137,451	-

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: The Board of Education
FROM: Katrina Stride, Secretary-Treasurer
DATE: March 31, 2025
RE: **2025-2026 Budget Update**

2025-2026 Budget Development Process

The current 2025-2026 Budget Development Process is attached for information.

Upcoming Events

Special Budget Meeting (Virtual) – April 2, 2025

On Wednesday, April 2, 2025, at 6:30 p.m., a Special Budget Meeting will be held virtually to present the balanced 2025-2026 Annual Budget.

There will be an opportunity to electronically submit budget questions before and during the meeting, which will be answered either during the meeting or included in the agenda package for the meeting on April 8. There will also be an opportunity to submit feedback on the proposed budget following the meeting.

The agenda package and link to electronically submit questions and feedback will be available on April 1.

Internal Budget Working Session (Virtual) – April 3, 2025

On Thursday, April 3, 2025, at 6:30 p.m., an Internal Budget Working Session will be held virtually as an internal opportunity to provide feedback on the 2025-2026 Annual Budget presented on April 2.

Invitations have been extended to representatives of the Four Houses (Esquimalt Nation, Songhees Nation, Métis Nation of Greater Victoria, and Urban Peoples House Indigenous Advisory), Education Partners (CUPE 382, CUPE 947, GVTA, and VCPAC), Victoria Principals and Vice Principals Association (VPVPA), the Official Trustee, Senior Leadership Team, and members of the District Leadership Team.

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.

Special Board Meeting (Virtual) – April 8, 2025

On Tuesday, April 8, 2025, at 6:30 p.m., a Special Board Meeting will be held virtually to present the 2025-2026 Annual Budget to the Official Trustee for approval. Three readings of the 2025-2026 Annual Budget Bylaw must be passed for the 2025-2026 Annual Budget to be approved.

Budget Development Process Feedback Survey (Virtual) – April 11 – 23, 2025

Following the approval of the 2025-2026 Annual Budget, an online survey will be launched to gather feedback about the 2025-2026 budget development process. The survey will be launched on April 11, 2025 and will remain open until April 23, 2025. The information received from survey participants will inform planning for the 2026-2027 budget development process. The results of the survey will be presented at the Regular Board meeting on April 28, 2025.

2025-2026 BUDGET Development Process



**NOV-
DEC**

Initial Feedback Survey (Virtual)

- A public online survey was launched to gain feedback from our learning community regarding the focus areas of the Enhancing Student Learning Report, areas of the budget that need more investment, and the budget development process

**NOV-
JAN**

Student Connections (In-Person)

- Members of the Board of Education and members of the Senior Leadership Team engaged with students at all middle and high schools in the District

FEB 15 - Enrolment Projections

- 2025-2026 enrolment projections are submitted by the Greater Victoria School District to the Ministry of Education and Child Care

**FEB
25**

Regular Board Meeting (Virtual)

- Summary of the 2025-2026 enrolment projections presented
- New 2025-2026 Budget Development Process presented

**MAR
5**

Internal Budget Working Session (In-Person)

- Internal opportunity to collaboratively learn more about the annual budget
- Invitations extended to representatives of the Four Houses (Esquimalt Nation, Songhees Nation, Métis Nation of Greater Victoria, and Urban Peoples' House Indigenous Advisory), Education Partners (CUPE 382, CUPE 947, GVTA, VCPAC), VPVPA, the Official Trustee, Senior Leadership Team, and members of the District Leadership Team

MAR 15 - Interim Operating Grant Announcement

- Ministry announces operating grants based on submitted 2025-2026 enrolment projections

2025-2026 BUDGET Development Process



**MAR
27**

Parent/Guardian/Caregiver Budget Session (In-Person)

- Opportunity to collaboratively learn more about the annual budget
- Invitations extended to all parents/guardians/caregivers, the Official Trustee, and Senior Leadership Team

**APR
2**

Special Budget Meeting (Virtual)

- Balanced 2025-2026 Annual Budget presented
- Opportunity for the public to electronically submit:
 - Budget questions before and during the meeting
 - Feedback on the budget following the meeting

**APR
3**

Internal Budget Working Session (Virtual)

- Internal opportunity to provide feedback on the budget as presented on April 2
- Invitations extended to representatives of the Four Houses (Esquimalt Nation, Songhees Nation, Métis Nation of Greater Victoria, and Urban Peoples' House Indigenous Advisory), Education Partners (CUPE 382, CUPE 947, GVTA, VCPAC), VPVPA, the Official Trustee, Senior Leadership Team, and members of the District Leadership Team

**APR
8**

Special Board Meeting (Virtual)

- Three readings of the 2025-2026 Annual Budget Bylaw

**APR
11-23**

Budget Development Process Feedback Survey (Virtual)

- A public online survey to gather feedback about the budget development process

Board Meetings

For live/recorded meeting links, how to submit questions, and agenda packages, visit:

www.sd61.bc.ca/board-of-education/meetings-of-the-board

Facilities Services Department

School District No. 61 (Greater Victoria)
556 Boleskine Road, Victoria, BC V8Z 1E8
Phone (250) 920-3400 Fax (250) 920-3461

Marni Vistisen-Harwood – Director, Facilities Services

TO: The Board of Education

FROM: Marni Vistisen-Harwood, Director, Facilities Services

DATE: March 31, 2025

RE: **Quarterly Facilities Operations and Capital Project Update – March 2025**

MONTHLY VANDALISM

Type	Quantity	Notes
Tagging - Graffiti	12	Both internal and external graffiti
Windows	7	Full window replacements at various sites
Internal Damage - General	3	Wall damage
External Damage	4	Broken fence, 3 external locks

BUILDING MAINTENANCE SERVICES

- **Work Orders** – 475 work orders completed.
- **South Park** – Shoring erected at the entrance of Douglas St, working to repair front stairs and vestibule that is detaching from school.
- **South Park** – Annex shoring in the drawing design phase.
- **Central** – Interior painting and repair underway, with the team moving to exterior painting in March.
- **District Repairs / Replacements**
 - Ongoing door repairs, windows, cabinet mounting, and shelving requests.
 - Ongoing heating work orders and mechanical repairs, and sheet metal (gutter install repair).
 - Team is working to complete all the School Protection Program (SPP) funded projects.

INCLUSIVE PROJECTS

- Bathroom renovation project at Northridge is complete.
- New sensory space at Cloverdale is complete.
- Larger inclusive projects at Oaklands, Colquitz and Esquimalt in the planning stages.

MINOR CAPITAL

- **Lambrick Park Building Upgrade** – Windows installed, and final water testing passed. Project nearing completion with new blinds now installed.

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.

- **Macaulay** – Interior painting progressing. Projected completion in April. Will be moving outside shortly (weather dependent).
- **Food Infrastructure Program** – Building in progress for the 2024-25 funding year with most sites nearing completion.
- **Quadra Warehouse** – Office renovation complete.
- **Sundance-Bank** – Permit drawings submitted to the City of Victoria for second portable on site for the 2025-26 school year. Revisions to civil works complete and submitted to the City of Victoria for review.

CHILDCARE UPDATE

- **McKenzie** – Waiting on final Municipal inspection for occupancy.
- **Vic High** – Electrical / plumbing rough in underway and exterior siding being installed.
- **Esquimalt** – Building permit pending.
- **Tolmie** - Building permit awarded. Team working on the mechanical rough in. Masonry work complete.
- **Glanford** – Site preparation underway.
- **Uplands** – In the final building permit review stage.
- **Strawberry Vale** – In the final building permit review stage.

OPERATIONS

- Assistant Manager of Building Operations started March 17, 2025.
- High number of vacancies in the Operations Department due to illness in March.
- This past month there has been 503 hours of after-school rentals of school gyms and 139.5 hours of artificial turf rentals.

