

**BOARD OF EDUCATION  
PUBLIC MEETING  
School Board Office  
3143 Jacklin Road  
November 26, 2019 – 7:00 p.m.**

---

**A G E N D A**

**1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**

*We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth.  
(words gifted by the three nations SD62 works with)*

**2. AGENDA**

2.1 Call for amendments and additional items

Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the agenda of November 26, 2019 as presented (or as amended).

**3. MINUTES**

3.1 Call for amendments to minutes

Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the minutes of the October 22, 2019 meeting be adopted as presented (or as amended).

**4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS**

**5. EDUCATIONAL PRESENTATIONS**

- 5.1 Student Trip to Palm Springs, California– January 17-20, 2020 – Royal Bay Secondary School – Jacob Wheating
- 5.2 Student Trip to Honolulu, Hawaii – February 8-15, 2020 – Royal Bay Secondary School - Brian Hobson
- 5.3 Student Trip to London, England – March 12-20, 2020 – Royal Bay Secondary School – John Mennie
- 5.4 Student Trip to Los Angeles & Disneyland, California – March or April 2020 – Dunsmuir Middle School/Royal Bay Secondary School – Pam Gerrits
- 5.5 Coalition of Child Care Advocates Presentation – Sharon Gregson
- 5.6 Safer School Team Presentation – Stephanie Hedley-Smith/Jamie Adair
- 5.7 Port Renfrew Library Video - Stephanie Hedley-Smith

**6. CORRESPONDENCE & DELEGATIONS**

- 6.1 Correspondence

- a. Capital Regional District 2018 Regional Growth Strategy Bylaw 4017 Amendment – Colin Plant
- b. School Naming Letter – Elizabeth Garland
- c. Response from Minister of Environment/Minister of Education RE: Clean BC Letter
- 6.2 Standing Delegations (STA, CUPE, PVP, SPEAC, CPF, Students) – 5 minutes each
- 6.3 Public Delegations – No delegations

## 7. FINANCE, FACILITIES AND SERVICES

- 7.1 Report on the Resources Committee – Meeting of November 12, 2019  
Recommendation: That the Board of Education of School District 62 (Sooke) approve the SEAPARC Joint Use Agreement for School Year 19/20.  
Recommendation: That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee meeting of November 12, 2019.
- 7.2 Report on the Audit Committee – Meeting of November 19, 2019  
Recommendation: That the Board of Education of School District 62 (Sooke) appoint KPMG as the external auditor of the district for the next three years (19/20 through 21/22).  
Recommendation: That the Board of Education of School District 62 (Sooke) appoint MNP as the internal auditor of the district for the next three years (19/20 through 21/22).  
Recommendation: That the Board of Education of School District 62 (Sooke) receive the report from the Audit Committee meeting of November 19, 2019.

## 8. EDUCATION PROGRAM

- 8.1 Report on the Education-Policy Committee – Meeting of November 5, 2019  
Recommendation: That the Board of Education of School District 62 (Sooke) rescind Policy and Regulations C-222 “Videotaping, Audiotaping & Photographing Students in the Regular Course of Activities in the School.”  
Recommendation: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations D-330.1 “Access to Information”.  
Recommendation: That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft new Policy and Regulations C-112 “Ordinarily Resident”.  
Recommendation: That the Board of Education of School District 62 (Sooke) approve the Draft new Policy and Regulations B-135 “Sponsorships and Donations” and it be included within the District Policy Manual.  
Recommendation: That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee meeting of November 5, 2019.

## 9. STUDENTS

- 9.1 French Immersion/Nature Kindergarten Registration – Stephanie Hedley-Smith

## 10. FOUNDATIONS & GOVERNANCE

- 10.1 Report from the Aboriginal Education Council – Dianna Seaton
- 10.2 Report from the French Advisory Committee – Wendy Hobbs
- 10.3 Report from the Victoria Family Court and Youth Justice Committee– Margot Swinburnson
- 10.4 Report from the Early Learning Summit – Margot Swinburnson

**11. ADMINISTRATION**

- 11.1 Superintendent's Report – Scott Stinson

**12. PERSONNEL**

**13. UPCOMING EVENTS**

- 13.1 Trustee Academy – November 29 to December 1, 2019
- 13.2 Holiday Assemblies and Concerts
- 13.3 Aboriginal Education Recognition Celebration Event – May 27, 2020 at Camosun College Lansdowne

**14. FUTURE ITEMS**

**15. QUESTION PERIOD**

Members of the public have the opportunity to ask questions related to agenda items discussed at tonight's meeting. Questions will be brief and directed to the Chair.

**16. ADJOURNMENT**

**MINUTES**  
**BOARD OF EDUCATION**  
**PUBLIC MEETING**  
**School Board Office**  
**3143 Jacklin Road**  
**October 22, 2019 – 7:00 p.m.**

---

TRUSTEES: Ravi Parmar, Board Chair                      Dianne Seaton, Vice-Chair  
              Bob Beckett    Wendy Hobbs  
              Bob Phillips     Margot Swinburnson  
              Allison Watson

STAFF:        Scott Stinson, Superintendent  
              Harold Cull, Secretary-Treasurer  
              Stephanie Hedley-Smith, Associate Superintendent  
              Dave Strange, Associate Superintendent  
              Paul Block, Associate Superintendent  
              Dan Haley, Executive Director, Human Resources

REGRETS

SECRETARY: Kristina Ross

---

There were 10 people in attendance.

**1. CALL TO ORDER**

The meeting was called to order at 7:04 p.m.

Ravi Parmar acknowledged the traditional territories of the First Nations.

**2. AGENDA**

2.1 Call for amendments and additional items

140.    MOVED Allison Watson/Margot Swinburnson  
          That the Board of Education of School District 62 (Sooke) adopt the agenda of  
          October 22, 2019 as presented.  
          CARRIED

**3. MINUTES**

3.1 Call for amendments to minutes

141.    MOVED Dianna Seaton/Margot Swinburnson

That the Board of Education of School District 62 (Sooke) adopt the minutes of the September 24, 2019 meeting as presented.

CARRIED

#### 4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS

There were no informational items presented.

#### 5. EDUCATIONAL PRESENTATIONS

##### 5.1 Student Trip to France & Germany – March 8-15, 2020 – John Stubbs Memorial School – Johanne Abbis

##### 142. MOVED Dianna Seaton/Wendy Hobbs

That the Board of Education of School District 62 (Sooke) approve the John Stubbs Memorial School trip to France & Germany from March 8-15, 2020, subject to the oversight and direction of the Superintendent's office.

CARRIED

##### 5.2 Student Trip to Rome & Paris – March 16-23, 2020 – Edward Milne Secondary School -Sue Garat

##### 143. MOVED Margot Swinburnson/Bob Beckett

That the Board of Education of School District 62 (Sooke) approve the Edward Milne Secondary School trip to Rome & Paris from March 16-23, 2020, subject to the oversight and direction of the Superintendent's office.

CARRIED

##### 5.3 Student Trip to Ecuador & Galapagos – March 16-27, 2020 – Belmont Secondary School/Spencer Middle School – Christine DoSouto

##### 144. MOVED Wendy Hobbs/Bob Beckett

That the Board of Education of School District 62 (Sooke) approve the Belmont Secondary School/Spencer Middle School trip to Ecuador & Galapagos from March 16-27, 2020, subject to the oversight and direction of the Superintendent's office.

CARRIED

##### 5.4 Proposed Overnight and Out-Of-Province School Trips 2019/20

The Board of Education of School District 62 (Sooke) was provided a list of proposed overnight and out-of-province school trips for 2019/2020 for information.

##### 5.5 SD 62 and the Equity Scan Process & Emerging Action to Respond to Goals of Reconciliation

Kathleen King and Marlys Denny provided a presentation to the Board of Education of School District 62 (Sooke) on Truth and Reconciliation. This presentation focussed on the School District's effort to provide education to all in an equitable and inclusive manner.

#### 5 CORRESPONDENCE & DELEGATIONS

##### 6.1 Correspondence

##### a. SD 62 Board of Education – Climate Action Letter

##### 145. MOVED Dianna Seaton/Allison Watson

That the Board of Education of School District 62 (Sooke) receive the Climate Action Letter.

b. Daily Commute Pilot Project Invitation Letter

146. MOVED Bob Phillips/Margot Swinburnson

That the Board of Education of School District 62 (Sooke) receive the letter and refer this item to the Superintendent.

CARRIED

c. Legislative Assembly of British Columbia – Private Members Bill Vaping Letter

147. MOVED Margot Swinburnson/Bob Phillips

That the Board of Education of School District 62 (Sooke) receive the Private Members Bill Vaping Letter.

CARRIED (one opposed)

6.2 Standing Delegations (STA, CUPE, PVP, SPEAC, CPF, Students) – 5 minutes each

STA – Jennifer Anderson

Jennifer Anderson spoke to the Board of Education of School District 62 (Sooke) regarding classroom management and the challenges that educators are facing.

CUPE – Amber Leonard

Amber Leonard spoke to the Board of Education of School District 62 (Sooke) regarding health and wellness of its members.

PVP – Greg Dodds

Greg Dodds provided the Board of Education of School District 62 (Sooke) with an overview of events in SD 62.

SPEAC – Melanie Armstrong

Melanie Armstrong updated the Board of Education of School District 62 (Sooke) on the PAC 101 event which is occurring on October 28, and the annual PAC Presidents and Vice Presidents Dinner occurring on November 18, 2019.

6.3 Public Delegations

There were no public delegations.

**7. FINANCE, FACILITIES AND SERVICES**

7.1 Report on the Resources Committee – Meeting of September 17, 2019

Highlights from the Resources Committee meeting of October 8, 2019 were summarized.

148. MOVED Dianna Seaton/Bob Phillips

That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee meeting of October 8, 2019.

CARRIED

7.2 Naming of Schools Process

Scott Stinson provided the Board of Education of School District 62 (Sooke) an update on the process, guiding principles and timeline associated to the naming of our two new schools; a middle and elementary school.

## 8. EDUCATION PROGRAM

### 8.1 Report on the Education-Policy Committee – Meeting of October, 2019

The report from the Education-Policy Committee was presented.

149. MOVED Bob Phillips/Allison Watson  
That the Board of Education of School District 62 (Sooke) approve the BAA Course Percussion Ensemble 11A.  
CARRIED
150. MOVED Bob Phillips/Allison Watson  
That the Board of Education of School District 62 (Sooke) adopt the draft new Policy C-426 “Provision of Menstrual Products”.  
CARRIED
151. MOVED Bob Phillips/Bob Beckett  
That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft new Policy and Regulations B-135 “Sponsorships and Donations”.  
CARRIED
152. MOVED Bob Phillips/Bob Beckett  
That the Board of Education of School District 62 (Sooke) recognize and honour the relationship that exists between SD 62 and the Pacheedaht Nation by endorsing the proposed Local Education Agreement.  
CARRIED
153. MOVED Bob Phillips/Allison Watson  
That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee meeting of October 1, 2019.  
CARRIED

## 9. STUDENTS

### 9.1 Final 2019/20 Student Enrollment

Paul Block provided an update on final student enrollment numbers for SD 62 for 2019/20.

## 10. FOUNDATIONS & GOVERNANCE

### 10.1 Strategic Planning – Year 2 Action Plan

Scott Stinson provided an update to the Board of Education on the work that the team will begin in year two of the Action Plan. This work will directly support the commitments made in the Strategic Plan regarding learning, engagement and growth.

## 11. ADMINISTRATION

### 11.1 Family of Schools Update – Stephanie Hedley-Smith

Stephanie Hedley-Smith provided a report to the Board on the EMCS Family of Schools. This update included, IT, French Immersion, Safer Schools and the Milnes Landing Schools.

## 12. PERSONNEL

No personnel matters were discussed.

## 13. UPCOMING EVENTS

13.1 Vancouver Island School Trustees Association Meeting will be held October 25-26 2019.

**14. FUTURE ITEMS**

No future items were discussed.

**15. QUESTION PERIOD**

No members of the public posed questions to the Board.

**16. ADJOURNMENT**

The meeting was adjourned at 9:06 p.m.

Certified Correct:

\_\_\_\_\_  
Chairperson of the Board

\_\_\_\_\_  
Secretary-Treasurer



School District #62 (Sooke)

## MODERATE RISK FIELD TRIP APPROVAL FORM FOR OVERNIGHT OUT-OF-PROVINCE/COUNTRY TRIPS

- The Leader must read the School District Field Trip Policy before completing this form.
- The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
- Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

### PART A - Required for all field trips

Teacher/Leader/Supervisor: Jacob Wheatley  
 School: Royal Bay Secondary

Date of Application: Nov. 6<sup>th</sup> Date(s) of Field Trip: Jan 16<sup>th</sup> - 19<sup>th</sup> 2020

Purpose/Activities: Sandstorm Lacrosse Tournament

Number of Students: 17 Grade(s): 9-12 Male      Female 17

Number of Supervisors/Chaperones: 3 Male 1 Female 2

Times & Locations (When & Where?):

Palm Springs, California, USA. Empire Polo Club

Method(s) of Transportation: Flights (westjet), rental vans

Costs: tdc Source of Funds: Fundraising, Players / Families

I have read School District #62 Field Trip Policy C-329.

Planned by: \_\_\_\_\_

*[Signature]*  
Leader's signature

Approved by: \_\_\_\_\_

*[Signature]*  
Principal's Signature

Date: Nov 6 / 2019

**PART B (to be submitted 45 days prior to trip)**  
**Required only for field trips that are overnight, out-of-province/country,  
and/or involve "moderate risk" activities.**

Date of Parent Information Meeting(s) (required by policy): 2<sup>nd</sup> December, 2014

**Section 1 - Required for all Overnight Field Trips**

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements VADBO # 624314

Meal Arrangements Team meals (Cosico), Meals out

**Section 2 - Required if Field Trip involves any "Moderate Risk" Activities**

List "Moderate Risk" Activities (see Field Trip Policy for definitions): Playing Lacrosse

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): Gross fields

Leader's and/or Instructors' Local Knowledge: I have been to Palm Springs  
Multiple times on Vacation

Type & Quality of Safety Equipment: First aid kit on hand.

Ratio of Students-to-Instructors (qualified to lead activities): 6 / 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): 6 / 1

Details of Student Preparation for Activities: Proper warm-up, meal, and hydration  
before games or activities

Details of Leader's, Supervisor's, and/or Instructor's Experience and Qualifications: Two coaches and  
qualified Athletic Trainer

First Aid Training: Both Jacob Wheatley & Molly Atkin - Standard + CPR

Contingency Plans for Emergencies: \_\_\_\_\_

**Section 3 - Any Relevant Additional Information**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planned By: \_\_\_\_\_  
Leader's Signature

Approved/Recommended by: \_\_\_\_\_  
Principal's Signature

Date: Nov 14 / 14

\_\_\_\_\_  
Superintendent's Signature



## Expectations of Behaviour for Students on Lacrosse Trips

As a member of Royal Bay Academies Programs, I understand I am a representative of both the school, and Sooke School District. I have the privilege of being a part of an educational and extracurricular program.

In order to make sure we all agree and know what standards are expected, you must be willing to adhere to the following behavior:

1. Obey requirement (i.e., the school code of conduct) and accept the authority of Royal Bay Secondary supervisors at all times.
2. Accept the authority of adult supervisors.
3. Absolutely no use of alcohol and non-medical use of drugs are allowed.
4. Students must be prompt for group gatherings such as transportation, tours, meals, games, etc.

Anyone who is not prepared to accept these conditions should not commit him/herself to the trip. Breaking conditions #3 will be grounds for immediately notifying parents and sending the student back to Victoria on the first flight/bus available, with all costs borne by the student/parents.

---

### **PARENT/GUARDIAN**

I have read and discussed the above information with my son/daughter, who informs me that he/she understands it and we are prepared to accept these conditions completely.

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

### **STUDENT**

I have read and discussed the above information with my parents/guardians. I understand it and am prepared to accept all of the conditions completely.

\_\_\_\_\_


Date

\_\_\_\_\_


Student name/Signature

(Parent keep this page)


**Field Trip Itinerary****Flight Information:**

1  WS 0538 G YYJ - YYC 16JAN 0600-0827 0 HK20 /E


└ Dur:1.27 hrs, 452 mls Thursday

2  WS 1468 G YYC - PSP 16JAN 1000-1210 0 HK20 /E

└ Dur:3.1 hrs, 1203 mls Thursday

3  WS 1475 G PSP - YYC 19JAN 1730-2138 0 HK20 /E

└ Dur:3.08 hrs, 1203 mls Sunday

4  WS 0195 G YYC - YYJ 19JAN 2315-2352 0 HK20 /E

└ Dur:1.37 hrs, 452 mls Sunday

**Thursday January 16th**

4:00 AM. Students and coaches will meet at Victoria International Airport

5:30 AM. Coaches and Students will board West Jet Flight #0538 headed for Calgary

8:30 AM. Coaches and students will layover in Calgary.

10:00 AM. Group will board West Jet Flight #1468 headed for Palm Springs

12:10 PM Group arrives at Palm Springs International Airport. After going through customs group will collect rental vans and head for VRBO #624314.

Afternoon - One chaperone will go to Costco to collect groceries, water, and supplies for the next three days. Majority of team meals will be made and had at the VRBO. Team will be able to relax and enjoy the pool at the VRBO when accompanied by a chaperone

6:00 PM. Team Dinner at VRBO

10:00 PM Lights out.

**Friday January 17th**

8:00 AM. Team wake up.

8:45 AM. Breakfast at VRBO

10: AM Leave VRBO in vans to go to lacrosse fields and Empire Polo Club. Team practice until 12:30

1:00 AM Lunch local restaurants nearby the playing fields

2:30 PM. Short hike at Coachella Valley preserve and sightseeing/shopping in downtown Palm Springs

5:30PM. Get into vans and head back to VRBO

6:30 PM. Team dinner at the VRBO

10:00 PM. Lights out - student's rooms will be checked for curfew.

**Saturday January 18<sup>th</sup>**

All times and events are flexible, depending on game schedule.

Games can go from 8am - 6pm

7:30 AM Wake up for breakfast at VRBO.

8:00 AM check out and leave hotel for playing field.

9:00 AM. Majority of day will be at the sporting complex. Players will be able to get food from vendors between games, or we will bring a packed lunch with us. .

6:00 AM. Travel in vans back to VRBO.

6:30 AM. Team dinner to VRBO

10:00 Lights out - rooms checked for curfew

All times and events are flexible, depending on game schedule.

**Sunday January 19<sup>th</sup>**

Estimated times. Games can go from 8am – 2pm

Pending on game time, we will be up an hour and a half before the start time.

7:30 AM Wake up and have breakfast at VRBO. Players will pack, tidy up their spaces, and load bags into the car

8:45 AM. check out of VRBO for playing field.

10:00 AM.. Majority of day will be at the sporting complex. Players will be able to get food from vendors between games, or bring food from the hotel.

2:00 PM. Travel to airport and return rental vans.

4:30 PM. Team will catch Westjet flight 1475 to YYC.

8:30 PM Two hour layover in Calgary Airport

11:15 PM Team boards flight for VVJ

11:45 PM . Arrive in Victoria

Midnight - Players get picked up from Victoria airport by parents or guard

**Supplies and Equipment for Staff to Bring**

- Cell phone
- First aid kit
- Garbage bags for bus
- Students medical card information and emergency contact information

## MODERATE RISK FIELD TRIP APPROVAL FORM FOR OVERNIGHT OUT-OF-PROVINCE/COUNTRY TRIPS

- The Leader must read the School District Field Trip Policy before completing this form.
- The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
- Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

### PART A - Required for all field trips

**Teacher/Leader/Supervisor:** Brian Hobson

**School:** Royal Bay Secondary School

**Date of Application:** November 13, 2019      **Date(s) of Field Trip:** February 8<sup>th</sup>-15<sup>th</sup>, 2020

**Purpose/Activities:** Students will be undertaking a trip to Hawaii with the Royal Bay Girls Soccer program to experience the culture, as well as to take part in 3 soccer matches against local team.

**Number of Students:** 16    **Grade(s):** 10-12    Male \_\_\_\_\_    Female: 16

**Number of Supervisors/Chaperones:** 3 (+ 1 tour guide provided by the company – TBD)    Male: 1    Female: 2

**Times & Locations (When & Where?):** Students will be travelling on February 8<sup>th</sup> from Victoria to Honolulu, Hawaii. The majority of activities will take place in the Greater Honolulu area, with some taking place at popular tourist destinations throughout the region. On February 14<sup>th</sup> students will depart via an overnight flight back to Victoria, arriving home on the morning of February 15<sup>th</sup>.

**Method(s) of Transportation:** Students will be travelling by Plane, Tour Bus, and walking during the trip.

**Costs:** \$2599      **Source of Funds:** Families of the Students with potential for small fundraising ventures.

I have read School District #62 Field Trip Policy C-329.

Planned by: Brian Hobson  
Leader's signature

Approved by: [Signature]  
Principal's Signature

Date: November 13, 2019

**PART B (to be submitted 45 days prior to trip)**  
Required only for field trips that are overnight, out-of-province/country,  
and/or involve "moderate risk" activities.

