

Public Notice – Board of Education Online Public Meeting

A public meeting of the Board of Education for School District 62 (Sooke) **will be held on November 29 at 7:00 pm.**

Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

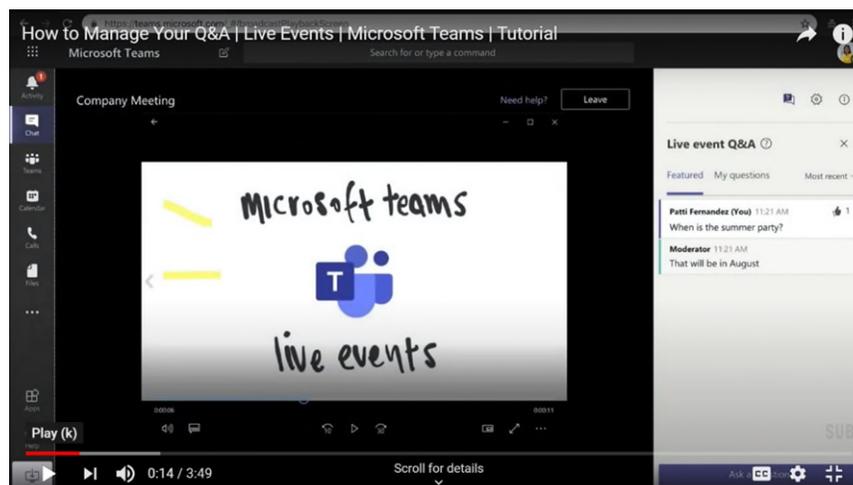
Furthermore, the meeting will be livestreamed via MS teams, to encourage more public participation.

To participate in the meeting please click on this link: [Follow Link](#)

To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
 - Select the **Q&A**  function on the right side of the screen.
 - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
 - A reminder for Stakeholder groups to use the **Q&A** function.
 - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



If you have questions regarding the meeting and how to access it that aren't answered in the link above please email info@sd62.bc.ca.

See link for upcoming and previous Board and Committee meetings [Public Meetings | Sooke School District \(sd62.bc.ca\)](#) materials.



**BOARD OF EDUCATION
PUBLIC MEETING
By Live Event
November 29, 2022 – 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: Sc'ianew Nation, 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 (page 2)**
 - 2.1 Call for amendments and additional items
Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the public meeting agenda of November 29, 2022, as presented (or as amended).
3. **MINUTES (page 6)**
 - 3.1 Call for amendments to minutes
Motion Requested: That the Board of Education of School District 62 (Sooke) adopt the public meeting minutes of the October 25, 2022 and November 1, 2022, as presented (or amended).
4. **INFORMATIONAL ITEMS AND ANNOUNCEMENTS**
 - 4.1 Board Chair Update – Ravi Parmar
 - 4.2 Governor General Awards 2021/2022 – Ravi Parmar
5. **EDUCATIONAL PRESENTATIONS (page 12)**
 - 5.1 PEXSISEN Elementary School Mascot – Karen DeCicco
 - 5.2 Student Exchange to Drummondville, Quebec - John Stubbs Memorial School – Matthew Tran/Angelina Hendry
Motion Requested: That the Board of Education of School District 62 (Sooke) approve the student exchange program to Drummondville, Quebec from February 1-8, 2023, subject to the oversight and direction of the Superintendent's Office.
 - 5.3 Student Trip to Ecuador & the Galapagos Islands – Spencer Middle School – Yvonne Clarke
Motion Requested: That the Board of Education of School District 62 (Sooke) approve the Spencer Middle School trip to Ecuador & the Galapagos Islands from March 19-29, 2024 subject to the oversight and direction of the Superintendents' Office.

- 5.4 Student Trip to Sisters, Oregon – Royal Bay Secondary School – Lucas McNeil
Motion Requested: That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School boys lacrosse trip to Sisters, Oregon from May 5-8, 2023, subject to the oversight and direction of the Superintendent’s Office.
- 5.5 Student Trip to Sisters, Oregon – Royal Bay Secondary School – Ray Barkwill
Motion Requested: That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School girls lacrosse trip to Sisters, Oregon from May 5-8, 2023, subject to the oversight and direction of the Superintendent’s Office.
- 5.6 Student Trip to Denver, Colorado – Royal Bay Secondary School – Lucas McNeil
Motion Requested: That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School boys lacrosse trip to Denver, Colorado from June 15-19, 2023, subject to the oversight and direction of the Superintendent’s Office.
- 5.7 Student Trip to Belize – Royal Bay Secondary School – Linda Funk
Motion Requested: That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School trip to Belize from March 19-26, 2024 subject to the oversight and direction of the Superintendent’s Office.
- 5.8 Student Trip to Huntington Beach, California – Royal Bay Secondary School – Lucas McNeil
Motion Requested: That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School boys lacrosse trip to Huntington Beach, California from February 2-6, 2023 subject to the oversight and direction of the Superintendent’s Office.
- 5.9 Student Exchange to Aignon, France – Royal Bay Secondary School – Mike Huck
Motion Requested: That the Board of Education of School District 62 (Sooke) approve the student exchange program to Aignon, France from March 5-31, 2023, subject to the oversight and direction of the Superintendent’s Office.

6. CORRESPONDENCE & DELEGATIONS

- 6.1 Correspondence (page 108)
- a. Letter from Minister Whiteside dated November 3, 2022, RE: School Food Program
Motion Requested: That the Board of Education of School District 62 (Sooke) receive the letter from the Minister Whiteside dated November 3, 2022 RE: School Food Program.
 - b. Letter from Assistant Deputy Minister Kim dated November 9, 2022 RE: School Food Program.
Motion Requested: That the Board of Education of School District 62 (Sooke) receive the letter from Assistant Deputy Minister Kim dated November 9, 2022 RE: School Food Program.
 - c. Letter from the STA dated November 10, 2022 RE: Draft Policy C-434 Universal Precautions.
Motion Requested: That the Board of Education of School District 62 (Sooke) receive the letter from the STA dated November 10, 2022 RE: Draft Policy C-434 Universal Precautions.
 - d. Letter from the District of Metchosin dated November 16, 2022 RE: Appointment to

School Board Trustee.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the letter from the District of Metchosin dated November 16, 2022 RE: Appointment to School Board Trustee.

- e. Letter from the Victoria Family Court and Youth Justice Committee – October 7, 2022 RE: Increased Funding and Staff Resources for MYST/CRED

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the letter from the Victoria Family Court and Youth Justice Committee – October 7, 2022 RE: Increased Funding and Staff Resources for MYST/CRED.

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

7. FINANCE, FACILITIES AND SERVICES

- 7.1 Resources Committee – Meeting of November 15, 2022 – Ravi Parmar (page 119)

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of November 15, 2022

- 7.2 Capital Plan Bylaw 2022-02 – Colwood Elementary School Lease – Harold Cull (page 146)

Motion Requested: That the Board of Education of School District 62 (Sooke) give first reading to *Disposal of Real Property Bylaw No. 2022-02* in order to authorize the lease of a 0.32 acres (1,224m³) triangle section on the north field of the Colwood Elementary property located at 3000 Wishart Road.

- 7.3 Staff Affordability Fund – Ravi Parmar (page 153)

Motion Requested: That the Board of Education of School District 62 (Sooke) direct the superintendent to create a one-time \$25,000 staff affordability fund to support staff members struggling with rising costs due to global inflation. And furthermore, the fund be modelled off the student and family affordability fund.

8. EDUCATION PROGRAM

- 8.1 Education-Policy Committee – Meeting of November 8, 2022 – Ravi Parmar (page 155)

Motion Requested: Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) adopt new Policy F-325 “Cyber Risk and Security”.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the Quarter One Strategic Plan Report presented at the Education-Policy Committee Meeting of November 8, 2022.

Motion Requested: That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of November 8, 2022.

- 8.2 Adoption of Policy and Regulations – Scott Stinson (page 158)

Motion Requested: Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) adopt the revised Policy and Regulations C-434 “Universal Precautions”.

9. STUDENTS

10. FOUNDATIONS & GOVERNANCE

10.1 Na'tsa'maht Education Council - Meeting of November 16, 2022 – Paul Block (page 161)

10.2 Board Reaffirmation of Values and SOGI Training – Allison Watson (page 163)

Motion Requested: That the Board of Education of School District No. 62 (Sooke) publicly reaffirm its support for the use of classroom materials that destigmatizes and normalizes conversations around gender identity and sexual orientation, including SOGI 123 resources.

Motion Requested: That the Board of Education of School District No. 62 (Sooke) engage in gender diversity training and capacity-building to adapt practice and language, by partnering with a gender diversity consulting company.

11. ADMINISTRATION

11.1 Superintendent's Report – Scott Stinson (page 166)

12. PERSONNEL

13. UPCOMING EVENTS

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 using the QA function in MS Teams. Individuals must identify themselves and ask questions directed to the Chair. Members of the media can direct their questions to the Manager, Communications for response following the meeting.

16. ADJOURNMENT



**MINUTES
BOARD OF EDUCATION
PUBLIC MEETING
LIVE MS Teams Event
October 25, 2022 – 7:00 p.m.**

TRUSTEES: Ravi Parmar, Board Chair Bob Beckett
Wendy Hobbs Bob Phillips
Dianna Seaton Margot Swinburnson
Allison Watson (virtual)

STAFF: Scott Stinson, Superintendent
Harold Cull, Secretary-Treasurer
Paul Block, Associate Superintendent
Monica Braniff, Associate Superintendent
David Strange, Associate Superintendent
Fred Hibbs, Executive Director, HR
Farzaan Nusserwanji, Executive Director, IT
Steve Tonnesen, Manager IT Operations
Sue Grundy, Manager Executive Operations

REGRETS:

SECRETARY: Kristina Ross

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by the Board Chair. Ravi Parmar acknowledged the traditional territories of the First Nations.

2. AGENDA

2.1 Call for amendments and additional items

125. MOVED Margot Swinburnson/Dianna Seaton
That the Board of Education of School District 62 (Sooke) adopt the agenda of October 25, 2022 as amended.
CARRIED

3. MINUTES

3.1 Call for amendments to minutes

126. MOVED Dianna Seaton/Bob Beckett
That the Board of Education of School District 62 (Sooke) adopt the minutes of the September 27, 2022 meeting as presented.

CARRIED

4. INFORMATIONAL ITEMS AND ANNOUNCEMENTS**4.1 Board Chair Update – Ravi Parmar**

The Chair acknowledged the Board of Education and thanked them for their years of service. He indicated that the District had recognized its Board earlier in the evening and expressed his gratitude for the solid foundation that remained. He acknowledged the work required moving forward in a growing school district and congratulated the Trustees Elect.

4.2 Sport Assist Cheque Presentation – Wendy Hobbs

Trustee Hobbs, on behalf of Sport Assist, presented School District 62 with a \$12,000 cheque to support physical literacy and instruction.

5. EDUCATIONAL PRESENTATIONS**5.1 Student Trip to Seattle, Washington – Royal Bay Secondary School – Wayne Kelly**

Wayne Kelly provided an overview of the student trip.

127. MOVED Bob Beckett/Bob Phillips

That the Board of Education of School District 62 (Sooke) approve the Royal Bay Secondary School lacrosse trip to Seattle from December 2-4, 2022, subject to the oversight and direction of the Superintendent's office.

CARRIED

6. CORRESPONDENCE & DELEGATIONS**6.1 Standing Delegations (STA, CUPE, PVP, SPEAC) – 5 minutes each****STA – Jennifer Anderson**

Jennifer Anderson thanked the outgoing Board of Education for their service and welcomed the incoming Board of Education. She indicated they have a lot of work ahead of them to support teachers, and their mental health.

CUPE – Amber Leonard

Amber Leonard recognized the United Way Campaign, spoke about its work in the local community, and spoke about CUPE 459 support of a national breakfast program. CUPE would like to see a fully staffed program available at all schools across the District. Further, she noted that November 8, 2022 is National Aboriginal Veterans Day.

PVP – Krista Leakey

Krista Leakey provided an update to the Board of Education on the activities in the District. The EMCS Band was invited to perform at the B.C. Lieutenant Governors House; guests included the Minister of Education and Premier Horgan. Spencer Middle School introduced its first Cheer Quad and started its intermural sports program. PEXSISEN and Sooke Elementary Schools received a literacy reading grant from Indigo, while the Milnes Landing Zone hosted its first Cross Country Meet.

SPEAC – Melissa Da Silva

Melissa Da Silva thanked the Board of Education for their years of service and acknowledged that their work helped shape the foundation of the school district. She congratulated the incoming Board of Education and spoke about the success of the Trustee Candidate Forum that SPEAC held. SPEAC will host all PAC Presidents and Vice Presidents on November 21, 2022 at its Annual Leadership Dinner at Royal Bay Secondary School and will hold its next monthly meeting on November 16, 2022.

7. FINANCE, FACILITIES AND SERVICES

7.1 Resources Committee – Meeting of October 11, 2022 – Bob Beckett

Trustee Beckett provided the Board of Education with an overview of the Resources Committee Meeting.

128. MOVED Bob Beckett/Bob Phillips

That the Board of Education of School District 62 (Sooke) receive the report from the Resources Committee Meeting of October 11, 2022.

CARRIED

7.2 Additional Counselling FTEs from May 25, 2022 Motion – David Strange

Staff have completed their review of enrollment, budget and staffing related to counselling. Allocated counselling staffing for 2022/23 is 6.28 FTE above Collective Agreement ratios.

129. MOVED Allison Watson/Margot Swinburnson

That the Board of Education for School District 62 (Sooke) request staff to explore other specialized staffing and resources that can support student needs and bring back during the amended budget process.

CARRIED

8. EDUCATION PROGRAM

8.1 Report on the Education-Policy Committee – Meeting held on October 4, 2022

Trustee Swinburnson provided the Board of Education with an overview of the Education-Policy Committee Meeting.

130. MOVED Margot Swinburnson/Bob Beckett

That the Board of Education for School District 62 (Sooke) rescind Policy and Regulations C-433 “HIV Virus (A.I.D.S.)” and remove them from the District’s Policy manual.

CARRIED

131. MOVED Margot Swinburnson/Dianna Seaton

That the Board of Education for School District 62 (Sooke) give Notice of Motion to draft new Policy and Regulations C-434 “Universal Precautions”.

CARRIED

132. MOVED Margot Swinburnson/Bob Beckett

That the Board of Education of School District 62 (Sooke) receive the report from the Education-Policy Committee Meeting of October 4, 2022.

CARRIED

9. STUDENTS

10. FOUNDATIONS & GOVERNANCE

10.1 Na’tsa’maht Education Council - Meeting of October 18, 2022 – Dianna Seaton

Trustee Seaton provided the Board of Education with an overview of the Na’tsa’maht Education Committee Meeting which included discussion on changes to their Terms of Reference, and the need to reengage with the local community.

11. ADMINISTRATION

11.1 Superintendent’s Report – Scott Stinson

Scott Stinson provided an update to the Board of Education on the TASK Program, the upcoming post-secondary project being built in Langford, our municipal partnerships and the necessity to engage the Mayor and Council Elects, the opening of Centre Mountain Lellum, and upcoming Board Orientation.

12. PERSONNEL

13. UPCOMING EVENTS

November 1 – Swearing-In Ceremony & Inaugural Meeting

14. FUTURE ITEMS

15. QUESTION PERIOD

Members of the public can ask questions related to agenda items. All media questions can be directed to the Manager, Strategic Communications for follow-up and response.

16. ADJOURNMENT

The meeting was adjourned at 8:32 p.m.

Certified Correct:

Chairperson of the Board

Secretary-Treasurer



MINUTES

BOARD OF EDUCATION PUBLIC MEETING November 1, 2022 – 7:00 p.m. School Board Office 3143 Jacklin Road

TRUSTEES: Cendra Beaton Russ Chipps
 Amanda Dowhy Ebony Logins
 Ravi Parmar Trudy Spiller
 Allison Watson

STAFF: Scott Stinson, Superintendent
 Harold Cull, Secretary-Treasurer
 Paul Block, Associate Superintendent
 Monica Braniff, Associate Superintendent
 David Strange, Associate Superintendent
 Fred Hibbs, Executive Director, Human Resources
 Farzaan Nusserwanji, Executive Director, IT
 Steve Tonnesen, Manager IT Operations

SECRETARY: Kristina Ross

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATION TERRITORIES

The meeting was called to order at 7:01 p.m. by the Secretary-Treasurer. Harold Cull acknowledged the traditional territories of the First Nations.

WELCOME AND BLESSING BROTHER RICK

Brother Rick, Elder Henry Chipps and Chief Russ Chipps and provided the welcome and blessed the proceedings.

10. FOUNDATIONS & GOVERNANCE

10.1 Oath of Office – Harold Cull

The Secretary-Treasurer introduced the Board of Education and led them through their Oath of Office to officially form the Board of Education of School District 62 (Sooke).

10.2 Trustee Elections – Harold Cull

The Secretary-Treasurer assumed the Chair and called for nominations for Board Chair.

- a. The Secretary-Treasurer called for nominations for Board Chair. Ravi Parmar was declared elected by acclamation. Chair Parmar then assumed the Chair and continued the election process.
- b. Amanda Dowhy was nominated for the position of Vice-Chair and was declared elected by acclamation.
- c. Allison Watson was nominated as BCSTA Representative. Ebony Logins was nominated as the Alternate BCSTA.
- d. Cendra Beaton was nominated as BCPSEA Trustee Representative. Trudy Spiller was nominated as Alternate BCPSEA Trustee Representative.

The Board Chair congratulated the new Board of Education, and each of the trustees on their committee assignments. He spoke about the importance of the work that a Board of Education undertakes, and the need for continued momentum in the District as well as the diversity being represented on the new Board. He looks forward to working with the newly elected Mayors and Councillors across our community.

11. ADJOURNMENT

The meeting was adjourned at 7:42 p.m.

Certified Correct:

Chairperson of the Board

Secretary-Treasurer

Board Info Note

Board of Education Meeting

November 29, 2022

Agenda Item: 5.1 – PEXSISENU Elementary School Mascot

Background:

PEXSISENU Elementary School has completed the process of selecting a mascot to represent their school. Following Policy and Administrative Regulations C-435, the school consulted with students, staff, parents, and administrative officers in making this decision. This representative committee ensured that the selection of the mascot would meet the following policy and regulations guidelines:

- Names, logos, and mascots must be considerate of gender and cultural sensitivities.
- Names, logos, and mascots must not conflict with the goals and culture of the school.
- Corporate names, logos and mascots must be avoided.
- Schools must respect other schools' names, logos and mascots when choosing their own.
- Copyrights must be respected.

Process:

- Brought concept of a mascot to PAC prior to end of last school year.
- Brought to PAC again in October - Revisited the idea of connecting PEXSISEN to CML's (not confirmed) Bears. Asked for volunteers to sit on committee. Parent stepped forward and agreed to come to school during lunch to meet with students and teachers in November.
- Brought concept to staff on Planning Day in August
- Revisited during October staff meeting. Asked for volunteers to sit on the committee. Three teachers stepped forward to meet with students and parents in November.
- Asked the Grade 4/5 teachers (there are 3 classes) to send 4 to 6 volunteers that were interested in discussing the mascot to a meeting in October. 20 students participated in a discussion about different options for a mascot (local, relevant, connected).
- On November 4th, Parent, staff, and student reps met with PVP to discuss the idea of being the PEXSISEN Cubs- what it would mean to the school, to the kids, to the staff. All in agreement for PEXSISEN Cubs.

Next Steps:

- Working with NIE department and community to design an official logo and mascot image.

**INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL, HUMANITARIAN
PROGRAMS OR SPORTS-BASED TRIPS
PRELIMINARY APPLICATION
STEP ONE Part A**

This form must be completed as Step One of an approval process. Approval from the applicable Associate Superintendent must be received six months before the date of departure. Once this completed form has been approved, the program details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: John Stubbs Memorial Middle School Date Submitted: Nov. 15, 2022
 Principal: Sandra Szalipszki
 Supervisor (Educator in charge): Matthew Tran
 Destination of Program: Drummondville, Québec
 Departure Date: February 1, 2023 Return Date: Feb 8, 2023
 Grade level(s): 7 + 8 No. of students involved: 24
 Approx. cost of tour: \$ 20 450 Approx. cost to students: \$ 825.00
 Transportation: Airplanes / Bus / Private Vehicle
 No. of school days missed (recommended 3 days max.): 5
 Source of funding: Experiences Canada, Parent, Fund-raising

Accommodation Arrangements: Billet Hotel/Motel Camping Other
 • Has the proposed program been included in the overall plan for the year? Yes
 • Unique Risk/Safety Considerations: No

Part B:

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the program.
2. Proposed draft itinerary.
3. Method of financing the program.
4. Plan for supervision (include number of supervisors and names – minimum 1:10)
5. Any other pertinent information.

Step 1 Part B

1. Educational Objective / purpose of the trip:

- The purpose of this educational exchange is to give students the opportunity to reciprocally learn about a new Canadian culture. This allows students to see new world views, practice a shared language with a peer (French), and make lifelong connections with their French-Canadian counterparts.
- Students have worked extremely hard throughout their immersion education, learning to speak, read, and write in French and the exchange opportunity to Drummondville allows them the opportunity to practice and further develop their language skills.

2. Proposed Itinerary: Each day will start with a meeting with our students and the supervisors to ensure that students are safe and comfortable in their billet home. We will check-in with each student individually.

Feb 1 to 3, 2022

- arrive in Drummondville, (return to Victoria February 8th)
- Days start at 8am to 5pm: structured activities outdoors (sledding, hiking), visits to Valcartier, Old Quebec, Valcourt, laser tag, seeing a hockey game and various team building activities
- From 5pm to 8am: with billet families

February 4th and 5th: free time with the billet families

Feb 6 to 8

- Days start at 8am to 5pm: structured activities outdoors (sledding, hiking), visits to, Valcartier, Old Quebec, Valcourt, laser tag, seeing a hockey game and various team building activities
- From 5pm to 8am: with billet families
- leave Drummondville, return to Victoria February 8th.

3. Method of Financing the trip

- Fundraising within the school
- Parents
- Exchanges Canada covers the cost of all flights

- All participants will comply with the school and district Code of Conduct, acting as ambassadors of both the school and school district.
- Families will

4. Supervisors:

Sponsor Teacher: Matthew Tran (teacher)

Sponsors: Katrina Abell (PVP), Angelina Hendy (teacher)

24 students / 3 supervisors = ratio of 1 to 8 adults to children (Policy 1-10)

5. Travel Insurance

- Upon trip approval, we will investigate and pursue group travel insurance to lessen the costs of the trip. If this proves more costly, families will be informed that they must have trip cancellation insurance, as well as travel medical insurance. The families will be accountable for any changes. We will require that they must provide physical proof of this before the trip.
- Families must provide physical evidence:
 - Travel insurance (if no group coverage)
 - Trip medical insurance

6. Pertinent Information

- Billeting Process – screening \process is led by “Experiences Canada”, all parents are screened via criminal record check and require a reference. Further, homes are to be screened by supervisors or administrators, and/or references must be filed to ensure the homes are safe for students to stay for a week. See attached documentation.
- This is the first exchange to Quebec since Covid and it will be a great experience for our students.
- As it is an exchange, the location could change every year, depending on if our matched school is available every year. As such, we will not visit the area in advance. However, the supervising teachers and principal at the matched school will be familiar with the locations and outings and will lead them
- In event of emergency
 - All family phone numbers are on file at school
 - All family phone numbers will be carried with supervisors at all time
 - Emergency contact numbers are provided to student

Permission is requested to plan the above International Student Exchange, Sister School, Humanitarian Program or Sports-Based Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Student Exchange, Sister School, Humanitarian Program or Sports-Based Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.



Supervisor's Signature

Nov 15, 2022.

Date

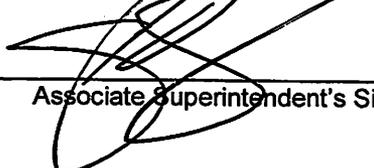
**PERMISSION GRANTED TO PLAN THE PROPOSED
INTERNATIONAL STUDENT EXCHANGE TRIP**



Principal's Signature

Nov 16, 2022

Date



Associate Superintendent's Signature

Nov. 16 / 22

Date

Acknowledgement of Group Organizer

In consideration of application for funding by EXPERIENCES CANADA, I, the undersigned, acknowledge, agree, and warrant that:

- I am a duly authorized agent and representative of the School or Organization and submit the enclosed application with the full knowledge, consent, and approval of the School or Organization;
- I understand that groups must be registered members of Experiences Canada to participate, and that a non-refundable membership fee of \$250 per group is required to start the twinning process;
- I understand that, if my application is approved, additional registration fees of \$250 per traveling participant will be required and are non-refundable;
- I understand that, upon confirmation of funding/twinning, our school or organization will be required to enter into a formal agreement with Experiences Canada, and we will be expected to comply with the terms and conditions as set out in that agreement.

Matthews Tran

Name of Group Organizer (please print)

Oct 13, 2022

Date



Signature of Group Organizer

Sandra Szalipszki

Name of Authorized Signing Officer of School / Organization (must be different from the Group Organizer)

Principal

Title / Position of Authorized Signing Officer

250-478-5571

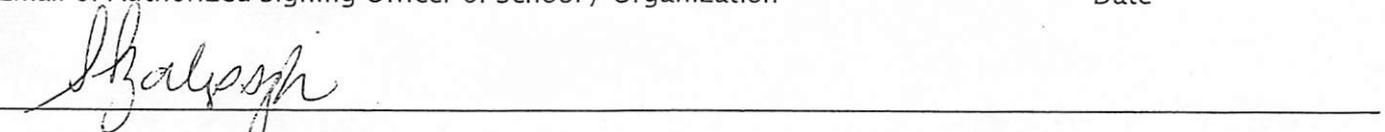
Daytime phone number

sszalipszki@sd62.bc.ca

Email of Authorized Signing Officer of School / Organization

OCT 13 2022

Date



Signature of Authorized Signing Officer of School / Organization

experiences
CANADA



Exchange Group Participation Agreement

This Agreement made effective as of the 15 day of February, 2020 (the "Effective Date")

BETWEEN:

EXPERIENCES CANADA

a not-for-profit and charitable organization incorporated under the laws of Canada

("Experiences Canada")

AND:

31532-ECE-22-23 John Stubbs Middle school

(the "Exchange Group")

WHEREAS Experiences Canada offers reciprocal, educational homestay exchanges between two groups of Canadian youth aged 12 to 17 years old, each in a different part of Canada;

WHEREAS the Exchange Group applied to Experiences Canada for and was selected to participate in an exchange, as more particularly described in the letter of offer delivered by Experiences Canada to the Exchange Group (the "Exchange");

WHEREAS Experiences Canada wishes to enter into an agreement with the Exchange Group to establish the rights and responsibilities of each party as well as the terms and conditions pursuant to which Experiences Canada will provide funding and support to the Exchange Group in relation to the Exchange;

NOW THEREFORE, for and in consideration of the mutual promises covenants and agreements set forth herein, the parties hereto agree as follows:

1. FUNDING & EXCHANGE-RELATED COSTS

- 1.1 Experiences Canada shall providing funding to the Exchange Group with an estimated value \$ 37,431.51 (the "Funding"), which shall be used for the sole purpose of paying for the cost of transportation (e.g. air, train, bus) of eligible exchange participants and chaperones to the city of the twin exchange group.
- 1.2 Experiences Canada, in consultation with the Exchange Group, is responsible for making all transportation-related bookings and reservations required for the Exchange and shall use the Funding to pay such transportation costs directly to the agent or service provider retained by Experiences Canada for that purpose. For greater certainty, it is acknowledged and agreed that the Exchange Group shall not be entitled to make any such

travel and transportation arrangements on its own and no Funding shall be available to pay for any such costs incurred by the Exchange Group in contravention of this section.

- 1.3 The Exchange Group is responsible for ensuring payment of the following additional costs:
- (a) A non-refundable membership fee for the Exchange Group (payable to Experiences Canada upon submitting an application for an exchange);
 - (b) Individual registration fees for each of the exchange participants (payable to Experiences Canada after the Exchange Group has agreed to participate in the Exchange); and
 - (c) Hosting-related expenses such as local transportation, supply teachers and activity costs while hosting the twin exchange group or as otherwise agreed to between the Exchange Group and the twin exchange group.
- 1.4 The Exchange Group acknowledges that it may and is encouraged to organize and hold fundraising activities and to seek sponsorship opportunities to help finance such additional costs. Subject to subsection 1.4 of this Agreement, Experiences Canada will not provide any funding for such activities, which shall be at the sole expense of the Exchange Group and/or the Exchange participants.
- 1.5 The Exchange Group may be eligible and approved for additional special measures funding intended to facilitate the participation of marginalized groups or individuals in an exchange. If Experiences Canada determines that the Exchange Group is eligible and approved for such funding, the parties shall enter into a separate agreement to define the terms and conditions relating thereto.

2. OBLIGATIONS OF EXPERIENCES CANADA

- 2.1 Experiences Canada shall provide ongoing administrative and logistical support and guidance to the Exchange Group and the Group Organizer throughout the exchange planning process to ensure that all aspects of the Exchange are well planned and organized. Without limiting the generality of the foregoing, Experiences Canada shall establish a timeline and schedule of milestones and key due dates relating to the Exchange, which shall be delivered to the Exchange Group along with this Agreement (the “Exchange Timeline”).
- 2.2 Experiences Canada shall provide the Exchange Group and the Group Organizer with pre-exchange training and resources, which shall include a Group Organizer Handbook, templates for facilitating group information sessions and a mandatory video tutorial. If so requested by the Exchange Group, Experiences Canada may also provide a comprehensive orientation session (which may be held in person and/or by other telephonic or other electronic means).

- 2.3 Experiences Canada shall, during the hosting period of the Exchange, provide twenty-four (24) hour on-call emergency services to the Exchange Group and the Group Organizer.

3. OBLIGATIONS OF THE EXCHANGE GROUP

- 3.1 The Exchange Group shall appoint a person who shall be responsible for the administration and organization of the Exchange and have authority to act on behalf of and bind the Exchange Group in matters relating to the Exchange. If, because of incapacitation or resignation, the person so appointed becomes unavailable to perform his or her responsibilities, the Exchange Group shall promptly appoint a replacement person and, as soon as reasonably practicable thereafter, inform Experiences Canada in writing of such change. The person initially appointed pursuant to this section and any other person appointed to replace that person are referred to in this Agreement as the “**Group Organizer.**”
- 3.2 Upon signature of this Agreement or as soon as reasonably practicable thereafter, the Exchange Group shall obtain from the Group Organizer a signed Group Organizer Acknowledgment Agreement, in the form as set out in **Schedule “A”** attached hereto. The Exchange Group shall also obtain a signed Group Organizer Acknowledgment Agreement from any person appointed as a replacement Group Organizer in accordance with subsection 3.1 of this Agreement. Notwithstanding the foregoing, the Exchange Group remains responsible for all obligations under this Agreement and is liable for all acts and omissions of the Group Organizer as if they were the Exchange Group’s acts and omissions.
- 3.3 The Exchange Group shall, in collaboration with the Group Organizer, submit all fees, forms, waivers and other information to Experiences Canada in accordance with the Exchange Timeline.
- 3.4 The Exchange Group shall, in collaboration with the Group Organizer, plan and carry out all aspects of pre-travel orientation and ensure that information sessions for Group Organizers, participants, parents, and chaperones are held covering topics such as safety procedures, codes of conduct, responsibilities, timelines, and other pertinent topics as required by Experiences Canada from time to time.
- 3.5 The Exchange Group is responsible for the safety and security of all participants involved in the Exchange and agrees to abide by Experiences Canada - Exchanges’ policies and procedures.
- 3.6 The Exchange Group shall obtain a vulnerable sector check from every person aged eighteen (18) or older who will participate in the Exchange, including the Group Organizer, chaperones and every person who is ordinarily a resident of a host family home or who is regularly at the premises. The vulnerable sector checks shall be: (a) conducted by a police force; (b) prepared no earlier than six (6) months before the first day of the Exchange; and (c) obtained before such persons begin interacting with youth exchange participants.