TRANSPORTATION AND GROUNDS

Transportation

- Field trips are fully booked for June and well over 90% booked for May.
- School District dump truck has had a major transmission failure and is parked, as truck is not worth the cost of repairs, replacement required.
- Our skid steer (Bobcat) has had a major electrical failure, main distribution box failure, parts no longer available. We have been renting a skid steer until such time as a new one can be purchased (\$5,500/month rental).
- Registration is now closed for 2025/26 regular bussing with over 200 students registered.

Grounds

- No success in hiring a second irrigation technician (internal and external postings went unanswered).
- Six returning students have been hired for the spring/summer grounds crew.
- Team is busy aerating all our fields to get them ready for the upcoming sports season.

NETWORKS, COMMUNICATION, INFRASTRUCTURE AND SECURITY DEPARTMENT

- Glanford's Studio 85 video announcement system was upgraded from an old coax distribution system to an HDMI that integrates directly into the TEC packages.
- TEC packages at View Royal, Lambrick, Doncaster, Oak Bay were all serviced.
- The second half of Glanford's WiFi was upgraded, completing the upgrade to entire building.
- Networks continues to work with IT to replace legacy switches and access points throughout the district.
- Frank Hobbs Out of School Care (OSC) is now on the school district fob system.

- 678 fobs were moved to “pending school access” after all FOB sites reviewed.
- Over 120 fob work order requests were processed between February 19 and March 17.

CLIMATE AND ENERGY

2024/25 LED Lighting upgrades

- Completed all four 2024/25 buildings: SJ Willis, Oak Bay, Oaklands and Quadra Warehouse. Oaklands parking now underway.
- All 2024/25 lighting upgrades will result in approximately a 3-year return on investment; 360,000 kWh / \$45,000 annual savings created.
- 2025/26 BC Hydro applications in progress.

Continuous optimization of building automation systems

- 90% complete for all 2024/25 buildings; Arbutus, Rockheights, Esquimalt, Northridge and Willows. Last 10% of implementations in March-June 2025.
- Estimated 300,000 kWh combined electricity and natural gas savings at 100% completion.
- Lambrick Park gym HRV unit controls upgrade underway.
- All of the above projects will result in less than 2 years returns on investment.

2024 Climate Change Accountability Report and Carbon Offset Reporting

- Data entry into CGRT due April 30, 2025 now underway.
- Report due May 31, 2025

MAJOR CAPITAL

Cedar Hill Middle School Seismic School Replacement

- This project includes the construction of a new Cedar Hill Middle School on the field adjacent to the existing building, which will be demolished once construction is complete.
- The schedule is currently on track, with the building anticipated to be ready for student move in September 2025. Total project completion (including demolition of existing school, landscaping, geothermal loop etc.) is anticipated by April 2026.
- Work currently underway includes painting (priming and first coat), millwork installation, flooring installation, ceiling installation and exterior metal cladding installation.
- The total project budget of \$45,394,542 there is \$16,542,839 remaining. The project is anticipated to be completed within budget.
- There is a \$4.6M risk reserve being held by the Ministry for this project. There are no newly identified risks this period. Possible implementation and impacts of US tariffs are being monitored.

**Greater Victoria School District
Annual Water Sampling Report
Submitted to Ministry of Education and Child Care on February 28, 2025**

School Identifier	Testing information					Result		Public Communication Plan
Ministry Asset Number	Test Date (dd-mm-yyy)	Time of test (24hr clock)	Sample Type	Fixture Type	Fixture Location Description	Lead Result (mg/L)	Exceeds Maximum Acceptable Concentration	
123456	11-12-2022	07:45:00	Flushed	CF	Classroom Faucet (CF) in room 104, first floor, facility 211.	0.0043	No	Post signage near the fixture to run the water at least one minute before drinking or using water for food preparation until replacement.
								Retest fixture following replacement.
6161062	2/07/2025	10:40:00	First Draw	DW	room 1040	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161062	2/07/2025	10:40:00	Flushed	DW	room 1040	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161062	2/07/2025	10:44:00	First Draw	DW	room 1044	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161062	2/07/2025	10:44:00	Flushed	DW	room 1044	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161062	2/07/2025	10:50:00	First Draw	DW	room 0002	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161062	2/07/2025	10:50:00	Flushed	DW	room 0002	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161062	2/07/2025	10:55:00	First Draw	DW	room 0008	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161062	2/07/2025	10:55:00	Flushed	DW	room 0008	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161051	27/01/2025	12:45:00	First Draw	KC	OSC 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161051	27/01/2026	12:45:00	Flushed	KC	OSC 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161051	27/01/2027	12:50:00	First Draw	KC	OSC 2	0.001	No	lead filter installed with lead free fixture,information provided to staff.
6161051	27/01/2028	12:50:00	Flushed	KC	OSC2	0.0008	No	lead filter installed with lead free fixture,information provided to staff.
6161051	27/01/2029	12:55:00	First Draw	KC	room 1037	0.002	No	lead filter installed with lead free fixture,information provided to staff.
6161051	27/01/2030	12:55:00	Flushed	KC	room 1037	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161051	27/01/2031	13:00:00	First Draw	DW	outside library	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161051	27/01/2032	13:00:00	Flushed	DW	outside library	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161051	27/01/2033	13:05:00	First Draw	DW	hallway 2005	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161051	27/01/2034	13:05:00	Flushed	DW	hallway 2005	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161047	07/02/2025	09:00:00	First Draw	CF	portable a	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161047	07/02/2025	09:00:00	Flushed	CF	portable a	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161047	07/02/2025	09:05:00	First Draw	CF	portable b	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161047	07/02/2025	09:05:00	Flushed	CF	potable b	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161047	07/02/2025	09:10:00	First Draw	CF	portable c	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161047	07/02/2025	09:10:00	Flushed	CF	portable c	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161047	07/02/2025	09:15:00	First Draw	CF	portable d	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161047	07/02/2025	09:15:00	Flushed	CF	portable d	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161025	02/11/2025	09:00:00	First Draw	CF	foods room # 8	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161025	02/11/2025	09:00:00	Flushed	CF	foods room # 8	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161025	02/11/2025	09:05:00	First Draw	CF	foods room # 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161025	02/11/2025	09:05:00	Flushed	CF	foods room # 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161025	02/11/2025	09:10:00	First Draw	CF	foods room # 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161025	02/11/2025	09:10:00	Flushed	CF	foods room # 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161025	02/11/2025	09:15:00	First Draw	CF	foods room # 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161025	02/11/2025	09:15:00	Flushed	CF	foods room # 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161025	02/11/2025	09:20:00	First Draw	CF	foods room # 14	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161025	02/11/2025	09:20:00	Flushed	CF	foods room # 14	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161035	27/01/2025	10:00:00	First Draw	CF	foods room # 10	0.0012	No	lead filter installed with lead free fixture,information provided to staff.
6161035	27/01/2025	10:00:00	Flushed	CF	foods room # 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161035	27/01/2025	10:05:00	First Draw	CF	foods room # 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161035	27/01/2025	10:05:00	Flushed	CF	foods room # 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161035	27/01/2025	10:10:00	First Draw	CF	foods room # 12	0.0014	No	lead filter installed with lead free fixture,information provided to staff.
6161035	27/01/2025	10:10:00	Flushed	CF	foods room # 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161035	27/01/2025	10:15:00	First Draw	CF	foods room # 13	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161035	27/01/2025	10:15:00	Flushed	CF	foods room # 13	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161035	27/01/2025	10:20:00	First Draw	CF	foods room # 14	0.0046	No	lead filter installed with lead free fixture,information provided to staff.
6161035	27/01/2025	10:20:00	Flushed	CF	foods room # 14	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161019	25/02/2025	10:00:00	First Draw	KC	hallway 1030	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161019	25/02/2025	10:00:00	Flushed	KC	hallway 1030	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161019	25/02/2025	10:05:00	First Draw	BS	hallway 1002	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161019	25/02/2025	10:05:00	Flushed	BS	hallway 1002	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161019	25/02/2025	10:10:00	First Draw	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161019	25/02/2025	10:10:00	Flushed	KC	staff room	0.0007	No	lead filter installed with lead free fixture,information provided to staff.