Date of Parent Information Meeting(s) (required by policy): June 2019

**Section 1 – Required for all Overnight Field Trips**

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

**Lodging Arrangements:** Ohani Waikiki East Hotel (150 Ka'iulani Avenue, Honolulu HI, 96815, United States)

**Meal Arrangements:** Breakfast & Dinner included in the tour cost. Students will provided opportunities to buy lunches/snacks.

**Section 2 - Required if Field Trip involves any "Moderate Risk" Activities**

List "Moderate Risk" Activities (see Field Trip Policy for definitions): Swimming/Snorkeling, Soccer Matches (x3), Hiking, Catamaran Cruise,

**Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.):** All activities will be taking place at local tourist destinations. However, with regards to some of the water related activities, students will not always be directly supervised by a trained lifeguard as they will be a public beaches. With regards to the land-based activities, there are potential risks of injury in activities related to sport (soccer matches), as well as some of the exploration style activities (walking/hiking) that we will be taking part in.

**Leader's and/or Instructors' Local Knowledge:** A tour company provided guide will accompany us on all excursions. I have attended Hawaii (specifically this area) approximately 5-6 times throughout the duration of my life so am very familiar with the area, including the potential hazards that may exist. I have personally visited the majority of the sites that we plan to attend while on this trip.

**Type & Quality of Safety Equipment:** We will travel with school provided first aid supplies, as well as encourage students to be mindful of their own supplies (ex. Sunscreen, proper footwear, etc.) when travelling.

**Ratio of Students-to-Instructors (qualified to lead activities):** 16/ 1

**Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.):** 4/ 1

**Details of Student Preparation for Activities:** Students will attend meetings to discuss expectations, go over rules/guidelines, and be aware of any safety protocol that they will need to know for the duration of our trip. Parents will be kept informed of what is happening and will work with their children to ensure that they understand and follow trip expectations.

**Details of Leader's, Supervisor's, and/or Instructor's Experience and Qualifications:** Both of the school district employees attending this trip have taken students over international borders previously and have experience/knowledge of the local area.

**First Aid Training:** Basic CPR/First Aid

**Contingency Plans for Emergencies:** All students will be provided with a plan for what to do in emergencies. Students will have contact information for all supervisors. Parents will have contact numbers for supervisors as well. In addition, students will be responsible for staying in groups and employ a "buddy system" type mentality where they will always travel and be responsible for one another. Students have purchased travel insurance and have the option to utilize any additional extended medical insurance their families provide.

**Section 3 – Any Relevant Additional Information**

We have one student who wants to leave early to be able to be back in time for the Senior Girls Basketball Islands. She has obtained permission from her parents to travel on a flight from Honolulu to Victoria on her own. We can arrange for a chaperone to accompany her to the airport and have the parents fill out any necessary paperwork to ensure that it is made clear that they support and sign-off on her travelling alone. Travel cancellation has been purchased in the event of any work related stoppage.

Planned By:

Brian Hines  
Leader's Signature

Approved/Recommended by:

[Signature]  
Principal's Signature

Date:

November 13, 2019



**Royal Bay Secondary School Student Conduct Form**  
**Student-Athletes Participating in the RBSS Girls Soccer Trip to Honolulu, Hawaii**  
**February 8th-15th, 2020**

As a member of the Royal Bay Secondary School Girls Soccer program, I recognize that my behavior while travelling must reflect positively on the soccer program, the school and myself in general. All of the expectations below are consistent with and/or modeled after the Royal Bay Secondary Code of Conduct.

**A student who attends Royal Bay Secondary WILL:**

- Respect the rights and property of all Royal Bay Secondary School staff and students.
- Comply with expectations and directions set by teachers/chaperones in order to ensure that all students' rights are respected.
- Respect the expectations set forth during the trip and ensure they are free from the use of restricted substances, weapons and of intimidation.
- Behave respectfully and politely to members of the public and to others on the field trip
- Demonstrate the highest standards of conduct, personal responsibility, and good judgment

**A student who attends Royal Bay Secondary School WILL NOT :**

- Display behaviour that includes bullying, harassment, intimidation, or be racially, ethnically, or sexually prejudiced.
- Steal, smoke or be in possession of, or under the influence of drugs or alcohol while in attendance during any school related events.
- Engage in the use of Tobacco/E-cigarettes
- Create unsafe conditions
- Be violent in any form especially physical
- Be involved in any illegal acts such as assault, theft/vandalism or damage to property.
- Be in possession or use weapons or replica weapons (ie: knives, slingshots, pellet or other guns or explosive devices)

**While on the trip, Royal Bay Secondary School students will be expected to follow all school rules:**

As well, the expectation placed upon students is that they will be ambassadors for their school and the Sooke School District. Students traveling on this trip must ensure a level of competence and intelligence demonstrated as leaders of their schools. These students must also understand that it is a privilege to participate in an opportunity like this. As leaders of these students we expect they will display continual respect for themselves and others that they are in contact with throughout this tour. Students who do not comply with the above expectations may be asked to leave the trip early at their parents' or guardians' own expense.

Expectations of student behaviour, school rules and Sooke School Board Policies, shall apply to students at Royal Bay Secondary School, while attending any school curricular or extra-curricular function or activity.

I, \_\_\_\_\_ (student name), have read the above statements and understand what is being asked of me during my travel to Honolulu, Hawaii between February 8th-15th, 2020.

\_\_\_\_\_ (student signature)

\_\_\_\_\_ (parent signature)



Dates: February 8-13, 2020

Group: Royal Bay Secondary School

Destination: Hawaii

---

## ITINERARY

- DAY 1**      Saturday February 8, 2020      Travel to Honolulu
- 11:00 AM      The group will meet at the Victoria International Airport.
- 2:05 PM      Depart on a flight to Vancouver and then onwards to Honolulu.
- 9:50 PM      Arrive and meet our Evolve Tours Director, excited to spend the upcoming week together. Transfer by private coach bus to our hotel and check in for the evening, after a long day of travel.  
**Ohana Waikiki East Hotel - 150 Kāʻiulani Ave, Honolulu, HI 96815**
- DAY 2**      Sunday February 9, 2020      Diamond Head, Nuuanu Pali Lookout, Beachtime
- 8:00 AM      Breakfast
- 9:00 AM      Depart
- 9:00 AM      In the morning, we'll enjoy a bus tour of the area then arrive at **Diamond Head**, the most famous volcanic crater in the world. Enjoy an easy hike to the summit for a breathtaking view of the entire west side of the island.
- 12:00 PM      Lunch
- 1:00 PM      After some time for lunch we'll head to the **Nuuanu Pali Lookout**. Perched over a thousand feet above the Oahu coastline amid mountain peaks shrouded by clouds, the stone terrace overlooks the areas of Kaneohe and Kailua, Mokolii and Coconut Island.
- 3:00 PM      Enjoy some **beach time** as a group in the afternoon
- 6:30 PM      Head to Germaine's Luau for an exciting evening.
- DAY 3**      Monday February 10, 2020      Soccer Game Day
- 8:00 AM      Breakfast
- 9:00 AM      Depart
- 10:00 AM      Head to our **first soccer match** of the trip against a local high school or club team.
- 12:00 PM      Enjoy free time for lunch and exploration in the area.
- 6:30 PM      In the evening enjoy dinner before returning to the hotel.



- DAY 4**      Tuesday February 11, 2020      Game Day 2
- 8:00 AM      Breakfast
- 9:00 AM      Depart
- 10:00 AM     Head out for another morning **friendly match** against a local high school or club team.
- 12:00 PM     Enjoy free time for lunch and exploration in the area.
- 2:00 PM      In the afternoon after lunch, participate again in a **friendly match** against another local high school or club soccer team.
- 5:00 PM      Enjoy dinner back in Waikiki.
- 7:00 PM      We will return to the hotel
- DAY 5**      Wednesday February 12, 2020      Pearl Harbor, USS Arizona Memorial, Catamaran Cruise
- 8:00 AM      Breakfast
- 9:00 AM      Depart
- 10:00 AM     Today, we will visit **Pearl Harbor**, the site of the infamous December 7, 1941 attack. First, we will visit the museum galleries which detail the events leading up to the attack. Next we will see the exhibits and a short documentary illustrating the experience of that tragic day.
- 11:30 AM     Take a Navy-operated shuttle boat ride to the **USS Arizona Memorial** and have an opportunity to pay tribute to the lives lost.
- 3:00 PM      In the afternoon, enjoy seeing a different angle of Oahu from the water – board a **catamaran for a cruise** on the clear seas. Pass Diamond Head Crater and Black Point, and listen to local knowledge and geography from the guide.
- 7:00 PM      In the evening we will have dinner before returning to the hotel.
- DAY 6**      Thursday February 13, 2020      Hanauma Bay State Park, Snorkeling, Hiking
- 7:15 AM      This morning, we can hop on the bus and head out to **Hanauma Bay State Park**, a protected marine line conservation area. After an introductory video to learn about the marine life, preservation and safety rules, begin our adventure at Hawaii's most famous **snorkeling** beach. Put on our rental snorkel equipment and start to explore the clear blue waters and coral reefs. Enjoy the opportunity to get up close with a huge variety of marine wildlife, from countless bright fish to rays and even Hawaiian Green Sea Turtles



(or honu). In the afternoon, enjoy a hike along one of the many trails in the area, before returning to Waikiki.

7:00 PM In the evening, enjoy beachside cuisine and a relaxing dinner before returning to the hotel.

**DAY 7** Friday February 14, 2020 North Shore Tour and Dole Pineapple Plantation

8:00 AM Breakfast

9:00 AM Today, we will enjoy exploring the **North Shore** with roughly a one hour drive north of Waikiki to the furthest end of Oahu. In February, the waves are still at their biggest – they can swell up to thirty feet! Watch experienced surfers navigate the waters from Sunset Beach and Banzai Pipeline. Travel through the vibrant Waimea Valley and stop for lunch in the historic and laid back town of Halewai.

2:00 PM En route back to Waikiki, we will stop at the **Dole Pineapple Plantation** to see a pineapple cutting demonstration, enter the maze, and tour the gardens.

5:00 PM Enjoy dinner back in Waikiki.

7:00 PM We will return to the hotel to pack

8:00 PM Transfer to the airport

11:20 PM Board your overnight flight home

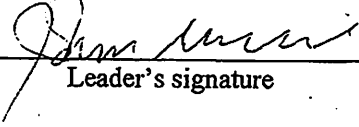
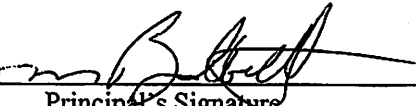
**DAY 8** Saturday February 15, 2020 Arrive at home

9:35 AM Arrive in Victoria

*School District #62 (Sooke)*  
**MODERATE RISK FIELD TRIP APPROVAL FORM  
 FOR OVERNIGHT OUT-OF-PROVINCE/COUNTRY TRIPS**

- The Leader must read the School District Field Trip Policy before completing this form.
- The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
- Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

**PART A - Required for all field trips**

Teacher/Leader/Supervisor: John Mennie  
 School: Royal Bay  
 Date of Application: Oct 16/19 Date(s) of Field Trip: March 12-20/20  
 Purpose/Activities: Soccer training/enrichment/coaching/culture  
 Number of Students: 18 Grade(s): 10-12 Male 18 Female       
 Number of Supervisors/Chaperones: 7 Male 5 Female 2  
 Times & Locations (When & Where?):  
March 12-20 Manchester/London England.  
(2020)  
 Method(s) of Transportation: Air / bus (tour company)  
 Adult: \$3200  
 Costs: Student \$3500 Source of Funds: Family / Fundraising  
 I have read School District #62 Field Trip Policy C-329.  
 Planned by:  Leader's signature  
 Approved by:  Principal's Signature  
 Date: Oct. 17, 2019

Field Trip Approval Form, page 2

**PART B (to be submitted 45 days prior to trip)**  
Required only for field trips that are overnight, out-of-province/country,  
and/or involve "moderate risk" activities.

Date of Parent Information Meeting(s) (required by policy): April 16/19 and January

**Section 1 - Required for all Overnight Field Trips**

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements attached

Mcal Arrangements attached (more details from company to come)

**Section 2 - Required if Field Trip involves any "Moderate Risk" Activities**

List "Moderate Risk" Activities (see Field Trip Policy for definitions): Travel over seas, risk of soccer injury in training, big city.

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): See attached, Manchester city training / club training grounds / access to medical care if needed.

Leader's and/or Instructors' Local Knowledge: Soccer background / Born in UK / familiar with london family there

Type & Quality of Safety Equipment: First aid kit / medical staff on site at training / medical centers close to training

Ratio of Students-to-Instructors (qualified to lead activities): 9 / 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): 3 / 1

Details of Student Preparation for Activities: List of gear + supplies for trip / student conduct / medical info

Details of Leader's, Supervisor's, and/or Instructor's Experience and Qualifications: Teacher (admin) / academy coach. 5 parent chaperones / 3 are SDF coaches in community.

First Aid Training: Yes (will confirm with chaperones)

Contingency Plans for Emergencies: Emergency contact info / health info (allergy etc) / student expectation contract / parent expectation contract.

**Section 3 - Any Relevant Additional Information**

1 student with diabetes has parent coming on trip to ensure insulin and levels are managed.

Planned By:  
John Murr  
Leader's Signature

Approved/Recommended by:  
[Signature]  
Principal's Signature

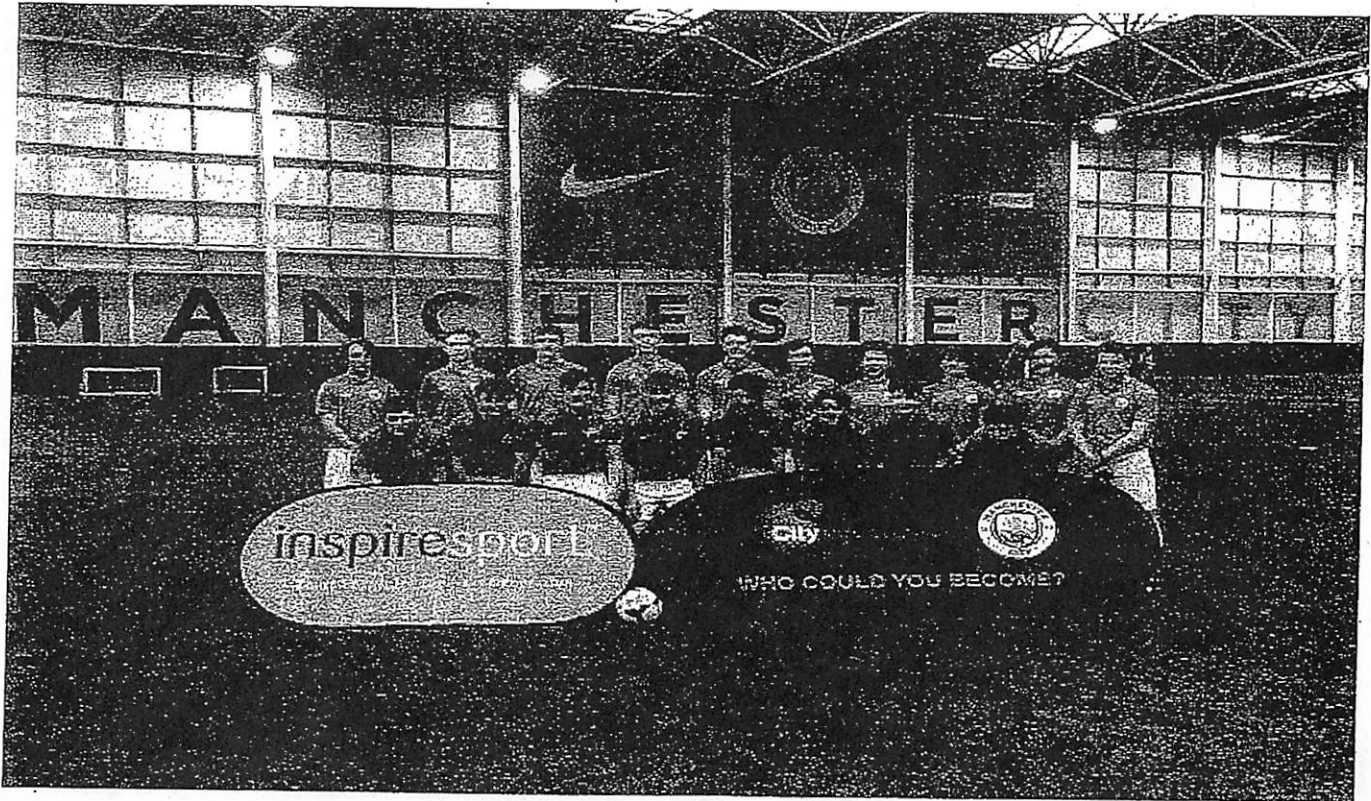
Date:  
OCT 17, 2019

Superintendent's Signature



inspiresport™

Tours to Inspire the Next Generation



# Royal Bay Soccer Academy

March 2020 12-20

Group Total: 25

~~30~~ Players / 4 Free Coaches

Date of Quote: 14 February 2019

Phil Edwards  
Head of International Sales, inspiresport  
Email: phil@inspiresport.com  
Mobile: 011-44-7515-066-083



**What's included:**

- Return airport transfers in England (arrival into Manchester and departure from Heathrow airport)
- Return match, training and excursion transfers as required (see above itinerary) – 1 bus throughout the tour

**Accommodation & Meals - Manchester**

- 4 nights at the Village Hotel, Ashton (Manchester) – twin rooms for the players & staff
- Welcome lunch at the hotel on day 1
- 2 x packed lunches + 2 x cooked lunches at City Football Academy (Manchester City FC)
- 4 x evening meals at the hotel or a local restaurant

**Accommodation & Meals – London**

- 3 nights at the Jury's Inn Croydon (or similar) – twin rooms for players and staff
- 2 x packed lunches
- 3 x evening meals at the hotel

**Football Training & Matches**

- 3 x 90-minute coaching sessions with Manchester City FC coaching staff
- Use of Official Club Training Facilities (City Football Academy) for all training sessions
- Use of Manchester City Training Kit for all coaching sessions
- 1 x 90-minute training sessions on all aspects of play from English FA coaching staff
- Use of the state-of-the-art St George's Park facility for all scheduled training sessions with the FA coaching staff
- 2 x pre-arranged matches (two squads) against local opposition

**Sightseeing**

- Behind the scenes Etihad Stadium Tour including visit to official club shop
- Behind the scenes Old Trafford Stadium Tour including visit to official club shop
- Behind the scenes Wembley Stadium Tour
- Visit to the National Football Museum in Manchester
- Visit to Windsor Castle
- 4-hour guided tour of London's main tourist attractions

**Misc**

- Provision of a Free Adidas inspiresport branded football training kit for players (shirt & shorts)
- 4 FREE adult places for team coaches (twin share)
- Full time inspiresport tour coordinator throughout the groups stay in the UK

**Optional Extras:**

- Tickets to see live professional football fixture (subject to schedule and availability)
- Activities or excursions not stated above
- Single room supplements
- Travel Insurance

**What's not included:**

- International flights – we can provide a separate price if required
- Visa's (where necessary)
- Tips and gratuities
- Personal Expenditure

**Prices:**

**£1,173 per paying player**

**(based on a minimum of 30 players + 4 free staff – all twin share)**



## UK EXPERIENCE - FOOTBALL TOUR (7 NIGHTS)

DAY	MEALS	TIME	ACTIVITY
1	L, D	TBC	GROUP ARRIVES INTO THE UK & TRANSFER TO HOTEL
		1200 - 1300	WELCOME LUNCH AT HOTEL
		1500 - 1700	WATCH PREMIER LEAGUE MATCH (TICKETS NOT INCLUDED)
		1900	DINNER AT HOTEL
2	B, L, D	0730	BREAKFAST
		1000 - 1130	SESSION 1 WITH MANCHESTER CITY
		1200 - 1300	LUNCH AT CITY FOOTBALL ACADEMY
		1400 - 1600	ETIHAD STADIUM TOUR + VISIT CLUB SHOP (INCLUDED)
		1900	DINNER AT HOTEL
3	B, L, D	0730	BREAKFAST
		1000 - 1130	SESSION 2 WITH MANCHESTER CITY
		1200 - 1300	LUNCH AT CITY FOOTBALL ACADEMY
		1430 - 1600	VISIT NATIONAL FOOTBALL MUSEUM (INCLUDED)
		1800 - 1930	FIXTURES 1 VS LOCAL OPPOSITION
		1900	DINNER AT HOTEL
4	B, L, D	0730	BREAKFAST
		1000 - 1130	SESSION 3 WITH MANCHESTER CITY
		1230 - 1300	PACKED LUNCH PROVIDED BY HOTEL
		1330 - 1600	OLD TRAFFORD STADIUM TOUR + VISIT CLUB SHOP (INCLUDED)
		2030	DINNER AT HOTEL
5	B, L, D	0730	BREAKFAST & CHECK-OUT OF HOTEL (PACKED LUNCH PROVIDED)
		0830 - 1100	TRANSFER TO ST GEORGE'S PARK
		1115 - 1215	ARRIVE ST GEORGE'S PARK & TOUR OF THE FOOTBALL CENTRE
		1230 - 1400	SESSION 1 WITH FA COACHES
		1430 - 1730	TRANSFER TO LONDON & CHECK INTO HOTEL
		2030	DINNER AT HOTEL
6	B, L, D	0730	BREAKFAST
		1000 - 1400	4-HOUR GUIDED SIGHTSEEING WALKING TOUR OF LONDON (INCL TRAVELCARD)
		1400 - 1430	PACKED LUNCH PROVIDED BY HOTEL
		1430 - 1800	WEMBLEY STADIUM TOUR (INCLUDED)
		2000	DINNER AT HOTEL
7	B, L, D	0800	BREAKFAST
		1000 - 1300	WINDSOR CASTLE VISIT & TOUR (INCLUDED)
		1330 - 1400	PACKED LUNCH PROVIDED BY HOTEL
		1500 - 1700	FIXTURES 2 VS LOCAL OPPOSITION
		2000	DINNER AT HOTEL
8	B	0800	BREAKFAST & CHECK OUT OF HOTEL
		1000	TRANSFER TO HEATHROW AIRPORT & END OF TOUR ARRANGEMENTS



**Expectations of Behaviour for Students on England Trip**  
**March 2020**

As a member of Royal Bay Soccer Program/Academy, I understand I am a representative of both the school, and Sooke School District. I have the privilege of being a part of an educational and extracurricular program.