- 3.7 The Exchange Group shall ensure that the Group Organizer and all persons, with whom Experiences Canada deals with respect to the Exchange maintain sufficient documents and records to enable Experiences Canada to verify and, if necessary, demonstrate to Experiences Canada's reasonable satisfaction, compliance with the terms and conditions of this Agreement.

4. DEFAULT

- 4.1 The Exchange Group understands and agrees that the Funding is conditional on the Exchange Group performing its obligations under this Agreement and in the event the Exchange Group fails to perform any such obligations, Experiences Canada may cancel the Exchange and/or require the Exchange Group to refund all or part of the Funding which has been granted hereunder, provided that Experiences Canada shall give written notice to the Exchange Group itemizing the nature of the failure and provide the Exchange Group with at least ten (10) days to rectify the default before cancelling the Exchange and/or requiring that the Funding be reimbursed.

5. INDEMNIFICATION & INSURANCE

- 5.1 The Exchange Group shall fully indemnify and hold harmless Experiences Canada against any and all claims for loss, damage, illness, or injury of whatever kind or nature in any way associated with or arising out of participation in the Exchange by the Exchange Group or its authorized employees, agents, organizers (including the Group Organizer), participants, parents, or anyone else, unless the claim arises from the negligence of Experiences Canada, Her Majesty in right of Canada or their respective employees and agents.
- 5.2 The Exchange Group shall maintain comprehensive/commercial general liability insurance and such other insurance that a reasonably prudent person would obtain under the circumstances as may be reasonably determined by the Exchange Group. Such insurance shall confirm that Experiences Canada and the Group Organizer are insured (i.e. named as an additional insured) in relation to the Exchange and any other actions or omissions of the Exchange Group or the Group Organizer in relation to this Agreement. The Exchange Group shall deliver certificates of insurance or certified copies of insurance policy(ies) to Experiences Canada upon request.

6. GENERAL PROVISIONS

- 6.1 Neither party may assign this Agreement without the prior written consent of the other party.
- 6.2 No amendment or modification of this Agreement shall be binding unless in writing and signed by the parties.
- 6.3 This Agreement shall be construed strictly in accordance with the laws of the Province of Ontario, Canada, to the exclusion of the laws of any other forum, and the parties shall adjourn to the jurisdiction of the courts of the Province of Ontario.

6.4 This Agreement constitutes the entire agreement between the parties hereto with respect to its subject matter and supersedes all previous agreements, communications and understandings, whether oral or written, between the parties.

6.5 This Agreement may be executed in counterparts, each of which shall constitute an original and all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF this Agreement has been duly executed by the parties as witnessed by the signatures of their proper officers on their behalf.

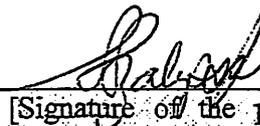
EXPERIENCES CANADA

Per: _____
[Name & Title]
I have authority to bind the corporation

Experiences Canada - Signature

École John Stubbs Memorial
[NAME OF ORGANIZATION/SCHOOL]

Per: Sandra Szalipszki
[Name & Title of the person authorized to sign this Agreement on behalf of the Exchange Group]
*I have authority to bind the corporation***


[Signature of the person authorized to sign this Agreement on behalf of the Exchange Group]

****The person authorized to sign this Agreement on behalf of the Exchange Group Organization or School cannot be the Group Organizer.**

Schedule "A"
Group Organizer Acknowledgment Agreement

This Group Organizer Acknowledgment Agreement is being made and entered into on November 1st, 2022 by and between [John Stubbs Middle School] (the "Exchange Group") and [Matthew Tran] (the "Group Organizer")

WHEREAS the Exchange Group applied to Experiences Canada for and was selected to participate in a reciprocal, educational homestay exchange between two groups of Canadian youth aged 12 to 17 years old, each in a different part of Canada (the "Exchange");

WHEREAS Experiences Canada and the Exchange Group entered or will enter into an Exchange Group Participation Agreement to establish the rights and responsibilities of each party as well as the terms and conditions pursuant to which Experiences Canada will provide funding and support to the Exchange Group in relation to the Exchange (the "Master Agreement");

WHEREAS the Exchange Group has designated the Group Organizer as the person responsible for the administration and organization of the Exchange on behalf of the Exchange Group;

WHEREAS the parties wish to enter into an agreement to establish their respective rights and responsibilities with respect to the Exchange;

NOW THEREFORE, for and in consideration of the mutual promises covenants and agreements set forth herein, the parties hereto agree as follows:

1. Relationship of the Parties

1.1 OPTION #1 – IF THE GROUP ORGANIZER IS NOT AN EMPLOYEE OF THE EXCHANGE GROUP: The parties acknowledge that the work performed by the Group Organizer on behalf of the Exchange Group is on a volunteer basis and that there is no employment relationship with the Exchange Group. The Group Organizer is not entitled to receive from the Exchange Group a salary, remuneration or employee benefits for the work performed in relation to the Exchange.

OPTION #2 – IF THE GROUP ORGANIZER IS AN EMPLOYEE OF THE EXCHANGE GROUP: The parties acknowledge that the Group Organizer is an employee of the Exchange Group, but agree that the work performed by the Group Organizer on behalf of the Exchange Group in relation to the Exchange and as described herein is on a volunteer basis. The Group Organizer acknowledges and agrees that he/she has voluntarily agreed to participate in the Exchange as the Group Organizer, that the work is in no way part of or related to his/her regular employment duties, and that the Group Organizer is not entitled to receive from the Exchange Group any additional salary or remuneration for such work.

1.2 The Group Organizer shall not have the authority to bind or do any act on behalf of the Exchange Group except as specifically authorized by the terms of this Agreement or by other written instructions of the Exchange Group.

2. Responsibilities of the Group Organizer

2.1 The Group Organizer shall be the primary contact person of the Exchange Group for all matters relating to the Exchange and shall have the following duties and responsibilities:

- (a) read, view, participate in and/or complete all pre-exchange training sessions and resource materials provided by Experiences Canada;
- (b) abide by Experiences Canada's – Exchanges' policies and procedures, including Experiences Canada's Group Organizer manual;
- (c) select the participants in the Exchange, in accordance with the eligibility criteria established by Experiences Canada;
- (d) confirm that a vulnerable sector check has been obtained for every person aged eighteen (18) or older who will participate in the Exchange, including the Group Organizer, chaperones and every person who is ordinarily a resident of a host family home or who is regularly at the premises, in accordance with the Master Agreement;
- (e) arrange for appropriate, safe and secure home families and ensure that all reference checks are completed for visiting exchange participants according to Experiences Canada's policies and procedures;
- (f) ensure that parents, participants, chaperones and the Exchange Group are kept fully informed of all aspects of the Exchange;
- (g) work with and maintain regular and timely communication with the group organizer of the twin exchange group to organize the Exchange;
- (h) take reasonable and appropriate measures to ensure the physical safety and security of all participants involved in the Exchange;
- (i) keep Experiences Canada fully informed of all aspects of the Exchange in a timely manner or as requested and submit all fees, forms, waivers and other information to Experiences Canada in accordance with the Exchange Timeline referenced in the Master Agreement;
- (j) keep and maintain sufficient documents and records to enable Experiences Canada to verify and, if necessary, demonstrate to Experiences Canada's reasonable satisfaction, the Exchange Group's compliance with the terms and conditions of the Master Agreement; and

- (k) perform such other duties and responsibilities as the Exchange Group or Experiences Canada may direct.

2.2 Without limiting the generality of the foregoing, the Group Organizer shall also perform the following duties, which are required by Experiences Canada as a condition and in recognition of the Funding:

- (a) provide to Experiences Canada a proposed learning plan, a projected budget and final itinerary for the Exchange;
- (b) recruit and provide support to a youth ambassador within the group of Exchange participants to document and report on the Exchange to Experiences Canada;
- (c) share access to social media feeds with the program coordinator assigned to the Exchange Group by Experiences Canada;
- (d) distribute promotional items (t-shirts, etc.) to participants and encourage them to wear or display them while participating in Exchange-related activities;
- (e) be responsible for signing off on the final purchase memo that sets out the details of the travel arrangements made for the eligible Exchange participants and chaperones;
- (f) send quality testimonials & photos to Experiences Canada no later than (30) days after the Exchange is completed;
- (g) reach out to the federal Member of Parliament and local media within the host municipality of the Exchange Group to inform them of the Exchange and any activities taking place during the Exchange;
- (h) brand the Exchange as an Experiences Canada exchange and using Experiences Canada's logo and templates in official communications about the Exchange in accordance with Experience Canada's guidelines and policies;
- (i) encourage participants and parents to complete the surveys, questionnaires and evaluations provided by Experiences Canada and its funders for the purposes of assessing the impact of the exchange program and improving the program for future participants; and
- (j) complete all final reporting requirements imposed by Experiences Canada.

2.3 The Group Organizer confirms having received a copy of the Master Agreement and that he/she has read and understands the Master Agreement. The Group Organizer agrees to comply with the terms of the Master Agreement as they relate to his/her activities as Group Organizer.

3. INDEMNIFICATION

3.1 The Exchange Group shall fully indemnify and hold harmless the Group Organizer against any and all claims for loss, damage, or injury of whatever kind or nature in any way associated with or arising out of participation in the Exchange by the Group Organizer, participants, parents, or anyone else, unless the claim arises from the negligence of the Group Organizer.

4. GENERAL PROVISIONS

4.1 No amendment or modification of this Agreement shall be binding unless in writing and signed by the parties.

4.2 This Agreement shall be construed strictly in accordance with the laws of the Province of Ontario, Canada, to the exclusion of the laws of any other forum, and the parties shall adjourn to the jurisdiction of the courts of the Province of Ontario.

4.3 This Agreement may be executed in counterparts, each of which shall constitute an original and all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first written above.

École John Stubbs Memorial
[NAME OF ORGANIZATION/SCHOOL]

Per: Sandra Szalipszki, principal
[Name & Title of the person authorized to sign this Agreement on behalf of the Exchange Group]
*I have authority to bind the corporation**.*

[Signature]
[Signature of the person authorized to sign this Agreement on behalf of the Exchange Group]

[Signature]
Signature of witness

[Signature]
Signature of Group Organizer

Angelina Hendry
Name of witness (please print)

Matthew Tran
Name of Group Organizer (please print)

****The person authorized to sign this Agreement on behalf of the Exchange Group Organization or School cannot be the Group Organizer.**

1. EXCHANGE LEARNING PLAN

WHAT IS AN EXCHANGE LEARNING PLAN?

The Exchange Learning Plan is a preliminary summary of objectives and activities. The Exchange Learning Plan helps Group Organizers plan a quality program for the youth participants and ensures the safety and security of the youth.

Please ensure that a minimum of 30% of your activities include Canadian history and heritage content.

Canadian history and heritage content is considered to be any activity that encourages youth to learn about, gain knowledge of, or experience; i) significant events, places, people, or artifacts from Canada's past (history); and/or ii) accounts of the diverse traditions that have had, and still have, an influence on the lives of Canadians (heritage).

The Exchange Learning Plan includes:

- Learning Objectives (historical, educational, cultural, linguistic, thematic, etc.)
- Learning Plan (identifies activities that will be organized pre, during, and post-exchange)

Who prepares the Exchange Learning Plan?

Each Group Organizer is to plan the activities during the time they are hosting their twin; however both Group Organizers should collaborate and agree in advance on the schedule of activities in both communities.

Program Objectives:

- **Canadian History and Heritage:** Provides an opportunity for Canadian youth to strengthen national identity and help build a deeper understanding of our shared history and heritage.
- **Risk Management:** The safety and security of participants is our number one priority. Identifying potential risks will help you prepare should risk scenarios arise. Group Organizers may be asked to submit a risk management plan.
- **Youth Engagement:** Youth involvement is an inherent part of EXPERIENCES CANADA's exchange model. Describe the youth-led aspects of your exchange, such as how youth will make decisions, adopt leadership roles and take a proactive role in the program. Having youth involved in completing the Exchange Learning Plan is an excellent way of empowering them and encouraging a high level of commitment.
- **Community Engagement:** If you are doing an exchange activity that involves participants having a positive impact on their community, please provide a brief description of the project you will undertake. EXPERIENCES CANADA encourages activities where youth develop a stronger sense of belonging.

Who participates in the planned activities?

It is expected that all youth and chaperones from both groups will participate together and fully in both parts of the exchange.



Learning Plan

Learning Plan:

This table is divided into the 3 phases of an exchange: pre-exchange, during and post-exchange. For the week your group is hosting, please write down possible activities that respond to your learning objectives as well as to those of your twin group. Each Group Organizer is to fill in his or her own section based on their primary learning objectives.

Please ensure that a minimum of 30% of your planned activities contain Canadian History and Heritage content.

To ensure that your plans include history content please include Objective 1 in your plan.

Note: this table is a starting point. A final **Hosting Activity Itinerary** form showing the specific activities and schedule is required 30 days prior to hosting.

Objective 1: Develop a greater understanding and appreciation of our history, heritage and community		
Activities while Hosting		Contains History or Heritage
Pre-exchange		
During exchange		
Post-exchange		
Objective 2:		
Activities while Hosting		Contains History or Heritage
Pre-exchange		
During exchange		
Post-exchange		

10. HOSTING ACTIVITIES PLAN

Group Name: _____

Group Organizer: _____ EXPERIENCES CANADA Project Number: _____

Hosting Dates: _____

Tips for developing your Hosting Activities Plan:

- Group Organizers must collaborate with their counterparts, when completing their Hosting Activities Plan and address all risk management considerations.
- Allocate sufficient time for youth to interact with host families.
- Have at least one physical activity per day.
- Verify that all suppliers have adequate insurance for the services/activities that they provide.
- The host group is required to accompany their visitors while touring their community and ensure that all youth participate in activities.
- Have a contingency plan for inclement weather.
- All planned activities must reflect the learning objectives listed in the Exchange Learning Plan.
- Your hosting activities will be reviewed by your EXPERIENCES CANADA Representative.
- **A minimum of 30% of your activities must include Canadian history and heritage content.**
- **Please indicate the number of hours spent per activity!**



Hosting Activities

Please e-mail or fax to EXPERIENCES CANADA (613) 727-3831 one month prior to hosting

DATE	ACTIVITIES	ACTIVITY DESCRIPTION	HISTORY/HERITAGE CONTENT DETAILS	DURATION OF THE ACTIVITY
AM				
PM				

DATE	ACTIVITIES	ACTIVITY DESCRIPTION	HISTORY/HERITAGE CONTENT DETAILS	DURATION OF THE ACTIVITY
AM				
PM				

DATE	ACTIVITIES	ACTIVITY DESCRIPTION	HISTORY/HERITAGE CONTENT DETAILS	DURATION OF THE ACTIVITY
AM				
PM				



Hosting Activities Continued

Please e-mail or fax to EXPERIENCES CANADA (613) 727-3831 one month prior to hosting

DATE	ACTIVITIES	ACTIVITY DESCRIPTION	HISTORY/HERITAGE CONTENT DETAILS	DURATION OF THE ACTIVITY
AM				
PM				

	Total hours of activities
	Total hours of activities containing a historical/heritage component
	Overall percentage of historical/heritage content
<p>Would you like your Hosting Activity Plan to be considered for the EXPERIENCES CANADA Ambassador of History Award?</p> <p><input type="radio"/> YES <input type="radio"/> NO</p>	



Please indicate your total number of activities and your number of related historical / heritage activities.
A minimum of 30% of your activities must include Canadian history and heritage content.



To be completed by the Group Organizer and submitted by Fax: 613 727-3831 or e-mail with the Travel Purchase Memo to EXPERIENCES CANADA within 48hrs of receiving

11. STATEMENT OF GROUP ORGANIZER

GROUP NAME: _____

PROJECT NUMBER: _____

GROUP ORGANIZER: _____

The Group Organizer bears the responsibility of providing all participants a safe, fun and educational experience. However, the success of the program is also incumbent on all parties understanding their roles and responsibilities. Your signature on this form certifies that you have fulfilled your responsibilities of reviewing and discussing all aspects of the program with participants, their families and your twin group Organizer.

NO TRAVEL ARRANGEMENTS WILL BE FINALIZED UNTIL THIS FORM HAS BEEN COMPLETED, SIGNED AND RETURNED TO EXPERIENCES CANADA.

PARENTAL CONSENT

- I have informed all parents of their responsibilities in this exchange program.
- All parents have signed the Parental Consent Form.
- I will retain on file, in a secure place, under lock and key, the necessary signed consent forms and medical information for all youth participants.
- I will share all hosting activities/itineraries with all parents to keep them informed.

PARTICIPANTS - YOUTH and ORGANIZERS/CHAPERONES

- All participants have signed the Participant Agreement and have agreed to observe an appropriate Code of Conduct (either the group's own code or EXPERIENCES CANADA's)
- The consequences of non-compliance have been explained and agreed to by all.
- I have forwarded to EXPERIENCES CANADA a signed Waiver and Consent for each participant in this program (youth and adult).
- The individual participants have been twinned and are communicating with each other.
- Each Organizer and Chaperone has agreed to abide by the school/group's rules & regulations at all times.
- Each Organizer and Chaperone has agreed to respect the ratio of Youth vs. Adults at all times during the travel and hosting weeks.
- I have discussed the learning objectives and school/group rules & regulations with my twin organizer and understand the roles and responsibilities.

HOST FAMILY SCREENING if applicable

- I have explained the responsibilities involved in a reciprocal home stay exchange to all participants and their families.
- I have discussed mandatory home screening, insurance requirements, liability issues and emergency procedures with all participants and their parents.
- All homes that will be hosting a visiting youth participant have been screened and approved.

HOST FAMILY APPLICATION

The Hosting Experience

Each year, nearly five thousand families across Canada open their homes to EXPERIENCES CANADA youth participating in the Reciprocal Exchanges program. Together, they learn more about their country, different cultures, languages, and even more about themselves!

Host families are the most important part of the EXPERIENCES CANADA Reciprocal Exchanges program. To welcome a participant into your home and into your family life is a very generous gesture. On behalf of all youth who have participated in the past and those who will embark on an exchange in the future, thank you for opening your doors and for making this a positive, safe and fun experience.

You will find additional information, tips on hosting, and what your rights and responsibilities are in the Host Family Guide available on our Website or from your Group Organizer.

Philosophy

The safety and security of all participants is the number one priority during an exchange. EXPERIENCES CANADA has developed a number of risk management policies and practices to help ensure that the exchange experience is safe and enjoyable for everyone.

It is important that the Group Organizer and their organization understand that the designated Group Organizer is responsible for ensuring that all youth participants are safe, comfortable, and properly cared for during their homestay experience. Additionally, as a condition of participation, Group Organizers are required to follow, complete, and implement all safety policies and practices developed by EXPERIENCES CANADA.

The reciprocal homestay aspect is an integral part of EXPERIENCES CANADA exchanges and fundamental to the experiential learning process. Staying with a local family from the host community affords youth the opportunity to immerse themselves in the culture of the local community, improve their understanding and knowledge of Canada, foster an appreciation of diversity, and help them to connect with their twin.

The benefits of a positive billeting experience are tremendous, while a poor Host Family experience can be less than satisfying and has the potential to affect the entire exchange experience. **It is a mandatory that every prospective Host Family complete EXPERIENCES CANADA's screening process.**

Policy

All Host Family Programs of EXPERIENCES CANADA must be designed with due consideration for the protection, safety and comfort of all participants. To help ensure this, EXPERIENCES CANADA will provide Group Organizers and potential Host Families with the necessary resources, support and guidelines to conduct a thorough and respectful Host Family Screening process.

Process

Your application will be reviewed, and you will be notified as to the status of your application. The Group Organizer is responsible for determining who is to review the application and give final approval. No reasons for acceptance or rejection will be given. Decisions are final and are not subject to review. Contents of application forms will remain confidential.

Please retain this page for your reference.

Thank You



1. To be completed by the host family and returned to the group organizer.
2. The organizer signs the application and returns it to Experiences Canada with the accompanying reference and/or home visit forms

REFERENCES

Please contact two people **not related** to you, who have known you for at least one year, and have seen you within the past six months. These could include friends, neighbors, employers, and/or co-workers, **but may not include family members or relatives.** Addresses must be complete and telephone numbers provided.

Attached are two Host Family Confidential Reference forms. Please forward these to each of your two references to complete and return to you in a sealed envelope. You are then to give the completed references to the Group Organizer of your child's exchange. Your references may alternatively choose to return the reference form directly to the Group Organizer or directly to EXPERIENCES CANADA. The Group Organizer or Screening Committee Representative will then review the references as well as your application and confirm the status of your application.

Note: If your child wishes to participate in this program and you are unable to provide two references or feel unable to host for any reason, please contact the Group Organizer to make alternate arrangements.



MANDATORY POLICE CHECK AND VULNERABLE SECTOR CHECK

All volunteers and adults 18 years of age and over who live in the host family household are required to provide clear police record and vulnerable sector checks. The police record checks are in addition to the existing screening process.

SIGNATURE OF APPLICANT

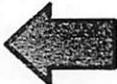
Your signature on this application form constitutes your personal commitment to the Philosophy Statement of EXPERIENCES CANADA to protect and encourage the development of youth and the positive image of EXPERIENCES CANADA.

If accepted, I agree to host a participant(s) in my home. I understand that I will be responsible for lodging and feeding the participant(s) for the duration of the exchange.

In light of the pandemic, I understand that it is the responsibility of the host family to discuss their vaccine and testing protocol with their group organizer and twin family. It is important to review the protocols from the host family's home province or territory as well as those in the twin's province or territory.

I also agree to ensure that there will be adult supervision in the home for the duration of the hosting period and understand that if there is found to be no adult supervision, the participant may be removed from my home.

I understand that the contents of this application will remain confidential and that no reasons for acceptance or rejection will be given. Decisions are final and are not subject to review.

Participant name _____ 

Initial _____ 

Name of parent/legal guardian: _____ 

Signature: _____  Date: _____



TO BE COMPLETED BY THE HOST FAMILY & THE REFERENCE PERSON
MUST BE COUNTER-SIGNED BY THE GROUP ORGANIZER
FORM TO BE SENT/FAX TO YOUR EXPERIENCES CANADA
REPRESENTATIVE

8. Host Family Confidential Reference Form

Name of School/Association _____ Project # _____
To be filled out by the Group Organizer

Instructions for Completion: **Section I** of this form is to be completed by the prospective Host Family.

Section II of this form is to be completed by the Host Family's reference who is a close friend, neighbor, employer, co-worker, family physician, etc. A reference must be a minimum of 21 years old and **not family-related**, have known you for at least one year, and have seen you within the last six months.

To the reference completing this form: This family is applying to EXPERIENCES CANADA to host an exchange participant in their home for one week or more. Please answer the following questions honestly and completely. You may be contacted by the Group Organizer, a member of a Screening Committee, or EXPERIENCES CANADA for verification of this reference. **All information provided by you will be held in strict confidence** according to EXPERIENCES CANADA's Privacy Policy.

This form may be returned to the host family in a sealed envelope. The Host Family will then forward it with their completed application to the Group Organizer for review. Alternatively, this form can be sent directly to the Group Organizer. The host family's application cannot be processed without this confidential reference. Please return it as quickly as possible. Thank you for your support.

The Group Organizer must sign the last page after reading and verifying all the answers provided by the reference. If some of the answers are missing or need clarification, the Group Organizer is required to follow up with the reference before returning the original form to EXPERIENCES CANADA.

Section I:
To be filled out by host family
Host Family Name: _____
Participant Name: _____
Address: _____
City: _____ Province: _____ Postal Code: _____

Section II:
To be filled out by reference
Reference name: _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Home phone: () _____ Alternate phone: () _____



9. Confidential Host family home visit form

Name of School/Association _____ Project # _____
To be filled out by Group Organizer

Instructions for Completion: Section I of this form is to be completed by the prospective Host Family.

Section II of this form is to be completed by the *Group Organizer or member of the Screening Committee who is not a family member of the applicant.*
This form is intended for when the regular process of reference checks is not feasible.

To the person completing this form: This family is applying to EXPERIENCES CANADA to host an exchange participant in their home for one week or more. After visiting the home, please answer the following questions honestly and completely. **All information provided by you will be held in strict confidence.**

This form is to be returned directly to the Group Organizer. The Group Organizer will then forward it with the completed application to EXPERIENCES CANADA.

Section I:
Name of Family Applying

Host Family Name: _____
Participant Name: _____
Address: _____
City: _____ Province: _____ Postal Code: _____

Section II:
To be filled out by Interviewer

Interviewer: _____
Relationship to Host Family _____
Address: _____
City: _____ Province: _____ Postal Code: _____
Home phone: () _____ Alternate phone: () _____

1. Date of Home Visit Interview _____ Duration: _____
2. Please indicate reason(s) why a Home Visit is being employed instead of reference checks:



To be completed by the parent/guardian
Groups - Organizer to retain copy on file
Individual participants - Send to EXPERIENCES CANADA.

17. Parental Agreement

Group/Household Name : _____

Name of Participant : _____

In signing this form, you are giving your permission for your child to participate in EXPERIENCES CANADA Youth Exchanges Canada and agreeing to the conditions of participation.

In consideration of my child's participation in EXPERIENCES CANADA Youth Exchanges Canada, I agree to the following conditions:

- I confirm that my responsibilities as a host parent have been explained to me. I am willing to undertake these responsibilities and will provide a safe and secure environment for the youth I will be hosting.
- I agree to provide adult supervision and take full responsibility for our guest while he/she is in my home and expect the host parents of my child to do the same during his/her /they stay in the other province/territory.
- I understand that in order to be able to host an exchange student, every adult 18 years and older living in the household during the exchange week must provide a clear police record and vulnerable sector checks.
- I understand that host family screening is mandatory for participation as a host family in this EXPERIENCES CANADA exchange program and I will take part in the specific procedures put in place by the Group Organizer and Experiences Canada.
- I will contact my child's twin family prior to hosting to ensure that a safe and respectful environment will be provided.
- I authorize medical attention for my child if judged necessary by the medical authorities of the host province/territory, the Group Organizer or the host family in the case of an accident or serious illness. I understand that every attempt will be made to reach me by telephone in case of an emergency.
- I understand that my child (or myself) may have the opportunity to express himself/herself verbally or in written form at any point during the exchange.
- I understand that if my child does not respect the code of conduct previously agreed to and if his/her behavior is deemed unacceptable by the Organizer, he/she may be asked to leave the program and may be sent home at my risk



To be completed by parent/guardian and returned to your Group Organizer.
Group Organizer to retain copy on file
Parent of Individual participant to share with individual twin family
Do not send to EXPERIENCES CANADA

18. Medical Information and Treatment Release



In order to help ensure the appropriate safety and care of your child during this exchange, accurate and complete medical information is essential. Medical information is confidential and will be available only to the Group Organizer and Chaperones responsible for the participant, and a physician, if necessary. The parent/guardian understands and accepts that their child may be participating in activities of a physical nature and that certain medical conditions may be aggravated by such activities. The parent/guardian will ensure that the participant takes his/her health services card on the exchange.

Name of Participant _____ Date of birth _____
 Home address _____
 Home phone () _____ Parent/guardian work phone () _____
 Emergency contact (other than parent/guardian) _____
 Relationship to participant _____
 Home phone () _____ Work phone () _____
 Family doctor's name _____
 Family doctor's phone () _____
 Provincial/Territorial Health Card Number: _____
 Expiry Date: _____

Personal Health Record

1. Please check any of the following conditions which the participant is subject to:

- | | | | |
|--|---------------------------------------|---|---|
| <input type="checkbox"/> asthma | <input type="checkbox"/> bronchitis | <input type="checkbox"/> tonsillitis | <input type="checkbox"/> bed wetting |
| <input type="checkbox"/> convulsions | <input type="checkbox"/> diabetes | <input type="checkbox"/> ear infections | <input type="checkbox"/> eczema |
| <input type="checkbox"/> epilepsy | <input type="checkbox"/> sleepwalking | <input type="checkbox"/> fainting | <input type="checkbox"/> frequent colds |
| <input type="checkbox"/> motion sickness | <input type="checkbox"/> nightmares | <input type="checkbox"/> sinus trouble | |
| <input type="checkbox"/> other _____ | | | |

2. Please give details of the usual treatment should any conditions indicated above occur.

3. Please check any of the following allergies which the participant is subject to:

- | | | | | |
|-------------------------------------|--|-------------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> anesthetic | <input type="checkbox"/> animals | <input type="checkbox"/> drugs | <input type="checkbox"/> dust | <input type="checkbox"/> smoke |
| <input type="checkbox"/> foods | <input type="checkbox"/> insect stings | <input type="checkbox"/> penicillin | <input type="checkbox"/> plants | |
| <input type="checkbox"/> pollen | <input type="checkbox"/> other _____ | | | |

Please give details of the signs/symptoms and appropriate treatment.



11. Can the participant take medication without supervision? no yes
If not, who will be responsible? (Clear written instructions must be provided in advance)

Additional Comments

As the parent/guardian of the participant, under circumstances as stated below, I hereby authorize the Group Organizer to secure such medical advice and treatment as may be deemed necessary for the health and safety of my child,

(Please print participant's full name)

1. Where medical advice has been such that further services are required and such services require the consent of a parent/guardian.
2. Where all reasonable attempts to contact the parent/guardian have failed or where, due to the nature of the emergency, there is insufficient time to contact such parent or guardian.

I understand that costs, caused by accident, over and above those covered by my provincial/territorial health plan may be claimed under the group accident insurance policy covering EXPERIENCES CANADA participants. I also understand that medical treatment and associated costs not caused by Accident are not covered by EXPERIENCES CANADA's accident insurance plan and I accept to secure my own coverage accordingly.



I understand that providing full disclosure of my child's medical/health information will allow for my child to participate in a safe, secure, and inclusive exchange.

Signature of parent/guardian

Date

Name of parent/guardian

**INTERNATIONAL EDUCATIONAL TRIPS
PRELIMINARY APPLICATION
STEP ONE**

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Spencer Date Submitted: Nov 2022
 Principal: Jen Nixon
 Supervisor (Educator in charge): Yvonne Clark
 Destination of Trip: Ecuador + Galapagos Islands
 Departure Date: March 19, 2024 Return Date: March 29, 2024 (Approx)
 Grade level(s): 7-12 No. of students involved: 17-20
 Approx. cost of tour: \$ 5334 Approx. cost to students: \$ 5334
 Transportation: Plane, Bus, Boat
 No. of school days missed (recommend 3 days maximum) —
 Source of Funding: Parents, Fundraising

Accommodation Arrangements: — Billet Hotel/Motel — Camping — Other —

- How has the proposed International Educational Trip been included in the overall plan for the year?

Fits in with Curricular Competencies and
SD62 Strategic Plan

- Unique Risk/Safety Considerations: EF Tours have 24/7 supervision

and access to local offices worldwide. Students
must have appropriate vaccinations and up to date
COVID vaccinations. Must be able to swim.

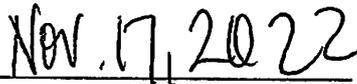
Part B

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

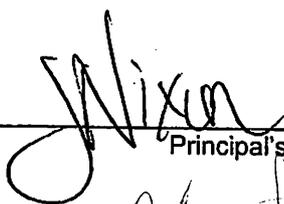
Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.