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School Identifier	Testing information					Result		Public Communication Plan
Ministry Asset Number	Test Date (dd-mm-yyy)	Time of test (24hr clock)	Sample Type	Fixture Type	Fixture Location Description	Lead Result (mg/L)	Exceeds Maximum Acceptable Concentration	
6161019	25/02/2025	10:15:00	First Draw	BS	hallway 2017	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161019	25/02/2025	10:15:00	Flushed	BS	hallway 2017	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161019	25/02/2025	10:20:00	First Draw	KC	OSC	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161019	25/02/2025	10:20:00	Flushed	KC	OSC	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161068	21/01/25	07:00:00	First Draw	BS	hallway 1050	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161068	21/01/25	07:00:00	Flushed	BS	hallway 1050	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161068	21/01/25	07:05:00	First Draw	BS	hallway 1003	0.001	No	lead filter installed with lead free fixture,information provided to staff.
6161068	21/01/25	07:05:00	Flushed	BS	hallway 1003	0.0008	No	lead filter installed with lead free fixture,information provided to staff.
6161068	21/01/25	07:10:00	First Draw	KC	room 1013	0.0012	No	lead filter installed with lead free fixture,information provided to staff.
6161068	21/01/25	07:10:00	Flushed	KC	room 1013	0.0009	No	lead filter installed with lead free fixture,information provided to staff.
6161068	21/01/25	07:15:00	First Draw	KC	room 1079	0.0013	No	lead filter installed with lead free fixture,information provided to staff.
6161068	21/01/25	07:15:00	Flushed	LF	room 1079	0.0011	No	lead filter installed with lead free fixture,information provided to staff.
6161010	7/2/2025	07:00:00	First Draw	KC	room 1003	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161010	7/2/2025	07:00:00	Flushed	KC	room 1003	0.0008	No	lead filter installed with lead free fixture,information provided to staff.
6161010	7/2/2025	07:05:00	First Draw	BS	outside gym	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161010	7/2/2025	07:05:00	Flushed	BS	outside gym	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161010	7/2/2025	07:10:00	First Draw	BS	hallway 2023	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161010	7/2/2025	07:10:00	Flushed	BS	hallway 2023	0.0011	No	lead filter installed with lead free fixture,information provided to staff.
6161028	27/01/2025	11:20:00	First Draw	KC	OSC 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161028	27/01/2025	11:20:00	Flushed	KC	OSC 1	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161028	27/01/2025	11:25:00	First Draw	KC	OSC 2	0.0023	No	lead filter installed with lead free fixture,information provided to staff.
6161028	27/01/2025	11:25:00	Flushed	KC	OSC 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161028	27/01/2025	11:30:00	First Draw	BS	hallway 1036	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161028	27/01/2025	11:30:00	Flushed	BS	hallway 1036	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161028	27/01/2025	11:35:00	First Draw	BS	hallway 1037	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161028	27/01/2025	11:35:00	Flushed	BS	hallway 1037	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161028	27/01/2025	11:40:00	First Draw	BS	hallway 1059	0.0013	No	lead filter installed with lead free fixture,information provided to staff.
6161028	27/01/2025	11:40:00	Flushed	BS	hallway 1059	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:00:00	First Draw	KC	room 1004	0.0012	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:00:00	Flushed	KC	room 1004	0.002	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:05:00	First Draw	CF	room 106	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:05:00	Flushed	CF	room 106	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:10:00	First Draw	CF	room 1044	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:10:00	Flushed	CF	room 1044	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:15:00	First Draw	CF	room 1043	0.0011	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:15:00	Flushed	CF	room 1043	0.0009	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:20:00	First Draw	CF	room 1042	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:20:00	Flushed	CF	room 1042	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:25:00	First Draw	CF	daycare #1	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:25:00	Flushed	CF	daycare#1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:30:00	First Draw	KC	daycare#2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:30:00	Flushed	KC	daycare#2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:35:00	First Draw	KC	daycare kitchen	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161067	29/01/2025	13:35:00	Flushed	KC	daycare kitchen	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161040	29/01/2025	08:00:00	First Draw	KC	studio 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161040	29/01/2025	08:00:00	Flushed	KC	studio 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161040	29/01/2025	08:05:00	First Draw	KC	studio 1	0.0011	No	lead filter installed with lead free fixture,information provided to staff.
6161040	29/01/2025	08:05:00	Flushed	KC	studio 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161040	29/01/2025	08:10:00	First Draw	BS	hallway 2008	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161040	29/01/2025	08:10:00	Flushed	BS	hallway 2008	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161040	29/01/2025	08:15:00	First Draw	BS	hallway 2037	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161040	29/01/2025	08:15:00	Flushed	BS	hallway 2037	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161040	29/01/2025	08:20:00	First Draw	BS	hallway 1045	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161040	29/01/2025	08:20:00	Flushed	BS	hallway 1045	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161046	19/01/2025	11:20:00	First Draw	KC	studio 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161046	19/01/2025	11:20:00	Flushed	KC	studio 1	0.0008	No	lead filter installed with lead free fixture,information provided to staff.

