



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

Special Board Meeting

AGENDA

Monday, July 20, 2026, 7:30 p.m.

Via Zoom

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 July 20, 2026 Special Board Meeting agenda be approved.

B. TRUSTEE REPORTS

B.1. Chair's Report (Verbal)

C. DISTRICT LEADERSHIP TEAM REPORTS

C.1. Superintendent's Report

- a. Willows – Child Care and Parking Lot Upgrade Project FAQ
- b. Board Policy Update

C.2. Secretary-Treasurer's Report

a. Poll Vote Results

- i. Amendment to June 15, 2026 Budget Motion
- ii. Caledonia Truck Turnaround SRW Bylaw - Third Reading

b. 2026 Trustee Election

- i. Trustee Election Information Request
- ii. Bylaw 9005 – Trustee Elections

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of Bylaw 9005 Trustee Elections at the Special Board meeting on July 20, 2026.

Must be Carried Unanimously

Recommended Motion:

That Bylaw 9005 Trustee Elections be:

Read a first time this 20th day of July, 2026;

Read a second time this 20th day of July, 2026;

Read a third time, passed and adopted this 20th day of July, 2026.

c. Vic High – Caledonia Truck Turnaround SRW Bylaw

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01 at the Special Board meeting on July 20, 2026.

Must be Carried Unanimously

Recommended Motion:

That the Board of Education of School District No. 61 (Greater Victoria) (the “Board”) read “The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01” in accordance with Sections 68(3) of the *School Act* (British Columbia).

“The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Right-of-Way Bylaw 26-01” (the “Bylaw”) approves a statutory right-of-way and Section 219 covenant in favour of the City of Victoria (the “City”) to permit the City and members of the general public to use a portion of the lands located at 1211 Gladstone Avenue, Victoria, British Columbia (the “Property”) as shown outlined in bold on Plan EPP148835 for the purposes of a

turnaround area for trucks and oversized vehicles attending upon the Property. This statutory right-of-way and Section 219 covenant will replace an existing statutory right-of-way and Section 219 covenant registered against title to the Property in the Land Title Office under registration numbers CA9436385 and CA9436386, respectively, in favour of the City for the same purpose, with the only difference being that the new right-of-way area is a reduced portion of the existing right-of-way area shown in plan EPP103338.

The Bylaw authorizes the Secretary-Treasurer to execute the statutory right-of-way and covenant on behalf of the Board.

That “The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01” be:

Read a first time this 20th day of July, 2026;

Read a second time this 20th day of July, 2026;

Read a third time, passed and adopted this 20th day of July, 2026.

And that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

- D. QUESTION PERIOD (15 minutes total)**
- E. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**
- F. NEW BUSINESS/NOTICE OF MOTION**
- G. ADJOURNMENT**

Recommended Motion:

That the meeting be adjourned.

Frequently Asked Questions

Willows Elementary School – Child Care and Parking Lot Upgrade Project

1. What upgrades are taking place at Willows Elementary School?

The Greater Victoria School District was successful in securing funding in early 2024 to create additional child care spaces at Willows Elementary, expanding before and after school care capacity to better serve the community. Following funding approval, the Facilities Department began working with an architect to develop the renovation plans.

As part of the building permit application for the project, a review was undertaken to confirm compliance with the District of Oak Bay Parking Facilities Bylaw No. 3540. The review determined that five additional on-site parking stalls are required, which would increase the total number of parking spaces from the existing 28 to 33.

The parking lot redesign will also include an upgrade to the existing accessible parking stall to meet current building code requirements, reconfiguring the parking layout to accommodate 33 stalls sized to meet bylaw requirements, and levelling the existing parking area by installing a new retaining wall, improving safety, accessibility and overall site usability.

2. Where will the additional on-site parking be located?

After carefully considering multiple parking lot configurations (more information on the following pages), it was determined that the optimal location for the additional parking stalls is between the school building and Musgrave field.

This location was selected because it preserves valuable play space, minimizes disruption to traffic flow, retains the existing parking lot entrance and exit, and provides the safest design for students, staff, and the broader community.

3. When did public engagement take place and how did feedback inform the project?

In late May 2024, project information was shared with the school community via email and flyers, followed by an in-person information session on June 5, 2024. During this opportunity for public feedback, the proposed project was discussed including the proposed parking changes along with an anticipated timeline. Feedback informed the ongoing design process as the school district continued to work closely with the project architect to refine the plans before submitting the building permit application to the District of Oak Bay.

Signs were installed at the school on June 11, 2026 to remind and inform the community about the project, a design that required the removal of four Red Oak trees. A tree removal permit was granted to remove and replace these trees in accordance with the District of Oak Bay Tree Protection Bylaw No. 4742. Following feedback from the community, representatives from the Greater Victoria School District, the District of Oak Bay, the project engineers, arborist, and architect met on site to review the proposed parking lot design and project requirements.

As a result of these discussions, it was determined that two of the four Red Oak trees could be retained through a combination of the use of geogrid reinforcement, careful grading around root systems, and by providing reduced width 'Small Car' parking stalls.

Two trees will need to be removed to maintain the required fire lane and ensure compliance with applicable bylaw, safety, and access requirements. The revised parking lot design will still accommodate the 33 parking stalls required by the District of Oak Bay Parking Facilities Bylaw No. 3450. A rendering of the updated parking lot layout is provided below.



4. Which trees will be affected and will they be replaced?

The Greater Victoria School District will be removing the two middle Red Oak trees (see photo on next page) and will replace these in accordance with District of Oak Bay Tree Protection Bylaw No. 4742 upon completion of the parking lot improvements, ensuring the long-term preservation of the site's landscape and tree canopy.

The replacement trees will meet the minimum requirements of the bylaw, with each tree being a minimum of two meters in height or four centimeters in diameter. The trees will be maintained by the

school district, with opportunities for the school community to participate in their care as part of student learning.

Wood from the two removed trees will be repurposed for a variety of projects across the district, further supporting the district's commitment to responsible resource stewardship and sustainability.



5. What other locations were considered for additional on-site parking?

Alternative locations for the required parking expansion were evaluated as identified on the site plan below. These options included:

- a. Parking on the north side of the building adjacent to the basketball court
- b. Parking on the play field off Musgrave Street
- c. Parking at the front of the school near the intersection of Dalhousie and Musgrave
- d. Parking adjacent to Cadboro Bay Road

Each option above was determined to be unsuitable for one or more of the following reasons:

- Reduction of valuable play space and outdoor recreation areas for students and the broader community.
- Potential safety concerns associated with increased vehicle movements in areas used by students entering and exiting the school.
- Limited vehicle maneuverability and operational challenges within proposed layouts.
- The need to construct additional drive aisles and vehicle circulation routes, resulting in a larger asphalt footprint and the loss of green space.
- Feedback received through community consultation emphasized the importance of preserving the school's playing fields for both school and community use.

- The potential need to relocate underground utilities and, in some cases, the existing bus stop, resulting in increased project complexity and cost.



6. What will happen if the District does not begin project site preparation in summer 2026?

The school district has a contract in place with a general contractor to complete the required parking lot improvements. Any delay to the project would result in additional costs and could significantly impact the construction schedule. As a result the construction would either significantly disrupt school operations during the 2026-2027 school year or need to be deferred until summer 2027. In addition, the school district will be unable to obtain occupancy approval for the renovated child care locations until the required parking improvements have been completed in accordance with applicable requirements.

Thank you to the school community and beyond for your feedback and support as we look forward to the benefits that this project will bring to Willows Elementary.

Office of the Superintendent

Deb Whitten – Superintendent

To: The Board of Education
From: Deb Whitten, Superintendent of Schools
Date: July 20, 2026
RE: **Suspension of Implementation of All Policy Revisions and Abandonments Enacted since January 2025**

Board Approved Motion:

That the Board of Education of School District No. 61 (Greater Victoria) immediately suspend the implementation of all policy revisions and abandonments enacted since January 2025, pending further review; and further direct the Superintendent to provide all documentation regarding these policy changes, including new policies, revisions, and administrative procedures, to the Board and the members of the Partners Table by July 1, 2026 for detailed examination and recommendations to the Board. - [Link](#)

Background:

In June 2025, the British Columbia School Trustees Association (BCSTA) and the Ministry of Education and Child Care identified the need for boards of education to review and modernize their policy manuals. As a result, the Board Policy Review Advisory Committee was established to develop guiding documentation to support boards of education. The Advisory Committee members, who include representatives of education partner groups, were appointed in June 2025. The documentation developed by the committee aims to assist boards in establishing their governance direction and strategic vision by formulating a comprehensive set of foundational policies.

The committee:

- identified exemplar policies for reference,
- developed materials to support boards in policy work,
- provided clarity between policy and administrative procedures, and
- suggested workflow over three phases.

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The Official Trustee was a member of the Board Policy Review Advisory Committee.

From September 2025 to April 2026, the Official Trustee worked with the Secretary-Treasurer and the Superintendent to discuss and begin to implement the three-phase plan as outlined in the [Policy Review for Boards of Education](#). On page 2, the guiding document confirms that the goal is for "boards of education to review and modernize board policies listed in Phase 1 [see below] of the documents by October 2026 and then continue updating policy manuals through the 2026-2030 term."

Phase 1: Review of the District's Policy Manual

- Evaluate the structure used for policy manuals
- Update and/or develop the core 13 foundational policies
- Archive/delete any outdated policies
- Identify policies that are operational and delegate to the superintendent to develop/update administrative procedures

Phase 2: Update and Develop the Remaining Policies

Phase 3: Develop a Workplan for ongoing review and update of policies

Progress to date:

The Official Trustee, Superintendent and Secretary Treasurer met 17 times from July 2025 – April 2026 to review Board Policy. The purpose of the meetings with the Official Trustee, Secretary-Treasurer and Superintendent was to complete Phase 1: Review of the District's Policy Manual by October 2026 in preparation for the new Board who would be elected during the October 17, 2026, general local election. The goal was to help set up the new Board of Education for success by establishing a modernized governance "by ensuring values-driven leadership that strengthens strategic oversight, supports sound decision making, and creates conditions for student success."

This work included:

- Evaluating the structure used for policy manuals
- Abandoning any outdated policies
- Updating and/or developing the core 13 foundational policies
- Identifying policies that are operational and delegate to the superintendent to develop/update administrative procedures

The work of evaluating the structure used for policy manuals was done during meetings with the Official Trustee, Superintendent and Secretary-Treasurer.

Initial discussions regarding updating and/or developing the core 13 foundational policies were discussed in Partners of SD 61 meetings and through Public Board meetings. However, no decisions were made and there were no motions attached to this work.

The process for abandoning any outdated policies began through discussions with the Official Trustee, Superintendent and Secretary-Treasurer, by first identifying policies that the Official

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Trustee felt could be brought to the attention of the Partners of SD 61 and/or through the Public Board meetings. The Official Trustee requested that staff should:

- a) determine which Board Policies should be brought to a Public Board meeting to facilitate discussion given the language in the policy is captured in a more current Ministerial/WorkSafe/Collective Agreements or related document.
- b) determine which Board Policies should be brought to a Public Board meeting to facilitate discussion given the policy no longer reflects current educational practices occurring in the district and may not be needed as a policy or administrative regulation/procedure.
- c) identify which Board Policies are operational and should be brought to a Public Board meeting to facilitate discussion and should be developed/updated in an Administrative Procedure.
- d) determine which Board Policies should be brought to a Public Board meeting to facilitate discussion given the policy was not a governance policy as defined in the BCSTA Policy Framework handbook.

Summary of Work:

The Official Trustee requested that the following Board Policies be brought to a Public Board meeting given the language in the policy is captured in a more current Ministerial / WorkSafe/Collective Agreements or related document and therefore not required as a policy:

- **POLICY 1311.1 Polling at Schools**

Policy 1311.1, Polling at Schools was approved in 1987 and last reviewed in 2016. The policy is not necessary as this is a requirement of all school districts.

- School Act [Part 4, Division 3, Section 35] - [Link](#)
 - *(1) Elections of all trustees, to be known collectively as a general school election, must be held in the year 2014 and in every 4th year after that.*
 - *(2) General voting day for the general school election must be on the 3rd Saturday of October in the year of the election.*
- Canada Elections Act [Part 8, 122 (1)] - [Link](#)
 - *Whenever possible, a returning officer shall establish a polling station in a school or other suitable public building.*

- **POLICY 1324.3 School Facilities – Games of Chance**

Policy 1324.3 was approved in 1960 and last revised in 1974 and is not in alignment with current regulatory legislation or current practice.

- Gaming Control Act - [Link](#)

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- **POLICY 3313.0 School Meal Program**

Policy 3313.0, School Meal Program, approved in 1994 is an out-of-date document and is no longer relevant and as such should be deleted as a Board Policy.

- Feeding Futures funding - [Link](#)
 - *In 2023, the B.C. Government committed \$214 million over three years for Feeding Futures, the largest investment in school food programs in the province's history.*
 - *The Ministry of Education and Child Care distributes Feeding Futures funding to all school districts in B.C. The Ministry works with school districts to provide spending criteria and offer guidance on how to run programs.*

- **POLICY 4152.51 Medical Services Association and Group Life Extension**

Policy 4152.51 Medical Services Association and Group Life Extension should no longer be referenced in Board Policies as this is a collective agreement item.

- CUPE 382 Collective Agreement [Article 26 – Fringe Benefits] - [Link](#)
- CUPE 947 Collective Agreement [Article 26 – Fringe Benefits] - [Link](#)
- Addressed within Individual Employment Agreements for employees without a Collective Agreement

- **POLICY 4213 Universal Precautions Procedures**

Policy 4213, Universal Precautions Procedures was approved in 1997. This policy should no longer be a policy as it is captured within the procedures, resources, and recommendations set by the Ministry of Education and Child Care as well as local partners and leaders in Health and Safety, including those of WorkSafeBC and Island Health.

- Ministry of Education and Child Care [Communicable disease guidelines] - [Link](#)
- WorkSafeBC [Infectious diseases] - [Link](#)
- Island Health [Communicable Disease Prevention & Control Services] - [Link](#)

- **POLICY 4301 Non-Professional Personnel – Performance Appraisal**

Policy 4301, Non-Professional Personnel which was approved in 1971. The policy contains language that is included in *individuals'* employment *agreements*/contracts and should not be a policy.

- Individual Employment Agreements

- **POLICY 4115.4 Position (Job) Sharing**

Policy 4115.4, Position (Job) Sharing was approved in 1983. The policy is not necessary as relevant and updated information is included in respective Collective Agreement.

- CUPE 382 Collective Agreement - [Link](#)
- CUPE 947 Collective Agreement - [Link](#)

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- **POLICY 6141.1 Board Authority Authorized Courses**

Policy 6141.1, Board Authority Authorized Courses was adopted in 1976 and last revised in 2012. The language in this policy no longer reflects Ministerial Order 285/04, Board Authorized Course Order and should become an Administrative Procedure which will include language regarding the Indigenous-focused graduation requirement, and the procedures set out in the Handbook of Procedures and the BC Graduation Program Policy Guide.

- Ministerial Order 285/2004 [Board Authorized Course Order] - [Link](#)
- The Order is made under the School Act [Part 9, Division 1, Sections 168 (2) (b) and (t)] - [Link](#)

- **POLICY 5135.0 Student Transition**

Policy 5135.0, Student Transition, approved in 2002 was created prior to the revised Student Registration and Transfer guidelines and is no longer relevant. The document, *The Transition Journey*, which is referenced in the policy, is no longer available or utilized.

- Ministry documents no longer exist

- **POLICY 5142 Blood-Borne Diseases**

Policy 5142, Blood-Borne Diseases, is no longer relevant and the information has shifted since it was approved in 1997.

- Ministry of Education and Child Care [Communicable disease guidelines] - [Link](#)
- WorkSafeBC [Infectious diseases] - [Link](#)
- Island Health [Communicable Disease Prevention & Control Services] - [Link](#)

- **POLICY 6135.2 Career and Personal Planning 8-12 Sensitive Curriculum Issues**

Policy 6135.2, Career and Personal Planning 8-12 Sensitive Curriculum Issues, beginning in 2018, the grade 10 redesigned curriculum was implemented, and the courses associated with Career and Personal Planning were replaced by Career-Life Education and Career-Life Connections, as a result this policy is not applicable.

- Course no longer exists

- **POLICY 6142.02 Fine Arts Program**

Policy 6142.02 which was approved in 1982 references curricular instruction or co-curricular experiences that are now contained within the Ministry of Education and Child Care Arts Education Curriculum and should no longer be included in a Board policy.

- Ministry of Education and Child Care Arts Education Curriculum - [Link](#)

- **POLICY 6142.03 Co-Curricular and Extra-Curricular Fine Arts**

Policy 6142.03, approved in 1983, references the presentation of students' work and endorses the principle of structured co-curricular and extra-curricular programs in fine arts. Given co-curricular instruction aligns with the Ministry of Education and Child Care

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Arts Education Curriculum and extra-curricular activities are provided on a voluntary basis the policy is no longer applicable or relevant.

- Ministry of Education and Child Care Arts Education Curriculum - [Link](#)

- **POLICY 6142.04 First Nations Education**

Policy 6142.04, First Nations Education, approved in 1984 and last revised in 1999, was written prior to the Indigenous Education Council Order and should not be a Board Policy written without the guidance and input from the IEC that guides the Greater Victoria School District as per Bill 40.

- Indigenous Education Council Order [Ministerial Order 217/24] - [Link](#)
 - *(1) In establishing an Indigenous education council, (a) a board must invite each local first nation to designate two persons as members of the Indigenous education council, (b) a board must invite each non-local first nation, if an eligible first nation person of the non-local first nation is enrolled in an educational program provided by the board, to designate one person as a member of the Indigenous education council, (c) a board must appoint those persons designated under (a) and (b) and (d) after seeking advice from each local first nation, and subject to the considerations set out in subsections (2) and (3), a board may appoint additional persons who bring perspectives relevant to the Indigenous student population served by the board, recognizing this population may include first nation, Métis and Inuit students.*
- Indigenous Education Council (IEC) Policy - [Link](#)
 - *Each board of education is required to establish and maintain an Indigenous education council (IEC) to support the board to provide comprehensive and equitable education and support services for Indigenous (First Nations, Metis, and Inuit) students and improve Indigenous student outcomes. This includes advising on the appropriate integration of Indigenous worldviews and perspectives, advising on grants in relation to Indigenous students, and ensuring respect for local First Nations in whose territories boards operate school by, for example, giving priority to local cultural content, protocols, and language.*
- Bill 40 [Division 2.01 - Indigenous Education Councils] - [Link](#)
 - *(1) Each board must establish and maintain an Indigenous education council, for the following purposes: (a) advising the board respecting any matter relating to the following: (i) providing comprehensive and equitable educational programs and services to Indigenous students; (ii) improving Indigenous student achievement; (iii) integrating into learning environments Indigenous world views and perspectives, in particular those of the first nations, the treaty first nations or the Nisga'a Nation in whose traditional territory the board operates; (b) advising on grants provided under this Act in relation to Indigenous students; (c) approving plans, spending and reporting related to grants as set out in section*

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87.002; (d) advising the board in relation to the distinct languages, cultures, customs, traditions, practices or history of the first nations, the treaty first nations or the Nisga'a Nation in whose traditional territory the board operates, through advice from the Indigenous education council members representing those first nations, treaty first nations or the Nisga'a Nation. (2) For certainty, an Indigenous education council is not a committee of a board under section 65 (2) (a) of this Act.