 Supervisor's Signature / Date

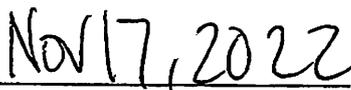
**PERMISSION GRANTED TO PLAN THE PROPOSED
INTERNATIONAL EDUCATIONAL TRIP**



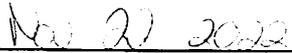
 Principal's Signature



 Associate Superintendent's Signature



 Date



 Date

1.4 (b) Curricular Relevance

Curricular Competencies

Positive Personal and Cultural Identity

- I understand my values are influenced by my life experiences and my choices.
- I understand my identity is shaped by my relationships and cultures

Personal Awareness and Responsibility

- I can advocate for myself and my ideas
- I can make decisions and take steps to support my well-being, including a healthy and balanced lifestyle.

Critical and Reflective Thinking

- I can consider perspectives and implications

Creative Thinking

- I can generate new ideas through explorations and interactions
- I can evaluate my ideas and determine which ones will have the greatest impact

Social Awareness and Responsibility

- I can value diversity and advocate for human rights
- I can develop diverse and intergenerational relationships

Communicating

- I can actively listen, make connections and ask questions

First Peoples Principles of Learning

- Learning is holistic, reflexive, reflective, experiential and relational (focused on connectiveness, on reciprocal relationships, and a sense of place)
- Learning recognized the role of Indigenous Knowledge
- Learning is embedded in memory, history and story

I believe the tour will also address Goal 1 of SD62's Strategic Plan:

Develop and support adaptable learners who are creative, critical and social thinkers with the capacity to be educated citizens.

1.4 (b) Supervision Plan

Ratio of 1 supervisor to 6 students

Yvonne Clarke - Tour Leader

Chaperone – to be determined

Chaperone – to be determined

I have many teachers approach me asking if they can be chaperone. Once the tour is approved, I would like to take some time to consider who I would like to take as a chaperone. Ideally, I would like a male and female chaperone. With extensive experience with out of country school tours (I've been a leader once and chaperone 9 times), it is very important to choose the right chaperone. The chaperone will be a SD62 staff member.

- Do they command respect?
- Understanding, caring, compassionate
- Easy to get along with
- Flexible
- Will students be able to connect with them?
- Able to take direction

Expectation will be clear from the beginning ... I will outline their jobs, roles, and responsibilities – pre-tour, on-tour and post-tour. Also, a variety of "What if" scenarios will be discussed so that the chaperones clearly understand that their number one priority is to ensure that all of the students are safe and well-supervised so that the trip runs smoothly and it is not a free vacation!

The Tour Leader and all chaperones will each carry all of the information they will need to do their job effectively while on tour:

- A package in writing that outlines exactly what my expectation are of them and the trip policies and procedures that we will collectively enforce.
- Emergency contact information, medical info, dietary restrictions, trip information with itinerary etc.

I will be updating my First Aid training in advance of the tour and carry a First Aid kit.

1.4 (c) Fundraising

Most of the funds will come from parents/guardians/students

In the past we have done extensive fundraising to cover supplemental costs such as tips and tour extensions (pizza sales, pop can recycle). We cannot do pizza sales this year as it is an entire school initiative to support all classes. The chaperones and I would be happy to coordinate fundraisers with parents in the community such as pop can recycling and

anything else parents are interested in doing to cover supplemental costs. Personally, I would love to support a student/students with financial hardship through fundraising ... it would, however, be a challenge to choose such the students. I have and continue to take my own students and students who are part of our VIP nature program (many of whom are from families in financial hardship) on day fieldtrips and witness first-hand how the experience has a positive impact on their lives. I can discuss this with my Admin team.

Insurance

It will be mandatory for parents to purchase the Global Protection Plan and medical coverage (just as Belmont did). This will be communicated at the first meeting introducing the tour. This is one of the supplemental fees that it would be nice to fundraise for.

Your Price Quote

Ecosystems of Ecuador

 Prepared For
Yvonne Clarke

 Prepared On
October 21, 2022

 Your Tour Number
2586004MX

 Your Tour Website
www.efours.ca/2586004MX

Total Price

Price valid for travellers enrolled October 21, 2022 - October 31, 2022

Student
\$5,334

or \$321 / 16 mos

Adult
\$5,874

or \$355 / 16 mos

Student Price Breakdown

Program Price	\$5,335
Peace of Mind	FREE
Global Travel Protection Plan	\$199
Early Enrollment Discount	-\$200

For every 6 paying travellers, 1 chaperone travels FREE

Adult supplement required for age 20 and older at the time of travel, roomed in twin accommodation. Students, travelers under age 20, will be roomed in triples or quads.

Program Price valid for today. Program price includes HST/GST where applicable, (domestic tours only), departure taxes, and airport fees. Please call 1-800-387-1460 for more information. To view EF's Booking Conditions, visit efours.ca/bc which outline full price inclusions, payment schedule, cancellation, and refund policies.

² Adult supplement required for age 20 and older at the time of travel, roomed in twin accommodation.

* We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

Travellers may also purchase the Global Travel Protection Plan. Please visit efours.ca/coverage for complete terms, conditions and exclusions by referring to the Chubb Certificate of Insurance. If you are a resident of Quebec, you may only purchase this plan if travelling on an International tour. Please review the Summary prior to purchase.

Itinerary shown is for 2022 travel. Itineraries are subject to change biannually, please call for more details.

EF Educational Tours is registered with TICO (international registration #2395858, domestic registration #50018789) Consumer Protection BC (international registration #73991, domestic registration #73990) and a holder of a Quebec permit with the Office de la protection du consommateur (OPC permit #702732). For residents of Quebec: Effective November 1, 2021, contribution to Travel Agent Compensation Fund (FICAV) of \$3.50 per \$1000 is included in the Program Price. Find out more at ficav.gouv.qc.ca/en.

Your travel details

 Total Length
11 days

 Departing From
Victoria (BC)

 Requested Travel Dates
Tuesday, March 19, 2024 - Friday, March 29, 2024

Your Departure Date Range

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Earliest	Requested	Latest
Sun. Mar. 17	Tue. Mar. 19	Thu. Mar. 21

Everything you get

Tour Inclusion

Round trip economy class flights, hotels with private baths roomed in triples or quads, breakfasts and dinners (see your itinerary for meal details), on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at www.efours.ca/2586004MX.

Full-time Tour Director

Your dedicated Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

Expert Local Guides

Your expert local guides add cultural insight and global perspective on your sightseeing tours.

Personalized Learning Support

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project.

Continuous Support

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travellers to planning and managing your tour.

24-hour Emergency Service

Travellers and their families can count on EF's dedicated emergency service team.

Worldwide Presence

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

Peace of Mind Program

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances.

Your Tour Consultant



Audra Cowe
1-800-387-1460
audra.cowe@ef.com



Tour Itinerary

Ecosystems of Ecuador

11 days

X

- **Day 1: Fly to Ecuador**
Meet your Tour Director at your destination
- **Day 2: Quito • Mindo Cloud Forest**
Take a day trip to the Mindo Cloud Forest
Enjoy a hike through the Cloud Forest
Visit a butterfly garden
- **Day 3: Quito • Baltra Island • Santa Cruz**
Take a guided tour of the Galápagos Islands
Fly to Baltra Island
Visit the Twin Craters and the Lava Tunnels
Visit the Santa Cruz highlands to see wild tortoises
Visit the Charles Darwin Research Station
- **Day 4: Santa Cruz • Isabela Island**
Travel by boat to Isabela Island
Visit Los Humedales and the Wall of Tears
Visit a pink flamingo habitat
Visit a tortoise breeding center
Take a boat excursion to the Tintoreras Lava Islet
Go snorkeling
- **Day 5: Isabela Island • Santa Cruz**
Travel by boat to Santa Cruz Island
Hike to Tortuga Bay
Go swimming at Las Grietas canyon
Visit the Playa de los Alemanes Beach
- **Day 6: Santa Cruz • Baltra Island • Quito**
Fly to Quito
- **Day 7: Quito • Cotopaxi National Park**
Visit Cotopaxi National Park
- **Day 8: Quito • Tena**
Enjoy an Amazon hike
- **Day 9: Tena**
Enjoy a whitewater rafting excursion
- **Day 10: Tena • Quito • Depart for home**
Hike to an indigenous village to immerse yourself in local culture and customs
- **Day 11: Arrive home**



Who we are

For over 50 years, Education First has led the educational travel industry, proudly partnering with schools and educators to transform the way students look at the world—and themselves. Our global presence and focus on safety and stability in times like these are some of the main reasons why schools and parents choose EF. And why we're the world leader in international education.

EF partners with teachers and schools to build diverse international and domestic travel programs that complement school curricula with experiential learning, helping students to gain new perspectives and build skills for the future. We collaborate with educators to create global education programs that broaden students' horizons, bring their classrooms to life, and challenge students to step outside of their comfort zones.

Commitment to Safety

The safety of our travellers always has been and always will be our first priority.

Risk Mitigation

EF's Risk Management Guidelines help our dedicated Safety and Incident Response Team—available 24 hours a day, 365 days a year—anticipate and address on-tour challenges in a flexible and swift way. And our global presence is truly unmatched. We have on-the-ground staff in over 50 countries and close working relationships with Canadian and international authorities, giving us the experience and local knowledge to keep our groups safe. Plus, EF conducts background checks on all adult travellers 20 years and older (at no cost to them or the school district).

Peace of Mind Program

This year made it pretty clear: Travel plans can change in a snap due to unforeseen circumstances. We want you to feel confident in sending students on tour and feel good about the investment they've made—that's why we provide EF's exclusive Peace of Mind Program at no cost to all travellers.

Schools can change current travel dates, work with EF to modify the current tour or find a brand new tour. Additionally, schools can cancel the tour and all travellers will receive a transferable EF Future Travel Voucher for all amounts paid.

Liability Insurance

All school districts, schools, and teachers travelling with EF are automatically insured under EF's \$50 million USD General Liability Policy for third party claims

and legal defense costs related to bodily injury or property damage, regardless of whether or not the tour is affiliated with the school or school district. EF can provide a Certificate of Insurance at the school district's request to show proof of coverage.

EF COVID Care Promise

If any EF customer is diagnosed with COVID-19 while on tour, we'll help facilitate the care and support they need. For specific details on the EF COVID Care Promise, visit eftours.ca/coverage-flexibility

Global Travel Protection Plan

All students are encouraged to purchase the Global Travel Protection Plan offered through Chubb Insurance Company of Canada. This insurance policy protects students in case of a medical emergency while on tour and provides cancellation and interruption coverage at the individual and school board levels.

Cancel For Any Reason

We understand that plans can change due to unforeseen circumstances. This option provides individual travellers with an upgraded level of payment protection to help take the worry out of planning future travel. Individuals can add Cancel for Any Reason Policy to their account up to 30 days after enrolment, allowing them to receive an enhanced refund in the event of cancellation. For specific details visit eftours.ca/coverage-flexibility

Travelling together, safely

As the world opens and we all get ready to travel again, your students' health and safety will continue to be our top priority. We want you to travel confidently, which is why we're taking the steps to help keep our groups as healthy and safe as possible. We're proud to have earned the World Travel & Tourism Council's Safe Travels stamp—the world's first ever global safety and hygiene stamp for Travel & Tourism, designed specifically to address COVID-19 and similar outbreaks.



Global partnerships

We have strong, long-established relationships with some of the largest airline, hotel, and transportation companies, global governmental agencies, and health organizations. These partnerships, along with our leadership roles in major industry organizations, mean that we are actively shaping new worldwide cleanliness and safety standards.



Travel preparation

All travellers and parents will receive information about local COVID-19 guidelines and regulations expected to be in place during their tour.



Traveller health

We have policies in place to support traveller health before and during our tours. Depending on destination guidelines, travellers may be asked to complete a self-administered, pre-departure health screening that could include things like a temperature check to make sure they don't have a fever. On tour, EF groups are covered by our COVID Care Promise. If any EF customer is diagnosed with COVID-19 while on tour, we'll help facilitate the care and support they need.



On-tour experience

We do everything we can to maintain the integrity of our tour experiences, and our travellers' safety comes first. If we need to adjust an itinerary to, say, avoid a crowded location at a peak time or follow local health and safety guidance, we're able to do so quickly and easily. Our on-the-ground presence in the areas where we travel means we're continuously working with our local partners such as tourist sites and restaurants to provide as safe an experience as possible.



Hotels

We partner with hotels that practice enhanced cleaning measures such as frequent cleaning of common areas and thoroughly disinfecting rooms between guests.



Private motor coach

Your private coach will be thoroughly cleaned daily, and high touch areas will be wiped down throughout the day. Our bus drivers will be trained in best practices to provide the safest possible environment.



Hand sanitizer

Hand sanitizer will be provided on buses and at hotels. We also highly recommend travellers bring their own personal hand sanitizer for use throughout the tour.



Tour Director & local staff

All our local staff, including your expert Tour Director, will be ready to explain guidelines in the destinations you are travelling to. Your Tour Director and our Safety and Incident Response team are trained on how to support travellers should you or your students feel ill during your trip.



Looking ahead

As we enhance and innovate on our own health and safety protocols, we'll continue to monitor guidance from the Government of Canada, Public Health Agency of Canada and local and federal authorities worldwide. We will incorporate new procedures where appropriate as part of the comprehensive safety measures that are standard on every EF tour.

Questions?

Call us at 1-800-263-2806

<https://www.eftours.ca/help-centre/policies/coverage-flexibility>

EF's industry-leading safety & coverage programs for 2023 tours and beyond

When you decide to travel with EF, we want you to feel secure in that decision. That's why as the world changes, so do we. Below are a range of policies and programs designed to flex to meet our travelers' specific needs—no matter where they are in the planning process.

Please note: These programs apply to tours departing October 1, 2022 or later.

Lee esta página en español

We're covering:

1. Safety First Program
2. Risk-Free Enrollment Period
3. Individual Coverage
4. Peace of Mind Program
5. Liability Coverage

Safety First Program

Provided to all groups

This program was created to provide the safest possible tour experience for our customers.

EF's unmatched global presence

With 600 schools and offices in 50 countries worldwide, including regional offices dedicated to on-tour support, our global presence is truly unmatched. Our 50,000+ staff and faculty members around the world provide a local presence and are able to react quickly and in person where necessary. Plus, the staff in each office and school are trained to respond to a wide range of emergency situations.

Dedicated Emergency Service and Incident Response Teams

EF's Emergency Service & Support Team is available 24/7 to resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The Emergency Service & Support Team is made up of highly trained, dedicated EF staff based in our Boston, Denver, and Austin offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours. This team also maintains direct communication with our Operations Safety & Incident Response Team to jointly solve issues as needed.

Background checks on adult travelers

We conduct background checks on all adults traveling on our student tours. This is meant to help provide a safer tour experience for all travelers, and is a similar process to what many school

districts implement for adults who volunteer in schools or chaperone school activities. Background checks take place through a secure process that is meant to specifically identify individuals who could present a risk to student travelers while on tour.

Risk-Free Enrollment Period

New travelers who enroll no later than November 1, 2022 can cancel for any reason up to 14 days after enrollment for a full refund of 100% of the money paid to EF. To be eligible, the traveler must enroll on a tour at least 110 days prior to the scheduled departure date. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of program enrollment and must remain either paid in full or enrolled in our Automatic Payment Plan and in good financial standing at the time of cancellation to remain eligible.

Individual Coverage

Travelers can choose to enroll in one of the Global Travel Protection plans, both of which are designed specifically with EF travelers in mind. These affordable plans provide pre-departure and on-tour benefits, including medical expense coverage that may apply on tour and tour cancellation for the stated reasons below. Please read on for additional coverage details, as well as deadlines to purchase each Global Travel Protection plan.

	 GLOBAL TRAVEL PROTECTION	 GLOBAL TRAVEL PROTECTION PLUS
COVERAGE		
Program cancellation	For any reason up to 60 days prior to departure	Any reason up to 24 hours prior to departure
Program interruption	✓	✓
Illness & accident	✓	✓
Baggage & property	✓	✓
Flight delay	✓	✓
Emergency evacuation	✓	✓

Global Travel Protection Plan

Available to all travelers

Cost: \$190*

Can be added from the time of enrollment up until 45 days before departure. To purchase this plan, log in to your EF account [here](#).

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for the stated reasons below.

Trip Cancellation coverage

This plan includes Trip Cancellation coverage. If a traveler needs to cancel a trip due to reasons specified in the plan, this reimburses non-refundable pre-paid payments.

Illness and accident coverage

Provides benefits related to hospital bills, doctors' fees, and medical transportation associated with on-tour illnesses or injuries, as well as travel and accommodation expenses for a family member to be with your child while hospitalized in the event of a life-threatening illness.

Trip Interruption coverage

This plan includes Trip Interruption coverage. If a traveler needs to interrupt a tour due to serious injury or illness, this provides a benefit.

Protection for your belongings

Coverage for baggage in cases of theft or delay.

Trip delay coverage

Coverage for expenses due to trip delays (lodging, food, and other reasonable expenses plus limited reimbursement of unused, forfeited, prepaid non-refundable payments for travel arrangements).

Emergency evacuation coverages

This plan includes coverages that can provide a benefit in the unlikely event a traveler should need to return home unexpectedly due to a natural disaster or unrest.

Nonrefundable fees are outlined in EF's Booking Conditions.

The Global Travel Protection plan includes insured components that are underwritten by US Fire Insurance Company and cancellation fee waivers provided by EF Educational Tours. You can find further details of the policy, coverage limits, and exclusions [here](#).

**\$190 is the current cost for tours departing on or after October 1, 2023.*

Global Travel Protection Plus Plan

Available to all travelers

Cost: \$490*

The Global Travel Protection Plus plan must be purchased when you book your tour. To purchase this plan, please call 800-665-5364 to speak with one of our Traveler Support Specialists.

Cancel for Any Reason**

The Global Travel Protection Plus plan provides a refund of the Program Price (minus the cost of the plan and other non-refundable fees) if your child needs to cancel their tour up to 24 hours prior to departure for any reason.

Trip Cancellation coverage

This plan includes Trip Cancellation coverage. If a traveler needs to cancel a trip due to reasons specified in the plan, this reimburses non-refundable pre-paid payments.

Illness and accident coverage

Provides benefits related to hospital bills, doctors' fees, and medical transportation associated with on-tour illnesses or injuries, as well as travel and accommodation expenses for a family member to be with your child while hospitalized in the event of a life-threatening illness. Subject to policy limits and exclusions.

Trip Interruption coverage

This plan includes Trip Interruption coverage. If a traveler needs to interrupt a tour due to serious injury or illness, this provides a benefit.

Protection for your belongings

Coverage for baggage in cases of theft or delay.

Trip delay coverage

Coverage for expenses due to trip delays (lodging, food, and other reasonable expenses plus limited reimbursement of unused, forfeited, prepaid non-refundable payments for travel arrangements).

Emergency evacuation coverages

This plan includes coverages that can provide a benefit in the unlikely event a traveler should need to return home unexpectedly due to a natural disaster or unrest.

Nonrefundable fees are outlined in EF's Booking Conditions.

**\$490 is the current cost for tours departing on or after October 1, 2023.*

*** The Global Travel Protection Plus plan includes a non-insurance Cancel for Any Reason waiver benefit provided by EF Educational Tours. The non-insurance Cancel for Any Reason waiver benefit provided by EF Educational Tours provides a cash refund for trip costs paid to EF Educational Tours for cancellation prior to departure. For plans issued in New York, customers can purchase the non-insurance Cancel for Any Reason waiver separately from the rest of the travel protection plan. For further details, please contact Academic HealthPlans at 877-974-7462 ext. 321.*

For additional details regarding the insurance components of this plan, underwritten by US Fire Insurance Company, including coverage limits and a full list of exclusions, please visit this page.

Peace of Mind Program

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides an exclusive Peace of Mind program to account for such situations. This program is automatically included for all travelers and can be enacted at the group level for any reason, including terrorism, pandemics, or other world events.

Your Group Leader may choose from the following options:

45 days or more prior to departure:

- Work with EF to modify your group's current tour itinerary and dates, or find a new tour and apply all money paid to the new tour
- Cancel your tour and all travelers will receive a transferable Future Travel Voucher in the amount of all monies paid for the original tour, less the cost of any purchased Travel Protection plan
- Cancel your tour with applicable fees under the Standard Cancellation Policy

44 days or less prior to departure:

- If any location(s) included in the group's itinerary is newly designated as a Travel Advisory Level 4 by the U.S. Department of State; or a U.S. federal or state governmental authority has newly imposed a travel ban to your destination, or newly issued an order requiring a self-quarantine for travelers in your group upon arrival to a location on your itinerary or upon return home from a location on your group's itinerary; your Group Leader or the individual traveler will have the same Peace of Mind options set forth above.

Terms & Conditions

Benefits of the Peace of Mind program are only available to the entire group and not to individual travelers unless specifically indicated. Travelers missing any payment deadlines must pay any incurred late fees to qualify for this program.

Revised tours must depart within one year of the original tour. If the revised tour has a higher price than the original tour, travelers will be required to pay the difference as a condition of traveling on the revised tour. If EF cannot accommodate a revised tour request and/or the group decides not to travel on the original tour, then the group may opt for future travel vouchers. If the group does not travel on the original tour, travel on a revised tour, or receive a Future Travel Voucher, standard cancellation fees will apply.

Travelers canceling from a revised tour will be charged a cancellation fee based on the date that the original tour was revised or the date of cancellation from the revised tour, whichever is higher. EF will make every effort to accommodate revised tour requests.

Future Travel Vouchers are valid up to 25 months from the month of the original tour's scheduled departure. Future Travel Vouchers are transferrable at the face value of the voucher to members of the traveler's immediate family or school community. The Future Travel Voucher is not a merchandise credit or a gift certificate and may not be redeemed for cash unless specifically noted on the voucher. Travelers who had booked their program by redeeming a previously issued Future Travel Voucher may have different terms and options available to them based on the originally issued voucher terms.

EF COVID Care Promise
Provided to all groups

If a traveler is diagnosed with COVID-19 while on tour, EF will provide or arrange for the following, consistent with local requirements, at no additional expense to the traveler throughout the duration of any on-tour quarantine period:

- Lodging and meals
- EF representatives available to support the traveler and to coordinate with local authorities on their behalf where necessary
- Assistance connecting with local health care providers
- Translation services
- Communication between the traveler and the traveler's family back home
- EF-arranged flights home, based on existing itinerary, for the traveler once cleared to return
- If the diagnosed traveler is a minor, flights for their parent or guardian to join them at the tour location

If a traveler or group is not diagnosed with, yet is required to quarantine on account of, COVID-19 while on tour, EF will provide or arrange for the following, consistent with local requirements, at no additional expense to the travelers throughout the duration of any on-tour quarantine period:

- Lodging and meals
- EF representatives available to support the traveler or group and to coordinate with local authorities on their behalf where necessary
- Assistance connecting with local health care providers
- Translation services
- Communication between the traveler or group and their family back home
- EF-arranged flights home for the traveler or group once cleared to return

The COVID Care Promise applies to tours departing on September 30, 2023 or earlier.

General Liability Coverage

Provided to all Group Leaders and Schools

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our \$50 million General Liability Policy, whether or not the tour is considered a school event. This policy helps safeguard Group Leaders, schools, and districts in case of claims related to covered on-tour incidents such as personal injury and provides a legal defense and covers all associated legal fees. Policy terms, conditions, and exclusions apply.

INTERNATIONAL EDUCATIONAL TRIPS
PRELIMINARY APPLICATION
STEP ONE

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bay Date Submitted: Oct. 18 2022

Principal: Mike Hutch

Supervisor (Educator in charge): Lucas Mackie!

Destination of Trip: Sisters Oregon

Departure Date: May 5 Return Date: May 8

Grade level(s): 9-10 No. of students involved: 20-24

Approx. cost of tour: \$ _____ Approx. cost to students: \$ 250-300

Transportation: BC Ferry, Charter Bus.

No. of school days missed (recommend 3 days maximum) 2

Source of Funding: Fundraising + family.

Accommodation Arrangements: Billet Hotel/Motel Camping Other

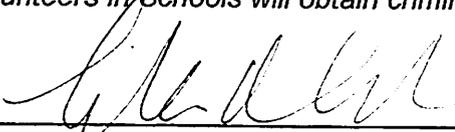
- How has the proposed International Educational Trip been included in the overall plan for the year?
 This trip, students will miss 2 days of school, using the weekend to play. Although extra-curricular, it does have a curricular element to it, due to the students being enrolled in lacrosse academy. This event is used to teach grade 9/10's how to travel + compete in USA.
- Unique Risk/Safety Considerations: Lacrosse is a contact sport that can have bruises, bumps + broken bones. Students must show physical evidence of their medical/travel insurance.

Part B

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.



 Supervisor's Signature

Oct. 19 2022

 Date

PERMISSION GRANTED TO PLAN THE PROPOSED INTERNATIONAL EDUCATIONAL TRIP



 Principal's Signature

OCT 19 2022

 Date



 Associate Superintendent's Signature

Nov. 6 / 22

 Date

STEP 1 – PART B**1. Educational objectives/purpose of the trip.**

- Purpose of the extracurricular trip is to take a grade 9/10 team to Sisters, Oregon for a lacrosse tournament. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the grade 9 and 10 students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching the grade 9 students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during “free time”. Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

2. Proposed itinerary – please see last pages.**3. Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.**

****Families will need to provide physical evidence of...**

- trip cancelation insurance
- trip medical insurance
- covid-19 vaccine proof (if required)
- 2 copies of student pass port (1 for the school and 1 for Lucas to have on the trip)

4. Supervisors.

- Lucas MacNeil (staff),
- Adrian Sorchetti (coach),
- Armaan Sohi (coach)
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

5. Travel Insurance

- Families will be informed that they MUST have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur. Because we are driving over the border, we can still have the opportunity to get home via Black Ball Ferry Line, or Anacortes Ferry Terminal.

6. Pertinent information.

- We have been to this event once before. It is a great event for students to spend time together on the bus to build a positive/inclusive culture.
- Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.

7. All students will sign trip waivers promising to be good citizens as they are ambassadors of the school and school district. Students may be returned home with notification to the parents if the student compromises safety to self or others and does not follow expectations. In addition, if a student has to return home, parent/guardians will be responsible for the travel costs for both the child and the supervisor accompanying them. That said, cancelation insurance will be the responsibility of the parent/guardian. Trips can be cancelled or postponed and the cost will **not** be covered by the school district. Families are responsible for trip cancellation insurance as well as medical insurance. **THIS WILL BE DISCUSSED WITH THE PARENTS.**
8. All tournaments have waivers where it requires the participant to sign as a condition to participate. However, because it is mandatory that parents **MUST** have medical and cancelation insurance before travelling, this ensures that their child will be taken care of in case of a medical emergency.

Field Trip Itinerary – Sisters Oregon Tournament

Estimated times

Friday May 5 2023

- 6:20 am. Students will meet at BC Walk on Ferry Terminal - Swartz Bay
- 7 am. Coaches and Students will board the ferry to Vancouver, Tsawwassen Terminal as walk ons.
- 8:45 am. Coaches and students will walk off the ferry and pick up their baggage.
- 9 am. Group will board charter bus which will take us to Sisters.
- 1 pm – Stop for 10 minutes to stretch and walk around
- 3:30 pm. – Arrive @ Woodburn Premium Outlets for an hour to shop and eat quickly
- Woodburn Premium Outlets, 1001 N Arney Rd, Woodburn, OR 97071, USA
- 4:30 pm – Leave Woodburn Shopping Centre
- 6:30 pm – Arrive at Sisters Inn and Suites
- 10:15 pm. Student's rooms will be checked for curfew.

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

Saturday May 6, 2022

- 7:30 am. Wake up.
- 7:45 am. Go for breakfast.
- 8:45 am. Leave hotel to go to lacrosse fields. Will spend most of the day at the field where there will be food vendors. The hotel is .7 of a mile from the field so we will walk.
- BOYS PLAY between 10 and 4pm
- If needed, parent drivers driver can head back to the hotel with a chaperone and group of students if they need to get food.
- 6:00 pm. If done games, we will go for team dinner.

*Games can potentially go until 9 pm at night. If so, we will arrange for students to get food and stay dry if raining. Shuttles can be arranged for students to go back to hotel if needed with myself or Mason Pynn.

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

Sunday May 7, 2022

- 8:00 am. Wake up.
- 8:20 am. Go for breakfast.
- 9:45 am. Leave hotel to go to lacrosse fields. Will spend most of the day at the field where there will be food vendors. The hotel is .7 of a mile from the field so we will walk.
- BOYS PLAY between 9 and 3
- If needed, parent drivers driver can head back to the hotel with a chaperone and group of students if they need to get food.
- 6:00 pm. If done games, we will go for team dinner.

*Games can potentially go until 9 pm at night. If so, we will arrange for students to get food and stay dry if raining. Shuttles can be arranged for students to go back to hotel if needed with myself or Mason Pynn.

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

Monday May 8th 2018

- 7:00 am Wake up
- 8:00 am check out and leave hotel for home
- 11 am Stop off at Nike Outlet centre in Portland
- 7 or 9 pm catch the ferry back to Victoria.
- 8:30 or 10:30 arrive to Swartz Bay ferry terminal where students will be picked up by parents.

Supplies and Equipment for Staff to Bring

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

APPENDICE**International Educational Trips****1. Pre-Trip Review**

- 1.1 Not less than one month prior to departure on an Out of Province Educational Trip, the sponsor teacher will meet with the Principal to review and revise, as appropriate:
- a. the critical incident plan to deal with health, financial or discipline emergencies, that includes a telephone tree and arrangements for two-way communication.
 - b. the supervision plan.
 - c. the list of student participants and volunteers.
 - d. the detailed itinerary.
 - e. the general state of readiness and preparedness for the trip.

2. Documentation

- 2.1 Prior to embarking upon the International Educational Trip, the sponsor teacher will provide the school administration a copy of all relevant documents for the trip (the "Trip File"), and specifically:
- a. a list of all participants and volunteers, with medical and emergency contact information.
 - b. a copy of the informed consent form signed by the parent/guardian of each participating student.
 - c. a detailed itinerary, including transportation arrangements, accommodation, activities, with contact numbers and addresses.
 - d. emergency contact numbers for sponsor teacher and supervisors.
 - e. a copy of each student's valid passport and, if necessary, travel visa.
 - f. information about travel insurance and alternate destination planning.
- 2.2 A copy of the Trip File will be kept by the Principal and provided to the Associate Superintendent at least one week prior to the departure of the trip.

3. Health and Safety

- 3.1 All participants on an International Educational Trip, including students, volunteers and the sponsor teacher, must provide confirmation of adequate health and hospital insurance coverage prior to departure.
- 3.2 All participants on an International Educational Trip must provide the sponsor teacher with information concerning any known medical or health condition that may require emergency attention on the trip.
- 3.3 The sponsor teacher must carry with them on the trip a copy of the relevant health information for students, including emergency contact information for parents/guardians and school district administration.

**INTERNATIONAL EDUCATIONAL TRIPS
PRELIMINARY APPLICATION
STEP ONE**

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bay Date Submitted: Nov, 2, 2022

Principal: Mike Huck

Supervisor (Educator in charge): Ray Barkwell

Destination of Trip: Sister, Oregon

Departure Date: May 5 Return Date: May 8

Grade level(s): 9-12 No. of students involved: 20-24

Approx. cost of tour: \$ _____ Approx. cost to students: \$ 350-450

Transportation: BC Ferry & Charter Bus.