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6161046		19/01/2025	11:25:00	First Draw	KC	studio 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161046		19/01/2025	11:25:00	Flushed	KC	studio 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161046		19/01/2025	11:30:00	First Draw	BS	outside room 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161046		19/01/2025	11:30:00	Flushed	BS	outside room 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161046		19/01/2025	11:35:00	First Draw	BS	hallway 1046	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161046		19/01/2025	11:35:00	Flushed	BS	hallway 1046	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161046		19/01/2025	11:40:00	First Draw	BS	outside room 7	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161046		19/01/2025	11:40:00	Flushed	BS	outside room 7	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161016		11/02/2025	11:20:00	First Draw	CF	room 2004	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161016		11/02/2025	11:20:00	Flushed	CF	room 2004	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161016		11/02/2025	11:25:00	First Draw	CF	room 2006	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161016		11/02/2025	11:25:00	Flushed	CF	room 2006	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161016		11/02/2025	11:30:00	First Draw	CF	room 2001	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161016		11/02/2025	11:30:00	Flushed	CF	room 2001	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161016		11/02/2025	11:35:00	First Draw	CF	room 2025	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161016		11/02/2025	11:35:00	Flushed	CF	room 2025	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161021		14/2/2025	09:50:00	First Draw	BS	hallway 2028	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161021		14/2/2025	09:50:00	Flushed	BS	hallway 2028	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161021		14/2/2025	10:00:00	First Draw	BS	hallway 2016	0.001	No	lead filter installed with lead free fixture,information provided to staff.
6161021		14/2/2025	10:00:00	Flushed	BS	hallway 2016	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161021		14/2/2025	10:10:00	First Draw	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161021		14/2/2025	10:10:00	Flushed	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:00:00	First Draw	CF	foodsroom flt# 11	0.0008	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:00:00	Flushed	CF	foodsroom flt# 11	0.001	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:05:00	First Draw	CF	foodsroom flt# 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:05:00	Flushed	CF	foodsroom flt# 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:10:00	First Draw	CF	foodsroom flt# 13	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:10:00	Flushed	CF	foodsroom flt# 13	0.007	Yes	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:15:00	First Draw	CF	foodsroom flt# 15	0.0011	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:15:00	Flushed	CF	foodsroom flt# 15	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:20:00	First Draw	CF	foodsroom flt# 16	0.0009	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:20:00	Flushed	CF	foodsroom flt# 16	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:25:00	First Draw	CF	foodsroom flt# 22	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:25:00	Flushed	CF	foodsroom flt# 22	0.0021	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:30:00	First Draw	CF	foodsroom flt# 23	0.0017	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:30:00	Flushed	CF	foodsroom flt# 23	0.0012	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:35:00	First Draw	CF	foodsroom flt# 25	0.0012	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:35:00	Flushed	CF	foodsroom flt# 25	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:40:00	First Draw	CF	foodsroom flt# 26	0.0032	No	lead filter installed with lead free fixture,information provided to staff.
6161048		29/01/2025	09:40:00	Flushed	CF	foodsroom flt# 26	0.0023	No	lead filter installed with lead free fixture,information provided to staff.
6161030		07/02/2025	11:20:00	First Draw	CF	room 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161030		07/02/2025	11:20:00	Flushed	CF	room 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161030		07/02/2025	11:25:00	First Draw	BS	hallway 1077	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161030		07/02/2025	11:25:00	Flushed	BS	hallway 1077	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161030		07/02/2025	11:30:00	First Draw	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161030		07/02/2025	11:30:00	Flushed	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161030		07/02/2025	11:35:00	First Draw	CF	room 4	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161030		07/02/2025	11:35:00	Flushed	CF	room 4	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161005		07/02/2025	12:45:00	First Draw	BS	hallway 1038	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161005		07/02/2025	12:45:00	Flushed	BS	hallway 1038	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161005		07/02/2025	12:50:00	First Draw	BS	hallway 1045	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161005		07/02/2025	12:50:00	Flushed	BS	hallway 1045	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161005		07/02/2025	12:55:00	First Draw	BS	hallway 2052	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161005		07/02/2025	12:55:00	Flushed	BS	hallway 2052	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161005		07/02/2025	13:00:00	First Draw	BS	hallway 2038	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161005		07/02/2025	13:00:00	Flushed	BS	hallway 2038	0.0006	No	lead filter installed with lead free fixture,information provided to staff.

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6161038	22/01/2025	12:30:00	First Draw	KC	foodsroom flt# 8	0.0014	No	lead filter installed with lead free fixture,information provided to staff.
6161038	22/01/2025	12:30:00	Flushed	KC	foodsroom flt# 8	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161038	22/01/2025	12:35:00	First Draw	KC	foodsroom flt# 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161038	22/01/2025	12:35:00	Flushed	KC	foodsroom flt# 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161038	22/01/2025	12:40:00	First Draw	KC	foodsroom flt# 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161038	22/01/2025	12:40:00	Flushed	KC	foodsroom flt# 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161038	22/01/2025	12:45:00	First Draw	KC	foodsroom flt# 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161038	22/01/2025	12:45:00	Flushed	KC	foodsroom flt# 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161038	22/01/2025	12:50:00	First Draw	KC	foodsroom flt# 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161038	22/01/2025	12:50:00	Flushed	KC	foodsroom flt# 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161038	22/01/2025	12:55:00	First Draw	KC	foodsroom flt# 13	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161038	22/01/2025	12:55:00	Flushed	KC	foodsroom flt# 13	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161039	21/01/2025	13:00:00	First Draw	CF	foodsroom flt# 8	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161039	21/01/2025	13:00:00	Flushed	CF	foodsroom flt# 8	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161039	21/01/2025	13:05:00	First Draw	CF	foodsroom flt# 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161039	21/01/2025	13:05:00	Flushed	CF	foodsroom flt# 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161039	21/01/2025	13:10:00	First Draw	CF	foodsroom flt# 10	0.0041	No	lead filter installed with lead free fixture,information provided to staff.
6161039	21/01/2025	13:10:00	Flushed	CF	foodsroom flt# 10	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161039	21/01/2025	13:15:00	First Draw	CF	foodsroom flt# 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161039	21/01/2025	13:15:00	Flushed	CF	foodsroom flt# 11	0.0008	No	lead filter installed with lead free fixture,information provided to staff.
6161039	21/01/2025	13:20:00	First Draw	CF	foodsroom flt# 13	0.0009	No	lead filter installed with lead free fixture,information provided to staff.
6161039	21/01/2025	13:20:00	Flushed	CF	foodsroom flt# 13	0.001	No	lead filter installed with lead free fixture,information provided to staff.
6161052	20/02/2025	11:30:00	First Draw	CF	room 3	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161052	20/02/2025	11:30:00	Flushed	CF	room 3	0.0045	No	lead filter installed with lead free fixture,information provided to staff.
6161052	20/02/2025	11:40:00	First Draw	BS	hallway 131	0.0029	No	lead filter installed with lead free fixture,information provided to staff.
6161052	20/02/2025	11:40:00	Flushed	BS	hallway 131	0.0021	No	lead filter installed with lead free fixture,information provided to staff.
6161052	20/02/2025	11:50:00	First Draw	KC	staff room	0.0008	No	lead filter installed with lead free fixture,information provided to staff.
6161052	20/02/2025	11:50:00	Flushed	KC	staff room	0.0009	No	lead filter installed with lead free fixture,information provided to staff.
6161052	20/02/2025	12:35:00	First Draw	KC	studio 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161052	20/02/2025	12:35:00	Flushed	KC	studio 1	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161052	20/02/2025	12:40:00	First Draw	KC	studio 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161052	20/02/2025	12:40:00	Flushed	KC	studio 2	0.0008	No	lead filter installed with lead free fixture,information provided to staff.
6161033	14/02/2025	10:45:00	First Draw	BS	hallway 1016	0.0023	No	lead filter installed with lead free fixture,information provided to staff.
6161033	14/02/2025	10:45:00	Flushed	BS	hallway 1016	0.0023	No	lead filter installed with lead free fixture,information provided to staff.
6161033	14/02/2025	10:50:00	First Draw	CF	room 3	0.0024	No	lead filter installed with lead free fixture,information provided to staff.
6161033	14/02/2025	10:50:00	Flushed	CF	room 3	0.0024	No	lead filter installed with lead free fixture,information provided to staff.
6161033	14/02/2025	10:55:00	First Draw	CF	room 1001	0.0022	No	lead filter installed with lead free fixture,information provided to staff.
6161033	14/02/2025	10:55:00	Flushed	CF	room 1001	0.0021	No	lead filter installed with lead free fixture,information provided to staff.
6161033	14/02/2025	11:00:00	First Draw	CF	room 12	0.0026	No	lead filter installed with lead free fixture,information provided to staff.
6161033	14/02/2025	11:00:00	Flushed	CF	room 12	0.0025	No	lead filter installed with lead free fixture,information provided to staff.
6161033	14/02/2025	11:05:00	First Draw	CF	room 1062	0.0017	No	lead filter installed with lead free fixture,information provided to staff.
6161033	14/02/2025	11:05:00	Flushed	CF	room 1062	0.0019	No	lead filter installed with lead free fixture,information provided to staff.
6161033	14/02/2025	11:10:00	First Draw	CF	OSC 1	0.0017	No	lead filter installed with lead free fixture,information provided to staff.
6161033	14/02/2025	11:10:00	Flushed	CF	OSC 1	0.0023	No	lead filter installed with lead free fixture,information provided to staff.
6161042	18/02/2025	07:20:00	First Draw	CF	room 106	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161042	18/02/2025	07:20:00	Flushed	CF	room 106	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161042	18/02/2025	07:25:00	First Draw	BS	front entrance	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161042	18/02/2025	07:25:00	Flushed	BS	front entrance	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161042	18/02/2025	07:30:00	First Draw	KC	gym kitchen	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161042	18/02/2025	07:30:00	Flushed	KC	gym kitchen	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161064	18/02/2025	08:20:00	First Draw	CF	foodsroom flt# 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161064	18/02/2025	08:20:00	Flushed	CF	foodsroom flt# 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161064	18/02/2025	08:25:00	First Draw	CF	foodsroom flt# 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161064	18/02/2025	08:25:00	Flushed	CF	foodsroom flt# 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161064	18/02/2025	08:30:00	First Draw	CF	foodsroom flt# 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161064	18/02/2025	08:30:00	Flushed	CF	foodsroom flt# 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.