In order to make sure we all agree and know what standards are expected, you must be willing to adhere to the following behavior:

1. Obey requirement (i.e., the school code of conduct) and accept authority of Royal Bay Secondary supervisors at all times.
2. Accept the authority of adult supervisors.
3. Absolutely no use of alcohol and non-medical use of drugs are allowed.
4. Students must be prompt for group gatherings such as transportation, tours, meals, games, etc.

Anyone who is not prepared to accept these conditions should not commit him/herself to the trip. Breaking conditions #3 will be grounds for immediately notifying parents and sending the student back to Victoria on the first flight/bus available, with all costs borne by the student/parents.

---

**PARENT/GUARDIAN**

I have read and discussed the above information with my son/daughter, who informs me that he/she understands it and we are prepared to accept these conditions completely.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

**STUDENT**

I have read and discussed the above information with my parents/guardians. I understand it and am prepared to accept all of the conditions completely.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student name/Signature



**Expectations of Behaviour for Parents on England Trip March 2020**

The purpose of this agreement is to ensure that everyone who participates in Royal Bay's England Soccer Trip trips has a safe and educational experience. We ask all of our adult participants to sign this agreement. Because this is a trip that involves students, we have found it is very important to clearly outline behaviour expectations of both the adult and student traveller. Please read through the following statements; sign and date this form. Thank you for helping make this a safe, exciting and educational adventure for all of us!

- I agree to act as a positive role model for the students on this trip.
- I agree that I will not consume alcoholic beverages during the tour.
- I agree to be punctual.
- I understand that I am a part of a group and must follow the trip itinerary as outlined by Royal Bay Secondary School.
- I understand Mr. Mennie is the leader of this group and should problems of any kind arise, he will be notified and left with the responsibility to resolve these issue(s).
- When traveling to various sites, I agree to be part of a small group when necessary.

\_\_\_\_\_  
Please Print full name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

School District #62 (Sooke)



- > The Leader must read the School District Field Trip Policy before completing this form.
- > The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
- > Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

PART A - Required for all field trips

Teacher/Leader/Supervisor: Pam Gerrits  
 School: DUNSMUIR / ROYAL BAY \*will be combined with another school in ONT

Date of Application: Nov 7/19 Date(s) of Field Trip: APR 11-16, 2020

Purpose/Activities: CULTURAL TRIP TO LOS ANGELES, CA

Number of Students: 7 Grade(s): 7-12 Male 2 Female 5  
 Number of Supervisors/Chaperones: 2 Male 2 Female 2  
 NUMBER OF PARENT PAYING PARTICIPANTS 2 MALE 1 FEMALE 1

Times & Locations (When & Where?):  
APRIL 11-16, 2020 LOS ANGELES, DISNEYLAND (1 DAY),  
UNIVERSAL STUDIOS (1 DAY)

Method(s) of Transportation: AIR AND CHARTER BUS

Costs: \$3374 STUDENT Source of Funds: FAMILIES PAY OWN COSTS  
\$374 PARENT.

I have read School District #62 Field Trip Policy C-329.

Planned by:   
 Leader's signature

Approved by:   
 Principal's Signature

Date: Nov. 15 2019

**PART B** (to be submitted 30 days prior to trip)  
Required only for field trips that are overnight, within province,  
and/or involve "moderate risk" activities.

Date of Parent Information Meeting(s) (required by policy): FEB 19, 2019, JAN 21, 2020

**Section 1 - Required for all Overnight Field Trips**

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements TBD - EF TOURS

Meal Arrangements EF TOURS

**Section 2 - Required if Field Trip involves any "Moderate Risk" Activities**

List "Moderate Risk" Activities (see Field Trip Policy for definitions): FLIGHTS TO + FROM LOS ANGELES, AMUSEMENT PARK RIDES

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): DISNEYLAND, UNIVERSAL STUDIOS

Leader's and/or Instructors' Local Knowledge: WILL HAVE A LOCAL TOUR GUIDE

Type & Quality of Safety Equipment: /

Ratio of Students-to-Instructors (qualified to lead activities): 7 / 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): 4 / 1

Details of Student Preparation for Activities: N/A

Details of Leader's, Supervisor's, and/or Instructor's Experience and Qualifications: LEADER THREE BOTH CHAPERONES RAN THIS TRIP ~~SEVERAL~~ YEARS AGO. TOUR GUIDE IS BASED IN LOS ANGELES WITH EXTENSIVE EXPERIENCE

First Aid Training: LEVEL II - JENNIFER CLARKE

Contingency Plans for Emergencies: AS NEEDED AT THE TIME

**Section 3 - Any Relevant Additional Information**

DUE TO THE SMALL GROUP SIZE, EF TOUR WILL PAIR US UP WITH ANOTHER SCHOOL ON THE SAME TRIP. WE WILL HAVE OUR OWN ACCOMMODATIONS BUT WILL SHARE TRANSPORTATION.

Planned By: [Signature]  
Leader's Signature

Approved/Recommended by: [Signature]  
Principal's Signature

Date: NOV 13/19

\* PREVIOUSLY APPROVED BY PRINCIPAL OF ROYAL BAY AS WELL.

Watch videos, read  
reviews and enrol on your  
teacher's Tour Website

[eftours.ca/](http://eftours.ca/)









This is also your tour number

# LIGHTS, CAMERA, LOS ANGELES!

4 or 6 days | United States

Be the star of the show and enter the heart of the TV and film industry. Hollywood's glitz and glamour jump to life as you take the Warner Bros VIP Studio Tour and attend make-up and acting workshops. Keep an eye out for celebrities as you head down Rodeo Drive and then see the famous names along the Hollywood Walk of Fame.

## YOUR EXPERIENCE INCLUDES:

-  **Full-time Tour Director**
-  **Sightseeing:** 2 sightseeing tours led by expert, licensed local guides; 1 sightseeing tour led by your Tour Director
-  **Entrances:** Dolby Theatre; Madame Tussaud's Wax Museum Hollywood; Warner Bros. studio tour; The NoHo Experience walking tour and evening performance; Griffith Observatory; acting workshop
-  **weShare:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project.
-   **All of the details are covered:** Round-trip flights on major carriers; comfortable motor coach; 3 overnight stays in hotels with private bathrooms (5 with extension); breakfast and dinner daily
-  



*Anyone can see the world.*

## YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

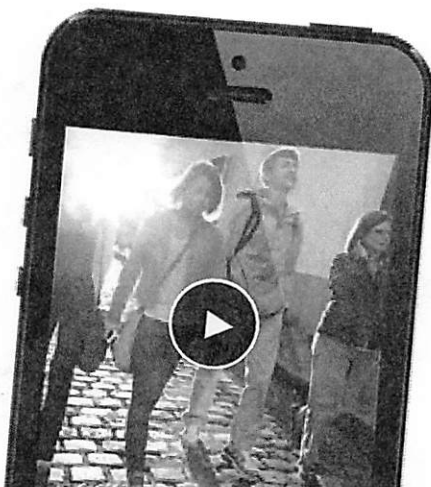
And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travellers on Facebook, Twitter or Instagram, or delving deeper into your destinations with our online learning platform, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views of history, art, architecture or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

*@EFTours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday*

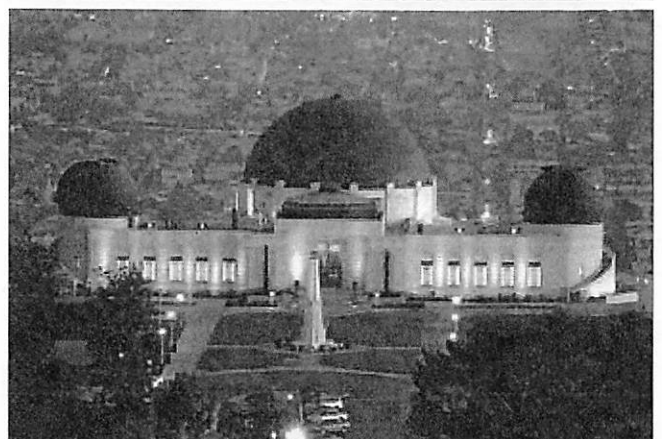
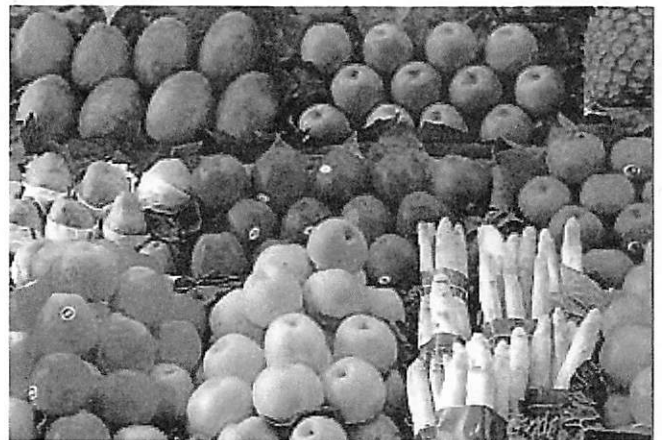
— MELISSA, TRAVELLER



### CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at  
[eftours.ca/](http://eftours.ca/)

Your teacher's Tour Website



## What you'll experience on your tour

### Day 1: Travel to Los Angeles

- Meet your Tour Director at the airport in Los Angeles. This city will intrigue and captivate you almost immediately. Begin with a stop at the Hollywood Bowl, where you'll see what might be the area's most recognizable sight—the Hollywood sign. A drive down Hollywood Boulevard takes you past TCL Chinese Theatre, site of countless movie premieres. Head down Sunset Boulevard and then see Rodeo Drive, the essence of Beverly Hills' glamour and wealth. Finish your tour at the Original Farmers Market, where you'll have a chance to browse through the stalls of this open-air marketplace.
- Enjoy a walking tour of Venice Beach or Santa Monica.

### Day 2: Los Angeles

- Take a guided tour of Los Angeles: Star Walk of Fame; TCL Chinese Theatre; Hollywood Blvd.; Sunset Blvd.; Rodeo Drive; The Original Farmer's Market.
- Visit the Dolby Theatre. Formerly the Kodak Theatre, the lavishly reinvented Dolby Theatre is a primary venue for the world's foremost movie premieres, performances and events—including Hollywood's biggest night of the year, The Oscars. On your insider tour of this glamorous 3,400-seat facility, you could get to sit where Oscar nominees sit and view an actual Oscar statuette up close. You'll learn about the cutting-edge technology that dazzles audiences at events like the AFI Lifetime Achievement Awards, the Daytime Emmy Awards, and others.
- Visit Madame Tussaud's Wax Museum Hollywood.

### Day 3: Los Angeles

- Take a Warner Bros. studio tour.
- Attend a professional makeup demonstration.
- Take the NoHo Experience behind-the-scenes walking tour.
- Enjoy an evening performance with dinner.
- Visit Griffith Observatory. Los Angeles has plenty of stars, but Griffith J. Griffith specified in his will that he wanted to create a space observatory because he believed astronomy and observation could alter perspectives and improve people's lives. The Griffith Observatory is home to a premier telescope specially built for public use. And visitors can encounter the wonders of space through numerous indoor and outdoor exhibits, such as rare meteorites and the beloved Tesla Coil.

### Day 4: Los Angeles | Depart for home

- Participate in an acting workshop.
- Depart for home.

### ☉ 2-DAY TOUR EXTENSION

#### Day 4: Los Angeles

- Participate in an acting workshop.
- Visit Disneyland, including the Disney Youth Education Series.

#### Day 5: Los Angeles

- Visit Universal Studios Hollywood.
- Enjoy dinner at Universal CityWalk restaurant.

#### Day 6: Los Angeles | Depart for home

- Visit J. Paul Getty Museum.
- Depart for home.

*This trip was one to remember! Everyday was an exciting new experience and the sights were amazing.*

– SHEL, TRAVELLER



Tour review

*The kids had an amazing time. The tour was well-organised and included a wide range of experiences. For anyone interested in the film and television industries this is a great option. The guide was funny and well-informed.*

– W.T., PARENT



Tour review

### TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_





LOS ANGELES 2020  
April 11-16, 2020



Dunsmuir Middle School/Royal Bay Secondary School

November 13, 2019

Student Name: \_\_\_\_\_

Planning for our LA 2020 tour is well underway! Please find attached some district and school forms that require your signature.

A few notes from EF Tours:

- For travellers on the **Manual Payment Plan**, the final payment is due on Dec. 23, 2019. **Any balances not paid in full by the 100 day deadline will receive a \$95 late fee and an account not paid in full by 75 days prior to departure will be removed from the tour.**
- Students are expected to demonstrate excellent listening skills and behaviour prior to and on the trip. Students are expected to follow the trip Code of Conduct (attached) to remain on the trip, which will be reviewed with them prior to the parent meeting.
- Due to the small size of our group, we will be combining with another EF Tour group, sharing transportation and activities. Our accommodations will be separate from the other school.

**SHOULD ANY STUDENT MISBEHAVE OR MAKE POOR DECISIONS ON THE TRIP, WE WILL CONTACT PARENTS AND SCHOOL ADMINISTRATION IN VICTORIA AND THE STUDENT WILL BE SENT HOME IMMEDIATELY, WITH A CHAPERONE, AT THE PARENT'S EXPENSE.**

Although we do not expect this to occur, we do need to have everyone understand the seriousness of misbehaviour on a trip of this nature and length, particularly with international travel.

Thank you for your support.

*\*\*\* Please note that students must be in good academic and behaviour standing with the schools to remain on this trip.\*\*\**

LA Tour – April 11-16, 2020

I/We the undersigned parent(s) [or guardian(s)] of \_\_\_\_\_, agree to the above conditions and will review conduct expectations with the tour member (student).

Parent/Guardian Signature (PRINT FULL NAME) \_\_\_\_\_

(SIGNATURE) \_\_\_\_\_

## DUNSMUIR MIDDLE SCHOOL

### CODE OF CONDUCT

A "Code of Conduct" is a statement about how we work together. It outlines both our rights and our responsibilities as members of Dunsmuir Middle School. A committee of students, parents, and school staff developed our "Code" in accordance with School District 62 Policy and the B.C. Human Rights Code. Information was collected from all groups and put together to make the Code of Conduct.

#### A SAFE AND CARING COMMUNITY

Dunsmuir Middle School is a safe and caring school. As members of this school community we have a responsibility to act in ways that are free of:

- Bullying, harassment, threat and intimidation;
- Physical violence and/or violence of any form;
- Verbal, physical or sexual abuse;
- Discrimination, especially based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age (**BC Human Rights Code**);
- Theft and vandalism.

Our safe and caring school environment does not tolerate the presence of:

- Intoxicating substances;
- Weapons and explosives, regardless of whether real or replica;
- Intruders or trespassers;
- Tobacco and/or smoking (including e-cigarettes).

#### ACCEPTABLE CONDUCT

- The school expects that students will actively participate through effort and punctual, regular attendance, in their assigned education program.
- Students are expected to respect the rights and property of all Dunsmuir staff and students.
- Students are expected to comply with classroom expectations set by individual teachers in order to ensure that all students' rights to effective and efficient learning environments are respected.
- Students are expected to wear clothing that is appropriate for an educational environment.
- Students are expected to respect all school and school related events and ensure they are free from use of restricted substances, weapons and of intimidation.
- Students are expected to respect the appropriate use of school computers, internet access and cell phone use while in class.

#### UNACCEPTABLE CONDUCT

- Students will not interfere with the learning or learning environment of others.
- Students will not display behaviour that includes bullying, harassment, intimidation, or be racially, ethnically, or sexually prejudiced.
- Students will not steal, smoke or be in possession of, or under the influence of, drugs or alcohol while on the school property or in attendance of any school events.
- Students will not plagiarize (copy) electronic or print media or other students' work or display any academic dishonesty.
- Students will not be involved in any acts of verbal or cyber-hate messaging/cyber-hate websites.
- Students will not be involved in any illegal acts such as assault, theft/vandalism or damage to property.

## ROYAL BAY SECONDARY SCHOOL CODE OF CONDUCT

Royal Bay Secondary School believes that our school should be a place for safe, purposeful learning. This Code of Conduct is aligned with the BC Human Rights Code and is in accordance with the responsibilities assigned to it by the *School Act* and by the Board of Education.

Expectations of student behaviour, school rules and Sooke School Board Policies, shall apply to students at Royal Bay Secondary School, while going to and from school and while attending any school curricular or extra-curricular function or activity.

Royal Bay Secondary School values our students and our school culture. The administration and staff continually endeavour to maintain student anonymity and offer an environment of safety and well-being for those who come forward with information related to any breach of our Code of Conduct.

### A SAFE AND CARING COMMUNITY

Royal Bay Secondary School is a safe and caring school. As members of this school community we have a responsibility to act in ways that are free of:

- Bullying, harassment, threat and intimidation;
- Physical violence and/or violence of any form;
- Verbal, physical or sexual abuse;
  
- Discrimination, especially based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age (**BC Human Rights Code**);
  
- Theft and vandalism.

Our safe and caring school environment does not tolerate the presence of:

- Intoxicating substances;
- Weapons and explosives, regardless of whether real or replica;
- Intruders or trespassers;
  
- Tobacco and/or smoking (including e-cigarettes).

Our Code of Conduct guides our behaviour in and out of school. Everyone in our community – students, parents and teachers – is responsible for promoting and protecting the values that underlie our Code of Conduct.

### ACCEPTABLE CONDUCT

- The school expects that students will actively participate through effort and punctual, regular attendance, in their assigned education program.
- Students are expected to respect the rights and property of all Royal Bay Secondary School staff and students.
- Students are expected to comply with classroom expectations set by individual teachers in order to ensure that all students' rights to effective and efficient learning environments are respected.
- Students are expected to wear clothing that is appropriate for an educational environment.
- Students are expected to respect all school and school related events and ensure they are free from use of restricted substances, weapons and of intimidation.
- Students are expected to respect the appropriate use of school computers, internet access and cell phone use while in class.

## UNACCEPTABLE CONDUCT

- Students will not interfere with the learning or learning environment of others.
- Students will not display behaviour that includes bullying, harassment, intimidation, or be racially, ethnically, or sexually prejudiced.
- Students will not steal, smoke or be in possession of, or under the influence of, drugs or alcohol while on the school property or in attendance of any school events.
- Students will not plagiarize (copy) electronic or print media or other students' work or display any academic dishonesty.
- Students will not be involved in any acts of verbal or cyber-hate messaging/cyber-hate websites.
- Students will not be involved in any illegal acts such as assault, theft/vandalism or damage to property.

### Disciplinary Procedures/Rising Expectations

Disciplinary action at Royal Bay Secondary School will be determined by each individual situation. When dealing with students, the administrator may adjust the consequence or disciplinary action based on the maturity, grade level, progressive discipline and ability of the student to understand expectations of his/her behaviour. All students and parents should recognize and respect the disciplinary role of the teacher and the administration in the classroom, in the school-at-large and in all extra-curricular situations. In addition, other adults such as supervisory and classroom aides as well as office and custodial personnel, may play an important role.

### Student Discipline

Any student who violates School Board or school policy will be subject to disciplinary action, which may include, but is not limited to:

- An interview with an administrator;
- Notification of parent(s)/guardian(s);
- In-school suspension;
- Restorative processes;
- Community service;
- Loss of privileges;
- Detention;
- Referral to counselling or treatment program;
- Formal suspension from school;
- Referral to the Sooke Student Review Committee (indefinite suspension)

In cases where students have a disability of an intellectual, physical, sensory, emotional or behavioural nature, the school Student Support Services department will be involved in developing a proactive plan based on the student's Individual Education Plan. The case manager, administrator and parent will all collaborate in a discipline strategy.

As discrimination of any kind is also unacceptable, Royal Bay Secondary School will take reasonable steps to prevent discrimination based on race, colour, ancestry, place of origin, religion, marital status, physical and mental disability, sex, sexual orientation, gender identity or expression, or age. Furthermore, the school will also try to take all possible steps to protect and prevent retaliation to those students who may inform school staff about breaches in the Code of Conduct.