No. of school days missed (recommend 3 days maximum) _____

Source of Funding: PERSONAL, FUNDRAISING FAMILY

Accommodation Arrangements: _____ Billet Hotel/Motel _____ Camping _____ Other _____

- How has the proposed International Educational Trip been included in the overall plan for the year?

THE TRIP WILL REQUIRE STUDENTS TO MISS TWO DAY OF INSTRUCTION. THIS IS A EXTRA CURRICULAR AND CURRICULAR. STUDENTS WILL LEARN HOW TO TRAVEL AS A TEAM AND TO PURSUE THEIR LINKS FROM CLASSES IN A PRESSURE SPORTING EVENT, AND ENVIRONMENT.

- Unique Risk/Safety Considerations: _____

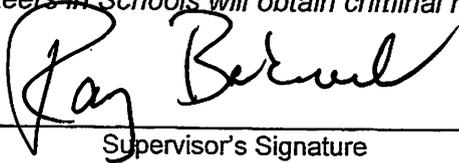
GOLF/ACCROSS, IS A LOW CONTACT SPORT, BUT DOESN'T EXCLUDE LOW RISK INJURIES LIKE, SPRAINS, BRUISING OR MUSCLE FATIGUE. STUDENTS MUST PROVIDE TRAVEL INSURANCE IN A PHYSICAL FORM TO PARTICIPATE.

Part B

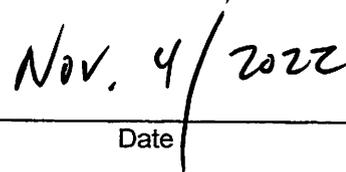
Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.



Supervisor's Signature

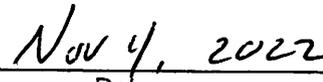


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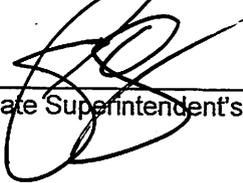
**PERMISSION GRANTED TO PLAN THE PROPOSED
INTERNATIONAL EDUCATIONAL TRIP**



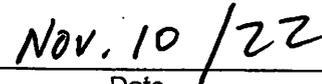
Principal's Signature



Date



Associate Superintendent's Signature



Date

STEP 1 – PART B**1. Educational objectives/purpose of the trip.**

- Purpose of the extracurricular trip is to take a grade 9-12 team to Sisters, Oregon for a lacrosse tournament. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/performance their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching the students how to travel appropriately within a group, during a school-sanctioned event. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during "free time". Students will be spending most of their time either at the playing fields or the hotel. We may go for a team dinner if the restaurant allows large groups.

2. Proposed itinerary – please see the last pages.**3. Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.**

**Families will need to provide physical evidence of...

- trip cancellation insurance ✓
- trip medical insurance ✓
- covid-19 vaccine proof (if required) ✓
- 2 copies of student passport (1 for the school and 1 for Raymond to have on the trip) ✓

4. Supervisors.

- Raymond Barkwill (staff),
- Brittani Chiasson (coach), *Mike Huck (staff)*
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

5. Travel Insurance

- Families will be informed that they MUST have trip cancellation insurance and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip. ✓
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur. Because we are driving over the border, we can still have the opportunity to get home via Black Ball Ferry Line, or Anacortes Ferry Terminal.

6. Pertinent information.

- We have been to this event once before. It is a great event for students to spend time together on the bus to build a positive/inclusive culture. ✓
- Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home. ✓

7. All students will sign trip waivers promising to be good citizens as they are ambassadors of the school and school district. Students may be returned home with notification to the parents if the student compromises the safety of themselves or others and does not follow expectations. In addition, if a student must return home, parents/guardians will be responsible for the travel costs for both the child and the supervisor accompanying them. That said, cancellation insurance will be the responsibility of the parent/guardian. Trips can be cancelled or postponed and the cost will not be covered by the school district. Families are responsible for trip cancellation insurance as well as medical insurance. THIS WILL BE DISCUSSED WITH THE PARENTS.

8. All tournaments have waivers where it requires the participant to sign as a condition to participate. However, because it is mandatory that parents MUST have medical and cancellation insurance before travelling, this ensures that their child will be taken care of in case of a medical emergency.

Field Trip Itinerary - Sisters Oregon Tournament

Estimated times

Friday May 5 2023

6:20 am. Students will meet at BC Walk on Ferry Terminal - Swartz Bay

7 am. Coaches and Students will board the ferry to Vancouver, Tsawwassen Terminal as walk ons.

8:45 am. Coaches and students will walk off the ferry and pick up their baggage.

9 am. Group will board charter bus which will take us to Sisters.

1 pm – Stop for 10 minutes to stretch and walk around

3:30 pm. – Arrive @ Woodburn Premium Outlets for an hour to shop and eat quickly

- Woodburn Premium Outlets, 1001 N Arney Rd, Woodburn, OR 97071, USA

4:30 pm – Leave Woodburn Shopping Centre

6:30 pm – Arrive at Sisters Inn and Suites

9:45 pm. Student's rooms will be checked for curfew.

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

Saturday May 6, 2023

7:30 am. Wake up.

7:45 am. Go for breakfast.

8:45 am. Leave hotel to go to lacrosse fields. Will spend most of the day at the field where there will be food vendors. The hotel is .7 of a mile from the field so we will walk.

GIRLS PLAY between 10 and 4pm

If needed, parent drivers driver can head back to the hotel with a chaperone and group of students if they need to get food.

6:00 pm. If done games, we will go for team dinner.

*Games can potentially go until 9 pm at night. If so, we will arrange for students to get food and stay dry if raining. Shuttles can be arranged for students to go back to hotel if needed with myself or Mason Pynn.

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

Sunday May 7, 2023

8:00 am. Wake up.

8:20 am. Go for breakfast.

9:45 am. Leave hotel to go to lacrosse fields. Will spend most of the day at the field where there will be food vendors. The hotel is .7 of a mile from the field so we will walk.

GIRLS PLAY between 9 and 3

If needed, parent drivers driver can head back to the hotel with a chaperone and group of students if they need to get food.

6:00 pm. If done games, we will go for team dinner.

*Games can potentially go until 9 pm at night. If so, we will arrange for students to get food and stay dry if raining. Shuttles can be arranged for students to go back to hotel if needed with myself or Brittani Chiasson.

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

Monday May 8th 2023

7:00 am Wake up

8:00 am check out and leave hotel for home

11 am Stop off at Nike Outlet centre in Portland

7 or 9 pm catch the ferry back to Victoria.

8:30 or 10:30 arrive to Swartz Bay ferry terminal where students will be picked up by parents.

Supplies and Equipment for Staff to Bring

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

**INTERNATIONAL EDUCATIONAL TRIPS
PRELIMINARY APPLICATION
STEP ONE**

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bank Date Submitted: Oct. 19, 2022

Principal: Mike Hick

Supervisor (Educator in charge): Lucas MacNeil

Destination of Trip: Denver, Colorado

Departure Date: June 15 2023 Return Date: June 19 2023

Grade level(s): 9-12 No. of students involved: 40-43

Approx. cost of tour: \$ 60,000 Approx. cost to students: \$ 1300-1500

Transportation: Flight + rental van

No. of school days missed (recommend 3 days maximum) 3

Source of Funding: Academy fundraising + families

Accommodation Arrangements: Billet Hotel/Motel Camping Other

- How has the proposed International Educational Trip been included in the overall plan for the year?
The students will miss 3 days of school & will be given time when back to catch up on studies. The tourney is extra-curricular, but the students, being enrolled in lax academy class will use this event to show their development. This is the final event of the year.
- Unique Risk/Safety Considerations: lacrosse is a sport that can have bruises, bumps & broken bones. Students must provide medical travel insurance.

Part B

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.



 Supervisor's Signature

OCT. 19 2022

 Date

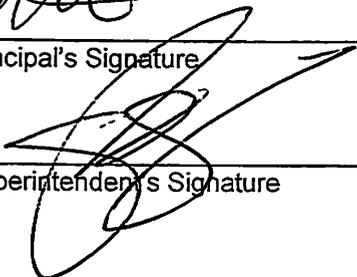
PERMISSION GRANTED TO PLAN THE PROPOSED INTERNATIONAL EDUCATIONAL TRIP



 Principal's Signature

OCT 19 2022

 Date



 Associate Superintendent's Signature

Nov. 6/22

 Date

STEP 1 – PART B**1. Educational objectives/purpose of the trip.**

- Purpose of the extracurricular trip is to take 2 teams (40-43 students, grades 9-12) to Denver for a lacrosse tournament that will have several colleges looking for future student athletes. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/preform their full year development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching students how to travel appropriately within a group, during a school sanctioned event. Students will also be showing what they have learned from class all year. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during “free time”. Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

2. Proposed itinerary – please see last pages.**3. Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.****4. Supervisors.**

- Lucas MacNeil (staff),
- Adrian Sorchetti (coach), or Armaan Sohi (coach)
- Sean Knoles (parent Volunteer),
- Wayne Kelly (district principal),
- Jenn Lowe (parent)
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

5. Travel Insurance

****Families will need to provide physical evidence of...**

- trip cancelation insurance
- trip medical insurance
- covid-19 vaccine proof (if required)
- 2 copies of student pass port (1 for the school and 1 for Lucas to have on the trip)
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur to determine our path home.

6. Pertinent information.

- I have been to this event several times. It is a great event for students to play and perform against several other programs in North America. Coming from this, students build an positive/inclusive culture after travelling and playing amongst their peers.
- Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.

7. All students will sign trip waivers promising to be good citizens as they are ambassadors of the school and school district. Students may be returned home with notification to the parents if the student compromises safety to self or others and does not follow expectations. In addition, if a student has to return home, parent/guardians will be responsible for the travel costs for both the child and the supervisor accompanying them. That said, cancelation insurance will be the responsibility of the parent/guardian. Trips can be cancelled or postponed and the cost will **not** be covered by the school district. Families are responsible for trip cancellation insurance as well as medical insurance. **THIS WILL BE DISCUSSED WITH THE PARENTS.**
8. All tournaments have waivers where it requires the participant to sign as a condition to participate. However, because it is mandatory that parents **MUST** have medical and cancelation insurance before travelling, this ensures that their child will be taken care of in case of a medical emergency.

Denver, June 2023 Field Trip Itinerary

Estimated times

Thursday June 15th, 2023

4 am. Students will check in at Victoria Air Port, Coaches and chaperones take attendance and check in.

5:30 am. Take off for Seattle. Flight AS2353 with Alaska. Take attendance before boarding.

6:18 am Land in Seattle and go through customs, together.

9:35 am take off for Denver. Flight AS0674 with Alaska. Take attendance before boarding.

1:20 pm Land in Denver. Collect bags together and wait for shuttle bus to Budget Rental.

3:30 pm Leave Budget Rental with 4 vans. 40 students and 4 adults and drivers.

4:15 pm – Check into Hotel – TBD _____

6 pm. Dinner @ North Field Shopping Center

7:30 pm. Students will be taken to Target store for snacks and water

10:15 pm. Student's rooms will be checked for curfew.

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

Friday June 16th, 2023

9:00 am. Wake up

9:30 am. Breakfast @ hotel, or students can eat breakfast from the groceries.

11:00 am. Leave hotel to go to lacrosse fields for practise @ Dicks Sporting Good's Field

1:00 pm. Team lunch at North Field Shopping Center. Return to hotel when done.

2:30 pm. Study session for those who have work or finals. 1.5 hours

5:30 pm. Games can start at Dicks sporting goods field – may be later game but guaranteed we play Friday evening. Will leave the hotel an hour before the game starts.

10 pm. Lights out and room checks.

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

Saturday June 17th, 2023

Pending on game time, we will be up 2 hours before start time.

9:00 am Wake up and go for breakfast.

9:45 am breakfast

Games will run all day. We will stick together at the fields or back to the hotel with supervision.

Lunch and dinner will be bought at the fields from the vendors, as games that day will be from morning to evening.

Sunday June 18th, 2023

Pending on game time, we will be up 2 hours before start time.

9:00 am Wake up and go for breakfast.

9:45 am breakfast

Games will run all day. We will stick together at the fields or back to the hotel with supervision.

Lunch and dinner will be bought at the fields from the vendors, as games that day will be from morning to evening.

If given the opportunity, we will organize a team dinner Sunday evening depending on final game time.

**Before bed, rooms will be cleaned and bags packed to make the morning easier.

Monday, June 19th, 2023

5 am – Wake up

5:30 am leave hotel to return rentals at Budget Rental. Attendance taken by coaches and chaperones.

6:00 am - Check in for Flights at Denver International. Attendance taken by coaches and chaperones.

8:10 am – Flight leaves Denver for Seattle. Flight AS1173 with Alaska. Take attendance before boarding.

10:09 am – Land in Seattle.

11:35 am – Leave Seattle for Victoria. Flight AS2384 with Alaska. Take attendance before boarding.

12:29 pm – Land in Victoria and go through customs.

1 pm – Students head home with parents form airport.

Supplies and Equipment for Staff to Bring

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

Oct 25, 2022

Dear Members of the Board,

Please find attached our application for preapproval for a trip to Belize in March 2024. Although it seems very far in the future, we are eager to get the process started so that we may make the trip as inclusive as possible. More lead time means more time for families to save and more time to run fundraisers to allow more students to attend. Lindsay Lockhart (IE) has expressed that some students on her case load would benefit on so many levels from a trip like this but fundraising will be key for their participation. We hope that you will appreciate the desire to get started as soon as possible in the planning process and consider the application as soon as possible so that if needed, we may make amendments to the application to suit the board's concerns.

We have held 2 student meetings thus far and have about 45 students interested in receiving more information. We have a parent meeting scheduled on Tues Nov. 8, 6:30 pm at RBSS LC, to provide a few more details and to answer questions from the parents. We are hoping that soon after this meeting, EF Tours will be able to start taking deposits on the trip and students will be able to enrol. We understand that we cannot start that deposit process until we receive board approval and so we hope to receive an answer quickly.

Thank you for your consideration and we look forward to representing SD 62 and Royal Bay on an international trip.

Respectfully,

A handwritten signature in black ink, appearing to read 'L. Funk', with a stylized flourish at the end.

Linda Funk
Teacher / Trip Supervisor

APPENDIX D

School District #62 (Sooke)

**MODERATE RISK FIELD TRIP APPROVAL FORM
FOR OVERNIGHT OUT-OF-PROVINCE/WITHIN CANADA 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: Linda Funk / Stephanie Vink.
 School: Royal Bay
 Date of Application: Oct 25/22 Date(s) of Field Trip: Mar 19-28 2024
 Purpose/Activities: Natural History Exploration, Snorkeling, Cultural Exploration.
 Number of Students: 30 Grade(s): 10-12 Male Female Other unknown
 Number of Supervisors/Chaperones: 4-6 Male 1-2 Female 3-4 Other
 Times & Locations (When & Where?):
Belize - Belize City, Cayo Region, Ambergris Caye
Mar 2024 (approx Mar 19 departure - date TBD)
 Method(s) of Transportation: plane, bus/coach
 Costs: \$400/student Source of Funds: student funded, fundraisers.
 I have read School District #62 Field Trip Policy C-329.
 Planned by: [Signature] Leader's signature Approved by: [Signature] Principal's Signature
 Date: Oct 26 / 2022

**INTERNATIONAL EDUCATIONAL TRIPS
PRELIMINARY APPLICATION
STEP ONE**

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Ecole Royal Bay Secondary Date Submitted: Oct. 25/22
 Principal: Mike Huckl.
 Supervisor (Educator in charge): Linda Funk
 Destination of Trip: Belize (Belize City, Cayo Region, Ambergris Caye)
 Departure Date: Mar 19 2024 Return Date: Mar. 26 2024
 Grade level(s): 10-12 No. of students involved: ~30
 Approx. cost of tour: \$ N/A. Approx. cost to students: \$ 4200
 Transportation: air + coach
 No. of school days missed (recommend 3 days maximum) none.
 Source of Funding: student/family funded, fundraisers.

Accommodation Arrangements: Billet Hotel/Motel Camping Other

- How has the proposed International Educational Trip been included in the overall plan for the year?

Takes place during Spring Break.
Trip involves a variety of students and grades
and is intended to provide a general, not course specific purpose.

- Unique Risk/Safety Considerations: All activities are low-moderate risk. Some risk w/ ziplining, snorkeling or other water activities.

Part B

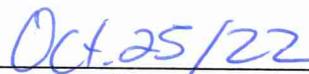
Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.



Supervisor's Signature

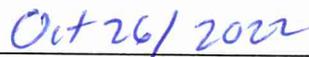


Date

**PERMISSION GRANTED TO PLAN THE PROPOSED
INTERNATIONAL EDUCATIONAL TRIP**



Principal's Signature



Date

Associate Superintendent's Signature

Date

Ecole Royal Bay Secondary Proposed Belize Trip Spring Break 2024

Linda Funk - Teacher Supervisor

Stephanie Vink - Teacher Supervisor

1. Educational purpose - We believe that providing opportunities for travel to expose students to other cultures and worldviews is always a valuable experience. Since we are both Biology teachers, this trip is focused on the natural history of Belize and gives lots of opportunities in jungles, museums, zoos and coral reefs to explore very different ecosystems; a slightly different experience than the typical language trips that have been offered in the past. There is still a cultural component to the trip to provide context and history to the experiences. Some of the trip will include exploring ruins and artifacts from another indigenous culture (Mayan) that will provide students with a wider worldview so they will be better able to appreciate different Indigenous cultures.
2. Itinerary - see attached.
3. Method of financing - The trip is organized through EF Tours. The trip will be entirely student funded and there will be student-led fundraising opportunities if the students are interested. No money is collected by the school, it goes directly to EF Tours from the families.
4. Supervision plans - Our supervision ratio is planned to be 1 adult: 6 students, possibly up to 1:8 depending on exact number of attendees with a mix of male and female supervisors to approximately match the ratio of students. We will be recruiting a supervisor that has Life Guard or similar first aid certification to help make the water activities safer.
5.
 - a. Travel Insurance - EF provides comprehensive and complete travel insurance - we will be making this mandatory for this trip. (A copy of the EF policies is attached)
 - b. Alternate Destination - If a change needed to be made to the destination, EF would decide on a similar destination that they could accommodate us in (ex. other sites in Belize, or another country Costa Rica, Panama etc if necessary and enough notice). There should be zero or minimal financial impact on participants in this case. Their network and experience means that they have come across these situations before and have the resources to adapt quickly and safely for all those involved. We can provide more detailed information on this if requested.
6. Other pertinent information - Corey Vink, teacher at EMCS is planning a trip to join us with EMCS students.

Hi Linda! Here's an outline of the itinerary you selected. I'll keep you posted as details like flights and hotels are confirmed.



Andra Cove

 **GET IN TOUCH**

Travel dates

2024

MAR 17 Earliest departure	MAR 19 – MAR 26 Requested dates	MAR 28 Latest return
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Departing from

Victoria (BC)

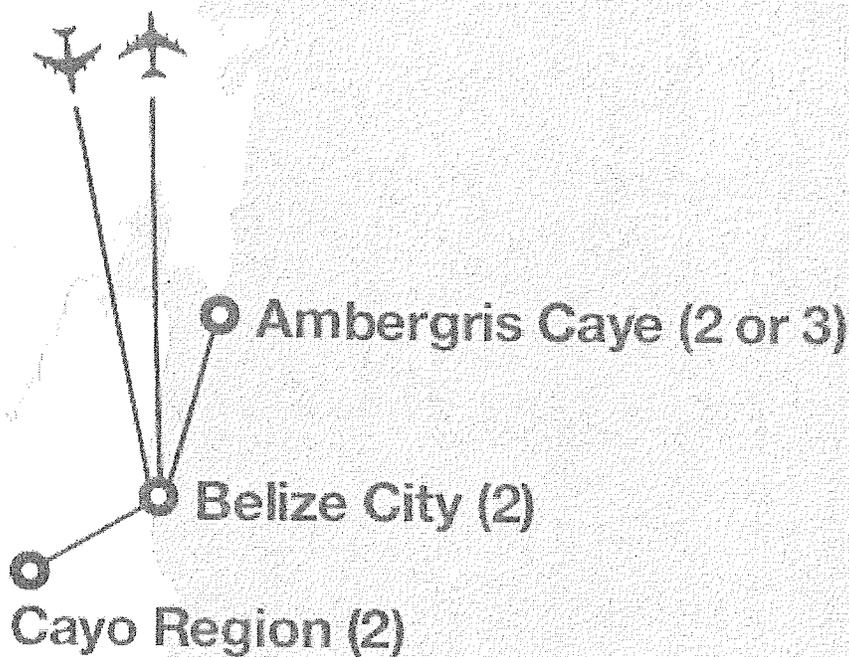
Requests

Departure Date Range: March 17, 2024 - March 21, 2024

Flights & Hotels

We'll post details here as soon as they're available.





DAY 1

Fly to Belize



Meet your Tour Director at your destination

Day 2

Travel by boat to the New River Lagoon

Visit the Old Sugar Mill

Take an expertly guided tour of the Lamanai Ruins

Lunch in Lamanai

Day 3

Enjoy cave tubing

Experience the thrill of a ziplining adventure through the Belizean canopy (*Participants must weigh less than 275 lbs*)

Learn how to survive in the wild at a guided jungle survival experience

Lunch in Cave Branch Outpost

Travel by ferry to the Xunantunich Ruins

Visit the Xunantunich Ruins

Visit a local school

Visit the Chaa Creek Natural History Museum



Jungle night hike

rainforest.

Meet some of Belize's nocturnal creatures—including ocelots, howler monkeys, kinkajous, and more—during a nighttime nature walk through the Cayo region's

Visit the Belize Zoo

Lunch stop in Belize City

Travel by water taxi to Ambergris Caye

Snorkel at Hol Chan Marine Reserve

Explore Ambergris Caye on your own

Lunch in Ambergris Caye

Explore Ambergris Caye on your own

Lunch in Ambergris Caye



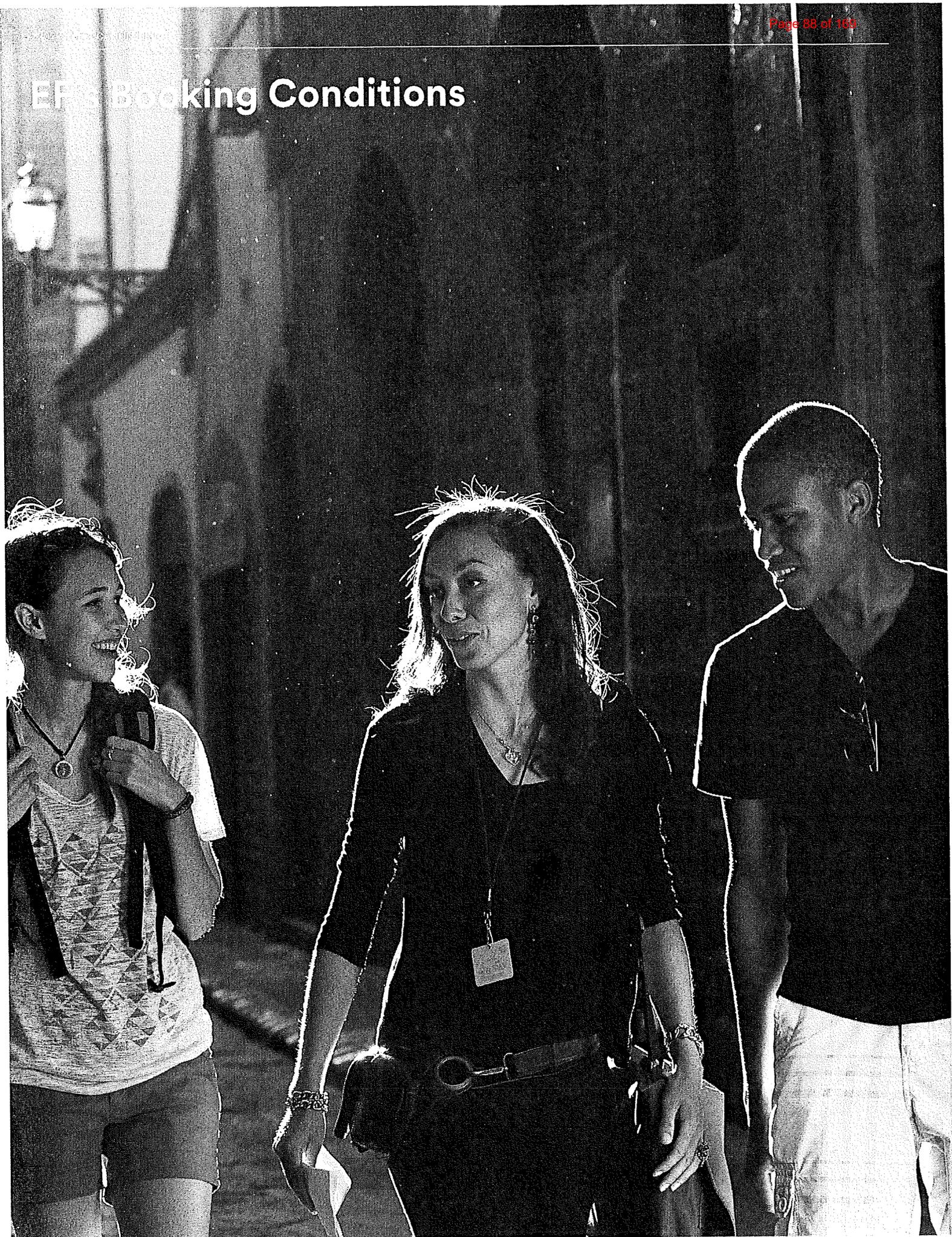
Snorkeling in the Coral Gardens

See one of the world's most diverse ecosystems up close when you explore parts of the Belize Barrier Reef with an expert local guide. Board a boat bound for Caye Caulker, and snorkel through the stunning Coral Gardens. Depending on the season, you could observe manta rays, tarpon fish, and nurse sharks. You may even spot the magnificent West Indian manatee—a protected species that can grow up to 13 feet long and weigh upwards of 1,000 pounds.

Day
8

Travel by water taxi to Belize City for your flight home

EFTS Booking Conditions



Booking Conditions

These Booking Conditions are valid for EF Educational Tours (Canada) departing on or after October 1, 2022. For Customized Tours, please also refer to any provided addendums specific to that tour program. All international tours (those travelling outside of North America) are operated by EF Education First International, Ltd., Switzerland. All domestic tours (those travelling within North America) are operated by EF Tours Canada, Ltd. EF Institute for Cultural Exchange, Ltd. (Canada) only provides marketing services related to the international tour programs and is referred herein together with EF Education First International, Ltd. and EF Tours Canada, Ltd. as "EF".

What's included in your program price?

- Round-trip economy-class flights, including fuel surcharges, airport improvement fees, security charges, transfer, arrival, and departure taxes
- Accommodations in hotels with private bathrooms, roomed in triples or quads, unless otherwise indicated on your itinerary
- Continental breakfast and dinner daily in Europe, as specified. For non-European destinations different meal plans may apply
- Lunches on cruise ships (where applicable)
- Comprehensive sightseeing tours and excursions led by licensed local guides and cultural activities as specified
- Airport transfers and transportation between destination cities
- Select entrance fees and theatre tickets as specified
- A Tour Director available 24 hours a day for all tours, from when you arrive at the airport of the first city on your tour itinerary until you depart from the airport of the last city on your tour itinerary, except where specified
- Support from EF offices worldwide
- EF walking tours, orientation tours, and Tour Director-led sightseings as specified
- Transportation to and from walking tours via coach or public transportation
- Cruises, trains, and ferries as specified
- Customary gratuities for tours travelling within North America (for your Tour Director, local guides, and coach drivers)
- Professional night security at your hotel for tours within North America
- 24-hour worldwide emergency service
- EF's Peace of Mind Program
- EF backpack and luggage tag for each tour
- Preliminary processing services by EF staff
- Dedicated pre-tour support from a Tour Consultant and Traveller Support Team located in Canada
- For residents of Quebec: Office de la protection du consommateur (OPC) Travel Agent Compensation Fund (FICAV) contribution of \$3.50 per \$1000 effective November 1, 2021. Between January 1, 2019 to October 31, 2021, the contribution was not due.

What's not included in your program price?

- Beverages and lunches (except where specified)
- Optional excursions (except where specified)
- Transportation to free-time activities
- Expenses caused by airline rescheduling, cancellations or delays caused by the airlines, bad weather, or events beyond EF's control
- Any applicable baggage fees charged by the airlines
- Adult supplement, roomed in twin accommodation (if applicable)
- Global Travel Protection Plan (except where indicated)
- Cancel for Any Reason Plan
- Payment Protection Program
- Customary gratuities for tours travelling outside North America (for your Tour Director, local guides, and coach drivers)
- Passport, visa, vaccinations, reciprocity fees, or any other fees associated with entry to or exit from a specific destination
- Portage

Group travel

How does group travel work?

We believe that all students should have the opportunity to travel, which means we do everything we can to keep our program prices the lowest in the industry without sacrificing quality. One of the ways we do that is by combining groups to fill a tour bus, so that all travellers help cover the cost of the bus, the Tour Director, local guides, etc. Consolidating groups also allows travellers to meet students from other schools, although groups may not be at the same age level. Group travel requires flexibility. Depending on your group's size, you may be combined with other groups and travel together on the same tour. To best serve the group as a whole, your requested tour dates and itinerary may be modified. This is why we ask for a range of dates during which your group is able to travel, as well as alternative destination choices.

How does EF keep its prices so low?

By allowing EF flexibility with your tour and travel dates, EF is able to offer our travellers the lowest prices possible while maintaining high quality.

What is group consolidation?

EF's Program Prices are based on a minimum of 35 full-paying travellers, with the exception of some Customized Tours and private groups. To qualify for these low

prices, we may combine smaller groups into a larger one to achieve the required number of travellers. This ensures our travellers receive the best value and allows you to meet teachers and students from other schools, although groups may not be of the same age level.

What if my group can't be booked on our requested tour?

If we are unable to consolidate your group on your chosen tour, we will offer you a comparable tour. The new tour's Program Price will apply. Please keep in mind that the replacement tour may not include all countries on the original tour. In the event we cannot offer for booking a tour comparable to your first-choice tour, travellers can opt to receive a full refund. Once a program is booked, EF's Standard Cancellation Policy applies. EF defines a comparable tour as having 50% of the same overnight destinations as your requested tour.

Will my tour itinerary change?

While we make every effort to keep your itinerary as is, there are times when we may need to modify it. Sometimes this involves changing the order in which cities are visited, altering your length of stay in a city or country/destination, using an alternate airport or a change in the departure, arrival, or return date of a tour. If a date change made by EF results in increases to the Program Price, EF will absorb the increased costs. EF strives to keep the new departure dates within one to two days of the original date on tours departing October through April, and within four days of the original date on tours departing May through September. On certain dates, especially holidays, some tour inclusions may be unavailable. In such cases, we may have to substitute different inclusions or change the order in which they occur. Your final tour itinerary and travel dates will be confirmed approximately two months prior to departure. In enrolling on a group travel program, you are also making the decision to travel with your chosen Group Leader who retains the ability to change the requested tour itinerary or travel dates on your and your group's behalf. Once a tour commences, itineraries cannot be changed by the Group Leader or any tour traveller. EF reserves the right to make any changes as necessary.

Private groups

What if my group wants to travel on our own without being consolidated?

If you want the privacy of your own tour bus and a Tour Director just for your group, you can choose to travel as a private group. This option is available for an additional fee, which varies based on the final number of full-paying travellers, per bus. Please note that all Customized Tours will be considered private groups and travellers will be charged according to group size. If your group fills a standard-size tour bus, the private group option is free. The itinerary may not be modified while on tour (i.e. you do not have the tour bus at your disposal), however you are able to make certain tour modifications prior to the tour departure. Although your base itinerary will include only your group, you may be consolidated with others during optional excursions. Also, due to flight and hotel availability, we require the same departure date flexibility as described above. Let EF know prior to your first enrolment if you would like to be a private group.