- **POLICY 6151 Class Size**

Policy 6151, Class Size, is a matter included in the Collective Agreement and *School Act* and therefore should not be a Board Policy.

- School Act [Part 6, Division 2, Section 76.1] - [Link](#)
 - *(2) A board must ensure that the size of any primary grades class in any school in its school district does not exceed (a)for kindergarten, 22 students, and (b)for grades 1 to 3, 24 students. (2.1) Subject to subsection (2.4), a board must ensure that the class size of any class for any of grades 4 to 12 in any school in its school district does not exceed 30 students unless (a) in the opinions of the superintendent of schools for the school district and the principal of the school, the organization of the class is appropriate for student learning, or (b) the class is in a prescribed category of classes. (2.2) A board must provide additional compensation, as prescribed, to a teacher of a class that, under subsection (2.1) (a), exceeds 30 students. (2.3) Subsection (2.2) does not apply with respect to a teacher in a prescribed category of teachers. (2.4) A board must ensure that the class size of a class in a prescribed category of classes does not exceed the prescribed number of students.*

- **POLICY 6164.1 Health Services (1975)**

Policy 6164.1 Health Services should no longer be referenced in Board Policies as this is a collective agreement item.

- CUPE 382 Collective Agreement [Article 26 – Fringe Benefits] - [Link](#)
- CUPE 947 Collective Agreement [Article 26 – Fringe Benefits] - [Link](#)
- Addressed within Individual Employment Agreements for employees without a Collective Agreement

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The following Board Policies were deemed by the Official Trustee to no longer reflect current educational or operational practices occurring in the district and are not needed as a Board policy:

- **POLICY 1162 Educational Heritage (1979)**

Policy 1162 Educational Heritage was approved in 1979 and is not a governance consideration. The district continues to value the preservation of historical significance; however, a policy directing staff to provide an annual budget for this work is no longer practical or relevant. Heritage Conservation is included under the Local Government Act.

- Local Government Act [Part 15 Heritage Conservation] - [Link](#)

- **POLICY 4199 Staff Reports**

Policy 4199 Staff Reports, which was approved in 1976, references staff reports that should be provided to the Board of School Trustees in October and May with three-year objectives in staffing reviewed in each reporting period. **We no longer report three-year objectives in this manner, rather we report enrollment projections annually, staffing as it relates to our enrollment and staffing numbers throughout the budget process.**

- **POLICY 6120 Learner-Focused Education**

Policy 6120, Learner-Focused Education, **was adopted in 1995 and**, given the flexibility of the curriculum and **the development of specialized programs and Individual Education Plans for some students since that time**, this policy related to a learner-focused approach is no longer relevant.

- **POLICY 6155 Variety of Schools**

Policy 6155, Variety of Schools, approved in 1972, is an out-of-date policy and **no longer aligns with our district enrollment priorities.**

- **POLICY 6161.2 Canadian Content**

Policy 6161.2, Canadian Content, was adopted in 1979 and references the use of textbooks and prescribed resources. **This policy is outdated and no longer relevant.**

- **POLICY 6162.8 District Assessment of Programs and Students**

Policy 6162.8, District Assessment of Programs and Students, was adopted in 1983 and **references language that is no longer relevant or up to date.**

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- **POLICY 6164.3 Consumption of Nutritious Foods**

Policy 6164.3 Consumption of Nutritious Foods was initially adopted in 1984 and revised last in 2007. The Guidelines for Food and Beverage Sales in BC Schools are no longer available. Resources, **such as those from Federal and local entities**, are available to create, maintain and support school food environments and as a result the policy is no longer relevant.

- Government of Canada [Canada's Food Guide] - [Link](#)
- Island Health [Healthy Eating & Nutrition] - [Link](#)

- **POLICY 6165.3 Construction Programs for Students**

Policy 6165.3, Construction Programs for Students, reflects language that is no longer relevant. **Students who participate in Applied Design, Skills, and Technologies courses, Dual Credit, Youth In Trades, or Career Pathway programs receive learning opportunities that prepare them for entry into the workplace or further education and training, and therefore a policy outlining a Construction Program is outdated and unnecessary.**

The following District Policies, were requested by the Official Trustee to be brought to a Public Board meeting to facilitate discussion, given in the Official Trustee's opinion the policy required updating and should be captured in a future Administrative Procedure:

- **POLICY 1322.1 Student Participation in Public Contests and Events**

Policy 1322.1, Student Participation in Public Contests and Events was approved in 1972 and last revised in 2016. Policy 1322.1 **does not reflect current practice or current district expectations and can be captured in a revised *Student Contest* administrative procedure.**

- **POLICY 1325.2 Fundraising**

Policy 1325.2 was approved in 1970 and last revised in 1983. Policy 1325.2 does not reflect current practice or current district expectations. **The policy is no longer relevant and will be captured in a revised *Fundraising* administrative procedure.**

- **POLICY 1325.4 Publicity for Non-School Events (1972)**

Policy 1325.4 Publicity for Non-School Events was approved in 1972 and references how schools should deal with the publicity of an event. **In addition to this not being a governance related issue, it is current practice that individual schools do not provide publicity for any privately organized or supported events. The policy is no longer relevant and will be captured in a revised *Media* administrative procedure.**

- **POLICY 1332.4 Community Use of School Facilities**

Policy 1332.4, Community Use of School Facilities which was approved in 1971 references school playing fields and use by the community. **The policy is no longer relevant and will be captured in a revised *Community Use* administrative procedure.**

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- **POLICY 1332.5 Community Use of School Facilities Lacrosse on School Grounds**
Policy 1332.5, Community Use of Schools Facilities, approved in 1972 *references lacrosse and specific information regarding the types of sports to be permitted on school grounds and will be captured in a revised **Community Use** administrative procedure.*
- **POLICY 1422 Recognition of Significant Contributions to the District**
Policy 1422, Recognition of Significant Contributions to the District was adopted in 2018. *The policy is no longer relevant and will be captured in a revised **Recognition of Significant Contributions to the District** administrative procedure.*
- **POLICY 3323 Purchasing Services**
Policy 3323, Purchasing Services was approved in 1964 and last reviewed in 2016. *The policy is no longer relevant and will be captured in a revised **Purchasing Services** administrative procedure.*
- **POLICY 6120.1 Programs of Choice**
Policy 6120.1, Programs of Choice, was approved in 2002. *The language in this policy is dated and should be revised and included as an Administrative Procedure.*
- **POLICY 6142.05 Education of Students or Learners with Gifted Abilities**
Policy 6142.05, Education of Students or Learners with Gifted Abilities, was first adopted in 1987 and revised in 1992. The language in this policy is dated and does not align with the Ministry of Education and Child Care's Inclusive Education Services – A Manual of Policies, Procedures and Guidelines. A new Administrative Procedure should be developed incorporating the following:
 - *Ministry of Education and Child Care's Inclusive Education Services – A Manual of Policies, Procedures and Guidelines [Section E.4 Gifted] - [Link](#)*
- **POLICY 6162.9 Prior Learning Assessment: Challenge and Equivalency**
Policy 6162.9, Prior Learning Assessment: Challenge and Equivalency, is now outlined in Ministerial Order 302/04 and Board procedures must comply with the Ministry's Equivalency and Challenge policies. As such, a Board policy is not required, but an administrative procedure will be developed based on the Graduation Program Order while outlining the district's equivalency review process and the challenge process.
 - *Ministerial Order 302/04 [Graduation Program Order] - [Link](#)*

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- **POLICY 6164.8 Learning Assistance Program**

Policy 6164.8 Learning Assistance Program as education has changed over the years and inclusive assessments, supports and practices are delivered differently using a variety of assessment practices by classroom teachers, learning support teachers and education psychologists as well as the provision of differentiated instruction, universal design for learning and in and out of the classroom supports and services is no longer relevant. **Updated Inclusive Learning information should be included in an administrative procedure.**

The information contained in the following job-related policies are not governance and within the scope of the responsibilities of the Superintendent and as such these policies were abandoned:

- POLICY 2101 Deputy Superintendent of Schools
- POLICY 2110 Secretary-Treasurer
- POLICY 2115 Associate Superintendent of Schools
- POLICY 2120.010 Director of Facilities
- POLICY 2120.015 Associate Secretary-Treasurer
- POLICY 2120.020 Director of Learning Resources and Information Services
- POLICY 2120.025 Director of Human Resource Services
- POLICY 2120.030 District Principal of Learning Initiatives
- POLICY 2120.062 Director of Student Support Services
- POLICY 2123.041 Manager of Purchasing Services
- POLICY 2127.067 First Nations District Counsellors
- POLICY 2212.2 District Principal Special Education Services
- POLICY 4220.3 Purchasing Services Buyer

Finally, the following Board Policies were updated or amalgamated:

- **POLICY 1330.1 Child Care**

The Board's [Child Care Policy](#) provides guidance on how the Board promotes the use of Board property for the provision of child care programs. On October 30, 2025, Bill 19, The School Amendment Act, received Royal Assent. This legislation enabled school districts to provide licensed child care to children of all ages, including infants and toddlers. In addition, the Act allows school districts to provide child care services during non-instructional days, such as professional development days, as well as winter, spring, and summer breaks. Key revisions to the existing Policy included: updating terminology throughout the Policy from "direct and indirect costs" to "reasonable costs" incurred by the Board in making Board property available for child care programming. Clarifying that District administration (District Principal of Early Learning and Child Care) works in collaboration with school-based administration to ensure adherence to the Child Care Handbook (internal-facing document).

- Ministerial Order M326, August 31, 2020 - [Link](#)
- School Act Section 85.1, 85.2, 85.3, 85.4, October 30, 2025 - [Link](#)

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.

- **POLICY 5131.0 Student, Staff, and Volunteer Safety - updated**

Policy 5131.1, Student, Staff, and Volunteer Safety was approved in November 2025. This policy was discussed at the Partners of SD 61 Table meetings where a draft was provided, discussions occurred, feedback was sought, and revisions were made with the final policy brought to the Public Board meeting in November 2025 for Board approval.

- Policy 5131.0 Student, Staff, and Volunteer Safety - [Link](#)

- **POLICY 5130 Technology Education and Student Safety**

Policy 5130, Technology Education and Student Safety was approved in 1994 and the information contained in this policy is now incorporated in the revised and adopted Policy 5131.0, Student, Staff and Volunteer Safety and as such can be deleted as a stand-alone policy.

- Policy 5131.0 Student, Staff, and Volunteer Safety - [Link](#)

- **POLICY 6161.1 Learning Resources for Classroom Use**

Policy 6161.1, Learning Resources for Classroom Use, is no longer required because on January 29, 2024, the Board of Education passed the revised Policy 6163.1 Learning Resources, which encompasses relevant information from Policy 6161.1.

- Policy 6163.1 Learning Resources - [Link](#)

In summary, I have done my best to capture the discussions and initial work completed by the Official Trustee as it relates to Board Policies and the Policy Review for Boards of Education documents.

Please also refer to the following links to collated versions of the complete Regular Board of Education and Partners of SD61 meeting pack-ups pertaining to the Policy work that was completed in 2025-2026:

- [March to June 2025](#) (no policies brought forward in January and February 2025)
- [September to December 2025](#)
- [January to March 2026](#)
- [April to June 2026](#)

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POLICY 1311.1

POLLING AT SCHOOLS

The Board places great importance on the proper conduct of all Elections:
Federal, Provincial, School Board and Municipal.

All requested District facilities will be made available to those conducting a poll
and District staff shall cooperate fully to ensure that polls are run effectively and
with due attention to the needs of the public.

Greater Victoria School District

Adopted: October 26, 1987

Reviewed: June 2016

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POLICY 1324.3

SCHOOL FACILITIES - GAMES OF CHANCE

The organization or holding of games of chance, including lotteries, raffles or bingos, by a particular school, is permissible at the discretion of the principal of that school.

In all cases, conditions must be such that the rules and regulations of the local municipality and the Attorney-General's Department are complied with.

Greater Victoria School District

Adopted: January 18, 1960 (as 1330.2)

Revised: January 21, 1974

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POLICY 3313.0

SCHOOL MEAL PROGRAM

The Greater Victoria School District is committed to supporting the provincial School Meal Program, by providing a well managed school program which directs a maximum level of available funding toward the students for whom it is intended. The District is committed to supporting individual schools in developing programs which best meet the needs and desires of the school community, provided that they are economically feasible, and that they adhere to the standards as laid out in attendant regulations.

Greater Victoria School District

Approved: January 24, 1994

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

POLICY 1330.1

CHILD CARE

Adopted: June 20, 2022
Revised: January, 19, 2026
Frequency
of Review:

1.0 RATIONALE

- 1.1 The purpose of this policy is to provide guidance with respect to how the Board will promote the use of Board property for the provision of child care programs between the hours of 7 a.m. and 6 p.m. on business days by either the Board or third party licensees.
- 1.2 The use of Board property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.

2.0 DEFINITIONS

- 2.1 In this Policy, the terms "Board property," "business day," "child care program," "educational activities," and "licensee," have the meanings given to those terms in the *School Act*.

3.0 POLICY

- 3.1 The Board will, on an ongoing basis, assess community need for child care programs on Board property, through a process of engagement with employee groups, parents and guardians, Indigenous community representatives, Indigenous rights holders, Indigenous service providers, municipal partners and existing child care operators. The process for engagement will be reviewed on an ongoing basis, and conducted in a manner acceptable to the Board.
- 3.2 If child care programs are to be provided on Board property, the Board will consider, on an ongoing basis, whether those programs are best provided by licensees other than the Board, the Board, or a combination of both.

- 3.3 Child care programs, if operated by the Board, will be operated for a fee to a child no greater than the reasonable costs the Board incurs in providing the child care program to the child.
- 3.4 Fees for the use of Board property by licensees other than the Board will not exceed the reasonable costs the Board incurs in making Board property available for the child care program in accordance with the School Act and set by the Secretary-Treasurer from time to time.
- 3.5 If child care programs are operated by a licensee other than the Board, the Board will require the licensee to agree to comply with this Policy.
- 3.6 In selecting licensees other than the Board to operate a child care program, the Board will give special consideration to the candidates' proposals to:
- 3.6.1. provide inclusive child care;
 - 3.6.2. foster Indigenous reconciliation in child care;
 - 3.6.3. maintain a program philosophy and management concept congruent with the values of this Policy and the Board's Strategic Plan
 - 3.6.4. demonstrated successful experience as a licensed childcare operator;
 - 3.6.5. opt into the Provincial Fee Reduction Initiative; and
 - 3.6.6. demonstrate financial stability
 - 3.6.7. utilize the BC Early Learning Framework to guide and support learning experiences in child care settings.
- 3.7 If the Board decides to operate a child care program, the Board will ensure that it is operated in a manner that:
- 3.7.1. fosters Indigenous reconciliation in child care. In particular, the child care program will be operated consistently with the following principles of the *British Columbia Declaration on the Rights of Indigenous Peoples Act*: (i) Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including in the area of education; and (ii) "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
 - 3.7.2. is inclusive and consistent with the principles of non-discrimination set out in the *British Columbia Human Rights Code*.
- 3.8 Any contract with a licensee other than the Board, to provide a child care program on Board property must be in writing and subject to review annually.
The contract must contain:

- 3.8.1. an agreement by the licensee to comply with this policy and all other applicable policies of the Board;
 - 3.8.2. a provision describing how the agreement can be terminated by the Board or the licensee;
 - 3.8.3. an allocation of responsibility to ensure adequate insurance is in place to protect the interests of the Board;
 - 3.8.4. a statement that the agreement can only be amended in writing, signed by the Board and the licensee;
 - 3.8.5. a requirement for the licensee to maintain appropriate standards of performance;
 - 3.8.6. a requirement that the licensee must at all times maintain the required license to operate a child care facility; and
 - 3.8.7. provision for adherence to the Board's Child Care Handbook
- 3.9 Prior to entering into or renewing a contract with a licensee other than the Board to provide a child care program on Board property, the Board will consider:
- 3.9.1. Whether it is preferable for the Board to become a licensee and operate a child care program directly;
 - 3.9.2. the availability of school district staff to provide before and after school care; and
 - 3.9.3. whether, with respect to a licensee seeking renewal or extension of a contract, the licensee has performed its obligations under this Policy and its contract with the Board, with specific regard to performance in respect of providing an inclusive child care program and one that promotes indigenous reconciliation in child care.
- 3.10 When the Board decides to change the use of Board property that is being used for provision of childcare programming, the Board will provide written notification to the Minister of Education.

4.0 RESPONSIBILITIES

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act*
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld, and regulations are enforced.
- 4.3 The District Principal of Early Learning & Child Care and School-based Administration are responsible to ensure adherence to the Child Care Handbook.

5.0 REFERENCES

- 5.1 Ministerial Order M326, August 31, 2020
- 5.2 School Act Section 85.1, 85.2, 85.3, 85.4, October 30, 2025



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POLICY 4152.51

MEDICAL SERVICES ASSOCIATION AND GROUP LIFE EXTENSION

The Board of School Trustees may extend benefits for Medical Services Association and Group Life coverage at the expiry of sick leave for both teachers and non-teachers as determined by the Superintendent or his delegate.

At no time shall these extended benefits be continued longer than six (6) calendar months from the expiry of the sick leave.

For leave without pay or upon expiration of the benefits as outlined above, benefits for Medical Services Association and Group Life may be continued provided the teacher requests his extension in writing and pays both portions of the costs involved.

Greater Victoria School District

Approved: September 17, 1973



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POLICY 4213

UNIVERSAL PRECAUTIONS PROCEDURES

Preamble

Universal Precautions are prudent practices that apply to the prevention of infectious disease transmission. They are based on the premise that all persons are a potential source of infection.

Universal Precautions are designed to prevent the spread of microorganisms among persons. The use of Universal Precautions interrupts the chain of infection. The spread of infection requires three key elements:

1. a source of infecting organisms
2. a susceptible host, and
3. a means of transmission for the organism.

Universal Precautions recommended by the School Medical Officer must be used by all persons in our district.

Policy Statement

The Board supports the concept of Universal Precautions as a method to provide simple and basic precautions against the transmission of disease. To assure a standard of practice within our district, the Board directs all persons to follow the Universal Precautions as outlined in the attendant regulation to this policy.

Greater Victoria School District

Approved: May 26, 1997

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POLICY 4301

NON-PROFESSIONAL PERSONNEL

PERFORMANCE APPRAISAL

Prior to confirmation of permanent employment or the granting of an increment, a performance appraisal report shall be submitted for all non-certificated employees, and permanent employment may be denied or an increment withheld if satisfactory performance or development is not indicated. The appraisal form shall be signed by the Department Head and the employee concerned.

Greater Victoria School District

Approved: June 1971

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POLICY 4115.4

POSITION (JOB) SHARING

The Board encourages the development and application of innovative and flexible staffing procedures that: retain the services of highly qualified and experienced teachers; that minimize the requirement of terminating the appointments of teachers on continuing appointment; and that increase the opportunities for recruiting and appointing to teaching positions, younger and less experienced teachers. To these ends, the Board endorses the practice of position (job) sharing.