**In accordance with District Policy and the Criminal Code, the following will not be tolerated:**

- Tobacco/e-cigarettes
- Physical, verbal or sexual
- Possession or use of illegal substance (drugs, alcohol)
- Possession or use of weapons, regardless of whether real or replica

## TOUR EXPECTATIONS

Trip: Los Angeles Tour 2020

Date: April 11-16, 2020

The following rules of conduct shall apply to all:

1. Act as good ambassadors, hence following Rules of Conduct.
2. When not with the group, each student must be in the company of at least two other students.
3. Students are expected to observe any curfew initiated during the trip.
4. Intoxicants in any form are not permitted at any time by any participant on the trip.
5. Courtesy and respect will be afforded all persons encountered on trip including hosts and supervisors.
6. Any student who feels ill or encounters any problems must inform one of the chaperones immediately.
7. Any pre-existing medical conditions must be reported to the supervisor or one of the chaperones prior to trip departure.
8. Any accommodations used during the trip are to be kept clean and free from damage.
9. There will be no members of the opposite sex in sleeping quarters at any time.

We, the undersigned, understand that our son/daughter, \_\_\_\_\_ is subject to the above mentioned regulations governing the field trip and that any violation of the regulations will result in some form of disciplinary action upon return to School District #62.

Dated at Victoria, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Understood and agreed to by \_\_\_\_\_

Signature of Parent/ Guardian

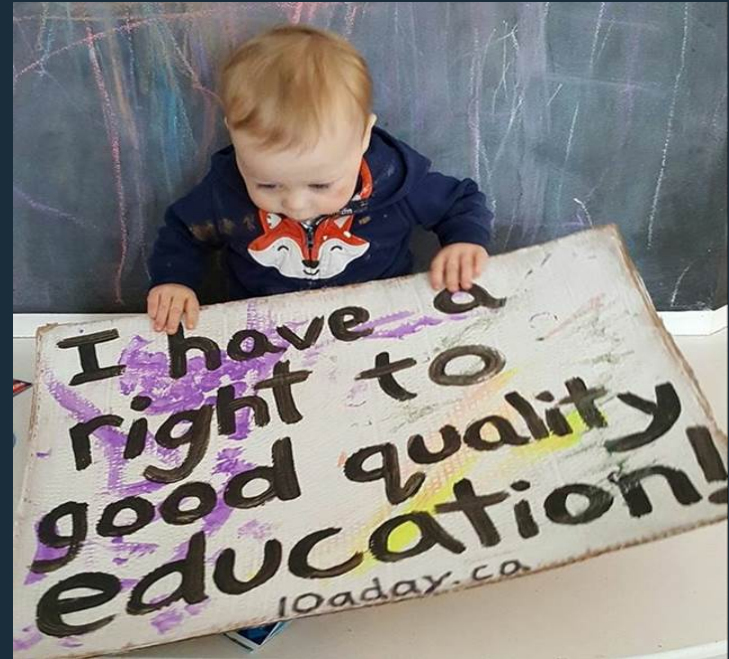
\_\_\_\_\_  
Signature of Student

10

**Sooke School District #62**  
**Shaping Tomorrow Today**

# 1. Lack of Access for Families

- \*575,000 children in BC
- \*363,800 mothers in the workforce
- \*110,000 licensed child care spaces
- BC target = 22,000 new licensed spaces



## 2. Unaffordable for Families

- \$1000+ month for infants/toddlers
- \$750+ month for preschoolers



**\$10aDay Prototypes  
best solution!**

**10**



# 3. Recruitment & Retention of ECEs



- Massive shortage of Educators
- Spaces closing with no staff
- Wages not commensurate with responsibilities

# Children's Vulnerability

- Early Development Instrument measured by UBC the population health of all 5 years olds
- Vulnerability scales: Physical, Social, Emotional, Language, & Communication
- Provincial vulnerability average = 33.4%  
(current results prior to current government policy changes)
- SD#62 = 27% No meaningful change since 2004/2007

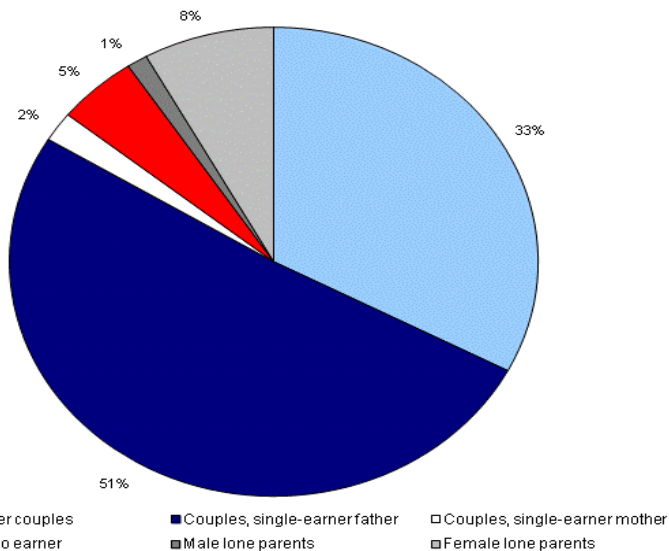
# Wave 6 of the EDI in SD#62

Figure 7. Wave 6 neighbourhood results for Sooke

	Total Count	Physical	Social	Emotional	Language	Communication	One or More Scales	# Vulnerable
Highlands	125	10	11	14	2	6	19	24
Metchosin	107	10	11	13	7	5	23	25
Langford	203	15	9	11	5	14	26	52
Colwood – Royal Roads	184	10	15	16	9	13	28	51
Sooke – West Coast	206	20	18	17	11	9	36	74

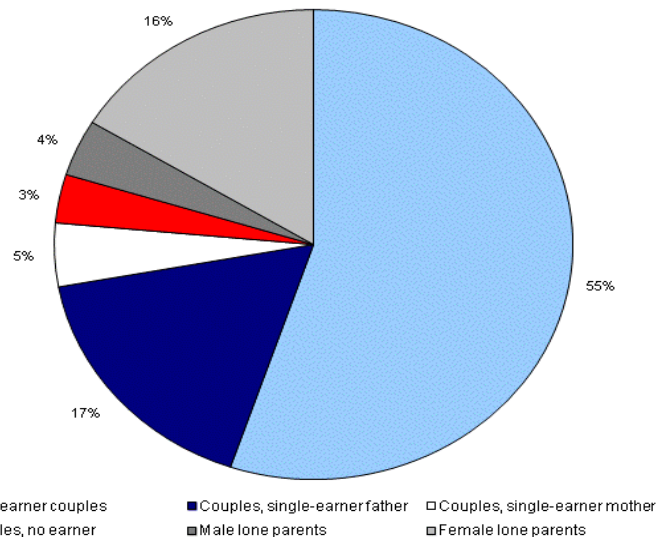
# Families – 1976 to 2014

**Chart 1.1**  
Distribution of families with at least one child under 16, by employment status, 1976



Source: Statistics Canada, Labour Force Survey, 1976.

**Chart 1.2**  
Distribution of families with at least one child under 16, by employment status, 2014



Source: Statistics Canada, Labour Force Survey, 2014.

# \$10aDay Plan

- Early Care and Learning Act
- Indigenous Approach to Indigenous ECE
- Move Child Care to Ministry of Education
- Provincial and Federal Funding
- Expansion of \$10aDay sites
- Fees capped at \$10aDay
- No fees for families with annual incomes less than \$45,000
- ECE wages average of \$25/hr (adjusted for inflation)
- Invest in education of ECE workforce

# What about Quebec?



Quebec system more than pays for itself,  
70,000 more women working  
Dr. Pierre Fortin  
Economics Professor at University of Quebec

The number of single-parent families  
on welfare dropped, from 99,000 in  
1996 to 45,000 in 2008.  
A 55% decrease



# Socio-Economic Impact Analysis

Increase to GDP is close to 2% or **\$5.787 billion** on full implementation, employment increases by 2.8 per cent.

Fairholm and Anderson, 2016



# New Provincial Investments

- \$3 Million available to create New Spaces through public partners
- Fee Reduction Initiative & Affordability Benefit are helping families
- \$2/hour Wage Enhancement for Educators
- \$10 a day Prototypes!



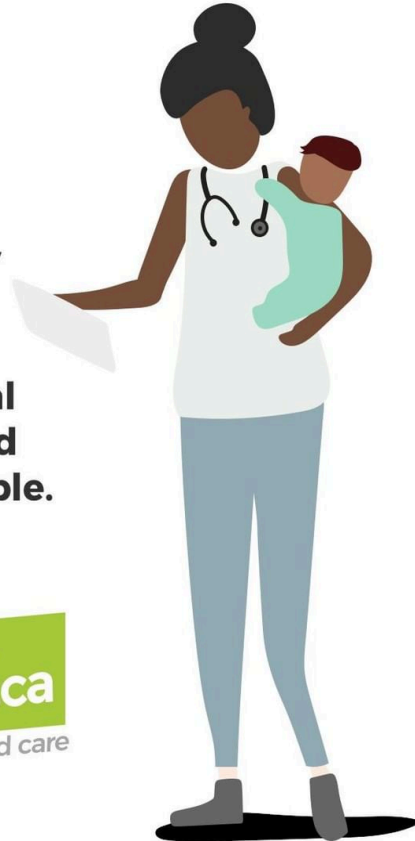
# School Districts & Early Learning

- **SD#53** - Oliver 'seamless day' – Kindergarten classroom licensed for school-age child care. Early Childhood Educators employed by School District and work in classroom alongside the teacher.
- **SD#39** Vancouver – 0-4 year olds
- **SD#70** Alberni – holds the license
- **SD#43** Coquitlam – integrated model

# May 2019 Poll Results

# 70%

of families still say a parent had to remain away from work after parental leave because child care was unavailable.



**\$10aDay.ca**  
On our way to affordable child care



# 90% AGREE

**Public investments in a quality affordable child care system are important.**

**\$10aDay.ca**  
On our way to affordable child care

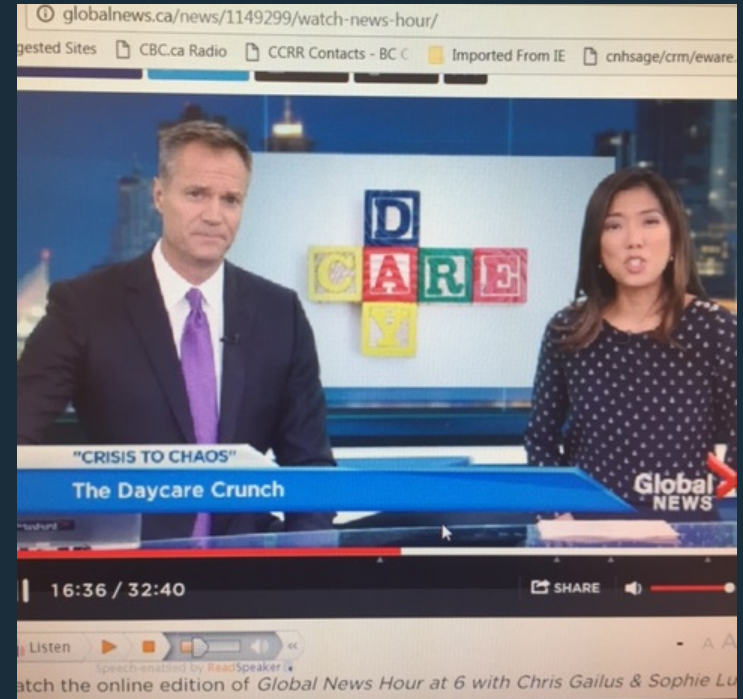
# \$10aDay = 2 Million+ Supporters

- 63 municipal / regional governments
- 32 School Districts
- Credit Unions and United Way
- UBCM, Boards of Trade, Chambers of Commerce
- Union of BC Indian Chiefs
- Academics, Community, Labour, Business and Women's organizations
- Early Childhood Development experts
- 19,372+ petition signers

10

# Advocacy Continues....

- Expand \$10aDay sites
- Move to Ministry of Education
- Modular buildings for public partners
- Provincial wage grid for Educators



10

# Please Support \$10aDay

Sooke would be the 33rd school district to support the \$10aDay Plan

**The \$10aDay Plan is making a real difference for BC children, women, families and the economy. We urge the provincial government to continue working with communities to implement this quality affordable child care system for BC.**

**10**

October 23, 2019

File: 6500-20

School District 62  
via email: [rparmar@sd62.bc.ca](mailto:rparmar@sd62.bc.ca)

**RE: CAPITAL REGIONAL DISTRICT 2018 REGIONAL GROWTH STRATEGY BYLAW 4017  
AMENDMENT (PROPOSED BYLAW 4328) – REFERRAL**

At its October 9, 2019, meeting, the Capital Regional District (CRD) Board directed staff to refer proposed Bylaw No. 4328 "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019", to municipalities, the Juan de Fuca Land Use Committee, affected First Nations, and provincial and federal departments and agencies for a period of 60 days.

The proposed Bylaw 4328 amends the 2018 Regional Growth Strategy (RGS), Bylaw 4017, by updating the RGS Table 1 population, dwelling unit and employment projections to the year 2038. The RGS was adopted by the Board on March 14, 2018 following a non-binding dispute resolution process, during which participants agreed to update the projections based on 2016 census numbers once census data became available.

As outlined in my letter of June 21, 2019, amendment of the RGS will require unanimous acceptance by all thirteen municipalities covered by the RGS. That agreement will be sought in accordance with Section 436 of the *Local Government Act* prior to third reading of the Bylaw by the CRD Board.

Comments on proposed Bylaw No. 4328 can be directed to Jeff Weightman, Planner, Regional and Strategic Planning at [jweightman@crd.bc.ca](mailto:jweightman@crd.bc.ca) by December 23, 2019. Comments received will be presented in a report regarding First Reading of the Bylaw to the Planning and Protective Services Committee.

On behalf of the CRD, I look forward to receiving your comments regarding this RGS amendment.

Sincerely,



Colin Plant  
Chair, Capital Regional District Board

Attachment: 1 Proposed Bylaw 4328 "Capital Regional District Bylaw No. 1, 2018, Amendment Bylaw No. 1, 2019"

cc: Robert Lapham, Chief Administrative Officer, CRD  
Kevin Lorette, General Manager, Planning and Protective Services, CRD  
Jeff Weightman, Planner, Regional and Strategic Planning, CRD

**CAPITAL REGIONAL DISTRICT**

**BYLAW NO. 4328**

\*\*\*\*\*

**A BYLAW TO AMEND BYLAW NO. 4017 “CAPITAL REGIONAL DISTRICT REGIONAL GROWTH STRATEGY BYLAW NO. 1, 2018”**

\*\*\*\*\*

The Capital Regional District Board, in open meeting assembled, enacts as follows:

1. Bylaw No. 4017, being the “Capital Regional District Regional Growth Strategy, Bylaw No. 1, 2016”, is hereby amended as follows:

**A. SCHEDULE A**

- (a) By deleting TABLE 1: POPULATION, DWELLING UNIT AND EMPLOYMENT PROJECTIONS and replacing with a new TABLE 1: POPULATION, DWELLING UNIT AND EMPLOYMENT PROJECTION as follows:

TABLE 1: POPULATION, DWELLING UNIT AND EMPLOYMENT PROJECTIONS

	2018			2038			Population Change	
	Population	Dwellings	Employment	Population	Dwellings	Employment	Total	Percentage
Core	266,000	120,100	166,800	304,500	140,400	197,000	38,500	14.5%
Saanich Peninsula	43,000	18,400	21,900	48,600	23,200	29,200	5,600	13.0%
West Shore	83,100	33,000	22,400	125,400	55,000	34,900	42,300	50.9%
<b>Total</b>	<b>392,100</b>	<b>171,600</b>	<b>211,100</b>	<b>478,500</b>	<b>218,500</b>	<b>261,100</b>	<b>86,400</b>	<b>22.0%</b>

Source: BC Stats, 2019

All figures are as of July 1<sup>st</sup> of the year stated.

First Nations populations are not included in Table 1, as First Nations Reserves are outside the GMPA.

All values are rounded independently. As a result, when sub-regional values are summed the values may not match the GMPA which are independently rounded to avoid cumulative rounding error.

Employment does not include those without a fixed workplace address.

Core includes Esquimalt, Oak Bay, Saanich, Victoria and View Royal

Saanich Peninsula includes Central Saanich North Saanich and Sidney

West Shore includes Colwood, Highlands, Juan De Fuca EA, Langford, Metochosin and Sooke.

2. This bylaw may be cited as, 4328 “Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2019”.

CRD Bylaw No.4328

2

READ A FIRST TIME THIS                      day of                      , 2019.

READ A SECOND TIME THIS                      day of                      , 2019.

READ A THIRD TIME THIS                      day of                      , 2019.

ADOPTED THIS                      day of                      , 2019.

---

CHAIR

---

CORPORATE OFFICER



Oct. 16, 2019

Elizabeth Garland  
529 Leckfield Ave.  
Victoria, B.C. V9B 3E8

To the attention of Ravi Parmar & board members of the Sooke School District:

This letter is in reference to the on-line contest to name the 2 new schools in Langford. I participated in the on-line contest but totally messed it up. When I tried to delete some of what I wrote, I wasn't allowed to, so now I am sending a letter. I am asking if my father's name, John S. Williams, could be considered as one of the names of these new schools.

Some background information..... My parents, John & Phyllis Williams (& 4 of their 5 children) moved to Glen Lake, from Victoria in 1946. The family lived on 5 acres on Glen Lake (beside other relatives who also lived on Glen Lake at that time). My parents soon became very involved in their community.

Dad was a school trustee for the Sooke School District for 15 years (starting in 1949/50), all as a volunteer. 6 of those years he was the chairman of the board. He worked tirelessly for the schools in this district (was directly involved in hiring principals & other staff in this young and expanding school district as the need arose for more elementary schools). Not long ago one of the principals from that era told me how grateful he was to my Dad for hiring him to be principal at a brand new 4 room elementary school. He was always a fair and hard working man. As children, myself & my siblings remember him on the phone at night encouraging parents to get out and support the school with each and every concern that arose.

When Dad retired from the Dockyard (in 1973), he retired from the position of Queen's Harbour Master and Supervisor of all auxiliary vessels on the west coast. He was known and recognized across Canada. Two of his greatest achievements (with the committee that he chaired), was acquiring the property for the now Juan de Fuca Rec Centre and the property for Victoria General Hospital. I am including with this letter several attachments detailing his achievements.

Relating one of many stories..... April 13, 1964, the Boy's washroom was blown up at Elizabeth Fisher Jr. High. Dad was called to the school that day. This is part of a note that Bob Peach (teacher at Elizabeth Fisher & Belmont High) sent to my Dad. "The incident that will always stand out in my mind as the most memorable was when a bomb exploded in the boys washroom in Elizabeth Fisher. When you addressed the entire school body, I never saw anyone so worked up and angry as you were that day. Because of your forceful manner of speaking to the student body that day we were able to quickly discover the culprits. Maybe you should have been a detective!" The parents of the boy (mainly involved) were devastated with this news. I remember Dad going to their home, give them advice and a shoulder to lean on over several visits.

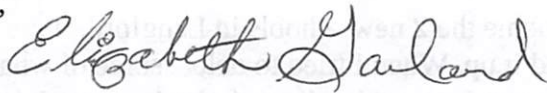
I am the youngest child in the family. My brother Keith Williams and sister Sally Fordham are now deceased. I have lived my entire life in the Western Communities and there are many descendants of John & Phyllis who still live in the community. Before I get any older, I wanted to make this

appeal so my Dad could be recognized for his continuous work, love, dedication and commitment to the community he so dearly loved (John died in 1994 & Phyllis in 1998).

I have already sent Superintendent Scott Stinson, a letter and several pieces on my Dad in June of this year.

Thank you so much for your kind consideration.

Sincerely,



Elizabeth (Williams) Garland  
[bobandlizgarland@gmail.com](mailto:bobandlizgarland@gmail.com)

Home – 250-478-5494; Cell – 250-818-4295

**Janice Foulger**

---

**From:** Minister, ENV ENV:EX <ENV.Minister@gov.bc.ca>  
**Sent:** Thursday, November 21, 2019 8:53 AM  
**To:** Janice Foulger  
**Cc:** Minister, EDUC EDUC:EX; Crowell, Damien EDUC:EX; Palmer, Joel EDUC:EX; Ray, Rachelle EDUC:EX; Riddell, Archie ENV:EX  
**Subject:** RE: Revised CleanBC Letter attached  
**Attachments:** 2019\_CleanBC\_ Letter to Ministers - Aug. 19, 2019.pdf

Reference: 347554 ENV / 213700 EDUC

*November 21, 2019*

Ravi Parmar, Chair  
 and Board Member Trustees  
 Board of Education  
 School District No. 62 (Sooke)  
 c/o Janice Foulger, Executive Assistant  
 Email: [jfoulger@sd62.bc.ca](mailto:jfoulger@sd62.bc.ca)

Dear Ravi Parmar and Board Members:

Thank you for your letter of August 19, 2019, regarding operational guidelines to assist school districts in meeting CleanBC targets.