What if my group is travelling on a customized tour?

If your group is travelling on a customized tour, you will automatically be travelling as a private group. The tour price for your customized tour can fluctuate based on your group size and will be finalized based on the number of paying travellers at the time of departure.

Enrolment

Group Leaders should encourage travellers to apply as soon as possible because tours tend to fill up quickly. Applications must be received by EF by 110 days prior to departure, including chaperones/free place travellers. Travellers should provide complete first, middle, and last names, and dates of birth as they appear (or will appear) on their passports.

Name changes and applicable fees

Each traveller must provide EF with their first, middle (if applicable,) and last names and date of birth exactly as they appear (or will appear) on their passport. Any changes after 110 days prior to departure are subject to a minimum fee of \$200, plus any additional fees from the airline(s), or may be impossible to accommodate. If the traveller's first, middle, and last names on the ticket do not match their passport exactly, they may be denied boarding by the airlines. Travellers who have not yet applied for a passport should provide their full name and date of birth as they appear on their birth certificate.

How do travellers enrol?

Applications and payment can be submitted to EF in any of the following ways:

Online (recommended for fastest enrolment)

eftours.ca/enrol

Mail

EF Educational Tours
80 Bloor Street West, 16th Floor
Toronto, ON
M5S 2V1

Booking Conditions

Phone

1-800-263-2806

Fax

1-800-556-6046

Please note all calls may be recorded for training and quality assurance purposes. For your convenience, travellers are automatically enrolled in paperless billing. Travellers who prefer to receive invoices by mail may request this by calling 1-800-263-2806 or by logging into their account at eftours.ca

Can a traveller enrol on a waitlist if the tour is full?

At the discretion of your Group Leader, a waitlist may be offered for full tours. If space becomes available on the tour, you will be contacted to make the minimum payment as outlined in EF's Booking Conditions. Once payment has been received, EF's Booking Conditions will take effect, including EF's payment plan and cancellation policy.

Can children 10 and under go on tour?

Applications for children 10 years of age and under are subject to individual review. Travellers aged 6 to 10 must have an adult chaperone other than the Group Leader and will have to room with an adult in a twin room (two beds) and pay all applicable charges. Children under the age of 6 are not allowed to travel on an EF tour.

Can adults go on tour?

EF's Program Prices are based on student rates for transportation, admissions, accommodations, etc. We welcome adults, anyone 20 years old or above, while on tour, but have to charge a per-person flat fee supplement of \$100, plus \$40 per tour day, to cover the difference between student and adult rates (except where specified). Adults will pay an additional \$60 per night for the sea portion of their tour on overnight ferries and cruises. EF reserves the right to conduct a background check on all adult travellers prior to travel. Any traveller that EF perceives as posing a risk to the group's safety or well-being will be cancelled in EF's sole discretion. Because the EF tour product caters to students, EF accepts adult groups only if they wish to travel as a private group and pay the associated private group fees.

Late enrolments**Can a traveller enrol after 110 days prior to departure?**

If you're enrolling or have cancelled and are re-enrolling after 110 days prior to departure, your application is considered a Late Application. Once we have received your full payment by certified cheque, credit card, or money order, including a non-refundable \$145 Late Application Charge, you will be placed on a Late Application List while we check bus, hotel, and flight availability. If we are unable to place you on a tour or offer you an alternate flight to meet up with your tour, you will receive a full refund. If we are unable to find flights with our contracts we may be able to offer you a flight option at an increased cost. We may also offer you the option of arranging your own flight and buying the land-only portion of your tour.

Passports, visas, vaccinations, other travel documents & entry and exit requirements**Who is responsible for obtaining a traveller's passport, visas, and other travel documents and for complying with a destination's entry and exit requirements?**

Each traveller is solely responsible for obtaining prior to departure a valid passport, applicable visas, and any other required travel documents, as well as verifying and satisfying the entry and exit requirements necessary for each destination of the tour itinerary. This may include required medical documents, testing, or proof of vaccinations (including any requirement to provide proof of full and up to date COVID-19 vaccination). For tours travelling outside of Canada, travellers will need to provide passport information to EF by 110 days prior to departure. All passports must be valid for at least six months following the tour's return date. Non-Canadian citizens will need to contact the embassy or consulate of their destination countries to ensure they meet specific entry requirements. Remember to check your itinerary carefully for all countries that you will visit or pass through, including transfers between airports in foreign countries and re-entry into Canada. Visit the Government of Canada travel website at travel.gc.ca for the most up-to-date requirements. If a traveller is unable to obtain these travel documents or meet any applicable entry or exit requirement, EF's Standard Cancellation Policy will apply and travellers will be solely responsible for any incurred expenses. Please note that entry into another country may be refused even if the required information and travel documents are complete.

How do I find which vaccinations are required for my travel destination?

Please call Traveller Support at 1-800-263-2806 or visit travel.gc.ca for the most up to date vaccination recommendations.

Can I help protect my investment?**Global Travel Protection Plan**

Travellers can protect their investment from the unexpected with the offered Global Travel Protection Plan. Please visit eftours.ca/coverage or contact Traveller Support at 1-800-263-2806 for details.

Cancel for Any Reason Plan

We understand that plans can change due to unforeseen circumstances. That's why we offer our travellers the Cancel for Any Reason Plan. Exclusive to EF, this option

provides individual travellers with an upgraded level of payment protection to help take the worry out of planning future travel.

Along with the benefits offered in the Global Travel Protection Plan, travellers can purchase the Cancel for Any Reason Plan up to 30 days after enrolment, allowing them to receive an enhanced refund under this cancellation waiver benefit in the event of a pre-tour cancellation. May only be purchased or removed up to 30 days after enrolment.

Flight information**Which airlines does EF use?**

EF reserves seats with major airlines, including Air Canada, Air France, Aer Lingus, Air New Zealand, Air Transat, American Airlines, British Airways, Austrian Airlines, Delta, Iberia, KLM, LATAM Airlines, Lufthansa, Qantas, SAS, Swiss, United, Virgin Atlantic, WestJet, and other domestic and international carriers. Our contracts do not allow upgrades, stopovers, or the accrual of frequent flier miles. Some countries may require aircraft insecticide treatment for inbound foreign flights. A list of such countries is available from Transport Canada at tc.gc.ca.

How do flight itineraries work?

EF always strives to provide the most direct route to your destination based on flight routings and seat availability. We cannot guarantee non-stop or direct flights.

Is my flight itinerary fixed?

Yes, you must follow the exact flight itinerary as booked by EF. Should you choose not to travel on any portion of your flight itinerary, you cannot resume your travel at a subsequent departure point and your remaining flights will be cancelled automatically by the airline. You will also be responsible for any costs incurred as a result of not completing your itinerary.

Will my group fly together?

Depending on seat availability and the size of the plane, we may not be able to accommodate all members of a group on the same flight. In some cases, groups may have a domestic and/or international overnight, layover, and/or bus transfer due to space availability, routings, and legal connection times. EF is not responsible for airline schedule changes, or mechanical-, weather-, or capacity-related flight delays.

Will my group sit together on the plane?

Seating arrangements and upgrades are at the sole discretion of the airlines. Seats will be assigned upon check-in.

Are any airports interchangeable?

Flights to and from the following destinations may originate/end at any of the airports in that vicinity.

Canada

- Québec City or Montréal
- Montréal or Ottawa

Europe

- Glasgow or Edinburgh
- Milan or Venice
- Split or Dubrovnik
- Paris or Brussels
- Cork or Shannon

Destinations with more than one airport will use the local airports interchangeably as needed. For example, New York: Newark, LaGuardia, or JFK.

Group special travel requests

Where possible, EF will provide altered flight and/or land arrangements for a group of at least six paying travellers plus the Group Leader. Each traveller will have to pay any additional air and/or land costs. The Group Leader should submit one request for the whole group, which needs to be received prior to your first enrolment.

Optional excursions**What are optional excursions?**

EF offers these exciting activities as a supplement to what's already included on your itinerary. Most Group Leaders choose to add optional excursions to all traveller accounts which could result in additional payments due to EF.

When should I purchase optional excursions?

To secure a discounted price, optional excursions must be purchased by 110 days prior to departure. Please note that quoted optional excursion prices are subject to change prior to their purchase.

Can I get a refund on optional excursions?

If EF has to cancel an optional excursion during a tour (due to site closure or low enrolment, for example), you will be refunded the full price of the optional excursion upon your return. To receive a refund for an optional excursion that you simply no longer wish to be enrolled in, you must let us know by 110 days prior to departure or no refund will be given.

Rooming

EF handles final rooming assignments for all travellers. We make rooming assignments based on the sex identified on your passport. If you tell us you identify as a different sex, we will work to accommodate you. Please ensure that all rooming requests are submitted by 110 days prior to departure.

How many students are in a room?

Students will room in triples or quads with others of the same sex from the entire tour group. This may require that students from different schools/groups room together. Rooms may contain two double beds (beds for two people), and two students may be expected to share each bed. On cruises, student rooming is only available in quads.

Can students request a twin room?

Students may request twin accommodations (a hotel room with two single beds) for the following additional charges:

- \$40 per hotel night per student (additional charges apply for New York City hotel nights; for details and pricing, please contact EF at 1-800-263-2806).
- \$100 per ferry or cruise night per student

How are adults roomed?

Adults are placed in twin accommodations (a hotel room with two beds) with another adult of the same sex from the entire tour group. This may require that adults from different schools/groups room together.

Can adults request a room with a double bed?

Adults can request double-bed accommodations (a room with one bed for two people) by simply providing EF with the name of their roommate by 110 days prior to departure.

Can adults request a single room?

Adult travellers can request a single room for an additional \$40 per cruise, ferry or hotel night (additional charges apply for New York City hotel nights; for details and pricing please contact EF at 1-800-263-2806).

Other tour information

When does my tour officially start and end?

Each tour begins with the take-off from the departure airport, and ends when the flight lands at the return airport. For those making their own flight arrangements, the tour begins upon arrival at the first EF hotel and ends upon departure from the last EF hotel, according to the itinerary. The official length of an EF tour does not include stay-ahead, stay-behind, or any optional periods or activities when travellers are not escorted by a Tour Director.

What happens if a tour is delayed?

EF cannot refund tour components that are missed due to weather conditions or airline delays. If your tour starts later than scheduled for these reasons, your tour start date is still considered the date that you were originally scheduled to depart. (For example, if your tour is 10 days and is delayed for two, no refund will be provided for components missed for those first two days.)

What about travellers with food allergies?

EF recognizes that some travellers may have severe food allergies. EF will do its best to ensure that all our suppliers are aware of the situation and will try to accommodate any special needs, but cannot guarantee that any accommodations will be able to be made. Travellers are responsible for making their own arrangements for all in-flight meal requests relating to allergies. All travellers and parents and/or guardians of minor travellers agree and acknowledge that they assume certain risks in participating in an EF Tour, which may include the risk of harm, injury, illness, or death from allergies, allergic reactions, or any adverse symptoms to any meals, foods, beverages (whether alcoholic or non-alcoholic), candies, medications, or drugs of any kind, or any other consumables, or in connection with allergies, or allergic reactions to any environmental, seasonal, natural, synthetic, chemical, or biological causes, or sources, whether caused by the negligence of EF, or otherwise.

What about travellers with special diets?

EF is able to offer vegetarian meal options to our travellers. EF will attempt to accommodate other special diets (e.g., vegan, gluten free, kosher, halal, or diabetic meals) but there may be situations when we are unable to do so. If a meal is included on your flight EF can submit a meal request on your behalf. Flight meal requests must be submitted to EF by 30 days prior to departure.

What about lost belongings?

EF is not responsible for passports, airline tickets, or other documents that are lost or stolen, or for loss of or damage to luggage or any other passenger belongings. EF is not responsible for locating lost property.

How can I protect myself from the risk of COVID-19 while on tour?

Taking personal responsibility for your wellbeing begins with packing any personal protective equipment and sanitizers you require. Adopt physical distancing and

hygiene practices throughout your pre-trip travel arrangements and follow all health instruction whether physical signage, or requests from the Tour Director or our staff once on tour.

Protection for travellers' payments

EF Educational Tours is registered in accordance with the Travel Industry Act and upholds the standards and policies of this Act, including securing all advanced payments of its customers, regardless of province or territory of origin, through the affiliation of the following organizations. EF Educational Tours is registered with TICO (international registration #2395858, domestic registration #50018789), Consumer Protection BC (international registration #73991, domestic registration #73990), and is a holder of a Quebec permit with the Office de la protection du consommateur (OPC permit #702732).



Cancellations and Modifications

The cancellation policies outlined below take into consideration the costs EF incurs often years before groups ever depart. Notice of cancellation from an EF tour will only be accepted from the traveller, their legal guardian, or Group Leader. The date of cancellation is determined by the date on which EF receives notice. Cancellation refunds can only be made to the person whose name appears on the account; monies cannot be transferred to another account.

EF's Standard Cancellation Policy*

110 days or more prior to departure: Full refund less all non-refundable fees and a \$399 cancellation fee.

109 days to 45 days prior to departure: Full refund less all non-refundable fees and 50% of the program price.

44 days or less prior to departure: No refund will be issued.

EF's Cancel for Any Reason Plan Cancellation Policy*

Travellers who have purchased the Cancel for Any Reason Plan will receive an enhanced refund under this cancellation waiver.

110 days or more prior to departure: Full refund less all non-refundable fees and \$0 cancellation fee.

109 days to 45 days prior to departure: Full refund less all non-refundable fees and a \$300 cancellation fee.

44 days or less prior to departure: Full refund less all non-refundable fees and 50% of the program price.

The Cancel for Any Reason Plan includes cancellation waiver benefits provided by EF Educational Tours and is not an underwritten insurance product.

Refunds

Where applicable, refunds for overpayment will be issued only upon request and after a traveller's payment(s) has (have) been on the account for 21 days. All refunds are processed approximately 4 to 6 weeks after the request. Refunds will be issued to the original payment method if all payments were made by the same Credit Card or Direct Debit bank account, otherwise refunds will be issued via cheque. Refund cheques will be issued in the name that appears on the EF account. There will be a non-refundable \$50 stop-payment fee for lost or expired refund cheques. Late refund requests for monies that have been on the account more than six months post tour return date will be subject to a non-refundable \$50 late issuing fee.

*Non-refundable fees, as defined as the Global Travel Protection Plan, Cancel for Any Reason Plan, Payment Protection Program, and any late fees, Late Payment Charge, Late Application Charge, Automatic Payment Plan decline charges, return or decline cheque/direct debit fees, late special travel request fees and canceled cheque fees which have been applied to the account at the time of cancellation, are also deducted from refunds. Travellers who have transferred between tours and subsequently cancel will be subject to the higher cancellation fee between the original tour and the new tour.

Group Leader cancellation

A Group Leader must accompany travellers on every tour. If a Group Leader cancels for any reason, EF will ask them to assign a new Group Leader to the group's travellers. The new Group Leader is responsible for any increases in their own airline costs. Any travellers who cancel at this point and choose not to travel with their replacement Group Leader will be treated as standard cancellations. If no replacement Group Leader is found, all travellers are required to provide EF with notice of cancellation in order to be eligible for EF's Standard Cancellation Policy. Those travellers interested in being placed with a new tour group should contact EF at 1-800-263-2806. If we cannot find a new tour for these travellers, EF's Standard Cancellation Policy will apply.

Cancellations or Modifications Required by External Events Beyond EF's Reasonable Control

EF shall not be liable to any traveller for the need to cancel, modify, or postpone the tour as a result of events that are beyond EF's reasonable control. These matters include such "acts of God" or force majeure events as actual or threats of: epidemics or pandemics, or other public health issues or emergencies (such as but not limited to the current COVID-19 pandemic); severe weather events or natural disasters such as but not limited to hurricanes, earthquakes, tsunamis, tornadoes, fires, floods, volcanic activity, or landslides; war (whether declared or undeclared); terrorist activities; instability in a destination location; incidents of violence, riot, sabotage, civil commotion, or nationalization; strikes or labor disputes or lockouts; government orders, sanctions, actual or potential quarantines, or other restrictions affecting travel in, to, or around a location; disruption to transportation; chemical or radioactive contamination; or any other reason that makes it actually or potentially impossible or illegal for EF to conduct the tour as originally contracted. EF incurs substantial non-recoverable costs and expenses of its own in planning, preparing, and pre-paying amounts for such tours. Accordingly, if a tour cannot depart as originally scheduled or is delayed or interrupted for any such reason, travelers will receive an EF Future Travel Voucher in the amount of all monies paid less the cost of any purchased Global Travel Protection Plan or Any Reason Protection plan. In the event of a delayed or interrupted tour program, the amount of the Future Travel Voucher will be pro-rated for the missed portions of the tour. Cancellation, modification, or postponement by EF for causes described in this section shall not be a violation of its obligations to any traveller and will not be deemed a "failure" to provide travel services.

COVID-19 Cancellations, Modifications, or Requirements

In the event external events beyond EF's reasonable control have not rendered a tour program impossible or illegal to depart as scheduled yet EF reasonably decides in its sole discretion that the program must nevertheless be cancelled, modified, or postponed due to health or safety concerns related to the COVID-19 pandemic or because issues related to the COVID-19 pandemic would affect the quality of the program, travellers acknowledge that EF's sole obligation to them will be to issue an EF future travel voucher in the amount of all monies paid including the enrolment deposit, less Global Travel Protection Plan fees, Cancel for Any Reason Plan fees, Payment Protection Program fees, and any non-refundable fees. In the event of a delayed or interrupted tour program, the amount of the Future Travel Voucher will be pro-rated for the missed portions of the tour. EF and the enrolled traveller agree that a cancellation, modification, or postponement by EF for causes described in this section shall not be a violation of its obligations to any traveller and shall not be deemed a "failure" to provide travel services.

EF is not responsible and shall not be liable to any traveller for any destination-imposed travel or entry requirement (including countries visited solely in transit), supplier-imposed requirements, or other travel related requirement related to COVID-19, including but not limited to vaccination, testing, or other public health requirements. Customers who are unwilling or unable to comply with such requirements and who choose to cancel their tour are subject to EF's Standard Cancellation Policy. EF also reserves the right in its sole discretion to, in good faith efforts to protect against health concerns, exceed destination-imposed travel or entry or exit requirements and require full vaccination against COVID-19, pre-tour and on-tour testing for COVID-19, and other public health measures for travellers to certain destinations or as required by certain suppliers. In such an event, travellers unable or unwilling to meet such requirements must notify EF of their decision to cancel. EF's Standard Cancellation Policy applies to travellers who cancel for a reason covered by this provision.

EF's Peace of Mind Program

At EF, we do everything we can to make planning for future travel as flexible as possible. We know that plans can change due to unforeseen circumstances—that's why we provide the Peace of Mind Program automatically to all of our groups, so you can feel secure planning your next trip.

45 days or more prior to departure:

Group Leaders can make the following decisions on behalf of their group for any reason (the "Group Leader Options"):

1. Change the travel dates of your group's current tour
2. Work with EF to modify your group's current tour or find a new tour
3. Cancel your group's tour, with all travellers receiving a transferable future travel voucher, in the amount of all monies paid for the original tour less non-refundable fees (to be used toward a future tour with EF)

The group's School Board (or travel organizer, as applicable) may also cancel the tour program under EF's Peace of Mind Refund Program with all travelers receiving a refund of monies paid less a service fee of \$499 per traveler and less any other Non-Refundable Fees. See below for additional terms.

44 days or less prior to departure:

Group Leaders or the individual traveller may choose not to depart on the tour as scheduled, and elect one of the Group Leader Options set forth above in the following situations:

- If a formal travel warning status of "Avoid Non-Essential Travel" or "Avoid All Travel" is newly issued by the Government of Canada for any location included in the group's itinerary, or
- If a Canadian provincial order has newly imposed a travel ban to any location included in the group's itinerary, or newly issued an order requiring self-quarantine for travellers in your group upon arrival to a location on your itinerary, or upon your return home from a location on your group's itinerary.

EF's Peace of Mind Refund Program is not available within 45 days prior to departure.

EF's Peace of Mind Program Terms and Conditions

Benefits of the Peace of Mind Program are only available to the entire group and not to individual travellers unless specifically indicated. Individual travellers should refer to the Cancel for Any Reason Plan or their certificate of insurance. Travellers missing any payment deadlines must pay any incurred late fees to qualify for this program. Revised tours must depart within one year of the original tour. If the revised tour has a higher price than the original tour, travellers will be required to pay the difference as a condition of travelling on the revised tour. If EF cannot accommodate a revised tour request and/or the group decides not to travel on the original tour, then the group may opt for future travel vouchers. If the group does not travel on the original tour, travel on a revised tour, or receive a future travel voucher, standard cancellation fees will apply. Travellers cancelling from a revised tour will be charged a cancellation fee based on the date that the original tour was revised or the date of cancellation from the revised tour, whichever is higher. EF will make every effort to accommodate revised tour requests. Future travel vouchers will be issued in the amount of all monies paid by a traveller for the original tour including the \$199 minimum enrolment deposit, less Global Travel Protection Plan fees, Cancel for Any Reason Plan fees, Payment Protection Program fees, and any non-refundable fees. Travel vouchers are valid for the current and following two travel years. Future travel vouchers are transferrable at the face value of the voucher to members of the traveller's immediate family or school community. The future travel voucher is not a merchandise credit or a gift certificate and may not be redeemed for cash. Full Terms and Conditions appear on the future travel vouchers.

EF's Peace of Mind Refund Program

Group cancellation under the Peace of Mind Refund Program requires the School Board or Group Leader (as applicable) to determine that there is a material risk to the mental or physical health of the travellers brought on by any unforeseeable event that directly impacts the destinations to which the trip is planned.

The School Board must make the cancellation request in writing on official letterhead and set forth the factual basis for its determination that a cancellation meets the Peace of Mind Refund Program requirements and the request must be made by someone with the authority to cancel the planned trip. If the trip is not planned by a School Board, the cancellation can be made by the trip organizer or regulating body so long as they are authorized by the travelers to make a decision on their behalf. Eligible refunds to travelers under this program equal the full amounts paid by the traveler less a \$499 service fee per traveler and less the cost of any purchased Global Travel Protection Plan, Cancel for Any Reason plan or other Non-Refundable fees. The service fee assessed under this program is not a penalty, but rather a fair estimation of a portion of the unrecoverable internal and external costs related to planning, managing, and administering a full-service group travel program incurred by EF prior to the date of departure.

Global Travel Protection Plan*

EF's recommended travel protection plans let you explore the world with confidence. EF offers a Global Travel Protection Plan that gives you all the benefits below at one great price. With this plan, you have access to representative knowledgeable of these benefits 24 hours a day, so you can relax and enjoy your trip of a lifetime!

The Global Travel Protection Plan includes*:

- Illness and Accident Coverage
- Baggage and Property Coverage
- Tour Cancellation and Interruption Coverage for specified reasons**
- 24-hour Emergency Assistance

May only be purchased or removed up to 30 days after enrolment.

The Global Travel Protection Plan will be automatically added to your account upon enrolment, except for residents of Quebec. *If you are a resident of Quebec, you may only purchase this plan if travelling on an International Tour. Please call Traveller Support at 1-800-263-2806 for details.*

There are similar products available in the market, so EF tour travellers may wish to look at the other products that are available to protect your investment.

Please visit eftours.ca/coverage or contact Traveller Support at 1-800-263-2806 for details.

*The Global Travel Protection Plan is underwritten by Chubb Insurance Company of Canada, 199 Bay Street, Suite 2500, P.O. Box 139, Commerce Court West Postal Station, M5L 1E2, Toronto, Ontario, Canada, through a Master Policy issued to EF Travel Canada Ltd. For complete terms, conditions and exclusions, please refer to the Chubb Certificate of Insurance, which may be obtained by calling EF at 1-800-263-2806 or by visiting eftours.ca/coverage

**In order for you to obtain Tour Cancellation benefits the Claims Agent and EF must be notified of the need to cancel a tour. If the event which causes the cancellation occurs 120 days or more before your departure on your EF Tour, you must notify the Claims Agent and EF no later than 110 days before your departure on your EF Tour. If the event which causes the cancellation occurs less than 120 days before your departure on your EF Tour, you must notify the Claims Agent and EF as soon as reasonably possible after said event and in all cases before your departure on your EF Tour. Tour cancellation and interruption coverage does not apply to any amounts added to Your account via a Future Travel Voucher.

Payment schedule

Your enrolment is considered active once EF has received the minimum enrolment deposit as well as a signed application, signature form, or online acceptance.

Payment Plan Terms and Conditions

Should you choose the Automatic Payment Plan or Manual Payment Plan, the following Terms and Conditions apply.

Automatic Payment Plan

- EF must have the pre-authorized debit information on the Enrolment Form, and electronic or written authorization indicating agreement to EF's Automatic Payment Plan Terms and Conditions before the plan is activated.
- A minimum of three withdrawals of automated payments are required. Travellers who are not eligible for the Automatic Payment Plan must pay in full upon enrolment.
- Travellers must pay the tour's \$199 minimum enrolment deposit before the plan is activated.
- Travellers who choose monthly payments must choose a date between the 1st and 26th of the month on which their account will be automatically debited.
- Travellers who choose bi-weekly payments must choose a weekday on which their account will be automatically debited.
- If no monthly withdrawal date is selected, travellers withdrawal date will be the 14th of each month. If no bi-weekly withdrawal date is selected, travellers withdrawal day will be Thursday.
- Due to weekends and holidays, EF reserves the right to debit the travellers' account up to three days after the scheduled date.
- A non-refundable \$30 fee will be assessed each time a payment is returned or declined. In these cases the plan will be recalculated to have the missed payment redistributed across the remaining schedule. EF reserves the right to withdraw travellers from the plan for returns or declines in two consecutive payments. Should the final payment be returned or declined, travellers will automatically be withdrawn from the plan.
- The Automatic Payment Plan amounts are subject to change if tour items or payments (other than the Automatic Payment Plan) are added or removed in excess of \$20, and travellers will be notified of the new amount via billing email address. All other items or payments totaling \$20, or less that are added or removed will only be reflected in the final payment.
- After the Automatic Payment Plan's final scheduled payment, any additional items are due at time of purchase. Payments will no longer be automatically deducted.
- Travellers are not charged late fees while enrolled in the Automatic Payment Plan. Should the traveller opt to withdraw from the plan or is withdrawn by EF, the traveller will be enrolled in the Manual Payment Plan.

Manual Payment Plan

- If travellers do not pay in full upon enrolment or choose the Automatic Payment Plan, they will be enrolled in the Manual Payment Plan.
- Travellers must pay the tour's \$199 minimum enrolment deposit, and if applicable the Global Travel Protection Plan and Cancel for Any Reason Plan, upon enrolment. Based on date of enrolment, travellers will be invoiced up to three payments. The first payment of \$500 is due 30 days after enrolment. The second payment of \$500 is due 90 days after enrolment. The remaining balance is due 110 days prior to departure.
- Full payment is due immediately for any enrolments less than 110 days prior to departure.
- A late fee of \$95 will be assessed for any missed payment. All late fees are non-refundable.
- Travellers can pay with credit card (card must display the Visa or MasterCard logo), certified cheques, personal cheques (personal cheques are accepted up until 110 days prior to departure—after that date they must be certified), money order, direct debit, or electronic bill payment.
- All payments must be received 110 days prior to departure.
- EF reserves the right to cancel the traveller's reservation if any payment is past due by 30 days (or 15 days after final payment).
- A non-refundable \$30 fee will be assessed each time a direct debit or cheque payment is returned or declined.
- Travellers are responsible for making on-time payments even if an invoice is not received.
- All payment due dates refer to the dates by which each payment must be received by EF.

Paperless Billing Terms & Conditions

- For travellers enrolled in Paperless Billing, the following Terms and Conditions apply:
- Travellers or primary contacts (for travellers under the age of 20) will receive electronic invoices for all information related to their EF account and other notices that are available in electronic format. Once enrolled, no paper copies will be received. Travellers may view and print invoices by logging into their account at eftours.ca
 - EF is not responsible for any delay or failure to deliver any invoice, and travellers understand that nothing in these Terms and Conditions relieves any obligation to pay the invoice.
 - Travellers may elect not to receive electronic invoices and change to billing by mail at any time by logging into their account at eftours.ca or by calling 1-800-263-2806.
 - To the extent permitted by law, paperless billing is provided "as is" with faults and without warranties of any kind, either expressed or implied. The traveller assumes all responsibility and risk for use of paperless billing. EF does not warrant that the information, processes, or services will be uninterrupted, or bug- or error-free.

Pre-authorized debit agreement

I/we authorize EF and the financial institution designated to begin deductions as per the pay schedule I/we selected in the Automatic Payment Plan and/or a one-time payment as outlined in writing to EF, per transaction.

I/we understand that by enrolling in the Automatic Payment Plan, I/we authorize variable monthly or biweekly reoccurring payments for the amount of the account balance, which is divided into the number of charge dates available 25 days prior to departure, to be debited from my/our specified account until paid in full.

This authorization is to remain in effect until EF has received written notification from me/us of its change or termination, or upon completion of my scheduled Automatic Payment Plan as outlined in the Automatic Payment Plan Terms and Conditions. This notification must be received at least ten (10) business days before the next debit is scheduled by logging into my EF secure website or by mailing EF a cancellation form. I/we may obtain a cancellation form by calling EF at 1-800-263-2806.

EF may not assign this authorization, whether directly or indirectly, by operation of law, change of control, or otherwise, without providing at least ten (10) days prior written notice to me/us.

I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this pre-authorized debit agreement. To obtain more information on my recourse rights, I/we may contact my/our financial institution or visit payments.ca

Questions? Call us at 1-800-263-2806

Other terms and conditions

The terms and provisions of these Booking Conditions supersede any other warranties, representations, terms, or conditions, unless they are expressly stated within a Booking Conditions Addendum or in a letter signed by an EF officer. Booking Conditions are subject to change.

While EF makes every effort to ensure the accuracy of its publications, it cannot be held responsible for typographical or printing errors (including prices). In the event of a major currency fluctuation, EF reserves the right to apply a currency surcharge. This contract permits price increases until the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or federal goods and service tax, the customer has the right to cancel the contract and obtain a full refund.

Enrolling travellers acknowledge that EF may change the Booking Condition terms from time to time and those changes become effective immediately. Notice will be provided to you in the event of a material change. A traveller's continued use of EF's services following such notice constitutes acceptance and agreement to be bound by such changes. Travellers agree that the current version of the Booking Conditions in effect at the time of travel or cancellation applies to their tour program, which is available at eftours.ca/bc.

The tour operator for your international tour is EF Education First International Ltd. Selnaustrasse 30, 8001 Zurich, Switzerland, organization number CHE-109.874.655, VAT number CHE-116.325.678 MWST. EF Institute for Cultural Exchange, Ltd. is an affiliate of EF Education First International Ltd., and acts only as a marketing service for that company. EF Institute for Cultural Exchange, Ltd. is not an agent of EF Education First International, Ltd., does not provide any goods or services for your trip, and is located at 80 Bloor Street West, 16th Floor, Toronto, Ontario, M5S 2V1 (t: 1-800-263-2806). Invoices pertaining to such tours are issued by EF Institute for Cultural Exchange, Ltd. on behalf of EF Education First International Ltd. Note: The services provided are tax-exempt with credit in accordance with Swiss Federal Law with regard to Value-Added Tax Art. #23.