In position sharing, teachers with full time continuing appointments take a reduced teaching assignment for a period of one school year with the understanding that their assignment will return to full time upon the expiry of that school year.

Greater Victoria School District

Adopted: March 21, 1983

POLICY 6141.1

BOARD AUTHORITY AUTHORIZED COURSES

The Board of Education of School District No. 61 (Greater Victoria) encourages the development of Board Authority Authorized courses to meet the particular needs of the community and students. In so doing, it requires that all proposed Board Authority Authorized courses be submitted, using the District template in compliance with the *Board/Authority Authorized Courses: Requirements and Procedures*, to the Board, through the Education Policy Development Committee, for approval and be within the parameters of the established or proposed budget.

Greater Victoria School District

Adopted: February 16, 1976

Revised: November 28, 1977

Revised and renamed: April 16, 2012

Reference: Ministry Publication: Board/ Authority Authorized Courses:
Requirements & Procedures



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

POLICY 5135.0

STUDENT TRANSITION

The Board recognizes the importance of a district-wide approach to student transition in order to ensure a sense of belonging for all students.

It is expected that in January of each school year, school administrators and staff will review the district wide transition activities outlined in the document titled *The Transition Journey: A Transition Guide for Schools*, a working document available at all schools and on the district website, with pertinent staff, students and parents.

Greater Victoria School District

Approved: March 25, 2002

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

POLICY 5142

BLOOD-BORNE DISEASES

RATIONALE:

Students infected with blood-borne diseases will be attending schools in increasing number in the years to come. It is important that educators and parents understand that students infected with these diseases do not pose a risk for others when basic hygiene procedures (Universal Precautions) are followed.

POLICY STATEMENT:

The Board of Trustees recognizes their responsibility to ensure the fair and compassionate management of students infected with the Human Immunodeficiency (HIV), with Acquired Immune Deficiency Syndrome (AIDS) or with the Hepatitis B or C virus (HVB/ HVC).

The Board acknowledges its obligations to provide a safe school environment for all students and staff. The Board also recognizes that the student with HIV/ AIDS

or Hepatitis has the right to a full and comprehensive education. A student infected with HIV/ AIDS or Hepatitis requires support from an informed school and health community which has access to accurate, up-to-date information. The purpose of this policy and its attendant regulation is to:

- prevent uncertainty and fear
- protect infected students from discrimination
- safeguard the right to privacy and
- facilitate the successful inclusion in the school system.

The Board of Trustees directs the implementation and maintenance of prevention programs for both students and district personnel.

The District will work in partnership with the student's family, the School Medical Officer and other community resources to support these students and to ensure the health and safety of the school community.

References:

School Act Section 106 (1) Support Services for Schools

School Act Section 107 (1) (2) School Medical Officer

School Act Section 109 (2-5) Examination of Reports by School Medical Officer

Health Act 1981

Freedom of Information and Protection of Privacy Act (1993)

Greater Victoria School District

Approved: May 26, 1997



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POLICY 6135.2

CAREER AND PERSONAL PLANNING 8-12 SENSITIVE CURRICULUM ISSUES

The Board has developed the following policy in response to Ministry Directive 97-02 that parents and students may opt for alternative delivery methods of instruction for issues of a sensitive nature which are part of the personal development organizer of the CaPP 8-12 curriculum.

Integrated Resource Packages and Prescribed Learning Outcomes are available at each school. Course Outlines will be distributed to each student at the beginning of the course and made available to parents at their request.

Students, with their parents' consent and in consultation with their school, may choose not to participate in CaPP classes when sensitive topics are discussed and, instead, address the topics in an alternative manner. Students must remain enrolled in the CaPP courses.

Suggested support materials designed to help parents, teachers and schools address alternative delivery can be found in the GVSD CaPP Curriculum Delivery Guide Grade 8-12.

Greater Victoria School District

Adopted: January 24, 2000

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POLICY 6142.02

FINE ARTS PROGRAM POLICY

It is the desire of the Board of School Trustees to stress the full development of the individual student and to this end the Board fully supports and encourages a comprehensive fine arts education for all children during the elementary years. The Board encourages each elementary school to develop a balanced fine arts program (including drama, dance, music and visual arts) that may include curricular instruction and co-curricular experiences. At the secondary level the Board encourages schools to provide the widest selection possible of arts courses and to fully integrate arts programs into the school. All schools are encouraged to provide quality learning experiences in the arts for all students.

Greater Victoria School District

Adopted: February 22, 1982

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



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POLICY 6142.03

CO-CURRICULAR AND EXTRA-CURRICULAR FINE ARTS

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

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

Greater Victoria School District

Adopted: April 25, 1983

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POLICY 6142.04

FIRST NATIONS EDUCATION

First Nations Education can be described as a circle of life that focuses on an increased awareness of the importance of self-concept and self-esteem that, in turn, encourages self-determination. Students need to balance the spiritual, emotional, intellectual and physical dimensions to reinforce their learning experiences. Creative learning environments can provide the opportunity for this growth and development to occur. First Nations staff believe that all students, and the District's staff, have the capacity to successfully grow, develop and change.

First Nations student education must include the involvement of people from the First Nations communities in the classroom and at the district level. Students must see First Nations people in the school system as leaders, role models, employees and active participants in district schools. First Nations involvement in the educational community will create a positive learning environment and will provide a foundation upon which the educational needs of First Nations students' will be met.

First Nations student education needs to reflect an inclusive [integrated] approach that provides a foundation for lifelong learning. First Nations people face many challenges as they strive to incorporate the demands of contemporary society, while trying to maintain their traditional cultures. The G.V.S.D. Board of Trustees recognizes and continues to support, through education, the perseverance, strength and resilience of First Nations cultures in order to ensure pride and success. The integration of culture must be affirmed as an essential part of the overall educational experience for all students. Students face many challenges as they integrate the learning tools of contemporary society within their traditional cultures. It is essential to provide a balanced education in order to teach the skills that will enable these students to encompass the best of all cultures while reinforcing traditional values.

First Nations learners' educational journey must provide equal opportunities that will enable them to maximize their potential. Parents, schools and the community must work together to encourage students to continue in school, and thus increase the graduation rate for First Nations students.

First Nations is inclusive of Metis, Inuit, status, non-status, off reserve and other indigenous people.

Greater Victoria School District

Approved: July 23, 1984

Revised: May 25, 1999

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POLICY 6151

CLASS SIZE

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

Greater Victoria School District

Adopted: June 28, 1982

Revised: June 18, 2007

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POLICY 6164.1

HEALTH SERVICES

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

Greater Victoria School District

Adopted: January 20, 1975

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POLICY 1162

EDUCATIONAL HERITAGE

The Board accepts, as an aspect of its responsibility, the preservation of our education heritage through the collection and display of memorabilia from its School District's history. The Board, with respect to this policy, directs its administration to establish archives, invite public donations to them and to identify an area of the annual budget where the Board may commit funds for the preservation, restoration and display of these historical articles reminiscent of our educational past.

Greater Victoria School Board

Adopted: November 26, 1979

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POLICY 4199

STAFF REPORTS

Staff reports will be presented to the Board of School Trustees at the regular meetings of the Board in October and May of each year. Three year objectives in staffing will be reviewed at each reporting period.

Greater Victoria School District

Adopted: November 15, 1976

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POLICY 6120

LEARNER-FOCUSED EDUCATION

The Board believes in a learner-focused approach to education. A learner-focused approach requires that the most important knowledge, skills and attitudes expected of all students are defined in clear, concise terms. Significant Learning Outcomes define the fundamental knowledge, skills and attitudes which all students need to demonstrate with increasing levels of competence throughout their schooling.

Greater Victoria School District

Adopted: March 25, 1995

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POLICY 6155

VARIETY OF SCHOOLS

Whenever possible, parents should be free to send their children to one of several schools, each of which is unique in one or more particular ways. To make this possible, principals and teachers are encouraged to work with the various parent groups in developing variety in the schools of the District. Variety is especially encouraged in matters of philosophy, organization, curriculum and discipline.

Greater Victoria School District

Adopted: February 21, 1972

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POLICY 6161.2

CANADIAN CONTENT

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

Greater Victoria School District

Adopted: November 26, 1979

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POLICY 6162.8

DISTRICT ASSESSMENT OF PROGRAMS AND STUDENTS

The Board approves the assessment of students and programs for the purposes of:

1. evaluating instructional programs in order to improve their effectiveness through assisting planning programs for individual, classes, schools and the District as a whole;
2. determining the level of student achievement in selected subject areas at selected grade levels;
3. assisting in the allocation of resources;
4. assisting in planning in-service activities for personnel;
5. assisting students with career planning.

The Board recognizes that, to fulfill these purposes, the following assessment activities need to be regularly undertaken:

- I. Achievement Testing
- II. Diagnostic Testing
- III. Aptitude and Interest Assessment
- IV. Program Accreditation and Evaluation

The Board recognizes that assessment involves professional, individual and public concerns and sensitivities. These concerns will be safeguarded by the regulations and procedures governing the assessment process. Public reports about assessment will refer to program trends, strengths, needs and intended follow-up; no reference to individuals or schools will be made.

Greater Victoria School District

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Adopted: January 31, 1983

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POLICY 6164.3

CONSUMPTION OF NUTRITIOUS FOODS

The Board of School Trustees believes that the school has an important role to play in improving the health of students by reinforcing sound nutrition principles through both its food services and its education programs. Nutrition has a strong impact on the educability of children. A student's physical and mental health and development, susceptibility and resistance to disease, reaction to stress, energy level and general morale, are all affected by the state of nutrition.

Positive nutrition must begin in early childhood when lifelong habits and attitudes are formed. Nutrition education should be a cooperative effort between home and school with practice reinforcing theory. Therefore, the Board expects principals and teachers, in consultation with parent groups, to follow the Ministry of Education and Ministry of Health guidelines when considering issues surrounding the provision of food in schools, lunchtime arrangements and related matters or, and utilize community resources when appropriate (e.g. nutritionists etc.)

The Board believes that the school's role should be to provide nutrition education programs and to encourage the consumption of nutritious foods by the students in our schools. This objective can be achieved by educational programs suitable to the various age levels and by ensuring that the school's food services reflect a commitment to sound nutritional practices.

The Board has the responsibility to provide guidelines, through Regulations, concerning the quality of food for sale or served in schools.

Greater Victoria School District

Adopted: July 23, 1984
Revised: April 22, 1991
Revised: June 18, 2007

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POLICY 6165.3

CONSTRUCTION PROGRAMS FOR STUDENTS

The Board of School Trustees recognizes that practical experiences in actual construction is a desirable complement to in-school training in construction programs. To provide such practical experience, the Board supports the involvement of school students in contracted projects which provide relevant content and which are approved by the Zone Assistant Superintendent.

Greater Victoria School District

Adopted: March 29, 1982

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

POLICY 1322.1

STUDENT PARTICIPATION IN PUBLIC CONTESTS AND EVENTS

In the name of their school, students may participate in public contests and events which

- a) have demonstrable educational value, or
- b) promote the general benefit of the community, and
- c) are not intended primarily to result in private financial profit.

Unless a public contest or event meets these criteria, the names of schools or of the School District shall not be used in connection with it.

Greater Victoria School District

Approved: June 19, 1972

Reviewed: September 2016



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POLICY 1325.2

FUND-RAISING

It is the intent of the Greater Victoria School Board that:

1. School fund-raising activities should enhance the educational program, and /or have educational or cultural value.
2. Children and the schools should not be exploited through sales and canvassing activities.
3. Principals should be given maximum discretionary powers, and be held accountable for their decisions. In making their decisions, principals should have the support of their Parents' Committees.

Greater Victoria School District

Adopted: July 1970

Revised: July 1975

Revised: May 23, 1978 (combining with P. 1324.2)

Revised: January 31, 1983

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



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POLICY 1325.4

PUBLICITY FOR NON-SCHOOL EVENTS

Any event or enterprise given publicity in the school shall

- a) have demonstrable educational value, or
- b) promote the general benefit of the community

The schools shall not give publicity to an event or enterprise intended primarily to result in private financial profit.

Greater Victoria School District

Approved: June 19, 1972



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POLICY 1332.4

COMMUNITY USE OF SCHOOL FACILITIES: PLAYING FIELDS

School playing fields are open to use by the community at times other than those required by school or district needs. Priority is given to organized groups. The type of game or activity is limited. Use of playing fields as camp sites for overnight accommodation shall not be permitted.

(Attendant Regulation 1330)

Greater Victoria School District

Policy Amended: June 21, 1971

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POLICY 1332.5

COMMUNITY USE OF SCHOOL FACILITIES

LACROSSE ON SCHOOL GROUNDS

The Greater Victoria School Board permits the playing of lacrosse on designated areas within school grounds, provided reasonable precautions are taken to ensure the safety of students and facilities.

(Attendant Regulation 1330)

Greater Victoria School District

Approved: April 17, 1972

POLICY 1422

RECOGNITION OF SIGNIFICANT CONTRIBUTIONS TO THE DISTRICT

Adopted: May 28, 2018

Revised:

Frequency of Review:

1.0 RATIONALE

- 1.1 The Board values the significant contributions of staff, students, and community and is committed to ensuring the appropriate recognition.

2.0 DEFINITIONS

3.0 POLICY

- 3.1 The Greater Victoria School District and individual schools may formally recognize the contributions of individuals or groups but not name portions of the school.

4.0 RESPONSIBILITIES

- 4.1 **The Board of Education** is responsible to ensure compliance with the *School Act*.
- 4.2 The **Superintendent** is responsible to ensure that District policy is upheld and regulations are enforced.

5.0 REFERENCES

- i. Regulation 1422 – Recognition of Significant Contributions to the District
- ii. Policy 1421 – Naming School Sites

POLICY 3323

PURCHASING SERVICES

The Board of Education is committed to the effective use of public funds when procuring goods and services to create a safe, responsive and inclusive learning community.

The objectives of the purchasing services policy are to:

1. Maintain standards of transparency, ethics, and integrity
2. Maximize value for money, ensuring quality goods and services
3. Ensure accountability, consistency, and alignment in public-sector procurement practices
4. Commit to fair and effective competition, innovation, and continuous improvement
5. Identify sustainable and socially responsible procurement solutions
6. Provide efficient processes, flexibility, and support to the District and its suppliers

Greater Victoria School District

Adopted: June 1964

Amended: April 1970

Revised: June 20, 2016

POLICY 6120.1

PROGRAMS OF CHOICE

The Greater Victoria School District recognizes its obligation, consistent with the School Act and relevant provincial legislation, to provide an educational program for all students of school age. It is the goal of the Board to offer programs promoting excellence in instruction and optimal achievement for all students.

The Board may support community or district initiated educational programs that bring a particular educational emphasis to student talents or to particular student needs, within the parameters of provincially prescribed and / or locally developed curriculum.

Greater Victoria School District

Approved: December 9, 2002



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POLICY 6142.05

EDUCATION OF STUDENTS OR LEARNERS WITH GIFTED ABILITIES

Every student must be challenged in order to develop his or her potential. For students or learners with gifted abilities this challenge cannot often occur unless their programs are significantly different from regular programs. The degree of difference in programming required will depend on the individual student. Therefore, the Board believes that our District should provide a variety of challenging opportunities for learning. As an interim measure, until the Board can secure the resources necessary to provide school-based gifted and enrichment opportunities in all schools for all children, based upon Renzuli's triad revolving door model, the Board will offer a centralized District Challenge Program.

Greater Victoria School District

Adopted: July 27, 1987

Revised: May 25, 1992

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

POLICY 6162.9

PRIOR LEARNING ASSESSMENT: CHALLENGE AND EQUIVALENCY

The Greater Victoria Board of School Trustees believes that giving credit for prior learning is necessary to permit students to develop "their maximum intellectual potential...within a flexible and responsive environment" as expressed in the District's Mission Statement.

Prior Learning Assessment is

1. Based on the belief that relevant learning can be acquired by students outside the school system and should be acknowledged.
2. A process by which the student demonstrates to a satisfactory level of competence the learning outcomes of a Grade 11 or 12 provincial or locally-developed course.
3. Acknowledged in a variety of ways such as challenge and equivalency.
 - a) Purpose of Challenge
The purpose of **challenge** is to permit students to obtain full credits for a Grade 11 or 12 course **WITHOUT HAVING TO TAKE THE COURSE** because they have already acquired the appropriate learning elsewhere. All students are entitled to **challenge**.
 - b) Purpose of Equivalency
The purpose of equivalency is to recognize valid credentials equivalent to the Grade 11 and 12 levels acquired by students from other educational jurisdictions and from institutions outside the regular school system. All students who can provide a credential or documentation to support their equivalency request are entitled to an equivalency review. The

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equivalency process is not intended to recognize undocumented prior learning. Equivalency credit will only be granted if the prescribed learning outcomes from provincial and locally developed courses are met.

The process for Challenging for Credit and Equivalency is outlined in the attendant Regulations.

Reference: GVSD Policy 6120; Learner-Focused Education
GVSD Policy 5125; Evaluation of Student Progress
Ministry of Education
Policy Circular: Number 95-02 Challenge
Policy Circular: Number 95 -03 Equivalency

Greater Victoria School District

Approved: February 26, 1996



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POLICY 6164.8

LEARNING ASSISTANCE PROGRAM

The Board approves in principle the appointment of qualified teachers for the purpose of educational diagnosis and remediation of pupils' learning problems.

The Board approves in principle the organization and the operation of a Learning Assistance Centre for clinical diagnosis of learning problems and the development of appropriate remedial procedures for pupils referred to the Centre.

Greater Victoria School District

Adopted: February 19, 1973

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

POLICY 2101

DEPUTY SUPERINTENDENT OF SCHOOLS

The Deputy Superintendent shall be responsible to the Superintendent of Schools for the performance of duties and responsibilities.

The Deputy Superintendent is responsible for the coordination and oversight of all education programs and services in the District. The role of Deputy Superintendent includes, but is not limited to, the development, implementation and assessment of the educational program of the District; implementing the Board of Education's strategic goals related to learning and instruction; and coordinating a professional learning program for district staff.

The Deputy Superintendent shall serve as the Acting Superintendent in the absence of the Superintendent of Schools.

Greater Victoria School District

Approved: October 24, 2016

POLICY 2110

SECRETARY-TREASURER

GENERAL

The Secretary-Treasurer, as the Chief Financial Officer, is responsible to the Superintendent for the financial, legal and general business activities of the Board at all levels of the system. The Secretary-Treasurer through sound financial planning and management ensures fiscal responsibility and accountability.

Greater Victoria School District

Adopted: June 24 and 25, 1991

Reviewed: March 2012

POLICY 2115

ASSOCIATE SUPERINTENDENT

GENERAL

The Associate Superintendent is directly accountable to the Superintendent for ensuring that school principals provide educational leadership which enhances the quality of learning in schools. The Associate Superintendent ensures that curriculum implementation and student support services assist in realizing school plans and, further, that school plans are consistent with the District mission and goals.