The Government of B.C. supports public-sector organizations, including school districts, in their efforts to meet the ambitious CleanBC greenhouse gas reduction targets and energy efficiency objectives cited in your letter. In 2018-2019, the Carbon Neutral Capital Program provided \$14.5 million for such projects, of which approximately \$5 million went to buildings under the purview of the Ministry of Education. The Ministry of Education is committed to ensuring students have access to safe facilities and to reducing the use of portables, or temporary structures as permanent classrooms. Government has approved over \$1.6 billion of school capital projects since September 2017, and the ministry's total capital budget is a record \$2.7 billion over three years, much of which will be used to create new schools in growing communities and to replace old schools with more functional and efficient schools.

In addition, the Province is currently reviewing policy options (including the need for additional guidance material) and consulting with affected stakeholders to help achieve CleanBC targets. All new or replacement schools are constructed to current building codes and standards and must meet LEED Gold or equivalent standards. Government ministries have been directed to include an assessment of the feasibility of designing for net-zero energy-ready performance in their project business cases for new and replacement facilities. As part of the CleanBC strategy, government is also considering ways to move further up the step code to ensure all public buildings, including schools, are even more energy efficient and environmentally friendly in the future.

The Ministry of Environment and Climate Change Strategy's Annual Capital Program provides specific capital funding for energy-efficient projects in school districts under two programs:

- Carbon Neutral Capital Program (CNCP) supports minor capital projects that lower carbon emissions and operational costs for school district buildings;

- School Enhancement Program (SEP) supports minor capital projects that will improve the safety, facility condition, functionality and energy efficiency of existing schools. SEP energy-efficient projects include LED lighting and high-efficiency boilers.

If you would like to meet with ministry staff to discuss further, please contact Archie Riddell, A/Executive Director, Resilience and Clean Government with the Climate Action Secretariat in the Ministry of Environment and Climate Change Strategy, at 778-974-4064 or by email at [Archie.Riddell@gov.bc.ca](mailto:Archie.Riddell@gov.bc.ca).

Thank you again for taking the time to write to us.

Sincerely,

George Heyman  
Minister of Environment and  
Climate Change Strategy

Rob Fleming  
Minister of Education

cc: Damien Crowell, A/Regional Director, Capital Management Branch, Ministry of Education  
Joel Palmer, Executive Director, Capital Management Branch, Ministry of Education  
Rachelle Ray, A/Director, Capital Management Branch, Ministry of Education  
Archie Riddell, A/Executive Director, Resilience and Clean Government, Ministry of Environment and  
Climate Change Strategy

---

**From:** Janice Foulger [<mailto:jfoulger@sd62.bc.ca>]  
**Sent:** Monday, August 19, 2019 10:50 AM  
**To:** Minister, EDUC EDUC:EX; Minister, ENV ENV:EX  
**Cc:** Ravi Parmar; Harold Cull; Scott Stinson; Stephanie Sherlock  
**Subject:** Revised CleanBC Letter attached  
**Importance:** High

Dear Ministers Fleming and Heyman,

Please disregard the e-mail and attachment I sent you earlier this morning. The letter had a typo error in it. I have corrected this and have attached the letter for your consideration. My apologies for this. Thanks very much.

Janice Foulger  
Executive Assistant to the  
Superintendent and  
Associate Superintendent of  
Schools (EMCS Family of Schools)  
250-474-9807 phone  
250-474-9825 fax  
[jfoulger@sd62.bc.ca](mailto:jfoulger@sd62.bc.ca)



**SOOKE 62**  
**SCHOOLS**  
Shaping Tomorrow Today

School District No. 62 (Sooke)  
3143 Jacklin Road  
Victoria, BC • V9B 5R1  
P: 250-474-9800 F: 474-9825  
www.sd62.bc.ca

August 19, 2019

The Honourable Rob Fleming  
Minister of Education  
PO Box 9045, Stn Prov Govt  
Victoria, BC V8W 9E2

via email: [EDUC.Minister@gov.bc.ca](mailto:EDUC.Minister@gov.bc.ca)

The Honourable George Heyman  
Ministry of Environment & Climate Change Strategy  
PO Box 9047, Stn Prov Govt  
Victoria, BC V8W 9E2

via email: [ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)

Dear Ministers Fleming and Heyman:

On behalf of the Board of Education of School District 62 (Sooke), I am writing to you today about CleanBC, the Government of British Columbia's strategy to reduce carbon emissions and fight climate change. Our Board values and appreciates the forward thinking action that Government has proposed within CleanBC. We know that if governments and people don't take the necessary actions we, as a society, will struggle with protecting our planet.

At the 2019 British Columbia School Trustees Association's Annual General Meeting, the SD62 Board put forward the following resolution that was adopted by the Association:

**BE IT RESOLVED:**

That BCSTA urge the Minister of Education and Minister of Environment and Climate Change Strategy to uphold the mandated standards set by CleanBC by implementing aligned capital funding for new school construction and the retrofitting of district buildings and facilities; and,

That BCSTA request the Ministries develop and provide, in a timely manner, operational guidelines to help school districts to meet CleanBC's 2032 standards to reduce emissions.

Our Board had a passionate discussion about steps we can take to reduce our carbon footprint as a school district and how we can align our goals with CleanBC. As you are aware, Boards of Education are responsible for hundreds of education facilities across the province. Many of the older facilities are aging and continually emit emissions. Our Board wants to do our part to reduce emissions from our buildings but lacks proper funding and operational guidelines. As pertained in our resolution, we would like to request that the mandated standards set by CleanBC are upheld, by implementing aligned Capital funding for new school construction and the retro-fitting of school districts' buildings and facilities. In addition, we would also ask that the Ministries develop and provide, in a timely manner, operational guidelines required to assist school districts in meeting CleanBC's 2032 standards to reduce emissions. We want to be able to do our part but can't do that unless leadership is provided by the Province and resources.

-2-

We ask that you consider our request to this important matter. We would be happy to meet with you to further discuss this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ravi Parmar', written in a cursive style.

Ravi Parmar, Chair  
Board of Education

Trustees: Bob Beckett, Wendy Hobbs, Bob Phillips, Dianna Seaton, Margot Swinburnson, Allison Watson

c: Mitzi Dean, MLA – Esquimalt-Metchosin  
John Horgan, MLA – Langford-Juan de Fuca



## Committee Report of Decisions/Discussions Resources Committee Meeting November 12, 2019

---

### Attendees:

Dianna Seaton, Trustee (Committee Chair)  
Wendy Hobbs (Committee Member)  
Allison Watson, Trustee (Committee Member)  
Ravi Parmar, Trustee  
Ed Berlando, STA  
Amanda Dowhy, SPEAC  
Krista Leakey, SPVPA  
Maggie Clark, CUPE  
Betty-Lou Leslie, CUPE

### Staff:

Scott Stinson, Superintendent & CEO  
Harold Cull, Secretary Treasurer

## 1 Territorial Acknowledgement

Dianna Seaton, Committee Chair, called the meeting to order and read the acknowledgement of the first nations' territories.

### 4.1 Transportation Review Modelling

- Staff presented the initial data collected in the Transportation Review model project
- The data set included the number of students, identified by school, that are within 1km, 2km, 3km and 4km walking distance from their catchment school
- Roughly half (5,436) of our students live within 4km of their catchment school
- Staff indicated that the data set will be completed by accessing the provincial wide transportation survey data and then presented to the Committee in December
- Once the data set is complete, staff will be able to use the new transportation routing software (Traversa) to model different scenarios to reflect the impact on ride and wait times
- The Committee discussed that the greatest impact on ride and wait times will be to reduce the number of riders while maintaining the same number of routes
- More information on the model will be presented in future meetings

## 4.2 District Planning Framework

- The Committee was provided a draft District Planning Framework that linked the many planning phases and activities, currently completed by the District, together to create a coordinated approach to multi-year and annual planning
- This linkage begins with the Ministry's Enhanced Student Learning Framework, to the District's Strategic Plan, through to the annual Action Plan down to individual school plans and performance plans for the Senior Management team
- The timing of these activities was also discussed and it was emphasized that the annual planning documents (Action Plan, Annual Budget, School and Performance Plans) must be completed in the year proceeding

## 4.3 Capital Plan Update

- Staff provided an update on the latest capital projects (RBSS Expansion and West Langford Elementary and Middle schools)
- The RBSS Expansion continues to be on schedule and budget as we close in on substantial completion scheduled for August 2020
- The West Langford projects' civil work was tendered and work is expected to start shortly
- The design of the West Langford schools continues and the construction work will be tendered in the spring

## 4.4 19/20 Quarter 1 Forecast Update

- Staff provided an update on the first quarter forecast based on actual revenue and expenditure amounts as at September 30
- Past practice has the annual forecasting process starting in quarter 2 (December 31) as forecasting this early in the year has a number of limitations
- Staff have estimated that the District will end the fiscal year (June 30) with a potential deficit of up to \$800,000 based on budgeted enrolment shortfalls in K-12 and international students
- These numbers are for the September count only with the February and May counts still to be reported
- The majority of the revenue and expenditure estimates are expected to be close to budget and will continued to be monitored during the 2nd and 3rd quarter forecasts
- Next steps include completing the 2<sup>nd</sup> quarter forecast in February at which time more of the variables will be known (CEF recovery, Salary Differential, February enrolment and actual staffing)
- If a pressure remains, staff will develop a plan to:
  - reduce discretionary expenditures;
  - increase revenues where possible; and/or
  - request Board approval to access the Financial Reserve



#### 4.5 19/20 SEAPARC Joint Use Agreement

- Staff presented the District's annual joint use agreement with Sooke Electoral Area Parks and Recreation Commission (SEAPARC)
- This agreement allows the School District to use SEAPARC assets in exchange for SEAPARC's use of School District assets
- The use of the assets is for free or at a reduced rate up to a maximum of \$15,500/year with the School District using approximately \$12,600 last year and SEAPARC using approximately \$14,900
- The agreement has been in place for a number of years and has been working well for both parties

Based on their review of the agreement, staff recommended and the Committee supported the approval of the agreement for the current school year. As this approval rests with the Board, the Committee recommendation will be presented to the Board at their November 26<sup>th</sup> meeting for their review and consideration.



**RESOURCES COMMITTEE**  
**School Board Office**  
**3143 Jacklin Road**  
**November 12, 2019 – 7:00 p.m.**

---

**A G E N D A**

- 1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**  
*We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuuchahnulth.*  
*(words gifted by the three nations SD62 works with)*
- 2. REPORT**
- 3. PRESENTATIONS (10 min.)**
- 4. NEW BUSINESS**
  - 4.1** Transportation Review Model Update
  - 4.2** District Planning Framework
  - 4.3** Capital Plan Update
  - 4.4** 19/20 Quarter 1 Forecast Update
  - 4.5** SEAPARC Joint Use Agreement 2019-2020
- 5. ADJOURNMENT**
- 6. NEXT MEETING DATE:** December 4, 2019



## Committee Report of Decisions/Discussions Resources Committee Meeting October 8, 2019

---

### Attendees:

Dianna Seaton, Trustee (Committee Chair)  
Allison Watson, Trustee (Committee Member)  
Ravi Parmar, Trustee  
Ed Berlando, STA  
Amanda Dowhy, SPEAC  
Krista Leakey, SPVPA

### Staff:

Harold Cull, Secretary Treasurer

## 1 Territorial Acknowledgement

Dianna Seaton, Committee Chair, called the meeting to order and read the acknowledgement of the first nations' territories.

### 4.1 Transportation Review Modelling

- The Committee reviewed and discussed the proposed Transportation Review model presented by staff
- The intent of the review was to ensure the model meets the needs of the Committee and Board prior to embarking on the work
- The highlights of the discussion were:
  - The District needs to ensure a fee waiver process is defined and implemented if fees are to be charged
  - The Committee wanted clarification on the field trip costs as identified on the 17/18 Transportation Survey
  - It may be prove difficult to measure the impacts on service levels if any of the reviewed principles are changed
- Harold will forward a copy of the materials to the stakeholder reps for distribution to their members (including students)
- The Committee supported the draft model for staff to begin the review work on

#### **4.2 Enrolment & School Capacity Update**

- The Committee was provided an update on the latest enrolment numbers (as at Sept 30) and how those numbers (represented as head count) compare to the school capacities and Long Range Facilities Plan estimates
- The District continues to grow at a rapid pace and the pressures on the system remain in the areas identified in the District's Capital Plan submission of June 30, 2019
- Staff will continue to monitor these numbers to ensure the June 2020 Capital Plan submission addresses the capital needs of the District

#### **4.3 Capital Planning Update**

- Staff provided an update on the latest capital projects (RBSS Expansion and West Langford Elementary and Middle schools)
- The RBSS Expansion continues to be on schedule and budget as we close in on substantial completion scheduled for August 2020
- The West Langford projects' civil work will be tendered this week and at this point in the project, creates the greatest risk of the project
- Staff have taken feedback received on the initial site plan and incorporated it into the tender documents being released
- The Capital Planning governance framework was also reviewed along with a presentation provided to the consultation groups outlining the educational and space needs of the District

## **Committee Info Note**

### **Resources Committee Meeting**

#### **November 12, 2019**

### **Agenda Item: 4.1 Transportation Review Model Update**

---

#### **Introduction**

- At their September meeting, the Committee discussed and recommended to the Board that staff conduct a review of the Board's transportation principles
- The Board agreed and passed the following motion on September 25, 2019:

The Board of Education of School District 62 (Sooke) directs staff to review the following areas of transportation and report back to the Resources Committee in November 2019:

- Administration and/or ridership fees;
- Walk limits (urban/rural) of specific routes;
- Pick up and drop off areas; and
- Routes to bus stops (must be safe/efficient).

#### **Proposed Model Update**

- Staff have completed a significant amount of work to date on the model review with more work to follow
- Here is a summary of the completed and future work in the first two areas noted above:

#### **Administration and/or Ridership Fees**

- The provincial survey of school districts is being conducted and expected to be completed by the end of November
- The survey will highlight which districts are charging either an administrative fee or rider fee and if so, how much
- Staff will summarize this information and present it to the Committee at their December meeting
- Based on this information, some assumptions will be made as to what the impact will be on the ridership if any of these fees are charged

- Staff will attempt to estimate these impacts as savings in ride and wait times of the residual riders

### Walk limits

- Some initial work has been completed in the area and attached is a summary of enrolled students, by school, within certain walk ranges (1, 2, 3 and 4 km)
- Further is required to ensure the completeness and accuracy of this data (for example, do have of our students live in excess of 5kms from their school)
- This data is provided to begin the flow of ideas to model
- The Board can ask staff to model different scenarios in order to determine the potential impact on the wait and ride times of the residual riders
- Staff will need to finish entering the existing routes into the Transversa routing software system in order to be able to model different scenarios
- This work will be completed in December and staff will run models to reflect the possible impact on service levels for the January Resources Committee meeting

**School District #62**  
**Summary of Walk Distances for Students by School**  
**As at November 2019**

ELEMENTARY SCHOOLS	WALK LIMITS			
	1KM	2KM	3KM	4KM
COLWOOD ELEM/NO BUSSING	0	0	0	0
CRYSTAL VIEW ELEM	61	101	132	138
DAVID CAMERON ELEM	56	125	207	303
HANS HELGESEN ELEM	6	20	43	70
HAPPY VALLEY ELEM	199	262	320	349
JOHN MUIR ELEM	21	81	124	133
JOHN STUBBS ELEM	<b>TBD</b>			
LAKEWOOD ELEM	169	258	320	367
MILLSTREAM ELEM	110	176	197	220
POIRIER ELEM	109	170	224	286
PORT RENFREW/NO BUSSING	0	0	0	0
RUTH KING ELEM/NO BUSSING	0	0	0	0
SANGSTER ELEM	110	134	153	165
SASEENOS ELEM	20	33	54	70
SAVORY ELEM	37	107	176	189
SOOKE ELEM	42	126	222	270
WISHART	243	333	390	429
WILLWAY ELEM	89	110	134	137
<b>TOTAL</b>	1272	2036	2696	3126

MIDDLE SCHOOLS	WALK LIMITS			
	1KM	2KM	3KM	4KM
DUNSMUIR MIDDLE	65	156	245	316
JOURNEY MIDDLE	34	119	223	326
SPENCER MIDDLE	69	212	387	616
<b>TOTAL</b>	168	487	855	1258

SECONDARY SCHOOLS	WALK LIMITS			
	1KM	2KM	3KM	4KM
BELMONT SECONDARY	63	144	369	389
ED MINE COMMUNITY SCHOOL	6	33	117	318
ROYAL BAY SECONDARY	9	77	222	345
<b>TOTAL</b>	78	254	708	1052

<b>TOTAL</b>	<b>1518</b>	<b>2777</b>	<b>4259</b>	<b>5436</b>
--------------	-------------	-------------	-------------	-------------

## **Committee Info Note**

### **Resources Committee Meeting**

#### **November 12, 2019**

#### **Agenda Item: 4.2 District Planning Framework Update**

---

##### **Introduction**

- The attached proposed District Planning Framework has been developed to tie together the multiple processes the District undertakes in terms of planning
- The majority of these processes are currently being completed and the proposed framework is intended to ensure the timing and connection of the process are appropriate

##### **Enhanced Student Learning**

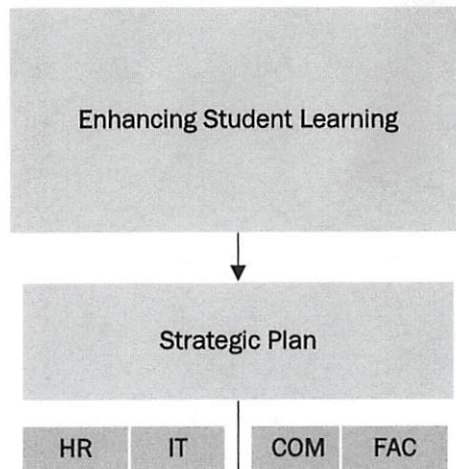
- The framework kicks off with the Ministry's Enhanced Student Learning Framework and the strong connection to the District's Strategic Plan
- The Ministry's framework was being developed at the time the District was beginning the work on the current Strategic Plan
- Staff used the Ministry's Service Plan goals and the environmental scan conducted to drive the District's initial goals of Learning, Engagement and Growth
- With the Ministry's framework now in place, the connection between student success and the Strategic Plan can be that much tighter

##### **Proposed Committee Discussion**

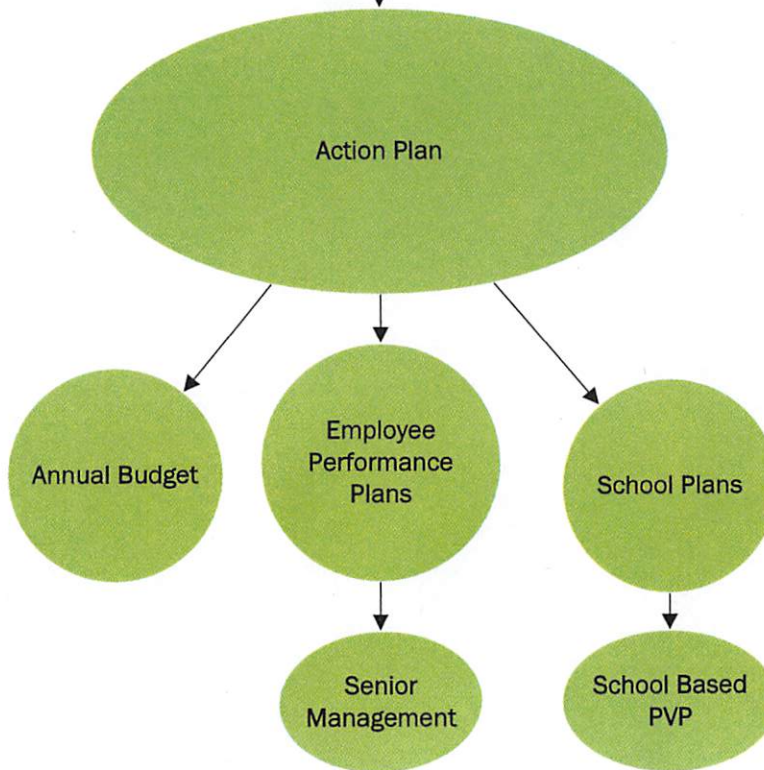
- Staff are looking for the Committee's comments on the proposed framework and how the District can continue to improve their planning processes



### SD 62 PROPOSED PLANNING FRAMEWORK



ANNUAL PLANNING PROCESS



## TIMING AND RYTHYM OF PLANNING PROCESS

PLAN	PLAN COVERAGE	TIME OF DEVELOPMENT
STRATEGIC PLAN	JULY '21 to JUNE '24	2020 (LEARNING) ENVIRONMENTAL SCAN & MOE STUDENT SUCCESS BILL 11 FRAMEWORK
OPERATIONAL PLAN	JULY '21 to JUNE '24	SLIGHT OFFSET FROM STRATEGIC PLAN CYCLE (TO UNDERSTAND DIRECTION)
ANNUAL ACTION PLAN	JULY '20 to JUNE '21	FALL
ANNUAL BUDGET	JULY '20 to JUNE '21	WINTER/SPRING
SCHOOL PLANS	JULY '20 to JUNE '21	SPRING
PERFORMANCE PLANS	JULY '20 to JUNE '21	SPRING