The tour operator for your domestic tour is EF Tours Canada Ltd. ("EF"), 80 Bloor Street West, 16th Floor, Toronto, Ontario, M5S 2V1 (t: 1-800-263-2806). GST/HST number 85401 0311. EF Tours Canada Ltd. also acts as a sales and marketing provider and will issue invoices for tours in Canada and the United States.

If the traveller wants to visit friends or relatives while on tour, they must tell the Group Leader before the tour departs. The Group Leader must obtain the permission of the parents and school administration and give the details to their EF Tour Consultant by 30 days prior to departure.

Travellers are expected to respect any nightly curfew. For the traveller's own safety and security, room checks will be conducted at the Group Leader's discretion. Visitors or group members of the opposite sex are not permitted in your room.

Smoking is not allowed on buses, during meals, in hotel rooms, or any other shared, enclosed space.

Hitchhiking or the driving/renting of any motor vehicle is strictly forbidden for all travellers.

Travellers are required to pay for any phone calls or incidental personal expenses incurred at hotels. These will be payable the evening before departure at each hotel.

Travellers under the age of 18 may not consume alcohol on tour. Travellers over the age of 18 (or older, if local laws require) may consume beer or wine in moderation. The consumption of hard liquor is strictly forbidden. The Group Leader and/or parents may prohibit alcohol consumption at their discretion. Excessive drinking by any traveller will not be tolerated and will result in dismissal from tour at the traveller's own expense.

Illegal activities will not be tolerated and are punishable by immediate dismissal from the tour. If the traveller is involved in any illegal activities, all costs to return home are at the traveller's own expense. If the local authorities are involved, the traveller will be subject to the laws of the country they are visiting.

Payment for damage done to hotel rooms or to buses is the traveller's responsibility. If they notice any damage upon arrival at a hotel, they should notify the Tour Director immediately.

Diversity, Equity, Inclusion and Belonging

EF is committed to providing an inclusive tour experience, and all of our travellers play a role in this. On tour, you will meet people who represent a variety of backgrounds and beliefs and explore diverse cultures and histories. Our goal is to create an environment that celebrates these differences and fosters learning more about the world, yourself, and yourself in the world.

EF's Rules of the Road

The Tour Director and Group Leader will work together to provide a safe travel experience, but everyone must cooperate and use good common sense while on tour.

When the traveller enrolls on tour, they agree to EF's Rules of the Road which can also be found on their personalized website. If the traveller does not conform to these regulations or any specific rules set by the Group Leader, they risk disciplinary action and possible dismissal from the tour, returning home at the traveller's expense with no refund for the missed tour portion. That decision is up to EF and/or the Group Leader. Additionally, if the traveller does not adhere to specific rules set by the Group Leader, the Group Leader has the ability and support of EF to send the traveller home early from tour at the traveller's expense.

All travellers must adhere to the following regulations while on tour:

All scheduled activities are obligatory. If the traveller is sick, has signs of becoming sick, or has a physical ailment that might prevent them from participating in an activity, they must tell the Group Leader, who will notify the Tour Director.

Release & Agreement

I (or parent or legal guardian if enrollee is a minor) have read, understand and agree to the following in exchange for enrolment on an EF Educational Tour:

1. That all international tours are operated by EF Education First International Ltd., Switzerland, marketed by EF Institute for Cultural Exchange Ltd. and that all domestic tours are operated and marketed by EF Tours Canada Ltd.
2. EF Institute for Cultural Exchange, Ltd., EF Tours Canada, Ltd., EF Education First International, Ltd., and their affiliated companies, partners, and any companies acting on their behalf, along with their officers, directors, employees, agents, and authorized representatives (collectively referred to herein as "EF") do not own or operate any entity which is to or does provide goods or services for my program, including, for example, hotels; arrangements for, ownership of, or control over houses, apartments, or other lodging facilities; tour directors; airline, vessel, bus, or other transportation companies; local ground operators; visa processing services; providers or organizers of optional excursions; or food service or entertainment providers; etc. I acknowledge that all such persons and entities, specifically the Tour Director assigned to my tour, are independent contractors and not employees or agents of EF. As a result, EF is not liable for any negligent or willful act or failure to act of any such person or entity or of any third party.
3. Without limitation, EF is not responsible for any injury, loss or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God; force majeure; acts of government; acts of war or civil unrest; insurrection or revolt; strikes or other labor activities; public health issues or emergencies, epidemics, pandemics, plagues, outbreaks of infectious disease, mass-illness; criminal, terrorist, or threatened terrorist activities of any kind; overbooking or downgrading of accommodations; structural or other defective conditions in houses, apartments, or other lodging facilities (or in any heating, plumbing, electrical, or structural problem therein); mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely; financial failure or other defaults by suppliers; dangers associated with water-based activities; dangers associated with or bites from animals, insects, or pests; sanitation problems; food poisoning; lack of access to or quality of medical care; difficulty in evacuation in case of a medical or other emergency; or any negligent or willful act or failure to act of any third party or for any other cause beyond the direct control of EF.
4. I understand that travel in other nations is not similar to travel within Canada. Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodations may differ from those found in Canada. Travel outside of Canada can involve inconvenience and risk, including, but not limited to, forces of nature, geographic and climatic conditions, different hygienic standards, infrastructure problems (including road maintenance, transportation delays and accommodation conditions), civil unrest, vandalism, crime, political instability, and terrorism. Medical services or facilities may not be readily available or available at all during all or part of a program and, if available, may not be equal to standards in the participant's home country. I understand that a Service Learning Tour is a physically demanding excursion in a developing country, and I knowingly assume the risks of such an excursion. I further understand that different parts of the world present unique health, disease, and safety concerns, and I agree to review any specific risks related to my destination by visiting the Public Health Agency of Canada's Travel Health website at www.canada.ca/en/public-health/services/travel-health and the Government of Canada Travel Advice and Advisories website at www.travel.gc.ca/travelling/advisories. I knowingly assume all risk of bodily injury, death, emotional trauma, property damage, inconvenience, and/or loss resulting from negligence or any other acts of any and all persons or entities, however caused, including, but not limited to, those risks mentioned above. I have read and understand these risks and have been given an opportunity to ask any questions related to these risks and it is my intention fully to assume all of the risks of travel and participation in the program.
5. I agree to release EF and my school, my school district, my school board, my Group Leader, and Tour Director (collectively, the "Released Parties") from, and agree not to sue the Released Parties for, any and all claims of any nature related in any manner to my participation in an EF-sponsored tour or a Service Learning Tour, including, but not limited to, claims for negligence, breach of contract, breach of express or implied warranties, negligence or wrongful death, or any statutorily based claim. I hereby unconditionally and unequivocally waive any and all claims and demands for all damages, losses, costs and expenses of any nature whatsoever (including attorneys' fees) on account of or arising out of any and all personal injury, death, bodily injury, mental anguish, emotional distress, or property or other damage that I may suffer from any cause whatsoever related in any way to my participation in any EF-sponsored tour or a Service Learning Tour.
6. I further understand and assume any risk, financial or otherwise, related to EF's decisions to cancel, modify, or delay the tour as a result of unforeseeable events that are beyond the reasonable control of EF or which become necessary or advisable for my safety or for the quality of the tour experience.
7. I agree that this Release and Agreement applies to and binds myself and my minor child enrolling on tour (if applicable) along with my personal representatives, executors, heirs, and family.
8. In addition, EF shall have no responsibility for me whatsoever when I am absent from an EF-supervised activity or for non-supervised activities, such as visits to friends or relatives or during stay-ahead/stay-behind option periods or any other optional period or activity when not escorted by a Tour Director.
9. My tour begins with the takeoff from the EF departure airport and ends upon completion of the flight back to the origination (or other arrival) airport.
10. The air carrier's liability for loss of or damage to baggage or property, or for death or injury to person, is subject to and limited by the airlines' contract of carriage, its tariff, the Montreal Convention or Warsaw Convention and their amendments or both.
11. EF or my Group Leader reserves the right to refuse or cancel my registration at its sole discretion. In such event, standard cancellation policies as outlined in the Booking Conditions apply.
12. I agree to abide by EF's regulations and the directions of my Group Leader, my Tour Director, and EF's personnel during my tour. Failure to do so may result in my Group Leader or EF terminating me from the tour immediately. I understand that to disobey such rules or directions is to waive the right to a refund of any part of my program price, and that my Group Leader or EF may then send me home at my own expense.
13. I agree to abide by all local laws when on tour. I understand that if I abuse or disobey such laws, even unintentionally, I waive my right to a refund of any part of the program price, and my Group Leader or EF may send me home at my own expense. I also understand that, should local authorities be involved, I will be subject to the laws of the country I am visiting.
14. If I become ill or incapacitated, EF and their employees, or my Group Leader, may take any action they deem necessary for my safety and wellbeing, including notifying parents/guardians and/or securing medical treatment (at my own expense) and transporting me home. EF retains the right, in its sole discretion, to contact the traveller's parents/guardians with regards to health issues or any matter whatsoever that relates to the traveller's tour. These rights transcend any and all privacy regulations that may apply. In the event of a medical emergency, EF will attempt to cause appropriate treatment to be administered, and the traveller authorizes EF to do so. EF, however, makes no warranty that it will be able to cause effective (or any) emergency treatment to be administered or to be timely administered.
15. I have made the choice to travel with the teacher/Group Leader organizing my group. I understand that this choice is not the responsibility of EF. I understand that my Group Leader is able to make decisions on my behalf, including but not limited to changing the group's requested tour or travel date and requiring that I purchase items such as the Global Travel Protection Plan and optional excursions. I understand that a Group Leader must accompany me on tour. If my Group Leader cancels for any reason, EF will ask them to assign a new Group Leader. If I cancel at this point and choose not to travel with the replacement Group Leader, I will be treated as a standard cancellation. If no replacement Group Leader can be found, I will need to cancel and EF's Standard Cancellation Policy will apply. I may also request that EF place me with a new tour group. If EF cannot find a new tour group for me, EF's Standard Cancellation Policy will apply.

16. If I will be age 20 or older at any time during my tour, I acknowledge that EF reserves the right to conduct a background check ("BC") as a pre-condition to travel. If such a traveller refuses to consent to the BC, EF reserves the right to refuse travel and it will be deemed a cancellation and EF's Standard Cancellation Policy will apply.

17. This Release and Agreement and EF's Booking Conditions constitute the entire agreement between EF and me with reference to the subject matter herein, and I do not rely upon any promises, inducements, marketing materials, or agreements not herein, including, but not limited to, any oral statements made to me by any agents or employees of EF or by my school or Group Leader. This agreement may be amended or modified only in a writing, signed by EF. The waiver by EF of any provision of this agreement shall in no way affect the remaining provisions of this agreement, and this agreement shall be interpreted as if such clause or provision were not contained herein.

18. That this agreement shall be governed in all respects, and performance hereunder shall be judged, by the laws of the Province of Ontario and the laws of Canada applicable thereto. In the event of any claim, dispute, or proceeding arising out of my relationship with EF, or any claim which in contract, tort, or otherwise at law or in equity arises between the parties, whether or not related to this agreement, the parties submit, attorn to and consent to the exclusive jurisdiction of the laws and regulations of the Province of Ontario.

19. EF may use any film or digital likeness taken of me and any of my comments while on an EF tour as well as any project work (including, but not limited to, online learning programs offered by EF) for future publicity without compensation to me and also use my contact information for future EF promotions. I have read and agreed to the Terms of Use and Privacy Policy outlined at www.eftours.ca/legal/privacy-policy and I consent to EF's processing of my personal data.

20. EF will process your personal data in compliance with applicable data protection legislation for the purposes of completing your enrolment, customer service, the purchase of an offered travel protection plan, and providing you with the products and services related to your tour. This may entail sharing your personal data with corporate affiliates, claims handlers, insurance providers, my school, my school board and Group Leader and other business partners both within and outside of Canada, including but not limited to the U.S. and EEA/Switzerland. We have put appropriate safeguards in place for such transfers of your personal data, including the standard data protection clauses adopted by the European Commission and the Canadian Personal Information Protection and Electronic Documents Act (PIPEDA). We will only keep your personal data for as long as it is necessary for the purposes for which it has been collected or in accordance with time limits stipulated by law and good market practice, unless further retention is necessary for compliance with a legal obligation or for the establishment, exercise or defense of legal claims. If you have questions about the processing or use of your personal data, would like to have a copy of the information EF holds about you, or have inaccurate personal data corrected or erased, please contact Traveller Support at 1-800-263-2806.

Sign your enrolment form only when you have read in full and understood the contents of this release and agreement.

**INTERNATIONAL EDUCATIONAL TRIPS
PRELIMINARY APPLICATION
STEP ONE**

This form must be completed as Step One of an approval process. It must be approved by the Principal and Associate Superintendent (outside Canada and continental USA) six months before the date of departure. Once this completed form has been approved, the trip details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: Royal Bay Date Submitted: Nov. 9 2022
 Principal: Mike Jucker
 Supervisor (Educator in charge): Lucas MacNeil
 Destination of Trip: Huntington Beach California
 Departure Date: Feb 2 2023 Return Date: Feb 6 2023
 Grade level(s): 4/12 No. of students involved: 20-44 (1 or 2 teams)
 Approx. cost of tour: \$ _____ Approx. cost to students: \$ 1300.00 - 1500.00
 Transportation: flight + rental vehicle
 No. of school days missed (recommend 3 days maximum) 2 (Monday Feb 6 is Pro D)
 Source of Funding: fundraising + family
 Accommodation Arrangements: _____ Billet _____ Hotel/Motel _____ Camping _____ Other _____

- How has the proposed International Educational Trip been included in the overall plan for the year?
Students will miss 2 days of school, using the weekend to play. Although, extra-curricular, it does have a curricular element to it due to the students taking lac-academy. This event is a great intro to Spring lac
- Unique Risk/Safety Considerations: lac is a contact sport that can have bruises, bumps + broken bones. Students must show evidence of medical / travel insurance.

Part B

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the trip
2. Proposed draft itinerary
3. Method of financing the trip
4. Plan for supervision (include number of supervisors and names - minimum 1:10)
5. Travel insurance and alternate destination planning to ensure minimal financial impact to participants should travel plan changes need to be made, to ensure student safety.
6. Any other pertinent information

Permission is requested to plan the above International Educational Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Educational Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.



Supervisor's Signature



Date

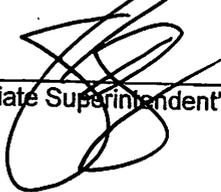
**PERMISSION GRANTED TO PLAN THE PROPOSED
INTERNATIONAL EDUCATIONAL TRIP**



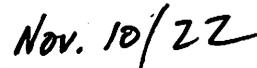
Principal's Signature

NOV - 9 2022

Date



Associate Superintendent's Signature



Date

STEP 1 – PART B

1. Educational objectives/purpose of the trip.

- Purpose of the extracurricular trip is to take 1 or 2 teams of grade 11/12's to Huntington Beach, California for a lacrosse tournament. The lacrosse academy students work very hard in their academy/PHE class. Going to this tournament allows the students an opportunity to show/preform their development and learnings that they have worked on each day at school. This trip does have a curricular aspect to it, as we are teaching students how to travel appropriately within a group, during a school sanctioned event. Students will be participating against other high schools and teams of students the same age.
- During this trip, there will be a ratio of 1:10 adults (including teachers, supervisors and chaperones). Students will always be under supervision, even during "free time". Students will be spending most of their time either at the playing fields or hotel. We may go for a team dinner if the restaurant allows large groups.

2. Proposed itinerary – please see last pages.

3. Method of Financing the Trip – We will be using money from our academy fundraising account, as well as money from families that want to pay themselves.

**Families will need to provide physical evidence of...

- trip cancelation insurance
- trip medical insurance
- covid-19 vaccine proof (if required)
- 2 copies of student pass port (1 for the school and 1 for Lucas to have on the trip)

4. Supervisors.

- Lucas MacNeil (staff),
- Adrian Sorchetti (coach),
- And 2-3 more chaperones or coaches. TBD still on who exactly they will be.
- All participants will comply with the school And District Codes of Conduct, acting as ambassadors of both the school and school district. They will be provided with a trip booklet and waiver form that outlines expectations for international travel.
- Activities include playing lacrosse, going for food, and staying at the hotel.

5. Travel Insurance

- Families will be informed that they MUST have trip cancelation insurance, and travel medical insurance. The families will be accountable for any changes. Again, they must provide physical proof of this before the trip.
- Alternate destination plan for this trip is likely not needed. But in case of an issue arising, communication with both Mike Huck and Wayne Kelly will occur.

6. Pertinent information.

- This is a new event so we have not yet been. It is a great experience for students to fly, and for students to spend time together on the bus to build a positive/inclusive culture.
- Due to the tournament having a waiver to be signed as a condition of participation, it is pertinent that students will have individual medical insurance to ensure they are taken care of and will safely get home.

7. All students will sign trip waivers promising to be good citizens as they are ambassadors of the school and school district. Students may be returned home with notification to the parents if the student compromises safety to self or others and does not follow expectations. In addition, if a student has to return home, parent/guardians will be responsible for the travel costs for both the child and the supervisor accompanying them. That said,

cancelation insurance will be the responsibility of the parent/guardian. Trips can be cancelled or postponed and the cost will **not** be covered by the school district. Families are responsible for trip cancellation insurance as well as medical insurance. **THIS WILL BE DISCUSSED WITH THE PARENTS.**

8. All tournaments have waivers where it requires the participant to sign as a condition to participate. However, because it is mandatory that parents **MUST** have medical and cancelation insurance before travelling, this ensures that their child will be taken care of in case of a medical emergency.

Field Trip Itinerary – Can change based on schedule

Estimated times

Thursday February 2nd 2023

4 am. Students will check in at Victoria Air Port, Coaches and chaperones take attendance and check in.

5:30 am. Take off for Huntington Beach. Flight _____ with Air Canada. Take attendance before boarding.

11:18 am Land in LAX or John Wayne INT and go through customs, together. Collect bags together and wait for shuttle bus to Budget Rental.

12:30 pm Leave Budget Rental with 4 vans. 40 students and 4 adults and drivers.

2:15 pm – Check into Hotel – TBD _____

6 pm. Dinner @ _____

7:30 pm. Students will be taken to Target store for snacks and water

10:15 pm. Student's rooms will be checked for curfew.

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

Friday February 3rd, 2023

9:00 am. Wake up

9:30 am. Breakfast @ hotel, or students can eat breakfast from the groceries.

11:00 am. Leave hotel to go to lacrosse fields for practise.

1:00 pm. Team lunch. Return to hotel when done.

2:30 pm. Study session for those who have school work or finals. 1.5 hours

5:30 pm. Game possibly in exhibition.

10 pm. Lights out and room checks.

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

Saturday February 4th, 2023

Pending on game time, we will be up 2 hours before start time.

9:00 am Wake up and go for breakfast.

9:45 am breakfast

Games will run all day. We will stick together at the fields or back to the hotel with supervision. Lunch and dinner will be bought at the fields from the vendors, as games that day will be from morning to evening.

Supplies and Equipment for Staff to Bring

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

Sunday February 5th, 2023

Pending on game time, we will be up 2 hours before start time.

9:00 am Wake up and go for breakfast.

9:45 am breakfast

Games will run all day. We will stick together at the fields or back to the hotel with supervision. Lunch and dinner will be bought at the fields from the vendors, as games that day will be from morning to evening.

If given the opportunity, we will organize a team dinner Sunday evening depending on final game time.

****Before bed, rooms will be cleaned and bags packed to make the morning easier.**

Supplies and Equipment for Staff to Bring

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

Monday, February 6th, 2023

10 am – Wake up

11:30 am leave hotel to return rentals at Budget Rental. Attendance taken by coaches and chaperones.

2 pm - Check in for Flights at LAX or John Wayne Int. Attendance taken by coaches and chaperones.

4 pm – Flight leaves California for _____. Flight _____ with Air Canada. Take attendance before boarding.

7:09 pm – Land in Seattle.

8pm – Leave Seattle for Victoria. Flight _____ with Air Canada. Take attendance before boarding.

9:30 pm – Land in Victoria and go through customs.

**INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL, HUMANITARIAN
PROGRAMS OR SPORTS-BASED TRIPS
PRELIMINARY APPLICATION
STEP ONE**

This form must be completed as Step One of an approval process. Approval from the applicable Associate Superintendent must be received six months before the date of departure. Once this completed form has been approved, the program details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: R BSS Date Submitted: Oct 17/2022
 Principal: Mike Huck
 Supervisor (Educator in charge): Mike Huck
 Destination of Program: Aignon, France
 Departure Date: March 5, 2023 Return Date: March 31
 Grade level(s): 11 No. of students involved: 2-10
 Approx. cost of tour: \$ _____ Approx. cost to students: \$ 1000⁰⁰
 Transportation: Air France
 No. of school days missed (recommended 3 days max.): 10 - but will attend school in France
 Source of funding: Parents / Families

Accommodation Arrangements: _____ Billet Hotel/Motel _____ Camping _____ Other _____

- Has the proposed program been included in the overall plan for the year? Not originally
- Unique Risk/Safety Considerations: None.

Part B:

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the program.
2. Proposed draft itinerary.
3. Method of financing the program.
4. Plan for supervision (include number of supervisors and names – minimum 1:10)
5. Any other pertinent information.

Permission is requested to plan the above International Student Exchange, Sister School, Humanitarian Program or Sports-Based Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Student Exchange, Sister School, Humanitarian Program or Sports-Based Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.

same
AS
>

Supervisor's Signature

Date

PERMISSION GRANTED TO PLAN THE PROPOSED
INTERNATIONAL STUDENT EXCHANGE TRIP

Principal's Signature

Date

Associate Superintendent's Signature

Date

Oct. 17 / 2022

Nov. 22 / 22

Student Exchange Program between Royal Bay Secondary, Victoria BC and Lycee Maria Pila, Avignon France.

Educational Objectives

The objective of this short exchange March 5 – March 31, 2023 is to provide an educational opportunity for students to explore French culture and language while also exposing them to the wider world. Many educational benefits can arise from such an exchange. The students participating in this exchange will attend a local high school in Avignon, France and participate in the daily events of a French student. They will be billeted with French families who have students at the local school. These students (two) will in turn attend school at Royal Bay Secondary in October 2024 for three weeks, participating in elective courses while participating in a West Coast Canadian experience. Along with the benefits of this cultural and academic exchange, the student involved will also expand their world views and begin the process of growing their geo-political perspectives.

Draft Itinerary.

Flight plans will be finalized upon approval of exchange. The students participating in the exchange will attend school at the Lycee Maria Pila in Avignon, France for the duration of their stay and participate in the daily life of a French high school student.

Method of Financing the program

Trip will be funded by the students and their families. Quoted price for flight is 950.00 Canadian Dollars. There is no cost associated with the accommodations, aside from a reciprocal agreement between the families of billet to provide accommodations to the French students when they travel to Canada in October of 2023.

Supervision

Anne Marie Thibaud, teacher at Lycee Maria Pila will supervise the students while they are in France, along with the homestay families. Mike Huck along with Canadian homestay families will be the supervisor of the students when they travel to Canada and attend Royal Bay in October 2024. Billet families both in France and Canada are thoroughly screened and will complete Criminal Record Checks in order to be approved as homestays.

Travel and Medical Insurance

Travel and Medical Insurance and mandatory and will be provided by the families involved in the exchange.



November 3, 2022

Ref: 283237

Ravi Parmar, Chair
Board of Education
School District No. 62 (Sooke)
Email: rparmar@sd62.bc.ca

Dear Mr. Parmar:

Thank you for your email of August 9, 2022, regarding the need to make a cost-shared, healthy school food program a top priority for government.

I agree with the Sooke Board of Education (SD62) that access to nutritious and affordable food is vital for student learning. Food insecurity is an important issue and I share your concern for students and families. As you may know, a more comprehensive school food program is a key goal in my Ministerial mandate letter. I have tasked a team within the Ministry of Education and Child Care to explore options and find the best long-term solution for students across the province. This includes, as you suggest, working collaboratively with the Canadian government on the issue.

In the meantime, government recognizes that British Columbians have been struggling with rising food costs, and costs for a range of goods and services due to the rapid increase in inflation. It is why I was pleased to announce that a new \$60 million Student and Family Affordability Fund (SFAF) would be allocated to school districts. This one-time special purpose grant is intended to directly support parents and guardians of K–12 students with the costs associated with going back to school that they may be struggling to pay and to improve food security.

School District No 62 (Sooke) will be allocated over \$1.25 million via SFAF. The Ministry has provided all school districts supporting materials, including a set of financial instructions and questions and answers to facilitate the implementation of the fund. The aim is to make life more affordable for families who are temporarily facing financial challenges and need temporary assistance.

I recognize that school districts are very different, with distinct geographies, local communities, and student populations. In many cases, local teachers, principals, and staff will be aware of students and families who may have need and they are best situated to provide support in as flexible, private and stigma-free manner as possible.

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I trust that SD62 will administer the fund in a manner that best reflects those operational realities while ensuring the necessary consultation with Indigenous rightsholders, District Parent Advisory Councils (DPACs), and other equity deserving groups to ensure the funds can support diverse families and students across British Columbia.

In addition to SFAF, the Ministry also allocates additional funds to SD62 which are meant to support a range of needs for the local student population. This includes an estimated \$768 thousand through the CommunityLINK special grant and a further \$387 thousand in supplemental operating grants through the Equity of Opportunity Supplement.

I value the important role that school districts will be playing in supporting B.C. families through SFAF. Your dedication and efforts during the pandemic, and now through these inflationary pressures on families and students are greatly appreciated.

If you have any questions or require further information about SFAF, please contact Tim Jah, Director of Funding and Allocation, Resource Management Division, by email at Tim.Jah@gov.bc.ca

Sincerely,



Jennifer Whiteside
Minister

pc: Tim Jah, Director, Funding and Allocation, Resource Management Division

Quote: 273901

Mr. Ravi Parmar and Co-signatories
Board of Education
School District No. 62 (Sooke)
3143 Jacklin Road
Victoria BC V98 5R1

Dear Mr. Parmar and Co-signatories:

I am writing in response to your letter to the Honourable Marie-Claude Bibeau regarding a cost-shared universal healthy school food program. Please be assured that your comments have been brought to the attention of the Minister. I appreciate the opportunity to convey the following information to you and sincerely regret the delay in this reply.

The Government of Canada agrees that school food programs provide important and far-reaching benefits, such as improving children's health and development while strengthening community food systems. Budget 2022 has directed both the Minister of Families, Children and Social Development and the Minister of Agriculture and Agri-Food to work over the next year with provinces and territories, municipalities, Indigenous partners and various other stakeholders to develop a National School Food Policy and to explore how more children in Canada can receive nutritious food at school. The Policy will need to consider the diverse needs of children and communities across Canada, as well as the importance of supporting children's access to healthy food, particularly those

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from communities facing additional barriers. Accordingly, Agriculture and Agri-Food Canada (AAFC) is working with Employment and Social Development Canada to explore options to implement an inclusive engagement process that provides meaningful opportunities for stakeholders to share their perspectives and to help shape the program and its policy.

Through the Food Policy for Canada, the Government has invested \$134.4 million in a suite of measures to improve food systems, including community-led initiatives to strengthen food security and improve access to food. AAFC recognizes that school food programs fill important gaps in the food security needs of children and youth. This is why the Department has also provided approximately \$12 million in funding through the Emergency Food Security Fund to support over 800 food projects in schools across the country, including school breakfast and meal programs.

I trust that this information will be of assistance to you. Thank you for writing on this important matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Natasha Kim', written in a cursive style.

Natasha Kim
Assistant Deputy Minister
Strategic Policy Branch



Sooke
Teachers'
Association

President: Jennifer Anderson ~ lp62@bctf.ca
1st Vice-President: Rita Zeni ~ lx62vp@bctf.ca
2nd Vice-President: Christina Kempenaar ~ lx62vp2@bctf.ca
Office Manager: Taryn Treloar ~ sooketeachers@shaw.ca
Address: 107-689 Hoffman Ave, Victoria, BC, V9B 4X1
Phone: (250) 474-5555 ~ **Website:** www.Sooketeachers.org

November 10, 2022

Board of Education
 School District No. 62 (Sooke)
 3143 Jacklin Road
 Victoria, BC V9B 5R1

Re: Draft Policy C-434 Universal Precautions

Dear Board of Education:

The Sooke Teachers' Association is writing to express their concerns surrounding the wording of the administrative regulations that accompany the draft policy C-434 Universal Precautions.

The STA acknowledges that universal precautions are an excellent way to prevent the transmission of disease through contact with bodily fluids and we appreciate that the administrative regulations outline that training is required before dealing with these fluids. The STA is concerned that the administrative regulations specifically spell out Hepatitis A, B, and C and HIV as the infection risk. By including specific infections, workers will have their focus narrowed to only these viruses when there are a plethora of other dangerous infections that can be spread through contact with blood, other bodily secretions, and stool.

Further, the inclusion of Hepatitis A, B, and C and HIV works to further perpetuate the stigma that is associated with these infections. People living with these infections face discrimination and stigma due to their positive status and these diseases disproportionately affect minority populations. By spelling out these infections out specifically, the administrative regulations are continuing the stigma by stating that workers follow the universal precautions so that they don't become one of the infected. The fact is that many infections, some of which are deadly, are spread through contact with bodily fluids, thus there is no need to specify these diseases.

Ultimately, bodily fluids contain a wide variety of infectious agents and there is no need to specify Hepatitis A, B, and C and HIV directly. The same message can be relayed by saying that infections can be transmitted through blood and through body fluids.

Sincerely,

Christina Kempenaar,
 2nd Vice-President
 Sooke Teachers' Association

cc: Scott Stinson – Superintendent; Paul Block – Associate Superintendent; David Strange – Associate Superintendent; Monica Braniff – Associate Superintendent



DISTRICT OF METCHOSIN

File: 0400-25

November 16, 2022

Sooke School District No. 62
Attn: The Board of Education
3143 Jacklin Road
Victoria, BC V9B 5R1

Dear Sooke School District Board of Education,

Re: Appointment to School Board Trustee

On behalf of Council and the District of Metchosin, we wish to congratulate you on your recent election as Trustee to the Sooke School District Board of Education.

We recognize the hard work you have all put in to campaigning and are confident that the diverse group of people that make up the Board will thrive and create positive change during their term. The perseverance and dedication you have all shown will surely benefit the students at School District No. 62. We thank you for your commitment in providing the support to our education system. We look forward to working with the Board to create strong communities and lasting relationships.

Once again, thank you all for your continued commitment and service to our community. The District of Metchosin wishes you great success and all the best in the future.

Sincerely,

Marie-Térèse Little, Ph.D.
Mayor

well done!



October 7, 2022

Attention: Regional Governance Council - Integrated Police Units

c/o Paula Kully, Executive Assistant, Oak Bay Police Department (pkully@oakbaypolice.org)
Kevin Murdoch, Co-Chair, RGU-IPU ("Kevin Murdoch" <kmurdoch@crd.bc.ca>)

Re: Increased funding and staff resources for MYST/CRED

The Victoria Family Court and Youth Justice Committee is writing to urge the Regional Governance Council to continue its efforts to secure increased staffing and resource funding for the Greater Victoria Mobile Youth Services Team (MYST) and its critically important collaborative work with the Pacific Centre Family Services Association's Crime Reduction and Exploitation Diversion (CRED) program.

An alarming and urgent presentation by CRED's Mia Golden at a recent committee meeting generated a request by our members to write the Regional Governance Council – IPU expressing strong continued support for her partnership with MYST and colleague Constable Gord Magee from the Victoria Police Department.

The pair have been regular attendees at VFCYJC meetings in recent years, providing ongoing updates to the committee's mix of municipal councillors and Capital Regional District appointees about the mounting crisis experienced by vulnerable youth in the region.