Greater Victoria School District

Adopted: June 24 and 25, 1991

Updated and renamed: February 20, 2012



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POLICY 2120.010

DIRECTOR OF FACILITIES

GENERAL

The Director of Facilities is responsible to the Superintendent for managing the overall operations of the District, including organizing and directing operations activities, maintenance, rentals, transportation and construction to ensure that students and staff have a clean, healthy and safe environment in which to work and learn.

Greater Victoria School District

Approved: June 24 & 25, 1991

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

POLICY 2120.015

ASSOCIATE SECRETARY-TREASURER

GENERAL

The Associate Secretary-Treasurer is responsible to the Secretary-Treasurer for the management and coordination of District business operations in the areas of accounts payable, accounts receivable, payroll, budgets and general accounting. In providing leadership and service in these areas, the Associate Secretary-Treasurer is responsible for identifying the steps requisite in the budgeting process and general accounting for the appropriate completion of these steps as they relate to the Achievement Contract, the Superintendent's Report on Student Achievement, Aboriginal Enhancement Agreement and Board initiatives.

Greater Victoria School District

Approved: June 24 & 25, 1991

Revised and renamed: October 21, 2013



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POLICY 2120.020

DIRECTOR OF LEARNING RESOURCES AND INFORMATION SERVICES

GENERAL

The Director of Learning Resources and Information Services is responsible to the Superintendent for the provision and management of an integrated information system as well as the acquisition or development and distribution of learning resources. The Director of Learning Resources ensures the provision of technological systems for the large scale storage of data and the immediate and efficient retrieval of information for all departments and schools.

Greater Victoria School District

Approved: June 24 & 25, 1991

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

POLICY 2120.025

DIRECTOR OF HUMAN RESOURCE SERVICES

GENERAL

The Director of Human Resources Services is responsible to the Superintendent of Schools for devising, implementing and managing staffing processes which ensure the ongoing development of resourceful employees. The Director of Human Resource Services provides services in the areas of human resource leadership, health and safety, recruitment and labour relations. The Director of Human Resources Services actively supports and fosters the development of personnel who demonstrate a commitment to the learner and to learning.

Greater Victoria School District

Approved: June 24 & 25, 1991

Revised: February 2015

POLICY 5131.0

STUDENT, STAFF AND VOLUNTEER SAFETY

1.0 RATIONALE

The Greater Victoria School District (the District) has the duty to create and maintain a safe, inclusive, and culturally responsive environment for the students and staff in all facilities. 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, disability or diverse ability, sex, sexual orientation, gender identity, or gender expression.

The District is responsible for fostering and maintaining a safe working, and learning environment for all students, staff and parents/caregivers through the implementation of effective measures to address safety in schools. This includes the development of district-based student codes of conduct, and the administration of the *School Act* and School Board policies.

2.0 POLICY

1. The District recognizes that students, employees, and volunteers have the right to a safe school environment free from discrimination on the basis of race, colour, ancestry, place of origin, religion, or marital status, physical or mental disability, age, sex or sexual orientation, gender identity or gender expression, or any other protected grounds in the BC Human Rights Code. This includes safety from all forms of harassment including while they are participating in school related activities, on school grounds, and on their way to and from school.
 - 1.1. The District works in collaboration with the Oak Bay, Saanich, and Victoria Fire and Police Departments, and the West Shore RCMP, in maintaining student safety.

- 1.2. Students are expected to comply with the Student Code of Conduct which are developed as per the *Provincial Standards for Codes of Conduct Order*. Whenever possible, conflict resolution practices are restorative rather than punitive, aiming to provide students with a strength-based approach which provides individuals with opportunities to take responsibility for their actions and find resolutions in a supportive and constructive manner with the specific goal of resolving the situation in the best interest of both the student and the school community.
- 1.3. Students and staff are expected to engage in safe, respectful, and responsible digital behaviour, including protecting personal information.
- 1.4. Individuals are encouraged to bring forward reports of activities that do not align with the Code of Conduct without fear of retaliation or reprisal.
2. The District recognizes the short and long-term health effects associated with substance use and vapour products, and supports early intervention, holistic support and educational approaches. The district prohibits substance use including alcohol, tobacco and vapour products in vehicles parked on school property, at school-related events and on field trips.
3. The District believes that instruction in courses in applied skills, science, art, physical health education, and trades will include and emphasize safety measures and accident prevention.
4. The District acknowledges that everyone in the school community plays a role by helping build knowledge, competencies and self-worth, creating safe, caring and inclusive learning environments, encouraging positive connections and helping to build protective factors. The district recognizes that no school safety program can be effective unless everyone in the school community co-operates in the effort. All safety measures, whether they be School Codes of Conduct, fire drills, lockdowns, safety instruction, or the wearing of protective clothing and eye devices in certain classes requires the support of all students and staff.

3.0 DEFINITION

- 3.1. An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation.
- 3.2 Substances refers to chemicals or plants that can change how we think, feel, act and perceive the world around us.

4.0 RESPONSIBILITIES

- 4.1 The Superintendent will review the relevant Board policies with principals on an annual basis.

REFERENCES

School Act, Sections 6(1)(2), 17, 20, 22, 65, 85, 94(1)(4)(8), 95(3)
School Act School Regulation 265/89
Songhees Local Education Agreement
Esquimalt Education Agreement
Tobacco and Vapour Products Control Act
Greater Victoria Administrative Regulation XXXX

Greater Victoria School District

Adopted: November 24, 2025



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POLICY 2120.030

DISTRICT PRINCIPAL OF LEARNING INITIATIVES

The Board of Education may appoint a District Principal of Learning Initiatives whose function shall be to provide the necessary support and professional development opportunities for schools to achieve their goals.

Greater Victoria School District

Approved: June 22, 1992

Revised and renamed: September 17, 2012

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



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POLICY 2120.062

DIRECTOR OF STUDENT SUPPORT SERVICES

GENERAL

The Director of Student Support Services is responsible to the Superintendent in assisting schools to ensure that all students can achieve their personalized learning goals. The Director provides programs, staff, and expertise to meet the identified special learning needs of students. The Director coordinates through appropriate guidance and counselling the screening and placement of students with special learning needs in both integrated and self-contained district programs.

Greater Victoria School District

Approved: November 23, 1987

Renumbered & Revised: June 1991

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

POLICY 2123.041

MANAGER OF PURCHASING SERVICES

The Board may appoint a Manager of Purchasing Services who shall be responsible to the Associate Secretary-Treasurer. The Manager of Purchasing Services shall direct the activities of the Purchasing Department and the Central Receiving Depot and develop policies for the efficient management and supervision of these areas.

Greater Victoria School District

Approved: October 15, 1973 (as #2122.041)

Revised: December 16, 1974

Revised, retitled & renumbered: June 23, 1980 (as #2123.041)

Revised: January 25, 1988

Revised and renamed: October 21, 2013



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POLICY 2127.067

FIRST NATIONS DISTRICT COUNSELLORS

The Board of School Trustees may appoint one or more First Nations District counsellors whose function shall be to work with First Nations students, First Nation's parents, First Nations communities, professional staff and others in order to provide social, emotional and cultural support for First Nations individuals who require their support.

The First Nations District counsellor(s) shall have specific responsibilities as outlined in Administrative Regulation 2127.067.

Greater Victoria School District

Approved: February 22, 1999

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

POLICY 2212.2

DISTRICT PRINCIPAL SPECIAL EDUCATION SERVICES

The Board of Education may appoint a District Principal, Special Education Services, who is responsible for the Special Education Department and for district leadership in the implementation of initiatives and provincial guidelines related to special education.

Greater Victoria School District

Approved: November 23, 1987

Revised: October 15, 2012



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POLICY 4220.3

PURCHASING SERVICES

BUYERS

The Board may appoint one or more buyers who shall report directly to, and be responsible to, the Associate Secretary-Treasurer or Manager of Purchasing Services for purchasing supplies, equipment, services and materials required by the School District to the best advantage under Department policies and procedures.

Greater Victoria School District

Approved: June 21, 1971

Revised: July 1975

Revised: October 2013

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



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

POLICY 5130

TECHNOLOGY EDUCATION AND STUDENT SAFETY

The Greater Victoria School Board considers all matters of classroom safety to be of the utmost importance. Every student has the right to a safe, secure working environment. A high standard of safety is expected in all areas with sufficient instruction provided to the student to ensure the safe operation of classroom equipment.

Students in Technology Education courses (includes Industrial Education and Career Preparation Studies) will develop appropriate knowledge, skills and attitudes for the safe and efficient use of tools, equipment, machines and materials.

Greater Victoria School District

Approved: May 24, 1994

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



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POLICY 6161.1

LEARNING RESOURCES FOR CLASSROOM USE

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

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

Greater Victoria School District

Adopted: June 18, 1979

Revised: May 12, 1980

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

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: The Board of Education

FROM: Katrina Stride, Secretary-Treasurer

DATE: July 20, 2026

RE: **Poll Vote Results – Amendment to June 15, 2026 Budget Motion**

Background

At the Regular Board Meeting held on June 15, 2026, the Board carried the following motion:

That the Board of Education of Greater Victoria School District No. 61 (Greater Victoria) direct the Superintendent to reallocate funding for the 2026/2027 school year to restore the following programs:

- Middle School Music (\$132,800);
- Pathways & Partnerships – Career Centers (\$160,500); and
- Early Childhood Educators (ECEs) in Kindergarten Classes (\$80,000).

And further that the funding reallocation be taken sequentially from the following sources:

1. Additional funds raised through the Mt. Doug students' fundraiser (to be applied exclusively to the Middle School Music allocation);
2. A 100% reduction in Trustee expenses, office, and supply budgets;
3. Up to 30% reduction in the office and supply budgets for District Administration and District Departments; and
4. The District's Accumulated Surplus, if necessary, to cover any remaining balance.

And further, report back to the Board how much will be taken from these 4 sources.

The Board was subsequently provided with information by email regarding staffing and updated budget amounts, as well as the amounts to be taken from each funding source. It was recommended that the numbers referenced in the motion be amended to reflect the actual budget impact.

Rationale

The recommended motion to ratify the agreements was addressed by poll vote for the following reason:

- regarding matters which do not justify a special 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.

Poll Vote Results

At 2:08 p.m. on Thursday, June 25, 2026, a poll vote was sent by email to Trustees. Trustees had until 2:00 p.m. on Friday, June 26, 2026 to respond to the poll vote.

The results of the poll vote are as follows:

Moved by: Trustee Duncan

Seconded by: Trustee Kwan

That the Board of Education of School District No. 61 (Greater Victoria) amend the budget motion carried at the June 15, 2026 Regular Board meeting by striking the number \$132,800 and replacing it with \$107,999, striking the number \$160,500 and replacing it with \$148,498, and striking the number \$80,000 and replacing it with \$56,433.

Motion Carried Unanimously
1 Abstention

For: Baillaut, Carmichael, Duncan, Gagnon, Kwan, Mahbobi, McNally, Paynter

Abstain: David

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: July 20, 2026

RE: **Poll Vote Results – Caledonia Truck Turnaround SRW Bylaw – Third Reading**

Background

The Board defeated the motion to give all three readings of the Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01 at the Regular Board meeting on June 15, 2026.

As a result, the Board carried only the first and second readings of the Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01 at the Regular Board meeting on June 15, 2026.

Rationale

The third reading of the Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01 was addressed by poll vote for the following reason:

- regarding matters which do not justify a special meeting

Poll Vote Results

At 1:44 p.m. on Thursday, June 25, 2026, a poll vote was sent by email to Trustees. Trustees had until 1:30 p.m. on Friday, June 26, 2026 to respond to the poll vote.

The results of the poll vote are as follows:

Moved by: Trustee Duncan

Seconded by: Trustee Kwan

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 Board of Education of School District No. 61 (Greater Victoria) (the “Board”) read “The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01” in accordance with Section 68(3) of the School Act (British Columbia).

“The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01” (the “Bylaw”) approves a statutory right-of-way and Section 219 covenant in favour of the City of Victoria (the “City”) to permit the City and members of the general public to use a portion of the lands located at 1211 Gladstone Avenue, Victoria, British Columbia (the “Property”) as shown outlined in bold on Plan EPP148835 for the purposes of a turnaround area for trucks and oversized vehicles attending upon the Property. This statutory right-of-way and Section 219 covenant will replace an existing statutory right-of-way and Section 219 covenant registered against title to the Property in the Land Title Office under registration numbers CA9436385 and CA9436386, respectively, in favour of the City for the same purpose, with the only difference being that the new right-of-way area is a reduced portion of the existing right-of-way area shown in plan EPP103338.

The Bylaw authorizes the Secretary-Treasurer to execute the statutory right-of-way and covenant on behalf of the Board.

That “The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01” be:

Read a third time, passed and adopted this 26th day of June, 2026.

And that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

**Motion Defeated
4 Abstentions**

For: Gagnon

Against: Baillaut, Carmichael, Kwan, Paynter

Abstain: David, Duncan, Mahbobi, McNally

Office of the Secretary-Treasurer

Katrina Stride – Secretary-Treasurer

TO: The Board of Education

FROM: Katrina Stride, Secretary-Treasurer

DATE: July 20, 2026

RE: **Trustee Election Information Request**

Background

At the Regular Board meeting held on June 15, 2026, the Board tabled the recommended motion regarding Bylaw 9005 Trustee Elections pending the provision of additional information from staff.

That the motion “That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of Bylaw 9005 Trustee Elections at the Regular Board meeting on June 15, 2026.” be tabled until staff report back to the Board of Education with further information.

Information Request

On June 22, 2026, the Board requested that the following information be provided by July 1, 2026:

1. All correspondence, agendas, meeting summaries and minutes, participant lists related to the Official Trustee’s Task Force
2. All submissions received during the public consultation period, public engagement participants list, public engagement material, and presentations
3. Implementation plans and any related communications and correspondence
4. Any and all correspondence and communications with the Ministry of Education and Child Care regarding trustee elections, the Task Force, recommendations, implementation, consultation, and the review of trustee elections.
5. Any and all correspondence and communications with the CRD, municipalities or other local partners regarding trustee elections, the Task Force, recommendations, implementation, consultation, and the review of trustee elections.
6. A copy of Ministerial Order M18-2026
7. Any legal advice obtained regarding trustee elections

Staff provided the requested information to Trustees on June 30, 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.

Supporting Documents

Public documents that form part of the information package supplied in response to the Board's request of June 22, 2026 are available on the [District's website](#).

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: July 20, 2026

RE: **Bylaw 9005 Trustee Elections**

Background

At the June 15, 2026 Regular Board meeting, the Board tabled consideration of Bylaw 9005 Trustee Elections pending the provision of additional information from staff.

On June 22, 2026, the Board requested additional materials related to the Official Trustee's Task Force, public consultation, implementation planning, and related correspondence. Staff provided the requested information on June 30, 2026.

This memo is being brought forward for the Board's consideration of Bylaw 9005 Trustee Elections following the provision of the requested information and in light of the legislative and operational requirements for the 2026 Trustee Election.

Legislative Framework

Under the *School Act*, boards of education are responsible for establishing procedures governing the conduct of trustee elections. Section 45 of the Act provides that a board may, by bylaw, determine procedures and requirements applicable to general school elections and by-elections.

Trustee elections are conducted within the broader legislative framework governing local elections in British Columbia. In addition to the *School Act*, relevant provisions of the *Local Government Act* and the *Local Elections Campaign Financing Act* apply to nomination processes, voting procedures, and election administration.

Trustee Electoral Area Changes for 2026

For the 2026 Trustee Election, the structure of trustee electoral areas within the District has changed from a single at-large electoral area to multiple trustee electoral areas.

Under the *School Act*, the number of trustees and the trustee electoral areas from which they are elected are established by order of the Minister of Education and Child Care. Ministerial Order M18-2026, approving revised trustee electoral areas, has been issued for the 2026 Trustee Election.

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

Trustee elections must be conducted in accordance with the approved electoral model.

Election Bylaw Amendments

The Trustee Elections Bylaw is being amended to:

- implement the approved trustee electoral area structure
- reflect current legislative requirements
- incorporate administrative updates to election procedures (e.g., public notice requirements)
- establish election procedures applicable to each trustee electoral area

These amendments are necessary to ensure that the 2026 Trustee Election is conducted in compliance with the *School Act*, the *Local Government Act* and the applicable Ministerial Order.

The proposed amendments have been reviewed by legal counsel for compliance with applicable legislation.

Bylaw Requirement

The *School Act* requires that procedures governing trustee elections be established in advance of the election process. The Board's Trustee Elections Bylaw sets out local procedures such as:

- order of names on the ballot
- voting opportunities and administration
- resolution of tie votes
- public notice requirements
- use of the provincial voters list

These provisions must be in place prior to the commencement of formal election proceedings to ensure clarity for election officials, candidates, and the public.

Timing Requirements

Under the *Local Government Act*, election procedures must be established before the nomination period. Provincial guidance recommends that election bylaws be adopted no later than 56 days prior to the start of nominations. For the 2026 general local election, the nomination period is September 1–11, 2026, placing this recommended adoption benchmark in early July 2026. In addition, election bylaws identifying public notice posting places must be adopted by July 24, 2026.

The Ministry of Education and Child Care's *School Trustee Election Procedures in British Columbia (2026)* identifies August 4, 2026 as a key operational milestone for school districts. Accordingly, election bylaws should be adopted in advance of this date to support nomination and pre-election processes.

Delays in adoption may affect the District's ability to meet statutory election timelines and support required nomination and election administration processes.

Recommended Motions

To meet the deadline for adoption of the Trustee Elections Bylaw, the following motions are recommended:

That the Board of Education of School District No. 61 (Greater Victoria) agree to give all three readings of Bylaw 9005 Trustee Elections at the Special Board meeting on July 20, 2026.

That Bylaw 9005 Trustee Elections be:

Read a first time this 20th day of July, 2026;

Read a second time this 20th day of July, 2026;

Read a third time, passed and adopted this 20th day of July, 2026.

Supporting Documents

Bylaw 9005 Trustee Elections – Current

Bylaw 9005 Trustee Elections – Tracked Changes

Bylaw 9005 Trustee Elections – New

BYLAW 9005

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

TRUSTEE ELECTIONS and BY-ELECTIONS

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

Preamble:

Under Part 4 of the *School Act*, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 61 (Greater Victoria), nine (9) trustees are elected from the school district at large.

Trustee elections which are the responsibility of the School Board may be conducted by the school board directly or by a local government under an agreement with the school board made pursuant to the *School Act* and *Local Government Act*.

The Board of Education, in an open meeting of the board, enacts as follows:

1. Definitions

The terms used shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act*, except as the context indicates otherwise.

"Board" or "school board" means the Board of Education of School District No. 61 (Greater Victoria).

"Election" means a trustee election including general school elections and by-elections.

“General Voting Day” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

“Minister” means the Minister of Education.

2. Application

This bylaw applies to both general school elections and by-elections carried out by the school board and by other authorities, except as otherwise indicated.