**Committee Info Note**  
**Resources Committee Meeting**  
**November 12, 2019**  
**Agenda Item: 4.3 Capital Plan Update**

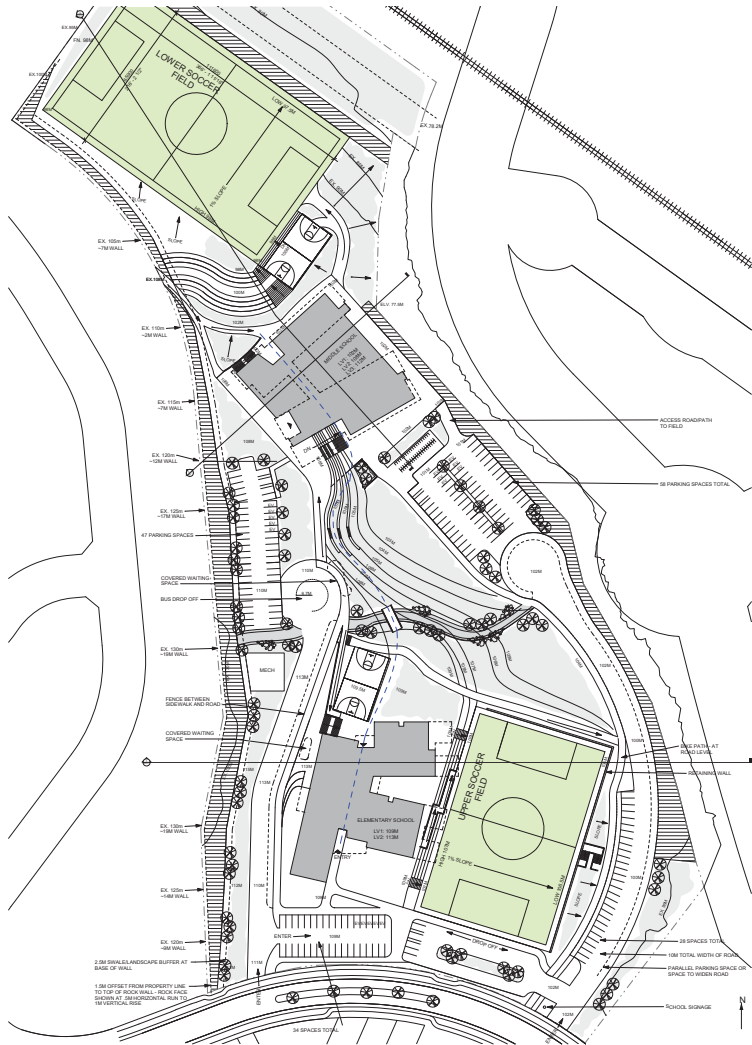
---

**Royal Bay Expansion**

- Work continues to proceed with the expansion at RBSS and is expected to be completed by August 2020

**West Langford Elementary and Middle Schools (WLEMS)**

- Attached is the latest site plan used in the tendering process for the blasting and civil work that was recently awarded to Hazelwood Construction and work is expected to start shortly and run 8 to 12 months
- We are in the final stages of the schematic design (location/shape of buildings and floor plans) and will now shift to actual design of those spaces for construction drawings
- Staff feedback will continue to flow through the Consultation Groups established and the Committee and Board will be provided updates as work progresses



#	DESCRIPTION	DATE
1	ISSUED FOR BID	07 NOV 2019
2	ISSUED FOR BID	31 OCT 2019
3	ISSUED FOR BID	31 OCT 2019
4	REVISION	25 OCT 2019
5	REVISION	25 OCT 2019

**West Langford Elementary & Middle Schools**

3100 Constellation Avenue, Langford, B.C.

**SITE PLAN**

PROJECT # 1902

**A101**

SCALE: As Indicated

**1 SITE PLAN**

Copyright reserved. These drawings and the design contained therein or which may be inferred therefrom are, and at all times remain, the exclusive property of HCMA Architecture + Design (HCMA). HCMA holds the copyright and ownership in the said drawings, which cannot be used for any purpose without the express written consent of HCMA.

**Committee Info Note**  
**Resources Committee Meeting**  
**November 12, 2019**  
**Agenda Item: 4.4 19/20 Quarter 1 Forecast Update**

---

**Introduction**

- Staff have recently completed the financial forecast for the current school/fiscal year with actual revenues and expenditures as at September 30, 2019
- This is the first year the full quarterly forecast has been completed this early in the year
- In previous years, staff have projected the year end position by estimating the expected revenues based on enrolment and expenditures based on teacher staffing only
- Given the amount of time left in the year, there remains a significant amount of outstanding items to be estimated which makes the forecasting process difficult to accurately estimate at this time
- As a result, the following is staff's best estimate of where we expect to end the year and these estimates will be revised as we work through the financial forecasts after quarters 2 and 3

**Projected Year Position**

- Staff have estimated that the District will end the fiscal year (June 30) with a potential deficit of up to \$800,000 based on budgeted enrolment shortfalls in K-12 and international students
- These numbers are for the September count only with the February and May counts still to be reported
- The majority of the revenue and expenditure estimates are expected to be close to budget and will continued to be monitored during the 2<sup>nd</sup> and 3<sup>rd</sup> quarter forecasts

**Assumptions and Next Steps**

- There are a number of assumptions used in this forecast that may impact the final numbers

- These assumptions include:
  - a) A Classroom Enhancement Fund (CEF) recovery of 128.5 FTEs
  - b) That there will be no impact from the Ministry's Salary Differential calculation
  - c) Staffing processes will be completed by November
  - d) There will be a benefit holiday received this fiscal year equivalent to last year's amount
  - e) All other budget items will come in on budget
  
- Next steps include completing the 2<sup>nd</sup> quarter forecast in February at which time more of the variables will be known (CEF recovery, Salary Differential, February enrolment and actual staffing)
  
- If a pressure remains, still will develop a plan to:
  - a) reduce discretionary expenditures;
  - b) increase revenues where possible; and/or
  - c) request Board approval to access the Financial Reserve

**Committee Info Note**  
**Resources Committee Meeting**  
**November 12, 2019**  
**Agenda Item: 4.5 SEAPARC Joint Use Agreement**

---

**Introduction**

- The District has an annual joint use agreement with Sooke Electoral Area Parks and Recreation Commission (SEAPARC)
- This agreement allows the School District to use SEAPARC assets in exchange for SEAPARC's use of School District assets
- The use of the assets is for free or at a reduced rate up to a maximum of \$15,500/year with the School District using approximately \$12,600 last year
- The agreement has been in place for a number of years and has been working well for both parties and staff are looking for Committee support to recommend that the Board approves this year's agreement

**RECIPROCAL AGREEMENT**

between

**SCHOOL DISTRICT 62 (SOOKE)**

and

**CRD**  
(Capital Regional District)



THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

BETWEEN

CRD (Capital Regional District) hereinafter referred to as SEAPARC (SOOKE & ELECTORAL AREA PARKS and RECREATION COMMISSION), 2168 Phillips Road, Sooke, in the Province of British Columbia;

OF THE FIRST PART

BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 62 (SOOKE), 3143 Jacklin Road, in the City of Victoria, in the Province of British Columbia; (hereinafter referred to as the "Board")

OF THE SECOND PART

WHEREAS the Board is the Registered Owner of certain lands and premises used for public school purposes in that portion of School District No. 62 (Sooke) lying within the Municipalities of Colwood, Langford, Metchosin, Sooke and the Highlands, and the Juan de Fuca Electoral Area of the Capital Regional District (hereinafter referred to as the "School Facilities")

AND WHEREAS the SEAPARC operates as an agent on behalf of the owner of SEAPARC Leisure Complex at 2168 Phillips Road, Sooke, British Columbia, which lands and premises are used for public recreation; (hereinafter referred to as the "Recreation Centre").

This agreement will not contravene the *Local Government Act* or the operating agreement currently in effect between the Juan de Fuca Electoral Area and the District of Sooke which owns SEAPARC. Similarly, the *School Act* will not be compromised by any element of this agreement.

## TERM

1. The Board and Society agree that the term of this agreement shall run from September 1, 2019 to August 31, 2020.

## USE OF SCHOOL FACILITIES

2. The Board agrees that SEAPARC shall have the use of School Facilities lying within the District of Sooke, at the rates set out in Addendum A. Use of the facilities shall be in accordance with Addendum C.
3. The Board agrees that, except as otherwise provided herein, the said School Facilities shall be available for use by SEAPARC between the hours of 6:00 pm and 10:00 pm on school days, Monday to Thursday, and between the hours of 8:30 am and 4:30 pm on non-school days (Professional Development Days September to March, Spring Break and Summer Break and this does not include weekends or statutory holidays) and SEAPARC agrees to pay the additional custodial costs, per Addendum A, for use outside of the regularly scheduled custodial shift on non-school days. Use of School Facilities beyond the hours and days outlined will be subject to agreement by the Director of Facilities or their designate.
4. The Board agrees that, SEAPARC will have priority to book regularly scheduled facility booking by identified seasonal dates, in accordance to Addendum C - Priorities for Use. In order to recognize long term users of certain spaces, the Board retains the right to approve all bookings prior to the confirmation.
5. Both parties agree that the School Facilities will not be available for use during one of the two weeks of spring break. Space will not be available for the last week of August to the first day of school in September. The exact week and facilities effected will be identified prior to seasonal booking date in accordance to Addendum C.

6. No birthday parties will be permitted in School Facilities, unless approved by the Director of Facilities or designate.
7. Both parties agree to enter into rental agreements that include \$5 million of liability insurance and to add the other party as an additional insured.

#### USE OF SEAPARC's FACILITIES

8. SEAPARC agrees that the Board shall have the use of all SEAPARC's facilities lying within the District of Sooke, and the Juan de Fuca Electoral Area at the rates set out in Addendum B. Use of the facilities shall be in accordance with Addendum D.
9. SEAPARC agrees that, except as otherwise provided herein, SEAPARC's facilities shall be available for use by the Board between the hours of 8:00 am and 3 p.m. This clause applies only when SEAPARC's facilities are open to the public. Use of the SEAPARC's facilities outside of these hours will be subject to agreement by the Manager of SEAPARC or their designate.

#### RECIPROCAL ARRANGEMENTS

10. In the spirit of cooperation, each party to the agreement will allow the other "free" or agreed to "discounted" access to facilities to further Board and SEAPARC programs. These are outlined in Addendum E.

#### LIAISON COMMITTEE

11. SEAPARC and the Board agree to establish a Liaison Committee to maintain the intent of the Agreement. Two members of each organization's administration will preside at these meetings. Meetings will be held at the request of either party. Problems related to building security, supervision, damages, rate schedules and other concerns will be addressed immediately by each party's senior administrator or their designates.

- 12. Any amendments to the intent of the Agreement will be addressed by the Liaison Committee and referred to the Board and SEAPARC for ratification.

DAMAGES AND RESPONSIBILITIES

- 13. Where Board or SEAPARC use is responsible for damage to facilities, the respective organization will be charged for the cost to repair or replace damaged items or property, or have the opportunity to repair the damage to the satisfaction of the other party.
- 14. SEAPARC and the Board agree that all use of their respective facilities will be coordinated and scheduled by each party's senior administrator or designate. Contracts for all activities taking place within the respective facilities shall be copied and forwarded to the appropriate party.
- 15. This agreement will be ongoing unless terminated by either party. Termination may be initiated by either party giving 90 days' notice in writing.

Signed on behalf of the CAPITAL REGIONAL DISTRICT



GM, Park & Environmental Services

LARISA HUTCHESON

Printed Name

Signed on behalf of the Board of School Trustees

\_\_\_\_\_

Chair

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Secretary-Treasurer

\_\_\_\_\_

Printed Name

**ADDENDUM A**

**FEES AND CHARGES**

**SCHOOL DISTRICT NO. 62 (SOOKE)  
SCHEDULE OF CATEGORIES**

**GROUP A**

School Programs  
Parent/Teacher Meetings  
Board Office Meetings  
CUPE Local 459 and STA Meetings  
Public Meetings and Civic Functions  
Scholarships

**NO CHARGE**

(Where no direct School Board  
labour charges are involved)

**GROUP 8**

All organized youth activities,  
ages 18 years and younger

**PER RATE SCHEDULE GROUP 8**

**GROUP 8(1)**

West Shore/ SEAPARC Youth Activities, Brownies,  
Guides, Cubs, Scouts, Big Brothers,  
4H, Forest Wardens, Venturers,  
Cadets

**PERRATE SCHEDULE GROUP 8(1)**

**GROUP C**

All organized adult activities,  
ages 19 years and older  
incl. strata groups  
Religious groups  
Not-for-Profit Groups

**PER RATE SCHEDULE GROUP C**

**GROUP C(I)**

West Shore/ SEAPARC Adult Programs

**PER RATE SCHEDULE GROUP C(I)**

**GROUP D**

Profit Making organizations or groups  
Labour and political organizations

**PER RATE SCHEDULE GROUP D**

N.B. The School District is not prepared to rent to retail and merchandising concerns

## ADDENDUM A

**SCHOOL DISTRICT NO. 62 (SOOKE)**  
**RATE SCHEDULE**  
**Effective September 1, 2019 – August**  
**31, 2020**

FACILITY	Group A	Group B Youth	Group BI Guides/ Scouting SEAPARC Youth	Group C Adult	Group CI SEAPARC Adult	Group D Commercial	After School Youth Commercial
Classroom, Art Room	No Charge	14.25	7.25	15.00	7.50	33.00	16.50
Mezzanine, Multipurpose Room, Lunchroom Libraries Parking Lots	No Charge	14.25	7.25	25.50	12.75	46.00	16.50
Elementary Gymnasium	No Charge	20.00	1000	36.00	18.00	135.00	\$25.00
Middle/Secondary Gymnasium	No Charge	31.00	15.50	46.00	23.00	150.00	\$35.00
Theatre	35.00	35.00	35.00	35.00	35.00	90.00	35.00
New Grounds/ Fields "A" (comparable with JDF fields)	No Charge	7.35	7.35	14.70	7.35	15.35 youth 30.70 adult	\$15.35
Grounds/Fields "B"	No Charge	7.00	7.00	14.00	7.00	14.00 youth 28.00 adult	
Non-Irrigated Fields "C"	No Charge	4.75	4.75	10.25	5.25	9.00 youth 20.00 adult	
Hockey Courts Youth Play only	No Charge	8.00	8.00	N/A	N/A	16.00 youth	

- All rates are per hour. Minimum 2 hour rental on all ground/fields
- Rate Calculation formula: Classrooms and gyms in align with WSPR/Fees & Charges and SD61 Gym fees
- Group BI SEAPARC Youth/ Youth Scouting and Girl Guides is ½ of Group B Youth rate
- Group CI SEAPARC Adult/WSPR/SD Joint Use Agreement - ½ of Group C rate
- Grounds increase in align with WSPR field rates

## ADDENDUM A

### MISCELLANEOUS CHARGES

Chairs:       \$0.80 each/1 day rental (if available)  
               \$1.20 each/2 day rental (if available)  
               \$1.60 each/3 or more day rental (if available)  
               Cartage extra (at cost, if required from storage)

Tables:       \$8.50 each/1 day rental (if available)  
               \$12.00 each/2 day rental (if available)  
               \$14.00 each/3 or more day rental (if available)  
               Cartage extra (at cost, if required from storage)

**Cartage:** 1 Person and 1 Van: \$50.00 per hour (minimum 1 hour)

Staging: To be negotiated with Facilities Office

Custodial: \$37.50 per hour (4 hour minimum callout) plus any additional cost that may be incurred by the Board for custodial services.

Tax(es) will be added where applicable. Rates are subject to change with 60 days' notice.

## ADDENDUM B

## FEES AND CHARGES

SEAPARC  
RATE SCHEDULE

Effective September 1, 2019 –  
August 31, 2020

GROUP	Group A Session	Group B Per Hour	Group C Per Hour
Arena Rental	<b>*\$82.00</b>		
Arena staff	Market Rate/hr/per staff		
Skate Rental	<b>*Free</b>		
Bike Park/ Stan Jones Skate Park	<b>*Free</b>		
Pool/ Skate/ Golf Admission	<b>*\$2.00</b>		
Lifeguard/Instructor	Market Rate/hr/per staff		

**Group A** - School District 62 usage

\* to a maximum value of \$15,500 per year

**Note:**

- Tax(es) will be added where applicable
- Rates are subject to change with 60 days' notice
- Staff wages are subject to annual increases
- Commercial rates are negotiated



**ADDENDUM C****PRIORITIES AND REGULATIONS GOVERNING THE USE OF FACILITIES  
SCHOOL DISTRICT NO. 62 (SOOKE)****1. PRIORITIES FOR USE**

- a. Board activities
- b. Edward Milne Community School Society programming
- c. **SEAPARC use\***:
  - (i) Youth activities
  - (ii) Adult activities
- d. Public/Community rentals by permit as issued by EMCS Program Office
- e. Other

\* Use-Agreements struck by the Board may be given a higher priority

**2. ELIGIBILITY OF APPLICANTS**

Contracts will only be issued to those 19 years of age or over.

**3. BASIS FOR ALLOCATIONS**

SEAPARC will enter requested space seasonally for priority use:

- **February 15** - Summer Session between May 1<sup>st</sup> to August 31<sup>st</sup>
- **June 1** - Fall Session between September 1<sup>st</sup> to December 31<sup>st</sup>
- **October 15** Winter/Spring Session between January 1<sup>st</sup> and April 30<sup>th</sup>

Priority for use of School Facilities, for Public/Community Rentals, will be given to non-profit groups from the Board's catchment area within each group's operating season.

**4. USE OF FACILITIES**

All activities must be confined to the areas of buildings and playing fields stipulated on the contract, and the contract holder must limit himself to the activities specified on the contract.

Use of School Board facilities will adhere to the Board's policies, procedures and regulations for use of its facilities.

The Board in consultation with SEAPARC reserves the right to add, delete or amend regulations at any time or to terminate any agreement immediately for cause.

**5. CANCELLATION - SCHOOL BOARD**

The Board reserves the right to cancel, suspend, or postpone any and all contracts when the facilities are required for School Board sponsored activities, provided that a minimum of 14-days' notice is given to the Society. Every attempt will be made by the School Board not to cancel scheduled events.

Contracts may be cancelled without notice where, in the opinion of the School Board, the facility is unfit for use.

**ADDENDUM D**

**PRIORITIES AND REGULATIONS GOVERNING THE USE OF FACILITIES  
SEAPARC**

**1. PRIORITIES FOR USE**

- a. SEAPARC programs
- b. School Board activities during regular school operating hours
- c. Community use
- d. Other

**2. BASIS FOR ALLOCATIONS**

SEAPARC facilities will be allocated in a manner that will ensure fair and equitable use of available resources to all participating schools.

**3. USE OF FACILITIES**

All activities must be confined to the areas of buildings and playing fields stipulated on the contract, and the contract holder must limit themselves to the activities specified on the contract.

Use of SEAPARC's facilities will adhere to SEAPARC's policies, procedures and regulations for use of its facilities.

SEAPARC in consultation with the Board reserves the right to add, delete or amend regulations at any time or to terminate any agreement immediately for cause.

**4. CANCELLATION - SEAPARC**

SEAPARC reserves the right to cancel, suspend, or postpone any and all contracts when the facilities are required for SEAPARC sponsored activities, provided that a minimum of 14-days' notice is given to the SEAPARC. Every attempt will be made by the SEAPARC not to cancel scheduled events.

Contracts may be cancelled without notice where, in the opinion of the SEAPARC, the facility is unfit for use.

## **ADDENDUM E**

### **RECIPROCAL ASPECT**

The parties agree that each party will have "free or discounted" access to facilities to further Board and SEAPARC's programs. The reciprocal value to each party is estimated to be worth \$15,500.

The Board will agree to make available to the SEAPARC \$15,500 of "free or discounted" gym, field or classroom use to assist the SEAPARC in its programs.

SEAPARC will make available to the School District annually free skate rental, \$2 pool admission, \$2 golf admission and \$2 arena admission and a reduction in Day Time Ice Rental Rate in exchange for the preferred rates for SEAPARC rentals of School District buildings, and the "free or discounted" use mentioned above.

The reciprocal value of \$15,500 will be tracked by SEAPARC. If either of the parties uses less than the \$15,500 value, no compensation will be exchanged between parties. If one party uses \$15,500 or less and the other party uses more than \$15,500, that party will compensate the other party by the amount over \$15,500. If both parties exceed \$15,500, the party with the greatest usage will pay the difference in dollars to the other party.

Addendum E will be evaluated annually by the Liaison Committee to ensure the agreement remains equitable for both parties.