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6161064	18/02/2025	08:35:00	First Draw	CF	foodsroom flt# 13	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161064	18/02/2025	08:35:00	Flushed	CF	foodsroom flt# 13	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161064	18/02/2025	08:40:00	First Draw	CF	foodsroom flt# 14	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161064	18/02/2025	08:40:00	Flushed	CF	foodsroom flt# 14	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161036	27/01/2025	07:00:00	First Draw	CF	foodsroom flt# 13	0.006	Yes	lead filter installed with lead free fixture,information provided to staff.
6161036	27/01/2025	07:00:00	Flushed	CF	foodsroom flt# 13	0.0048	No	lead filter installed with lead free fixture,information provided to staff.
6161036	27/01/2025	07:05:00	First Draw	CF	foodsroom flt# 15	0.0047	No	lead filter installed with lead free fixture,information provided to staff.
6161036	27/01/2025	07:05:00	Flushed	CF	foodsroom flt# 15	0.004	No	lead filter installed with lead free fixture,information provided to staff.
6161036	27/01/2025	07:10:00	First Draw	CF	foodsroom flt# 16	0.006	Yes	lead filter installed with lead free fixture,information provided to staff.
6161036	27/01/2025	07:10:00	Flushed	CF	foodsroom flt# 16	0.006	Yes	lead filter installed with lead free fixture,information provided to staff.
6161036	27/01/2025	07:15:00	First Draw	CF	foodsroom flt# 17	0.0043	No	lead filter installed with lead free fixture,information provided to staff.
6161036	27/01/2025	07:15:00	Flushed	CF	foodsroom flt# 17	0.0041	No	lead filter installed with lead free fixture,information provided to staff.
6161036	27/01/2025	07:20:00	First Draw	CF	foodsroom flt# 18	0.0049	No	lead filter installed with lead free fixture,information provided to staff.
6161036	27/01/2025	07:20:00	Flushed	CF	foodsroom flt# 18	0.0033	No	lead filter installed with lead free fixture,information provided to staff.
6161036	27/01/2025	07:25:00	First Draw	CF	foodsroom flt# 19	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161036	27/01/2025	07:25:00	Flushed	CF	foodsroom flt# 19	0.001	No	lead filter installed with lead free fixture,information provided to staff.
6161036	22/02/2025	09:00:00	First Draw	CF	room 207	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161036	22/02/2025	09:00:00	Flushed	CF	room 207	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161036	22/02/2025	09:02:00	First Draw	CF	room 209	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161036	22/02/2025	09:02:00	Flushed	CF	room 209	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	08:00:00	First Draw	BS	outside room # 007	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	08:00:00	Flushed	BS	outside room # 007	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	08:10:00	First Draw	BS	outside room # 2	0.0023	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	08:10:00	Flushed	BS	outside room # 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	08:20:00	First Draw	BS	outside room # 1002	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	08:20:00	Flushed	BS	outside room # 1002	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	08:30:00	First Draw	KC	med room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	08:30:00	Flushed	KC	med room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	08:40:00	First Draw	KC	staff room	0.001	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	08:40:00	Flushed	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	08:50:00	First Draw	CF	port 73 flt # 9	0.0019	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	08:50:00	Flushed	CF	port 73 flt # 9	0.0016	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	09:00:00	First Draw	BS	port 73 flt # 10	0.0015	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	09:00:00	Flushed	BS	port 73 flt # 10	0.0016	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	09:10:00	First Draw	BS	port 84 flt # 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	09:10:00	Flushed	BS	port 84 flt # 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	09:20:00	First Draw	CF	port 84 flt # 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161012	14/02/25	09:20:00	Flushed	CF	port 84 flt # 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161027	10/01/2025	12:00:00	First Draw	CF	port 2 sink	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161027	10/01/2025	12:00:00	Flushed	CF	port 2 sink	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161027	10/01/2025	12:30:00	First Draw	KC	port 2 kitchen sink	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161027	10/01/2025	12:30:00	Flushed	KC	port 2 kitchen sink	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161027	10/01/2025	12:35:00	First Draw	CF	port 1 sink	0.0005	No	lead filter installed with lead free fixture,information provided to staff.
6161027	10/01/2025	12:35:00	Flushed	CF	port 1 sink	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161027	10/01/2025	12:40:00	First Draw	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161027	10/01/2025	12:40:00	Flushed	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161069	20/02/2025	09:30:00	First Draw	BS	hallway 1044	0.0008	No	lead filter installed with lead free fixture,information provided to staff.
6161069	20/02/2025	09:30:00	Flushed	BS	hallway 1044	0.0008	No	lead filter installed with lead free fixture,information provided to staff.
6161069	20/02/2025	09:40:00	First Draw	BS	hallway 1036	0.0018	No	lead filter installed with lead free fixture,information provided to staff.
6161069	20/02/2025	09:40:00	Flushed	BS	hallway 1036	0.0008	No	lead filter installed with lead free fixture,information provided to staff.
6161069	20/02/2025	09:50:00	First Draw	BS	hallway 1041	0.0018	No	lead filter installed with lead free fixture,information provided to staff.
6161069	20/02/2025	09:50:00	Flushed	BS	hallway 1041	0.0016	No	lead filter installed with lead free fixture,information provided to staff.
6161069	20/02/2025	10:20:00	First Draw	BS	hallway 1037	0.0012	No	lead filter installed with lead free fixture,information provided to staff.
6161069	20/02/2025	10:20:00	Flushed	BS	hallway 1037	0.001	No	lead filter installed with lead free fixture,information provided to staff.
6161069	20/02/2025	10:30:00	First Draw	BS	hallway 1056	0.0011	No	lead filter installed with lead free fixture,information provided to staff.
6161069	20/02/2025	10:30:00	Flushed	BS	hallway 1056	0.0011	No	lead filter installed with lead free fixture,information provided to staff.