3. Application of Local Government Bylaws

For purposes of harmonizing trustee elections with local government elections occurring at the same time, the elections bylaws of the following local governments, as they may be amended from time to time, and as they apply to Voting Opportunities and Use of Voting Machines will apply to voting in trustee elections carried out in conjunction with the respective local government elections, except as provided otherwise in this bylaw or in the *School Act*:

The Capital Regional District (Songhees and Esquimalt Reserves)
The Corporation of the Township of Esquimalt
The Corporation of the District of Oak Bay
The Corporation of the District of Saanich
The Corporation of the City of Victoria
The District of Highlands
The Town of View Royal

4. By-elections

For elections held at times other than a general school board election, the procedures are outlined in Part 4, Division 3 of the *School Act*.

5. Order of Names on the Ballot

The order of names of candidates on the ballot will be alphabetical in accordance with the *School Act* and the *Local Government Act*.

6. Resolution of Tie Votes after Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with the *School Act* and the *Local Government Act*.

7. Number of Nominators

For certainty, the minimum numbers of qualified nominators for a trustee candidate is two.

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

8. Nomination Deposit

No nomination deposit is required for nomination for the office of school trustee.

This bylaw may be cited as Bylaw No. 9005 *Board of Education of School District No. 61 (Greater Victoria) Trustee Elections and By-Elections*.

Greater Victoria School District

Adopted: September 13, 1993

Revised : June 27, 1994

Adopted: February 25, 2002

Revised: August 25, 2014

Revised: June 25, 2018

BYLAW 9005

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

TRUSTEE ELECTIONS ~~and BY-ELECTIONS~~

A bylaw to ~~provide for the determination of various~~ establish procedures for the conduct of ~~general school elections and other~~ trustee elections.

Preamble:

~~Under Part 4 of the School Act, The~~ Board of Education of School District No. 61 (Greater Victoria) wishes to may, by bylaw, determine various establish procedures ~~and requirements to be applied in for~~ the conduct of trustee elections.

~~In School District No. 61 (Greater Victoria), nine (9) trustees are elected from the school district at large.~~

~~Trustee elections which are the responsibility of the School Board may be conducted by the school board directly or by a local government under an agreement with the school board made pursuant to the School Act and Local Government Act.~~

~~Accordingly, The~~ the Board of Education of School District No. 61 (Greater Victoria), in an open meeting, of the board, enacts this Trustee Elections Bylaw No. 9005, as follows:

1. Scope of Bylaw

- 1.1 This bylaw applies to both general elections and by-elections, except as otherwise indicated.

2. Trustee Electoral Areas

2.1 In an election of school trustees for the Board of Education of School District No. 61 (Greater Victoria), trustees shall be elected by Trustee Electoral Area (TEA) as follows:

<u>Trustee Electoral Area</u>	<u>Area Name</u>	<u>Number of Trustees</u>
<u>TEA 1</u>	<u>Esquimalt Nation</u>	<u>1</u>
<u>TEA 2</u>	<u>Songhees Nation</u>	<u>1</u>
<u>TEA 3</u>	<u>Highlands / View Royal</u>	<u>1</u>
<u>TEA 4</u>	<u>Esquimalt</u>	<u>1</u>
<u>TEA 5</u>	<u>Victoria</u>	<u>2</u>
<u>TEA 6</u>	<u>Saanich</u>	<u>2</u>
<u>TEA 7</u>	<u>Oak Bay</u>	<u>1</u>

2.2 The Trustee Electoral Areas referred to in this bylaw are established and described in Ministerial Order No. M18-2026, made by the Minister of Education and Child Care under Section 30 of the School Act, which rescinds Ministerial Order 274/96 and replaces it with the Trustee Electoral Areas set out in its Schedule.

2.3 The descriptions of Trustee Electoral Area boundaries contained in Ministerial Order No. M18-2026 govern and prevail for all purposes in the conduct of trustee elections.

3.

1.—Definitions

3.1— The terms used in this bylaw shall have the meanings assigned by the School Act, ~~the~~ Local Government Act, and ~~the~~ Local Elections Campaign Financing Act, except ifas the context ~~indicates-requires~~ otherwise.

3.2 In this bylaw:

“Board” ~~or “school board”~~ means the Board of Education of School District No. 61 (Greater Victoria).

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

—"~~by-e~~Election" means a trustee election other than the one conducted as part of a general school election, to fill a vacancy on the Board in any of the circumstances described in Section 36 of the *School Act*, including general school elections and by elections.

"Chief Election Officer" means the person appointed to perform the duties of chief election officer as set out in the *School Act*, *Local Government Act*, and *Local Elections Campaign Financing Act*.

"Local Government" means, as applicable, the Capital Regional District, the District of Highlands, or the Town of View Royal.

—"General Voting Day" means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by election.

—"Minister" means the Minister of Education and Child Care.

"Municipality" means, as applicable, the Township of Esquimalt, the City of Victoria, the District of Saanich, and the District of Oak Bay.

"School District" means the School District No. 61 (Greater Victoria).

4. Voters List

4.1 The most current available provincial list of voters prepared under the Election Act is the register of resident voters. The provincial list of voters will be adopted as the register of resident electors no later than 52 days before general voting day for any election to which this bylaw applies.

2.—Application

—This bylaw applies to both general school elections and by elections carried out by the school board and by other authorities, except as otherwise indicated.

5.3. Application of Municipality and Local Government Bylaws

5.1 For purposes of harmonizing trustee elections with local government elections occurring at the same time, the elections bylaws of the following local governments, as they may be amended from time to time, and as they apply to Voting Opportunities and Use of Voting

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

~~Machines will apply to voting in trustee elections carried out in conjunction with the respective local government elections, except as provided otherwise in this bylaw or in the School Act:~~

- ~~—— The Capital Regional District (Songhees and Esquimalt Reserves)~~
- ~~—— The Corporation of the Township of Esquimalt~~
- ~~—— The Corporation of the District of Oak Bay~~
- ~~—— The Corporation of the District of Saanich~~
- ~~—— The Corporation of the City of Victoria~~
- ~~—— The District of Highlands~~
- ~~—— The Town of View Royal~~

In Trustee Electoral Area No. 1 (Esquimalt Nation), if the Capital Regional District conducts all or part of the trustee election, the election bylaws of the Capital Regional District, as they may be amended from time to time, apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not apply to a trustee election.

5.2 In Trustee Electoral Area No. 2 (Songhees Nation), if the Capital Regional District conducts all or part of the trustee election, the election bylaws of the Capital Regional District, as they may be amended from time to time, apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not apply to a trustee election.

5.3 In Trustee Electoral Area No. 3 (Highlands/View Royal), if the District of Highlands and/or Town of View Royal conducts all or part of the trustee election, the election bylaws of the District of Highlands and/or Town of View Royal, as they may be amended from time to time, apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not apply to a trustee election.

5.4 In Trustee Electoral Areas No. 4 (Esquimalt), No. 5 (Victoria), No. 6 (Saanich) and No. 7 (Oak Bay), the election bylaws of the Municipality, as they may be amended from time to time, apply to trustee elections conducted by the Municipality, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not apply to a trustee election.

6. Required Advanced Voting Opportunities

6.1 Unless the Board is exempted from the requirement by Order of the Minister, an advance voting opportunity will be held on the tenth day before general voting day.

6.2 Where all or part of a trustee election is conducted on behalf of the Board by a Municipality or Local Government, unless the Municipality or Local Government is exempted from the requirement for an additional advance voting opportunity by Order of the Minister, an additional advance voting opportunity will be held on the date specified in the applicable Municipality or Local Government election bylaws, as amended from time to time.

6.3 Where the Board conducts all or part of a trustee election, unless the Board is exempted from the requirement for an additional advance voting opportunity by Order of the Minister, an additional advance voting opportunity will be held on the third day before general voting day.

4. By-elections

~~—For elections held at times other than a general school board election,
—the procedures are outlined in Part 4, Division 3 of the School Act.~~

75. Order of Names on the Ballot

7.1 The order of names of candidates on the ballot will be alphabetical by surname.~~in accordance with the School Act and the Local Government Act.~~

86. Resolution of Tie Votes after Judicial Recount

8.1 In the event of a tie vote after a judicial recount, the tie vote will be resolved by ~~conducting a~~ lot in accordance with the ~~School Act and the Local Government Act~~.

98. Nomination Deposit

9.1 No nomination deposit is required for nomination for the office of school trustee.

107. Number of Nominators

10.1 ~~For certainty, T~~he minimum numbers of qualified nominators for a trustee candidate is two (2).

11. Website Access to Candidate Nomination Documents and Campaign Financing Disclosure Statements

11.1 The Board authorizes public access to nomination documents of the trustee candidates, during the regular office hours at the Board's head office from the time the nomination documents are delivered until 30 days after the declaration of the election results.

11.2 The Board will make available to the public by internet access, without charge, during the regular office hours of the Board's head office, access to the disclosure statements or supplementary reports required to be made available by the BC chief electoral officer on an Elections BC authorized website, other than:

11.2.1 a mailing address or residential address of a significant contributor, or

11.2.2 a telephone number, mailing address, or residential address of a candidate

until 5 years after general voting day for the election to which the trustee's disclosure statements and supplementary reports relate.

11.3 Before providing the services under Section 11, other than to a Board officer or employee acting in the course of their duties, the Board may require the person requesting the service to

11.3.1 satisfy to a Board official that any purpose for which personal information is to be used is permitted by the Local Government

Act and section 63 of the Local Elections Campaign Financing Act, and

11.3.2 provide a signed statement that the individual, and if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record will not use the information included in the copy or other record except for a purpose permitted under the Local Government Act or the Local Elections Campaign Financing Act.

12. Public Notice Posting Place

12.1 For the purposes of trustee elections conducted by the Board, the following are designated as public notice posting places for the purposes of section 50 of the Local Government Act:

12.1.1 the public notice board at the main entrance of the Board's head office; and

12.1.2 the public notice board at the District of Saanich Municipal Hall located at 770 Vernon Ave.

13. Publication by Means Other Than Newspaper

13.1 The Board designates the following means of publication of notices required to be published pursuant to section 94.2 of the Community Charter:

13.1.1 on the Board's website at www.sd61.bc.ca; and

13.1.2 on the Board's Official Facebook account.

This bylaw may be cited as Bylaw No. 9005 ~~Board of Education of School District No. 61 (Greater Victoria) Trustee Elections and By Elections.~~

Greater Victoria School District

Adopted: September 13, 1993

Revised : June 27, 1994

Adopted: February 25, 2002

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

Revised: August 25, 2014
Revised: June 25, 2018
Revised: June 15, 2026

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

BYLAW 9005

TRUSTEE ELECTIONS

A bylaw to establish procedures for the conduct of trustee elections.

The Board of Education of School District No. 61 (Greater Victoria) wishes to establish procedures for the conduct of trustee elections.

Accordingly, the Board of Education of School District No. 61 (Greater Victoria), in an open meeting, enacts this Trustee Elections Bylaw No. 9005.

1. Scope of Bylaw

- 1.1 This bylaw applies to both general elections and by-elections, except as otherwise indicated.

2. Trustee Electoral Areas

- 2.1 In an election of school trustees for the Board of Education of School District No. 61 (Greater Victoria), trustees shall be elected by Trustee Electoral Area (TEA) as follows:

Trustee Electoral Area	Area Name	Number of Trustees
TEA 1	Esquimalt Nation	1
TEA 2	Songhees Nation	1
TEA 3	Highlands / View Royal	1
TEA 4	Esquimalt	1
TEA 5	Victoria	2
TEA 6	Saanich	2

Trustee Electoral Area	Area Name	Number of Trustees
TEA 7	Oak Bay	1

- 2.2 The Trustee Electoral Areas referred to in this bylaw are established and described in Ministerial Order No. M18-2026, made by the Minister of Education and Child Care under Section 30 of the *School Act*, which rescinds Ministerial Order 274/96 and replaces it with the Trustee Electoral Areas set out in its Schedule.
- 2.3 The descriptions of Trustee Electoral Area boundaries contained in Ministerial Order No. M18-2026 govern and prevail for all purposes in the conduct of trustee elections.

3. Definitions

- 3.1 The terms used in this bylaw shall have the meanings assigned by the *School Act*, *Local Government Act*, and *Local Elections Campaign Financing Act*, except if the context requires otherwise.

- 3.2 In this bylaw:

“Board” means the Board of Education of School District No. 61 (Greater Victoria).

"by-election" means a trustee election other than the one conducted as part of a general school election, to fill a vacancy on the Board in any of the circumstances described in Section 36 of the *School Act*.

“Chief Election Officer” means the person appointed to perform the duties of chief election officer as set out in the *School Act*, *Local Government Act*, and *Local Elections Campaign Financing Act*.

“Local Government” means, as applicable, the Capital Regional District, the District of Highlands, or the Town of View Royal.

“Minister” means the Minister of Education and Child Care.

“Municipality” means, as applicable, the Township of Esquimalt, the City of Victoria, the District of Saanich, and the District of Oak Bay.

“School District” means the School District No. 61 (Greater Victoria).

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

4. Voters List

- 4.1 The most current available provincial list of voters prepared under the *Election Act* is the register of resident voters. The provincial list of voters will be adopted as the register of resident electors no later than 52 days before general voting day for any election to which this bylaw applies.

5. Application of Municipality and Local Government Bylaws

- 5.1 In Trustee Electoral Area No. 1 (Esquimalt Nation), if the Capital Regional District conducts all or part of the trustee election, the election bylaws of the Capital Regional District, as they may be amended from time to time, apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not apply to a trustee election.
- 5.2 In Trustee Electoral Area No. 2 (Songhees Nation), if the Capital Regional District conducts all or part of the trustee election, the election bylaws of the Capital Regional District, as they may be amended from time to time, apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not apply to a trustee election.
- 5.3 In Trustee Electoral Area No. 3 (Highlands/View Royal), if the District of Highlands and/or Town of View Royal conducts all or part of the trustee election, the election bylaws of the District of Highlands and/or Town of View Royal, as they may be amended from time to time, apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not apply to a trustee election.

- 5.4 In Trustee Electoral Areas No. 4 (Esquimalt), No. 5 (Victoria), No. 6 (Saanich) and No. 7 (Oak Bay), the election bylaws of the Municipality, as they may be amended from time to time, apply to trustee elections conducted by the Municipality, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not apply to a trustee election.

6. Required Advanced Voting Opportunities

- 6.1 Unless the Board is exempted from the requirement by Order of the Minister, an advance voting opportunity will be held on the tenth day before general voting day.
- 6.2 Where all or part of a trustee election is conducted on behalf of the Board by a Municipality or Local Government, unless the Municipality or Local Government is exempted from the requirement for an additional advance voting opportunity by Order of the Minister, an additional advance voting opportunity will be held on the date specified in the applicable Municipality or Local Government election bylaws, as amended from time to time.
- 6.3 Where the Board conducts all or part of a trustee election, unless the Board is exempted from the requirement for an additional advance voting opportunity by Order of the Minister, an additional advance voting opportunity will be held on the third day before general voting day.

7. Order of Names on the Ballot

- 7.1 The order of names of candidates on the ballot will be alphabetical by surname.

8. Resolution of Tie Votes after Judicial Recount

- 8.1 In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

9. Nomination Deposit

- 9.1 No nomination deposit is required for nomination for the office of school trustee.

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10. Number of Nominators

- 10.1 The minimum numbers of qualified nominators for a trustee candidate is two (2).

11. Website Access to Candidate Nomination Documents and Campaign Financing Disclosure Statements

- 11.1 The Board authorizes public access to nomination documents of the trustee candidates, during the regular office hours at the Board's head office, from the time the nomination documents are delivered until 30 days after the declaration of the election results.

- 11.2 The Board will make available to the public by internet access, without charge, during the regular office hours of the Board's head office, access to the disclosure statements or supplementary reports required to be made available by the BC chief electoral officer on an Elections BC authorized website, other than:

- 11.2.1 a mailing address or residential address of a significant contributor, or

- 11.2.2 a telephone number, mailing address, or residential address of a candidate

until 5 years after general voting day for the election to which the trustee's disclosure statements and supplementary reports relate.

- 11.3 Before providing the services under Section 11, other than to a Board officer or employee acting in the course of their duties, the Board may require the person requesting the service to

- 11.3.1 satisfy to a Board official that any purpose for which personal information is to be used is permitted by the *Local Government Act* and section 63 of the *Local Elections Campaign Financing Act*, and

- 11.3.2 provide a signed statement that the individual, and if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record will not use the information included in the copy or other record except for a purpose permitted under the

Local Government Act or the Local Elections Campaign Financing Act.

12. Public Notice Posting Place

12.1 For the purposes of trustee elections conducted by the Board, the following are designated as public notice posting places for the purposes of section 50 of the *Local Government Act*:

12.1.1 the public notice board at the main entrance of the Board's head office; and

12.1.2 the public notice board at the District of Saanich Municipal Hall located at 770 Vernon Ave.

13. Publication by Means Other Than Newspaper

13.1 The Board designates the following means of publication of notices required to be published pursuant to section 94.2 of the *Community Charter*:

13.1.1 on the Board's website at www.sd61.bc.ca; and

13.1.2 on the Board's Official Facebook account.

This bylaw may be cited as Bylaw No. 9005 *Trustee Elections*.

Greater Victoria School District

Adopted: September 13, 1993

Revised : June 27, 1994

Adopted: February 25, 2002

Revised: August 25, 2014

Revised: June 25, 2018

Revised: June 15, 2026

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: July 20, 2026

RE: Vic High – Caledonia Truck Turnaround SRW Bylaw

Background

At the June 15, 2026 Regular Board Meeting, The Board of Education of School District No. 61 (Greater Victoria) (the **"Board"**) carried first and second readings of The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01 (the **"Truck Turnaround SRW Bylaw"**).

Prior to consideration of third reading for the Truck Turnaround SRW Bylaw, Trustees requested additional information regarding the timing for the registration of the replacement truck turnaround statutory right-of-way (the **"Replacement Truck Turnaround SRW"**) against the lands with a civic address of 1211 Gladstone Avenue, Victoria, British Columbia and legally described as Parcel Identifier: 031-731-848, Lot A Sections 50 and 53 Spring Ridge Victoria City District Plan EPP88786 (the **"Lands"**) in favour of the City of Victoria (the **"City"**), the rationale for the discharge of the existing truck turnaround statutory right-of-way (the **"Existing Truck Turnaround SRW"**) registered against title to the Lands in favour of the City and registration of the Replacement Truck Turnaround SRW against title to the Lands in favour of the City, and the use of the right of way area affected by the discharge of the Existing Truck Turnaround SRW and registration of the Replacement Truck Turnaround SRW.

The following information is provided for context:

- The City requested that the Replacement Truck Turnaround SRW be submitted to the Land Title Office by July 15, 2026. This deadline was subsequently extended to July 31, 2026.
- Registration of the Replacement Truck Turnaround SRW against title to the Lands requires passing a Board bylaw and execution by the Board prior to filing at the Land Title Office.
- Following construction, it was determined that portions of the completed structure overhang the right of way area in the previously registered Existing Truck Turnaround SRW and that certain measurements differ from those shown in the original plan.
- To reflect the as-built condition of the building, the City and the Capital Region Housing Corporation (**"CRHC"**) agreed to amend the plan and reduce the right of way area of the Existing Truck Turnaround SRW.
- A discharge of the Existing Truck Turnaround SRW and registration of the Replacement Truck Turnaround SRW is required to give effect to the revised plan.