Golden and Magee have a case load of 200+ young people at risk throughout Greater Victoria. Many are still in school and present as average teenagers who participate in sports and extracurricular activities while also dabbling in risky behaviours that can quickly spiral out of control. A sadly familiar litany of often tragic outcomes – drug addiction, gangs, exploitation and sexual trafficking included – can result.

They are the only police officer and counsellor duo working this supremely challenging beat in the region, and the hours they can dedicate are severely limited. "We go from one fire to the next," Golden said. "There are just the two of us, and we are barely keeping heads above water."

The VFCYJC ask:

i) That the Regional Governance Council advocate to the Province of British Columbia for increased resource funding and staffing for MYST/CRED street teams. At a minimum, one additional CRED counsellor/MYST police officer team is required immediately.

ii) MYST appointees from regional police departments turnover every three years on average. It can, however, take an extended period for an individual to develop the unique skills required to deal effectively with vulnerable youth and to develop relationships with these youth. We agree with Ms. Golden that extending MYST postings to up to five years makes excellent sense.

To repeat, this is a critically urgent matter that requires quick action. “We are frankly overwhelmed by the size and scope of the crisis on our streets,” Golden told us. “This service model demonstrably works and we continue to experience wins as we intervene with young people and support both them and their parents. Yet we urgently need more help.”

Thank you to the Regional Governance Council for hearing this message and your good work to date. Please continue your likely ongoing efforts to secure additional support and ongoing reliable support for MYST/CRED.

Sincerely,

Marie-Terese Little, Chair
Victoria Family Court and Youth Justice Committee

cc Premier David Eby
cc Hon. Murray Rankin, Attorney General
cc Hon. Mike Farnworth, Minister of Public Safety and Solicitor General
cc Hon. Sheila Malcolmson, Minister of Mental Health and Addictions
cc CRD Chair Colin Plant
cc CRD Vice Chair Maja Tait
cc CRD Municipalities
cc SD#61, SD#62, SD#63, SD#93

Attachment: Appendix: Summary Report on Mia Golden’s April 28 VFCYJC presentation

Appendix: presentation by Mia Golden, Mobile Youth Services Team, Crime Reduction and Exploitation Diversion (CRED) program director with the Pacific Centre Family Services Association.

Context and Issues

- Victoria is a harbour town, and as such is an increasingly notorious prime location for gang activity, drugs and sex trafficking
- BC declared a public health emergency in April 2016 in response to the rise in drug overdoses and deaths. Coroners Service statistics show that there have been 9,013 unintentional illicit drug toxicity deaths in British Columbia since then (through March 31, 2022).
- Encouraging drug addiction in teenagers is a proven way to control and make them dependent on abusive figures. Youth in the Victoria region are being used as mules for drugs to Vancouver and Washington state.
- A decade following Amanda Todd's tragic death, cyber-bullying, extortion and sexual harassment remain a huge issue yet has become so normalized that many youth no longer regard it as a big deal. "The explosion of social media, easy access to the internet and pornography, and the normalization of highly sexualized and often violent content are all issues that contribute to the exploitation of young people," said Golden.
- Predators seeking to groom and socialize (condition) young people have been dramatically enabled by social media. In the past, they were in plain sight while lurking in malls, parks and outside schools. Now they operate in the virtual shadows.
- Predators scan social media seeking evidence that a young person is vulnerable or having a bad day. They then act with a variety of direct and subtle strategies that include friending, meet-ups, favours/gifts, desensitization, drugs/addiction, "sextortion," threats and outright ownership.
- Gang recruitment occurs on the street, at parties and also on social media. Children in the region as young as 12 are being enlisted and are wearing gang colours. There is a danger of minimizing this behaviour as youthful indiscretion. Abbotsford's 856 gang started small yet has evolved into a Canada-wide organization. Victoria-based WCGF (West Coast Goat Fuckers) was responsible for 200+ police files in 2014 alone, including assault with a weapon.
- Most young people on the street carry pepper spray for self-defence. Some have knives, replica guns and, in some cases, actual firearms.

- There are numerous ways in which vulnerable youth find themselves in serious trouble. Golden offered several case studies as examples:

i) An 18-year-old girl newly arrived from Quebec was turned into a prostitute by her thirtysomething boyfriend (aka pimp), who set her up in a Victoria hotel and marketed her through Leo's List. MYST/CRED offered information and support, which she declined, claiming she did not have a pimp.

ii) A 22-year-old whose violent boyfriend, a member of Victoria's Norteno (aka XIV) gang and a drug trafficker, branded his name on her face and induced her into a heavy drug addiction (she is now clean and sober); and

iii) Three teenaged sisters from a stable, loving family in the region who were introduced to crystal meth and exploited by a man in his 40s (later convicted; two of the sisters are doing well today, however the third remains trapped in addiction).

- Gaps and barriers include: systemic issues; lack of sufficient staff and operational resources for front-line case workers; outdated legislation (i.e., reforms to the BC Infants Act regarding youth consent in particular); lack of sufficient early intervention programs; denial of emerging or even full-blown problems by youth and parents alike; vicarious trauma (experienced by parents, caregivers and professionals), social bias and more.

Signs of Progress

- Supporting both young people in crisis where they're at on the streets while also being an essential go-between with them and their often helpless, overwhelmed parents is a key role for the MYST/CRED street team.

- The system, while stretched well beyond capacity, is positioned for improved outcomes through early intervention strategies that include education, collaboration, communication, parenting support and other resources. These strategies are becoming more sophisticated through engagement by parents, schools, police, probation officers and others community resources.

- MYST/CRED maintains vital ongoing partnerships with provincial ministries and government agencies; Victoria and regional police departments; CRD municipalities and school districts; and the Capital Region Action Team for Sexually Exploited Youth (CRAT/SEY), which is affiliated directly with VFCYJC.

- Safer Schools Together, based in Surrey, BC, works closely with Victoria-region school districts to monitor open-source social media content related to student and staff safety. Among other danger signs, it looks for key words that may indicate grooming activities by predators.

- There is strong and encouraging short and longer-term direction from the Province of BC to address the crisis, including investing in community based mental health and social services so there are more trained front-line workers to help the vulnerable; expansion of the successful 'situation table' model that connects front-line workers from different health, safety and social service sectors; and a commitment to keeping our streets safer from gangs and guns.
- A growing number of service providers are working with vulnerable youth in the Greater Victoria region, among them Pacific Centre Family Services Association, The White Hatter, Safer Schools Together, Youth Empowerment Society, Kiwanis Youth Society, Sanctuary, the Victoria Native Friendship Centre, Deborah's Gate, Canadian Centre for Child Protection, Children of the Street Society, cybertip.ca, needhelpnow.ca, the Victoria Child Abuse Prevention and Counselling Centre, Discovery Youth Services and The Foundry.



Committee Report of Resources Committee Meeting via MS Teams November 15, 2022

Present: Ravi Parmar, Trustee (Committee Chair)
 Ebony Logins, Trustee (Committee Member)
 Amanda Dowhy, Trustee (Committee Member)
 Russ Chipps, Trustee
 Cendra Beaton, Trustee
 Trudy Spiller, Trustee
 Scott Stinson, Superintendent & CEO
 Harold Cull, Secretary-Treasurer
 Ed Berlando, STA (virtual)
 Trudy Court, CUPE
 Sandra Arnold, SPEAC (virtual)

Staff: Pete Godau, Director, Facilities
 Windy Beadall, Lead Educator, Capital Planning
 David Lee-Bonar, Assistant Secretary-Treasurer
 Steve Tonnesen, Manager, IT Operations
 Nicole Gestwa, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:01 pm by the Committee Chair, who acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 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. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated October 11, 2022 at its Public Board Meeting dated October 25, 2022.

3. PRESENTATIONS

4. BUSINESS

4.1 First Quarter Reporting

4.1.1 Minor Capital Program – Pete Godau

Staff provided an overview of the schedule, budget and progress regarding the Annual Facilities Grant and minor capital projects. The Committee asked several questions regarding the projects in progress.

4.1.2 Q1 Financial Forecast – David Lee Bonar

Staff provided an update on the financial status at as Q1 (September 30) to the Resources Committee. Staff have estimated that the District will end the fiscal year (June 30) with a potential accumulated surplus of \$3.217 m or 2.27% of total expenditures which is \$.387 m in excess of the Board's financial reserve policy of 2%. A Q2 forecast will occur in February 2023 which will be used to draft the District's Amended Budget for the Board of Education's consideration.

4.2 Amended Budget Impacts & Process – David Lee Bonar

The Amended Budget must be approved by the Board of Education no later than the end of February 2023. It provides an opportunity for the District to realign its budget with any significant changes that may occur. Staff provided an overview of the Amended Budget process and how it ties into the Q1 forecast. Staff will bring back a proposed expenditure plan, that will factor into the Amended Budget, to the Committee in December for feedback.

4.3 Catchment Review Update – Windy Beadall

The District implemented new boundary changes in January 2021. Since then, some concerns have emerged as areas for reconsideration, which include:

- Revisiting the boundary changes to Crystal View, which currently have Belmont Park families attending Colwood as part of their revised catchment boundary; and
- Review the current boundary for East Sooke which is split between the Saseenos and Hans Helegesen catchments.

Based on these concerns, staff will conduct a review of the proposed changes and will make a final recommendation to the Board of Education in December after a request for feedback from the students, families and community has been made.

4.4 Digital Solutions Operational Plan – Farzaan Nusserwanji

Staff provided an update on the work completed to date on the Digital Solutions Operational Plan providing the context behind the shift from Information Technology to Digital Solutions. The Committee discussed the different standards being proposed and the corresponding funding sources for these standards. The Committee feels specific feedback from our employees will help shape the plan and a gap analysis would also be useful data. The Committee requested the input from staff be brought back to the January 2023 Resources Committee Meeting.

5. **ADJOURNMENT AND NEXT MEETING DATE:** December 7, 2022

Q1 Financial Forecast

Resources Committee
November 15, 2022

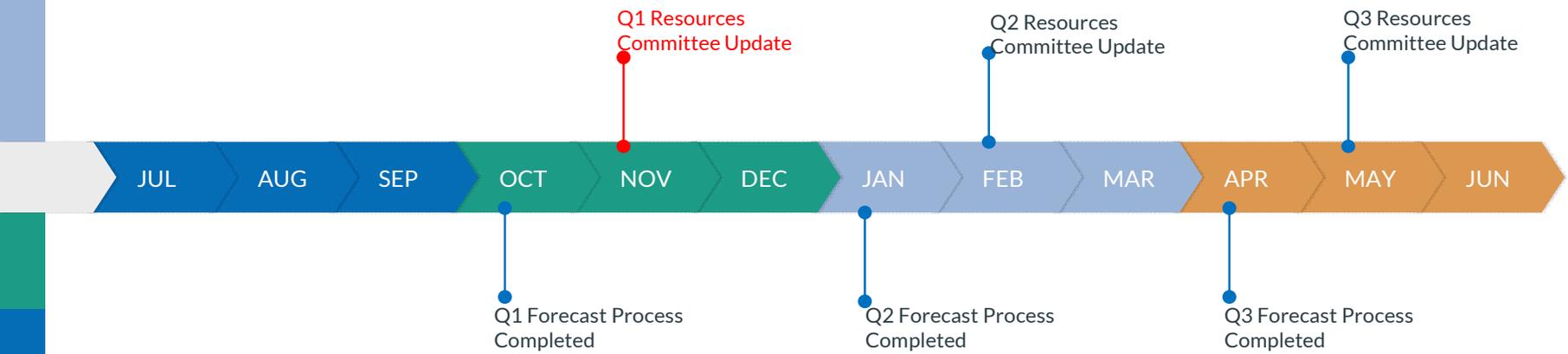


Agenda

- Forecast Process Timeline
- Forecast Highlights
- Financial Reserve
- Next Steps



Forecast Process Timeline



Forecast Highlights



- Revenues
 - Increase of \$2.8M from Budget
- Expenses
 - Increase of \$1.9M from Budget
- Tangible Capital Assets
 - Increase of \$0.2M from Budget
- See Appendix A (page 12) and Appendix B (page 13) for details



Forecast Highlights (continued)

\$708,646

Forecasted Savings from Budget



Financial Reserve

\$3,216,686

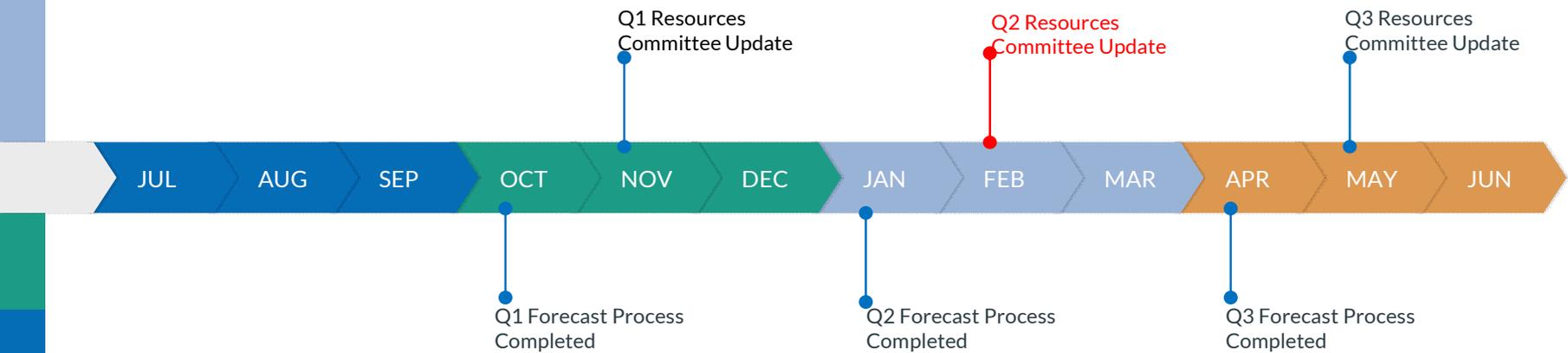
Forecasted Year End (June 30 2023) Reserve

2.27%

Forecasted Reserve as % of Total Expenditures



Next Steps



Any Questions?

Amended Budget Impacts & Process

Resources Committee
November 15, 2022

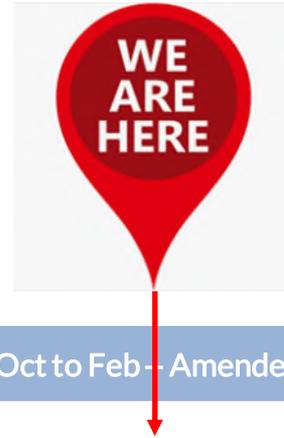


Agenda

- Budget Process
- Q1 Forecast
- Next Steps



Budget Process



	A	B	C = A+B		D	E = C+D	F	G = E+F
	2022/23 PRELIM BUDGET	2021/22 CARRY FWD	2022/23 CURRENT BUDGET		2022/23 1701 COUNT & OTHER CHANGES	2022/23 AMENDED BUDGET	2023/24 CHANGES	2023/24 PRELIM BUDGET
Total Revenue	136,305,678	52,500	136,358,178					
Total Expenditures	137,328,912	2,097,354	139,426,266					
Surplus (Deficit), for the year	(1,023,234)	(2,044,854)	(3,068,088)		-	-	-	-
Total Reserve as at June 30 2022	3,371,116		5,576,128					
Surplus (Deficit), for the year	(1,023,234)	(2,044,854)	(3,068,088)					
Total Reserve as at June 30 2023	2,347,882	(2,044,854)	2,508,040		-	-	-	-



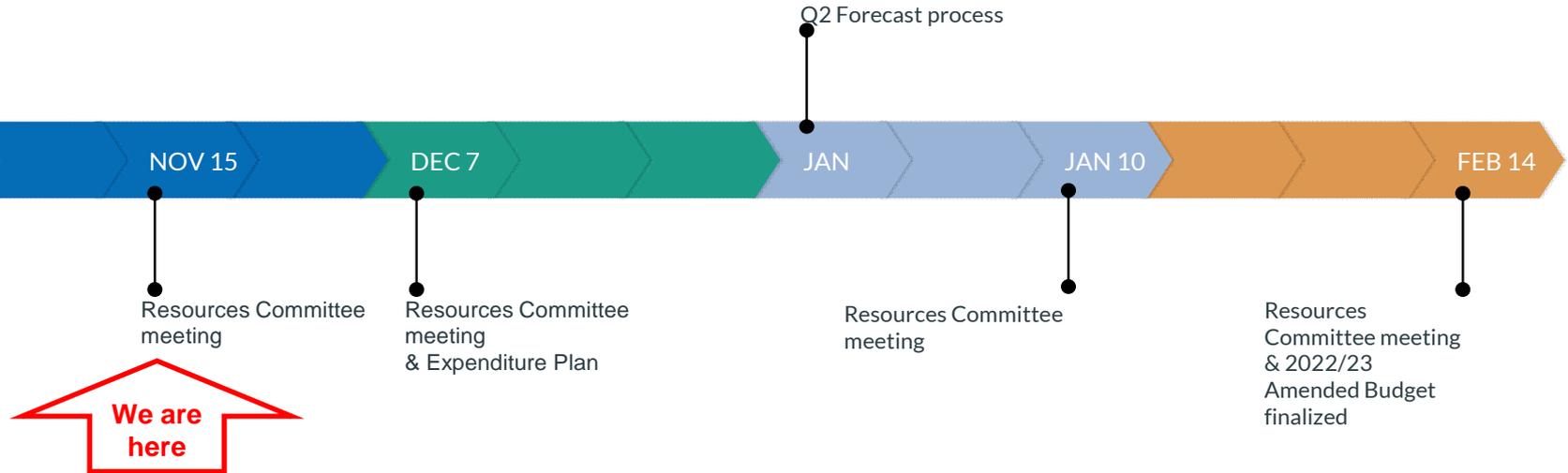
Q1 Forecast

\$708,646

Forecasted Savings from Budget



Next Steps



We are here

Any Questions?

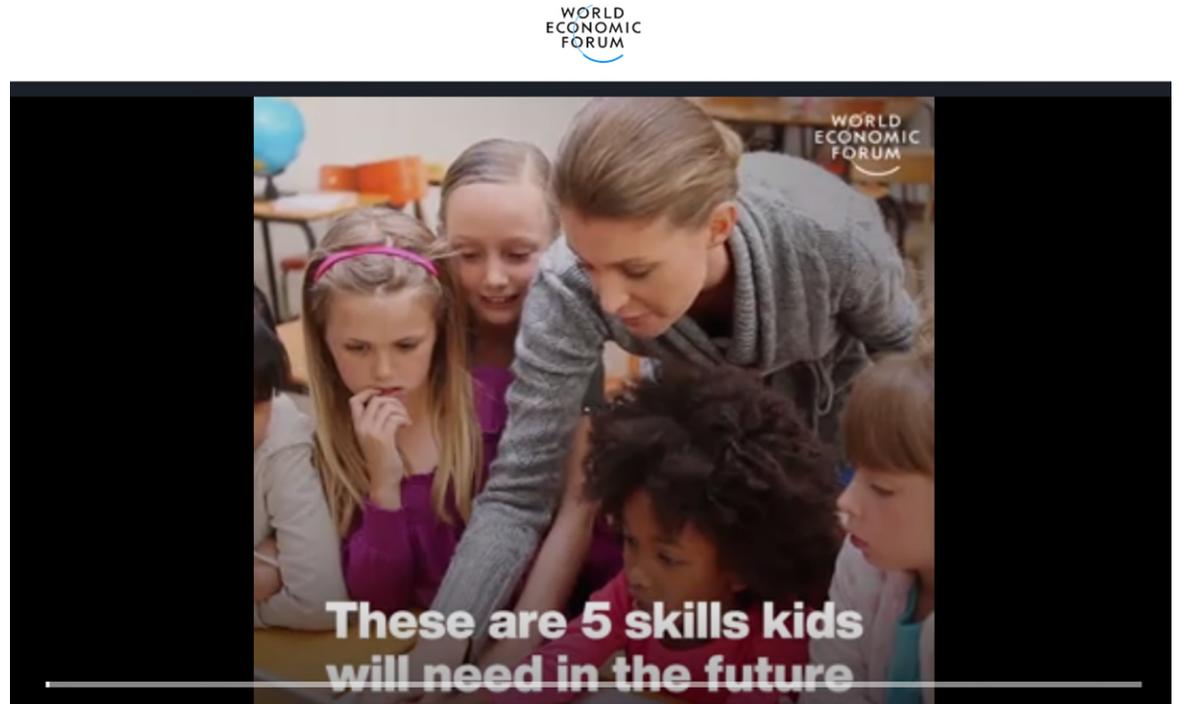
Intro to Digital Solutions

Purpose

- The IT Operational Plan from 2018-2022 has been completed.
- We have been working to create a new four-year operating plan.
- The purpose of this presentation is to introduce the direction we are headed and solicit input...

Context: What skills do students need for the future?

- Over 70% of the jobs that people do today did not exist 50 years ago
- 85% of job types that will exist in 2030 don't yet exist.
- 65% of primary school entrants will work in professions that don't exist yet.

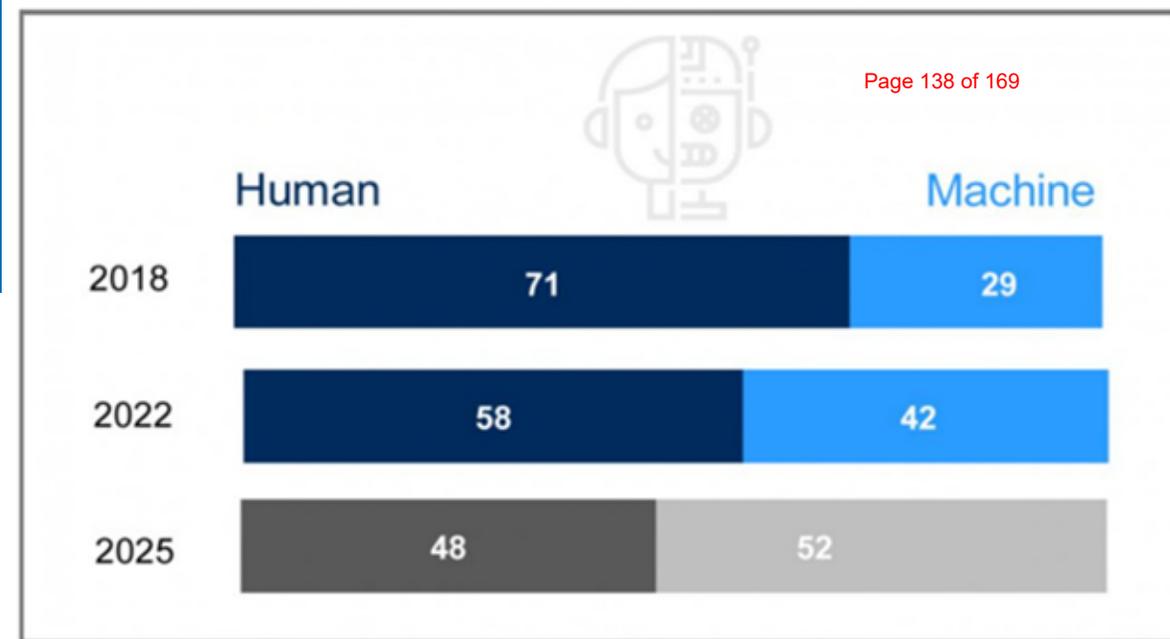


- [5 Skills Kids Will Need In The Future | World Economic Forum \(weforum.org\)](https://www.weforum.org)

Division of Labor is shifting fast....

Canadian survey of employers:

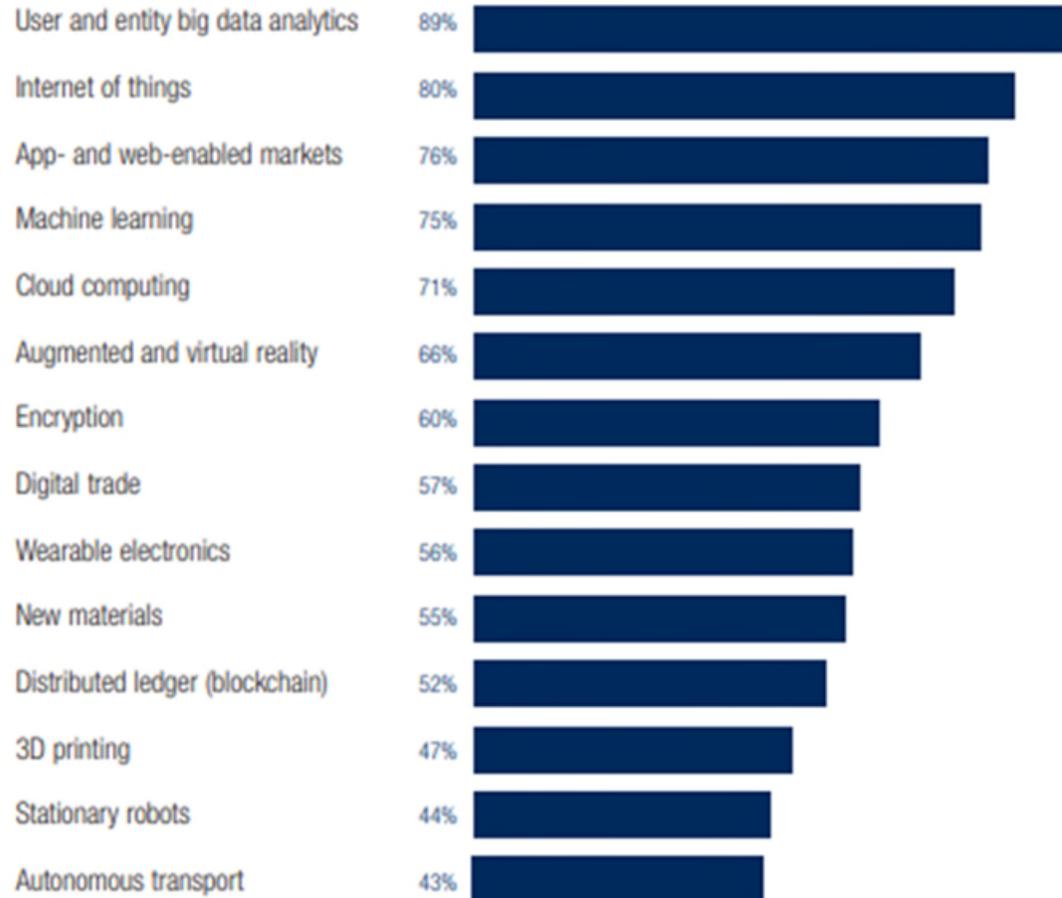
- Accelerate digitalization of work processes (e.g. digital tools) (84%)
- Look to automate tasks (84%)
- Provide opportunities to work remotely (83%)
- Hire trained skills/up-skill (81%)
- Accelerate digitalization and internal training to upskill/re-skill (78%)
- Outsource/Restructure/Transfer work (65%)



Source: World Economic Forum Future of Jobs Report,

Technologies to watch..

Technology adoption



How is SD62 responding?



Digital Transformation

Enrolment growth driving the ongoing need for better insights, scalability to support student success, staff and community engagement

Benefits

Digital Literacy for staff and students, Innovation, reducing manual work, Cyber Security and Risk management, Cross-functional teamwork, Fiscal responsibility

Operating Model Shift

Expanding services to improve capacity for staff through enhanced services and solutions, will allow our schools and departments to focus on student learning and administrative operations.

Strategic Plan Objectives:

Learning 2: To provide opportunities for learners to develop critical and creative thinking skills (and objectives L1, G3)

Growth 3: To embrace digital technologies and manage increasing complexity by leveraging the strategic use of resources (and objectives L1, L2, E3, G1)



Strong support from PVP & Leadership for the new direction of rebranding "IT" to reflect a new purpose in supporting Student Success and Growth

Re-configuring to provide Services and Solutions for:

- 1) Digital Literacy**
- 2) Infrastructure and Tech Support**
- 3) Cyber Security and Privacy protection**
- 4) Data Analytics and Records Management**
- 5) Digital Integration- initiative oversight/process automation**

Services	Target
Digital Literacy	<ul style="list-style-type: none"> • Digital Literacy – exploring how pedagogy is improved through technology • Supports for Ed Tech Learning, Training, Cyber safety, Privacy, etc. with an emphasis on student success.
Infrastructure & Tech Support	<ul style="list-style-type: none"> • Develop self-reliance within schools. • Provide core infrastructure and service desk support and refresh end-user devices
Cyber Security and Privacy	<ul style="list-style-type: none"> • Establish and implement policy & standards, and security controls, Provide training. • Accountable Executives for each application system and associated security and privacy controls.
Data Analytics & Records	<ul style="list-style-type: none"> • Data quality dashboards and reports for schools/depts • Data quality, records retention, and file storage have central oversight, alignment and training
Digital Integration	<ul style="list-style-type: none"> • Digital Advisory Committee and Board Oversight in place • Data and processes are integrated, secured and unified.

Sample of needs to be prioritized over the next four years....

Learning enabled by Digital Literacy & training on existing tools and classroom supports

- Refresh End User Devices and classroom packages
- Refresh Data Center and Server/network infrastructure in keeping with security, risk and functional needs (WAPs, NGN, Firewalls, Switches, Servers)
- MyEd support

Unfunded/Decentralized

- Promote Digital Literacy and pedagogical use of technology in the classroom with emphasis on Curricular and Inclusion objectives
- Department staff Laptops/Docks/Monitors
- Teaching staff below 0.4 FTE
- CUPE devices (SEFs, EAs, Custodians, etc.)
- Replace Smartboards/VOIP/PA Systems
- Student devices (iPads/Labs/Chromebook)
- New Divisions & Growth of staff
- Spaces, MyBlueprint
- Over 500 + Apps

Engagement can be improved with inclusive, collaborative processes and practices

- Enrolment Projections
- Student Data Management
- Student Success Metrics
- Continue to provide excellence in 1st line support via IT Service Desk for end-users (myEd, Email, troubleshooting, etc.)
- Continue to provide support for 1701, SADE/TRAX, Surveys/Student Success Dashboards/Enrolment projections,

Unfunded/Decentralized

- FOIPPA
- Cyber Security & Risk Management
- Records Management
- Digital Governance
- BCP Policy and Management
- Process Library and Maps for key processes
- Social Media & Communications support
- Salto integration with Atrieve (Key Cards/Fobs)
- Training /Training/Training

Accommodating Growth requires Operational Efficiency and automation in processes

- Staffing Allocation System, Baragar
- Lockers system
- Registration System
- Parent Portal
- Follett
- Comms Tools (Appazur, School Messenger, Engage, One drive, etc.)
- Prismatic
- Recruiting & Onboarding automation

Unfunded/Decentralized

- Performance Management automation
- Digitization of paper records (HR/Finance/Board/Schools)
- Financial process automation (A/P)
- Financial Controls for Staffing
- Budget Planning Automation
- Budget Management Automation
- VTRA, Online forms
- IES Digitization of Whitefiles
- IST Screening and workflow (complex forms)
- Facilities Work Order system

Included in the current funding technology model (with exception of growth & inflation)

Not included in the current technology staffing/funding model

Resource needs that have been identified as input to the Budget

Services	Resource Needs
Digital Literacy	<ul style="list-style-type: none"> • Staffing, Training, Release time • CUPE and Teacher training
Infrastructure & Tech Support	<ul style="list-style-type: none"> • Teachers – School & District based (proposed 0.2 FTE and above) - laptop + dock station + doc camera • Approx. 250-300 lost/damaged laptops/per year • Clerical – SBO & School-based (laptop + dock + 1 monitor) • TTOC/Spares - 1:5 ratio for Schools • District-wide software solutions (MS Office, Follett, Baragar, School Messenger, etc.) • Infrastructure hardware/software, servers, switches, networks • Projectors & WAPs for each classroom/learning space (refresh every 7 years) • Staffing on a 1:1000 student ratio
Cyber Security and Privacy	<ul style="list-style-type: none"> • Manager, Cyber Security and Privacy • Security Awareness Training – software and release time • Encrypted file-sharing capability for sensitive data • Software for log management and event correlation, Proofpoint, MDM, SIEM/SOAR, and other technologies recommended in the internal audit report • Periodic Vulnerability Assessments, “Ethical hacking” and Cyber maturity studies as recommended in the internal audit report • Cyber Insurance and incident response service
Data Analytics & Records	<ul style="list-style-type: none"> • Data Analytics Manager and staff • Records Manager and staff • PowerBI • Records management and content management software
Digital Integration	<ul style="list-style-type: none"> • Project Management, Business Process Analysis, Forms and Application Development, • Software platforms as required for specific business and educational processes (HR, Finance, Payroll, Transportation, IES, NIE, etc)

We want to ensure Alignment, Coherence, Efficacy and Risk Management in all we do as we move to digital and automated modes of learning and working.