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6161069	20/02/2025	10:40:00	First Draw	KC	med room	0.001	No	lead filter installed with lead free fixture,information provided to staff.
6161069	20/02/2025	10:40:00	Flushed	KC	med room	0.0011	No	lead filter installed with lead free fixture,information provided to staff.
6161069	20/02/2025	10:50:00	First Draw	BS	hallway 2029	0.0009	No	lead filter installed with lead free fixture,information provided to staff.
6161069	20/02/2025	10:50:00	Flushed	BS	hallway 2029	0.0013	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	12:35:00	First Draw	KC	foodsroom flt# 15	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	12:35:00	Flushed	KC	foodsroom flt# 15	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	12:40:00	First Draw	KC	foodsroom flt# 16	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	12:40:00	Flushed	KC	foodsroom flt# 16	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	12:45:00	First Draw	KC	foodsroom flt# 17	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	12:45:00	Flushed	KC	foodsroom flt# 17	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	12:50:00	First Draw	KC	foodsroom flt# 19	0.0009	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	12:50:00	Flushed	KC	foodsroom flt# 19	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	12:55:00	First Draw	KC	foodsroom flt# 20	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	12:55:00	Flushed	KC	foodsroom flt# 20	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	13:00:00	First Draw	KC	foodsroom flt# 21	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	13:00:00	Flushed	KC	foodsroom flt# 21	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	13:05:00	First Draw	KC	foodsroom flt# 23	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161049	20/02/2025	13:05:00	Flushed	KC	foodsroom flt# 23	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	22/02/2025	10:00:00	First Draw	KC	outside 207	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	22/02/2025	10:00:00	Flushed	KC	outside 207	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	22/02/2025	10:08:00	First Draw	KC	outside 209	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161049	22/02/2025	10:10:00	Flushed	KC	outside 209	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161054	19/02/25	09:20:00	First Draw	BS	hallway 1017	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161054	19/02/25	09:20:00	Flushed	BS	hallway 1017	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161054	19/02/25	09:30:00	First Draw	BS	hallway 1026	0.0008	No	lead filter installed with lead free fixture,information provided to staff.
6161054	19/02/25	09:30:00	Flushed	BS	hallway 1026	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161054	19/02/25	09:35:00	First Draw	BS	hallway downstairs	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161054	19/02/25	09:35:00	Flushed	BS	hallway downstairs	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:00:00	First Draw	CF	daycare flt# 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:00:00	Flushed	CF	daycare flt# 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:05:00	First Draw	CF	daycare flt# 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:05:00	Flushed	CF	daycare flt# 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:10:00	First Draw	CF	daycare flt# 3	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:10:00	Flushed	CF	daycare flt# 3	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:15:00	First Draw	CF	daycare flt# 4	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:15:00	Flushed	CF	daycare flt# 4	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:20:00	First Draw	CF	daycare flt# 5	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:20:00	Flushed	CF	daycare flt# 5	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:25:00	First Draw	KC	med room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:25:00	Flushed	KC	med room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:30:00	First Draw	CF	foodsroom flt# 28	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:30:00	Flushed	CF	foodsroom flt# 28	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:35:00	First Draw	CF	foodsroom flt# 29	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:35:00	Flushed	CF	foodsroom flt# 29	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:40:00	First Draw	CF	foodsroom flt# 30	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:40:00	Flushed	CF	foodsroom flt# 30	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:45:00	First Draw	CF	foodsroom flt# 31	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:45:00	Flushed	CF	foodsroom flt# 31	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:50:00	First Draw	CF	foodsroom flt# 32	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:50:00	Flushed	CF	foodsroom flt# 32	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:55:00	First Draw	CF	foodsroom flt# 33	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	08:55:00	Flushed	CF	foodsroom flt# 33	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:00:00	First Draw	CF	foodsroom flt# 34	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:00:00	Flushed	CF	foodsroom flt# 34	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:05:00	First Draw	CF	foodsroom flt# 35	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:05:00	Flushed	CF	foodsroom flt# 35	0.0006	No	lead filter installed with lead free fixture,information provided to staff.

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6161024	20/02/2025	09:10:00	First Draw	BS	hallway1129	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:10:00	Flushed	BS	hallway1129	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:15:00	First Draw	BS	hallway1148	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:15:00	Flushed	BS	hallway1148	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:20:00	First Draw	BS	hallway1138	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:20:00	Flushed	BS	hallway1138	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:25:00	First Draw	BS	hallway1135	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:25:00	Flushed	BS	hallway1135	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:30:00	First Draw	BS	hallway1085	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:30:00	Flushed	BS	hallway1085	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:35:00	First Draw	BS	hallway1080	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:35:00	Flushed	BS	hallway1080	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:40:00	First Draw	BS	hallway1110	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161024	20/02/2025	09:40:00	Flushed	BS	hallway1110	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	09:30:00	First Draw	CF	room# 1065	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	09:30:00	Flushed	CF	room# 1065	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	09:35:00	First Draw	CF	room# 1066	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	09:35:00	Flushed	CF	room# 1066	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	09:40:00	First Draw	CF	room# 1067	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	09:40:00	Flushed	CF	room# 1067	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	09:45:00	First Draw	CF	room# 1068	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	09:45:00	Flushed	CF	room# 1068	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	09:50:00	First Draw	CF	room# 1074	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	09:50:00	Flushed	CF	room# 1074	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	09:55:00	First Draw	CF	room# 1075	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	09:55:00	Flushed	CF	room# 1075	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	10:00:00	First Draw	CF	room# 1076	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	10:00:00	Flushed	CF	room# 1076	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	10:15:00	First Draw	CF	room# 1078	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	10:15:00	Flushed	CF	room# 1078	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	10:20:00	First Draw	CF	room# 1079	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161013	18/02/2025	10:20:00	Flushed	CF	room# 1079	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	08:00:00	First Draw	KC	foodsroom flt# 8	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	08:00:00	Flushed	KC	foodsroom flt# 8	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	08:05:00	First Draw	KC	foodsroom flt# 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	08:05:00	Flushed	KC	foodsroom flt# 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	08:10:00	First Draw	KC	foodsroom flt# 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	08:10:00	Flushed	KC	foodsroom flt# 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	08:15:00	First Draw	KC	foodsroom flt# 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	08:15:00	Flushed	KC	foodsroom flt# 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	08:50:00	First Draw	KC	foodsroom flt# 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	08:50:00	Flushed	KC	foodsroom flt# 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	09:00:00	First Draw	KC	foodsroom flt# 13	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	09:00:00	Flushed	KC	foodsroom flt# 13	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	00:05:00	First Draw	KC	foodsroom flt# 14	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	09:05:00	Flushed	KC	foodsroom flt# 14	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	09:10:00	First Draw	KC	foodsroom flt# 15	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	07/02/2025	09:10:00	Flushed	KC	foodsroom flt# 15	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	22/02/2025	11:05:00	First Draw	KC	room 115	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	22/02/2025	11:05:00	Flushed	KC	room 115	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	22/02/2025	11:10:00	First Draw	KC	room 1065	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161057	22/02/2025	11:10:00	Flushed	KC	room 1065	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161060	27/01/2025	09:00:00	First Draw	KC	med room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161060	27/01/2025	09:00:00	Flushed	KC	med room	0.0009	No	lead filter installed with lead free fixture,information provided to staff.
6161060	27/01/2025	09:05:00	First Draw	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161060	27/01/2025	09:05:00	Flushed	KC	staff room	0.0008	No	lead filter installed with lead free fixture,information provided to staff.