## Committee Report of Decisions/Discussions Audit Committee Meeting November 19, 2019

---

### Attendees:

Wendy Hobbs, Trustee (Committee Chair)  
Bob Phillips, Trustee (Committee Member)  
Joan Axford, external community member

### Staff:

Scott Stinson, Superintendent & CEO  
Harold Cull, Secretary Treasurer  
David Lee-Bonar, Manager, Financial Planning & Analysis

---

### 1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:30 p.m. and the Committee Chair acknowledged the traditional territories that the Committee was meeting on.

### 2. MINUTES

#### 2.1 Call for amendments to minutes

As the minutes of the last meeting had already been presented and accepted by the Board, the Committee did not review them again at the meeting.

### 3. PRESENTATIONS

No presentations were made to the Committee at the meeting.

### 4. NEW BUSINESS

#### 4.1 Appointment of the External Auditor – Harold Cull/David Lee-Bonar

Harold summarized the purpose of this agenda item was to review the submissions to the District's Request for Proposals (RFP) for external auditing services. The RFP was open from September 18<sup>th</sup> to October 24<sup>th</sup>. David lead the Committee through the discussion of assessing each of the RFP submissions.

There were a total of 2 submissions received and per the RFP were assessed using the following criteria weighting:

- 1) Capability of Proponent & Audit Team – 45%
- 2) Proposed Audit Strategy – 35%
- 3) Fee – 20%

Based on the proposals applied against the assessment criteria noted above, staff recommended and the Committee supported the appointment of KPMG as the external auditor for the next three years (19/20 through 22/23). As the appointment of the auditor rests with the Board, the Committee recommendation will be presented to the Board at their November 26<sup>th</sup> meeting for their review and consideration.

#### **4.2 Appointment of the Internal Auditor – Harold Cull/David Lee-Bonar**

Harold summarized the purpose of this agenda item was to review the submissions to the District's Request for Proposals (RFP) for internal auditing services. The RFP was open from September 18<sup>th</sup> to October 24<sup>th</sup>. David lead the Committee through the discussion of assessing each of the RFP submissions.

There were a total of 4 submissions received and per the RFP were assessed using the following criteria weighting:

- 1) Internal Audit Experience in the Education Sector – 30%
- 2) Corporate Overview – 10%
- 3) Price – 30%
- 4) Audit Team Qualification – 30%

Based on the proposals applied against the assessment criteria noted above, staff recommended and the Committee supported the appointment of MNP as the internal auditor for the next three years (19/20 through 22/23) pending the completion of reference checks to be made by staff. As the appointment of the auditor rests with the Board, the Committee recommendation will be presented to the Board at their November 26<sup>th</sup> meeting for their review and consideration.

#### **5. AJOURNMENT**

The meeting was adjourned at 8:00 p.m.

#### **6. NEXT MEETING DATE:** February 18, 2020 starting at 6:00 at the School Board Office.

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

Nov. 26, 2019

---

Draft new Policy and Regulations B-135 "Sponsorships and Donations" are scheduled for approval.

**RECOMMENDATION**

That Draft new Policy and Regulations B-135 "Sponsorships and Donations" be approved and included within the District Policy Manual.

**School District #62 (Sooke)**

<b>Sponsorships and Donations</b>	No.: B-135
	Effective: Reviewed: Sept. 10/19; Sept. 24/19; Oct. 1/19; Oct. 22/19; Nov. 26/19 Revised:

**PREAMBLE**

The Sooke School Board recognizes its obligations as a provider of public education, free of charge and publicly funded by government. The Board also recognizes its obligation to protect the welfare of students and maintain the integrity of the learning environment. This includes protecting students, to the extent possible, from advertising when they are in school.

Parents entrust their children to the district for education and instruction. This trust does not include permission for their children to be marketed to while in our care.

School-business/donor relationships, based on sound principles and community input, can enhance the high quality of education in the school district. When working together, schools and businesses/donors must ensure that educational values are not compromised in the process.

The Sooke School Board believes that there is a role for community partnership through sponsorships and donations in our schools.

**SCHOOL BOARD POLICY**

The Board of Education believes that sponsorships and donations from individuals, community organizations and businesses may be accepted by the school district in order to enhance, but not replace Government funding, based upon the following guiding principles:

***GUIDING PRINCIPLES:***

- That Public Education should be free and fully funded by the provincial government. Any funding provided to the school district through donations and/or sponsorships should compliment, and not replace, public funding for education;
- Sponsorships and/or donations should not result in any school being denied basic educational opportunities, therefore district resources should be distributed in the most equitable manner possible;
- Partnerships with the community that benefit and enhance the educational experience for students will be encouraged and supported;
- Equity and fairness should be used as a means to help determine the appropriateness of sponsorships and/or donations.
- Donations and/or sponsorships received by the school district should be consistent with Board values and should therefore not be connected to entities that negatively represent or portray public education;
- Donations and/or sponsorships must be consistent with school codes of conduct and district policies, including prohibiting discrimination on the basis of race, colour, ancestry, sexual orientation, ethnicity, place of origin, religion, sex, family status, marital status, age or mental or physical disability;

- Sponsorships/donations may not provide financial gain to a district employee or direct or indirect benefit to employees' families or friends;
- The welfare of students will be treated as a paramount concern when considering sponsorships or donations, including being appropriate to the age/maturity of the students;
- Any donations and/or sponsorships, must:
  - not require the district to sell products or services;
  - be non-exclusive;
  - ensure that Sooke School District and its schools retain control of the curriculum;
  - not require students to view advertising or to advertise for a product (businesses may only have a visible presence in the school if it occurs in the natural course of business, e.g. names and logos on food products or office supplies, or it if occurs as a result of a donation or sponsorship in accordance with the provisions of this policy;
  - be compliant with legislation, policy and regulations.
- That acknowledgement of sponsors' and partners' contributions will be through appropriate, forms of recognition.

## **STATUTORY REFERENCES**

### **Legislation:**

BC Human Rights Code  
BC School Act, Section 156(1)  
Income Tax Act

### **Policy:**

B-134: Formal Business-Education Partnerships  
D-205: Fund Raising



**School District #62 (Sooke)**

<b>Sponsorships and Donations</b>	No.: B-135
	Effective: Reviewed: Sept. 10/19; Sept. 24/19; Oct. 1/19; Oct. 22/19; Nov. 26/19 Revised:

**ADMINISTRATIVE REGULATIONS***DEFINITION OF TERMS*

**Donation:** Donation is a gift or contribution of money, goods or services, voluntarily transferred to a school or the school district without expectation of something of value in return.

**Sponsorship:** Sponsorship is an agreement between a school or the Board of Education and an individual, group, organization or community-based group in which the sponsor provides financial or resource support in exchange for recognition.

**Advertising:** Advertising is an oral, written or graphic statement, made by the producer, manufacturer or seller of products, equipment or services, which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment or services.

**Recognition:** Recognition means any form of acknowledgement or consideration provided by a school or the Board of Education for a donation, sponsorship or partnership.

*DONATIONS:*

1. Subject to the following limitations, the principal of a school, district principal, manager or director may accept or decline a donation:
  - a. A donation from any enterprise identified with products that relate to alcohol, tobacco, cannabis or any other enterprise deemed to be harmful to health and/or the values of the Board, will not be accepted.
  - b. If the donation involves more than one school, and consensus cannot be reached on its distribution, the matter will be referred to the Superintendent of School and/or Secretary-Treasurer for consideration.
  - c. Proposals for donations of a unique nature will be referred to the Board for consideration.
  - d. As long as the total combined value of any donation does not exceed \$2500.
2. Any donations with a combined value above \$2500 must be approved by the Superintendent of Schools or the Secretary-Treasurer.
3. If accepted, donations shall become the property of School District No. 62.
4. New and used equipment, whether for in-school or out-of-school use, must be of a standard acceptable for use in classrooms and schools.
5. The school and/or district must consider costs for appraisals and installation, where applicable, to ensure that funds are available.
6. Equipment must be installed according to the standards of School District No. 62.
7. Upon request, the Secretary-Treasurer or designate will issue a Charitable Donation receipt for eligible donations when the value of the donation exceeds \$25.
8. Should a donation involve a sponsorship of any kind, the Board's sponsorship regulations (below) shall be followed.

9. The principal will notify the Director of Finance of any item (including property) valued at more than \$500 that is donated.
10. Donations of property will be appraised to determine fair market value, under the direction of the Director of Finance.
11. All cash donations are to be properly accounted for in accordance with district procedures or, as directed by the District's Finance Department, including the provision of a receipt for funds received.
12. School Principals will have the discretion, in consultation with staff members, on how best to use donations to the school that have not been specified for a specific purpose by the donor.

***SPONSORSHIPS:***

1. Sponsors may support school teams, bands, clubs, drama productions and other school activities as well as district-wide events, programs and activities.
2. Commercial enterprises identified with products that relate to alcohol, tobacco, cannabis or enterprises inconsistent with the values and beliefs of the Board of Education will not be accepted as sponsors.
3. Sponsorship agreements must be recorded in writing.
4. The terms of the sponsorship will be agreed upon by the sponsor and the principal(s) of the school(s) in receipt of the sponsorship, provided that the total value of the sponsorship does not exceed \$2500. The principal may consult with staff and the Parent Advisory Council (PAC) prior to a sponsorship agreement being finalized.
5. Any sponsorships valued above \$2500 must be approved by the Superintendent of Schools or the Secretary-Treasurer.
6. When a sponsorship is for the benefit of the district or valued at more than \$2500 for a school, the terms of the sponsorship will be agreed upon by the sponsor and the Superintendent of Schools and/or Secretary-Treasurer. The Superintendent or Secretary-Treasurer may consult with Education partners as appropriate.
7. Sponsors may provide, money, goods, or services.
8. Sponsors may be recognized in a manner that is mutually agreed upon by the sponsor and principal(s) and/or district. In the event that the manner of recognition being proposed is in dispute, the question may be appealed to the Superintendent of Schools.
9. There can be no pressure to compel students or community members to support any commercial enterprise.
10. No cash may be paid or personal benefit given to any employee of the Board, player, team coach, club/activity sponsor or volunteer. No sponsorship funding may be used in any way to entice or reward any employee of the Board, athlete, coach or volunteer to recruit players for the school.
11. The Superintendent of Schools reserves the right at any time to review and, if deemed appropriate, require that the terms of a sponsorship agreement be revised or terminated.



Sooke  
Teachers'  
Association

**President:** Jennifer Anderson ~ [lp62@bctf.ca](mailto:lp62@bctf.ca)  
**Vice-President:** Caitlyn Sabyan ~ [lx62vp@bctf.ca](mailto:lx62vp@bctf.ca)  
**Office Manager:** Taryn Treloar ~ [sooketeachers@shaw.ca](mailto:sooketeachers@shaw.ca)  
**Address:** 107-689 Hoffman Ave, Victoria, BC, V9B 4X1  
**Phone:** (250) 474-3181 ~ **Website:** [www.Sooketeachers.org](http://www.Sooketeachers.org)

November 18, 2019

Scott Stinson, Superintendent of Schools  
School District No. 62 (Sooke)  
3143 Jacklin Road  
Victoria, BC V9B 5R1

Dear Scott:

**Re: Sponsorship and Donation Draft Policy and Regulations**

The Sooke Teachers' Association writes this letter to formally proffer some concerns about the draft documents sent on October 23, 2018.

First, the STA believes that sponsorships and donations should not be accepted. Public education should be free and fully funded by the government of BC. Donations create inequity and further divide have and have-not schools. Those schools who have parents who can afford to support their child's education wind up with significant benefits, including things such as better technology and more access to it.

Second, since it seems the Board intends to accept sponsorships and donations, the STA requests safeguards be placed to try to mitigate inequity. The Draft Policy states: Equity and fairness should be used as a means to help determine the appropriateness of sponsorships and/or donations. We believe this sentence should read: Equity and fairness should be used as a means to help determine the allocation of sponsorships and/or donations. Monetary donations to the District should be sent to the Board for distribution from there. That would be the simplest way to ensure accounting is fair.

Sincerely,

A handwritten signature in black ink that reads "Anderson".

Jennifer Anderson,  
President  
Sooke Teachers' Association

cc: Bob Beckett – Member Education Policy Committee; Bob Phillips – Member Education Policy Committee; Margot Swinburnson – Member Education Policy Committee; STA Executive



## EDUCATION-POLICY COMMITTEE

School Board Office

3143 Jacklin Road

November 5, 2019 – 7:00 p.m.

### COMMITTEE REPORT

**Present:** Trustees – Bob Phillips (Chair), Bob Beckett, Margot Swinburnson  
 STA – Diane Wiens  
 PVP – Georgette Walker  
 SPEAC – Paula Wilson  
 Sr. Admin. – Scott Stinson, Stephanie Hedley-Smith, Paul Block

**Regrets:** Trudy Court (CUPE)

#### CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

*We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)*

1. **COMMITTEE REPORT** of October 1, 2019 Education Standing Committee meeting  
 The committee report of October 1, 2019 was approved as presented.
2. **BAA COURSE PROPOSALS**
  - a.
3. **REVIEW OF POLICIES/REGULATIONS**
  - a. C-222 "Videotaping, Audiotaping & Photographing Students in the Regular Course of Activities in the School" – recommendation to be Rescinded  
 Discussion ensued regarding current policy that was developed and passed last year covering similar concepts duly updated with current technology and processes, thus the C-222 is out of date and redundant.  
  
**Recommendation:**  
 That the Board of Education **Rescind** Policy and Regulations C-222 "Videotaping, Audiotaping & Photographing Students in the Regular Course of Activities in the School".
  - b. D-330.1 "Access to Information" – draft revised Policy and Regulations  
 Scott shared details on the revised policy and regulations with the committee regarding changes consistent with revised legislation.

**Recommendation:**

That the Board of Education give Notice of Motion to draft revised Policy and Regulations D-330.1 "Access to Information".

c. Draft New Policy and Regulations C-112 "Ordinarily Resident"

Scott led the committee through the need to have a policy that speaks specifically to "ordinarily resident" and defines the term for our district as it is the indicator of whether a student qualifies for provincial public education funding (free education). With the increase in students and population growth in our area, this policy brings clarity for staff and the public as to what constitutes "ordinarily resident" in SD#62.

**Recommendation:**

That the Board of Education give Notice of Motion to draft new Policy and Regulations C-112 "Ordinarily Resident".

- d. For Information – D-201 Regulations "Parent Advisory Councils" – housekeeping revisions only  
Stephanie explained the "housekeeping" revisions made to the existing administrative regulations. Primarily updating the regulations and removing structures such as "School Planning Councils" which no longer exist consistent with revisions to the *School Act*. A brief discussion followed on the changes.

5. **NEW BUSINESS**

a. Proposed Bi-Lingual School District Logo

Discussion ensued about branding and the history of the current logo. Stephanie will present a written explanation on how the logo will be used and presented.

6. **FOR FUTURE MEETINGS – REVIEW OF POLICIES/REGULATIONS**

As per Policy Work Plan

7. **ADJOURNMENT AND NEXT MEETING DATE: Dec. 3, 2019**

## **RESCINDING OF POLICY AND REGULATIONS**

School District #62 (Sooke)

November 26, 2019

---

### **RECOMMENDATION**

That Policy and Regulations C-222 "Videotaping, Audiotaping & Photographing Students in the Regular Course of Activities in the School" be rescinded and removed from the District's Policy manual.

**School District #62 (Sooke)**

<b>VIDEOTAPING, AUDIOTAPING &amp; PHOTOGRAPHING STUDENTS IN THE REGULAR COURSE OF ACTIVITIES IN THE SCHOOL</b>	No.: C-222
	Effective: Feb. 13/96 Revised: June 26/01 Reviewed: Nov. 5/19; Nov. 26/19 Rescinded:

**SCHOOL BOARD POLICY**

In the regular course of activities within schools jurisdiction, there are occasions when students may be subject to videotaping, audiotaping or photographing. While the circumstances may vary greatly, most commonly these will be:

- A. within the instructional program
- B. as part of a student's assessment
- C. as part of public or personal relations

The Board recognizes the value of using various technologies/techniques in assessing and developing a student's educational program or in presenting a positive image within the community, but the Board holds paramount the individual's right to assurances of confidentiality and privacy.

Definition:

- "Confidentiality" when a student and/or parent has(ve) consented to have the student videotaped, audiotaped or photographed, that record may be used only for the purposes agreed to.
- "Privacy" the tacit right of an individual not to be videotaped, audiotaped or photographed without prior consent and the further right to control the use and/or release of any recorded information.
- "Consent" for the purposes of this policy there are two standards of consent:
1. "General Consent" – prior agreement of parents and/or students that permits a student to be videotaped, audiotaped or photographed as part of the general activities of the school.
  2. "Informed Consent" – formal written agreement from parents/legal guardians permitting the videotaping, audiotaping or photographing of the student when it is a part of a student's individual educational program, including assessment. Informed consent consists of two parts: (1) an agreement which outlines the circumstances, reasons and conditions upon which videotaping, audiotaping or photographing will occur and (2) the opportunity for parents/legal guardians to review the recorded information and to determine the conditions under which it will be released.

**School District #62 (Sooke)**

<b>VIDEOTAPING, AUDIOTAPING &amp; PHOTOGRAPHING STUDENTS IN THE REGULAR COURSE OF ACTIVITIES IN SCHOOL</b>	No.: C-222
	Effective: Feb. 13/96 Revised: June 26/01 Reviewed: Nov. 5/19; Nov. 26/19 Rescinded:

**ADMINISTRATIVE REGULATIONS**

The principal or other authority will provide an opportunity for parent(s)/legal guardian(s)\* to declare whether they want their child subjected to casual or planned audiotaping, videotaping or photographing as part of the normal activities of the school. For elementary/middle school students, this opportunity will be presented at registration and annually thereafter.

Senior students may provide general consent when, in the judgment of the principal, they understand their rights to privacy.

When general consent has not been received, principals must ensure that students are not videotaped, audiotaped or photographed unless informed written consent is given.

When students are to be videotaped, audiotaped or photographed as a part of their educational assessment or instructional program, the principal will ensure that informed written consent is obtained from parent(s)/legal guardian(s)\* in accordance with 1.0 Procedures of Policy and Regulations B-331 (Identification, Assessment and Planning – Psycho-Educational Assessments).

\*Legal guardianship – where students are under the guardianship of the Ministry of Social Services, the policy of that Ministry requires that consent of the Superintendent of Child Welfare or his/her designate is obtained. Care must be taken to establish legal guardianship which may be distinct from foster care.

**Media**

From time to time schools receive requests from media representatives to do stories about some aspect of the school program.

The principal of the school involved will give careful consideration to such requests and determine that every reasonable effort is made to protect the students' rights to privacy and confidentiality.

Principals must advise the media of the Board's policy and set limits as required.

Informed written consent must be obtained for students whose pictures or names will be featured by the media.

For students not featured but included, principals must confirm that general consent has been previously received.



**Consent Form #1**

**GENERAL CONSENT FOR AUDIOTAPING, VIDEOTAPING AND PHOTOGRAPHING STUDENTS**

It is a tradition in our school district to allow district staff and the media to photograph individual students and groups of students to commemorate events and to promote various education, sports and cultural events taking place in the district or at \_\_\_\_\_ School. As well, the Board recognizes the value of using various technologies in presenting a positive image to the community, but respects individual rights to privacy and confidentiality. While photographs and casual or planned audiotaping, videotaping or photographing as part of the normal activities of the school add to the community life of our school, they are not always required for educational purposes. As such, parental consent for the release of your child's name, photograph and comments is required. Students' names, photographs and comments may be published in a school newsletter, used for display purposes or in a student journal/portfolio or project, and on occasion, in the school district calendar, annual report, or in the news media.

\_\_\_\_ Yes, I give my consent for the publication of my child's name, photograph and comments for purposes consistent with the above.

\_\_\_\_ No, I do not permit the publication of my child's name, photograph and comments for purposes consistent with the above.

Parent's Name

\_\_\_\_\_  
Student's Name

Division

\_\_\_\_\_  
Parent's Signature

Date

**NOTE: If we do not receive a response to the above from you, we will assume you have consented.**

If you have any questions about the collection or concerns about the use of this information, please contact the school principal, \_\_\_\_\_ at \_\_\_\_\_, or the School District Freedom of Information and Protection of Privacy Co-ordinator at 474-9800.

**Consent Form #2**

**INFORMED CONSENT FOR AUDIOTAPING, VIDEOTAPING AND PHOTOGRAPHING STUDENTS**

In order to provide the best possible program for your child, the staff working with her/him would like to use audiotaping, videotaping and/or photography as part of her/his instructional program.

The use of audiotaping, videotaping and/or photography as part of the program for my child \_\_\_\_\_, birthdate \_\_\_\_\_, has been  
(Child's full name)

explained to me. I give my consent for this component of \_\_\_\_\_'s educational program.

Signed: .