- Do the rebranding and proposed reconfiguration make sense?
- What additional services and standards do you want to see included in the budget process?



Board Info Note November 29, 2022

Agenda Item: 7.2 Colwood Elementary Site Property Disposal Bylaw

Background

- Hulitan Family and Community Services provides supports for Indigenous families on and off reserve throughout Greater Victoria, the Saanich Peninsula, the Westshore, and Sooke to Port Renfrew
- Hulitan approached SD62 with a proposal to access Provincial child care capital funds through the Ministry of Children and Families in order to build child care spaces on the corner of the Colwood Elementary School site
- Under the Provincial Guidelines for the “*Childcare BC New Spaces Fund*”, facilitated through MCFD, school districts are required to have a community partner in order to access the funding
- The proposed partnership would have the District own the building and Hulitan operate it
- Based on the information noted above, the Board passed the following motion in August 2021:

Approved Motion: That the Board of Education for School District 62 (Sooke) support in principle the application by Hulitan Family and Community Services and M’akola Housing Society for capital funding under the *Childcare BC New Spaces Fund* for the construction and operation of a childcare facility on Colwood Elementary School property.

- Since this motion was passed, Hulitan has secured funding (through the School District) from the *Childcare BC New Spaces Fund* for the project noted above
- Per the School Act and in order to enter into a long-term lease agreement of greater than 10 years with Hulitan, the School District will have to formally “dispose” of the partial piece of land
- The District has received approval from the Ministry and now must pass the attached Bylaw to facilitate the lease process
- As a result, staff are requesting the Board to consider passing the following bylaw with the 1st reading on November 29th and the 2nd and 3rd readings on December 13th:

Proposed Motion: That the Board of Education of School District #62 (Sooke) give 1st reading to *Disposal of Real Property Bylaw No. 2022-02* in order to authorize the lease of a 0.32 acres (1,224 m³) triangle section on the north field of the Colwood Elementary property located 3000 Wishart Road.

LEASE OF REAL PROPERTY BYLAW NO. 2022-02

A BYLAW BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 62 (SOOKE) (hereinafter called the "Board") to adopt a Lease of Real Property Bylaw.

WHEREAS section 65 (5) of the *School Act* provides that a board of education may exercise a power with respect to the acquisition, lease or disposal of property owned or administered by the board only by bylaw;

AND WHEREAS pursuant to Section 96 (1) of the *School Act*, "land" includes any interest in land, including any right, title or estate in it of any tenure;

AND WHEREAS section 96 (3) of the *School Act* provides that a board of education may lease, dispose of land or improvements, or both, subject to the orders of the minister;

AND WHEREAS section 3 of the *Disposal of Land or Improvements Order* provides that boards must not dispose of land or improvements by sale and transfer in fee simple or by way of lease or 10 years or more unless such disposal is to another board or an independent school for educational purposes or is approved by the Minister in accordance with section 5 of the *Disposal of Land or Improvements Order*;

AND WHEREAS section 5 of the *Disposal of Land or Improvements Order* provides that the Minister may approve, with any terms and conditions, a lease, disposition of land and/or improvements;

NOW THEREFORE be it resolved that the Board of Education of School District No. 62 (Sooke) hereby authorizes the lease of a 0.32 acres (1,224 m³) triangle section on the north field of the Colwood Elementary property located 3000 Wishart Road, legally described as:

Lot A, Plan 21710, Section 70, Esquimalt District
PID: 003-478-319

The Board of Education confirms that the property is not required for future educational purposes in School District 62 (Sooke).

This bylaw may be cited as School District No. 62 (Sooke) Lease of Real Property Bylaw No. 2022-02.

READ A FIRST TIME, THIS 29th DAY OF NOVEMBER 2022

READ A SECOND TIME, THIS 13th DAY OF DECEMBER 2022

READ A THIRD TIME, THIS 13TH DAY OF DECEMBER 2022

Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 62 (Sooke) Lease of Real Property Bylaw No. 2022-02 adopted by the Board of Education this 13th day of December 2022.

Secretary-Treasurer



October 20, 2022

Ref: 284045

Harold Cull, Secretary Treasurer
School District No. 62 (Sooke)
Email: hcull@sd62.bc.ca

Dear Harold Cull:

I am writing regarding the request from the Sooke Board of Education for ministerial approval, under authority of section 5 of the Disposal of Land or Improvements Order, to proceed with the lease of a 0.32 acres (1,224 m2) triangle section on the north field of the Colwood Elementary property.

Enclosed, please find a Disposal of Land or Improvements Approval Form signed by Honourable Jennifer Whiteside, Minister. This signed form will be required by Land Title Office for the transfer of title of the proposed subdivision.

Please be aware that the Disposal of Land or Improvements Order also requires boards to provide the Ministry of Education and Child Care with written notification regarding the completion of a property disposal and the allocation of any resulting proceeds between restricted capital funds and local capital funds. A copy of a final disposal bylaw adopted by the Board once the disposition has fully concluded must also be provided to the Ministry.

If required, a Disposals of Sites and Buildings tool for use in calculating the resulting journal entries for financial statement reporting purposes may be found on the School District Financial Reporting website at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/school-district-financial-reporting/financial-statement-reporting>

I wish the Sooke Board of Education every success in the disposal.

Sincerely,

Francois Bertrand
Executive Director, Capital Management Branch

Enclosure: Disposal of Land or Improvements Approval Form; Title Search Print

pc: Rosa Cutler, A/Regional Director, Capital Programs Unit
Travis Tormala, Regional Director, Capital Programs Unit



DISPOSAL OF LAND OR IMPROVEMENTS

The Board of Education of School District No. 62 (Sooke) is seeking to dispose of land or improvements in accordance with Section 96 (3) of the *School Act* and Section 5 of the Disposal of Land or Improvements Order (M193/08), as follows:

Sale of Land or/Improvements
 Conveyance
 Dedication
 Exchange
 Lease of Land or/Improvements
 Other

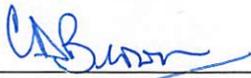
Property Description:

The Board of Education of School District No. 62 (Sooke) requests that ministerial approval be granted to lease a 0.32 acres (1,224 m²) trainagle section on the north field of the property, located at 3000 Wishart Road in the City of Colwood, and more particularly described as:

Parcel Identifier:
006-737-994

Legal Description:
LOT A, SECTION 70, ESQUIMALT DISTRICT, PLAN 21710

The request and supporting documentation have been reviewed and the granting of ministerial approval for the disposal of the Property is recommended.



 ADM, Resource Management Division

Oct 20, 2022

 Date

Approved:



 Deputy Minister

Oct-20/22

 Date

TITLE SEARCH PRINT

2022-09-06, 12:07:46

File Reference:

Requestor: TRAVIS TORMALA

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN****

Title Issued Under	SECTION 172 LAND TITLE ACT
Land Title District Land Title Office	VICTORIA VICTORIA
Title Number From Title Number	34374W 212623I 25664W
Application Received	1969-01-15
Application Entered	1969-06-16
Registered Owner in Fee Simple Registered Owner/Mailing Address:	THE BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT NO. 62 (SOOKE), 2227 SOOKE ROAD VICTORIA, BC
Taxation Authority	Colwood, City of
Description of Land Parcel Identifier: Legal Description:	003-478-319 LOT A, SECTION 70, ESQUIMALT DISTRICT, PLAN 21710
Legal Notations	THIS TITLE MAY BE AFFECTED BY A PERMIT UNDER PART 26 OF THE LOCAL GOVERNMENT ACT, SEE FB464353
Charges, Liens and Interests Nature: Registration Number: Registration Date and Time: Registered Owner: Remarks:	UNDERSURFACE RIGHTS M76303 1983-08-03 08:00 THE DIRECTOR OF SOLDIER SETTLEMENT INTER ALIA PART FORMERLY PART OF LOT 2, PLAN 2550 DD 202118I

Board Information Note

Public Board of Education Meeting

November 29, 2022

Agenda Item 7.3: Staff Affordability Fund

PURPOSE

- This information note provides advice and recommendations for a motion to create a one-time Staff Affordability Fund.

BACKGROUND

- With the global increase in interest rates, prices on the island for basic housing, food, gas and other daily costs have risen sharply.
- A Staff Affordability Fund would enable the district to help staff weather the current rise in costs that, for some staff, might leave them struggling to afford basic necessities.
- The fund would provide \$25,000 in one-time funding to support staff in the school district with the rising cost of living.
- The proposed Staff Affordability Fund mirrors that created in August by the Minister of Education and Child Care, Jennifer Whiteside, when she announced a one-time \$60 million provincial Student and Family Affordability Fund to support students and families who are struggling with rising costs due to global inflation.
 - The Student and Family Affordability Fund is intended to:
 - Improve students' access to nutritional food / meals, before, during and after the school day.
 - Directly offset costs to parents, guardians, and students, such as school supplies or other cost pressures they are facing using existing mechanisms such as hardship policies
 - The fund supports school food programs and the costs of school supplies as key areas of support.
 - The funding is provided on a one-time basis for the 2022-2023 school year and is not intended be structural or carried over to subsequent school years.

ANALYSIS

- Some SD62 staff currently hold several paying jobs that together provide enough money to cover basic living costs. We know with rising interest rates, inflation and other cost pressures, many staff are feeling the effects.
- The scope for the fund and the parameters of the funding would be developed by staff and would be modeled off the consultation completed in establishing the SD62 Student and Family Affordability Fund.
- This motion directs staff to begin the process of establishing a one-time fund with the goal of launching it prior to the winter break. An example of the fund in action could be providing grocery gift cards to staff who request support.

RECOMMENDATION

- The following motion is recommended for Board debate:
 - Motion Requested: “That the Board of Education of School District 62 (Sooke) direct the superintendent to create a one-time, \$25,000, staff affordability fund to support staff members struggling with rising costs due to global inflation. And furthermore, the fund be modelled off the student and family affordability fund.”

Submitted by:



Ravi Parmar
Board Chairperson



**COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE
School Board Office
November 8, 2022 – 6:00 p.m.**

Present: Ravi Parmar, Board Chair (Acting Committee Chair)

Cendra Beaton, Trustee (Acting Committee Representative)
 Ebony Logins, Trustee (Acting Committee Representative)
 Amanda Dowhy, Trustee
 Trudy Spiller, Trustee
 Russ Chipps, Trustee
 Francesca Lee, STA
 Lou Leslie, CUPE
 Shannon Miller, SPVPA
 Sandra Arnold, SPEAC
 Scott Stinson, Superintendent/CEO
 Monica Braniff, Associate Superintendent
 Dave Strange, Associate Superintendent
 Paul Block, Associate Superintendent

Regrets: Alison Watson, Committee Chair

Guest: Farzaan Nusserwanji, Exec. Director – IT and CIO

1. CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

We are honoured to be meeting on the traditional territories of the Coast Salish: T'Sou-ke Nation and Sc'ianew Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.

2. Opening Remarks from Acting Chair, Ravi Parmar

Acting Chair Parmar welcomed the group to the first Education-Policy Committee meeting held with members of the new Board of Education. The Acting Chair recognized new members of the committee and engaged committee members in a round of introductions. He also recognized that it is National Indigenous Veterans Day, as well as a special holiday within the Sikh faith community.

3. COMMITTEE REPORT of Oct. 4, 2022 Education-Policy Committee meeting

The committee report for the Oct. 4, 2022 Education-Policy Committee meeting was reviewed by the committee. No errors or omissions were noted.

4. **BAA COURSE PROPOSALS**

There are no BAA course proposals for this meeting.

5. **REVIEW OF POLICIES/REGULATIONS**

a. Draft New Policy and Regulations F-325 “Cyber Risk and Security” – Review of Revisions – Farzaan Nusserwanji

Mr. Nusserwanji provided an overview of the draft revised new Policy and Regulations. He highlighted in detail the changes based on feedback from stakeholders since the September committee meeting. He spoke to six specific concerns and questions that had been raised. The Committee engaged in conversation, offered comments and posed questions, including:

- How the draft new Policy and Regulations will be communicated out to all stakeholders.
- Suggestions to include training timelines in the Policy and Regulations.
- A suggestion was given to explore simplifying the language in the BYOD section to make it more accessible.
- A suggestion was given to reference OIPC and applicable provincial and federal laws.
- A suggestion was given to include some of the language from this Policy in the consent portal as part of implementation of this Policy and Regulations.

Gratitude was expressed by members of the committee for the work done to formulate the Policy and Regulations.

Recommendation:

Given the required period for Notice of Motion for draft new Policy F-325 “Cyber Risk and Security” has been served, that the Board adopt the draft new Policy F-325 “Cyber Risk and Security”.

6. **NEW BUSINESS**

a. Quarter 1 Report on Strategic Plan – Superintendent Scott Stinson

The Superintendent provided an overview of the Quarter 1 Report of the Strategic Plan. The committee engaged in conversation, offered comments and posed questions.

Recommendation:

That the Board of Education of School District 62 (Sooke) receive the Q1 Report presented at the Education-Policy Committee meeting of November 8, 2022.

b. Update – Student & Family Affordability Fund – Dave Strange

Dave Strange provided a progress update on the implementation of the Student and Family Affordability Fund. The committee engaged in conversation, offered comments and posed questions.

7. **FOR INFORMATION**

8. **FOR FUTURE MEETINGS**

9. **ADJOURNMENT AND NEXT MEETING DATE:** Dec. 6, 2022

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

November 29, 2022

Draft new Policy F-325 "Cyber Risk and Security" is scheduled for adoption.

RECOMMENDATION

Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft new Policy F-325 "Cyber Risk and Security".

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

November 29, 2022

Draft new Policy and Regulations C-434 "Universal Precautions" are scheduled for adoption.

RECOMMENDATION

Given that the required period for Notice of Motion has been served, that the Board of Education of School District 62 (Sooke) ADOPT draft new Policy and Regulations C-434 "Universal Precautions".

School District #62 (Sooke)

UNIVERSAL PRECAUTIONS	No.: C-434
	Effective: Revised: Reviewed: Oct. 4/22; Oct. 25/22; Nov. 29/22

SCHOOL BOARD POLICY

The Board of Education supports the implementation of Universal Precautions as a method to provide simple and basic precautions against the transmission of communicable disease. To assure a standard of practice within our district, the Board directs persons required to clean up bodily fluids to follow the Universal Precautions as outlined in the attendant Regulations to this Policy. Universal Precautions must only be used by persons trained on the Universal Precautions Safe Work Procedure.

Rationale

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

Universal Precautions are designed to prevent the spread of microorganisms among persons. The use of Universal Precautions interrupts the chain of infection.

School District #62 (Sooke)

UNIVERSAL PRECAUTIONS	No.: C-434
	Effective: Revised: Reviewed: Oct. 4/22; Oct. 25/22; Nov. 29/22

ADMINISTRATIVE REGULATIONS**Rationale**

Universal Precautions are practices which are intended to protect persons from infection through contact with blood or body fluids and are based on the premise that all blood and body fluids are a potential source of infection. ~~Hepatitis A, B & C and the HIV virus~~ **There are a variety of communicable** diseases that have various modes of transmission and can be transmitted through blood and through body fluids including seminal, vaginal and fecal secretions. Viruses enter the body through breaks in the skin as open sores or puncture wounds or through the mucous membranes of the mouth, nose and eyes. Persons who carry **a communicable disease** ~~the Hepatitis A, Hepatitis B, Hepatitis C or HIV viruses~~ may not display any symptoms of disease and they may not be aware they are infected. It is imperative that Universal Precautions be used by all persons who have contact with blood and/or potentially infectious body fluids. Only those trained in Universal Precautions Safe Work Procedure are permitted to safely clean and disinfect bodily fluids.

A. Responsibilities**The School District will:**

- a) Maintain current Policies, Regulations and practices with regard to Universal Precautions.
- b) Provide training to applicable staff with regard to Universal Precautions through District Health and Safety.
- c) Provide PPE, supplies and equipment needed to practice Universal Precautions.

Supervisors, Department Heads and Principals will:

- a) Ensure applicable staff within their area of responsibility have received training in Universal Precaution procedures.
- b) Ensure that all staff are aware of their own responsibility to follow the practices outlined in this Regulation.

Employees will:

- a) Attend and participate in training provided on Universal Precautions as applicable to their role.
- b) Follow the practices outlined in this Regulation and in the orientation.

B. Safe Work Procedure

- a) Staff will follow the Universal Precautions – Clean Up of Bodily Fluids safe work procedure found on the Engage site under Health, Safety & Wellness.



Report to the Board of Education, Sooke School District

RE: Na'tsa'maht Education Council Meeting at Lekwungen Room, School Board Office November 16, 2022

We are honored 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: Sc'ianew Nation, Coast Salish; T'Sou-ke Nation, Coast Salish; the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the Nations SD62 works with.)

In Attendance:

Brandon Labbey-Krejci, M'akola Group of Societies
 Chief Russell Chipps, Sc'ianew Nation
 Diane Sam, University of Victoria
 Elder Henry Chipps, Sc'ianew Nation
 Katie Gaetz, Na'tsa'maht Indigenous Education Curriculum Coordinator Teacher
 Janelle McGinley, Island Métis Family and Community Services Society
 Julia Clifton, Hulitan Family and Community Services
 Jo-Ina Young, Métis Nation of Greater Victoria, (MNGV)
 Lindsay Lockhart, STA, Teacher Union Rep

Lorraine Velie, SD 62, Na'tsa'maht Indigenous Education Administrative Assistant
 Lynai Quatell, Hulitan Family and Community Services
 Marlys Denny, SD 62, Vice Principal, Na'tsa'maht Indigenous Education
 Mike Huck, SD62, PVP Association
 Paul Block, SD 62, Associate Superintendent
 Tara Jensen, T'Sou-ke Nation
 Trish McNabb, CUPE Local 459

Regrets:

Alita Tocher, M'akola Group of Societies
 Amanda Hamilton, Pacheedaht Nation
 Ceilidh Deichmann, SD62, PVP Association
 Dorothea Harris, University of Victoria
 Elena Robinson, Island Métis Family and Community Services Society
 Joanne Kakewash, M'akola Group of Societies
 Jon Carr, SD 62, Principal, Na'tsa'maht Indigenous Education
 Kendra Gage, Hulitan Family and Community Services

Matthew Simpson, University of Victoria
 Michelle Thut, T'Sou-ke Nation
 Stacey Charles, Sc'ianew Nation
 Sue Grundy, SD 62, Executive Operations Manager
 Virginia Treadwell, Island Métis Family and Community Services Society
 Vivian Leik, Camosun College

Guest:

Monica Braniff, SD 62, Associate Superintendent

1) School District Update (Tabled from October Meeting)

a) Monica Braniff – New Associate Superintendent

- Introduction and welcome

b) Enrollment

- Growth rate is high, K-12 grew by 736 students in September
- Largest growth is at the Elementary level with over 300 new students

c) 12 442 students in K-12; 13 035 students in K-12, Alternative, Continuing Ed and Online

d) Equity in Action - Learning Series for Principals & Vice-Principals

- 5 session with Caroline Roberts "Examining Culturally Responsive Learning Environments through Indigenous Education and Decolonizing Teacher Practice"
- Training the Leadership team this year, next year to offer the training to other staff

e) Board Seat on NEC

- Acknowledged new and returning Board of Education members
- NEC Board seat to be shared at NEC Meeting on Jan 18, 2023

f) New Schools

- PEXSISEN Elementary opened in September
- Centre Mountain Lellum Middle School opened November 14th

g) Student & Family Affordability Funds

- SD62 received \$1.2 million to help support students and families with the rising costs of living due to global inflation
- Funds dispersed to all schools, NIE Department received funds to supplement school funds as needed. Consultation on how funds are utilized is being done with Four Posts

2) Na'tsa'maht Indigenous Education Update

a) Student & Family Affordability Funds Consultation with Nations

- Funds have been allocated for Local First Nations to support on-reserve students
- Each Nation has been consulted individually; funds will go directly to the Nation to disperse accordingly

b) NEC Terms of Reference – Amendments to follow at Jan 18, 2022 meeting

c) Events

- i) **Na'tsa'maht Graduation Recognition** – Reflections from last meeting. Jon sent student/family survey to IT. Results will be shared with NEC in the new year.

Comments:

- Student voices need to be heard
 - By having a separate event are we creating segregation?
 - Separate event allows for more family to be able to attend
 - At school events, guidance is needed on who do schools invite to each school event, what is respectful?
 - Maybe any changes should be done for next year, not this year. More discussion needed.
 - Timeline affects NIE department as schools already have events space booked
 - Pervious years NIE Grad Recognition event at Bear Mountain/Camosun was well attended. Some students would attend both NIE Grad and School Grad, while others would choose one or the other.
 - Last year the Grade 12 Gathering at Camp Thunderbird was well received by students
 - Royal Bay is hearing students are looking forward to an event such as a NIE Grad
- ii) **Nov 25th Pro-D Events:**
- CUPE: Author Book Talk with Local Author & Role Model Teoni Spathelfer
 - Teachers: Indigenous Land-based day at Goldstream
 - NEC Members are invited to attend offerings put on by the Sooke Teachers Association

d) Curriculum Coordinator Update:

- i) **Elders-In-Residence Programs**
- 7 Elders at 7 different schools 1 day a week
 - Elder Pilot Program: Elder Earl and Kookum Jo-Ina are doing six consecutive Thursday rotation in 5 different schools
- ii) T'Sou-ke Nation Kindergarten Language Program with Elder Shirley is 6 consecutive Thursdays at Sooke, Saseenos, John Muir, and Poirier
- iii) **Principles of Learning** – Learning on the Land Initiative
- The 5 POL school's: Hans Helgesen, Sooke, Saseenos, Willway and Savory will travel to Camp Thunderbird. The activities for the day included: Drumming/Storytelling, Beading/Jigging, Archery, Plant Walk, Fire Building and Canoeing
- iv) **Role Model Program Update**
- Just under 100 presentations booked to date
 - If you know anyone interested in joining the Role Model program please forward their information to the NIE office

e) Leave a Comment – Artist Recommendations to bring to 4 Posts

- Working to build a collection of Artists, please share any recommendations with us

Next Meeting January 18,2023

SD62 School Board Office, Lekwungen Room



BOARD MEETING AGENDA PLANNING

Trustee Agenda Item Request

Board Meeting Date: November 29, 2022 Public In Camera

Trustee Submitting: Allison Watson

Item Title: Board Reaffirmation of Values and SOGI Training

1) Recommended Motion or Action:

That the Board of Education of School District No. 62 (Sooke) publicly reaffirm its support for the use of classroom materials that destigmatizes and normalizes conversations around gender identity and sexual orientation, including SOGI 123 resources.

2) Recommended Motion or Action:

That the Board of Education of School District No. 62 (Sooke) engage in gender diversity training and capacity-building to adapt practice and language, by partnering with a gender diversity consulting company.

Background:

Considering the recent election, and the spread of misinformation, many families with gender diverse students have been feeling fearful and concerned that their child is at risk of discrimination. In a timely response, the SD62 board can show support for diverse families by reaffirmation our work in gender identity and sexual orientation Inclusive education.

While, many members of the board support gender diversity and inclusion in education, it is important that the leaders of the district have the knowledge and understanding of the on-going work to improve the educational experience of students in SD62. By engaging in training as decision makers, we build on our work in Inclusive Education and can guide our district through policy and planning with an informed approach.

Rationale for Motion 1:

Reaffirmation:

During the campaign period, a few parents who either had gender diverse children in our district or parents in same sex marriages with children in our district reached out to me to say:

“This campaign has been pretty emotional for me since my youngest just came out as trans a couple of months ago and to see candidates running who are stirring up unnecessary division about this issue makes me feel all that more fearful for my child.” – Parent of student in SD62

“Someone said to me that ‘morality’ should be left up to parents to teach their children. These views effectively declare our existence as a taboo topic not to be discussed with children. I can’t even describe my feelings” – Parent of student in SD62

“It always has to come to the fact that this is about people – not math problems in a book but people who are there, in classrooms, in the community, in families, everywhere. We are not an idea, a political opinion, a moral issue – just people.” - Parent of student in SD62

It is important for our SD62 Board of Education to reaffirm our values so the many diverse families we work with are reminded that we stand by our commitments to Inclusive Education and we support the use of SOGI 123 resources in classrooms.

Rationale for Motion 2:

Training:

This motion supports the work being done in our district and our Strategic Plan. Our Mission states, “Our mission is to help develop informed, literate, and resilient citizens through engagement in a safe, respectful, inclusive and responsive SD62 learning community.” In highlighting the part that says inclusive and responsive, as a board we have an opportunity to model the mission we laid out in our Strategic plan by engaging in a process of growth and understanding of inclusive education.

Recommendation of Consulting Companies

PEERNETBC:

General training on Anti-Oppression and/or Queer Issues, PeerNetBC is an option. They're Vancouver-based but frequently come to the island to lead things and as a non-profit are relatively affordable.

<http://peernetbc.com/custom-workshops/>

AMBIT:

Though I welcome the process of exploring various consulting companies, I respectfully and without bias, recommend Ambit Gender Diversity Consulting. Ambit has extensive experience delivering services to school districts in BC including our neighbouring district of Victoria. Our district has engaged in consulting services from Ambit as well. In addition, Ambit has experience providing consultation around implementing goals embedded in Strategic Plans.

Here are some examples of the work Ambit has been doing with schools and larger institutions:

- Currently, working closely with St. Michaels University on strategy, policy, and communications, and have also worked with Pearson College.
- Earlier this year, Ambit provided training for team members of the Representative for Children and Youth's Office of BC.
- Ambit was closely involved with the City of Victoria's [Transgender, Non-Binary and Two-Spirit + Inclusion Action Plan](#) and are currently working with the City on training key staff members.

Ambit Quote:

2 to 2.5 hours = \$1,375 for up to 20 people, and \$70pp for additional participants plus GST

Consulting = \$225/hr., 1 hour minimum billable and billed in 15-minute increments thereafter.

“Our suggestion would be to start with this training session, to make sure all board and executive members are on similar footing, with regards to language, approach, and the fundamental basics of gender diverse people. From there, likely as part of the closing of the training session, we would start to discuss what kinds of tenable actions can be made as a school board. Based on that, we could provide an estimate of how many consulting hours that might take, and proceed with those services. In our experience, the process can be iterative, with some back and forth, which is ultimately best, because these policies need to reflect the needs and hopes of Sooke School District's students and educators, not Ambit's. “ (Information provided by Ambit).

Board Info Note Public Board Meeting November 29, 2022

Agenda Item 11.1: Superintendent's Update

LEARNING

Foundation Skills Assessment (FSA)

The district recently completed scoring of this year's Grade 4 and Grade 7 Foundation Skills Assessment. Thank you to all staff involved at the district and school level that supported the administration, scoring and data work involved in this important assessment work. Results from this year's assessment will be used to inform school and district planning as we work continuously to improve student success.

ENGAGEMENT

Remembrance Day Assemblies

On November 10, all of our district schools hosted Remembrance Day assemblies to honour and recognize the contributions of veterans and current service members. These celebrations are an important part of the work done in our schools to ensure strong understandings of the challenges and conflicts that have occurred and continue to occur in the world.

We have been working closely with the Langford Legion to extend the remembrance beyond one day. A poster contest was held prior to November 10 with additional planning to include a "Valentines for Veterans" opportunity, scholarships and bursaries, as well as opportunities to participate in community events such as Vimy Ridge 2023 celebration and the Poppy Flag raising next year in Langford.





10,000 Tonight

Each year our neighbourhood secondary schools are reaching out to the community in support of the Westshore and Sooke food banks. In past years the efforts have been stifled due to COVID-19. This year, each of our secondary schools will be returning to events similar to those in pre-pandemic times. First up is Royal Bay on November 30, with students canvassing Colwood area homes as well as receiving drop-off donations at the school. Belmont and EMCS will be following suit with efforts fine-tuned to their particular communities. Volunteers to assist at the event can sign up at: <https://forms.gle/ZexjGprA6XLwaqSc6>



Professional Growth Planning Meetings

Over the past month and a half, the superintendent has been meeting with each principal in the district to review their Professional Growth Plans (PGP) and to engage in dialogue regarding their goals. These discussions create opportunities to be in district schools, connect one-on-one with principals and to get a general sense of what is happening in our schools. Similarly, each associate superintendent also meets with PVP in their family of schools to review and discuss PGPs and school plans.

Cultivating Emotional Resilience Pro-D Session for CUPE Staff

District staff including Christine Merner, Vanessa R White and Dave Strange hosted a learning session for interested CUPE staff on the November 25th pro-d day. The session focused on the topic of emotional resilience and exploring strategies staff can use to grow and develop their emotional resilience. This parallels a learning series being offered to PVP and managers. All in the spirit of supporting staff wellness!

Island Leadership Coalition (ILC)

The BC School Superintendent's Association Island Chapter created the Island Leadership Coalition (ILC) as a series of workshops and professional learning opportunities for aspiring leaders across the Island. After a 5 years' hiatus, we are pleased to share that the ILC has returned to active duty in support of educational leadership development on Vancouver Island.

On Friday, November 18th, Associate Superintendent Block led a team of 8 aspiring leaders from SD62 to the Nanaimo Conference Centre. Our talented and diverse group of educators were drawn from Elementary, Middle and Secondary schools across the district with some currently in our vice principal pools and some of these candidates having demonstrated an aptitude and desire to pursue a more formal leadership role as a vice principal were also invited to join. The session was attended by over 100 aspiring leaders from every District on the Island and spent the first of 3 sessions this year focusing on Leadership Identity. The feedback from our SD62 group was tremendous and their work and contributions to the collective conversation and learning was admirable and fully engaged. They did a fantastic job of representing the growth mindset and learning culture of the Sooke School District in this forum.



Centre Mountain Lellum Opening

We were very excited to be able to open Centre Mountain Lellum to students and staff on November 14. Farmer Construction Limited has done an incredible job to get us to this point. There is still work to be done to complete all aspects of the build, however with students now in the school and our ability to turn our attention to instruction, we will complete the remaining work within the next few months.



Partnership with City of Colwood and the Village Initiative

The three-way partnership agreement between the District, City of Colwood and Village Initiative to create a community hub of social services has been signed off. Detailed planning for the school and amenities will begin while we wait for government support of the project.

SD62 Community Career Fair at EMCS

We had a very successful Career Fair at EMCS on November 22! Many people in the Sooke community came and met with the district team to learn about rewarding career opportunities within Sooke Schools. Some even did interviews on the spot! We look forward to future Career Fairs in the Westshore area.