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

- The right of way area affected by the reduction of the right of way area contemplated by the discharge of the Existing Truck Turnaround SRW and registration of the Replacement Truck Turnaround SRW forms part of the existing driveway located on lands leased to CRHC. The school site is not affected.
- The driveway will continue to be used for access by building occupants.

On June 25, 2026, a poll vote was conducted on the third reading of the Truck Turnaround SRW Bylaw. The motion to give third reading to the Truck Turnaround SRW Bylaw was **defeated**. As a result, Truck Turnaround SRW Bylaw has **not been adopted**. Following the defeat of the Truck Turnaround SRW Bylaw at third reading, the Board requested additional information from staff, which was subsequently provided.

The poll vote results are reported separately in the agenda package.

Property Information

The Lands subject to the Existing Truck Turnaround SRW (and, subsequently if approved and registered, the Replacement Truck Turnaround SRW) form part of the Caledonia housing development lands leased by the Board to CRHC. The Board is the registered owner of the Lands and is required to execute the Replacement Truck Turnaround SRW if it is to be registered against title to the Lands.

Existing Statutory Right-of-Way

The Existing Truck Turnaround SRW was registered against title to the Lands as Statutory Right of Way CA9436385 and Covenant CA9436386 in 2021 to allow the City's service vehicles to turn around at the end of Grant Street. As per Plan No. EPP103338 registered at the Land Title Office concurrently with the Existing Truck Turnaround SRW, the Existing Truck Turnaround SRW covered an area of 65.1 square metres as shown outlined in bold on Plan No. EPP103338 (the "**Existing Right of Way Area**"). After construction of CRHC's building was completed, it was realized that the built structure by CRHC overhangs the Existing Right of Way Area, and the horizontal distances were slightly off when measured against the built structure. The City and CRHC subsequently agreed to amend the Existing Right of Way Area by reducing the area and replacing the Existing Truck Turnaround SRW with the Replacement Truck Turnaround SRW to reflect the as-built condition.

The Board was not a signatory to the Existing Truck Turnaround SRW, as the lands involved were then owned by the Provincial Rental Housing Corporation ("**PRHC**"), but subsequently transferred to the Board as part of the consolidation of parcels giving rise to the development parcel. CRHC has developed the Lands and operates the housing development under its long-term lease from the Board.

New Statutory Right-of-Way

The new plan right of way area is shown outlined in bold on Plan EPP148835 (the "**New Right of Way Area**") and shows the New Right of Way Area covering an area of 17.5 square metres, which is a reduced portion of the Existing Right of Way Area. To allow for the reduced right of way area in the New Right of Way Area to be effective, CRHC is responsible to have the Replacement Truck Turnaround SRW registered against title to the Lands which will refer to Plan EPP148835 so that the Existing Right of Way Area is replaced with the New Right of Way Area. The Existing Truck Turnaround SRW is to be discharged once the Replacement Truck Turnaround SRW is registered.

Ministerial Orders, Policies and Regulations

Policy and Regulation 7110 Disposal of Real Property have been considered. The policy and regulation state that statutory rights of ways, also referred to as easements, are not subject to this policy and regulation.

Ministerial Order M193/08 Disposal of Land or Improvements Order does not apply to situations where there is a transfer of interest in a board property by way of statutory rights of way and easements, which may be registered as a charge on title of the property. Ministerial approval is not required.

Process

The granting of a statutory right of way or easement is a grant of an interest in land. As the Existing Truck Turnaround SRW granted by PRHC will need to be discharged and replaced with the Replacement Truck Turnaround SRW granted by the Board, the Board will need to pass and adopt a disposal (right-of-way) bylaw before it can execute the Replacement Truck Turnaround SRW.

“The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01” in its entirety is attached. A written copy of the bylaw is in the possession of each trustee and available to the public. As permitted under Section 68 (3) of the School Act, a summarized version of the bylaw has been included under recommended motions.

Recommended Motions

That The Board of Education of School District No. 61 (Greater Victoria) (the “Board”) read “The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01” in accordance with Section 68(3) of the School Act (British Columbia).

“The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01” (the “Bylaw”) approves a statutory right-of-way and Section 219 covenant in favour of the City of Victoria (the “City”) to permit the City and members of the general public to use a portion of the lands located at 1211 Gladstone Avenue, Victoria, British Columbia (the “Property”) as shown outlined in bold on Plan EPP148835 for the purposes of a turnaround area for trucks and oversized vehicles attending upon the Property. This statutory right-of-way and Section 219 covenant will replace an existing statutory right-of-way and Section 219 covenant registered against title to the Property in the Land Title Office under registration numbers CA9436385 and CA9436386, respectively, in favour of the City for the same purpose, with the only substantive difference being that the new right-of-way area is a reduced portion of the existing right-of-way area shown in plan EPP103338.

The Bylaw authorizes the Secretary-Treasurer to execute the statutory right-of-way and covenant on behalf of the Board.

That “The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01” be:

Read a first time this 20th day of July, 2026;

Read a second time this 20th day of July, 2026;

Read a third time, passed and adopted this 20th day of July, 2026.

And that the Secretary-Treasurer and the Board Chair be authorized to execute and seal this bylaw on behalf of the Board.

Supporting Documents

Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01

Form C – New SRW and Covenant

Explanatory Plan EPP148835 (New SRW and Covenant)

Form C - Existing SRW and Covenant

Explanatory Plan EPP103338 (Existing SRW and Covenant)

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

**CALEDONIA TRUCK TURNAROUND
DISPOSAL (RIGHT-OF-WAY) OF REAL PROPERTY BYLAW 26-01**

WHEREAS a board of education may dispose of land or improvements, or both, under the authority of Section 96(5) of the *School Act* (British Columbia), subject to the Orders of the minister responsible for the *School Act* (British Columbia) (the “**Minister**”);

AND WHEREAS the *Interpretation Act* (British Columbia) defines the word “dispose” to mean to transfer by any method and includes, among other things, grant and charge;

AND WHEREAS the Minister issued *Disposal of Land or Improvements Order* (Ministerial Order M193/08) (the “**Order**”), effective September 3, 2008, requiring disposal of land or improvements by sale and transfer in fee simple and leases of land or improvements for a term of ten years or more to be specifically approved by the Minister, unless such disposal is to another board of education, a francophone education authority or an independent school;

AND WHEREAS a disposal of land or improvements by way of a grant of a statutory right of way does not require approval from the Minister pursuant to the Order;

AND WHEREAS Section 65(5) of the *School Act* (British Columbia) requires a board of education to exercise a power with respect to the acquisition or disposal of property owned or administered by the board of education only by bylaw;

AND WHEREAS:

- A. The Board of Education of School District No. 61 (Greater Victoria) (the “**Board**”) is the owner of those certain lands and premises with a civic address of 1211 Gladstone Avenue, Victoria, British Columbia and legally described as follows:

Parcel Identifier: 031-731-848

Legal Description: Lot A Sections 50 and 53 Spring Ridge Victoria City District Plan
EPP88786

(the “**Property**”);

- B. the Board has leased the Property to Capital Region Housing Corporation (the “**CRHC**”) pursuant to a lease registered against title to the Property in the Land Title Office under registration number CB21216;
- C. the City of Victoria (the “**City**”) has a statutory right of way and Section 219 covenant registered against title to the Property in the Land Title Office under registration numbers CA9436385 and CA9436386, respectively, (collectively, the “**Existing Charges**”) to permit the City and members of the general public to use a portion of the Property shown outlined in bold on Plan EPP103338 for the purposes of a turnaround area for trucks and oversized vehicles attending upon the Property;

- D. the City has requested that the Board grant to it a new statutory right of way and Section 219 Covenant (collectively, the “**New Charges**”) to permit the City and members of the general public to use a portion of the Property shown in bold outline on Explanatory Plan EPP148835, a reduced copy of which is attached hereto as Schedule A, for the purposes of a turnaround area for trucks and oversized vehicles attending upon the Property;
- E. the New Charges will replace the Existing Charges, which will be discharged from title to the Property upon registration of the New Charges;
- F. the Board is satisfied that it would be in the best interest of the Board to grant the New Charges to the City; and
- G. the Board has determined and hereby confirms that the grant of the New Charges will not interfere with the Board’s use of the Property and will neither conflict with nor detract from the regular or extracurricular program of a school or the current or future educational needs of School District No. 61 (Greater Victoria).

NOW THEREFORE BE IT RESOLVED as a Bylaw of the Board that the Board enter into the New Charges and grant the New Charges to the City in the form required by the City, subject to such amendments as the Secretary-Treasurer may, in his or her discretion, consider advisable, and register the New Charges against title to the Property in the Land Title Office.

BE IT FURTHER RESOLVED as a Bylaw of the Board that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver the New Charges in such form and with such amendments thereto as the Secretary-Treasurer may, in his or her discretion, consider advisable, and the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver all related and ancillary documents and all other documents required to complete the granting of the New Charges to the City on such terms and conditions as the Secretary-Treasurer may, in his or her discretion, consider advisable as witnessed by the signature of the Secretary-Treasurer.

This Bylaw may be cited as the “The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01”.

Read a first time the 20th day of July, 2026.

Read a second time the 20th day of July, 2026.

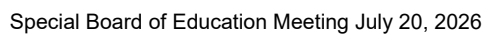
Read a third time on this 20th day of July, 2026, and finally passed and adopted this 20th day of July, 2026.

Chairperson of the Board

Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of The Board of Education of School District No. 61 (Greater Victoria) Caledonia Truck Turnaround Disposal (Right-of-Way) of Real Property Bylaw 26-01, adopted on the 20th day of July, 2026.

Secretary-Treasurer





1. Application

JB Lawyers LLP
4th Floor - 1007 Fort Street
Victoria BC V8V 3K5
250 385 5787

CRCH (Caledonia) Replace SRW for Turnaround
File No. 40837-000/RM

2. Description of Land

PID/Plan Number	Legal Description
031-731-848	LOT A SECTIONS 50 AND 53 SPRING RIDGE VICTORIA CITY DISTRICT PLAN EPP88786

3. Nature of Interest

Type	Number	Additional Information
STATUTORY RIGHT OF WAY		Part 2, Sections 1.0 to 3.0, over SRW Area as shown in Plan EPP148835
COVENANT		s. 219, Part 2, Section 4.0
PRIORITY AGREEMENT		Granting Statutory Right of Way herein priority over Lease CB21216
PRIORITY AGREEMENT		Granting Covenant herein priority over Lease CB21216

4. Terms

Part 2 of this instrument consists of:
(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
CAPITAL REGION HOUSING CORPORATION (AS TO PRIORITY)

6. Transferee(s)

THE CORPORATION OF THE CITY OF VICTORIA
#1 CENTENNIAL SQUARE
VICTORIA BC V8W 1P6

7. Additional or Modified Terms



8. Execution(s)

This instrument creates, assigns, modifies, enlarges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

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

By their Authorized Signatory

Name:

Name:

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor / Transferee / Party Signature(s)

YYYY-MM-DD

Capital Region Housing Corporation
By their Authorized Signatory

Name:

Name:

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.



Witnessing Officer Signature

Execution Date

YYYY-MM-DD

Transferor / Transferee / Party Signature(s)

**The Corporation of the City of
Victoria**

By their Authorized Signatory

Name:

Name:

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996, c 250, that you certify this document under section 168.41 (4) of the Act, and that an execution copy, or a true copy of that execution copy, is in your possession.

Statutory Right of Way (Highway) and Section 219 Covenant

TERMS OF INSTRUMENT - PART 2

WHEREAS:

- A. The Transferor (the “**Owner**”) is The Board of Education of School District No. 61 (Greater Victoria);
- B. The Transferee (the “**City**”) is the Corporation of the City of Victoria;
- C. The Owner is the registered owner in fee-simple of those lands and premises located within the City of Victoria, in the Province of British Columbia, more particularly described as:

PID: 031-731-848
Legal Description: LOT A SECTIONS 50 AND 53 SPRING RIDGE VICTORIA CITY DISTRICT PLAN EPP88786

(the “**Lands**”);
- D. The Capital Region Housing Corporation (“**CRHC**”) leases the Lands and has constructed and operates an affordable or below market residential rental housing development located on the Lands (the “**Development**”) and has, to offset the impact of the Development, constructed a surfaced turnaround area for trucks and oversized vehicles, including emergency, delivery and para-transit vehicles on the Lands (the “**Turnaround**”) for use by all such vehicles attending upon the Lands;
- E. The Owner has agreed to grant the City a statutory right of way (the “**Right of Way**”) over the Lands as set out herein, and to operate and maintain same in perpetuity;
- F. It is necessary that the Owner grant a statutory right of way in order to provide vehicular access to the City and the general public over the Lands as set out on the terms herein;
- G. Section 219 of the *Land Title Act* provides that a covenant, whether of negative or positive nature may be granted in favour of the City and may include one or more of the following provisions:
 - i. in respect of the use of land or the use of a building on or to be erected on land;
 - ii. that land is to be built on in accordance with the covenant;
 - iii. that land is not to be used, built on or subdivided;
 - iv. that land or specified amenities be protected, preserved, conserved, maintained, enhanced, restored or kept in their natural or existing state.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and the mutual covenants and agreements contained in this agreement (the “**Agreement**”), and the sum of ONE (\$1.00) DOLLAR of lawful money of Canada now paid to the Owner by the City (the receipt and sufficiency of which is hereby acknowledged), and for other good and valuable consideration the parties covenant and agree each with the other as follows:

1.0 STATUTORY RIGHT OF WAY

1.1 Pursuant to section 218 of the *Land Title Act*, the Owner hereby grants, conveys, confirms and transfers, in perpetuity:

- (a) to the City, its officers, employees, contractors, licensees and invitees and members of the general public legally operating a medium single unit truck (MSU) of up to 4.15m in height per the Transportation Association of Canada standards, including trucks, emergency vehicles, public transit vehicles, delivery vehicles or oversized vehicles,

the full, free and uninterrupted right, licence, liberty, privilege, permission and right of way to use, on a temporary basis, as a public highway for the purpose of the Turnaround, including but not limited to the right to enter onto, use, go, return, pass over and across for the said purposes, that portion of the Lands being 17.5 m², shown in heavy outline on the Right of Way Plan prepared by McElhanney Associates Land Surveying Ltd. and filed in the Victoria Land Title Office under Plan No. EPP148835 a reduced copy of which is attached hereto as Schedule “A” (the “**SRW Area**”).

1.2 The Owner will permit the City and every member of the public to peaceably hold and enjoy the rights hereby granted, provided however that notwithstanding the foregoing the Owner and those claiming authority through the Owner, and their respective agents may bar entry to or eject from the Turnaround any person who:

- (a) acts in a manner disruptive to the use or occupancy of the Owner or the tenants in the buildings on the Lands;
- (b) acts in a disorderly or offensive manner, or interferes with, threatens or obstructs any other person;
- (c) acts in a manner that damages or poses a threat to damage any landscaping or improvements on the Lands;
- (d) loiters or appears to be asleep or unconscious; or
- (e) otherwise creates a nuisance.

2.0 OWNER’S COVENANTS

2.1 The Owner covenants:

- (a) not, and not to permit or allow any other person, to erect, place, install or maintain any building, structure, addition to a building or structure, mobile home or patio, pipe, wire or other conduit on, over or under any portion of the SRW Area;

- (b) not to do anything or to permit any act or thing which in the opinion of the City in any way interferes with or damages or prevents access to or use of the SRW Area for its intended purpose;
- (c) from time to time and at all times at the reasonable request and at the cost of the City to do and execute or cause to be made, done or executed any further and other lawful acts, deeds, things, devices, conveyances and assurances in law required to ensure the City of its rights under this Agreement; and
- (d) to permit the City to peaceably hold and enjoy the rights hereby granted.

3.0 CITY'S COVENANTS

- 3.1 The City shall make good at its own expense damage or disturbance which may be caused to the Lands in the exercise by the City of its rights under this Agreement except as permitted under this Agreement.

4.0 SECTION 219 COVENANTS

- 4.1 Under section 219 of the *Land Title Act* there may be registered as annexed to any land a condition or covenant in favour of the City that the land, or any specified portion of it, is not to be built upon or is to be or is not to be used in a particular manner.
- 4.2 The Owner covenants, promises and agrees that, notwithstanding the uses permitted from time to time by the City's zoning bylaw, the Lands shall not be built on or used except in strict accordance with this Agreement.
- 4.3 In respect of the use of the Lands, the Owner will keep and maintain the SRW Area in good condition and repair, in accordance with City standards and policies, as amended from time to time.
- 4.4 For clarity, in addition to the obligations under section 4.3, the Owner will maintain in good and workmanlike condition that portion of the SRW Area containing or comprised of its constructed driveway.

5.0 GENERAL

- 5.1 No right herein granted to or reserved by the City shall require the City to clear, repair or maintain the SRW Area unless the City is expressly required herein to perform such cleaning, repairing or maintenance.
- 5.2 No part of the title in fee simple to the Lands of the Owner shall pass to or be vested in the City under or by virtue of this Agreement, and the Owner may fully use and enjoy all of the Lands of the Owner subject only to the rights and restrictions in this Agreement.
- 5.3 If the Owner defaults in observance or performance of its obligations hereunder, the City, after 10 days prior written notice to the Owner specifying the default and at any time in case of emergency, may (but is not obligated to) rectify the default, and the Owner shall pay to the City, on demand, its reasonable costs in connection with so rectifying.

- 5.4 No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
- 5.5 At the Owner's expense, the Owner shall do or cause to be done all acts necessary to grant priority to this Agreement over all financial charges and encumbrances which are registered, or pending registration, against the title to the Lands in the Land Title Office save and except those that have been specifically approved in writing by the City or have been granted in favour of the City.
- 5.6 This Agreement shall attach to and run with the Lands and each and every part to which the Lands may be divided or subdivided whether by subdivision plan, strata plan or otherwise howsoever.
- 5.7 The Owner acknowledges that (a) these Covenants are enforceable against the Owner and his successors in title, but (b) the Owner is not personally liable for breach of these Covenants where such liability arises by reason of an act or omission occurring after the Owner named herein or any future owner ceases to have a further interest in the Lands.
- 5.8 If at the date hereof the Owner is not the sole registered owner of the Lands of the Owner, this Agreement shall nevertheless bind the Owner to the full extent of his interest therein, and if he acquires a greater or the entire interest in fee simple, this Agreement shall likewise extend to such after-acquired interests.
- 5.9 If the Owner consists of more than one person, each such person will be jointly and severally liable to perform the Owner's obligations under this Agreement.
- 5.10 It is mutually understood, acknowledged and agreed by the parties hereto that the City has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Owner other than those contained in this Agreement.
- 5.11 The waiver by a party of any breach of this Agreement or failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar, and no waiver shall be effective unless it is in writing signed by both parties.
- 5.12 Notwithstanding anything herein contained, the City reserves all rights and powers of expropriation otherwise enjoyed by the City.
- 5.13 Without limiting section 5.12, nothing contained or implied in this Agreement will derogate from the obligations of the Owner under any other agreement with the City or prejudice or affect the City's rights, powers, duties or obligations in the exercise of its functions under all public and private statutes, by-laws, orders and regulations, which may be as fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered by Owner and the City.
- 5.14 Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

- 5.15 The Owner agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.
- 5.16 The division of this Agreement into articles and sections and the insertion of headings are for the convenience of reference only and will not affect the construction or interpretation of this Agreement.
- 5.17 If any section, subsection, sentence, clause or phrase in this Agreement is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the Agreement.
- 5.18 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
- 5.19 This Agreement will be governed and construed according to the laws of the Province of British Columbia.
- 5.20 Time is of the essence of this Agreement.
- 5.21 This Agreement may be executed in counterparts and delivered by emailed PDF file, each of which will have the same effect as if all parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

6.0 PRIORITY AGREEMENT

- 6.1 Capital Region Housing Corporation, the registered holder of charges by way of Lease registered against the Lands, which said charge is registered in the Land Title Office at Victoria, British Columbia, under number CB21216, for and in consideration of the sum of Ten (\$10.00) Dollars paid by the Transferee to the said chargeholder (the receipt of whereof is hereby acknowledged), agrees with the Transferee, its successors and assigns, that the within Statutory Right of Way and Covenant shall be encumbrances upon the Lands in priority to the said charges in the same manner and to the same effect as if they had been dated and registered prior to the said charges.