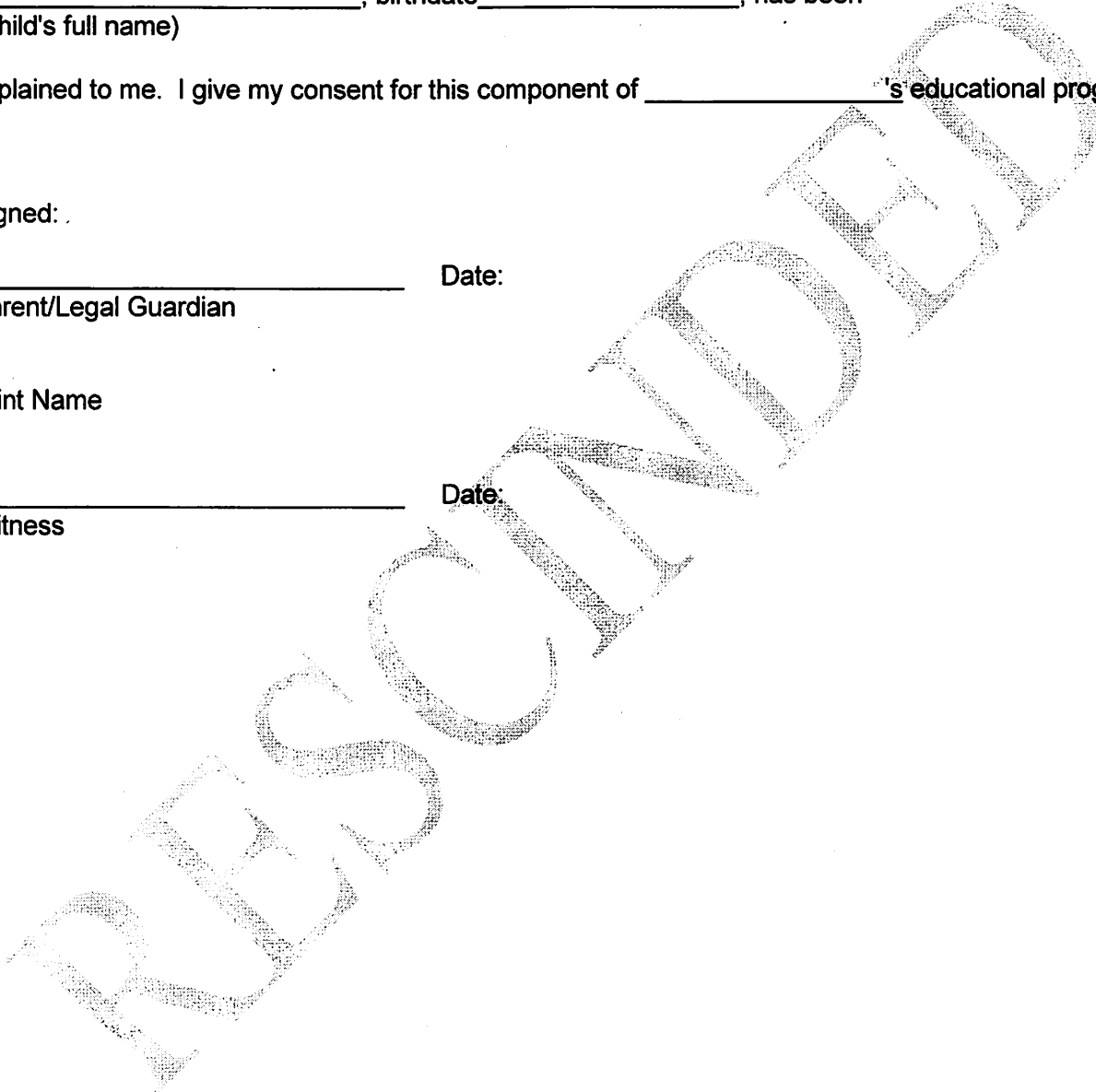
\_\_\_\_\_  
Parent/Legal Guardian

Date:

Print Name

\_\_\_\_\_  
Witness

Date:



POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

November 26, 2019

---

Draft revised Policy and Regulations D-330.1 "Access to Information" are now ready for Notice of Motion.

**NOTICE OF MOTION:**

That draft revised Policy and Regulations D-330.1 "Access to Information" be given Notice of Motion.

**School District #62 (Sooke)**

<b>ACCESS TO INFORMATION</b>	No.: D-330.1
	Effective: Jan. 24/95 Reviewed: Nov. 5/19; Nov. 26/19 Revised:

**SCHOOL BOARD POLICY**

The Board acknowledges and accepts its responsibility to ensure that general information related to the operation of the school district is available to the community. The Board also acknowledges and accepts its responsibility to protect the privacy of school district employees, students and local public body confidences. In fulfilling its responsibilities, the Board is guided by the *Freedom Information and Protection of Privacy Act, S.B.C. 1992, c. 61* regarding access to and protection of information.

The Secretary-Treasurer is appointed by the Board as the school district's **Privacy Officer** head of the ~~*Freedom of Information and Protection of Privacy Act*~~ **who will manage the information requests submitted to the district.**

DRAFT

**School District #62 (Sooke)**

<b>ACCESS TO INFORMATION</b>	No.: D-330.1
	Effective: Jan. 24/95 Reviewed: Nov. 5/19; Nov. 26/19 Revised:

**ADMINISTRATIVE REGULATIONS**General Information

The Board regularly makes general information available to the public, such as financial statements, trustee disclosure forms, public board minutes and materials, financial disclosure forms, annual report, school newsletters, and community school programs. This information can be obtained at the schools or the school board office. ~~A Directory of Information is available to the public at the schools and school board office.~~ **The public may contact the office of the Secretary-Treasurer to determine if the information requested falls under the regular release of information criteria.**

Freedom of Information and Protection of Privacy Act

The Board is guided by the terms of the *Freedom of Information and Protection of Privacy Act* regarding the policy for making a request under the Act and will follow the procedure therein. According to the *Freedom of Information and Protection of Privacy Act*, a written request must first be made through the Secretary-Treasurer's office for processing and forwarding according to the *Freedom of Information and Protection of Privacy Act's* procedures.

The fee schedule is outlined in the *Freedom of Information and Protection of Privacy Act* and the Secretary-Treasurer's office will determine when fees are payable. There is no fee payable for the first three hours spent locating and retrieving the record.

A full copy of the *Freedom of Information and Protection of Privacy Act* is available for review at the Secretary-Treasurer's office. **online at this link:**

**[http://www.bclaws.ca/Recon/document/ID/freeside/96165\\_00](http://www.bclaws.ca/Recon/document/ID/freeside/96165_00)**

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

November 26, 2019

---

Draft new Policy and Regulations C-112 "Ordinarily Resident" are now ready for Notice of Motion.

**NOTICE OF MOTION:**

That draft new Policy and Regulations C-112 "Ordinarily Resident" be given Notice of Motion.

**School District #62 (Sooke)**

<b>ORDINARILY RESIDENT</b>	No.: C-112
	Effective: Revised: Reviewed: Nov. 5/19; Nov. 26/19

**SCHOOL BOARD POLICY**

Instruction in a publicly funded educational program provided by the Board of Education, will be available to every student of school age and whose parent(s)/guardian(s) are "ordinarily resident" in British Columbia. Such students will be provided, free of charge, with the services and materials set out in section 82(1) of the *School Act*.

Statutory Reference:

British Columbia *School Act*: Section 2(1) and Section 82  
 BC Ministry of Education: Eligibility of Students for Operating Grant Funding  
 BC *Family Law Act*  
 BC *Infants Act*  
 BC *Child, Family and Community Services Act*  
 BC *Adoption Act*

Policy Reference:

C-111: International Education & Non-Resident Students  
 F-502: School Catchment Areas and Student Placement

**School District #62 (Sooke)**

<b>ORDINARILY RESIDENT</b>	No.: C-112
	Effective: Revised: Reviewed: Nov. 5/19; Nov. 26/19

**ADMINISTRATIVE REGULATIONS**Definitions:

**School Age:** a person who has or will have attained the age of five (5) years on or before December 31 of that school year and the end of the school year (July 1) in which the person reaches the age of nineteen (19) years.

**Ordinarily Resident:** on the basis of objective evidence, a person has established a regular, habitual mode of life in the community with a sufficient degree of continuity which has persisted despite temporary absences.

Requirements:

1. In order for a student to be eligible for a provincially funded education in British Columbia the student and their parent/guardian must meet specific criteria set out at the provincial level as follows:
  - a. must be of school age, and
  - b. must be Ordinarily Resident in British Columbia.
2. In accordance with the *British Columbia School Act*, a student is considered "ordinarily resident" if the student is resident in British Columbia and the parent/guardian(s) of the student are ordinarily resident in British Columbia.
3. Students may be temporarily absent from British Columbia, yet still retain eligibility for funding if:
  - a. the parent/guardian(s) remains ordinarily resident in British Columbia or,
  - b. the parent/guardian(s) are also temporarily absent with the student, and that there is objective evidence that the family will be returning to British Columbia.
4. Immigration status is relevant, but does not determine ordinarily resident status. Students may be considered eligible even if they or their parent/guardian(s) are not Canadian citizens or permanent residents. The following Immigration status may allow for eligibility:
  - a. persons who have applied for Convention of Refugee Status but have not yet received a determination,
  - b. a child who has been granted Convention of Refugee Status abroad, prior to arrival in Canada,
  - c. persons who have applied for permanent resident status from within Canada,
  - d. persons who have come to Canada on a time-limited basis that is for a period of at least one year (12 months) for the purposes of temporary work or study.
5. Determination of immigration status as Ordinarily Resident, should be done in conjunction with the International Student Programs department.
6. Determination of Ordinarily Resident status will be consistent with Ministry of Education "Eligibility of Students for Operating Grant Funding" and as such, may be subject to change.

Documentation:

1. Students seeking admission into the Sooke School District must provide appropriate documentation in order for the district to determine the student's eligibility for operating grant funding.
  - a. Age:
    - i. A student is eligible for admission in September of the school year if the student is of "school-age" and has provided appropriate documentation as defined below:
      1. Original Birth certificate,
      2. Valid Passport



b. Residency:

- i. The location where a student's parent/guardian maintains primary residency and where the student is "ordinarily resident in the everyday course of living" determines the admission status, attendance area and school the student is expected to attend. Proof of residency may be provided with at least two of the following:
  1. Home Purchase Agreement or Rental Agreement signed by landlord,
  2. Property Tax Assessment,
  3. House Insurance,
  4. Property Assessment,
  5. Utility Bill (Gas, Hydro, etc.)

c. Guardianship:

- i. Students seeking admission to School District 62 must be accompanied by their parent or legal guardian. In situations where a guardian has been appointed by the a court, in a will or by a guardian facing terminal illness or mental incapacity, appropriate documentation must be provided to satisfy the school district that the student is "ordinarily resident with the guardian in the everyday course of living."
- ii. School-aged students living independently may be admitted into the school district after review of residency, guardianship authority and "everyday course of living" arrangements.
- iii. Required documentation may include:
  1. Birth Certificate
  2. Passport
  3. Income tax statement where children are declared
  4. Court Order

d. Citizenship:

- i. For Canadian Citizens and Permanent Residents admission to educational programs in the Sooke School District is determined by residency, guardianship and age requirements as outlined above.
- ii. Students who are not Canadian Citizens or Permanent Residents are classified as international students unless they are here with a parent/guardian as described below. Status as Ordinarily Resident may be provided through the following documentation examples:
  1. Canadian citizenship card,
  2. Confirmation of immigration status,
  3. Confirmation of refugee status,
  4. Permanent resident card,
  5. Work permit (valid for a minimum of one year), along with proof of employment; and, current passport,
  6. Study permit (valid for a minimum of one year e), letter of acceptance or transcript showing enrollment in a degree or diploma granting program at a public post-secondary institution authorized by the Ministry of Advanced Education; and current passport,
  7. Diplomatic status.

**Board Info Note**  
**Public Board Meeting**  
**Tuesday, November 26, 2019**  
**Agenda Item: 9.1 – French Immersion/Nature Kindergarten**  
**Registration**

---

**Background:**

- FI and Nature K registration has occurred at the same time as other registrations in the past.
- FI and Nature K families were having difficulty registering in their home schools if they did not get into either of these programs.
- Registering earlier for these two programs will allow those families not accepted into these programs to still have time to participate in the regular registration timeline.
- In October I reviewed with the French Immersion and Nature Kindergarten schools some of the challenges we had last year with the limited spaces and high demand.
- It was suggested that I look at other Districts that have an earlier registration.

**Next Steps:**

- In order to ensure enough advance notice for parents registering their children in January, I began the process of consulting with families and schools in October.
- It was decided that an early registration for these programs would improve the process of registration for families and schools.
- Principals consulted with their PACS and the result was extremely positive.
- SPEAC, through president Melanie Armstrong, put out a survey to parents. The results were fully supportive of this change to improve the registration process for parents and the District.
- Barring concerns on behalf of the Board of Education, we will be moving Registration for French Immersion and Nature Kindergarten to January 13 - 17, 2020. General Registration will be January 27 to 31, 2020.



# Aboriginal Education Council Report

## October 23, 2019

### Aboriginal Education Council Partner Groups Attendees:

Kathleen King, District Principal, Aboriginal Education/Early Learning; Scott Stinson, Superintendent of Schools; Paul Block, Associate Superintendent; Dianna Seaton, Trustee; Allison Watson, SD 62, School Trustee; Leslie Morison, Aboriginal Education District Secretary; Elder Henry Chipps, Scia'new Nation; Alli Matchett, Camosun College; Jon Carr, SD62, PVP Association; Bertha Landrie, Greater Victoria Métis Nation; Alli Matchett, Camosun College; Marlys Denny, Aboriginal Education Curriculum Coordinator; Alita Tocher, M'akola Group of Societies; Vivian Leik, Camosun College; Dorothea Harris, University of Victoria; Sandra Bowes, CUPE Local 459; Natasha Parrish, Chair, Teachers' Union; Windy Beadall, Lead Educator Capital Planning; SD62; Rance Mok, Architect

### **1.0 Naming of New Schools – Windy Beadall and Rance Mok**

1.2 Two new schools will open in the summer of 2022 - West Langford Elementary and Middle Schools

1.3 Royal Bay extension – 2020 – new seats

1.4 Naming of new schools – using a tool called “Thoughtexchange”, which was sent to families, is on Facebook and Twitter. It will close Friday, November 1, 2019.

1.5 The link is below for name entry for new schools.

[www.sd62.bc.ca/2019/10/15/give-us-your-thoughts/](http://www.sd62.bc.ca/2019/10/15/give-us-your-thoughts/) or go to the SD website.

1.6 Here is the link for Elementary School:

<https://my.thoughtexchange.com/#900989084>

1.7 Here is the link for Middle School: <https://my.thoughtexchange.com/#372840639>

1.8 Participants will be asked to respond to one open-ended question, consider and assign stars (ratings) to some of the ideas shared by others (20 to 30 is ideal), and learn what's important to the group.

1.9 When all the names are collected, the Senior Executive will be reviewing names and will bring to the Board who will have final approval.

1.10 Local Nations received the above information which was hand delivered with an opportunity to provide input at a collaborative meeting with School District representatives.

## **2.0 Equity Scan**

2.1 Equity in Action – Oct 22, 2019 – Kathleen King and Marlys Denny presented to the Board on “Equity in Action”.

2.2 Discussed how an Equity Scan will be reported in the District.

2.3 There will be another table and we need to determine the members who will be at the meetings at the District level.

## **3.0 Orange Shirt Day**

3.1 Orange Shirt Day was recognized throughout the district, including the School Board Office.

3.2 The Aboriginal Education Department had a display outside their office with painted rocks, books on Orange Shirt Day, including, “Speaking Our Truth”, by Monique Gray Smith.

3.3 The School Board Office had a photo opportunity (photographer, Stephanie Sherlock, SBO, Communication Manager), outside the office with staff wearing Orange Shirts in recognition of this day.

## **4.0 November – Non-Instructional Collaboration Day – Professional Development (PVP, Aboriginal Classroom Program Assistants (CUPE) and STA members involved)**

4.1 There are four workshops planned:

4.1.1 Elder Bertha Landrie – AM for Aboriginal Classroom Program Assistants (CUPE)

4.1.2 Goldstream/Spencer – AM/PM with Elder Henry Chipps, Brother Rick Peter, Charlene George – “Through Watchers’ Eyes” mural with food from Role Models, Carolyn Frank and Cassandra Scow who will prepare bannock and meat soup.

4.1.3 There will be territorial acknowledgements at RBS, Belmont, Spencer and EMCS.

## **5.0 Local Education Agreement - Pacheedaht Nation Signing**

5.1 This event was held on Friday, October 25, 2019 in Pacheedaht Nation to celebrate the LEA signing.

5.2 SD 62 Board Trustees - Ravi Parmar, Allison Watson, Dianna Seaton and Bob Beckett, plus about 45 SD 62 Principals were among those that attended this ceremonious event.

## **6.0 Nominal Roll – Completed for 2019 – 2020**

6.2 Nominal Roll Enrolment Verification for Students in Public Schools

6.2.1 Under the BC Tripartite Education Agreement (BCTEA), it was agreed that Nominal Roll enrolment of on-reserve students attending public schools will be jointly reviewed by First Nations and their local school districts, providing both parties an opportunity to meet and confirm that the information on the Nominal Roll is considered with the district's information.

6.2.2 With the Tripartite Agreement, and provincial government there was a new process in place for the Nominal Roll process this year. Now we include status and non-status students living on reserve, which is the difference. The numbers have been increased for the Nominal Roll due to these changes.

### 2019 Holiday Assemblies and Concerts

Wed. Nov. 27	6:30 p.m.	Poirier concert with Norman Foote	EMCS
Thurs. Nov. 28	1:00 & 5:30 p.m.	Crystal View Holiday Concert	Crystal View
Thurs. Nov. 28	7:00 p.m.	Royal Bay Winter Concert	Royal Bay
Fri. Nov. 29	1:00 & 6:00 p.m.	Hans Helgesen Holiday Concert	Hans Helgesen
Wed. Dec. 4	1:00 & 6:00 p.m.	Millstream Holiday Concert	Millstream
Wed. Dec. 4 & Thurs. Dec. 5	1:00 & 6:30 p.m. (two shows each day)	Happy Valley Holiday Concert	Happy Valley
Thurs. Dec. 5	1:30 & 6:30 p.m.	Savory Holiday Concert	Savory
Thurs. Dec. 5	7:00 p.m.	Belmont Winter Concert	Belmont
Fri. Dec. 6	7:00 p.m.	PACE Christmas Show (tickets at Westshore Centre, 101-814 Goldstream Ave.)	Reader Theatre
Sat. Dec. 7	7:00 p.m.	PACE Christmas Show	Reader Theatre
Mon. Dec. 9 & Tues. Dec. 10	6:30 p.m. 6:30 p.m.	John Muir Holiday Concert	EMCS
Mon. Dec. 9 & Tues. Dec. 10	7:30 p.m. 7:30 p.m.	Journey Band Winter Concert	Journey
Wed. Dec. 11	1:00 & 6:30 p.m.	David Cameron Holiday Concert <i>Admission by ticket only (free). Contact school for a ticket.</i>	David Cameron
Wed. Dec. 11	5:00 p.m.	10,000 Tonight Food Drive	EMCS, Belmont, Royal Bay
Wed. Dec. 11	7:00 p.m.	Dunsmuir Winter Concert	Dunsmuir
Wed. Dec. 11 & Thurs. Dec. 12	1:00 & 6:30 p.m. (two shows each day)	Wishart Holiday Concert	Wishart
Thurs. Dec. 12	1:30 & 6:30 p.m.	Willway Holiday Concert	Willway
Thurs. Dec. 12	7:00 p.m.	EMCS Winter Concert	EMCS



Thurs. Dec. 12	7:00 p.m.	PACE Christmas Show	Reader Theatre
Fri. Dec. 13	7:00 p.m.	PACE Christmas Show	Reader Theatre
Sat. Dec. 14	7:00 p.m.	PACE Christmas Show	Reader Theatre
Sun. Dec. 15	2:00 p.m.	PACE Christmas Show	Reader Theatre
Tues. Dec. 17	12:30 & 6:00 p.m.	John Stubbs (Middle) Winter Band Concert	John Stubbs
Tues. Dec. 17	1:00 & 6:30 p.m.	Ruth King Holiday Concert	Ruth King
Wed. Dec. 18	1:30 & 6:30 p.m.	Colwood Holiday Concert	Colwood
Thurs. Dec. 19	1:15 & 6:30 p.m.	Sangster Holiday Concert	Sangster
Thurs. Dec. 19	1:30 & 6:30 p.m.	Sooke Elem. Holiday Concert	Sooke
Thurs. Dec. 19	6:00 p.m.	Spencer Winter Concert	Spencer
Thurs. Dec. 19	6:00 p.m.	Saseenos Winter Celebration	Saseenos
Fri. Dec. 20	10:15 a.m.	Journey Student Talent Show	Journey

*Note: Lakewood Elementary School will be having a Spring 2020 concert.*



# SAVE THE DATE

## Aboriginal Recognition Ceremony—2019—2020

---

Aboriginal Education Department, SD No. 62



### Aboriginal Gathering Place, Na'tsa'maht, at Camosun College

Wednesday, May 27th, 2020

4:00 pm to 8:00 pm

Lansdowne Campus

3100 Foul Bay Road, Victoria, BC

---

**Please send your RVSP to:**

Leslie Morison, Aboriginal Education District Secretary

Telephone: 250-474-9833

Email: [lmorison@sd62.bc.ca](mailto:lmorison@sd62.bc.ca)