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School Identifier	Testing information					Result		Public Communication Plan
Ministry Asset Number	Test Date (dd-mm-yyy)	Time of test (24hr clock)	Sample Type	Fixture Type	Fixture Location Description	Lead Result (mg/L)	Exceeds Maximum Acceptable Concentration	
6161060	27/01/2025	09:10:00	First Draw	BS	hallway 2030	0.0011	No	lead filter installed with lead free fixture,information provided to staff.
6161060	27/01/2025	09:10:00	Flushed	BS	hallway 2030	0.0011	No	lead filter installed with lead free fixture,information provided to staff.
6161056	22/01/2025	07:00:00	First Draw	BS	hallway 1037	0.0018	No	lead filter installed with lead free fixture,information provided to staff.
6161056	22/01/2025	07:00:00	Flushed	BS	hallway 1037	0.0014	No	lead filter installed with lead free fixture,information provided to staff.
6161056	22/01/2025	07:05:00	First Draw	BS	hallway 1039	0.0009	No	lead filter installed with lead free fixture,information provided to staff.
6161056	22/01/2025	07:05:00	Flushed	BS	hallway 1039	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161056	22/01/2025	07:10:00	First Draw	BS	hallway 1061	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161056	22/01/2025	07:10:00	Flushed	BS	hallway 1061	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	13:30:00	First Draw	CF	daycare flt# 6	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	13:30:00	Flushed	CF	daycare flt# 6	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	13:35:00	First Draw	CF	daycare flt# 7	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	13:35:00	Flushed	CF	daycare flt# 7	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	13:40:00	First Draw	CF	daycare flt# 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	13:40:00	Flushed	CF	daycare flt# 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	13:45:00	First Draw	BS	hallway154	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	13:45:00	Flushed	BS	hallway154	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	13:50:00	First Draw	BS	hallway138	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	13:50:00	Flushed	BS	hallway138	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	13:55:00	First Draw	BS	hallway139	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	13:55:00	Flushed	BS	hallway139	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	14:00:00	First Draw	KC	multipurpose room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161066	14/02/25	14:00:00	Flushed	KC	multipurpose room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161058	21/01/2025	09:00:00	First Draw	CF	foodsroom flt# 7	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161058	21/01/2025	09:00:00	Flushed	CF	foodsroom flt# 7	0.0011	No	lead filter installed with lead free fixture,information provided to staff.
6161058	21/01/2025	09:05:00	First Draw	CF	foodsroom flt# 8	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161058	21/01/2025	09:05:00	Flushed	CF	foodsroom flt# 8	0.001	No	lead filter installed with lead free fixture,information provided to staff.
6161058	21/01/2025	09:10:00	First Draw	CF	foodsroom flt# 9	0.001	No	lead filter installed with lead free fixture,information provided to staff.
6161058	21/01/2025	09:10:00	Flushed	CF	foodsroom flt# 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161058	21/01/2025	09:15:00	First Draw	CF	foodsroom flt# 10	0.0041	No	lead filter installed with lead free fixture,information provided to staff.
6161058	21/01/2025	09:15:00	Flushed	CF	foodsroom flt# 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161058	21/01/2025	09:20:00	First Draw	CF	foodsroom flt# 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161058	21/01/2025	09:20:00	Flushed	CF	foodsroom flt# 11	0.001	No	lead filter installed with lead free fixture,information provided to staff.
6161007	18/02/2025	09:20:00	First Draw	CF	room# 104	0.0033	No	lead filter installed with lead free fixture,information provided to staff.
6161007	18/02/2025	09:20:00	Flushed	CF	room# 104	0.0027	No	lead filter installed with lead free fixture,information provided to staff.
6161007	18/02/2025	09:30:00	First Draw	CF	room# 203	0.0034	No	lead filter installed with lead free fixture,information provided to staff.
6161007	18/02/2025	09:30:00	Flushed	CF	room# 203	0.0045	No	lead filter installed with lead free fixture,information provided to staff.
6161007	18/02/2025	09:40:00	First Draw	CF	room# 107	0.0011	No	lead filter installed with lead free fixture,information provided to staff.
6161007	18/02/2025	09:40:00	Flushed	CF	room# 107	0.0037	No	lead filter installed with lead free fixture,information provided to staff.
6161007	18/02/2025	09:50:00	First Draw	CF	room# 113	0.0026	No	lead filter installed with lead free fixture,information provided to staff.
6161007	18/02/2025	09:50:00	Flushed	CF	room# 113	0.0028	No	lead filter installed with lead free fixture,information provided to staff.
6161007	18/02/2025	10:00:00	First Draw	CF	room# 115	0.0038	No	lead filter installed with lead free fixture,information provided to staff.
6161007	18/02/2025	10:00:00	Flushed	CF	room# 115	0.0038	No	lead filter installed with lead free fixture,information provided to staff.
6161007	18/02/2025	10:05:00	First Draw	CF	room# 118	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161007	18/02/2025	10:05:00	Flushed	CF	room# 118	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161000	11/02/2025	07:00:00	First Draw	KC	foodsroom flt# 5	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161000	11/02/2025	07:00:00	Flushed	KC	foodsroom flt# 5	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161000	11/02/2025	07:05:00	First Draw	KC	foodsroom flt# 6	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161000	11/02/2025	07:05:00	Flushed	KC	foodsroom flt# 6	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161000	11/02/2025	07:10:00	First Draw	KC	foodsroom flt# 7	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161000	11/02/2025	07:10:00	Flushed	KC	foodsroom flt# 7	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161000	22/02/2025	12:30:00	First Draw	KC	kitchen 1001	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161000	22/02/2025	12:30:00	Flushed	KC	kitchen 1001	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6199033	19/02/2025	08:30:00	First Draw	KC	foodsroom flt# 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6199033	19/02/2025	08:30:00	Flushed	KC	foodsroom flt# 11	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6199033	19/02/2025	08:35:00	First Draw	KC	foodsroom flt# 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6199033	19/02/2025	08:35:00	Flushed	KC	foodsroom flt# 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.

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6199033	19/02/2025	08:40:00	First Draw	KC	foodsroom ft# 13	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6199033	19/02/2025	08:40:00	Flushed	KC	foodsroom ft# 13	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6199033	19/02/2025	08:45:00	First Draw	KC	foodsroom ft# 14	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6199033	19/02/2025	08:45:00	Flushed	KC	foodsroom ft# 14	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6199033	19/02/2025	08:50:00	First Draw	KC	foodsroom ft# 15	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6199033	19/02/2025	08:50:00	Flushed	KC	foodsroom ft# 15	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6199033	19/02/2025	08:55:00	First Draw	KC	foodsroom ft# 16	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6199033	19/02/2025	08:55:00	Flushed	KC	foodsroom ft# 16	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6199033	19/02/2025	09:00:00	First Draw	KC	foodsroom ft# 17	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6199033	19/02/2025	09:00:00	Flushed	KC	foodsroom ft# 17	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161002	18/02/2025	08:20:00	First Draw	BS	hallway 1007	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161002	18/02/2025	08:20:00	Flushed	BS	hallway 1007	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161002	18/02/2025	08:30:00	First Draw	KC	staff room	0.001	No	lead filter installed with lead free fixture,information provided to staff.
6161002	18/02/2025	08:30:00	Flushed	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161002	18/02/2025	08:40:00	First Draw	KC	pac kitchen	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161002	18/02/2025	08:40:00	Flushed	KC	pac kitchen	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161002	18/02/2025	08:50:00	First Draw	CF	room 208	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161002	18/02/2025	08:50:00	Flushed	CF	room 208	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:00:00	First Draw	CF	room 1022	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:00:00	Flushed	CF	room 1022	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:05:00	First Draw	KC	foodsroom ft# 4	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:05:00	Flushed	KC	foodsroom ft# 4	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:10:00	First Draw	KC	foodsroom ft# 5	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:10:00	Flushed	KC	foodsroom ft# 5	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:15:00	First Draw	KC	foodsroom ft# 6	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:15:00	Flushed	KC	foodsroom ft# 6	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:20:00	First Draw	KC	foodsroom ft# 7	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:20:00	Flushed	KC	foodsroom ft# 7	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:30:00	First Draw	KC	foodsroom ft# 8	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:30:00	Flushed	KC	foodsroom ft# 8	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:35:00	First Draw	KC	foodsroom ft# 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:35:00	Flushed	KC	foodsroom ft# 9	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:40:00	First Draw	KC	foodsroom ft# 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:40:00	Flushed	KC	foodsroom ft# 10	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:45:00	First Draw	KC	foodsroom ft# 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:45:00	Flushed	KC	foodsroom ft# 12	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:50:00	First Draw	KC	foodsroom ft# 15	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:50:00	Flushed	KC	foodsroom ft# 15	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:55:00	First Draw	KC	foodsroom ft# 16	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	14/02/2025	11:55:00	Flushed	KC	foodsroom ft# 16	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	22/02/2025	13:08:00	First Draw	KC	room 0040	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	22/02/2025	13:08:00	Flushed	KC	room 0040	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	22/02/2025	13:14:00	First Draw	KC	room 0036	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161063	22/02/2025	13:14:00	Flushed	KC	room 0036	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161032	19/02/2025	14:10:00	First Draw	KC	red barn daycare	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161032	19/02/2025	14:10:00	Flushed	KC	red barn daycare	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161032	19/02/2025	12:50:00	First Draw	BS	outside room 105	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161032	19/02/2025	12:50:00	Flushed	BS	outside room 105	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161032	19/02/2025	13:00:00	First Draw	BS	outside room 126	0.0012	No	lead filter installed with lead free fixture,information provided to staff.
6161032	19/02/2025	13:00:00	Flushed	BS	outside room 126	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161032	19/02/2025	13:10:00	First Draw	BS	outside gym	0.0021	No	lead filter installed with lead free fixture,information provided to staff.
6161032	19/02/2025	13:10:00	Flushed	BS	outside gym	0.0015	No	lead filter installed with lead free fixture,information provided to staff.
6161032	19/02/2025	13:20:00	First Draw	KC	room 150	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161032	19/02/2025	13:20:00	Flushed	KC	room 150	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161008	24/01/2025	09:00:00	First Draw	BS	outside room 102	0.0013	No	lead filter installed with lead free fixture,information provided to staff.
6161008	24/01/2025	09:00:00	Flushed	BS	outside room 102	0.0006	No	lead filter installed with lead free fixture,information provided to staff.