The parties hereto acknowledge that this Agreement has been duly executed and delivered by the parties executing Forms C and D attached hereto.

STATUTORY RIGHT OF WAY PLAN
OVER PART OF
LOT A
SECTIONS 50 AND 53
SPRING RIDGE VICTORIA CITY DISTRICT
PLAN EPP88786

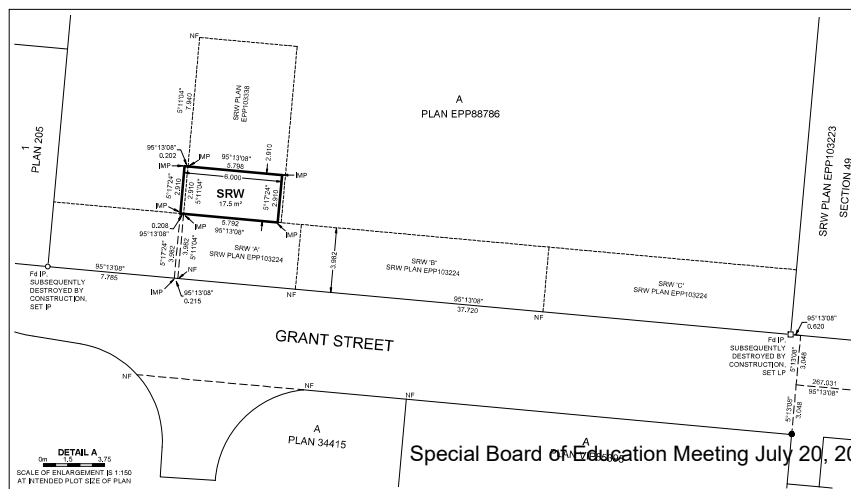
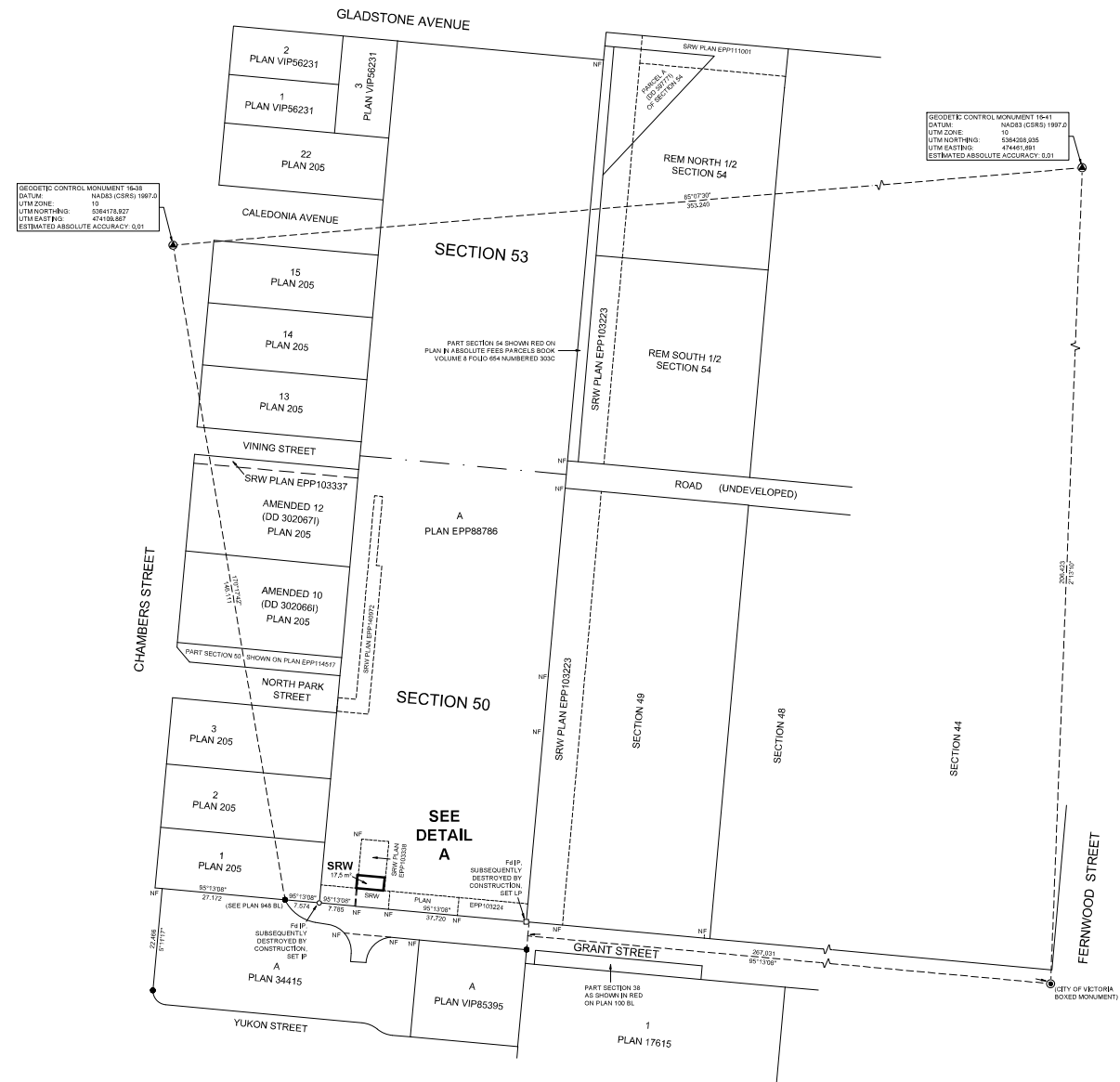
SCHEDULE 'A'

PLAN EPP148835

PURSUANT TO SECTION 113 OF THE LAND TITLE ACT

BCGS 92B.044

10 0 10 20 30 40
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF
THE INTENDED PLOT SIZE OF THIS PLAN IS 540 mm IN WIDTH BY
864 mm IN HEIGHT (D=432) WHEN PLOTTED AT A SCALE OF 1:500.



THIS PLAN LIES WITHIN INTEGRATED SURVEY AREA NO. 17,
CITY OF VICTORIA, NAD83 (CSRS) 3.0,0,BC-1,CRD

GRID BEARINGS ARE DERIVED FROM OBSERVATIONS BETWEEN GEODETIC CONTROL
MONUMENTS 16-38 AND 16-41 AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 10.

THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED ARE DERIVED FROM THE MASCO
PUBLISHED COORDINATES AND STANDARD DEVIATIONS FOR GEODETIC CONTROL MONUMENTS 16-38 AND 16-41.

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES, UNLESS OTHERWISE SPECIFIED.
TO COMPUTE GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE
COMBINED FACTOR OF 0.9999935. THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED
BASED ON GEODETIC CONTROL MONUMENTS 16-38 AND 16-41.

LEGEND
FOUND PLACED
● CONTROL MONUMENT
○ CITY OF VICTORIA BOXED MONUMENT
□ LEAD PLUG
○ STANDARD IRON POST
● F4
● IMPRACTICAL TO SET POST
● IP
● STANDARD IRON POST
● LP
● STANDARD LEAD PLUG
● m²
● SQUARE METRES
● NF
● NOTHING FOUND
● REM
● REMAINDER
● SRW
● STATUTORY RIGHT OF WAY

THIS PLAN LIES WITHIN THE CAPITAL REGIONAL DISTRICT.

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS
COMPLETED ON THE 3rd DAY OF OCTOBER, 2025
SCOTT HALL, AUSTIN, BC L1S 1S1

McKenney Associates Land Surveying Ltd.
500-3980 Quadra Street, Victoria BC V8K 4K3
Tel. 250.370.9221

PLAN ID:
224190200-VL-RVAY-001

Special Board of Education Meeting July 20, 2026



Your electronic signature is a representation that you are a British Columbia land surveyor and a subscriber under section 168.6 of the *Land Title Act*, RSBC 1996 c.250. By electronically signing this document, you are also electronically signing the attached plan under section 168.3 of the act.

Jonathan Austin
GKR935

c=CA, cn=Jonathan Austin
GKR935, o=BC Land Surveyor,
ou=Verify ID at
www.juricert.com/LKUP.cfm?id=GK
R935

1. BC LAND SURVEYOR: (Name, address, phone number)

Jonathan Austin, McElhanney Associates Land Surveying Ltd.
500 - 3960 Quadra Street

Phone: 778-476-8131

Email: jaustin@mcelhanney.com

Victoria

BC V8X 4A3

☐ Surveyor General Certification [For Surveyor General Use Only]

2. PLAN IDENTIFICATION:

Control Number: 176-945-4507

Plan Number: EPP148835

This original plan number assignment was done under Commission #: 819

3. CERTIFICATION:

☒ Form 9 ☐ Explanatory Plan ☐ Form 9A

I am a British Columbia Land Surveyor, and I certify that:

(a) I personally superintended the survey represented by this plan;

(b) the survey and plan are correct and comply with the Survey and Plan Rules and all applicable statutes.

The field survey was completed on: 2025 October 03 (YYYY/Month/DD) The checklist was filed under ECR#:

The plan was completed and checked on: 2026 January 26 (YYYY/Month/DD) 298653

☒ None ☐ Strata Form S

☒ None ☐ Strata Form U1 ☐ Strata Form U1/U2

Arterial Highway ☐

Remainder Parcel (Airspace) ☐

4. ALTERATION: ☐

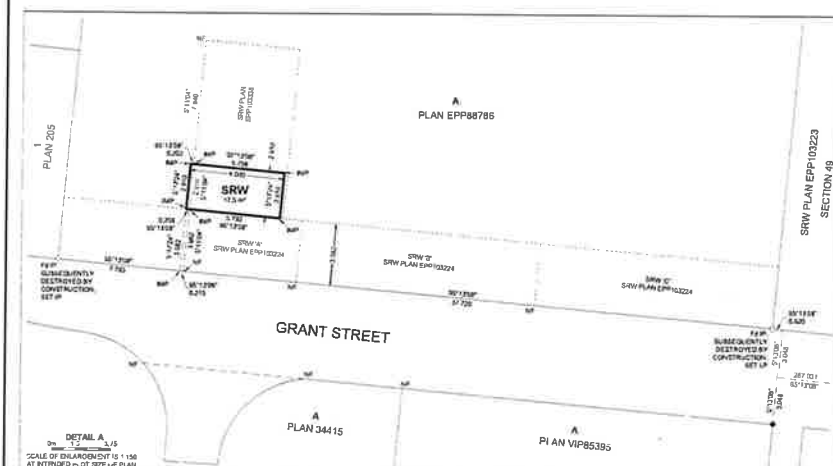
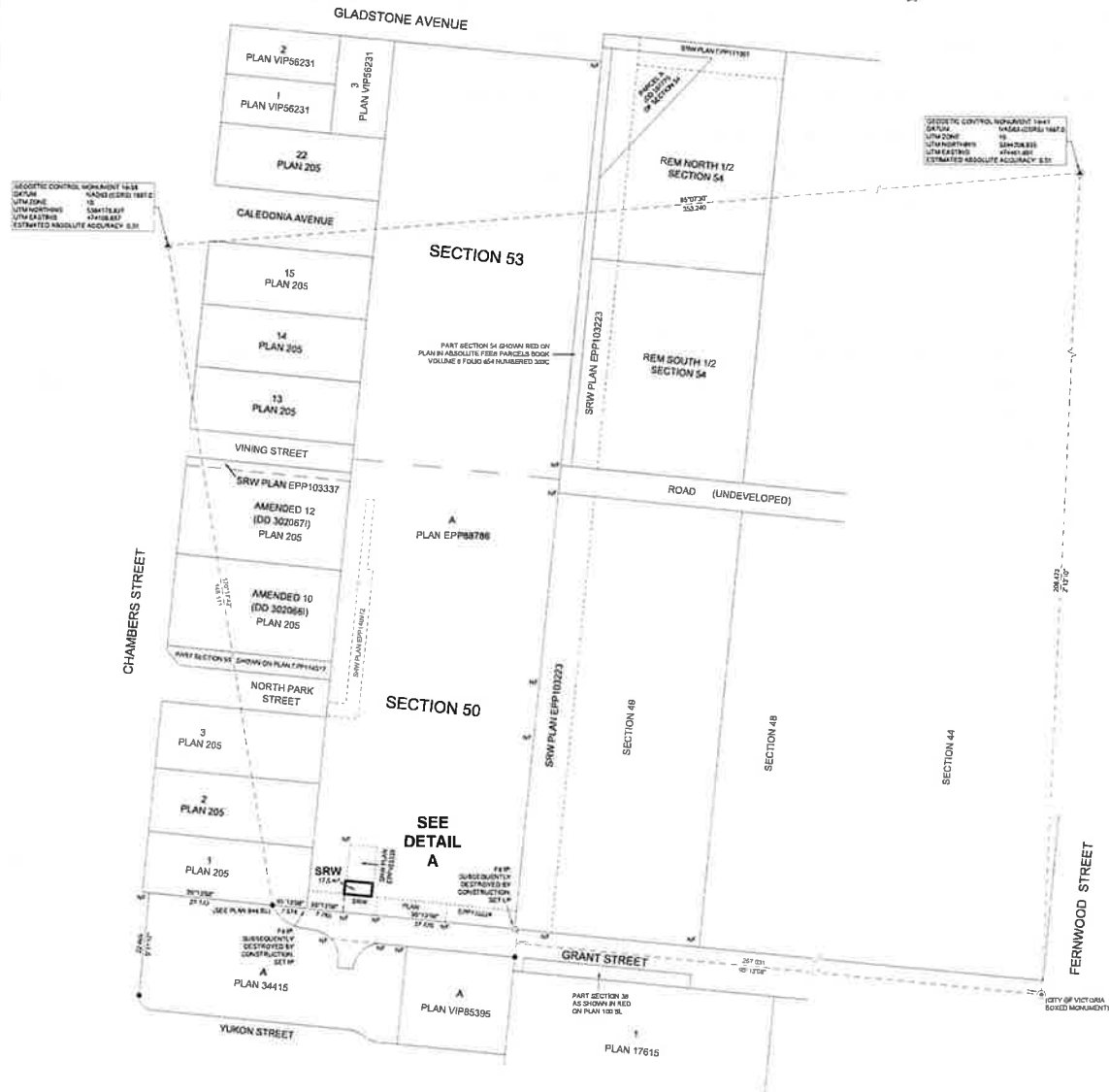
**STATUTORY RIGHT OF WAY PLAN
OVER PART OF
LOT A
SECTIONS 50 AND 53
SPRING RIDGE VICTORIA CITY DISTRICT
PLAN EPP88786**

PLAN EPP148835

PURSUANT TO SECTION 113 OF THE LAND TITLE ACT

BCGS 928.044

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF
THE INTENDED PLOT SIZE OF THIS PLAN IS 540 m² IN WIDTH BY
800 m IN HEIGHT (SHOWN WHEN PLOTTED AT A SCALE OF 1:500)



THIS PLAN LIES WITHIN INTEGRATED SURVEY AREA NO. 17,
CITY OF VICTORIA, NAD83 (CSRS) 5.0 S BC.1 CRO

GRID BEARINGS ARE DERIVED FROM OBSERVATIONS BETWEEN GEODETIC CONTROL
MONUMENTS 10-34 AND 10-40 AND ARE REFERRED TO THE CENTRAL WEIR POINT OF 10-34 ZONE 10
THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED ARE DERIVED FROM THE MOST
PUBLISHED COORDINATES AND STANDARD DEVIATIONS FOR GEODETIC CONTROL MONUMENTS 10-34 AND 10-41

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED.
TO COMPUTE GRID DISTANCES, MULTIPLE GROUND-LEVEL DISTANCES BY THE AVERAGE
COMBINED FACTOR OF 0.999999, THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED
BASED ON GEODETIC CONTROL MONUMENTS 10-34 AND 10-41

- LEGEND**
- FOUND PLACES
 - CONTROL MONUMENT
 - CITY OF VICTORIA BOUNDARY MONUMENT
 - LEAD PLUG
 - GRANITE BORN POST
 - FOUND
 - IRREVERSIBLE TO SET POST
 - STANDARD BORN POST
 - STANDARD LEAD PLUG
 - SQUARE METRES
 - NORTHING PLANE
 - ROAD
 - ROADWAY
 - SRW
 - STATUTORY RIGHT OF WAY

THIS PLAN LIES WITHIN THE CAPITAL REGIONAL DISTRICT.