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6161008		24/01/2025	09:05:00	First Draw	BS	outside room 1003	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161008		24/01/2025	09:05:00	Flushed	BS	outside room 1003	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161008		24/01/2025	09:10:00	First Draw	BS	outside room 2003	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161008		24/01/2025	09:10:00	Flushed	BS	outside room 2003	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161008		24/01/2025	09:15:00	First Draw	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161008		24/01/2025	09:15:00	Flushed	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161020		29/01/2025	07:00:00	First Draw	KC	OSC 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161020		29/01/2025	07:00:00	Flushed	KC	OSC 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161020		29/01/2025	07:05:00	First Draw	KC	OSC 2	0.0011	No	lead filter installed with lead free fixture,information provided to staff.
6161020		29/01/2025	07:05:00	Flushed	KC	OSC 2	0.0007	No	lead filter installed with lead free fixture,information provided to staff.
6161020		29/01/2025	07:10:00	First Draw	BS	hallway 1021	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161020		29/01/2025	07:10:00	Flushed	BS	hallway 1021	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161020		29/01/2025	07:15:00	First Draw	BS	hallway 1057	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161020		29/01/2025	07:15:00	Flushed	BS	hallway 1057	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161065		18/02/2025	07:50:00	First Draw	KC	med room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161065		18/02/2025	07:50:00	Flushed	KC	med room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161065		18/02/2025	07:55:00	First Draw	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161065		18/02/2025	07:55:00	Flushed	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161006		14/02/2025	07:35:00	First Draw	CF	room# 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161006		14/02/2025	07:35:00	Flushed	CF	room# 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161006		14/02/2025	07:40:00	First Draw	CF	room# 3	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161006		14/02/2025	07:40:00	Flushed	CF	room# 3	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161006		14/02/2025	07:45:00	First Draw	BS	outside room# 3	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161006		14/02/2025	07:45:00	Flushed	BS	outside room# 3	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161006		14/02/2025	07:50:00	First Draw	CF	room 4	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161006		14/02/2025	07:50:00	Flushed	CF	room 4	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:20:00	First Draw	KC	foodsroom ft# 13	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:20:00	Flushed	KC	foodsroom ft# 13	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:25:00	First Draw	KC	foodsroom ft# 14	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:25:00	Flushed	KC	foodsroom ft# 14	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:30:00	First Draw	KC	foodsroom ft# 15	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:30:00	Flushed	KC	foodsroom ft# 15	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:35:00	First Draw	KC	foodsroom ft# 16	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:35:00	Flushed	KC	foodsroom ft# 16	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:40:00	First Draw	KC	foodsroom ft# 17	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:40:00	Flushed	KC	foodsroom ft# 17	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:50:00	First Draw	KC	foodsroom ft# 18	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:50:00	Flushed	KC	foodsroom ft# 18	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:55:00	First Draw	KC	foodsroom ft# 19	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		02/11/2025	13:55:00	Flushed	KC	foodsroom ft# 19	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		24/02/2025	08:15:00	First Draw	BS	hallway 1057	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		24/02/2025	08:15:00	Flushed	BS	hallway 1057	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		24/02/2025	08:20:00	First Draw	BS	hallway 1052	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161018		24/02/2025	08:20:00	Flushed	BS	hallway 1052	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161004		29/01/2025	11:25:00	First Draw	KC	OSC 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161004		29/01/2025	11:25:00	Flushed	KC	OSC 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161004		29/01/2025	11:30:00	First Draw	KC	OSC 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161004		29/01/2025	11:30:00	Flushed	KC	OSC 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161004		29/01/2025	11:35:00	First Draw	KC	med room	0.0008	No	lead filter installed with lead free fixture,information provided to staff.
6161004		29/01/2025	11:35:00	Flushed	KC	med room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161004		29/01/2025	11:40:00	First Draw	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161004		29/01/2025	11:40:00	Flushed	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161004		29/01/2025	11:45:00	First Draw	BS	outside room 15	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161004		29/01/2025	11:45:00	Flushed	BS	outside room 15	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161029		29/01/2025	10:20:00	First Draw	KC	OSC ftl # 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161029		29/01/2025	10:20:00	Flushed	KC	OSC ftl # 1	0.0006	No	lead filter installed with lead free fixture,information provided to staff.

**Greater Victoria School District
Annual Water Sampling Report
Submitted to Ministry of Education and Child Care on February 28, 2025**

School Identifier	Testing information					Result		Public Communication Plan
Ministry Asset Number	Test Date (dd-mm-yyy)	Time of test (24hr clock)	Sample Type	Fixture Type	Fixture Location Description	Lead Result (mg/L)	Exceeds Maximum Acceptable Concentration	
6161029	29/01/2025	10:30:00	First Draw	KC	OSC ftl # 2	0.0017	No	lead filter installed with lead free fixture,information provided to staff.
6161029	29/01/2025	10:30:00	Flushed	KC	OSC ftl # 2	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161029	29/01/2025	10:35:00	First Draw	KC	OSC ftl # 8	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161029	29/01/2025	10:35:00	Flushed	KC	OSC ftl # 8	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161029	29/01/2025	10:50:00	First Draw	BS	hallway 1019	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161029	29/01/2025	10:50:00	Flushed	BS	hallway 1019	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161029	29/01/2025	10:55:00	First Draw	CF	room 22	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161029	29/01/2025	10:55:00	Flushed	CF	room 22	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161044	24/01/2025	08:10:00	First Draw	BS	hallway 1030	0.0011	No	lead filter installed with lead free fixture,information provided to staff.
6161044	24/01/2025	08:10:00	Flushed	BS	hallway 1030	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161044	24/01/2025	08:15:00	First Draw	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.
6161044	24/01/2025	08:15:00	Flushed	KC	staff room	0.0006	No	lead filter installed with lead free fixture,information provided to staff.

SECTION 72 REPORT

Present:

Official Trustee Sherri Bell

Administration:

Deb Whitten, Superintendent of Schools, Katrina Stride, Secretary-Treasurer, Tom Aerts, Associate Superintendent, Sean Powell, Acting Associate Superintendent, Mike Knudson, Director of Human Resource Services, Julie Lutner, Associate Secretary-Treasurer, Marni Vistisen-Harwood, Director of Facilities Services

The Board of Education discussed the following matters:

- Personnel
- Administration
- Facilities
- Property

General decisions made by the Board:

- Personnel
- Administration