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS
COMPLETED ON THE 24 DAY OF OCTOBER, 2020
JOHNATHAN M. J. J. B.S. 118

McKenney Associates Land Surveyors Ltd.
100-1000 Lakeshore Drive, Victoria BC V8V 4A3
Tel: 250.375.6201

PLAN ID:
22411002610-VL-RV-001-123

DECLARATION(S) ATTACHED



Land Title Act

Charge

General Instrument - Part 1

VICTORIA LAND TITLE OFFICE

OCT 15 2021 15:01:28.006

CA9436385-CA9436386

1. Application

Jawl Bundon LLP
4th Floor, 1007 Fort Street
Victoria BC V8V 3K5
(250) 385 5787

2. Description of Land

PID/Plan Number	Legal Description
005-002-443	LOT 4, SPRING RIDGE, VICTORIA CITY, PLAN 205

3. Nature of Interest

Type	Number	Additional Information
STATUTORY RIGHT OF WAY		Part 2, Sections 1.0 through 3.0, over SRW Area as shown in Plan EPP103338
COVENANT		s. 219; Part 2, Section 4.0

4. Terms

Part 2 of this instrument consists of:

(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

PROVINCIAL RENTAL HOUSING CORPORATION, INC. NO. 52129

6. Transferee(s)

THE CORPORATION OF THE CITY OF VICTORIA
#1 CENTENNIAL SQUARE
VICTORIA BC V8W 1P6

7. Additional or Modified Terms



Land Title Act

Charge

General Instrument – Part 1

8. Execution(s)

This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

Charlotte K. Wong
Barrister & Solicitor
 2110 Burquitlam Drive
 Vancouver BC V5P 2P1

YYYY-MM-DD

2021-09-22

PROVINCIAL RENTAL HOUSING CORPORATION

By their Authorized Signatory

Stacey Lee

(as to Stacey Lee's signature)

Vincent Tong

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

Carrie Moffatt
Barrister & Solicitor
 City of Victoria
 1 Centennial Square
 Victoria BC V8W 1P6

YYYY-MM-DD

2021-10-14

The Corporation of the City of Victoria (as Transferee)

By their Authorized Signatory

Tomasz M. Zworski, City Solicitor

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41 (4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

Robert John Millar VSJ92B

Digitally signed by
 Robert John Millar VSJ92B
 Date: 2021-10-15
 13:19:02 -07:00

Statutory Right of Way (Highway) and Section 219 Covenant

TERMS OF INSTRUMENT - PART 2

WHEREAS:

- A. The Transferor (the “**Owner**”) is the Provincial Rental Housing Corporation, Inc. No. 52129;
- B. The Transferee (the “**City**”) is the Corporation of the City of Victoria;
- C. The Owner is the registered owner in fee-simple of those lands and premises located within the City of Victoria, in the Province of British Columbia, more particularly described as:

PID: 005-002-443
LOT 4, SPRING RIDGE, VICTORIA CITY, PLAN 205

(the “**Lands**”);
- D. The Capital Region Housing Corporation (“**CRHC**”) is proposing to construct and operate an affordable or below market residential rental housing development located partially on the Lands (the “**Development**”) and has agreed to offset the impact of the Development by constructing a surfaced turnaround area for trucks and oversized vehicles, including emergency, delivery and para-transit vehicles on the Lands (the “**Turnaround**”) for use by all such vehicles attending upon the Lands;
- E. The Owner has entered into an agreement with The Board of Education of School District No. 61 (Greater Victoria) (“**SD61**”) to transfer the Lands to SD61 subject to CRHC obtaining rezoning and development permit approvals from the City for the Development;
- F. Upon SD61 acquiring ownership of the Lands, SD61 intends to consolidate the Lands with a number of surrounding parcels to situate the Development on one lot and enter into a long term (60 year) lease with CRHC, which will build and operate the Development;
- G. The Owner has agreed to grant the City a statutory right of way (the “**Right of Way**”) over the Lands as set out herein, and to operate and maintain same in perpetuity;
- H. It is necessary that the Owner grant a statutory right of way in order to provide vehicular access to the City and the general public over the Lands as set out on the terms herein;
- I. Section 219 of the *Land Title Act* provides that a covenant, whether of negative or positive nature may be granted in favour of the City and may include one or more of the following provisions:

- i. in respect of the use of land or the use of a building on or to be erected on land;
- ii. that land is to be built on in accordance with the covenant;
- iii. that land is not to be used, built on or subdivided;
- iv. that land or specified amenities be protected, preserved, conserved, maintained, enhanced, restored or kept in their natural or existing state.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and the mutual covenants and agreements contained in this agreement (the “**Agreement**”), and the sum of ONE (\$1.00) DOLLAR of lawful money of Canada now paid to the Owner by the City (the receipt and sufficiency of which is hereby acknowledged), and for other good and valuable consideration the parties covenant and agree each with the other as follows:

1.0 STATUTORY RIGHT OF WAY

1.1 Pursuant to section 218 of the *Land Title Act*, the Owner hereby grants, conveys, confirms and transfers, in perpetuity:

- (a) to the City, its officers, employees, contractors, licensees and invitees and members of the general public legally operating a medium single unit truck (MSU) of up to 4.15m in height per the Transportation Association of Canada standards, including trucks, emergency vehicles, public transit vehicles, delivery vehicles or oversized vehicles,

the full, free and uninterrupted right, licence, liberty, privilege, permission and right of way to use, on a temporary basis, as a public highway for the purpose of the Turnaround, including but not limited to the right to enter onto, use, go, return, pass over and across for the said purposes, that portion of the Lands being 65.1 m², shown in heavy outline on the Right of Way Plan prepared by McElhanney Associates Land Surveying Ltd. and filed in the Victoria Land Title Office under Plan No. EPP103338 a reduced copy of which is attached hereto as Schedule “A” (the “**SRW Area**”).

1.2 The Owner will permit the City and every member of the public to peaceably hold and enjoy the rights hereby granted, provided however that notwithstanding the foregoing the Owner and those claiming authority through the Owner, and their respective agents may bar entry to or eject from the Turnaround any person who:

- (a) acts in a manner disruptive to the use or occupancy of the Owner or the tenants in the buildings on the Lands;
- (b) acts in a disorderly or offensive manner, or interferes with, threatens or obstructs any other person;
- (c) acts in a manner that damages or poses a threat to damage any landscaping or improvements on the Lands;
- (d) loiters or appears to be asleep or unconscious; or

- (e) otherwise creates a nuisance.

2.0 OWNER'S COVENANTS

2.1 The Owner covenants:

- (a) not, and not to permit or allow any other person, to erect, place, install or maintain any building, structure, addition to a building or structure, mobile home or patio, pipe, wire or other conduit on, over or under any portion of the SRW Area;
- (b) not to do anything or to permit any act or thing which in the opinion of the City in any way interferes with or damages or prevents access to or use of the SRW Area for its intended purpose;
- (c) from time to time and at all times at the reasonable request and at the cost of the City to do and execute or cause to be made, done or executed any further and other lawful acts, deeds, things, devices, conveyances and assurances in law required to ensure the City of its rights under this Agreement; and
- (d) to permit the City to peaceably hold and enjoy the rights hereby granted.

3.0 CITY'S COVENANTS

- 3.1 The City shall make good at its own expense damage or disturbance which may be caused to the Lands in the exercise by the City of its rights under this Agreement except as permitted under this Agreement.

4.0 SECTION 219 COVENANTS

- 4.1 Under section 219 of the *Land Title Act* there may be registered as annexed to any land a condition or covenant in favour of the City that the land, or any specified portion of it, is not to be built upon or is to be or is not to be used in a particular manner.
- 4.2 The Owner covenants, promises and agrees that, notwithstanding the uses permitted from time to time by the City's zoning bylaw, the Lands shall not be used except in strict accordance with this Agreement.
- 4.3 In respect of the use of the Lands, the Owner will keep and maintain the SRW Area in good condition and repair, in accordance with City standards and policies, as amended from time to time.
- 4.4 For clarity, in addition to the obligations under section 4.3, the Owner will maintain in good and workmanlike condition that portion of the SRW Area containing or comprised of its constructed driveway as denoted on Schedule B.

5.0 GENERAL

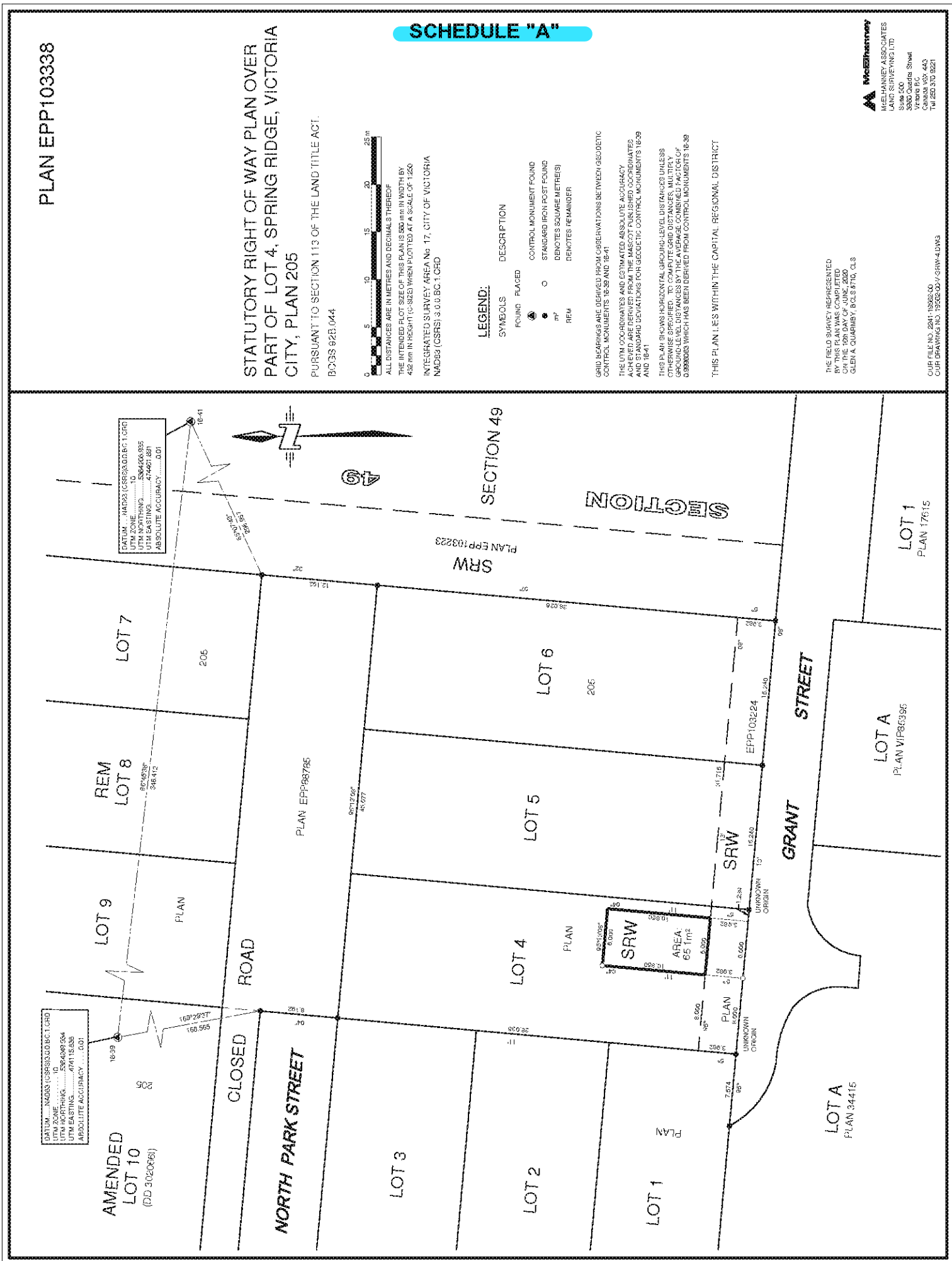
- 5.1 No right herein granted to or reserved by the City shall require the City to clear, repair or maintain the SRW Area unless the City is expressly required herein to perform such cleaning, repairing or maintenance.

- 5.2 No part of the title in fee simple to the Lands of the Owner shall pass to or be vested in the City under or by virtue of this Agreement, and the Owner may fully use and enjoy all of the Lands of the Owner subject only to the rights and restrictions in this Agreement.
- 5.3 If the Owner defaults in observance or performance of its obligations hereunder, the City, after 10 days prior written notice to the Owner specifying the default and at any time in case of emergency, may (but is not obligated to) rectify the default, and the Owner shall pay to the City, on demand, its reasonable costs in connection with so rectifying.
- 5.4 No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
- 5.5 At the Owner's expense, the Owner shall do or cause to be done all acts necessary to grant priority to this Agreement over all financial charges and encumbrances which are registered, or pending registration, against the title to the Lands in the Land Title Office save and except those that have been specifically approved in writing by the City or have been granted in favour of the City.
- 5.6 This Agreement shall attach to and run with the Lands and each and every part to which the Lands may be divided or subdivided whether by subdivision plan, strata plan or otherwise howsoever.
- 5.7 The Owner acknowledges that (a) these Covenants are enforceable against the Owner and his successors in title, but (b) the Owner is not personally liable for breach of these Covenants where such liability arises by reason of an act or omission occurring after the Owner named herein or any future owner ceases to have a further interest in the Lands.
- 5.8 If at the date hereof the Owner is not the sole registered owner of the Lands of the Owner, this Agreement shall nevertheless bind the Owner to the full extent of his interest therein, and if he acquires a greater or the entire interest in fee simple, this Agreement shall likewise extend to such after-acquired interests.
- 5.9 If the Owner consists of more than one person, each such person will be jointly and severally liable to perform the Owner's obligations under this Agreement.
- 5.10 It is mutually understood, acknowledged and agreed by the parties hereto that the City has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Owner other than those contained in this Agreement.
- 5.11 The waiver by a party of any breach of this Agreement or failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar, and no waiver shall be effective unless it is in writing signed by both parties.
- 5.12 Notwithstanding anything herein contained, the City reserves all rights and powers of expropriation otherwise enjoyed by the City.
- 5.13 Without limiting section 5.12, nothing contained or implied in this Agreement will derogate from the obligations of the Owner under any other agreement with the City or prejudice or affect the City's rights, powers, duties or obligations in the exercise of its

functions under all public and private statutes, by-laws, orders and regulations, which may be as fully and effectively exercised in relation to the Lands as if this Agreement had not been executed and delivered by Owner and the City.

- 5.14 Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.
- 5.15 The Owner agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Agreement.
- 5.16 The division of this Agreement into articles and sections and the insertion of headings are for the convenience of reference only and will not affect the construction or interpretation of this Agreement.
- 5.17 If any section, subsection, sentence, clause or phrase in this Agreement is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the Agreement.
- 5.18 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
- 5.19 This Agreement will be governed and construed according to the laws of the Province of British Columbia.
- 5.20 Time is of the essence of this Agreement.
- 5.21 This Agreement may be executed in counterparts and delivered by emailed PDF file, each of which will have the same effect as if all parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

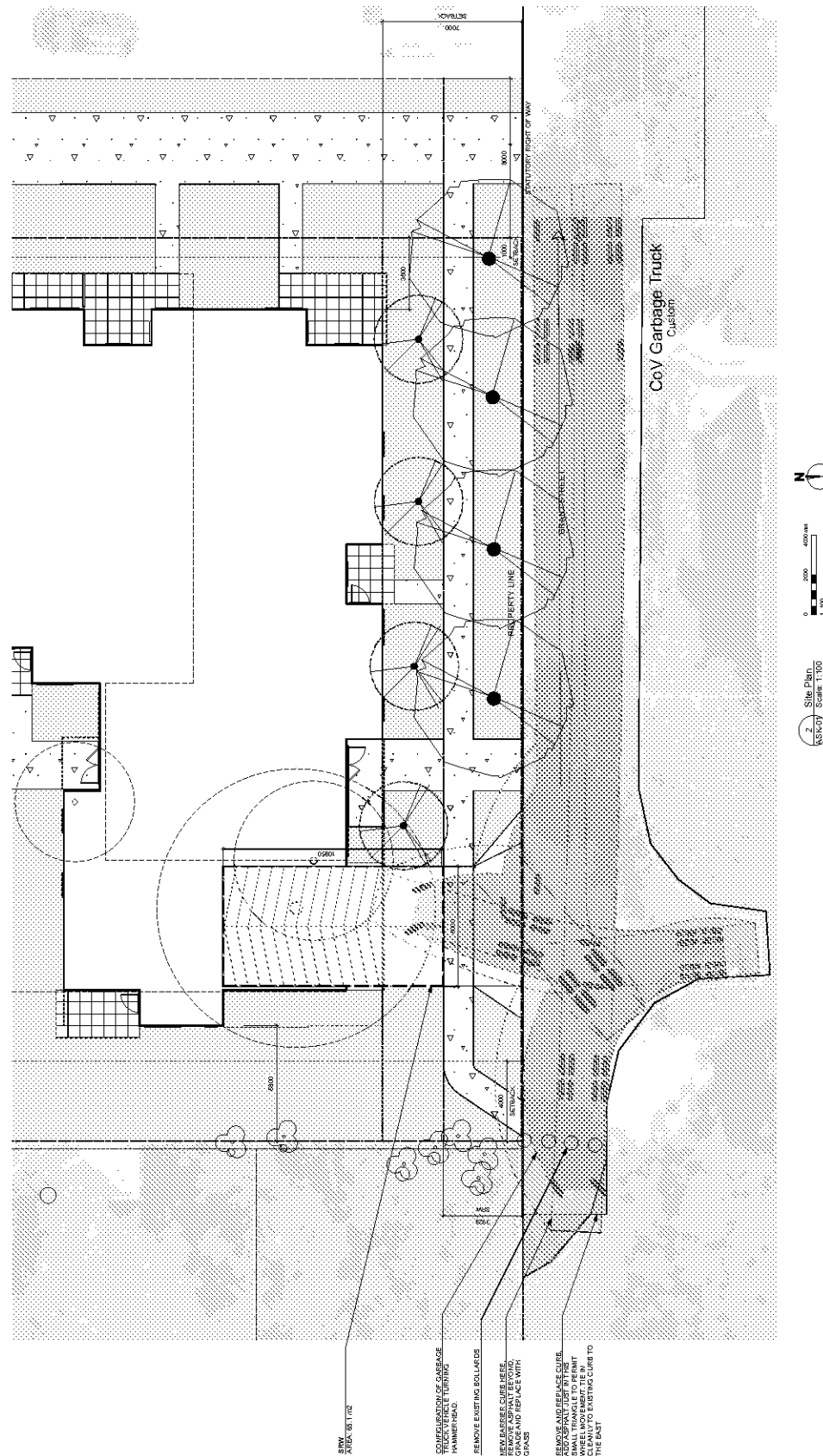
The parties hereto acknowledge that this Agreement has been duly executed and delivered by the parties executing Forms C and D attached hereto.



Schedule B

[illegible]

**ISSUED FOR DP
& REZONING**

[illegible]

**LAND TITLE ACT
FORM DECLARATION****Related Document Number: CA9436385**

PAGE 1 OF 1 PAGES

Your electronic signature is a representation that

(a) you are a subscriber under section 168.6 of the Land Title Act, RSBC 1996 c.250, and that you are authorized to electronically sign this document by an e-filing direction made under section 168.22(2) of the act, or

(b) you are a designate authorized to certify this application under section 168.4 of the Land Title Act, RSBC 1996, c.250, that you certify this application under section 168.43(3) of the act, and that the supporting document or a true copy of the supporting document, if a true copy is allowed under an e-filing direction, is in your possession, or

(c) if the purpose of this declaration is to bring to the attention of the registrar an error, omission or misdescription in a previously submitted document under section 168.55 of the act, you certify that, based on your personal knowledge or reasonable belief, this declaration sets out the material facts accurately.

Robert John Millar VSJ92B	Digitally signed by Robert John Millar VSJ92B Date: 2021.10.26 15:25:19 -07'00'
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I, Robert Millar, declare that:

With respect to application no. CA9436385, please revise section 4.2 of the Part 2 Terms of Instrument to add the words "built on or" thereto, so that the said section will be corrected to read as follows:

4.2 The Owner covenants, promises and agrees that, notwithstanding the uses permitted from time to time by the City's zoning bylaw, the Lands shall not be built on or used except in strict accordance with this Agreement.

All signatory parties to the said applications have consented to the changes set out.

I make this declaration and know it to be true based on the information or belief.

NOTE:

A Declaration cannot be used to submit a request to the Registrar for the withdrawal of a document.

Fee Collected for Document: \$0.00

